इसे वेबसाईट **www.govtpressmp.nic.in**
से भी डाउन लोड किया जा सकता है.

मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 24] भोपाल, शुक्रवार, दिनांक 10 जून 2016—ज्येष्ठ 20, शक 1938

भाग ४

विषय-सूची

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

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 27 मई 2016

क्र. आर-110-सीसी-2016.—अड़तीस.मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28 के अनुक्रम में मंदसौर निजी विश्वविद्यालय, मंदसौर के प्रथम अध्यादेश क्र. 01-47 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्र. 01 से 47

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

ए. एस. यादव, उपसचिव.

THE FIRST ORDINANCES OF

MANDSAUR UNIVERSITY, MANDSAUR

In exercise of the powers conferred by sub-section (2) of section 28 of the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhiniyam, 2007 the Vice-Chancellor makes the following First Ordinances:

1. **Short title and Commencement:**
   a. These Ordinances may be called the Mandsaur University First Ordinances, 2015.
   b. These Ordinances shall come into force from the date of their publication in the official gazette.

2. **Definitions:**
   In these Ordinances, unless the context otherwise requires:
   a. 'Act' means the Madhya Pradesh Niji Vishwavidyalay (Sthapna Avam Sanchalan) Adhiniyam, 2007.
   b. "Ordinances" means the Mandsaur University First Ordinances, 2015.
   c. "Section", "Sub-section", "Item" shall mean section of the Act, Sub-section of the section and item of the Section or Sub-section respectively.
   d. Words and Expression used but not defined in these ordinances shall have the meaning assigned to them in the Act and Statutes.
   e. "He" includes "She" and "His/Him" includes "Her".
   f. The provisions of the rules under this ordinance will prevail over all orders, codes, manuals, circulars, memos, procedures, policies, schemes and such other documents of the faculties of the University.
   g. Unless the context otherwise requires, any abbreviations or shortened form of a word, shall represent and mean exactly that the word as defined in the Act, Statutes, Ordinances and Regulations.

ORDINANCE NO. - 1
ADMISSION, REGISTRATION AND MIGRATION OF STUDENTS

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

A. Qualifying examination means an examination the passing of which makes a student eligible for admission to a particular year in a course of study leading to a Bachelor's or Post-Graduate Degree or Diploma or Certificate conferrable by this University.

B. "Equivalent Examination" means an examination which has been conducted by:
   i. Any recognized Board of Higher Secondary Education, or
   ii. Any Indian University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination.
   iii. Any foreign University / Board examination that have been duly recognized as equivalent to +2 stage qualification or Bachelor Degree programme.

Admission Procedure

1. The University shall follow the normal admission process to all courses, if, otherwise not specified as follows
   a. The University will issue admission notifications in news papers, on the University's website, notice board of the University and/or in other publicity media before the start of every cycle.
   b. List of candidates provisionally selected for admission/shortlisted based on merit will be displayed on the notice board of the University/University's website/or the students will be informed directly of their admission.
   c. The application for admission shall among others be accompanied by:
      (i) The School or College Leaving Certificate signed by the Head of the Institution/Faculty last attended by the student,
      (ii) True copy of the statement of marks showing that the applicant has passed the qualifying examination. 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, eligibility or a Migration Certificate from the Secretary or Registrar of such Board or University, as the case may be together with immigration fee, decided by University.
      (iii) Any other document as required by concerned Institution/Faculty provided that, if it does not become possible for the applicant to obtain a Migration Certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify but not more than thirty days from the last date of the application.

d. The candidates, whose results of the qualifying exam are awaited, can also apply but they will be admitted provisionally. Such candidates, however, must produce the previous year mark sheet/School/College certificates, as a proof for required eligibility criteria before the due date failing which, the provisional admission cannot be granted. The candidate so admitted shall have to present mark sheet of the qualifying examination within a month of the due date of admission, failing which the provisional admission shall be cancelled.

e. If a candidate admitted provisionally under (d) above could not obtain the marks to fulfill the requirements & eligibility criteria of the admission along with supportive document and prescribed fees, the provisional admission granted to him will be cancelled.

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

g. Admission rules as framed by the University shall be applicable for all admissions from time to time. Provided that admission to courses shall be as per the guidelines/instructions of concerned regulatory bodies.

a. No student shall be admitted to an Institution/Faculty for perusing a course of study for the initial year of the first degree under any faculty unless he has passed the final examination held under any recognized Board of Higher Secondary Education or an examination declared equivalent to such examination by the University or such other qualifying examination as maybe prescribed from time to time.

b. No student enrolled in the University shall be admitted to any subsequent higher class in any Institution/Faculty unless he has passed the examination qualifying him to appear for the examination for which he will be preparing.

c. No student migrating from any other University shall be admitted to any class in an Institution/Faculty 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.

2. Wherever by any general or special direction, such permission is necessary, 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/Faculty without the approval of the Vice-Chancellor in consultation with the Dean of the Faculty and the Chairman of the concerned Board of Studies.

3. No person who is under sentence of rustication from another University or a Teaching Institution/Faculty connected with that University shall be admitted to any course of study in any Institution/Faculty maintained by this University.

4. (a) Admission to various Institutions/Faculty/Department of the University will be done as per the admission cycle declared by the University.

(b) Candidates coming on transfer from other universities because of the transfer of their Parents/Guardians or any other genuine hardship will be given admission beyond the last date for admission, as per the decision of competent authority.

Registration and Migration

5. The Registration Branch shall maintain year wise registers and personal files of all the students studying in the schools of the University or enrolled as scholars for research work in the University. The register shall contain, in respect of each student:
University Registration No.:
Permanent Address:
Correspondence Address:
Email-id:
i) Name ii) Father's Name iii) Mother's Name iv) Date of Birth v) Full Address vi) Contact No. vii) Name of the School joined viii) Class in which admitted ix) Date of Admission x) Result of every Examination appeared/passed along with roll number in each case and name of the board/university xi) Any achievements made xii) Any punishment awarded xiii) Two passport size photographs.

6. The Register shall also contain, in respect of each student:
   a. Result of every Examination appeared passed/failed/Re Reappear, Roll Number along with month and year.
   b. Distinctions achieved/awards, if any, penalties of serious nature etc.

7. All the persons admitted in any school of the University and registered after the confirmation of eligibility will be called 'Students of the University'.

8. The Director of every university school shall forward to the Registration branch the above details of the students within 15 days of the last admission made. Certifying that the student has paid the requisite registration fee.

9. If the name of the student is struck off the rolls of the university school or he/she is expelled from it, the fact shall be reported immediately to the branch for record in the register of the students.

10. The Director of every university school shall first confirm whether the candidate is eligible for admission according to the criteria laid down by the university and then verify the genuineness of every certificate and degree before granting admission.

11. In case of doubt about the genuineness of the certificates, verification should be made from the result gazettes of the concerned board/university.

12. The Directors of various schools will send, along with the returns of the admitted students, all the original certificates to the Eligibility Section in the Registrations Branch. The branch will then verify at its own level eligibility of the candidates as well as the genuiness of their documents.

13. The Registration branch shall issue Registration Number Cards to all the students who are registered as students of this university.

14. The applications for admission to university examination shall be scrutinized with reference to the Students Eligibility Register maintained by the registration branch.

15. A student applying for change of name or seeking any correction in the particulars already supplied by him/her will have to submit an affidavit along with all other relevant documents containing all the details of the change desired, along with Fee as prescribed under regulations from time to time. However no fee will be charged from a student if any of his or her particulars has been entered wrongly by any university employee at any level.

16. The University registration number once allotted to a student is permanent and will remain the same for all times to come. If a student leaves this university and rejoins it even after a gap of some years, his/her registration number will remain unchanged.

17. The Registration Branch will keep record of all the students in soft as well as hard copies. The branch will also ensure that the copies of such record are also separately maintained in the Respective Schools.

18. Lists of fake as well as UGC recognized universities / institutions / schools must be maintained in the registration branch and the same should also the circulated in all the Schools/Departments of the university.

19. In the case of foreign students, eligibility conditions and the genuineness of their documents must be ensured according to the eligibility conditions for admission to a particular course. The concerned foreign students must also produce recognition /equivalent of their certificates and degrees from Association of Indian Universities or similar approving / equivalent agencies.

20. Registration branch as well as Directors of Schools/Departments must ensure that only sanctioned numbers of seats for a particular course are filled.

21. If a student, on leaving the University, requests for a Migration Certificate, the same will be issued on completion of required formalities and payment of prescribed fee.

22. A Student migrating from any other University shall fulfill the following requirements:

(1) He/ She will obtain a NOC from the University where he was previously studying. (subject to relaxation by the Vice Chancellor)

(2) Migration of a student will depend upon the availability and allotment of seat in the course.

(3) The Syllabus adopted in the previous University should be equivalent to the one prevailing in Mandsaur University or otherwise, the students will have to take prescribed bridge course/s accordingly.

(4) In case there are different papers/courses in both Universities, the emigrating candidate will clear his/her deficiency paper(s) along with the regular students in the relevant semester.

(5) In case of re-appear(s) in the lower semesters, he/she will pass the same as per syllabus of Mandsaur University.

ORDINANCE NO. - 2

Tuition Fees and Refund of Fees

(A) RATES OF FEE AND FEE DEPOSIT

1. The rates of fee and refundable security, hostel charges, transportation, etc., to be charged from students admitted to various University classes / courses shall be notified by the University from time to time.
2. Tuition fee and other fee shall be payable at or before the beginning of each semester as per the dates notified by the University.
3. If a student does not pay his fee by the notified date, he can pay his fee within one month of the last date with late fee / fine as notified by the University.
4. In case of hardship / special circumstances, the Vice Chancellor with the approval of Chancellor may reduce the rate of late fee / fine for non-payment of fee in time.
5. All fines collected from students shall be deposited in an account to be called "Students' Welfare Fund" to be used only for the welfare of students.
6. A student when depositing his fees shall quote his name, class, year, semester and registration number.
7. The office shall not be responsible for wrong adjustment of fees, if correct and completed particulars are not given in the receipt. The names of the candidates selected for admission will be brought on the rolls of the class, on production of receipt in token of requisite dues having been paid.

(B) REFUND OF FEE

The refund of fee shall be allowed only in case of new admission. The fee to be refunded shall be;

(a) Full fee and other charges, after prescribed deduction as admission processing charges, in case the student applies for refund before the commencement of classes for that academic session; provided that the vacated seat has been filled.

(b) Full fee and other charges after prescribed deductions as admission processing charges and proportionate deduction from Tuition Fee, Funds & Charges and Hostel /Transport Fee, etc. in case the student applies for refund after the commencement of classes but on or before the last date of admission for that academic session; provided that the vacated seat has been filled.

(c) Only security and proportionate Hostel / Transport Fee if any, shall be refunded after proportionate deduction, in case the student applies for refund after the last date of admission for that academic session.

(d) Full fee will be refunded after deduction of the admission processing charges, if the student is provisionally admitted and he is found ineligible for the admission.

(e) No refund of fee shall be allowed if the student leaves the University in subsequent semesters. Only the refund of security will be allowed in such cases, subject to the approval of Vice Chancellor.

(f) The fee refund policy shall be changed as per the regulations issued by the regulatory body or competent authority of the University from time to time.

(C) FEE CONCESSION

The fee concession to poor and meritorious deserving students shall be allowed as decided by the University and notified from time to time.

(D) FEES FOR VARIOUS TYPES OF CERTIFICATE COURSES ETC.

The fees for various types of certificate courses shall be charged as notified by the University from time to time.

(E) REFUND OF SECURITY FEE

The refund of security fee will be made only if the student applies within one year of the completion of the course failing which it shall be treated as lapsed security.

(F) Notwithstanding anything given in all the ordinances, nothing in the ordinances would restrict the powers of the Chancellor, as given in the Act.

ORDINANCE NO. 3

INTRODUCTION/DISCONTINUATION OF COURSES AND TEACHING METHODOLOGY

The Academic Council will recommend to the Board of Management for the introduction / discontinuation of any course of study leading to Degrees and Diploma The Board of Management shall put up the proposal before the Governing Body for its approval. The Programme can be started only after it has been approved by the Regulatory Commission.
Provided that the Academic Council may make its recommendation for starting /discontinuing a programme of study on the recommendation of a Board of Studies of Faculty or Director of any School/Department or the Vice Chancellor.
The Registrar through the General Branch will keep a complete record of the courses of study in operation and courses which have been discontinued.

1. The University shall ensure that the number of actual teaching days are not below 180 in an academic year.
   a. Teaching methods of all the courses shall include one or more methods of teaching form - Class Room Teaching, Assignments, Viva Voce, Lab Work, Seminar, Project Work, Summer Training, Field Work, Presentation, Group Discussion etc.
   b. However to better support the students in conjunction with the traditional approaches, modern approaches, based on Information and communication technologies for teaching-learning, may be adopted.

ORDINANCE NO. - 4

Conduct of Examination

1. Application for admission for University Examination

Application for admission to an examination shall be made on the prescribed form along with the requisite fee and two passport size photographs on or before due date, duly attested by Director of the respective School of the University. However, the Vice Chancellor on the recommendation of the Director of the School in exceptional cases may allow an applicant to submit the form after due date with late fee.

The list of the students disqualified by the University from appearing in the University examination for any reason would be sent to the concerned school and would also be circulated to all concerned.

2. Examination Fee

The candidate can pay the examination fee as fixed by the University either online /through a demand draft or in cash in the accounts department of the University.

3. Examination Schedule

Examinations will be held as per academic calendar of the University.

4. Paper Setting

4.1 The Director of the concerned University School will send list of subjects with number of candidates, in each case in which the examination is to be conducted for the courses being run in the School, within fifteen days from the last day of admission in each semester to the Controller of Examination.

4.2 The board of studies will recommend at least 3 (three) names of eminent teachers in each subject to set the question papers. The Controller of Examinations will initiate the process of setting question papers at least two months before the commencement of examination.

4.3 Vice Chancellor or his nominee will tick two names in each subject in order of preference to set the question paper. The Controller of Examinations will request the person ticked by the Vice-chancellor or his nominee to set 3 question papers in each subject. The Controller of Examinations will send the necessary material along with syllabus of the subject and pattern of question paper to be set. The Controller of Examinations will then take each set of question paper in each subject to the Vice Chancellor or his nominee who will select the papers out of this set and that question paper will be set in the examination.

4.4 However, if the first paper setter refuses to set the question paper, then the Controller of Examination will request the 2nd paper setter to set the question paper.

4.5 The Controller of Examinations will ensure that the question paper is printed and ready for dispatch at least 10 days before the commencement of examinations.

4.6 However, in any emergency when the question paper has not been received from the paper setter or lost in transit, the Controller of Examination may get the question paper set from a senior teacher on the recommendation of the Director of the concerned school with prior permission of the Vice-chancellor or his nominee. Else, the Controller of the Examinations through a committee comprising of Director of School, Dean Academics, Senior Professor and a nominee of Vice Chancellor may arrange to prepare a question paper from the question bank available in the concerned faculty.

5. Establishing Examination Centers

The Controller of examinations will establish examination centers as per requirement.

6. Conduct of Examination

The Controller of Examinations of the University shall be responsible for making all arrangements for smooth conduct of examinations and issues therewith. All the students of the University Schools, whose admission form are found in order after the scrutiny, shall be eligible to appear in their respective exams on the specified date and time as may be notified by the University. Necessary guidelines will be issued by the Controller of Examinations of the University which are given below:

6.1 The Controller of Examinations will notify the date sheets in respect of all the examinations indicating the date, day, time and venue for each paper at least one month before the commencement of the examinations.

6.2 Simultaneously, the Controller of the Examinations will take steps for the printing of question papers for all the examinations. This work must be completed at least fifteen days before the commencement of the examinations and the Controller of Examinations will ensure that proper secrecy is maintained at all levels. He will take all the necessary steps for the safe custody of the question papers. He will also take adequate steps for timely dispatch of the question papers to all centers of examination of the University. He will ensure that the question papers are received by the respective Superintendents of the Examinations safely and will also obtain proper receipts there for each and every case.

6.3 The Controller of Examinations of the University shall be overall responsible for all the arrangements and matters of the conduct of all the examinations. His responsibilities and duties are broadly described as under:

i) That he will make appointment of all the Superintendents of examination centers with the approval of Vice Chancellor.

ii) That he will appoint one or more Dy. Superintendents. If necessary also appoint Asst. Superintendents/Invigilators and supporting staff as per requirement at an examination centre.

iii) That in case answer sheet of any of the candidate is lost after having been received by the Superintendent of the examination center or by his Assistant, on confirmation, the Registrar will fix the date for the fresh examination after getting permission from the Vice Chancellor and the candidate will be asked to take again the paper arranged by the Controller of Examinations. The candidate will be declared passed in case he/she obtain pass marks. The result can also be prepared through some alternative method like average basis. The final decision will be taken by the Vice-chancellor on recommendation of a committee comprising of Controller of Examination, Registrar, Director of School and a Vice Chancellor nominee.

iv) That the Controller of Examinations shall publish the results of all the examinations conducted by the Mandsaur University from time to time in the Result Gazettes after getting the approval from the Vice Chancellor.

v) Ordinarily, the result with detailed marks card /certificates shall be prepared and dispatched by the Controller of Examinations within 10 days from the date of the publication of the result.

7. Evaluation

The evaluation of answer sheets will be done under the overall control of Controller of Examinations.

The Controller Examinations will prepare a schedule for evaluation of the answer sheets and will invite the examiners in each subject as approved by the Vice Chancellor.

Table marking system or suitable alternative procedure may be followed.

All the practical and Viva Voce examination will be conducted by a committee consisting of an external examiner and an internal examiner nominated by the Director of School.

All possible steps will be taken to maintain the secrecy; decision in this regard will be taken by Controller of Examinations.

Whenever internal evaluation is done, the Controller of Examinations will get a list of teachers from the respective Directors of the schools and get the approval of the Vice chancellor.

8. Merit Lists

a. Merit list of first 10 candidates in UG and 5 candidates in PG, in the order of merit shall be declared at the end of each semester in each branch/subject, from amongst the candidates who have passed in one attempt.

b. Branch/Subject wise final merit list shall be declared by the University only after the main examination of the final semester of the course, on the basis of the integrated performance of all the years. The merit list shall include the candidates securing at least First Division and passing all semesters in single attempts.

9. Award of Grace Marks

With a view to moderate hard line cases in the examination, the following rules shall be observed:

c. Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory, or one theory and one practical or two practicals.

d. While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass all the subjects cleared through clause 10.(a). After condoning the deficiency the candidate's result shall be declared in the division which the aggregate entitles him/her.

10. Publication of Result

After completing all necessary formalities, the Controller of Examinations will declare and publish the result in the Result Gazette after getting the same approved from the Vice Chancellor.

11. Re-evaluation of Answer Books

A candidate who is not satisfied with his result may apply to the examination branch for re-evaluation in a subject/paper within 21 days of declaration of result along with a fee to be decided from time to time by the University per paper/subject for re-evaluation.

The Controller of Examinations will then request the Vice Chancellor to appoint the evaluator(s) in the concerned subject for evaluation of the answer books. The evaluator will evaluate the answer books within 17 days. If the difference of marks as awarded by the evaluator and re-evaluator is upto 15% the better of the two awards shall be taken into account for declaring the result. If the difference between the marks awarded by these two evaluators is more than 15%, then the evaluation will be done by a third evaluator appointed by the Vice Chancellor or his nominee as previously. The average of highest marks awarded by two evaluators will be taken as the award in that subject. The result of the candidate will be revised taking into consideration the marks obtained on reevaluation and the same will be considered as the original result.

12. Rectification/Rechecking of Results

1. The Vice Chancellor shall have the powers to quash the result of a candidate after it has been declared if;
   - I) A candidate is disqualified for using unfair means in the exam.
   - II) A mistake is recorded in the result due to which the candidate has passed the Exam.
   - III) In case the candidate is found ineligible to appear in the exam.
   - IV) Any other reason considered valid for the same.

In case the mistake is clerical and benefited, the Vice Chancellor on the recommendation of empowered committee shall be competent to rectify the result.

Vice Chancellor (M.P.) University

कार्यालय (श्रीमति) चित्रलेखा चौहान

2. For re-checking of answer book, a candidate will have to deposit the fee prescribed by the University. The examination branch will recheck that all the questions have been evaluated and the total of marks is correct.
In case a mistake is discovered, the result will be revised accordingly with the permission of the Vice Chancellor and fee paid shall be refundable to the candidate.

13. Merit list publication

The Controller of Examinations will publish merit list as per merit of students in the examination. Merit certificates will also be issued by the Controller of Examinations.

14. Medals and Prizes

The University will award medals and prizes to the meritorious students as per ordinances.

15. Issuing Result Cards/Certificates

The result-cum-detailed marks card will be issued to the candidates by the Controller of Examinations after the declaration of result.

16. Award of Degree

The Degree will be awarded at the University Convocation. A degree in absentia can, however, be issued before the convocation, on completion of required formalities and payment of prescribed fees.

17. Faculty/Subject specific exam rules

The examination in the faculties/courses will be conducted as per rules of the regulatory bodies for the respective courses.

17.1 Notwithstanding anything contained in all the Ordinances, the Chancellor with the recommendation of the Governing Body shall have the power and exclusive legal right to identify, to interpret the Ordinances and read them and act upon as passed or amended under "University Statement" from time to time.

18. Record of Examinations

1. The record of all examination from the receipt of examination forms upto the award of Detailed Marks Card (DMC) and Degrees will be kept by Controller of Examinations.
2. (a)All Detailed Marks Cards (DMCs) will be issued under the signature of Controller of Examinations.
   (b) All Diploma certificates and Degree (except M. Phil/Ph. D and Honoris Causa Degrees) will be issued under the signature of Controller of Examinations, Registrar and Vice Chancellor
   (c) All M. Phil/Ph. D and Honoris Causa degree will be issued under the signature of Registrar, Vice Chancellor and Chancellor.

ORDINANCE NO. - 5

Unfair Means Cases

These Ordinances may be called "Ordinance relating to Prevention, Punishment and Procedure concerning cases of Misconduct and Use of Unfair Means in or in relation to Examinations/Admissions" and be abbreviated as "Ordinances relating to Unfair Means Cases".

1. In these Ordinances, unless there is anything repugnant in the subject or context:
   (i) "Disqualification" shall mean disqualification from appearing in any examination of the University and will be treated as failure in the examination and all consequences of failure will follow.
   (ii) "Year" shall means the academic year.
2. The following staff related to the conduct of the examinations/evaluations can report cases of Misconduct and use of Unfair Means in or in relation to Examinations:
   (i) Superintendent of examination center
   (ii) Observer at examination center
   (iii) Member of flying squad
   (iv) Examiner for evaluation/re-evaluation of answer books
3. Possession of notes, books, mobile phones, electronic devices (excluding hearing aids or all other devices related to health issues) or any other material or any other act on the part of a candidate, or any other person before, during or after the examination, as described in these Ordinances, shall be punishable acts according to these ordinances. Calculators etc, if recommended by the paper setter, shall be allowed.
4. The Superintendent of the examination centre shall report to the Controller of Examinations without delay and on the day of occurrence, if possible, each case where use of unfair means in the examinations is suspected or discovered with full details of evidence and explanation of the candidate concerned, ordinarily on the forms supplied by the Controller of Examinations for the purpose.
5. Non-reporting of an unfair means case shall be deemed as a dereliction of duty, making the defaulting member liable for punishment.
6. Soon after the detection, the Superintendent shall ask candidate to make a statement explaining his conduct. In case the candidate refuses to do so, the fact of his refusal shall be recorded by the Superintendent, which should be attested by at least one Deputy/Asst. Superintendent on duty and present at the time of the occurrence.
7. The answer book, in which the use of unfair means is alleged, shall be seized by the Superintendent, and the candidate concerned shall be permitted to answer the remaining part of the question paper on separate answer book. The Superintendent shall forward both the answer books, along with his report in the prescribed form, to the Controller of Examinations.
8. The Vice chancellor, in consultation with the Chancellor shall appoint annually one or more than one Committee, consisting of at least three members each, not below the

rank of Registrar/Professor/Dean, to deal with cases of alleged misconduct and use of unfair means in connection with examinations.

9. The Controller of Examinations or an Officer authorized by him on his behalf, shall call upon the candidate, alleged to have employed unfair means in the examination or obtaining admission to an examination on a false representation, to show cause why action should not be taken against him under these Ordinances.

10. The candidate will be given adequate opportunity to fairly explain his conduct in relation to the case. If the candidate fails to appear before the committee within the stipulated period of service of such a notice, the University shall proceed with the case in absentia. The recommendation of the committee shall be sent to the Controller of Examinations, who shall forward the same to the Vice Chancellor. The decision by the Vice Chancellor should be final in all cases.

11. **CATEGORIES OF UNFAIR MEANS & PENALTIES**

11.1 The answer book of the candidate for a particular paper shall be cancelled in the following cases:

(i) The candidate is found talking to another candidate or any person inside or outside the examination hall, during the examination hours, without the permission of a member of the supervisory staff and before he has handed over his answer book.

(ii) The candidate during the course of a practical examination presents to the examiner as his own practical or class work note book which belongs to someone else.

(iii) The candidate is found guilty of using abusive language in the answer book.

(iv) The candidate has made an appeal to the examiner through an answer book.

(v) The candidate is found guilty of deliberately disclosing his identity or making any distinctive marks in his answer book for that purpose.

(vi) The answer books of two or more candidates have exactly the same answers.

11.2 The candidate shall be disqualified for one year, including the examination in which he is found guilty if the candidate writes on any piece of paper etc., a question set in the paper or anything connected with or relating to a question set in the paper or solution or answer thereof, during the course of the examination.

11.3 The candidate shall be disqualified for two consecutive years, including the examination in which he is found guilty in the following cases:

(i) The candidate is found consulting note books or papers or any other matter while outside the examination hall or before he has handed over his answer book to the superintendent or any other member of the supervisory staff during the university examinations.

(ii) The candidate is found in possession during a University examination, of any incriminating material relevant to the subject of the examination such as :

(a) Papers, books or notes or electronic devices; or

(b) Written notes on any part of the clothes worn by the candidate or on any part of his body, or table or desk; or

(c) Stationary items with notes written, typed, printed or in a Photostat form on them.

(iii) The candidate is found copying or it is otherwise established that during a University examination:

(a) He has copied or taken help from any papers, books, notes, answer books or any other source in any other manner during the examination, or

(b) He has allowed another candidate to copy from his answer book; or

(c) He has received help from or given help to another candidate.

(iv) The candidate is found swallowing or attempting to swallow a note or paper, or runs away with it or is guilty of causing disappearance of destroying any such material.

(v) A candidate found guilty of passing on, with a view to get or give help or attempting to pass on or give during the examination, a copy of a question set in the question paper or the question paper itself, or a part thereof, or a solution or answer or a question set in the question paper, to anyone.

(vi) The candidate leaves the examination hall without handing over his answer book to the deputy superintendent concerned and takes away the same with him or intentionally tears off, or otherwise disposes off his answer book / supplementary answer-book or any part thereof, inside or outside the examination hall.

11.4 The candidate shall be disqualified for three consecutive years, including the examination in which he is found guilty in the following cases:

a. A candidate found in possession of solution/answer or a part of solution/answer to a question set in the question paper through the connivance of any member of the supervisory or menial staff or some outside agency, or the person(s) rendering such help.

b. A candidate found guilty of having made previous arrangement to obtain help in the connection with the question paper or the person with whom previous arrangement is made by the candidate. The candidate approaches the examiner for favor during evaluation/re-evaluation of answer books.

11.5 The Candidate shall be disqualified for four consecutive years, including the examination in which he is found guilty in the following cases:

(i) The candidate is found guilty of:

(a) Smuggling in an answer book or a supplementary answer book; or

(b) Taking out or arranging to send out an answer book or supplementary answer book, or

(c) Replacing or getting replaced his answer book or supplementary answer book during or after the examination, with or without the help or connivance of any person connected with the examination centre.

(ii) A candidate found guilty of having written, outside the examination hall, an answer book or a supplementary answer book which he has smuggled into the examination hall, or of having managed otherwise to replace the answer book/supplementary answer book after the examination.

11.6 Notwithstanding anything herein before contained, when a candidate is found guilty of using unfair means in an examination, the committee may recommended a lesser or tougher punishment for special and adequate reasons, to be recorded in writing.

11.7 A candidate who is disqualified for use of unfair means in a University examination, may on the expiry of the period of his disqualification, be allowed the same number of chances to appear at the examination as are missed (including the examination at which he is found guilty) because of disqualification and the same concession of appearing in the examination for the next higher class simultaneously as would have been admissible to him under the Ordinances, had he not been disqualified.

11.8 A candidate involved in an unfair means case in a lower examination, who has also appeared in the next higher examination provisionally and whose result for the lower examination is declared late owing to his involvement in the unfair means case, his result for the higher examination shall be kept in abeyance, till he has exhausted the permissible number of chances of the lower examination. In the event of the candidate having failed in the higher examination, he shall be informed of the paper(s) in which he has failed and is eligible to reappear, to enable him to take the higher examination along with the lower examination.

11.9 A candidate, who is under investigation in an unfair means case, may be allowed provisional admission to the next higher class/examination, pending decision in his case, at his own risk and responsibility, subject to the condition that in the event of his disqualification, the fee paid by him for next higher class/examination shall not be refunded.

Provided that such a candidate shall not be allowed during the pendency of the case, any further provisional admission to the next higher class except as otherwise provided in the Ordinances for the examination concerned.

Provided that in the event of his disqualification in the lower examination, as result of unfair means case, the result of the higher examination taken by him provisionally along with the lower examination or subsequently, during the pendency of the case as above, shall stand cancelled.

11.10 A student can make an appeal against the recommendation of the "Unfair Means Committee" (comprising of the Controller of Examination, Registrar, Director of School and a Vice Chancellor nominee) to the Vice Chancellor, which must be resolved within thirty days of appeal. If in opinion of the Vice Chancellor, the produced facts has the potential to change the verdict, such facts shall be placed before the Committee for reconsidering the whole case. If the committee, after re-considering the case, arrives at a contrary to previous decision, such recommendation shall be communicated to the Vice Chancellor, whose decision in all such cases shall be final.

12.1 Punishment for candidates using violence, mass disorder, causing disruption of the examination process, beating up or abusing the supervisory staff on detection of an unfair means case will be, 1-5 years disqualification from appearing in any University examination.

12.2 In case of mass copying or total failure of examination process, the examination for concerned practical/theory paper or the entire examination will be cancelled, and fresh examination may be conducted on the orders of the Vice Chancellor.

12.3 Notwithstanding anything in all the ordinances, in case any dispute or confusion in interpreting the Ordinances, Chancellor shall be the final authority in interpreting and getting the ordinances implemented on the recommendation of a committee comprising of Vice Chancellor or his nominee, Registrar and Controller of Exam.

ORDINANCE NO. - 6

Award of Degrees and Medals

1. AWARD OF DEGREES

1.1 The Academic Council shall, from time to time, report to the Governing Body, names of all eligible candidates, who have passed examinations and have qualified for the degrees of the University. After approval of the Governing body, candidate shall be entitled for award of the degree.

1.2 For conferment of degrees, the Governing Body shall meet some time before the Convocation.

1.3 Candidates who are invited to attend the University Convocation but are unable to do so, or those who are desirous of receiving their degrees before the Convocation shall be allowed to do so on payment of prescribed fee.

1.4 Medals, Prizes and distinctions etc. shall also be awarded to the persons entitled thereto at the Convocation.

2. AWARD OF MEDALS

2.1 The University medals shall be awarded to the toppers in each University Programme of study/stream as approved by the Vice-Chancellor. The following rules shall apply for the award of University Medals:

2.2 University Medal would be awarded only when at least ten candidates have appeared in the examination.

2.3 No medal would be awarded for such diploma / certificate course and those courses where the duration of the course is less than one year. However, merit certificate will be issued to the student standing First in the Examination.

2.4 All awards shall be made on the basis of the final overall results of a course.

2.5 For determining merit, marks in an additional / optional subject are not to be counted unless the Ordinances for the examination concerned have provided for the inclusion of such marks in the total/ aggregate marks.

2.6 When two or more candidates are bracketed together, the award shall be made to each of the candidates bracketed at the first position in an examination.

2.7 The candidates who are awarded University Medals on the basis of results of various examinations of this University shall also be issued, free of cost, Merit Certificates stating the fact of their having been awarded the University Medals by the University.

2.8 Where the medal is donated by some person or institution, the University Medal in that examination would be named after the donor and no separate University Medal would be awarded.

2.9 All Medals shall be awarded on the basis of merit list prepared on the basis of the results of first attempt which includes Re-evaluation Process as well.

2.10 The medals will be awarded only to those candidates who have passed the subject course without any break in the first attempt which includes Re-evaluation Process as well but not in parts or with breaks.

3. CHANCELLOR MEDAL OF EXCELLENCE

3.1 The Chancellor's Medals would be regarded as the highest distinction which the University can confer upon the students. It may be conferred to a maximum of three students in a year though there could be years when no one qualifies for the medal. The following rules shall apply for its award:

Three separate Chancellor's medals, one each will be awarded for the following groups of courses (grouping subject to change by the approval of the chancellor):

a) Engineering, Technology, Medicine and Nursing, etc.

b) Management. IT, Commerce, Media, Fashion, Airlines, etc.

c) Science. Law, Education, Social Sciences, Languages etc.

3.2 He/ she alone would qualify who qualifies for a University Medal;

3.3 He/ she must have completed at least 2 years course at the University.

3.4 He/she must have set up a new record in terms of maximum percentage of marks. In case in a particular year, the number of students, who are eligible is more than two, the magnitude of achievement shall be quantified in terms of increase in maximum marks (percentage / CGPA) over the previous highest to shortlist from the group of courses as described under(1) above.

In case the matter requires adjudication, the issue would be decided by a Committee constituted by the Vice-Chancellor. The committee shall meet under the Chairmanship of Dean Academic Affairs.

4. AWARD OF SCHOLARSHIPS AND OTHER INCENTIVES TO TOP STUDENTS

4.1 The Vice Chancellor on the recommendations of the Academic Council shall determine, from time to time, the examinations for which scholarships to be known as 'University Scholarships' have to be awarded, their number and value for each examination, and the conditions and periods of their tenure.

4.2 "Toppers" of various courses may be given incentives by the Chancellor from time to time, on the recommendations of the Vice-Chancellor.

4.3 (a)Any person, a business or industrial organization or any charitable organization/ NGO may institute a Scholarship/ Fellowship/ Award for the meritorious students of the University.

(b) When such a request is received from any person or organization, an MOU will be signed between the donor and the University. The MOU will cover terms and conditions of awards of scholarship, name of the course, value of scholarship, periodicity of payments, and quantum of endowment to be created for the purpose, the procedure for determination of merit, etc.

(c) All such MOUs will be signed by some duly authorized persons on behalf of the Donor and an authorized officer of the University.

4.4 The Vice Chancellor on the recommendation of the governing body will decide:

(a) The Minimum amount of deposit required for instituting a scholarship/ fellowship/ award.

(b) The Chancellor will have the authority to reject the request by any individual for instituting an Award/Scholarship/ Fellowship in his/ her name, if the Chancellor is of the opinion that the person offering to institute a Scholarship/ Fellowship/ Award has a dubious background.

ORDINANCE NO. - 7
AWARD OF FELLOWSHIPS AND SCHOLARSHIPS

1. Subject to the general conditions applicable to all Fellowships the value, duration and conditions of award shall be such as laid down by the University from time to time.
2. (a) For award of Fellowships and Scholarships, the University shall invite applications through an advertisement on the University website, University notice board, in the newspapers and/or other media for the awards to be made, in the month and time to be fixed by the Board of Management.
   (b) All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of the Academic Council by the Board of Management.
3. The award of Research Scholarships instituted by the University will have the following conditions:
   i. The Fellow/Scholar will do full time Research Work under an approved guide on a subject approved by the University.
   ii. The Fellow/Scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary stipend etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, however, undertake teaching assignment of not more than nine hours a week in the Institution/Faculty, where he is working without accepting any remuneration.
   iii. The Fellow/Scholar shall not join any other course of study or appear in any examination after commencing work under the Fellowship/Scholarship.
   iv. Provided that the Vice Chancellor may, on the recommendation of the guide, permit the Fellow/Scholar to join a Language Diploma Course and appear in an examination therefore.
   v. Provided further that exemption could be provided for those also who wish to appear in an examination or a subject relevant to the problems of research without supplicating for a degree.
   vi. Unless permitted by the guide to work for a specified period at some other place, the Fellow/Scholar shall be required to attend the Institution/Faculty, where he is to work, on all working days.
   vii. 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 Board of Management after giving him an opportunity of being heard.
   viii. If at any time it should appear to the University that the progress or conduct of the Fellow/Scholar has not been satisfactory, the Fellowship/Scholarship may be suspended or withdrawn.
   ix. The leave conditions for the Fellow/Scholar will be decided by the Board of Management.
   The Fellow/Scholar shall be required to pay the fees prescribed by the University.

4. Post-Graduate Scholarship instituted by the University shall ordinarily be tenable for Two Academic Sessions i.e. Twelve Months in the First Year and Ten Months in the Second Year on condition that the Scholarship holder produces a certificate of efficiency in studies from the Head of the Department in the subject of study.
5. The Scholarship shall be tenable from the 1st of July if the Scholarship holder joins the Institution/Faculty within One Month of date of opening of the session 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 Institution/Faculty.
6. The payment of Scholarship shall be made only on receipt of scholar's receipted bills duly countersigned by the Head of the Institution/Faculty where he studies; No Scholarship shall be drawn for a month unless the Scholarship holder has attended the Institution/Faculty regularly in that month.
7. The drawl of Scholarship shall be done in accordance with the procedure laid down by the University.
8. A Scholarship holder shall not combine any other course of study with the course for which the award is made.
9. Scholarship shall be cancelled in the Final Year if the Scholarship holder fails to secure at least 50% marks in the Previous Examination of the concerned Degree.
10. If a Scholarship holder is unable to appear at the previous examination on account of sickness or any other reasonable cause, the Scholarship for the months of March and April shall be paid only if the Head of the Institution/Faculty certifies that the scholar diligently studied for the examination, but was unable to take the examination for reasons beyond control. Such a scholar shall not receive Scholarship during the next session, but shall be entitled to the Scholarship during the studies for the Final Examination, if the scholar passes the Previous Examination with the requisite marks in the succeeding year in the first attempt.

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

12 (A) A Scholarship shall be liable to termination if-

i. The Scholarship-holder discontinues studies during the middle of a session; or
ii. The Scholarship holder after he has been given a reasonable opportunity to explain his conduct, is in the opinion of the Board of Management guilty of a breach of set rules, and if the Board of Management so directs, the Scholarship-holder shall also be liable to refund the amount of Scholarship drawn by him.

(B) The order of termination passed by the Vice Chancellor shall be final.

ORDINANCE NO. - 8

Hostel Rules

1. Hostel room will be allotted to bonafide students only, by applying on the prescribed form duly attested by the concerned Director of University School and on production of receipt of fee.
2. Hostel charges are to be paid in two equal half yearly installments. No hosteller can leave the hostel before the end of one academic year, except those who proceed on Training. No refund for the balance period can be claimed by him/ her.
3. The hostellers are not allowed to keep any valuable article such as jewellery, heavy cash, expensive electrical gadgets etc. in their rooms. The University under no circumstances will be responsible for any loss of such article. However, any hosteller found to be violating the above rules will be liable for disciplinary action.
4. In case of indiscipline, indulging in any unlawful activity or violating the rules of the hostel, a hosteller can be expelled from the hostel.
5. In order to maintain discipline in the hostel premises, the students are not allowed to change their allotted rooms or exchange hostel articles with one another without the permission of the Warden.
6. All movements from and to the hostel should be recorded in movement register at the gate.
7. No hosteller is permitted to stay out of the hostel after prescribed times as may be decided by the Chief Warden from time to time. This is to be adhered to strictly.
8. The hostel rooms are subject to surprise inspection by the Hostel authorities to make sure that these are kept neat and tidy and no unauthorized item like liquor, drug, lethal weapon, cigarettes or any other prohibited/ undesirable items are kept in the room.
9. If the hostellers want to leave the hostel for vacations or during holidays, a written permission is to be obtained from their parents on email/message from the already registered phone number before submitting the same to the Warden/ Chief Warden on the prescribed proforma. On return, they will submit their leave application duly signed by their parents.
10. Students are not allowed to keep any power driven two wheeler/ four wheeler vehicle in the hostel premises.
11. Installation of PC, Laptops in the hostel rooms should be done only after getting written permission from the Chief Warden and it will be only for academic purposes.
12. Except Mother & Father, no other relative or guest is permitted to stay in the campus, without the prior written approval of authorities.
13. The Hostellers coming to the hostel after the gate closing hours without prior approval or without valid reason will be fined.
14. Ragging in any form is not permitted; anybody found indulging in such activities will be liable for severe disciplinary action including from the University.
15. University Authorities are entitled to add/amend the rules to ensure proper discipline and order in the hostel.

ORDINANCE NO. - 9

CODE OF CONDUCT FOR STUDENTS

1) Discipline includes the observance of good conduct and orderly behavior by the students of the University.

2) It shall be the duty of each student to strictly comply with and observe the following and such other rules as framed by the University from time to time:

a) Each student shall maintain discipline and consider it his duty to behave decently at all places. Male student shall, in particular, show due courtesy and regard to female students.

b) No student shall visit places or areas declared as "Out of Bounds" for the students.

c) Every student shall always carry his Identity Card.

d) Every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the Proctor or his staff or Teaching or Library Staff and any other officials of the University.

e) Any Student found guilty of impersonation or of giving a false name shall be liable to disciplinary action.

f) The loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Proctor.

3) Breach of discipline, inter alia shall include:

a) Irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned.

b) Causing disturbance to a Class or the Office or the Library, the auditorium and the Play Ground etc.

c) Disobeying the instructions of teachers or the authorities.

d) Misconduct or misbehavior of any nature at meetings or during curricular or extracurricular activities of the University.

e) Use of unfair means or the misconduct or misbehavior of any nature at the Examination Centre, misconduct or misbehavior of any nature towards a teacher or any employee of the University or any visitor to the University.

f) Causing damage, spoiling or disfiguring the property of the University.

g) Inciting others to do any of the aforesaid acts.

h) Giving publicity to misleading accounts or rumor amongst the students.

i) Mischief, misbehavior and/or nuisance committed by the residents of the hostels.

j) Visiting places or areas declared by the proctor as out of bounds for the students.

k) Not carrying the Identity cards issued by the Proctor.

l) Refusing to produce or surrender the Identity Card as and when required by the Proctorial and other staff of the University.

m) Any Act and from of ragging.

n) Any other conducts anywhere which is considered to be unbecoming of a student.

4) Students found guilty of breach of discipline shall be liable to such punishment, as fine, campus ban, expulsion and/or rustication.

5) If a student is found to be continuously absent from classes without information for a period of 15 days in one or more classes, his name may be struck off the rolls. He may, however, be readmitted within the next fortnight by the Dean on payment of the prescribed readmission fee.

6) However, no such punishment shall be imposed on an erring student unless he is given a fair chance to defend himself. This shall not preclude the Vice- Chancellor from suspending an erring student during the span of disciplinary proceedings against him.

7) All powers relating to discipline & disciplinary action in relation to the student shall vest in the Vice-Chancellor. However the Vice Chancellor may delegate all or any of his powers as he deems proper to the Proctor or to the Discipline Committee as the case may be or any functionary of the University.

8) Subject, to any powers conferred by the Act and the Statues on the Vice-Chancellor, the Discipline Committee shall take cognizance of all matters, relating to discipline and proper standards of behavior of the students of the University and shall have the powers to punish the guilty as it deems appropriate.

9) The said Committee shall, make such Rules as it deems fit for the performance of its functions and these Rules and any other orders under them shall be binding on all the students of the University.

10) The decision of the Discipline Committee shall be final and binding. However, in exceptional circumstances the Discipline Committee shall be empowered to review its decisions

11) One third of the total members shall constitute the quorum for a meeting of the Discipline Committee.

ORDINANCE NO. - 10
COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS

1. The University may network and collaborate with Institutions of higher education, research institute, industry, and/or NGOs of national and international repute,with in India or abroad.
2. The objective of such networking and collaboration shall be to further improve teaching, research, extension, consultancy aimed at providing opportunities of enhanced learning, hands on experience, cross-cultural dialogue and exchange of ideas for its faculty, research scholars and students.
3. With the above in view, the University may enter into Memorandum of Understanding (MOU) with other Institution/Faculty of national and international repute.
4. Any proposal received and/or initiated by the University to enter into an MOU with other Institution/Faculty shall be examined by a Committee comprising the following:
   a. The Vice Chancellor or one of Deans, to be nominated by the Vice Chancellor, who shall be the Chairperson
   b. Two faculty members not below the rank of Professor, to be nominated by the Vice -Chancellor
   c. Controller of Examinations
   d. The Deans of the Faculties concerned
   e. Chief Finance & Accounts Officer (CFAO)
   f. The Registrar
5. The Committee, referred as above, shall examine the proposal taking into consideration all aspects involving rights and obligations of the University and will make a recommendation to Vice Chancellor as to whether it is in the interest of the University to enter into the MOU.
6. All MOUs are to be for a specified time period and shall be reviewed periodically by the concerned Committee for extension/continuation

ORDINANCE NO. 11

Master of Technology (M.Tech.)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Technology. The Post Graduate course in Technology leads to the degree of Masters of Technology (M.Tech.) in respective branch of the University. The courses shall include following major branches/subjects :
Computer Science and Engineering, Energy Technology, Industrial Engineering and Management.

b. The above courses shall be offered as per the AICTE norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.Tech. shall have passed B.E./B. Tech. or equivalent examination approved by various universities and statutory bodies in appropriate branch.

b. Applicants possessing valid GATE score shall be given preferences.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 12

Bachelor of Technology (B.Tech.)

(FOUR YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Technology. The Under Graduate course in Technology leads to the degree of Bachelor of Technology (B.Tech.) of the University in respective branch. The courses shall include following major branches/subjects :
Computer Science and Engineering, Electronics and Communication Engineering, Electrical and Electronics Engineering, Civil Engineering, Mechanical Engineering, Renewable Energy.

b. The above courses shall be offered as per the AICTE norms.

c. The above courses shall be divided into eight semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However,

subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

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

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.Tech. shall have passed higher secondary school examination (10+2) with subjects as prescribed by the regulatory authority.

b. Candidates who have qualified three years diploma course, after 10+2, in related branch of engineering or equivalent shall also be eligible for admission to third semester of B.Tech. course.

c. The minimum qualification for direct admission to second year, B.Tech. course termed as lateral entry shall be subject to approval by the Equivalence Committee constituted for the purpose, as per prevalent norms.

d. The admission to the B.Tech. courses shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University, based on percentage of higher secondary examination (10+2) or equivalent, as laid down by the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 13

Diploma in Engineering

(THREE YEARS DIPLOMA COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Diploma courses in Technology in respective branch. The courses shall include following major branches/subjects :

Civil, Electrical, Mechanical

b. The above courses shall be offered as per the AICTE norms.

c. The above courses shall be divided into six semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

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

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to Diploma in Engineering, shall have passed 10th class from a recognized board.

b. The candidates with ITI or equivalent qualification in relevant branch will be eligible for the admission to 3rd semester.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University according to the prevailing rules.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 14

Master of Pharmacy (M.Pharm.)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Pharmacy. The Post Graduate course in Pharmacy leads to the degree of Masters of Pharmacy (M.Pharm.) in respective branch of the University. The courses shall include following major branches/subjects :
Pharmaceutics, Pharmaceutical Management and Regulatory Affairs (PMRA), Quality Assurance (QA).

b. The above courses shall be offered as per the Pharmacy Council of India norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.Pharm. shall have passed B.Pharm. examination approved by various universities and statutory bodies in appropriate branch.

b. Applicants possessing valid GPAT score shall be given preferences.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 15

Bachelor of Pharmacy (B.Pharm.)

(FOUR YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Pharmacy. The Under Graduate course in Pharmacy leads to the degree of Bachelor of Pharmacy (B.Pharm.) of the University.

b. The above courses shall be offered as per the Pharmacy Council of India norms.

c. The above courses shall be divided into eight semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

i. There shall be at 90 days of teaching in every semester.

ii. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

iii. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

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

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

i. Every applicant for admission to B.Pharm. shall have passed higher secondary school examination (10+2) scheme with subjects as prescribed by the regulatory authority.

ii. Candidates who have qualified two years diploma course (D.Pharm.) after 10+2 in shall also be eligible for admission to third semester of B.Pharm. course.

iii. The minimum qualification for direct admission to second year, B.Pharm. course termed as lateral entry shall be subject to approval by the Equivalence Committee constituted for the purpose, as per prevalent norms.

iv. The admission to the B.Pharm. courses shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University, based on percentage of higher secondary examination (10+2) or equivalent, as laid down by the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 16

Diploma in Pharmacy
(D.Pharm.)

(TWO YEARS DIPLOMA COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Diploma courses in Pharmacy (D.Pharm.)

b. The above courses shall be offered as per the Pharmacy Council of India (PCI) norms.

c. The above courses shall be divided into two years.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. The duration of the course shall be for two academic years with each academic year spread over a period of not less than one hundred and eighty working days in addition to 500 hours practical training spread over a period of not less than 3 months.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year, even if the result of qualifying year has not been declared. However, subsequently if he is not able to clear qualifying examinations, the candidate cannot claim any right on the basis of his provisional admission.

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

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

Every applicant for admission to D.Pharm. shall have passed Higher Secondary Examination (10+2) with subjects as prescribed by the regulatory authority.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University according to the prevailing rules.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

ii. The candidate does not fulfill the eligibility conditions.

iii. The prescribed fees are not paid.

iv. The application form is not signed by the candidate and his/her parent guardian, wherever required.

v. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different years of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

Candidates appearing as regular students for any year examinations are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end year Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 17

Diploma in Optometry
(D.Opt.)

(TWO YEARS DIPLOMA COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Diploma courses in Optometry (D.Opt.)

b. The above courses shall be offered as per the University norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

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

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

Every applicant for admission to D.Opt, shall have passed Higher Secondary Examination (10+2) in PCB (Physics, Chemistry, Biology) stream.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University according to the prevailing rules.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 18

Master of Science (M.Sc.)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Science. The Post Graduate course in Science leads to the degree of Masters of Science (M.Sc.) in respective branch of the University. The courses shall include following major branches/subjects :
Physics, Chemistry, Mathematics, Biotechnology, Microbiology, Zoology.

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.Sc. shall have passed Bachelors degree (B.Sc). or equivalent examination approved by various universities and statutory bodies in appropriate branch.

b. The admission to the M.Sc. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The

internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 19

Bachelor of Science (B.Sc.)-Hons.

(THREE YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Science. The Under Graduate course in Science leads to the degree of Bachelor of Science (B.Sc.)-Hons. in respective branch of the University. The courses shall include following major branches/subjects :
Biotechnology, Microbiology

b. The above courses shall be offered as per the UGC norms for honors programmes.

c. The above courses shall be divided into six semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of five years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.Sc.(Hons.) shall have passed Higher Secondary School (10+2) Scheme, or equivalent examination approved by various universities and statutory bodies in appropriate discipline.

b. The admission to the B.Sc.(Hons.) course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University, based on percentage of higher secondary examination (10+2) or equivalent, as laid down by the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons:

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 20

Master of Computer Application (M.C.A)

(THREE YEAR MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Computer Application. The course in Computer Application leads to the degree of Masters of Computer Application (M.C.A) of the University.

b. The above courses shall be offered as per the UGC/AICTE norms.

c. The above courses shall be divided into six semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of five years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to MCA shall have passed graduation from any UGC recognized University with Mathematics at (10+2) level or at Graduate level.

b. For lateral entry in second year, the candidate shall have passed bachelors degree in BCA, B.Sc (IT/Computer Science) with Mathematics as a subject at 10+2 level or at Graduation level.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assesment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to quality for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 21

Bachelor of Computer Application (B.C.A)

(THREE YEAR DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Computer Application. The course in Computer Application leads to the degree of Bachelor of Computer Application (B.C.A) of the University.

b. The above courses shall be offered as per the UGC/AICTE norms.

c. The above courses shall be divided into six semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of five years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to BCA shall have passed Higher Secondary Examination on the pattern of 10+2 from recognized board of education or equivalent examination recognized as equivalent thereto by the University.

b. The admission to the B.C.A course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assesment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to quality for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 22

Post Graduate Diploma in Computer Applications (PGDCA)

(ONE YEAR POST GRADUATE DIPLOMA COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Post Graduate diploma courses in Computer Application leading to the degree of Post Graduate Diploma in Computer Applications (PGDCA) of the University.

b. The above courses shall be offered as per the UGC /University norms.

c. The above courses shall be divided into two semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of two years.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to PGDCA. shall have passed Graduation from any UGC recognized University.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

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

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 23

Diploma in Computer Applications (DCA)
Diploma in Graphic Design (DGD)

(ONE YEAR DIPLOMA COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Diploma in Computer Applications (DCA) and Diploma in Graphic Design (DGD) of the University.

c. The above courses shall be offered as per the UGC /University norms.

c. The above courses shall be divided into two semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of two years.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to DCA and DGD shall have passed Higher Secondary Examination (10+2) from any recognized board.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 24

Master of Business Administration
(M.B.A)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Management. The Post Graduate course in Management leads to the degree of Masters of Business Management (M.B.A) of the University. The course shall include following major specialization in Human Resource Management, Marketing Management and Finance Management. Premium MBA programmes in Hospital Administration, Pharmaceuticals, Family Business, and Executives shall also be offered.

b. The above courses shall be offered as per the UGC/AICTE norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However,

subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to MBA. shall have passed graduation degree from any UGC recognized University.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University. Candidates having valid CAT/MAT/GMAT score may be exempted from admission test, as per norms laid down by the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The

internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 25

Bachelor of Business Administration (BBA)

(THREE YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Management. The Under Graduate course in Management leads to the degree of Bachelor of Business Management (BBA) of the University.

b. The above courses shall be offered as per the UGC/AICTE norms.

c. The above courses shall be divided into six semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of five years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.B.A shall have passed Higher Secondary Examination (10+2) or any equivalent examination of any recognized board.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12 . General

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

ORDINANCE NO. 26

Master of Commerce (M.Com.)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Commerce. The Post Graduate course in Commerce leads to the degree of Masters of Commerce (M.Com.) in respective branch of the University. The courses shall include following major specialization :
Banking & Insurance, Accountancy & Taxation

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.Com. shall have passed B.Com./B.Com.(Hons.) or equivalent from any UGC recognized University.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

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

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 27

Bachelor of Commerce (B.Com.)

(THREE YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Commerce. The Under Graduate course in Commerce leads to the degree of Bachelor of Commerce (B.Com.) in respective branch of the University. The courses shall include following major specialization :
Banking & Insurance, Accountancy & Taxation

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into six semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of five years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.Com. shall have passed Higher Secondary Examination (10+2) or equivalent board (with relevant group) as recognized by the University.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 28

Master of Arts (M.A.)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Arts. The Post Graduate course in Arts leads to the degree of Masters of Arts (M.A.) in respective branch of the University. The courses shall include following major branches/subjects :

Music, Education

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.A. shall have passed Bachelors degree in appropriate branch from any UGC recognized University.

b. The admission to the M.A. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 29

Master of Social Work (MSW)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to two years Master Degree course, leading to the degree of Masters of Social Work (MSW).

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to MSW shall have passed Bachelors degree from any UGC recognized University.

b. The admission to the MSW course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English /Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines,

taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 30

Bachelor of Arts (B.A.)

(THREE YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Arts. The Under Graduate course in Arts leads to the degree of Bachelors of Arts (B.A.) in respective branch of the University. The courses shall include following major branches/subjects :
Music, Interior Design, Fashion Design, Tourism & Hospitality, Journalism and Mass Communication.

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into six semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes:

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of five years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.A. shall have passed Higher Secondary Examination (10+2) or equivalent board (with relevant group) as recognized by the University.

b. The admission to the B.A. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 31

Master of Journalism (MJ)

(ONE YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Journalism. The Post Graduate course in Journalism leads to the degree of Masters of Journalism (M.J.) of the University.

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into two semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of two years.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.J. shall have passed Bachelors of Journalism (BJ) degree from any UGC recognized University.

b. The admission to the M.J. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 32

Bachelor of Journalism (BJ)

(ONE YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Journalism. The Graduation course in Journalism leads to the degree of Bachelor of Journalism (B.J.) of the University.

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into two semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of two years.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.J. shall have passed Bachelors degree from any UGC recognized University.

b. The admission to the B.J. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 33

Master of Education (M.Ed.)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Education. The Post Graduate course in Education leads to the degree of Masters of Education (M.Ed.) of the University.

b. The above courses shall be offered as per the NCTE norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 100 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.Ed. shall have passed B.Ed./B.A., B.Ed. / B.Sc,, B.Ed/ B.El.Ed/Graduate with D.El.Ed. from any UGC recognized University.

b. The admission to the M.Ed. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

Candidates appearing as regular students for any semester examinations are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 80% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 34

Bachelor of Education (B.Ed.)

(TWO YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Education. The Graduation course in Education leads to the degree of Bachelor of Education (B.Ed.) of the University.

b. The above courses shall be offered as per the NCTE norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 100 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.Ed. shall have passed Bachelors degree or equivalent as prescribed in NCTE norms.

b. The admission to the B.Ed. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

Candidates appearing as regular students for any semester examinations are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 80% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 35

Diploma in Elementary Education (D.El.Ed.)

(TWO YEARS DIPLOMA COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Diploma courses in Education, leading to the Diploma in Elementary Education (D.El.Ed.) of the University.

b. The above courses shall be offered as per the NCTE norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 100 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to Diploma (D.El.Ed.) shall have passed the Higher Secondary Examination (10+2) or its equivalent.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;
   i. The candidate does not fulfill the eligibility conditions.
   ii. The prescribed fees are not paid.
   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.
   iv. Documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

Candidates appearing as regular students for any semester examinations are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 80% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 36

Master of Physical Education (M.P.Ed.)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Physical Education. The Post Graduate course in Physical Education leads to the degree of Masters of Physical Education (M.P.Ed.) of the University.

a. The above courses shall be offered as per the NCTE norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

e. There shall be at 100 days of teaching in every semester.

f. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

g. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

h. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.P.Ed. shall have passed Bachelors degree (B.P.Ed.) or equivalent as per NCTE norms, from any UGC recognized University.

b. The admission to the M.P.Ed. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 80% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 37

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

(TWO YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Physical Education. The Graduation course in Physical Education leads to the degree of Bachelor of Physical Education (B.P.Ed.) of the University.

b. The above courses shall be offered as per the NCTE norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. **There** shall be at 100 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.P.Ed. or equivalent as per NCTE norms, from any UGC recognized University.

b. The admission to the B.P.Ed. course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

Candidates appearing as regular students for any semester examinations are required to attend 80% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 80% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 38

Master of Science (Nursing)
M.Sc (Nursing)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Nursing. The Post Graduate course in Nursing leads to the degree of Masters of Science (Nursing)

b. The above courses shall be offered as per the Indian Nursing Council norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

i. There shall be at 90 days of teaching in every semester.

ii. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

iii. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

iv. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

1. Every applicant for admission to M.Sc. (Nursing) shall have passed B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing with minimum of 55% aggregate marks.
2. The candidate should have undergone in B.Sc. Nursing / B.Sc. Hons. Nursing / Post Basic B.Sc. Nursing in an Institution/Faculty which is recognized by Indian Nursing Council.
3. Minimum one year of work experience after Basic B.Sc. Nursing.
4. Minimum one year of work experience prior or after Post Basic B.Sc. Nursing.
5. The candidate should be a Registered Nurse and Registered midwife or equivalent with any State Nursing Registration Council.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The applicaion form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training if any as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 39

Bachelor of Science (Nursing)
B.Sc. (Nursing)

(FOUR YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Nursing. The Graduation course in Nursing leads to the degree of Bachelor of Science (Nursing) of the University.

b. The above courses shall be offered as per the Indian Nursing Council norms.

c. The above courses shall be divided into eight semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

i. There shall be at 90 days of teaching in every semester.

ii. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

iii. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

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

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

A candidate seeking admission to first Basic B.Sc. Nursing course shall have passed 10+2 or equivalent examination conducted by State Governments/ Central Government with Physics, Chemistry and Biology as optional subjects and must have obtained a minimum of not less than 40% marks in Physics, Chemistry, and Biology taken together in the qualifying examination. In respect of candidates belonging to Scheduled Castes, Scheduled Tribes or Other Backward Classes, the marks obtained in Physics, Chemistry, Biology and English taken together in qualifying examination be not less than 36% instead of 40% as above.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University, based on percentage of higher secondary examination (10+2) or equivalent, as laid down by the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons:

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 40

Bachelor of Ayurvedic Medicine & Surgery (BAMS)

(FIVE AND HALF YEARS BACHELOR DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to the degree of Ayurvedacharya (Bachelor of Ayurvedic Medicine & Surgery).

b. The above courses shall be offered as per the CCIM norms.

c. Degree Course shall be of 5-1/2 years duration.

2. Number of Seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. Duration of course shall be 5 -1/2 years. Comprising of:

a) I Professional -12 months

b) II Professional -12 months

c) III Professional -12 months

d) Final Professional -18 months

e) Compulsory Rotatry Internship -12 months

b. A candidate may provisionally continue to attend next higher professional, even if the result of qualifying professional has not been declared. However, subsequently if he is not able to clear qualifying examinations, the candidate cannot claim any right on the basis of his provisional admission.

c. The maximum duration of the course shall be as per the norms of CCIM.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

Every applicant for admission to BAMS shall have passed Higher Secondary Examination (10+2) with science or any other equivalent examination recognized by concerned state Governments and Education boards, provided the candidate passes the examination with 50% aggregate marks in the subjects of Physics, Chemistry and Biology.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different professionals of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

Candidates appearing as regular students for any professional examinations are required to attend 75% of the lectures delivered and the practical classes held separately in each subject of the course of study, provided that a short fall in attendance up to a maximum of 5% can be condoned by the Vice-Chancellor of the University, for satisfactory reasons.

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English, Hindi and Sanskrit throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end professional Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 41

Master of Science (Agriculture)
M.Sc. (Agriculture)

(TWO YEARS MASTER DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Master Degree courses in Agriculture. The Post Graduate course in Agriculture leads to the degree of Masters of Science (Agriculture) of the University.

b. The above courses shall be offered as per the Indian Council of Agriculture Research (ICAR) norms.

c. The above courses shall be divided into four semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of three years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.Sc. (Agriculture) shall have passed Bachelors degree as prescribed by the ICAR.

b. The admission to the M.Sc. (Agriculture) course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 42

Bachelor of Science (Agriculture)
B.Sc. (Agriculture)

(FOUR YEARS DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Bachelor Degree courses in Agriculture. The Under Graduate course in Agriculture leads to the degree of Bachelor of Science (Agriculture) of the University.

b. The above courses shall be offered as per the Indian Council of Agriculture Research (ICAR) norms.

c. The above courses shall be divided into eight semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of six years. However, one mercy attempt can be granted to a student by Vice-Chancellor which should not be more than one year on satisfactory reason.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.Sc.(Agriculture) shall have passed Higher Secondary School (10+2) Scheme, or equivalent examination approved by various universities and statutory bodies in appropriate branch.

b. The admission to the B.Sc.(Agriculture) course shall be governed by the rules and the criteria set by the Academic Council or empowered committee or the relevant statutory body.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University, based on percentage of higher secondary examination (10+2) or equivalent, as laid down by the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

i. The candidate does not fulfill the eligibility conditions.

ii. The prescribed fees are not paid.

iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 43

Master of Library Science (M.Lib.Sc.)

(ONE YEAR POST GRADUATE DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Post Graduate degree courses in Library Sciences, leading to the degree of Post Graduate Degree in Library Science (M.Lib.Sc) of the University.

d. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into two semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of two years.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to M.Lib.Sc. shall have passed B.Lib.Sc. from any UGC recognized University.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

12. General

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

ORDINANCE NO. 44

Bachelor of Library Sciences (B.Lib.Sc.)

(ONE YEAR DEGREE COURSE)

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to degree courses in Library Sciences, leading to the degree of Bachelor in Library Sciences (B.Lib.Sc) of the University.

b. The above courses shall be offered as per the UGC norms.

c. The above courses shall be divided into two semesters. Each semester would be approximately of six months duration including vacation/preparatory leave/examination/industrial training etc.

2. Number of Seats

Number of seats in each course/s shall be decided by the governing body as per the norms laid down by the concerned regulatory body.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Duration and Conduction of Course

a. There shall be at 90 days of teaching in every semester.

b. One hour of conduct of Lecture/Tutorial and two hours Practical shall normally be equal to one credit as shown in the schemes.

c. A candidate may provisionally continue to attend next higher year/semester, even if the result of qualifying year/semester has not been declared. However, subsequently if he is not able to clear qualifying semester examinations, the candidate cannot claim any right on the basis of his provisional admission.

d. The maximum duration of the course shall be of two years.

5. Eligibility Criteria for Admissions

Following the eligibility criteria as per the guidelines of concerned regulatory /statutory body, the eligibility norms in the course shall be:

a. Every applicant for admission to B.Lib.Sc. shall have passed graduation from any UGC recognized University.

6. Admission Procedure

Following the norms of statutory body, admission for these courses will be made as follows:

a. The University will issue admission notifications in news papers/on the University's website/notice board of the University etc before the start of the academic year. The University may conduct its own entrance examination for admission. The students may also secure direct admission in the University.

b. List of candidates provisionally selected for admission /shortlisted by merit, will be displayed on the notice board of the University/ University's website/or the students will be informed directly of their admission.

c. The candidates whose results of the qualifying examinations are awaited can also apply but will be admitted provisionally. Such candidates, however, must produce previous year's mark sheet, school/college certificates as proof required for eligibility. The candidates shall have to present the mark sheet of the qualifying examination within stipulated due date after admission, otherwise the provisional admission granted to him will be liable to be cancelled.

d. The application form may be rejected due to any of the following reasons;

   i. The candidate does not fulfill the eligibility conditions.

   ii. The prescribed fees are not paid.

   iii. The application form is not signed by the candidate and his/her parent guardian, wherever required.

   iv. Supporting documents for admission are not enclosed.

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

7. Course Structure

The subjects to be studied in different semesters of the courses shall be as per the schemes, approved by the concerned Board of Studies and Academic Council of the University.

8. Attendance

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

9. Medium of Instructions and Examination

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

10. Examination Scheme

No candidate shall be allowed to take the term-end Semester Examination unless one has:

i. Attended at least 75% of lectures/practical delivered.

ii. Paid all the fees dues.

iii. Obtained 'No Dues' certificate from the concerned department/faculty/office.

iv. Submitted the training/ internship certificate, and /or Project Report, as notified by the Head/Director/Dean.

v. Received in-plant training, if any, as prescribed in the scheme.

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

11. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course and also the CGPA required to qualify for a degree as per UGC guidelines, taking into consideration, the recommendations of the concerned statutory professional council.

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

ORDINANCE NO. 45

CERTIFICATE COURSES

1. Course & Faculty

a. This ordinance shall be applicable to the candidates admitted to Certificate Courses of the University in related discipline.

b. The above courses shall be offered as per the University norms.

2. Number of seats

Number of seats in each course/s shall be decided by the Academic Council from time to time.

3. Fees

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

4. Medium of Instructions and Examinations

The medium of instructions for teaching and examination shall be in English/Hindi throughout the course of study.

5. Examination

Each student shall have to appear in the examination of theory/practical and continuous comprehensive examination system (CCE)/internal assessments. The internal assessments shall be held in the manner as prescribed in the scheme, adopted time to time.

6. Course, Duration and Eligibility

Following Certificate courses shall be offered by the University:

S. No.	Course	Duration	Eligibility
1	Certificate in Analytical Chemistry	6 Months	B. Sc.
2	Certificate in Industrial Safety	6 Months	Graduate
3	Certificate in Fashion Designing	12 Months	12th Pass
4	Certificate in Interior Designing	12 Months	12th Pass
5	Certificate in Nursery Teachers Training (NTT)	12 Months	12th Pass
6	Certificate in Primary Teaching (CPT)	6 Months	12th Pass
7	Certificate in Guidance & Counseling	6 Months	Graduate
8	Certificate in Accounting & Auditing	6 Months	12th Pass with Commerce
9	Certificate in Banking & Finance	6 Months	12th Pass with Commerce/Maths
10	Certificate in Taxation	6 Months	12th Pass with Commerce
11	Certificate in Human Resource Management	6 Months	Graduate
12	Certificate in Corporate Governance	6 Months	Graduate
13	Certificate in Entrepreneurship and Family Business	6 Months	Graduate
14	Certificate in Retail Management	6 Months	12th Pass
15	Certificate in Electrical Technician (CET)	12 Months	12th Pass
16	Certificate in Motor and Transformer Winding	6 Months	12th Pass
17	Certificate in Auto-cad	6 Months	Diploma in Engg./Graduate any Subject
18	Certificate in Diesel Engine Repairing (CDER)	6 Months	10th Pass
19	Certificate in Refrigeration & Air Conditioning	6 Months	12th Pass
20	Certificate in CAD CAM	12 Months	12th Pass
21	Certificate in Computer Applications	6 Months	12th Pass
22	Certificate in C++ Programming	3 Months	12th Pass
23	Certificate in JAVA Programming (CJP)	3 Months	12th Pass
24	Certificate in Big data with Hadoop/PHP/.Net	3 Months	Graduate
25	Certificate in Computer Hardware and Networking	6 Months	12th Pass

26	Certificate in Web Design and Animation	6 Months	12th Pass
27	Certificate in 3D Printing	6 Months	Graduate
28	Certificate in Talley Accounting	6 Months	12th Pass
29	Certificate in DTP	6 Months	12th Pass
30	Certificate in Photography	6 Months	12th Pass
31	Certificate in Television Video Production	12 Months	12th Pass
32	Certificate in Journalism and Mass Communication	12 Months	12th Pass
33	Certificate in Communicative English	6 Months	12th Pass
34	Certificate in Foreign Languages	6 Months	12th Pass
35	Certificate in Horticulture and Plant Nursery Management	6 Months	10th Pass
36	Certificate in Panchkarma	6 Months	Graduate
37	Certificate in Naturopathy	6 Months	Graduate
38	Certificate in Herbal Medicine	6 Months	Graduate
39	Certificate in Dietician	6 Months	Graduate
40	Certificate in X-Ray Technician	6 Months	12th Pass
41	Certificate in Medical Lab Technology	12 Months	12th Pass
42	Certificate in Public Health and Hygiene	6 Months	12th Pass
43	Certificate in Yoga	3 Months	12th Pass

7. Assessment System

The University can decide on the grade or percentage of marks required to pass in a course as per its norms.

8. General

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

shall be ratified by Departmental Research Board, subject to availability of seat and researcher supervisor. Such a candidate shall have to pay the fee applicable for Ph.D.

2. ELIGIBILITY

Candidates who have obtained Master's Degree or equivalent recognized by UGC with a minimum of 55% marks in aggregate or equivalent grade point average in concerned / allied subjects are eligible for admission in M. Phil. programme. A relaxation of 5% marks would be given to SC/ST and Physically Challenged /Disabled candidates.

3. ADMISSION PROCEDURE:

3.1 The university shall notify the M.Phil. programme for pre-determined intake and schedule of Entrance Test through a notification published in leading newspapers / website.

3.2 The candidate shall apply for admission to the M.Phil program in the prescribed form to Dean Research & Development.

3.3 The applications of the candidates shall be scrutinized by the M.Phil. Enrollment Committee headed by Dean Research & Development

3.4 Candidate shall be admitted on the basis of merit list prepared through Entrance Test marks, marks obtained in the qualifying examination and interview as per the guidelines framed by the university from time to time based on UGC (Minimum Standards and Procedure for award of M.Phil. degree) regulations 2009.

3.5 Foreign students:

(i) Foreign students sponsored by the Government of India agencies like ICCR, Ministry of HRD/ other Academic Exchange Programme Fellowships of govt. etc., and foreign students sponsored by their respective governments/Embassies, are exempted from appearing in the entrance test. They will be admitted against additional seats.

(ii) Self financing foreign students shall have to appear and qualify the entrance test and course work.

(iii) Students from all foreign non-English speaking countries must have passed TOEFL/IELTS or a test in English language for foreign M.Phil. candidates, designed by Mandsaur university, to attain the requisite competence in English Language,

ORDINANCE NO 46

Master of Philosophy (M.Phil.)

(1 ½ YEARS DEGREE COURSE)

This ordinance will come into force with immediate effect. Nothing in this ordinance shall be deemed to debar the University from amending these ordinances, if any, and the same shall apply to all students who got enrolled/ registered thereafter. M.Phil. shall be offered in:

Physics, Chemistry, Mathematics, Biotechnology, Zoology, Management, Commerce, and Library Sciences.

1. THE SALIENT FEATURES:

(1) Admission shall be mainly based on Entrance Test, Qualifying Examination percentage & interview, duly following merit cum reservation policy of M.P. Government.

(2) Only the predetermined number of students shall be admitted to the programmes which may vary from year to year.

(3) Allocation of guide for selected student shall be decided by the concerned Department in a formal manner depending upon a number of students per faculty member, the available specialization among the faculty guides and research interest of the students as indicated during interview by the students.

(4) Research scholars will have to study the prescribed course work at the University.

(5) Research work may be carried out either on full-time basis or on part-time basis.

(6) Thesis shall be examined by the Board of Examiners consisting of at least two examiners out of which at least one can be from outside the state

(7) M.Phil. programmes shall not be conducted through distance education mode.

(8) A candidate admitted to M.Phil. programme may at any time before submission of his/ser thesis apply to concerned Head of Department with a copy of Dean Research and Development for conversion of his/her admission / enrollment from M.Phil to Ph.D. programme. Such a request shall be forwarded to the Dean Research & development and

4.0 ENTRANCE TEST AND SELECTION

4.1 ENTRANCE TEST:

(i) The entrance test shall have the following four components:

a) General Awareness and Aptitude.

b) Functional English Language.

c) Research Methodology.

d) Respective Subject Content Knowledge.

(ii) The nature of the test shall be MCQ type. The component (a) shall have questions on testing (I) analytical ability, (ii) reasoning ability and (iii) general awareness and current affairs. Questions in components (b) & (c) shall pertain to functional skills aiming at testing the basic knowledge of the candidate in the respective areas. Component (d) shall be based on the syllabus of 'core' courses/papers studied at the Master level in the concerned subject.

(iii) The question paper will be of 2 hours duration.

4.2 INTERVIEW

Candidates who successfully pass the entrance Test will be invited for personal interview. At the time of interview, candidates are expected to discuss their research interest/ area with the interview board.

5.0 PROCEDURE FOR ENROLMENT FOR COURSEWORK

5.1 The eligible candidates can enroll themselves for M.Phil degree by filling up the Enrolment Form. The candidates who are required to do the course work as per rules will fill up the forms by the stipulated date in order to join the course work.

5.2 Course work for M.Phil. programme

The candidate qualifying the entrance test or those who are exempted from entrance test will have to pass course work.

5.3 Structure and Duration of M.Phil. Course Work:

There shall be two models for M.Phil Course Work:

- Statistical Model, and
- Non- Statistical Model

i) Statistical Model will be applicable to the subjects as approved by URB:

The course work will consist of the following:

Paper 1 Research Methodology, Statistical Techniques and Computer Application in Research	5 credits
Paper2 Core/ Compulsory subjects of the Discipline	5 credits
Paper 3 Elective paper of the Discipline	4 credits
Paper 4 Seminar/ Power Point presentation	1 credits
Total	15 credits

ii) Non- Statistical Model will be applicable to the subjects approved by URB:

The course work will consist of the following:

Paper 1 Research Methodology and Computer Application in Research	5 credits
Paper2 Core/ Compulsory subjects of the Discipline	5 credits
Paper 3 Elective paper of the Discipline	4 credits
Paper 4 Seminar/ Power Point presentation	1 credits
Total	15 credits

The allocation of the subjects under Model-I or Model-II above may be changed/ decided by the Vice-Chancellor on the recommendation of concerned Departmental Research Board (DRB).

COURES STRUCTURE AND DISSERTATION FOR M.Phil PROGRAMME

The M.Phil course in the first semester shall consist of the papers prescribed in the concerned subject and Dissertation in the subsequent semesters.

Dissertation will be of 100 marks. The distribution of marks shall be as under:

- 60% for Dissertation
- 20% for Viva-voce
- 20% for Seminar (Seminar on Dissertation will be presented by a Candidate in the form of Pre-submission seminar one month prior to final submission in the respective department, before submitting dissertation, based on extended abstract to be submitted in 5 hard copies & 2 CDs. The purpose of the seminar is to enable the candidate to discuss his findings and the basis for the same.)

Classes: Classes may be held on any days of the week except on holidays "(as prescribed by the university from time to time)

5.4 Attendance:

A candidate admitted to M.Phil. Course Work must fulfill the following requirements:

i) Has been on the rolls of the Department throughout the semester preceding the examinations.

ii) Has attended a minimum of 75% of the lectures delivered, seminars, interactive sessions, tutorials etc in each paper.

iii) The shortage in the attendance of the lectures by the candidate can only be condoned as per rules made by the University from time to time.

5.5 Curriculum:

There will be four papers in the course work including a Seminar/ Power Point Presentation. Every student will have to take one elective paper out of a list of elective papers being offered by the Department. The elective papers will normally be offered to students by the department on the areas of interest of the candidates.

5.6 Medium of Instruction and Examination:

The medium of instruction and examination shall be English. For language subjects, the medium shall be the language concerned. For teaching of languages, the concerned language can be adopted as a medium of instruction/ examination and thesis.

5.7 Approval of syllabus:

Outline of test, syllabi and courses of reading shall be prepared and finalized by the concerned Departmental Research Committee. It will be approved by the Academic Council.

5.8 Continuous Assessment and Final University Examination:

In first semester of M.Phil 50% weightage will be given to internal assessment or sessional work and 50% weightage will be given to final University examination. Subsequent semesters are to be devoted for Research work leading to submission of dissertation/Thesis

5.9 Eligibility for M.Phil. Course Work candidate to appear in University Examination

- A scholar is expected to have 100% percent attendance in each paper of the course work. However, a minimum of 75% attendance shall be mandatory for becoming eligible to appear in the end semester examinations. A maximum of 5% attendance may be condoned by Dean of the concerned faculty for valid reasons as per university rules.
- A scholar has to secure a minimum of 50% marks in end semester examination as well as internal assessments of each paper to pass the course.
- Candidates who fail to secure the minimum qualifying marks in the course work shall be given maximum two more chance to clear the back paper.
- If the candidate fails to qualify the course work, he will discontinue the programme.

5.10 Declaration of Results:

The Controller of Examination shall publish a list of candidates who have passed the course work examination and issue detailed marks certificate, indicating the marks

obtained by the candidate separately in internal assessment (sessional work), and final University examination. No formal degree will be awarded to the candidate for passing the Course Work.

6 Eligibility and Appointment of Supervisor

1. On the recommendation of the Departmental Research Board, the supervisor of the candidate shall be allotted.

2. Faculty members of the concerned Department/Institute with Ph. D. degree shall be eligible to be appointed as Supervisors.

3. The Vice Chancellor, at any time , on the recommendation of Departmental Research Board (DRB), shall be empowered to withdraw the supervisor of a research student. But DRB can make such a recommendation only on the grounds of (a) moral turpitude and / or (b) plagiarism, and/or (C) any act harming the interest of the University/Students.

4. If necessary, Co-Supervisor may be appointed from within the same Department or of a different Department of the University or outside the University. However, a written justification for having a Co-Supervisor will accompany the application duly recommended by the Departmental Research Board. Only such expert may be proposed as Co-supervisor who has a Ph.D. and is holding a position not below the rank of a lecturer/assistant professor or an equivalent position in industry or research labs or other academic organization.

There can be maximum of two supervisors.

The doctors working in medical universities/colleges approved by MCI/DCI/Central Council of Indian System of Medicine, etc. and having the degree MS/MD/MDS/DM/MCH or equivalent and of the rank not below Assistant Professor or equivalent can also become Co-supervisors depending upon the need. As per the prevalent practice, other medical specialists can also be appointed as Co-supervisors under special circumstances. The following is the upper limit regarding the number of candidates who can be registered for Ph.D. degree with a supervisor/co-supervisor.

Lecturer/Assistant Professor – 4

Reader/Associate Professor – 6

Professional with Ph.D

(10 year experience) - 8

Professor - 8

If a candidate is pursuing his research under a supervisor and has a co-supervisor too, then he would be counted as one half under the supervisor for the purpose of counting the number of candidates pursuing research under the concerned supervisor/co-supervisor.

Each supervisor may allowed by Vice-Chancellor as a special case to supervise one additional sponsored foreign student having valid research Visa for doing M.Phil. under the number of M.Phil. candidates.

The supervisor can be appointed till the date of retirement or till the date of expiry of the re-employment and in exceptional cases even beyond that date.

a) Provide further that no relative of the candidates such as wife, husband, son, daughter, sister, brother, wife's or husband's brother, sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand -son, grand-daughter, or such other person as might be deemed a close relation by the Vice-Chancellor shall be appointed as supervisor/co-supervisor. A certificate to this effect will be given by the supervisor/co-supervisor along with the application for enrollment.

b) Normally request of the candidate regarding the choice of supervisor pr as a co-supervisor will be accepted. However , in case , the Departmental Research Board does not agree with it, then the Board's report along with the entire issue regarding the appointment of supervisor/Co-supervisor will be finally decided by the Vice- Chancellor.

Request for change of the supervisor can be entertained only:

i) in case the supervisor has left the service of the university or by mutual consent of both supervisor and the candidate.

ii) in case of extreme hardship where it becomes almost impossible for a candidate to work with the existing supervisor and the Vice-Chancellor has satisfied himself in the matter.

iii) in both the above cases, the matter may be placed before Dean Research and Development.

iv) if a candidate wishes to change the supervisor before the expiry of two years after registration, he/she will submit an application to the Dean Research & Development through Head of the Department giving reasons thereof for such a change. This will be examined by a committee consisting of the following:

a) Dean Research & Development (Chairperson)
b) Dean of the Faculty/Director of the school
c) Head of the Department
d) Two professors to be nominated by the Vice-Chancellor.

v) If any one of the above is a supervisor or Co-supervisor, or proposed supervisor or Co-supervisor, he/she will not be a member of the above committee.

vi)If a teacher proceeds on long leave of three or more than three years, he/she may not be allowed to act as a supervisor. However M.Phil. scholar who are already registered prior to proceeding on long leave may be allowed to continue provide a Co-supervisor is also appointed to supervisor the work of the candidate in the absence of the originally appointed supervisor.

7 TOPIC MODIFICATION:

a) A candidate may modify the title /scheme of his/her subjected with the approval of the Departmental Research Board. Provided that the URB may allow modification to be made in the scheme/ title of subject, if in the considered opinion of the board, the modification proposed does not involve any major change in the original scheme and scope of the subject.

8 FEE

Fees for the course/s shall be as determined by the University, and approved by the Madhya Pradesh Private University Regulatory Commission, from time to time.

9 SUBMISSION OF THESIS:

9.1.1 A thesis to be presented by the candidate must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work such as developing and fabricating special instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.

9.1.2 The candidate will not be permitted to submit his/her thesis for the degree unless his/her supervisor is satisfied that the thesis presented is worthy of presenting/submitting before the examiners for the evaluation for the award of the M.Phil. Degree. In case of an adverse report of the Supervisor, the candidate may make a representation to the Vice-Chancellor.

9.2. (a) Every candidate may inform the office of Dean Research and Development through a letter forwarded by his supervisor and the Head of the Department concerned that he/she intends to submit his/her thesis within a period of three months along with four hard and one soft copy of extended abstracts of the thesis. The office of Dean Research and Development would then process the application and take steps for the appointment of panel of Examiners and obtain acceptance from the concerned Examiners, before the expiry of three months.

(b) A candidate shall submit the thesis not later than three months from the date of presentation of pre-submission seminar.

(c) In case of non-submission of thesis within the stipulated period, the candidate can seek extension of time from the Dean, Research and Development on payment of prescribed late fee.

(d) A candidate is required to apply in writing to the Head of the Department that he/she is in a position to submit his/her thesis and give a pre-submission seminar. The Head of the Department will conduct such a seminar at the earliest but not later the 30 days from the date of application, the

presentation is not organized within 30 days from the date of application, the candidate may approach Dean, Research and Development who will ensure that needful is done-without any further delay.

(e) At the time of submission of M.Phil. thesis by the candidate, he/she will have to produce evidence of having at least one research paper published or accepted for publication in refereed journals/ patent related to his topic on which he has been registered for M.Phil. degree and out of the academic work included in the thesis. At the time of submission of M.Phil. thesis by the candidate, a certificate will be submitted by the candidate that the thesis is a piece of original and bonafide research work of the candidate, no portion of the thesis is taken from any book or research paper without quoting the references to the book or research paper and no portion is copied or plagiarized from any boor or plagiarized from any book or research paper without proper reference.

(f) A seminar certificate shall also be given by the supervisor/ co-supervisor as the case may be.

(g) If there is a complaint by the External Examiner or by anyone else of plagiarism or copying of certain portions in the M.Phil. thesis, such complaints will be examined by a committee consisting of;

(i) Dean Research & Development (Chairperson)
(ii) Dean of faculty /Director of the School
(iii)Concerned Head of the Department
(iv)Controller/ Additional Controller, Examinations
(v) Two Professors form the same of allied Faculty to be nominated by the Vice-Chancellor

If any one of the above members is a supervisor or co-supervisor, he will not be a member of the above committee.

If plagiarism or copying of any kind is established, the quantum of punishment depending upon the nature and extent of copying / plagiarism, to be recommended by the committee, can be any one or more of the following : -

i. The candidate may be asked to revise and resubmit the Thesis after deleting the plagiarized/copied parts from the text of the thesis.

ii The Thesis may be altogether rejected.

iii The candidate may be debarred from appearing in any University examination for a period up to 5 years.

10 PERIOD REQUIRED FOR SUBMISSION OF THESIS:

(a) The M.Phil dissertation will be allowed to be formally submitted only after the completion of the required Course Units

(b) The Candidate shall submit four had copies and four CDs of the thesis to the thesis evaluation Cell.

(C) The M.Phil Dissertation will be evaluated by the approved Evaluators as per guidelines prescribed by the University.

11 EXTENSION IN PERIOD/CONDONATION OF DELAY:

At least three months before the expiry of maximum duration, a candidate seeking extension will submit a Comprehensive Progress Report of the work done by him, along with the required fee to the Head of the Department though the Supervisor These cases will be forwarded to vice-Chancellor for approval. The extension can be granted only up to 2 years but one year at a time.

12 REGISTRATION WITH THE UNIVERSITY:

No candidate is allowed to appear in tow major examinations of this University simultaneously or to get himself/herself enrolled simultaneously in two Universities. Candidates are advised, in their own interest, to observe this rule strictly and not to appear in two or more than two major examination till their result of examination is declared. A copy of the Registration latter to be issued to the candidate will also be enclosed to the registration Branch Stating the registration no. , if any, with which the candidate is already register with this University. It will be the duty of the registration Branch to guard against violation of this rule.

13 PUBLICATION:

The thesis dully approved shall only be published with the permission of Vice-Chancellor and on the recommendation of the thesis publication Committee.

14 PANEL OF EXAMINATION:

An examiner's panel committee (EPC) would submit a panel of minimum of six examiners', at least 50% of whom will be from within the state and 50% from outside the state including foreign countries the full particulars about their designation, area of specialization and address etc. for the evaluation of the thesis. The Vice-Chancellor will appoint two examiners from the panel and at least one of them will be from outside the state.

The person recommended for evaluation of the thesis should invariably be a Professor or of equivalent rank. If an Examiner of the rank of Professor is not available in a subject, the Vice Chancellor be authorized to look into the matter and take appropriate action.

In case of retire person, their last designation shall be indicated without which the panel would be considered incomplete.

The examiner will be free to seek clarification on any matter from the candidate's supervisor or the co-supervisor through the Dean Research and Development. The Dean Research and Development will ensure the secrecy of examiner identity. The examiner after due evaluation of thesis will state in his/her report.

(a) Whether he /she recommends the award of the degree to the candidate after holding viva-voce examination.

(b) Whether he /she recommends resubmission of the thesis after revision. In case an examiner recommends revision of the thesis, he/she will also indicate the nature of changes required to be made in the thesis.

(c) Whether he /she recommends rejection of thesis.

(d) A list of questions he/she would like the candidate answer in the viva-voce examination is to be supplied in a separate cover.

(e) Whether he /she recommends that the thesis fit for publication or not. If fit for publication, then with or without changes. If with changes, the nature & extent of change be stated.

In the event of an examiner making recommendations for revision/modification of the thesis, the candidate shall be free to defend his/her point of view through the Dean Research and Development. If he so desire. However, if the examiner is not satisfied with

the candidate's defense, the candidate shall be required to carry out necessary revision /modification as finally suggested by the examiner before his / her case is processed further. If may be added that an examiner can recommend revision of thesis only once. If a second revision is recommend is recommend by the same external Examiner, then it will be treated as rejection of thesis. The candidate, who is required to resubmit the thesis, must do so within one year from the date of supply of comments of the examiner to him/her by the university irrespective of his/her submission of defense unless extension is especially granted by the vice-Chancellor. A re-submitted thesis will be examined by the examiner who had recommended resubmission unless he/she himself/herself is unable to do so or declines to do so.

In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis, with the permission of the Vice-chancellor, the thesis shall be referred to a third examiner to be appointed by the vice-Chancellor from out of the original panel of examiner. The third examiner shall not be informed of the recommendations of the two examiners. The recommendations of those two examiners who submit similar the recommendations shall be final. This procedure shall also be followed if the examiner who has suggests modification rejects the revised thesis. Each examiner shall be given one month's time for the evaluation of thesis.

In case of report from his/her is not received, he /she may be reminded telephonically. After the expiry of a period of three months, if no report is received, the next examiner may be appointed. The first examiner will be requested to send the thesis back If in due course, the report is received from the first examiner, the report will not be considered.

15 VIVA-VOCE EXAMINATION:

(I) Except in the case of a thesis, which is rejected, Viva-Voce shall be held in accordance with the rules prescribed in this behalf by the university; An open viva-voce shall be conducted for candidates whom both examiners have recommended for the award of M.Phil. Degree.

(II) The Viva-Voce examination shall primarily be designed to test the understanding of the candidate of the subject matter of the thesis, including research methodology employed, results, conclusions arrived at the level of competence in the field of study. The candidate shall also clarify the point raised by the examiners if any, in their reports.

(III) The viva-voce examination will be of at least of 45 minutes duration and will be compulsory for all the candidates. This will normally be conducted at Mandsaur by one of the two external examiners who have evaluated the thesis.

(IV) The Head of the Department and the supervisor of the candidate will be associated with the conduct of the viva-voce to be arranged by the Head of the Department within one month of receipt of intimation about the same questions during viva-voce will be asked by the external examiner.

(V) There will be a presentation, preferably power point presentation by the candidate for about 20 minutes before the committee consisting of Dean of the Faculty, Head of the Department and supervisor/ Co-Supervisor of the candidate. The entire Department/Faculty will be invited to the viva-voce. The Dean Research and Development if available will be Chairperson of the committee.

(VI) The quorum for holding the viva-voce Examination will be three members, the examiners may send, if they so desire, along with their reports, questions for use by the board conducting the viva-voce (Oral) examination.

In case an external examiner is unable to conduct a viva-voce, a set of question will be obtained by the Dean Research and Development which will be conducted by an examiner (3rd Examiner) appointed by the vice-chancellor. A copy of the thesis will be sent to the 3rd Examiner.

The report about the performance of the candidate in the viva-voce examination shall be recommended by the external examiner(s) only.

(VII) After completion of the viva-voce examination, the chairperson of the viva-voce committee shall consolidate the recommendation for the award of M.Phil. Degree to the candidate.

16. DEPOSITORY WITH THE UNIVERSITY & UGC:

All M.Phil. Candidates shall have to submit four hard bound copies of their M.Phil. Thesis along with four separate CDs to the office of Dean Research and Development before the conduct of viva-voce examination through their supervisor and Head of the Department. The office of Dean Research and Development will send one CD to the University Library, one CD to UGC and one CD will be sent to University Computer center for uploading the M.Phil. Thesis on the University website, after the meeting of Research Award Committee and notification of the M.Phil. Degree by the university.

17 AWARDS OF DEGREES:

a) If the two examiners of the thesis have recommended the award of the degree and the viva-voce examiner having satisfied himself/herself on the basis of performance of the candidate in the oral examination, that the candidate has written the thesis himself/herself, may recommend the award of the M.Phil. Degree to the Research Award committee (RAC).

The RAC would consider the report of the examiner who has conducted the viva-voce examination (the report in original will be laid on the table for arriving at a decision with regard to the award of the degree).

b) A candidate whose thesis is "REJECTED" by the examiner, the registration will be cancelled & he/she may be registered again for the M.Phil. Degree on the same subject after he/she makes a written request to that effect.

c) The result of M.Phil. Degree of a candidate is deemed to have been declared on the date of meeting of RAC where he/she is declared provisionally eligible for the award of degree which will be finally ratified by the academic council an approved by the vice-chancellor. The Registrar/Controller of examination shall publish the result.

18. SUPPLY OF REPORTS

The reports of the examiner may be supplied to the candidate after declaration of the result without disclosing the identity of the examiners. The M.Phil thesis examiners should be communicated that in case of acceptance of the thesis for the award of the degree to the candidate the reports would be supplied to the candidate.

19. GENERAL CONTROL:

The department shall exercise disciplinary and general control over the research student and their work. Overall control will remain with Dean Research and Development.

20. COMMITTEES & BOARDS:

The composition of the committees and Boards at the department / faculty level shall be as given below;

(i) DEPARTMENTAL RESEARCH BOARD (DRB)

The board shall consist of the following:

a) Head of the department (Chairperson) who holds the Ph.D. degree or senior scientist with Ph.D. degree
b) All Professors in the subject, employed in Mandsaur University
c) Readers/Associate Professors and Lecturers/ Assistant Professors in the subject who hold Ph.D. degree
d) One/two teachers from allied /supporting departments to be nominated by the Dean, Academic affairs
e) At least one subject expert from within or outside the University.
f) Dean Research and Development (If present, he will be the chairperson).

The proceedings of Development Research Board containing the Ph.D. course work will be placed before University research consideration and approval.

(ii)UNIVERSITY RESEARCH BOARD (URB)

It shall consist of the following:

a) Vice-Chancellor (Chairperson)
b) The Dean, Academic Affairs
c) The Dean Research & Development
d) The Dean of Faculties / Director of the Schools
e) All Professors and the Head of University teaching departments. Provided that Professors/Heads from only such departments as are engaged in imparting Post Graduate instruction and doing research work shall be eligible for appointment as members.
f) Two experts from outside the University to be nominated by the Vice Chancellor for two years
g) The supervisor of a candidate whose synopsis is to be considered for approval in the meeting of University Research Board (URB) should be present in the conducted meeting of URB, if he/she is not a member of URB.

iii) COMPREHENSIVE REPORT REVIEW COMMITTEE (CRRC)

a) Dean of Faculty concerned (Chairperson)

b) Head of Department who holds a Ph.D. degree / senior most faculty member holding Ph.D. degree.

c) Supervisor and Co-supervisor, if any.

d) Dean Research & Development (If present, he will be the chairperson)

iv) EXAMINERS PANEL COMMITTEE (EPC)

(a) The Head of the Department (Chairperson) who holds a Ph.D. degree/ senior most faculty member holding Ph.D. degree.

(b) All Professors in the Department.

(c) If there is no Professor other than Head of the Department or the Head of the Department is a Reader/Associate Professor, a Professor from an allied Subject/Department to be nominated by Vice-Chancellor.

(d) Supervisor of the candidate/Co-Supervisor if any.

(e) Dean Research and Development (If present, he/she will be the Chairperson)

(f) Where the quorum is incomplete, Vice-Chancellor may nominate one or two Professor from

v) SCREENING COMMITTEE

a) Dean of the Faculty (Chairperson)

b) Head of the Department who holds a Ph.D. degree/senior most faculty member holding Ph.D. degree.

c) Supervisor of the Candidate / Co-Supervisor if any.

d) One or Two Professors from within the Faculty to be nominated by the Vice-Chancellor

e) Dean Research & Development (If present, he/she will be the Chairperson)

f) Where quorum is incomplete, the Vice-Chancellor may nominate one or two Professors from relevant /allied subjects

vi) RESEARCH AWARD COMMITTEE

1) Vice-Chancellor (Chairperson)

2) Dean, Academic Affairs

3) Dean Research & Development
4) Dean of the faculty/Director of the School
5) All Heads of the Departments in the Faculty and one Professor from each department in the Faculty by rotation according to seniority for a term of two years.
6) Concerned supervisor/Co-supervisor if any of the candidate.

vii) THESIS PUBLICATTION COMMITTEE

1) Dean of the faculty (Chairperson)
2) Head of the Dept who holds a Ph.D. degree / senior most faculty member holding Ph.D. degree
3) Supervisor /Co-supervisor, if any.
4) Dean Research and Development (If present, he/she will be the Chairperson)

Where the Dean of the Faculty or Head of the Department is the supervisor, the Vice-Chancellor would nominate one expert on the committee. In case the Dean of the Faculty, Head of the Department and Supervisor are the same, Vice-Chancellor will nominate two experts on the committee. Two members will form the quorum.

viii) QUORUM:

The quorum for all the committees and the Boards provided herein, unless specifically stated otherwise in the text, shall be one third of the total strength with at least three person including chairman/convener. In such cases, where Supervisor/Head of the Department/Dean of Faculty is the same person, one or two persons may be nominated by the Vice-Chancellor to meet the quorum requirements.

ORDINANCE NO. 47

Doctor of Philosophy (Ph.D.)

THE Ph.D. PROGRAMME

These regulations will come into force with immediate effect. Nothing in these regulations shall be deemed to debar the University from amending these regulations and any other amended regulations, if any, and the same shall apply to all students who got enrolled/ registered thereafter.

1. THE SALIENT FEATURES

(1) Admission shall be mainly based on Entrance Test, Qualifying Examination percentage & interview, duly following merit cum reservation policy of M.P. Government.

(2) Only the predetermined number of students shall be admitted to the programmes which may vary from year to year.

(3) Allocation of guide for selected student shall be decided by the concerned Department in a formal manner depending upon a number of students per faculty member, the available specialization among the faculty guides and research interest of the students as indicated during interview by the students.

(4) Research scholars will have to study the prescribed course work at the University which shall be treated as pre-Ph.D. Course.

(5) Research work may be carried out either on full-time basis or on part-time basis.

(6) Thesis shall be examined by the Board of Examiners consisting of at least two examiners out of which at least one can be from outside the state.

(7) Ph.D. programmes shall not be conducted through distance education mode.

(8) A candidate admitted to Ph.D. programme will not be allowed to convert his/her registration into M.Phil programme.

2. ELIGIBILITY

2.1 A candidate seeking admission to Ph.D. programme must satisfy the following requirements:

(i) Master's degree in the concerned /allied subject (as determined by the departmental Research Board) with at least 55% marks or B+ grade at Master's Degree (SC/ST and physically challenged / disabled candidates will get 5% relaxation in post-graduation marks).

OR

(ii) M.Phil/M.Litt. Degree with B+ or equivalent grade.

OR

(iii) Master's Degree on the basis of staff-college, with at least 60% marks in the Master's degree.(Applicable in case of defense personnel)

OR

(iv) Associate membership of Institute of chartered Accountants of India /Institute of Cost & works Accountant of India /Institute of Company Secretaries

OR

(v) Equivalent on the basis of passing the respective examinations.

2.2 The candidate shall work for Ph.D. degree in a subject studied at the Master's level in the same or allied subject under an approved supervisor. However, He/she may be permitted after recommendations of the concerned Departmental Research Board to conduct research in a subject other than the one chosen for the Master's degree, provided it is of an interdisciplinary nature.

2.3 If the research topic is of interdisciplinary nature, the candidate with the consent of his guide may opt for a co-supervisor, who shall also be the approved supervisor of the university. However, the main responsibility of supervising the research work shall vest with the supervisor and the candidate shall finalize and submit the thesis through the supervisor only. A co-supervisor may also be allowed if the research methodology requires the association of another person in the interest of research.

Note: If a candidate is awarded grade in M.Phil, but the grading pattern of the M.Phil, awarding university is different from that applicable in Mandsaur University, then the

over all Grade Point Average (OGPA) of the candidate will be converted into percentage of marks applying the following formula.

$$\frac{\text{OGPA}}{X} \times 100$$

X= Total Points

If the percentage so obtained is 55% or more, Then the candidate's grade will be considered as B+ grade for the purpose of admission to Ph.D. programme.

3. ADMISSION PROCEDURE:

3.1 Applications for admission to Ph.D. Programmes commencing each year, shall be invited through an open advertisement, which can be twice a year in the prescribed form as laid down by the University.

3.2 The candidate shall apply for admission to the Ph.D. program in the prescribed form to Dean Research & Development.

3.3 The applications of the candidates shall be scrutinized by the Ph.D. Enrollment Committee headed by Dean Research & Development

3.4 Candidate shall be admitted on the basis of merit list prepared through Entrance Test marks, marks obtained in the qualifying examination and interview as per the guidelines framed by the university from time to time based on UGC (Minimum Standards and Procedure for award of Ph.D. degree) regulations 2009.

3.5 Every candidate interested in admission to the Ph.D. programme has to appear and qualify the entrance test as per prescribed syllabus, to be notified from time to time.

The candidate shall be admitted to Ph.D. programme either directly or after doing M.Phil.

(i) Direct Admission

Those candidates who qualify UGC-NET/ CSIR (JRF) Examination/SLET/GATE or are Teacher Fellowship holders or DST (INSPIRE)/ ICMR/ Any other National Agency Fellow or have Ph.D degree in any subject are exempted from appearing in entrance test. The selection of these candidates will be based on their performance in the interview as well as their overall Academic Merit.

(ii) **Through M.Phil**

For candidates seeking admission to Ph.D. programme after M. Phil course, following criteria will be applicable:

a. Candidates who have obtained M.Phil. degree with minimum B+ grade or equivalent from Mandsaur university, Mandsaur or any other recognized university as a regular student and whose admission at the M.Phil level has been through entrance test, are exempted from appearing in the entrance test for Ph.D. programme.

b. Candidates who have obtained M.Phil from other universities through Distance Education or had joined M.Phil without Entrance test will have to appear in the entrance test and qualify the test.

Note: The candidates who qualify the entrance test will be included in the pool of selected candidates for Ph.D. Their candidature will remain valid for two academic sessions i.e. up to the date of Ph.D. entrance test to be held after two years. A candidate having passed Ph.D. entrance test is required to do the course work of one semester (6 months duration) in the concerned subject in the University The Course work would include FOUR papers, to be decided by the Research Board for the respective subjects/ disciplines (out of four papers, one paper may be on "Subject Specific" Research Methodology). On completion of the course work, he/she will be assigned a supervisor.

3.6 Foreign students:

(i) Foreign students sponsored by the Government of India agencies like ICCR, Ministry of HRD/ other Academic Exchange Programme Fellowships of govt. etc., and foreign students sponsored by their respective governments/Embassies, are exempted from appearing in the entrance test. They will be admitted against additional seats.

(ii) Self financing foreign students shall have to appear and qualify the entrance test and course work.

(iii) Students from all foreign non-English speaking countries must have passed TOEFL/IELTS or a test in English language for foreign Ph.D. candidates, designed by Mandsaur university, to attain the requisite competence in English Language,

4.0 ENTRANCE TEST AND SELECTION

4.1 ENTRANCE TEST:

i. The entrance test shall have the following four components: (Total weightage 100 points)

a) General Awareness and Aptitude

b) Functional English Language

c) Research Methodology

d) Respective Subject Content Knowledge

ii. The nature of the test shall be MCQ type. The component (a) shall have questions on testing (I) analytical ability, (ii) reasoning ability and (iii) general awareness and current affairs. Each sub-component shall have equal weightage. Questions in components (b) & (c) shall pertain to functional skills aiming at testing the basic knowledge of the candidate in the respective areas. Component (d) shall be based on the syllabus of 'core' courses/papers studied at the Master level in the concerned subject.

iii. The question paper will be of 2 hour duration.

4.5 INTERVIEW

Candidates who successfully pass the entrance Test will be invited for personal interview. At the time of interview, candidates are expected to discuss their research interest/ area with the interview board. Interview is essential for the Ph.D programmes. It will be in the form of interaction.

4.3 SELECTION CRITERIA FOR ENROLMENT

(a) The merit of candidates shall be made on the basis of entrance test, interview and academic attainment.

(b) Only the pre determined number of students, based upon available approved research supervisors [with concerned specialization/ research interest] will be selected for admission to Ph.D and the list of successful candidates shall be released. The result of the test will remain valid for subsequent 2 consecutive years.

5. 0 PROCEDURE FOR ENROLMENT FOR COURSEWORK

5.1 The eligible candidates can enroll themselves for Ph.D degree by filling up the Enrolment Form. The candidates who are required to do the Ph.D Course work as per rules will fill up the forms by the stipulated date in order to join the course work. The candidates who are exempted from doing the Ph.D course work as per rules can register themselves for Ph.D degree all the year by filling up the enrolment /form.

5.2 COURSE WORK FOR Ph.D PROGRAMME

The candidate qualifying the entrance test or those who are exempted from entrance test will have to Pass Ph.D course work before registration in the Ph.D programme of the university. However, they will have to choose supervisor be allotted from the university after completion of Ph.D course work.

(A) In case of M.Phil pass candidates , following conditions will be applicable for course work:

(I) Candidates who passed M.Phil degree with minimum B+ grade as regular strudent from Mandsaur University, Mandsaur or any other recognized university and have done equivalent course work in M.Phil programme are exempted from doing Ph.D course work for getting registered to Ph.D programme.

(II) Candidates who passed M.Phil degree through distance shall not be considered for exemption from entrance test.

(B) Course work will be exempted for those who have completed Ph.D degree in allied subject from any recognized university.

(C) If any candidate has done Ph.D course work from another recognized university/

Sister Departments / Institutes either in or outside the university, he/she can exempted from Ph.d. Course Work on the recommendation of following committee:

(a) Dean Research & Development — Chairperson
(b) Director of the Concerned School
(c) Head of the department. If holding Ph.D. Degree
(d) Senior most teacher of the department holding Ph.D. Degree

5.3 Structure and Duration of Ph.D. Course Work:

There shall be two models for M.Phil/ Ph.D. Course Work:

a. Statistical Model, and
b. Non- Statistical Model

a. Statistical Model will be applicable to the subjects as approved by URB:

The course work will consist of the following:

Paper 1 Research Methodology, Statistical Techniques and Computer Application in Research	5 credits
Paper2 Core/ Compulsory subjects of the Discipline	5 credits
Paper 3 Elective paper of the Discipline	4 credits
Paper 4 Seminar/ Power Point presentation	1 credits
Total	15 credits

b. Non- Statistical Model will be applicable to the subjects approved by URB:

The course work will consist of the following:

Paper 1 Research Methodology and Computer Application in Research	5 credits
Paper2 Core/ Compulsory subjects of the Discipline	5 credits
Paper 3 Elective paper of the Discipline	4 credits

Paper 4 Seminar/ Power Point presentation	1 credits
Total	15 credits

The allocation of the subjects under Model-I or Model-II above may be changed/ decided by the Vice-Chancellor on the recommendation of concerned Departmental Research Board (DRB).

5.4 Attendance:

A candidate admitted to Ph.D. Course Work must fulfill the following requirements:

i) Has been on the rolls of the Department throughout the semester preceding the examinations.

ii) Has attended a minimum of 75% of the lectures delivered, seminars, interactive sessions, tutorials etc in each paper.

iii) The shortage in the attendance of the lectures by the candidate can only be condoned as per rules made by the University from time to time.

5.5 Curriculum:

There will be four papers in the course work including a Seminar/ Power Point Presentation. Every student will have to take one elective paper out of a list of elective papers being offered by the Department. The elective papers will normally be offered to students by the department on the areas of interest of the candidates.

5.6 Medium of Instruction and Examination:

The medium of instruction and examination shall be English. For language subjects, the medium shall be the language concerned. For teaching of languages, the concerned language can be adopted as a medium of instruction/ examination and thesis.

5.7 Approval of syllabus:

Outline of test, syllabi and courses of reading shall be prepared and finalized by the concerned Departmental Research Committee. It will be approved by the Academic Council.

5.8 Continuous Assessment and Final University Examination:

In first semester of Ph.D 50% weightage will be given to internal assessment or sessional work and 50% weightage will be given to final University examination. Subsequent semesters are to be devoted for Research work leading to submission of dissertation/Thesis

5.9 Eligibility for Ph.D. Course Work candidate to appear in University Examination

a. A scholar is expected to have 100% percent attendance in each paper of the course work. However, a minimum of 75% attendance shall be mandatory for becoming eligible to appear in the end semester examinations. A maximum of 5% attendance may be condoned by Dean of the concerned faculty for valid reasons as per university rules.

b. A scholar has to secure a minimum of 50% marks in end semester examination as well as internal assessments of each paper to pass the course.

c. Candidates who fail to secure the minimum qualifying marks in the course work shall be given maximum two more chance to clear the back paper.

d. If the candidate fails to qualify the course work , he/she will discontinue the programme.

5.10 Declaration of Results:

The Controller of Examination shall publish a list of candidates who have passed the Ph.D. Course Work examination and issue detailed marks certificate, indicating the marks obtained by the candidate separately in internal assessment (sessional work), and final University examination. No formal degree will be awarded to the candidate for passing the Course Work.

6 REGISTRATION FOR Ph.D.

Submission and Presentation of Synopsis for Ph.D. Registration.

a) The candidate will submit his/her application for registration on the prescribed form within six months of enrolment if he candidate is exempted from doing Ph.D. Course work or within three months from the date of declaration of result of Ph.D. Course work, if the candidate has taken admission to Ph.D. Course work. This period may be extended up to a further period of three months on payment of prescribed fee. Copies of the Synopsis for registration for Ph.D. Degree will be provided to the member of Departmental Research Board in advance to the date of presentation of seminar. It is understood that all deficiencies/ improvements to be made in the synopsis will be settled in the meeting of Departmental Research Board.

The candidate will submit required number of hard copies of synopsis in prescribed format The date of registration for Ph.D. Degree will be considered as the date of presenting the synopsis before the DRB or the date of passing of Ph.D. Course Work, whichever is later

Note: The purpose of presentation of Synopsis for Ph.D. registration can also be done during the period of Ph.D. Course Work. But the department will forward the case of the registration of the student to the office of Dean Research and Development, only after the student passes the Ph.D.

Course Work. In that case, the date of registration for Ph.D. degree will be the date of passing of Ph.D. Course Work

a) i) The candidate shall be required to present synopsis pertaining to Registration on the topic of his/her study in the presence of Departmental Research Board to which other teachers of the Department/ Faculty and Research Supervisor of the candidate may also be invited.

ii) Those candidates who are exempted from Ph.D. Course Work shall be registered for Ph.D. Degree from the date of Presentation of seminar before the Departmental Research Board.

b) The Departmental Research Board while recommending registration of the candidate for consideration of University Research Board(URB) shall send a detailed note about the suitability of the topic and also the Research Methodology proposed by the candidate. The note shall include the names of the members of faculty present at the meeting, the

duration of the presentation, discussion and its final outcome. The Research Supervisor would be required to give specific comments on the synopsis submitted by the candidate. In case the Departmental Research Board does not approve the topic, the case will be referred to URB, giving detailed report with reasons thereof for its final decision. After the date of URB meeting is fixed and a cut off date is circulated by the Dean Research and Development to the Heads of the Department, no cases of resignation will normally be entertained in that scheduled meeting of URB.

- Application for Registration would normally be processed in the concerned department in all respects within a period of three weeks from the date of submission of application on the prescribed proforma. In case of any delay, the candidate can request Dean Research and Development for necessary action, who shall ensure that necessary formalities with regards to the processing of the application in the Research office viz., holding of the seminar and Departmental Research Board meeting are completed at the earliest. The candidate shall then submit the required number of copies of synopsis as approved by the Departmental Research Board to the office of the Dean, Research and Development for registration.

7 Eligibility and Appointment of Supervisor

1. On the recommendation of the Departmental Research Board, the supervisor of the candidate shall be allotted.

2. The supervisor must be a regular teacher/scientist of Mandsaur Unversity holding Ph.D. degree and having published research work such as books or research papers in Research journals. He/She is also required to have evidence of carrying out some research work at present.

OR

The Academic Staff working in the central faculties of the Universities such as Library, Computer lab etc. with five years of research experience and who have doctoral degree in the relevant subject and at least three years of independent research experience after the Ph.D. degree & have evidence of published work.

3. The Vice Chancellor, at any time , on the recommendation of Departmental Research Board (DRB), shall be empowered to withdraw the supervisor of a research student. But

DRB can make such a recommendation only on the grounds of (a) moral turpitude and / or (b) plagiarism, and/or (C) any act harming the interest of the University/Students.

4. If necessary, Co-Supervisor may be appointed from within the same Department or of a different Department of the University or outside the University. However, a written justification for having a Co-Supervisor will accompany the application duly recommended by the Departmental Research Board. Only such expert may be proposed as Co-supervisor who has a Ph.D. and is holding a position not below the rank of a lecturer/assistant professor or an equivalent position in industry or research labs or other academic organization.

There can be maximum of two supervisors.

The doctors working in medical universities/colleges approved by MCI/DCI/Central Council of Indian System of Medicine, etc. and having the degree MS/MD/MDS/DM/MCH or equivalent and of the rank not below Assistant Professor or equivalent can also become Co-supervisors depending upon the need. As per the prevalent practice, other medical specialists can also be appointed as Co-supervisors under special circumstances. The following is the upper limit regarding the number of candidates who can be registered for Ph.D. degree with a supervisor/co-supervisor.

Lecturer/Assistant Professor	– 4
Reader/Associate Professor	– 6
Professional with Ph.D	
(10 year experience)	- 8
Professor	- 8

If a candidate is pursuing his research under a supervisor and has a co-supervisor too, then he would be counted as one half under the supervisor for the purpose of counting the number of candidates pursuing research under the concerned supervisor/co-supervisor.

Each supervisor may allowed by Vice-Chancellor as a special case to supervise one additional sponsored foreign student having valid research Visa for doing Ph.D. under the number of Ph.D. candidates, a few candidates of M.Phil. may also be given to a supervisor.

The supervisor can be appointed till the date of retirement or till the date of expiry of the re-employment and in exceptional cases even beyond that date.

a) Provide further that no relative of the candidates such as wife, husband, son, daughter, sister, brother, wife's or husband's brother, sister, brother's son and daughter, sister's son and daughter, first cousin, nephew, grand -son, grand-daughter, or such other person as might be deemed a close relation by the Vice-Chancellor shall be appointed as supervisor/co-supervisor. A certificate to this effect will be given by the supervisor/co-supervisor along with the application for enrollment.

b) Normally request of the candidate regarding the choice of supervisor pr as a co-supervisor will be accepted. However , in case , the Departmental Research Board does not agree with it, then the Board's report along with the entire issue regarding the appointment of supervisor/Co-supervisor will be finally decided by the Vice- Chancellor.

c) Request for change of the supervisor can be entertained only:

i) in case the supervisor has left the service of the university or by mutual consent of both supervisor and the candidate.

ii) in case of extreme hardship where it becomes almost impossible for a candidate to work with the existing supervisor and the Vice-Chancellor has satisfied himself in the matter.

iii) in both the above cases, the matter may be placed before Dean Research and Development.

iv) if a candidate wishes to change the supervisor before the expiry of two years after registration, he/she will submit an application to the Dean Research & Development through Head of the Department giving reasons thereof for such a change. This will be examined by a committee consisting of the following:

a) Dean Research & Development (Chairperson)
b) Dean of the Faculty/Director of the school
c) Head of the Department

d) Two professors to be nominated by the Vice-Chancellor.

If any one of the above is a supervisor or Co-supervisor, or proposed supervisor or Co-supervisor, he/she will not be a member of the above committee.

d) If a teacher proceeds on long leave of three or more than three years, he/she may not be allowed to act as a supervisor. However Ph.D. scholar who are already registered prior to proceeding on long leave may be allowed to continue provide a Co-supervisor is also appointed to supervisor the work of the candidate in the absence of the originally appointed supervisor.

8 TOPIC MODIFICATION

A candidate may within one year of his/her registration modify the title /scheme of his/her subjected with the approval of the Departmental Research Board. Provide that the URB may allow modification to be made in the scheme/ title of subject even after one year, if in the considered opinion of the board, the modification proposed does not involve any major change in the original scheme and scope of the subject.

9 REQUIREMENT DURING REGISTRATION

a. A candidate registered for Ph.D. degree shall be required to:

i) Deliver one seminar in each semester provide that the candidate has paid his/her annual fees and laboratory fee failing which annual presentation will not be allowed by the Head of the Department concerned.

ii) Submit six monthly progress reports. These reports shall be submitted to the office of the Dean, Research and Development through the Head of the Department latest by one month after completion of every semester. These report will include all the teaching engagements, surveys, tours, publications, research works etc. the supervisor of the candidate will give an assessment about the progress of candidate.

iii) In case of non-receipt of a progress report or irregular submission of reports, the matter shall be put before URB for necessary consideration and action.

iv) If a candidate wants to submit his/her thesis, he/she will give a pre- submission seminar one month before actual submission of the thesis. If pre submission seminar is presented by candidate he/she is not required to give annual seminar of that year. The presentations shall be organized by the Head of the Department. To these presentations, members of the Departmental Research Board, the supervisor of the candidate and the teachers of the departmental / faculty shall be invited. At least five faculty members of the Department/Faculty must be present during the presentation. In the Department, where the faculty strength is inadequate, the Dean Research and Development will nominate two or more faculty members from the same or allied faculty to complete the required quorum. A report of the presentation along with the comprehensive write up shall be sent to the Dean Research and Development. In case the presentation is not held, the matter shall be reported to URB through the Dean Research and Development.

b. A Ph.D. candidate residing in a foreign country shall have to be physically present before the Departmental Research Board during the presentation of the synopsis for his/her registration to and pre-submission presentation for Ph.D. degree. For all other purpose such as presentation of seminars, holding of viva-voce examination, etc. the candidate will have the option of facing the respective boards through video conferencing, in case the said facility is available.

10. FEE

All candidates will have to pay fees as prescribed by the University from time to time for various purposes for Ph.D. degree.

11 SUBMISSION OF THESIS:

11.1.1 A thesis to be presented by the candidate must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work such as developing and fabricating special

instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.

11.1.2 The candidate will not be permitted to submit his/her thesis for the degree unless his/her supervisor is satisfied that the thesis presented is worthy of presenting/submitting before the examiners for the evaluation for the award of the Ph.D. Degree. In case of an adverse report of the Supervisor, the candidate may make a representation to the Vice-Chancellor.

11.2.(a) Every candidate may inform the office of Dean Research and Development through a letter forwarded by his supervisor and the Head of the Department concerned that he/she intends to submit his/her thesis within a period of three months along with four hard and one soft copy of extended abstracts of the thesis. The office of Dean Research and Development would then process the application and take steps for the appointment of panel of Examiners and obtain acceptance from the concerned Examiners, before the expiry of three months.

(b) A candidate shall submit the Ph.d. Thesis not later than three months from the date of presentation of pre-submission seminar.

(c) In case of non-submission of thesis within the stipulated period, the candidate can seek extension of time from the Dean, Research and Development on payment of prescribed late fee.

(d) A candidate is required to apply in writing to the Head of the Department that he/she is in a position to submit his/her thesis and give a pre-submission seminar. The Head of the Department will conduct such a seminar at the earliest but not later the 30 days from the date of application, the presentation is not organized within 30 days from the date of application, the candidate may approach Dean, Research and Development who will ensure that needful is done-without any further delay.

(e) At the time of submission of Ph.D. thesis by the candidate, he/she will have to produce evidence of having at least one research paper published or accepted for publication in refereed journals/ patent related to his topic on which he has been registered for Ph.D. degree and out of the academic work included in the

thesis. At the time of submission of Ph.D. thesis by the candidate, a certificate will be submitted by the candidate that the thesis is a piece of original and bonafide research work of the candidate, no portion of the thesis is taken from any book or research paper without quoting the references to the book or research paper and no portion is copied or plagiarized from any boor or plagiarized from any book or research paper without proper reference.

(f) A seminar certificate shall also be given by the supervisor/ co-supervisor as the case may be.

(g) If there is a complaint by the External Examiner or by anyone else of plagiarism or copying of certain portions in the Ph.D thesis, such complaints will be examined by a committee consisting of;

i. Dean Research & Development (Chairperson)
ii. Dean of faculty /Director of the School
iii. Concerned Head of the Department
iv. Controller/ Additional Controller, Examinations
v. Two Professors form the same of allied Faculty to be nominated by the Vice-Chancellor

If any one of the above members is a supervisor or co-supervisor, he will not be a member of the above committee.

If plagiarism or copying of any kind is established, the quantum of punishment depending upon the nature and extent of copying / plagiarism, to be recommended by the committee, can be any one or more of the following : -

i. The candidate may be asked to revise and resubmit the Thesis after deleting the plagiarized/copied parts from the text of the thesis.

ii The Thesis may be altogether rejected.

iii The candidate may be debarred from appearing in any University examination for a period up to 5 years.

12 **PERIOD REQUIRED FOR SUBMISSION OF THESIS:**

(a) The candidate shall submit his/her thesis within three years from the date of approval of the subject o the thesis by the Departmental Research Board for Ph.D. Degree i.e. the date of registration.

(b) The Candidate shall submit four hard copies and four CDs of the thesis to the thesis evaluation Cell.

(c) The minimum period required for submission of thesis is two years after registration.

(d) The Registration of candidates who fail to submit their thesis within the stipulated period as above or who fail to apply for grant of extension would automatically stand cancelled.

(e) Heads of the Department while forwarding a Ph.D. thesis to the office of the dean Research and Development for evaluation will ensure that the candidate submits a copy of "No dues Certificate" complete in all respects which may include that of Department, Research Branch, Library, Hostel/Dean Students Welfare and Accounts Section. A Ph.D. Thesis not accompanied by the "No Dues Certificate" will not be accepted in the thesis section.

13 EXTENSION IN PERIOD/CONDONATION OF DELAY:

At least three months before the expiry of three years, a candidate seeking extension will submit a Comprehensive Progress Report of the work done by him, along with the required fee to the Head of the Department though the Supervisor These cases will be forwarded to vice-Chancellor for approval. The extension can be granted only up to 2 years but one year at a time.

14 CONDONATION OF DELAY:

After four years, candidate can seek condonation of delay for sixth and seventh year from the Vice-Chancellor by paying the required fee. No extension or condonation of delay will be allowed after 7 years. In addition to the required fee for extension/condonation, a candidate shall have to pay the prescribed ate fees if the candidate does not apply for extension/ condonation within a month from the date of expiry of relevant time period. The late fee shall be chargeable from one

month after the expiry of two years for the extension of 4th & 5th years and after the expiry of four years for the condonation of delay of fifth and sixth years. **The total period of submission of Ph.D. thesis, shall in no case exceed seven years.**

No extension/ condonation of delay for the submission of the thesis shall be allowed beyond the period of seven years. The same shall also apply to re-registration applications.

15 REGISTRATION WITH THE UNIVERSITY:

No candidate is allowed to appear in tow major examinations of this University simultaneously or to get himself/herself enrolled simultaneously in two Universities. Candidates are advised, in their own interest, to observe this rule strictly and not to appear in two or more than two major examination till their result for Ph.D Examination is declared. A copy of the Registration latter to be issued to the candidate will also be enclosed to the registration Branch Stating the registration no. if any, with which the candidate is already register with this University. It will be the duty of the registration Branch to guard against violation of this rule.

16 PUBLICATION:

The thesis dully approved shall only be published with the permission of Vice-Chancellor and on the recommendation of the thesis publication Committee, Provided that a request is made by the candidate within three year from the award of Ph.D. degree. Applications received after three years will not ordinarily be entertained.

17 PANEL OF EXAMINATION:

An examiner's panel committee (EPC) would submit a panel of minimum of six examiners', at least 50% of whom will be from within the state and 50% from outside the state including foreign countries the full particulars about their designation, area of specialization and address etc. for the evaluation of the thesis. The Vice-Chancellor will appoint two examiners from the panel and at least one of them will be from outside the state.

The person recommended for evaluation of the thesis should invariably be a Professor or of equivalent rank. If an Examiner of the rank of Professor is not available in a

subject, the Vice Chancellor be authorized to look into the matter and take appropriate action.

In case of retire person, their last designation shall be indicated without which the panel would be considered incomplete.

The examiner will be free to seek clarification on any matter from the candidate's supervisor or the co-supervisor through the Dean Research and Development. The Dean Research and Development will ensure the secrecy of examiner identity. The examiner after due evaluation of thesis will state in his/her report.

a. Whether he /she recommends the award of the, degree to the candidate after holding viva-voce examination.
b. Whether he /she recommends resubmission of the thesis after revision. In case an examiner recommends revision of the thesis, he/she will also indicate the nature of changes required to be made in the thesis.
c. Whether he /she recommends rejection of thesis.
d. A list of questions he/she would like the candidate answer in the viva-voce examination is to be supplied in a separate cover.
e. Whether he /she recommends that the thesis fit for publication or not. If fit for publication, then with or without changes. If with changes, the nature & extent of change be stated.

In the event of an examiner making recommendations for revision/modification of the thesis, the candidate shall be free to defend his/her point of view through the Dean Research and Development. If he so desire. However, if the examiner is not satisfied with the candidate's defense, the candidate shall be required to carry out necessary revision /modification as finally suggested by the examiner before his / her case is processed further. If may be added that an examiner can recommend revision of thesis only once. If a second revision is recommend is recommend by the same external Examiner, then it will be treated as rejection of thesis. The candidate, who is required to resubmit the thesis, must do so within one year from the date of supply of comments of the examiner to him/her by the university irrespective of his/her submission of defense unless extension is especially granted by the vice-Chancellor. A re-submitted thesis will be examined by the examiner who had recommended resubmission unless he/she himself/herself is unable to do so or declines to do so.

In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis, with the permission of the Vice-chancellor, the thesis shall be referred to a third examiner to be appointed by the vice-Chancellor from out of the original panel of examiner. The third examiner shall not be informed of the recommendations of the two examiners. The recommendations of those two examiners who submit similar the recommendations shall be final. This procedure shall also be followed if the examiner who has suggests modification rejects the revised thesis. Each examiner shall be given one month's time for the evaluation of thesis.

In case of report from his/her is not received, he /she may be reminded telephonically. After the expiry of a period of three months, if no report is received, the next examiner may be appointed. The first examiner will be requested to send the thesis back If in due course, the report is received from the first examiner, the report will not be considered.

18 VIVA-VOCE EXAMINATION:

a. Except in the case of a thesis, which is rejected, Viva-Voce shall be held in accordance with the rules prescribed in this behalf by the university; An open viva-voce shall be conducted for candidates whom both examiners have recommended for the award of Ph.D. Degree.

b. The Viva-Voce examination shall primarily be designed to test the understanding of the candidate of the subject matter of the thesis, including research methodology employed, results, conclusions arrived at the level of competence in the field of study. The candidate shall also clarify the point raised by the examiners if any, in their reports.

c. The viva-voce examination will be of at least of 45 minutes duration and will be compulsory for all the candidates. This will normally be conducted at Mandsaur by one of the two external examiners who have evaluated the thesis.

d. The Head of the Department and the supervisor of the candidate will be associated with the conduct of the viva-voce to be arranged by the Head of the Department within one month of receipt of intimation about the same questions during viva-voce will be asked by the external examiner.

e. There will be a presentation, preferably power point presentation by the candidate for about 20 minutes before the committee consisting of Dean of the Faculty, Head of the Department and supervisor/ Co-Supervisor of the candidate. The entire Department/Faculty will be invited to the viva-voce. The

Dean Research and Development if available will be Chairperson of the committee.

f. The quorum for holding the viva-voce Examination will be three members, the examiners may send, if they so desire, along with their reports, questions for use by the board conducting the viva-voce (Oral) examination.

In case an external examiner is unable to conduct a viva-voce, a set of question will be obtained by the Dean Research and Development which will be conducted by an examiner (3rd Examiner) appointed by the vice-chancellor. A copy of the thesis will be sent to the 3rd Examiner.

The report about the performance of the candidate in the viva-voce examination shall be recommended by the external examiner(s) only.

After completion of the viva-voce examination, the chairperson of the viva-voce committee shall consolidate the recommendation for the award of Ph.D. Degree to the candidate.

19. DEPOSITORY WITH THE UNIVERSITY & UGC:

All Ph.D. Candidates shall have to submit four hard bound copies of their Ph.D. Thesis along with four separate CDs to the office of Dean Research and Development before the conduct of viva-voce examination through their supervisor and Head of the Department. The office of Dean Research and Development will send one CD to the University Library, one CD to UGC and one CD will be sent to University Computer center for uploading the Ph.D. Thesis on the University website, after the meeting of Research Award Committee and notification of the Ph.D. Degree by the university.

20 AWARDS OF DEGREES:

a. If the two examiners of the thesis have recommended the award of the degree and the viva-voce examiner having satisfied himself/herself on the basis of performance of the candidate in the oral examination, that the candidate has written the thesis himself/herself, may recommend the award of the Ph.D. Degree to the Research Award committee (RAC).

The RAC would consider the report of the examiner who has conducted the viva-voce examination (the report in original will be laid on the table for arriving at a decision with regard to the award of the degree).

b. A candidate whose thesis is "REJECTED" by the examiner, the registration will be cancelled & he/she may be registered again for the Ph.D. Degree on the same subject after he/she makes a written request to that effect.

c. The result of Ph.D. Degree of a candidate is deemed to have been declared on the date of meeting of RAC where he/she is declared provisionally eligible for the award of degree which will be finally ratified by the academic council an approved by the vice-chancellor. The Registrar/Controller of examination shall publish the result.

21. SUPPLY OF REPORTS

The reports of the examiner may be supplied to the candidate after declaration of the result without disclosing the identity of the examiners. The Ph.D. theis examiners should be communicated that in case of acceptance of the thesis for the award of the degree to the candidate the reports would be supplied to the candidate.

22. GENERAL CONTROL:

The department shall exercise disciplinary and general control over the research student and their work. Overall control will remain with Dean Research and Development.

23. COMMITTEES & BOARDS:

The composition of the committees and Boards at the department / faculty level shall be as given below;

1. DEPARTMENTAL RESEARCH BOARD (DRB)

The board shall consist of the following:

a. Head of the department (Chairperson) who holds the Ph.D. degree or senior scientist with Ph.D. degree
b. All Professors in the subject, employed in Mandsaur University
c. Readers/Associate Professors and Lecturers/ Assistant Professors in the subject who hold Ph.D. degree
d. One/two teachers from allied /supporting departments to be nominated by the Dean, Academic affairs
e. At least one subject expert from with or outside the University.
f. Dean Research and Development (If present, he will be the chairperson).

The proceedings of Development Research Board containing the Ph.D. course work will be placed before University research consideration and approval.

2. UNIVERSITY RESEARCH BOARD (URB)

It shall consist of the following:

a. Vice-Chancellor (Chairperson)
b. The Dean, Academic Affairs
c. The Dean Research & Development
d. The Dean of Faculties / Director of the Schools
e. All Professors and the Head of University teaching departments. Provided that Professors/Heads from only such departments as are engaged in imparting Post Graduate instruction and doing research work shall be eligible for appointment as members.
f. Two experts from outside the University to be nominated by the Vice Chancellor for two years
g. The supervisor of a candidate whose synopsis is to be considered for approval in the meeting of University Research Board (URB) should be present in the conducted meeting of URB, if he/she is not a member of URB.

3. COMPREHENSIVE REPORT REVIEW COMMITTEE (CRRC)

a. Dean of Faculty concerned (Chairperson)
b. Head of Department who holds a Ph.D. degree / senior most faculty member holding Ph.D. degree.
c. Supervisor and Co-supervisor, if any.
d. Dean Research & Development (If present, he will be the chairperson)

4. EXAMINERS PANEL COMMITTEE (EPC)

a. The Head of the Department (Chairperson) who holds a Ph.D. degree/ senior most faculty member holding Ph.D. degree.
b. All Professors in the Department.
c. If there is no Professor other than Head of the Department or the Head of the Department is a Reader/Associate Professor, a Professor from an allied Subject/Department to be nominated by Vice-Chancellor.
d. Supervisor of the candidate/Co-Supervisor if any.
e. Dean Research and Development (If present, he/she will be the Chairperson)
f. Where the quorum is incomplete, Vice-Chancellor may nominate one or two Professor from allied subject/department.

5. SCREENING COMMITTEE

a. Dean of the Faculty (Chairperson)
b. Head of the Department who holds a Ph.D. degree/senior most faculty member holding Ph.D. degree.
c. Supervisor of the Candidate / Co-Supervisor if any.
d. One or Two Professors from within the Faculty to be nominated by the Vice-Chancellor
e. Dean Research & Development (If present, he/she will be the Chairperson)
f. Where quorum is incomplete, the Vice-Chancellor may nominate one or two Professors from relevant /allied subjects

6. RESEARCH AWARD COMMITTEE

a. Vice-Chancellor (Chairperson)
b. Dean, Academic (Affairs)

c. Dean Research & Development
d. Dean of the faculty/Director of the School
e. All Heads of the Departments in the Faculty and one Professor from each department in the Faculty by rotation according to seniority for a term of two years.
f. Concerned supervisor/Co-supervisor if any of the candidate.

7. THESIS PUBLICATTION COMMITTEE

a. Dean of the faculty (Chairperson)
b. Head of the Dept who holds a Ph.D. degree / senior most faculty member holding Ph.D. degree
c. Supervisor /Co-supervisor, if any.
d. Dean Research and Development (If present, he/she will be the Chairperson)

Where the Dean of the Faculty or Head of the Department is the supervisor, the Vice-Chancellor would nominate one expert on the committee. In case the Dean of the Faculty, Head of the Department and Supervisor are the same, Vice-Chancellor will nominate two experts on the committee. Two members will form the quorum.

8. QUORUM:

The quorum for all the committees and the Boards provided herein, unless specifically stated otherwise in the text, shall be one third of the total strength with at least three person including chairman/convener. In such cases, where Supervisor/Head of the Department/Dean of Faculty is the same person, one or two persons may be nominated by the Vice-Chancellor to meet the quorum requirements.

विधि और विधायी कार्य विभाग

Bhopal the 3rd June 2016

No. 148-XXI-A(Dr.).—The following Ordinance promulgated by the President of India published in the Gazette of India Exta-ordinary Part II section 1 dated the 24th May, 2016 is hereby republished for general information.

By Oder and in the name of the Governor of Madhya Pradesh,
RAJESH YADAV, Addl. Secy.

THE DENTISTS (AMENDMENT) ORDINANCE, 2016

NO. 5 OF 2016

Promulgated by the President in the Sixty-Seventh Year of the Republic of India.

An Ordinance further to amend the Dentists Act, 1948.

WHEREAS, Parliament is not in session and the President is satisfied that circumstances exist which render it necessary for him to take immediate action;

NOW, THEREFORE, in exercise of the powers conferred by clause (1) of article 123 of the Constitution, the President is pleased to promulgate the following Ordinance :—

Short title and commencement.

1.(1) This Ordinance may be called the Dentists (Amendment) Ordinance, 2016.

(2) It shall come into force at once.

Insertion of new Section 10D.

2. In the Dentists Act, 1948 (hereinafter referred to as the principal Act,), after Section 10C, the following section shall be inserted, namely :— **16 of 1948**

Uniform entrance examination for undergraduate and post-graduate level.

"10D There shall be conducted a uniform entrance examination to all dental educational institutions at the undergraduate level and post-graduate level through such designated authority in Hindi, English and such other languages and in such manner as may be prescribed and the designated authority shall ensure the conduct of uniform entrance examination in the aforesaid manner:

Provided that notwithstanding any judgment or order of any court, the provisions of this section shall not apply, in relation to the uniform entrance examination at the undergraduate level for the academic year 2016-2017 conducted in accordance with any regulations made under this Act, in respect of State Government seats (whether in Government dental college or in private dental college) Where such State has not opted for such examination.

Amendment of Section 20.

3. In Section 20 of the principal Act, after clause (h), the following clause shall be inserted, namely :—

"(ha) the designated authority, other languages and the manner of conducting of uniform entrance examination to all dental educational institutions as the undergraduate level and post-graduate level;".

PRANAB MUKHERJEE,
President.

DR. G. NARAYANA RAJU,
Secretary to the Govt. of India.

RAM DAYAL
Digitally singned by Ram Dayal
Date, 2016-05-24 17:14:56+05'30'

Bhopal the 3rd June 2016

No. 149-XXI-A(Dr.).—The following Ordinance promulgated by the President of India published in the Gazette of India Exta-ordinary Part II section 1 dated the 24th May, 2016 is hereby republished for general information.

By Oder and in the name of the Governor of Madhya Pradesh,
RAJESH YADAV, Addl. Secy.

THE INDIAN MEDICAL COUNCIL (AMENDMENT) ORDINANCE, 2016

NO. 4 OF 2016

Promulgated by the President in the Sixty-seventh Year of the Republic of India.

An Ordinance further to amend the Indian Medical Council Act, 1956.

WHEREAS, Parliament is not in session and the President is satisfied that circumstances exist which render it necessary for him to take immediate action;

NOW, THEREFORE, in exercise of the powers conferred by clause (1) of article 123 of the Constitution, the President is pleased to promulgate the following Ordinance :—

Short title and commencement.

1.(1) This Ordinance may be called the Indian Medical Council (Amendment) Ordinance, 2016.

(2) It shall come into force at once.

102 of 1956

Insertion of new Section 10D.

2. In the Indian Medical Council Act, 1956 (hereinafter referred to as the principal Act,), after Section 10C, the following section shall be inserted, namely :—

Uniform entrance examination for undergraduate and post-graduate level.

"10D There shall be conducted a uniform entrance examination to all medical educational institutions at the undergraduate level and post-graduate level through such designated authority in Hindi, English and such other languages and in such manner as may be prescribed and the designated authority shall ensure the conduct of uniform entrance examination in the aforesaid manner:

Provided that notwithstanding any judgment or order of any court, the provisions of this Section shall not apply in relation to the uniform entrance examination at the undergraduate level for the academic year 2016-2017 conducted in accordance with any regulations made under this Act, in respect of State Government seats (whether in Government medical college or in a private medical college) Where such State has not opted for such examination.".

Amendment of Section 33.

3. In Section 33 of the principal Act, after clause (ma), the following clause shall be inserted, namely :—

"(mb) the designated authority, other languages and the manner of conducting of uniform entrance examination to all medical educational institution as the undergraduate level and postgraduate level;".

PRANAB MUKHERJEE,
President.

DR. G. NARAYANA RAJU,
Secretary to the Govt. of india.

RAM DAYAL
Digitally singned by Ram Dayal
Date, 2016-05-24 17:10:26+05'30'

भाग ४ (ग)

प्रारूप नियम

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 28 मई 2016

क्र. आर-109-सीसी-2016-अड़तीस.—मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 26 के अनुक्रम में मंदसौर निजी विश्वविद्यालय, मंदसौर के प्रथम परिनियम क्र. 01-14 राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के प्रथम परिनियम प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम परिनियम क्र. 01-14

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
ए. एस. यादव, उपसचिव.

STATUTE NO. -1

SHORT TITLE, SCOPE AND COMMENCEMENT

(1) The "Statutes" means the Statutes of MANDSAUR UNIVERSITY, Mandsaur, Madhya Pradesh.

(2) These Statutes shall come into force with effect from the date of the notification in the Official Gazette.

(3) These Statute are in conjunction with the provisions of the Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. If there be any difference in the provisions of the Act or the Rules and the Statutes, the provisions of the Act or the Rules shall prevail.

(4) Amendments to the Statutes shall be made as per provisions of the Section 27 of the Act as amended.

Definitions

IN THESE STATUTES UNLESS THE CONTEXT OTHERWISE REQUIRES:

a. "Academic Council" means the Academic Council of the Mandsaur University ;

b. "Below poverty line family" means a family whose income is below the poverty line as specified by the Government from time to time;

c. "Board of Management" means the Board of Management of the Mandsaur University;

d. "Chancellor" means the Chancellor of the Mandsaur University;

e. "Chief Finance and Accounts Officer" means the Chief Finance and Accounts Officer of the Mandsaur University;

f. "Department" means a Department of Studies and includes a Center of Studies of the Mandsaur University;

g. "Employee" means any person appointed by the Mandsaur University and includes teachers and other staff of the Mandsaur University;

h. "Endowment Fund" means the endowment fund of the University;

i. "Fee" means the collection made by the Mandsaur University from the students, by whatever name it may be called;

j. "Governing body" means the governing body of the Mandsaur University;

k. "Higher Education" means study of curriculum or course of knowledge beyond 10+2 level;

l. "Main Campus" means the main campus of the Mandsaur University situated in Madhya Pradesh. Consisting of minimum five university teaching departments, schools of studies and where the Vice-Chancellor and Registrar resides and also where the main office of the Mandsaur University is located.

m. "National Council of Assessment and Accreditation " means the National Council of Assessment and Accreditation, Bangalore, an autonomous institution of the University Grants Commission;

n. "Ordinances" means the Ordinances of the Mandsaur University;

o. "Other Backward Classes" means the Other Backward Classes of citizens as specified by the State Government vide notification No. F.85-XXV-4-84, dated the 26th December, 1984 as amended from time to time;

p. "Private University " means Mandsaur University established and incorporated under this Act;

q. "Qualification" means a degree or any other qualification awarded by the Mandsaur University

r. "Registrar" means the Registrar of the Mandsaur University;

s. "Regulations " means the regulations made under the provisions of the Act;

t. "Regulatory Body" means a Central or a State regulatory body established by the Central or State Government for laying down norms and conditions for ensuring standards of higher education;

u. "Regulatory Commission" means the Regulatory Commission established under Section 36;

v. "Regulatory Council" means the All India Council for Technical Education established under the All India Council for Technical Education Act.1987 (52 of 1987), the Bar Council of India constituted under Section 4 of the Advocates Act, 1961 (25 of 1961), the Council of Architects established under the Architects Act, 1972 (20 of 1972), the Medical Council of India constituted under the Indian Medical Council Act. 1956 (102 of 1956), the Paramedical Council of Madhya Pradesh established under the Madhya Pradesh Sah Chikitsiy Parishad Adhiniyam, 2000 (No.1 of 2001) or the Pharmacy Council of India constituted under the Pharmacy Act.1984 (8 of 1948), and other regulatory bodies as prescribed in athe Madhya Pradesh Niji Vishwavidyalaya (Sthapna Avam Sanchalan) Dwitiya Sanshodhan Adhiniyam, 2013 (No. 30 of 2013), as the case may be;

w. "Schedule " means the Schedule to this Act;

x. "Scheduled Castes" means the Scheduled Castes notified under article 341 of the Constitution of India;

y. "Scheduled Tribes" means the Scheduled Tribes notified under article 342 of the Constitution of India;

z. "Schools of Studies " means an institution maintained by Mandsaur University as a place of higher learning and research;

aa. "Sponsoring Body" means "Banwarlal Nahta Smriti Sansthan", registered under the Madhya Pradesh Public Trust Act, 1951 (No.30 of 1951).

bb. "Statutes" means the Statutes made under the provisions of this Act.

cc. "Student" means a person enrolled in the Mandsaur University for pursuing a course of study for the award of a degree, diploma certificate or other academic distinction.

dd. "Teacher" means a professor, reader, lecturer or a person known by any other designation who is required to impart education or to guide research or to render guidance to the students for pursuing a course of study of the private university;

ee. "University" means a University established or incorporated by or under a Central Act or a State Act and includes any such institution as may be recognized as University by the University Grants Commission;

ff. "University Grants Commission" means the University Grants Commission established under the University Grants Commission Act, 1956 (3 of 1956);

gg. "University Grants Commission Regulations 2003" means the University Grants Commission (Establishment and Maintenance of Standards in Private University) Regulations 2003, made under the University Grants Commission Act, 1956 (3 of 1956);

hh. "Vice-Chancellor" means the Vice-Chancellor of the Mandsaur University;

ii. "Visitor" means the Visitor of the Mandsaur University.

ESTABLISHMENT

Whereas the Government of Madhya Pradesh has enacted Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Adhiniyam 2007. Whereas the Sponsoring Body Bhanwarlal Nahta Smriti Sansthan, Mandsaur applied to the Government of Madhya Pradesh for sanction to establish a Private University, and Whereas the Government of Madhya Pradesh under Section 9 of the Adhiniyam 2007 has granted permission for the same under Madhya Pradesh Niji Vishwavidyalaya (Sthapana Avam Sanchalan) Sanshodhan Adhiniyam 2015 (No. 17 of 2015) and notified vide M.P. Gazette notification no. 3770-260-21-अ (प्रा.) अधि. dated 19th August 2015, and

Whereas the Sponsoring Body under Section 16 (1) of Adhiniyam 2007 having appointed Chancellor of the University,

Whereas the Sponsoring Body under Section 22 (1) of the Adhiniyam 2007, having nominated the Chairperson and Members of the Governing Body, and Whereas the Chancellor and the Sponsoring Body under Section 17 (1) , 18 (1), 19(1) (as applicable) of the Adhiniyam 2007 having appointed the First Vice-Chancellor, Registrar and the Chief Finance and Accounts Officer

Whereas these officers and Members of the Authorities having assumed charge of their respective posts, and

Whereas the Sponsoring Body having decided to name the University as MANDSAUR UNIVERSITY, with headquarters at Mandsaur and has been incorporated with effect from 19th August 2015, and

Whereas in exercise of the powers conferred by Section 26 sub section (2) of the Adhiniyam, 2007, the Governing Body of the Mandsaur University, Mandsaur make their first Statutes and notifies that these shall come into force from the date of Publication in the Official Gazette and apply to all the educational institutions of the University whether teaching, training, providing consultancy or conducting research.

SEAL OF THE UNIVERSITY

The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be as decided by the University, subject to further change or amendments as deemed necessary from time to time. The University may also decide to make and use such Flag, Anthem, Insignia, Vehicle Flag and other symbolic or graphic expressions, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted either by the State or the Central Government.

The Common Seal of the University shall remain in the effective custody of the Registrar and its uses will be minutised.

Objectives

1. To make provisions for study, research, consultancy and teaching and to start courses at all levels in disciplines of higher education including professional, medical, dental sciences, engineering, architecture, pharmacy, ayurved, homeopathy, management, computer science, nursing, education, law, religious studies, language and literature, media and performing arts, design, hotel management, airlines, tourism, fashion design, animation and multimedia paramedical, fine arts, dramatics and music, social science and applied sciences with a focus on emerging disciplines such as robotics, information technology, artificial intelligence, biotechnology, nanotechnology, ecology and environment, human rights, women studies, polytechnic vocational and skill development, Industry integrated courses and to provide for the provision of study connected therewith or identical thereof.
2. To continue towards evolving a knowledge with view to make the State of Madhya Pradesh, a leading hub of knowledge on global horizon;

3. To promote industry academia interface by maintaining liaison and collaboration with industry for evolving industry oriented professional courses with a view to ensure quick and smooth placement of the Graduates of the University.
4. To disseminate knowledge so as to make it acceptable to all strata of the society.
5. To Promote the academic aspirations of the rural students;
6. To undertake industry oriented teaching, training and research, extension programme and to provide employable skills with a view to contribute to the development of the society;
7. To provide for research, creation, advancement and dissemination of knowledge, wisdom and understanding;
8. To award degrees, diplomas, certificates and other academic distinctions on the basis of examination or any other method of evaluation.
9. To create higher levels of intellectual and innovative abilities.
10. To establish state of the art facilities for education, training and research.
11. To create centers of excellence for research and development and for sharing knowledge and its applications.
12. To provide consultancy to the industry and public organizations.
13. To establish new institutions and courses as per the need of the community.
14. To maintain the standards of degrees, diplomas, certificates and other academic distinctions in accordance with the norms laid down by the University Grants Commission and the related regulatory body or regulatory council.
15. To pursue any other objective as may be approved by the sponsoring body from time to time.
16. To do all such things as may be necessary or desirable in furtherance to the objects of the University.
17. To carry out teaching and research and offer continuing education programmes.
18. To collaborate with other Universities, Research Institutions, Industries, Government and Non-Government Organizations towards fulfillment of objectives of the University.
19. To pursue any other objective as may be approved by the State Government based on the recommendations of the Regulatory Commission from time to time.

Powers and Functions of the University

The University shall make provisions and adopt all measures (including adoption and updating of the curriculum) in respect of study, teaching, research, consultancy and granting affiliation relating to the course through traditional as well as new innovative modes including online education modes. Further the Powers and Functions of the University shall be:

(i) to institute and confer doctorate, masters, degrees, diplomas, certificates, awards, grades, credits, and academic distinctions;

(ii) to conduct examinations for granting or conferring doctorate, masters, degrees, diplomas and certificates;

(iii) to institute and confer the designation of Professor, Associate Professor, Assistant Professor, Reader, Lecturer or any other equivalent designation as may be required by the University in its campuses or its institutions and to appoint persons as such;

(iv) to institute and award fellowships, scholarships and studentships as may be prescribed;

(v) to provide for equivalence of the degrees, diplomas and certificates of the students completing their courses partially or in full from any other recognized University Board or Council or any other competent authority in India and abroad;

(vi) to take all necessary measures for setting up campuses and granting them affiliation;

(vii) to set up central library, departmental libraries, museums and allied matters;

(viii) to demand and collect fees and other charges, as may be prescribed by the University;

(ix) to hold, manage and run the trusts and endowments which, may be created in favour of the University;

(x) to institute and confer honorary degrees, as may be prescribed;

(xi) to print and publish works of the academic excellence and to establish chairs of excellence;

(xii) to take special measure for the spread of educational facilities amongst the educationally backward strata of society;

(xiii) to encourage and promote sports and martial arts;

(xiv) to create technical, administrative, ministerial and other necessary posts and to make appointments thereto;

(xv) to receive grants from the University Grant Commission and other Central, State agencies; or from any other person or 'organization'

(xvi) to accept and receive gifts, donations and to raise loans and advances in Indian and foreign currencies;

(xvii) to undertake research projects and consultancy on mutually acceptable terms and conditions in respect of industry, business and allied subjects

(xviii) to frame the statutes, the ordinances and the regulations for carrying out the objects of the University;

(xix) to encourage and promote extra-curricular activities for personal development of the teachers, students and employees of the University;

(xx) to provide twinning programs, dual degrees, diplomas, or certificates vis-a-vis other universities or institutes on reciprocal basis;

(xxi) to set-up constituent colleges, institutions, off-campus centers, off-shore centers and zonal and regional centers, study centers, learning centers (by whatever name these may be called), as per the guidelines of the University Grants Commission;

(xxii) to purchase, acquire and take on lease or mortgage and sell, lease, mortgage, alienate and transfer any immovable or moveable property of the University;

(xxiii) to admit Indian students, Persons of Indian Origin, Non- resident Indian, Foreign National and to prescribe the fee structure and receive fee for various categories of students in Indian and Foreign Currencies;

(xxiv) to seek collaboration with other institutions and Universities in India and abroad on mutually acceptable terms and conditions;

(xxv) to determine salaries, remunerations, honoraria to teachers and employees of the University in accordance with the norms specified by the University Grants Commission;

(xxvi) to do self-certification and start new courses, which shall be exempted from obtaining any permission, approval, license, certificate, no objection certificate, authorization or any other document from the State Government,

any State University or any other body, set up by the State Government;

(xxvii) to take all such measures and to perform all such functions as may be necessary or desirable in furtherance to the objects of the University.

Jurisdiction of the University

a. The University shall exercise its jurisdiction within its campuses and its affiliated institutions run or managed by the Society.

b. The University shall affiliate to it other educational or professional institutions established, run or managed by the society.

Officers of the University

a. The Visitor

b. The Chancellor

c. The Vice-Chancellor

d. The Registrar

e. The Dean of Faculty

f. The Chief Finance and Accounts Officer and

g. Such other officers as may be declared by the Statutes to be the officers of Private University.

STATUTE NO.- 2

POWERS AND DUTIES OF AUTHORITIES OF THE UNIVERSITY

THE GOVERNING BODY:

1. The governing body shall consist of the following members, namely:
    a. The Chancellor;
    b. The Vice-Chancellor;
    c. Three eminent persons nominated by the sponsoring body out of whom at least one shall be an eminent educationist;
    d. Three distinguished persons nominated by the Visitor out of a panel of six names submitted by the State Government;
    e. One representative of the State Government not below the rank of Deputy Secretary.
2. The term of the nominated members of the Governing Body will be of three years.
3. The Chancellor shall be the ex officio Chairperson of the governing body.
4. The governing body shall be the principal authority of the private university and all movable and immovable property of the private university shall vest in the governing body and it shall have the following powers:
    a. to control functioning of the private university by using all such powers as are provided by this Act or the Statutes, Ordinances or regulations made there under;
    b. to review the decisions of other authorities of the private university, in case they are not in conformity with the provisions of this Act or the Statutes, Ordinances or regulations made there-under;
    c. to approve the budget and annual report of the private university;
    d. to lay down the policies to be followed by the private university;
    e. to recommend to the sponsoring body the liquidation of the private university, if a situation arises when the functioning of the private university is not possible; and
    f. To review, from time to time, the broad policies and programmers of the University and to suggest measures for the improvement and development of the University.

g. To advice the Chancellor in respect of any matter that the Chancellor refers to it for advice.

h. To maintain and fulfill the basic aims and objectives of the University and to determine and regulate the educational, research, financial and other policies of the University.

i. To provide for the raising, receiving, spending and borrowing of funds, placing investments and money of the University, maintain correct account, and conduct annual audit of the same.

j. To purchase, take on lease, accept as gift or otherwise acquire any land, buildings or property which may be necessary or convenient for the purpose of the University, and on such terms and conditions as it may deem fit and proper, and to construct, alter and maintain any such land, buildings or property.

k. To hold, sell, hypothecate or dispose off, transfer or accept transfers of any movable, immovable and intellectual property as needed to fulfill the aims and objectives of the University.

l. To appoint committees and delegate any of the above mentioned powers and duties to any of officers, authority and committee of the University.

m. To consider and approve any proposal put up by the Board of Management, Academic Council and other Authorities/Committees of the University.

5. The governing body shall meet at least three times in a calendar year.

6. The quorum for meeting of the governing body shall be five members.

MEETINGS:

1. Meeting of the Governing Body shall be convened as the Chancellor may direct. In addition, the Governing Body shall meet in Convocation for the purpose of conferring degrees, diplomas, titles and marks of honor (such as honorary degrees, Chancellor's and University Medals, etc) on such date and at such time as may be fixed by the Chancellor.

2. The Chancellor shall preside at any meeting of the Governing Body. In the absence of the Chancellor the Vice Chancellor shall preside at the meetings.

3. (i) At a meeting of the Governing Body, 5 members shall form a quorum except when the Governing Body meets in convocation for which there shall be no quorum.

(ii) If the fixed quorum is not present within half an hour after the time fixed for the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.

(iii) Any member of the Governing Body may, in the course of a meeting, call the attention of the Chairperson to the fixed quorum not being present, and in the absence of the quorum, the Chairperson shall either dissolve or adjourn the meeting.

(iv) Any meeting may be adjourned to a subsequent specified date to conclude an unfinished business.

4. The Registrar shall, under the direction of the Chancellor, give not less than two weeks notice of the date of a meeting:

Provided that in the case of emergent meetings, the Chancellor may suspend or modify the operation of this rule.

5. (i) Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him not less than ten days before the date of the meeting. He may withdraw the resolution by giving a written notice, which should reach the Registrar before the date of dispatch of the agenda papers.

(ii) The Registrar shall place the proposed resolution before the Chancellor, who shall direct him to include it in the agenda, provided it is in clear and unambiguous terms.

(iii) At a special meeting, only the business for which the meeting is convened shall be transacted, provided that the Chancellor may place before the meeting any other business which he considers of urgent character.

6. Not less than seven days before the date of a meeting, the Registrar shall, under the direction of Chancellor, issue to every member an agenda paper, specifying the date, hour and place of the meeting and the items of business to be brought before the meeting:

Provided that the Chancellor may bring before the meeting any business which is urgent with shorter notice or without placing the same on the agenda paper.

7. The following categories of resolutions may be moved without previous notice:

(i) Relating to urgent business brought forward by the Chancellor, but not included in the agenda.

(ii) For a change in the order of business as stated in the agenda paper.

(iii) For appointment of a committee to consider and report on any matter before the Governing Body at the time.

(iv) A motion of congratulations or condolence, or vote of thanks with the permission of the Chairperson.

(v) Any other motion with the consent of the Chairperson.

8. Proposals submitted by the Chancellor and entered upon the notice of the meeting shall be dealt with as motions before such meetings without being proposed and seconded.

9. (i) The order in which amendments to a resolution are to be moved shall be determined by the Chairperson.

(ii) The Chairperson may rule a motion or an amendment out of order at any time before the questions is put to the vote.

(iii) The Chairperson shall control the order in which members may address the meeting and the manner in which the business shall be conduced. No member shall address the meeting after the Chairperson has called for a vote.

(iv) Members, when speaking, shall stand and shall address the Chair. No member shall, without the leave of the Chairperson, speak ordinarily more than once on any proposition.

(v) A ruling given by the Chairperson shall be final.

(vi) The Chairperson may, at this discretion, limit the duration of speeches on any subject at any stage.

(vii) A member may call the Chairperson's attention to a point of order even whilst another member is speaking, but he shall confine himself to statement of the point of order and shall not make a speech on such point of order.

(viii) Any member may, with the permission of the Chairperson rise even while another member is speaking to explain any expression used or any fact stated by himself/herself which may have been misunderstood by the speaker.

(ix) The mover of an amendment has no right of reply.

(x) The Chairperson may, at his/her discretion, explain to the meeting at any stage in the proceedings the scope of any resolution or amendment or make any matter arising from or connected with the proceedings of the meeting. He/She may also at the conclusion sum up the debate if he/she so desires.

(xi) The Chairperson may temporarily vacate the Chair during the progress of a debate appointing his/her nominee as the Chairperson during his/her absence.

10. (i) When the debate is concluded or if there be no debate, the Chairperson shall put the question to the vote.

(ii) All questions shall be decided by consensus failing that by a majority of votes of the members present. The Chairperson shall be entitled in vote on all questions and if the votes be equally divided, he/she shall have a second or casting vote.

(iii) On a motion being put to the vote, the Chairperson shall call for a show of hands and announce the result of the voting. Any member may then demand a poll which shall be taken in such manner as the Chairperson directs.

(iv) A proposal for conferment of an honorary degree shall be put to the vote without discussing. Provided that approval of (i) routine item(s), (ii) urgent matters of non-controversial nature, and (iii) item(s) approved by the Board of Management, could be sought through circulation.

(v) All proceedings at the meeting shall be recorded in writing and signed by the Registrar and counter signed by the Chairperson and shall be confirmed at the next meeting. The Registrar shall within one month after the meeting, send a copy of the proceedings to each member of the Governing Body.

(vi) Any member of the Governing Body may write to the Registrar for the purpose of obtaining information on matters relating to the affairs of the University and the Registrar shall supply the required information expeditiously, provided that if the reply will, in the opinion of the Chancellor, entail labor and expense not commensurate with the object in view, it may disallowed.

11. The Registrar shall be ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.

THE BOARD OF MANAGEMENT

1. The Board of Management shall consist of the following persons:

i.	The Vice Chancellor	Chairperson
ii.	Two representatives nominated by the sponsoring body	Members
iii.	Two representatives nominated by the State Government	Members
iv.	Two senior most professors of the University by the rotation	Members
v.	Two senior most teachers of the University by the rotation, other than in clause (iv)	Members
vi.	Chief Finance and Accounts Officer	Member

2. The Vice Chancellor shall be the Ex-officio Chairperson of the Board of the Management.
3. The Board of Management shall meet at least once in every two months.
4. The quorum for meeting of the Board of Management shall be five members.
5. The Vice-Chancellor may call special invitees to any meeting, if required, but the invitee shall not have any voting rights.
6. Powers and Functions of the Board of Management shall be:-
   i. To ratify financial accounts together with audit report and Annual Report of the University and to place it before the Governing Body for its approval.
   ii. To ratify the Annual / Supplementary Budget of the University and to place it before the Governing Body for its consideration and approval.
   iii. To follow the Budget for Expenditure as approved by the Governing Body.
   iv. To recommend to Governing Body for creating the posts of teachers, other officers, ministerial and technical staff of officers of the University.
   v. To appoint the officers, teachers of the University other than the Vice-Chancellor, the Registrar and the Chief Finance and Account Officer; to define the duties and the conditions of their service, and to provide for the filling of vacancies in their posts and to institute adjunct professorship/ visiting professorship.

vi. To make from time to time, the broad policies plans and procedures and suggest measures for the improvement and development of the University.

vii. Subject to the overall ceiling in the annual budget the Board of Management may approve re-appropriation of finances from one head of expenditure to another.

viii. To delegate to any officer or authority of the University any of the powers conferred on it by the Act or by the Statutes to be exercised with such restrictions and conditions as it may deem fit to impose.

ix. To make recommendations from time to time to ensure that proper standards of teaching and research are maintained.

x. To perform any other functions that may be assigned by the Governing Body/Chairperson of the Board of Management/Statutes of the University.

xi. To put up regulations regarding admissions to various academic programmes run by the University, including admission capacity and fee structure before the governing body for approval.

xii. To examine and recommend annual reports, financial accounts together with audit report and place it before the Governing Body for its approval. To examine and recommend budget for recurring & non- recurring expenditure to Governing Body for approval. The Board will also oversee the expenses vis-a-vis approved budget for expenditure.

xiii. To consider and approve subsequent Ordinances of the University made by the Academic Council.

xiv. To create administrative and other necessary posts *inter-alia* covering qualifications and emoluments in consultation with the Finance Committee.

xv. To approve the appointment of such Professors, Associate Professors, Assistant Professors, other teachers and academic staff as may be necessary on the recommendation of the selection committee.

xvi. To define the function, terms and conditions of service of Professors, Associate Professors, Assistant Professors, other teachers and academic staff employed by the University in consultation with the Academic Council.

xvii. To make provision for the appointment of visiting Professors. Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments.

xviii. To oversee enforcement of discipline amongst the employees in accordance with the Statutes, Ordinances and Regulations.

xix. To recommend to the Governing Body to delegate any of its powers to any committee or sub-committee, the Vice- Chancellor, the Registrar, the Chief Finance and Accounts Officers or any other officer of the University.

xx. To institute fellowships, scholarships, etc.

xxi. To select an emblem and to have a common seal for the University and to provide for the custody and use of such seal in consultation with the Sponsoring Body.

xxii. To approve collaborations/exchange programmes with renowned national/international universities to achieve international quality standards in teaching and research.

xxiii. To oversee the management of general funds of the University in consultation with the Finance Committee.

xxiv. To approve provision of buildings, premises, furniture, fittings, equipments, appliances and other facilities required for carrying on the work of the University.

xxv. To issue appeals for funds for carrying out the objectives of the University and accept such funds as grants, donations, contributions, gifts, prizes, scholarships, fees and other moneys.

xxvi. To refer all matters of policy and financial decisions to the Governing Body and ensure that the minutes are regularly presented in the meetings of the Governing Body for perusal and approval.

xxvii. To exercise such other powers and perform such other functions as may be conferred on it by the Act or the Statutes or as prescribed by the Chancellor/Governing Body.

xxviii. To appoint representatives of the University to other institutions or organizations as may be desirable.

MEETINGS

1. Meetings of the Board of Management shall be convened as the Vice Chancellor may direct.
2. The Vice Chancellor or, in his/her absence, his/her nominee shall preside at any meeting of the Board of Management.
3. (i) At a meeting of the Board of Management 5 members shall form a quorum except when the Board of Management meets in convocation for which there shall be no quorum.

   (ii) If the fixed quorum is not within half an hour after the time appointed for the meeting, the meeting shall not be held and the Registrar shall make a record of that fact.

   (iii) Any member of the Board of Management may, in the course of a meeting, call the attention of the Chairperson to the fixed quorum not being present, and in the absence of the quorum, the Chairperson shall either dissolve or adjourn the meeting.

   (iv) Any meeting may be adjourned to a subsequent specified date to conclude an unfinished business.
4. The Registrar shall, under the direction of the Vice Chancellor, give not less than two weeks notice of the date of a meeting:

   Provided that in the case of emergent meetings, the Vice Chancellor may suspend or modify the operation of this rule.
5. (i) Any member who wishes to move a resolution at an ordinary meeting shall forward a copy of the resolution to the Registrar so as to reach him/her not less than ten days before the date of the meeting. He/she may withdraw the resolution by giving a written notice, which should reach the Registrar before the date of dispatch of the agenda papers.

(ii) The Registrar shall place the proposed resolution before the Vice Chancellor, who shall direct him/her to include it in the agenda, provided it is in clear and unambiguous terms.

(iii) At a special meeting, only the business for which the meeting is convened shall be transacted, provided that the Chairperson may place before the meeting any other business which he/she considers as of urgent character.

6. Not less than seven days before the date of a meeting, the Registrar shall, under the direction of the Vice Chancellor, issue to every member an agenda paper, specifying the date, hour and place of the meeting and the items of business to be brought before the meeting:

Provided that the Vice Chancellor may bring before the meeting any business which is urgent with shorter notice or without placing the same on the agenda paper.

7. The following categories of resolutions may be moved without previous notice:

(i) Relating to urgent business brought forward by the Vice Chancellor, but not included in the agenda.

(ii) For a change in the order of business as stated in the agenda paper.

(iii) For appointment of a committee to consider and report on any matter before the Board of Management at the time.

(iv) A motion of congratulations or condolence, or vote of thanks with permission of the Chairperson.

(v) Any other motion with consent of the Chairperson.

8. Proposals submitted by the Vice Chancellor and entered upon the notice of the meeting shall be dealt with as motions before such meeting without being proposed and seconded.

9.

(i) The order in which amendments to a resolution are to be moved shall be determined by the Chairperson.

(ii) The Chairperson may rule a motion or an amendment out of order at any time before the question is put to the vote.

(iii) The Chairperson shall control the order in which members may address the meeting and the manner which the business shall be conducted. No member shall address the meeting after the Chairperson has called for a vote.

(iv) Members, when speaking, shall stand and shall address the Chair. No member shall, without the leave of the Chairperson, speak ordinarily more than once on any proposition.

(v) A ruling given by the Chairperson shall be final.

(vi) The Chairperson may, at his discretion, limit the duration of speeches on any subject at any stage.

(vii) A member may call the Chairperson's attention to a period of order even whilst another member is speaking, but he will confine himself to a statement of the point of order and shall not make a speech on such point of order.

(viii) Any member may, with the permission of the Chairperson rise even while another member is speaking, to explain any expression used or any fact stated by himself which may have been misunderstood by the speaker.

(ix) The mover of an amendment has no right of reply.

(x) The Chairperson may, at his/her discretion, explain to the meeting at any stage in the proceedings the scope of any resolution or amendment or make any statement on any matter arising from a connected with the proceedings of the meeting. He/she may also at the conclusion sum up the debate if he is so desires.

(xi) The Chairperson may temporarily vacate the Chair during the progress of a debate appointing his/her nominee to be the Chairperson during his/her absence.

10. (i) When the debate is concluded or if there be no debate, the Chairperson shall put the question to the vote.

(ii) All questions shall be decided by consensus failing that by a majority of votes of the members present. The Chairperson shall be entitled to vote on all questions and if the vote be equally divided, he shall have a second or casting vote.

(iii) On a motion being put to the vote, the Chairperson shall call for a show of hands and announce the result of the voting. Any members may then demand a poll which shall be taken in such manner as he Chairperson directs.

(iv) A proposal for conferment of an honorary degree shall be put to the vote without discussing.

Provided that approval of (i) routine 'item(s)'. (ii) Urgent matters of non-controversial nature, and (iii) item approved by the Governing Body, could be sought through circulation.

(v) All proceedings at meetings shall be recorded in writing and signed by the Registrar and countersigned by the Vice-Chancellor/Chairperson and shall be confirmed at the next meeting.

The Registrar shall within one month after the meeting, send a copy of the proceeding to each member of the management.

(vi) Any member of the Board of Management may write to the Registrar for the purpose of obtaining information on matters relating to the affairs of the University and the Registrar shall supply the required information with expeditiously, provided that if the reply would, in the opinion of the Chancellor, entail labour and expense not commensurate with the object in view, it may be disallowed.

11. The Registrar shall be ex-officio Secretary. In the absence of the Registrar, the person performing the duties of the Registrar shall act as Secretary.

THE ACADEMIC COUNCIL

1. The Academic council shall be the principal academic body of the University and shall consist of the following members :

(i)	The Vice-Chancellor	Chairperson
(ii)	The Registrar;	Member Secretary
(iii)	The Dean Academic Affairs	Member
(iv)	The Dean Research & Development;	Member
(v)	Four Deans/Directors of Faculties by rotation in order of seniority for a period of three years	Member
(vi)	Three Professors from the University School by rotation in order of seniority for a period of three years, other than clause (v)	Member

(vii)	Controller of Examinations	Member
(viii)	Four eminent persons from other Universities/Industries representing different disciplines to be nominated by the Vice-Chancellor	Member

2. Academic Council shall be the principal academic body of the University and shall subject to the provisions of the Act, Statutes, Ordinance and Regulations have the following powers, duties and functions:

i. To make recommendations to the Board of Management regarding the creation, maintenance and/or abolishing of the teaching posts/Faculty/School/Departments in the University.

ii. To co-opt as members, persons having special knowledge or experience in the subject matter or any particular business which may come before the Council for consideration. The members so co-opted shall have all the rights of the members of the Council in regard to the transaction of the business in relation to which they may be co-opted.

iii. To coordinate and exercise general supervision over the academic policies of the University.

iv. To promote research, consultancy and related activities in the University.

v. To make recommendations to the Board of Management on the proposals received from the different Faculties of the University, for the conferment of degrees, honorary degrees or any such other distinction or honor of the University.

vi. To exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, teaching and evaluation of research or improvements in academic standards.

vii. To make proposals to the Board of Management for allocating Departments to the Faculties.

viii. To make proposal to the Board of Management for the institution of fellowships, scholarships, studentship, exhibition medals and prizes and to make rules for such awards.

ix. To recognize persons of eminence in their subject to be associated as research guides in that subject as prescribed in the Ordinance.

x. To formulate, modify or revise schemes and assignment of subjects to the faculties, and to report to Board of Management as to the expediency of abolition, reconstitution or division of any faculty of the University.

xi. To recognize diplomas and degrees of other universities and institutions and to determine their equivalence.

xii. To make special arrangements, if any, for the teaching of women students and for prescribing for them special courses of study.

xiii. To consider academic related proposals like Faculty Development Programme, continuous training submitted by the Faculties/ Departments of the University.

xiv. To approve the syllabus of courses for various examinations on the recommendations of Board of Studies/Faculty.

xv. To award stipends, scholarships, medals and prize and to make awards in accordance with the Ordinances and such other conditions as may be attached to the award.

xvi. To publish syllabus of various courses of study, lists of prescribed or recommended text books for different subjects.

xvii. To make regulations regarding admissions to various academic programmes run by the University, including admission capacity and fee structure.

xviii. To recognize persons of eminence in their subject to be associated as research co-guides/co-supervisors in various subjects or inter-disciplinary subjects.

xix. To recommend to the Board of Management the rates of remuneration and allowances related to the examination work.

xx. To approve the Academic Calendar.

xxi. To recommend teaching posts *inter-alia* covering qualifications and emoluments in consultation with the Finance Committee.

xxii. To report or make recommendations on any matter referred to it by the Chancellor or Governing Body or Board of Management or Vice-Chancellor as the case may be.

xxiii. To approve and specify the manner of appointment to temporary vacancies of academic staff.

xxiv. To make provision for the appointment of visiting/adjunct Professors, Emeritus Professors, Fellows, Artists, Writers and other distinguished Professionals as required and determine the terms and conditions of such appointments and get approval from Board of Management.

xxv. To fix the remuneration payable to course writers, counselors, examiners and invigilators, and traveling and other allowances payable in consultation with the Finance Committee.

xxvi. To approve conferment of degrees, awards, and fellowships.

xxvii. To exercise such other powers and perform such other duties as may be prescribed from time to time.

xxviii. To recommend the rates of remuneration and allowances for the evaluation work.

xxix. To delegate such of its powers, as is may deem fit, to the Chairperson of the Academic Council.

xxx. To report or to make recommendations in any matter referred to it by the Chancellor/Vice-Chancellor or the Governing Body, as the case may be.

MEETINGS

1. Meeting of the Academic Council shall be convened as the Vice-Chancellor may direct.
2. The. Registrar shall, ordinarily, at least ten days before each meeting of the Academic Council, issue to each member, a notice-convening the meeting and a copy of the agenda.

Provided, that in the case of emergent meeting, the Vice-Chancellor may suspend or modify the operation of this rule.

3. The Vice-Chancellor shall be the Chairperson of the Academic Council. In his/her absence, the Dean Academic Affairs shall chair the meeting.
4. At a meeting of the Academic Council, 1/3 of total members or five, whichever is less shall from a quorum.
5. Business not included in the agenda as sent to the members may only be taken up by permission of the Chairperson; except any recommendation of the Governing Body/Board of Management. Any business falling within the sphere of a board of Studies which has not been considered by such Board, shall, if they were not included in the agenda, only be taken up by a unanimous vote of the Council.
6. The Registrar shall be the ex-officio Secretary. In the Registrar, person performing the duties of the Registrar shall act as Secretary.
7. All proposals brought forward for the consideration of the Academic Council, shall be decided by a majority of votes. The Chairperson may, at his discretion decide that any matter may be so decided by a secret ballot or by show of hands.
8. All amendments to nay proposal shall be put up before the proposal itself, the last amendment being put up first and, if carried other amendments inconsistent with it shall be treated as rejected. The proposal as amended shall hen be stated by the Chair and voted upon.
9. The Chairperson may give his/her own vote and, on equality of votes, he/she shall have a second or casting vote.
10. All the Regulations of the Governing Body and Board of Management, not inconsistent with these rules, shall mutatis mutandis apply to all meeting of the Academic Council.

FINANCE COMMITTEE

1. The finance Committee shall consist of the following members:

a.	The Chancellor or his nominee Chairperson	Member
b.	The Vice-Chancellor	Member
c.	The Dean Academic Affairs	Member
d.	The Registrar	Member

e. Two persons from amongst the Deans /Directors of Faculty/Schools by rotation	Members
f. Two persons nominated by the Chancellor Out of which one shall be a Finance Expert	Members
g. The Chief Finance and Accounts Officer	Member Secretary

2. All Members other than the ex-officio shall hold the office for a period of three years.
3. Functions:
   a. To review all matters related to finances of the university.
   b. To consider income and expenditure statements and suggest ways and means to generate income.
   c. To manage cash flows of the University and maintain required balance between cash inflows and outflows.
   d. To approve annual audited accounts of income and expenditure.
   e. To recommend annual budget of the University for approval of the Governing Body.
   f. To recommend transfer or acceptance of transfer of any immovable or moveable or property on behalf of the University to the Governing Body.
   g. To examine and accord final approval of building plans and award buildings contracts or authorize construction.
   h. To raise and borrow money with the approval of the Governing Body on bonds, mortgages, promissory notes or other securities founded or based on any of the properties and assets of the University or without any securities and upon approved terms and conditions and to pay out of the University all expenses incidental to the raising of money and to repay and redeem any money borrowed.
4. The Chancellor shall have the power to co-opt any other person(s) on the Finance Committee: their tenure and conditions shall be as prescribed by the Chancellor.
5. The Quorum of the meeting of Finance Committee will be one third of total members or three members, whichever is lower.

6. The Finance Committee shall meet at least twice in each academic year. A notice for the meeting of the Finance Committee shall be given, so as to reach the Committee Members at least 10 days in advance of the meeting, by email or post.

FACULTIES

1) The University shall comprise of the following Faculties:

(i) Faculty of Engineering and Technology
(ii) Faculty of Health and Allied Sciences
(iii) Faculty of Pharmacy
(iv) Faculty of Life Sciences
(v) Faculty of Applied Sciences
(vi) Faculty of Computer Science and Application
(vii) Faculty of Business Administration and Commerce
(viii) Faculty of Arts and Social Sciences
(ix) Faculty of Journalism, Mass Communication and Media
(x) Faculty of Education
(xi) Faculty of Nursing
(xii) Faculty of Ayurveda
(xiii) Faculty of Agricultural Sciences
(xiv) Faculty of Library and Information Sciences
(xv) Faculty of Hotel Management and Tourism
(xvi) Faculty of Design
(xvii) Faculty of Performing and Visual Arts

Each Faculty shall comprise such subjects and Departments of Studies as may be assigned to it by Academic Council/ Governing Body.

The Chancellor will have the power to add or abolish any faculty on the recommendation of the Governing Body.

(a) Every Faculty, other than having single school/ department shall consist of the following :

(i)	Dean of the Faculty	Chairperson
(ii)	All Directors of the University Schools in the Faculty	Members
(iii)	All University Professors in the Faculty	Members
(iv)	All the Chairpersons of the Boards of Studies in the Faculty	Members
(v)	One Associate Professors, by rotation according to seniority, from each University Teaching Department in the Faculty	Member
(vi)	One Assistant Professor, by rotation according to seniority, from each University Teaching Department in the Faculty	Member
(vii)	Two eminent persons from outside the University having expert knowledge of the concerned subject or subjects nominated by the Vice Chancellor.	Members
(viii)	One Members to be nominated by Vice Chancellor from amongst the teacher/ officers of the University.	Member
(ix)	Deputy Registrar or any other official to be nominated by the Registrar.	Member Secretary

(b) The Faculty having single School shall consist of the following:

(i)	Dean of the Faculty	Chairperson
(ii)	Director of the School under the Faculty	Member
(iii)	All Chairpersons/ Heads of the Departments in the Faculty	Member
(iv)	All University Professors and Associate Professors in the Faculty	Members
(v)	Two Assistant Professors in the Faculty, by rotation, according to Seniority	Members
(vi)	Up to two external experts with relevant experience, to be nominated by the Vice-Chancellor	Members
(vii)	One Member to be nominated by Vice Chancellor from amongst the teachers / officers of the University.	Member
(viii)	Deputy Registrar or any other official to be nominated by the Registrar	Member Secretary

The office of Registrar shall keep record of appointment of members and shall set in process steps, at least four weeks in advance to fill any vacancy which may be created from time to time.

2. All members of the Faculty other than ex-officio members shall hold office for a term of 3 years

3. Meeting of the Faculties shall be convened by the Registrar, on approval by the Vice-Chancellor.

4. All Faculties shall have such powers and shall perform such duties as may be assigned to them by the Statutes, the Ordinances and the Regulations. They shall also consider and make such recommendations to the Academic Council on any question pertaining to their respective sphere of work as may appear to them necessary or any matter referred to them by the Academic Council or other University Authority.

5. Every Faculty shall-

   (i) Consider recommendations of the Board of Studies with regard to the following matters and forward the same to the Academic Council and/or the Governing Board, as the case may be, with modifications, if any, made by the Faculty:

      (a) Syllabi and courses of reading to be completed by the students for the examinations of the University;

      (b) Minimum qualifications required for admissions to various courses of study

      (c) Other conditions to be complied with by candidates for admission to degrees, diplomas and marks of honors.

   (ii) Consider any other matter that may be referred by the Academic Council and/ or the Governing Board.

6. In case of interdisciplinary subjects, a joint meeting of the concerned faculties can be convened by the Dean Academic Affairs.

7. The Quorum of the meeting of Faculty will be one third of total members or three members, whichever is lower.

MEETINGS

1. Meeting of the Faculty shall be called by Deputy/Assistant Registrar (Meeting) in consultation with the Dean of the Faculty as and when considered necessary.
2. Not less than seven days before the date of the meeting the office shall issue to every member agenda papers specifying the date, hour and place of the meeting and the items to be brought before the meeting.

   Provided that with the permission of the Dean, more items may be placed before the meeting through supplementary/table agenda.
3. At a meeting of the Faculty, one-third of the total number of members comprising the Faculty or three whichever is less shall constitute the quorum. In the event of the fixed quorum not being present at any meeting of the Faculty, the Vice-Chancellor shall be competent to take final decision in consultation with the Dean in respect of matters on the agenda for that meeting Faculty.
4. All Proposals brought forward for the consideration of Faculty shall be decided by a majority of votes. The Chairperson may, at his/her discretion, decide that any matter may be so decided by a secret ballot or by show of hands. The Chairperson may give his/her own vote and on equality of votes, shall have a second or casting vote.
5. The Faculty may transact its business in a meeting, in emergent cases; this could be done through circulation also.
6. The Faculty, if so desires, may appoint sub-committee/s for purpose concerning the functions of the Faculty. But the decision/recommendations of the sub-committee/s shall be subject to confirmation by the Faculty at its next meeting.
7. In the absence of the Dean, the members present in the meeting will chose its own Chairperson for the meeting from amongst the members present through consensus.
8. The Faculty shall not have the power to amend any draft proposed by the Board of Studies (except amendments of minor nature) but may return it to the Board of Studies for reconsideration, either in whole or in part, together with any amendments which the Faculty may suggest, or reject it, after it has been submitted for the second time.
9. Every amendment to a regulation must be duly seconded otherwise it shall drop.

THE BOARD OF STUDIES

There shall be a separate Board of Studies for each Department/School as decided by the Academic Council.

The term of the Board of Studies shall be three years and shall consist of the following:

(i)	Head of the Department/Director of schools	Chairperson
(ii)	All Professors of the teaching department	Members
(iii)	2 Associate Professors (By rotation)	Members
(iv)	2 Assistant Professors (By rotation)	Members
(v)	2 outside subject experts from other university / Industry to be appointed by the Vice-Chancellor for a period of three years.	Members
(vi)	Two Faculty members from the allied subject(where the number of members on Board of Studies is less than six)	Members
(vii)	The Chairperson of the Board of Studies is authorized to call one/two experts as special invitees with the prior approval of the Vice-Chancellor.(for a Particular meeting)	Members
(viii)	Deputy Registrar or any other official to be nominated by the Registrar	Members Secretary
(ix)	Two members from student community (current/alumni)	Members

Functions:

1. To prepare detailed syllabi, scheme of studies and examination for different courses of each department and submit to the Academic Council for approval and subsequent publication.
2. To revise and update contents of the syllabi, scheme of studies and examination for different courses of each department and submit to the Academic Council for approval.

3. To consider the report of examiners and to take corrective measures, if necessary.
4. To recommend panel of paper setters and examiners.
5. To review teaching programmes of the Department and suggest improvement therein.
6. To deal with any matter referred to it by any other authority of the University.
7. To make recommendations to the Academic Council regarding admissions and intake capacities.
8. Any other function prescribed by the Statutes/Ordinances/Regulations.

Note: There may be a Joint Board of Studies for related departments. The meeting of the Joint Board of Studies shall be chaired by the Dean of the Faculty. These boards shall comprise of all the eligible members as per the constitution of Board of Studies mentioned here above.

MEETINGS

1. Meeting of the Boards of Studies shall be called by the Deputy/ Assistant Registrar (Meeting) in consultation with the Chairperson of the Board as and when considered necessary.
2. Not less than seven days before the date of the meeting, the office shall to every member agenda papers specifying the date, hour and place of the meeting and the items to be brought before the meeting.

   Provided that with the permission of the Chairperson more items may be placed before the meeting through supplementary/table agenda
3. The quorum of the Board shall be one third of the total members or three members whichever is lower;
4. A Board of Studies may transact its business in a meeting. However, in emergent cases, this could be done through circulation also.
5. Discussion on the appointment of examiners shall be treated as confidential.
6. The Board, if so desired, may appoint sub-committee/s for any purposes concerning the functions of the Board. The decisions/recommendations of the sub-committee/s shall be placed before the Board approval. Provided that in case of emergency, these recommendations can be accepted by the Chairperson.

7. In the absence of Chairperson, the members present in the meeting will choose its own Chairperson for the meeting from amongst the members present through consensus.
8. All proposals brought forward for the consideration of the Board of Studies, shall be decided by majority of votes.
9. The Chairperson may give his/her own vote and, on equality of votes, he/she shall have a second or casting vote.

THE UNIVERSITY RESEARCH BOARD

There shall be a University Research Board comprising the following members:

(i)	The Vice-Chancellor	Chairperson
(ii)	The Dean Academic Affairs	Member
(iii)	The Dean Research & Development	Member
(iv)	The Dean of Faculty and Director of School	Members
(v)	All Professors and Heads of University teaching departments in the Faculty; provided further that Professors / Heads from only such department as are engaged in imparting Post-Graduate instruction and research work shall be eligible for appointment as members.	Members
(vi)	Two experts from outside the University to be nominated by the Vice-Chancellor for a period of two Years	Members

Note : The supervisor of a candidate whose synopsis is to be considered for approval in the meeting of University Research Board(URB) should be present in the concerned meeting of URB, if he is not a member of URB.

Functions of University Research Board

(i) To establish the standards /qualifications of teachers for M.Phil., Ph.D. or Post Ph. D work and for acting as research supervisors for Research students.

(ii) To prescribe requirements for entrance, residence, course work, major and minor, language and thesis for research degrees.

(iii) To establish the standards for the scholastic performance of research degree students.

(iv) Keep adequate records of all research students so that both the Dean and the student know at all times their status towards fulfilling the requirements of the Post Graduate degree.

(v) Consider the recommendation of Departmental Research committee and approve the registration of candidates for M. Phil/PhD degree.

(vi) Review the progress of research work of the candidates and approve extension of time for completion of research work wherever required.

(vii) Consider and accept the report of the Departmental Research Committee on the Six-Monthly progress of work of Research Scholars recommended by the faculty concerned.

(viii) The University research Board shall meet ordinarily twice a year. The quorum for the meeting will be one third of the total members or three whichever is lower.

THE DEPARTMENTAL RESEARCH BOARD

Each department shall have a Research Board. The following shall be members of Departmental Research Board:

a.	Head of the Department who holds the Ph. D degree or senior most teacher with Ph. D degree.	Chairperson
b.	All Professors in the subject, employed in the University	Member
c.	Associate Professors and Assistant Professors who hold Ph.D. Degree	Member
d.	*One/two teachers from allied/supporting departments to be	Member

nominated by the Vice-Chancellor

e.	*One nominee of the Vice-Chancellor from within or Outside the University	Member

*(The nominee of the Vice-Chancellor and the teachers nominated by Dean Academic Affairs should hold Ph.D Degree)

Functions of Departmental Research Board (DRB)

1. To consider the proposals of the research students in the faculty at the initial stage.
2. The DRB may desire the student to make a presentation on the research synopsis to which all faculty members of the Department/ School may be invited.
3. The DRB will review the progress of the research work of the students on the basis of progress reports and annual seminars/ presentation and report the same to University Research Board.
4. All cases which are rejected by the Departmental Research Board (DRB) must be reported to the University Research Board giving reasons/justification for rejection.
5. Quorum: One third of the total members or three members whichever is lower.

STATUTE NO. - 3

THE APPOINTMENT, POWERS AND FUNCTIONS OF THE CHANCELLOR AND VICE CHANCELLOR

THE CHANCELLOR

1. In accordance with the Act, the Chancellor shall be appointed by the Sponsoring body with the approval of the Visitor.
2. The Chancellor shall exercise powers as specified in Section 16 of the Act.
3. The Chancellor shall ensure that the Act, the Rules, the Statutes, the Ordinance and the Regulations are faithfully observed.
4. The Chancellor shall exercise general control over the affairs of the University.
5. The Chancellor shall be entitled to receive honorarium, expenses, allowances and other statutory benefits as may be decided by the Sponsoring Body.

THE VICE-CHANCELLOR

1. The Vice Chancellor shall be appointed by the Chancellor as laid down in section 17 of the Act.
2. The Vice Chancellor shall be the whole time salaried officer of the University.
3. The Vice Chancellor shall hold office for a term of four years according to the provisions of clause (6) of Section 17 of the Act. Provided that the Vice Chancellor shall continue to hold office even after expiry of his term till a new Vice Chancellor joins. In any case, however, this period shall not exceed 6 months. Provided Further that, on the expiry of his term, the Vice-Chancellor shall be eligible for reappointment for one more term following the procedure laid down in section 17 of Act.
4. Apart for exercising all such powers as described in section 17 of the Act, the Vice-Chancellor shall also exercise powers prescribed in different Statutes and Ordinances.
5. The emoluments and other conditions of service of the Vice-Chancellor at the time of appointment shall be such as decided by the Governing Body and as amended from time to time, provided that pay, allowances and other conditions of service, including age, shall be in conformity with those approved by UGC.

6. The Vice Chancellor shall cause the budget to be made by the Board of Management of the University. He may also decide to delegate his powers to other officers of the University with the approval of the Chancellor.
7. It shall be the duty of the Vice Chancellor to ensure that the Act or the Rules, the Statutes, the Ordinances and the Regulations are faithfully observed.
8. The Vice Chancellor shall have power to constitute such Committees as he/she deems necessary to help him/her in the discharge of the duties entrusted to him/her by or under the Act/Statutes but not contrary to Committees appointed by Chancellor.
9. To exercise such powers as may be necessary or expedient to carry out the orders of the Chancellor.
10. The Vice-Chancellor may by writing under his hand addressed to the Chancellor, resign from his office.

STATUTE NO. - 4

THE APPOINTMENT, POWERS AND FUNCTIONS OF THE REGISTRAR, THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO) AND OTHER OFFICERS

THE REGISTRAR

1. The Registrar will be the key officer of the University. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
2. The Registrar shall be a full time salaried officer of the University and shall discharge his duties under general superintendence and control of the Vice Chancellor.
3. The appointment of the Registrar shall be made by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. However, the first Registrar may be appointed by the Sponsoring body for a period of two years as per clause 18(1) of the Act. The subsequent Registrars shall be appointed by the Governing Body on the recommendation of the Expert Committee constituted for the purpose. The Expert Committee shall consist of:
   (i) Vice Chancellor – (Chairperson)
   (ii) Nominee of the Chancellor
   (iii) Nominee of the Sponsoring Body
   (iv) Two expert Members approved by the Governing Body.
   (v) One observer nominated by the Chairperson, Regulatory Commission.
4. When the office of the Registrar falls vacant or when the Registrar is unable to perform his duties of the office by reason of illness or long absence due to any other reason the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
5. If at any time upon representation made or otherwise, and after making such inquiry as may be deemed necessary, the situation so warrants that the continuance of the Registrar is not in the interest of the University, the Vice Chancellor may request the Chancellor in writing stating the reasons therein, for the removal of the Registrar. The Chancellor shall put up the matter for the consideration of the Governing body whose decision shall be

final. Provided that, before taking such action for the removal, the Registrar shall be given an opportunity of being heard.

6. The Registrar shall receive pay and other allowances as decided by the Governing Body from time to time.
7. The age of retirement of the Registrar shall be sixty five years. However, on attaining the age of retirement, he may be granted extension by the Chancellor for a period of five years at a time subject to his/her physical fitness.
8. Duties of the Registrar shall include:
   (i) To be the custodian of the records, the common seal and such other movable and immovable properties of the University as the Governing Body shall commit to his charge.
   (ii) To conduct the official correspondence of the Governing Body, Board of Management, Academic Council and of any other Committee. The Registrar shall be the Member Secretary but he shall not have the right to vote.
   (iii) To issue notices conveying the dates of the meetings of the University authorities to the members and to make necessary arrangements for the conduction of the meeting and also for other assigned duties by the Governing Body / Board of Management from time to time.
   (iv) The Registrar shall provide the copies of the Agenda of the meeting at the Governing Body, Academic Council, Board of Management, and such other Bodies which are formed under the direction of the Vice–Chancellor, and shall record the minutes and send the same to the Vice-Chancellor and Chancellor. He shall also make available all such papers, documents and information as the Visitor/Chancellor/Vice-Chancellor may desire.
   (v) The Registrar shall be the member secretary of the Governing Body, Board of Management & Academic Council but he shall not have the right to vote.
   (vi) To keep minutes of all meetings of the Governing Body, the Board of Management, the Academic Council, the Academic planning and Evaluation Board and any Bodies or Committees of the University appointed under the Act of which he is to act as Secretary.

(vii) To exercise all such powers as may be necessary or expedient for carrying into effect the orders of the Chancellor and the Vice-Chancellor or various authorities or Bodies of the University of which he is the Secretary.

(viii) To discharge such other functions as may be assigned to him from time to time by the Vice-Chancellor whom he shall be responsible for the same.

(ix) To render such assistance as may be desired by the Vice-Chancellor in the performance of his official duties.

(x) Subject to control of Vice-Chancellor, the Registrar shall have power to appoint the class III and class IV staff of the University and likewise shall exercise disciplinary control over them.

(xi) An appeal can be made to the Vice-Chancellor against any order of the Registrar. The Vice-Chancellor will be the final authority to take decision of the appeal.

9. All contracts shall be signed and all documents and records shall be authenticated by the Registrar on behalf of the University.
10. The Registrar may by writing under his hand addressed to the Vice-Chancellor, resign from his office.

THE CHIEF FINANCE & ACCOUNTS OFFICER (CFAO)

1. The Chief Finance and Accounts Officer (CFAO) shall be responsible for handling accounts and finances of the University.
2. The CFAO will be a full time-salaried officer of the University and shall be under general superintendence and control of the Chancellor/Vice-Chancellor.
3. The CFAO shall be appointed by the Chancellor on the recommendation of the Committee constituted for the purpose:

   The Committee shall consist of:

   (i) Vice Chancellor – Chairperson

   (ii) Nominee of the Chancellor

   (iii)Nominee of the Sponsoring Body

   (iv)Two expert members approved by the Governing Body. (Expert on Financial matters)

   (v) One observer nominated by the Chairperson, Regulatory Commission.

4. When the Office of the CFAO falls vacant or when the CFAO is, by reason of illness or long absence due to any other reason, unable to perform his duties of the office, the duties of the office shall be performed by such person as the Chancellor may appoint for the purpose.
5. If at any time, the situation warrants that the continuance of the CFAO is not in the interest of the University, the Vice-Chancellor may request the Chancellor, in writing, stating the reasons therein for removal of the CFAO.
6. The Services of the CFAO can be terminated by the Chancellor on the recommendation of the Vice-Chancellor by giving him one month's notice or one month's salary in lieu of notice.
7. The CFAO shall receive pay and other allowances as decided by the Governing Body from time to time.
8. The age of retirement of CFAO shall be sixty five years.
9. Duties of the CFAO shall include :
   (i) The Chief Finance & Accounts Officer shall be responsible for annual and supplementary budget/Salary etc., for managing the Accounts and Funds of the University, for maintaining the records properly, and for regularly getting these audited.
   (ii) The Chief Finance & Accounts Officer shall supervise, control and regulate the working of Accounts and Finance of the University.
   (iii) Maintaining the financial records and any such other finance related records of the University as the Governing Body may decide.
   (iv) He shall discharge all such functions assigned to him by the Chancellor/Vice Chancellor of the University.
   (v) The Chief Finance & Accounts Officer shall be responsible for ensuring that the University adheres to all the financial Rules and Regulation of Statutory authorities and Departments of State Government.

Appointment of other Officer of the University:

1. Dean Academic Affairs

2. Dean Research & Development
3. Controller of Examinations
4. Director Administration

(A)The Chancellor will have the right to appoint officer against the positions of Dean Academic Affairs, Dean Research & Development, Controller of Examinations and Director Administration from amongst the Professors/Associate Professors of the University or by direct recruitment on merit basis as tenure appointment for a period as per regulations which can be extended by another term.

a. For the position of Dean Academic Affairs, the Registrar will forward up-to-date bio-data of five Professors/Associate Professors to a committee.

   The committee will comprise:-

   (1) The nominee of Chancellor

   (2) Vice-Chancellor

   (3) Registrar

b. For the positions of Dean Research & Development, the Registrar will forward up-to-date bio-data of five Professors/Associate professors to a committee.

   The committee will comprise:

   (1) Vice-Chancellor

   (2) Registrar

   (4) Dean Academic Affairs

c. For the post of Controller of Examinations and Director Administration, the Registrar will forward up-to-date bio-data of five Professors/Associate professors to a committee.

   The committee will comprise:

   (1) Vice-Chancellor

   (2) Registrar

   (3) Dean Academic Affairs

The committee may interview the persons for above positions and recommend to the Chancellor a suitable person for appointment for the position for a term as per regulations. The appointment can be extended by the Chancellor for another term.

The above positions may also be filled through advertisement and subsequent interview by the selection committee.

The Vice-Chancellor will have the power to place the bio-data of any person for Consideration of the Selection Committee irrespective of the fact whether the person has applied or not in time. The Selection Committee will recommend to the chancellor a person for appointment for a term as per regulations.

Manner of Appointments.

Appointment to above posts in the service shall be made by any one or more of the following manner:

(a) By direct recruitment:

The University shall prescribe the minimum educational and other qualifications (including previous experience shall also be laid down, where considered necessary), in view of the nature of the job to handled.

No person shall be appointed to a post in the service of the university unless he/she possesses the prescribed education qualification and experience. Provided that the competent authority may relax the qualification in any case in the context of specific requirements and working interested of the University for Reasons to be recorded in writing.

Procedure for Appointment by direct recruitment

i. The post by direct recruitment shall be filled on issuing of an open advertisement through leading newspaper(s) and/or inviting application through employment exchange followed by interviews conducted by the duly constituted selection committee, on the basis of whose recommendations will be made provided that wherever necessary, appropriate screening may be conducted by the university on the basis of qualification and experience or test /written examinations.

ii. After the approval of the select list by the appointing, authority, the appointment may be made in order of the placement of incumbent in the select list.

iii. The select list shall remain valid for one year from the date of fix approval by the appointing authority. The validity of the select list may be extended for six months more in exceptional circumstances by the appointing authority.

iv. Appointment may also be made on the recommendations of a selections committee for a particular post by considering the candidature in absentia in any special case.

(b) By Promotions

Appointments by Promotions, if so specified in the rules shall be made whether in a permanent or officiating capacity from amongst the eligible employees serving in the posts in the specified lower feeder grade as per rules through a Departmental promotion is allowed except in the cases covered under the following conditions.

Procedure for promotion

i. Select list for promotion shall be prepared by the duly constituted Departmental promotional committee, to be constituted by Vice Chancellor

ii. The Departmental Promotion shall be guided by the procedure as defined by Vice Chancellor, time to time.

(a) The select list shall be prepared on merit basis on taking into account the qualifications, necessary for eligibility experience and previous performance of such employees as indicated in their ACR 's/ performance appraisal. In case more than one incumbent gets same classifications then the placement in the selected list of such incumbents shall be in order of seniority.

(b) The Departmental Promotion committee shall furnish the select list to the appointing authority with its recommendations in a sealed cover together with the select list.

(c) By Deputation

(a) A proposal shall be initiated well in time to decided whether services of any person should be obtained as per provision laid down in the relevant required to fill up the post by deputation.

(b) The terms and conditions of mutually agreed upon between the parent Department/Service of Such persons and the appointing authority.

(B) Dean of Faculties

(i) Dean of the Faculty will be appointed by the Vice-Chancellor with the approval of the Chancellor for a period of two years (extendable by another term of two years) from amongst the Professors or Associate Professors working in the Schools/Departments attached to the Faculty concerned.

(ii) If in any Faculty no person is eligible to be appointed as Dean of the Faculty, the Dean Academic Affairs may be given the additional charge of Dean Faculty.

(iii) In special cases, the Chancellor may appoint an eminent Scholar/Professional working in Industry, Research Institutes or some other University as Dean Faculty. However, such an appointee will not be treated as a regular employee and will not be entitled to salary or other benefits which are paid to regular employees, unless approved by the governing body.

(C) Director of Schools

(i) A Director will be appointed from amongst Professors/Associate Professors by the Chancellor on the recommendation of a committee comprising of Vice-Chancellor, Registrar and Dean Academic Affairs for term as per regulations which can be extended for another term.

(ii) If there is no eligible person for appointment as Director, the Dean of the Faculty will work as the Director of the School, or in absence of Dean Faculty the Dean Academic Affairs will work as the Director of the School till such time as a regular person is appointed as Director.

(iii) The appointment of Director can be terminated by the Chancellor any time on the recommendation of the Vice-Chancellor for reasons to be recorded and new Director appointed as per the prescribed procedure. Before making such a recommendation, the Vice-Chancellor will give appropriate opportunity to the concerned Director to present his/her case.

(iv) Any Professor/Associate Professor to whom powers of Director have been delegated by the Chancellor shall be deemed to have been appointed as Director on regular basis with effect from the date he started exercising such powers.

The vacancy of Director of any school can also be filled by open advertisement and selection made through a properly constituted selection committee as per statutes for the appointment of Professor/Associate Professor. In such a case, the person selected would first be appointed as Professor/Associate Professor and will be given the charge of Director. When such a person completes his/her term as Director and is not given further extension, he/she will cease to be the Director, but will continue to work as Professor/Associate Professor, as the case may be.

Procedure of Selection:

(i) Conduct of Interview/recommendation by the Selection Committee – The Selection Committee constituted shall conduct the interviews of candidates and/or consider them in absentia, as the case may be and select the candidates for the advertised post(s). The Selection Committee will recommend one candidate for each post; nevertheless there could be a person on the waiting list. The list of selected candidates for each post in duplicate will be duly signed by all the members of the committee including the Chairperson of the committee and will be sent to the Chancellor for approval.

(ii) The selection committee will give due weight to qualifications, experience and performance in the interview and report received from referees, if any.

(iii)The Quorum: The quorum required for the meeting of a Selection Committee shall not be less than one third of the committee.

Disqualification for sitting member in Selection Committees:

A person shall be disqualified from sitting as a member of any Selection Committee and from taking part in any selection if any of his/her close relative is a candidate.

Approval by the Chancellor

(i) The Selection Committee shall make its recommendations to the Chancellor for approval who may approve or ask another person from the panel of selected persons for

appointment, if he is not satisfied with the suitability of the candidate recommended by the selection committee.

(ii) The recommendation of the Selection Committee shall be valid for a period of six months from the date these are approved by the Chancellor.

(iii) The panel prepared by the Selection Committee for the post(s) should be used only as waiting list for marking appointment to any subsequent vacancies in the cadre or in any other cadre, and will remain valid for a total period of 6 months from the date of interview.

Issuing of Orders:

After having obtained the approval of the Chancellor, the Registrar will appoint the Officers, in accordance with the service norms of the University, as approved by the Chancellor.

Tenure unless otherwise stated:

The term of appointment of various posts shall be as per regulations. However, an extension can be granted to an incumbent for another term or up to his/her retirement whichever is earlier.

Notwithstanding anything in all the statutes, in case of any dispute or confusion in interpreting the statues, Chancellor shall be the final authority in interpreting and getting the status implemented on the recommendation of committee comprising of Vice Chancellor or his nominee, Registrar and Controller of Examination.

STATUTE NO.- 5

CREATION OF FACULTIES/SCHOOLS AND DEPARTMENT AND MANNER, TERMS AND CONDITIONS OF APPOINTMENT OF TEACHERS

Creation of Faculties, Schools and Departments:

1) A Faculty is collection of related Departments which will provide academic guidance to ensure maintenance of academic standards of study and inclusion of latest trends in the concerned discipline.

2) Every faculty will have under it, Schools/Departments of study which are allocated to it as per the scheme of organization/re-organization by the Academic Council.

3) The University shall establish such Schools, Departments and Centers as decided by the Governing Body from time to time on the recommendation of the Academic Council.

4) Every School will be an Academic and Administrative unit, supporting the main frame Academic/Administrative Structure of the University and will be headed by a Director. The School may comprise one or more than one Department.

5) Each Department shall consist of the following persons:

   i. Teaching faculty of the Department: who will teach and conduct research

   ii. Research Faculty/Research Associates appointed to conduct research in the Department

   iii. Honorary Professors, Adjunct Professor, Professor or Eminence, Professor Emeritus and

   iv. Such other persons as are required to perform such functions as administrative, technical (lab, workshop etc) ministerial etc to run the affairs of the Department smoothly.

6) Each Department shall have a Head who may be a Professor or an Associate Professor, and whose duties, functions and terms & conditions of appointment shall be as prescribed.

   Provided that if there is no Professor or Associate Professor in the Department, the Director of School concerned/or the Dean of concerned faculty (if there is no Director of the School) shall act as the Head of the Department.

7) Department/Schools/Centers may be created/abolished/merged by the Governing Body on its own, or on recommendation of the Academic Council.

Appointment to the Teaching Posts:

1) University teachers shall be of three categories, i.e. Professors, Associate Professors and Assistant Professors. They shall teach and engage in as guide research as per policy and guidelines of the University. Generally, a Professor/Associate Professor will be given the responsibility of Director/Principal of the School or Head in case of Departments.

2) The Governing Body shall determine, from time to time, after considering the recommendations of the Academic Council, the Departments of study for which Professor, Associate, and Assistant Professor shall be instituted.

3) The salaries and grades of Professors, Associate Professors, Assistant Professors and other persons holding teaching posts in the University shall be approved by the Chancellor on the recommendation of the Governing Body as per UGC norms. The Chancellor shall also be competent (a) to grant in exceptional cases of approved service a personal allowance to a teacher who has attained the maximum of his grade and has put in thereafter a period of not less than two years of service and (b) to allow, on the recommendation of the Vice-Chancellor, accelerated promotion within the grade to any member of the University teaching staff for meritorious work.

4) Nothing in these Statutes shall prevent the Chancellor from making, in special cases, short term or temporary appointments of Teachers with special arrangements as regards terms and conditions of service.

5) Other appointments to teaching posts, not specifically provided for in these Statutes, shall be made by the Chancellor on the recommendation of an Empowered Committee constituted by the Vice Chancellor.

6) Whenever a post of a Professor, an Associate Professor or of an Assistant Professor is to be filled up, it shall be advertised in national/state/regional newspaper(s) and/or on website of the University and filled on competitive basis.

Provided that for the post of a Professor, the Vice Chancellor shall have the power to place before the Selection Committee the name of a suitable person for consideration along with the applications received in response to the advertisement but such persons

shall not be from amongst those in the service of the University or those who have retired from its services.

Provided further that the name of an applicant from abroad may be considered by the Selection Committee in absentia for any teaching post if complete bio-data of such a person is available before the Selection Committee.

7) A member of the teaching staff holding permanent or temporary post of a Professor or Associate Professor or of an Assistant Professor or any other teaching post in the University shall not be allowed without permission of the Vice Chancellor, to resign his post before the end of a Semester and he shall give for this purpose not less than two month notice or salary in lieu of notice to the University for regular faculty, provided that the Chancellor may, in special cases, wait notice period to such an extent as he may deem fit.

8) The Governing Body may confer the title of "Professor Emeritus" on any distinguished teacher of any University at, or after his retirement, in recognition of his scholarship and conspicuous services to any University, provided that a person has served as professor for a period of minimum fifteen years. A Professor Emeritus shall for the purpose of courtesy and on ceremonial occasion be upon the same status as a Professor of the University.

9) In case of misconduct or incapacity of a Professor or Associate Professor or Assistant Professor, the Chancellor shall have the power to take appropriate action on the recommendation of an Empowered Committee constituted by the Vice Chancellor.

10) Professor, Associate Professor, Assistant Professor and other teachers shall not subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes/communities of citizens of the Indian Union or disturb public peace.

11) It shall be the duty of a Professor or Associate Professor or Assistant Professor:

(a) To contribute to the maximum of his capacity to the advancement and diffusion of knowledge, especially by creating and promoting original research.

(b) To give instruction in accordance with the curriculum prescribed by the University and in accordance with such time tables as may be approved by the Academic Council in the subject committed to his charge.

Procedure of Appointment:

Following procedure shall be adopted for selection and appointment of University teachers in the University.

1. The teachers shall include the following:
   (i) Professor
   (ii) Associate Professor
   (iii) Assistant Professor
   (iv) Any other employee of the University declared as teacher by the Academic Council.
   (v) Head of the Department
2. Eligibility: (Qualification and Experience):
   The qualification and experience for various teaching position will be as per guidelines of UGC as adopted by the University from time to time.

Procedure:

All appointments of teachers of the University shall be made by the Chancellor on the basis of merit as recommended by the Selection Committee constituted by the Vice Chancellor.

The Registrar shall have the posts advertised with such qualification as per schedule of this Chapter. Such an advertisement shall remain valid for a period of six months from the date of issue. However, if interviews are not held during these six months, the posts may be re-advertised with an option that earlier applicants are asked to resubmit modification in their updated qualification and experience, if any, and their fee already received by the University will be accounted for.

After having advertised the posts and received applications, the Vice Chancellor shall get them screened and obtain recommendation from a screening committee consisting of

- Dean of Faculty
- Head of Department/Director in case of School
- Two senior most faculty members of the Department and
- A nominee of Vice Chancellor

The Dean of Faculty will be Chairperson of the screening committee. In order to facilitate the selection, the Vice Chancellor may ask the screening committee to grade the

applications on a Performa provided by the Registrar after having it duly approved by the Vice Chancellor. The various factors considered for the internal screening are academic achievements, distinctions, awards, honors, specific contributions towards research, teaching and extension education, development of patents, writing of books, holders of post doctoral fellowship, depurations (within the country and outside) to various institutions/organizations, publications, etc.

After obtaining such a list of candidates duly approved by Vice Chancellor, the Registrar will call them to appear for an interview before the Selection Committee

3. Conduct of Interviews / recommendation by the Selection Committee: The composition of the selection committee will be as per guidelines of UGC as approved by the University from time to time.

4. **Composition of selection committee:**

4.1 The UGC has evolved the following guidelines on constitution of Selection Committees for selection of Assistant Professor, Associate Professor and Professor. Selection Committee Specifications:

4.1.1 Assistant Professor in the University

(a) The Selection Committee for the post of Assistant Professor in the University shall have the following composition.

1. The Vice Chancellor shall be Chairperson of the Selection Committee
2. The experts in the concerned subject by the Vice-chancellor out of the panel of name approved by the relevant statutory body of the university concerned.
3. Dean of concerned Faculty, wherever applicable
4. Head/Chairperson of the Department/School
5. An Academician nominated by the Visitor/Chancellor, whenever applicable

(b) At least four members including two outside subject experts shall constitute the quorum.

4.1.2 Associate Professor in the University

(a) The Selection Committee for the post of Associate Professor in the University shall have the following composition:

1. Vice Chancellor to be the Chairperson of the Selection Committee

2. An academician who is the nominee of the Visitor/Chancellor, wherever applicable
3. The experts in the concerned subject/field nominated by the Vice Chancellor out of the panel of names approved by the relevant statutory body of the university concerned.
4. Dean of the faculty, whenever applicable
5. Head/Chairperson of the Department/School

(b) At least four members, including two outside subject experts, shall constitute the quorum.

4.1.3 Professor in the University

The composition of the Selection Committee for the post of Professor in the university shall be similar in composition as that for the post of Associate Professor set out in clause above.

4.2 Professor Emeritus

4.2.1 Selection Committee to assess the credentials of the candidate for Professor Emeritus, will comprise-

(i) Vice-Chancellor	Chairperson
(ii) Registrar	Member
(iii) Dean Academic Affairs	Member
(iv) One outside expert	Member

a) A Candidate For the position of Professor Emeritus should be a scholar of eminence recognized nationally/internationally for his/her contribution to the discipline and /or to society. The contribution to the discipline/society could be judged in terms of formulation of new concept /paradigms/hypotheses/innovations/discoveries which should be in evidence through publications and other forms of research output.

b) A Person shall be appointed Professor Emeritus of the University initially for a period of a period of two years which may be extended form times by the chancellor till the candidate is physically fit up to the age of 75.

c) The appointed professor Emeritus shall be purely honorary. However he/she may be paid TA/D/A Honorarium when he/she visits the University for the Research work/delivering a lecture or consultation etc.

The Selection Committee shall conduct the interviews of candidate and/or consider them in absentia for faculty from abroad, as the case may be and select the candidates for the advertised post(s). The list of selected candidates(s) for each post in duplicate will be duly signed by all the members of the committee including Vice Chancellor and then sealed properly in an envelope. It will be put up for approval of the Chancellor.

5. Ineligibility for sitting as member in selection committees: A person shall not be eligible for sitting as a member of any selection committee and for taking part in any selection if any of his relative is a candidate seeking selection to the post of a teacher or an officer in this University. Every member of selection committee shall be required to furnish a declaration to this effect.

6. Chancellor's Approval of recommendation to the Selection Committee:-

i. The Selection Committee shall make its recommendations to the Chancellor. The decision of the Chancellor shall be final.

ii. The recommendations by the Selection Committee shall be valid for a period of six months from the date these are approved by the Chancellor.

iii. The panel prepared by the Selection Committee for post(s) should be used only as waiting list for making appointment to any subsequent vacancies in cadre or in any other cadre and will remain valid for a period of six months from the date the panel is approved by the Chancellor.

7. Issuing of Orders: After having obtained the approval of the Chancellor, the appointment letter will be issued by the Registrar indicating detailed terms and conditions of the University service.

8. Appointment of Head of Department:-

i. A Head of the Department shall be appointed by the Vice-chancellor on the recommendation of a three members committee constituted by Vice Chancellor for period of three years which can be extended by another term of three years. The Committee will consist of:-

(a) A Nominee of Vice Chancellor

(b) Dean Academic Affairs

(c) Registrar

The Committee will examine the performance/work record of all eligible teachers in the department while making its recommendation. A person being recommended for the position should be holding the position of either a Professor or an Associate Professor in the concerned Department.

ii. If there is no eligible person for appointment as Head of Department, the Director of the School, if the Department is a part of a School otherwise the Dean of the faculty will work as Head of Department till such time, a regular eligible person from the department is appointed as Head of Department under clause 8(i) above.

iii. The appointment of Head of Department can be terminated by the Chancellor on the recommendation of the Vice Chancellor for reasons to be recorded and new Head of Department appointed as per prescribed procedure.

iv. Any Professor/Associate Professor to whom powers of Head of Department have been delegated by the Vice Chancellor shall be deemed to have been appointed as Head of Department on regular basis with effect from the date he started exercising such powers.

STATUTE NO.-6

THE MANNER, TERMS AND CONDITIONS OF APPOINTMENT OF ADMINISTRATIVE AND NON TEACHING EMPLOYEES OF THE UNIVERSITY

Staff Strength:

The Governing Body shall, from time to time, review and determine the strength of staff in various categories for carrying out its functions. The appointing authority shall have the right to keep unfilled or hold in abeyance any vacant post without entitling any person to compensate. The staff comprise different cadres consisting of the following designations/posts as be prescribed by the Governing Body from time to time.

1. Details of posts/designations

S. No.	Category	Name of Post
1	Officers	Vice Chancellor, Registrar, Dean Academic Affairs, Dean Research & Development, Dean of Faculties, Chief Finance & Accounts Officer, Controller of Examinations, Directors Administration.
2	Class I	Director Student Welfare, Estate Officer, Finance Officer, Deputy Registrar, Librarian
3	Class II (Sr. Cadre)	Asst. Registrar, Manager HR, Establishment Head, Student Welfare Officer, Proctor, Training & Placement Officer, Manager IT, Lab Administrator, Deputy Librarian, Event Manager, Purchase Officer, Transport Officer, Electrical Engineer, Business Development Manager, Marketing Operation Officer, Chief Warden, Medical Officer, Manager, Account Superintendent, Public Relation Officer, Workshop Superintendent.
4	Class II	Personal Assistant, HR Executive, Training & Placement

	(Jr. Cadre)	Executive, Asst. PRO, Sr. Accountant, Accountant, Deputy Superintendent, Assistant Librarian, Sr. Assistant, Business Development Executive, Animator, Front Office Executive, Receptionist, DTP Operator, Instructor Workshop, Lab Instructor, Store In-charge, Warden, Care Taker, Coordinator, Pharmacy Supervisor.
5	Class III (Sr. Cadre)	Accounts Assistant, Library Asst., Clerk, Typist, Cashier, Cashier cum Clerk, Lab Technician, Pharmacy Supervisor, QA/QC In-charge,
6	Class III (Jr. Cadre)	Library Restorer, Photographer, Photocopier, Diary/Dispatch Attendant, Peon In-charge, Lab Asst., Analytical Chemist, Ward Boy/Aaya, X-ray Technician, OT Assistant, Refractionist (Eye Department), Electrician, Welder, Supervisor, Plumber, Daftri, Mechanic, Carpenter, Carpenter cum Glass Fitter, Mason, Cook, Bakery Assistant, Restaurant Asst., Baker Driver, Gunman
7	Class IV	Conductor, Library Attendant, Elect. Helper, Helper Carpenter, Helper Welder, Laundry Attendant, Mali/Gardener, Peon, Cook Helper, Mess Helper, Sweeper Cum Peon, Sweeper, Water Tanker Helper, Security Guard/Watchman, STP Operator, Sit Boy, Pharmacy Worker, Helper/Attendant.

Note: The Chancellor/Governing Body of the University is empowered to add or delete any post/Designation to the above list.

2. **Method of Recruitment:**

Recruitment to the posts in the service of the University shall be made by the appointing authorities, by any one of the following methods:

a) By Direct Appointment

b) By Promotion

c) By Transfer/Deputation

d) On Contract/As consultant

e) By Outsourced Entity

(a) By Direct Appointment:

i) Subject to fulfillment of the requirement all posts of non-teaching nature shall be ordinarily filled by direct recruitment through an open advertisement in leading local news papers and / or by inviting names through employment exchange and selection on the basis of merit by a Selection Committee constituted by the Vice Chancellor. The short listing may be done by the University, if required, on the basis of qualifications and experience or test.

ii) Appointment may also be made on the recommendations of a Selection Committee for a particular post by considering a candidate in absentia in special case with the approval of the Vice Chancellor.

(b) By Promotion:

Appointments, if so specified in the Rules / Regulations, by promotion shall be made from among the eligible employees serving in the posts in feeding grade. The appointments will be made through Departmental Promotion Committee constituted for this purpose from time to time. The constitution of DPC will be as follows:

The Vice Chancellor	Chairperson
The Registrar	Member
Two Directors of School/Head of Department (Nominated by the Vice Chancellor)	Member

The recommendation of the Selection Committee under (a) and of the DPC under (b) above will be placed before the Chancellor for final approval.

(c) By Transfer/Deputation

In case of appointment of employees borrowed from Institutions/Organizations, the terms and conditions of the transfer/deputation would be as per the terms and conditions laid down in the ordinances/regulations provided that an employee on

deputation could be permanently absorbed in the University on such terms and conditions as prescribed in the Regulations.

(d) On Contract/As Consultant:

Appointments can also be made on Contract basis as Consultants/Advisor or on other posts on such terms and conditions as may be decided by the appointing authority.

(e) By Outsource Entity:

Appointments can also be made by the entity on which the duty of filling the post has been contracted. The person so appointed by the entity, being on the payroll of the entity may be considered as a regular appointment in the University subject to the approval of the Government Body and work in the University on such terms and conditions as may be prescribed in regulations from time to time.

3. Recruitment:

Recruitment to the above posts shall be made on the recommendations of the Selection Committee by any of the modes of appointment.

4. Qualification:

The qualifications and experience for appointment to the posts in the various categories or cadres shall be in the manner and in accordance with the provisions prescribed by the University from time to time.

5. Age

i. A person whose age is less than 18 years shall not be appointed to any post in the University. Normally a person above 65 years will not be appointed except extension of the existing employees or those appointed on contract basis.

ii. A candidate must have attained the prescribed age on the last day fixed for receipt of applications as prescribed in the advertisement. On attaining the age of superannuation i.e 65 years, an employee may be granted extension by the Chancellor for a period of five years at a time subject to his/her physical fitness.

However, in case of posts for which highly experienced persons are required, a relaxation in age requirement may be allowed.

iii. A candidate shall make a declaration of his age to the University at the time of his/her entry into service, based on matriculation or equivalent certificate. In case of non matriculates, Certificate by Municipal Committee or such other documentary proof as may be acceptable to the University has to be submitted and such documents will be considered as basis of the age. After declaration of age and acceptance of the same by the University, no revision of age shall be allowed to be made at a later date for any purpose whatsoever.

6. Medical & Physical Fitness

A candidate for direct recruitment must be in good mental and physical health and free from any ailment.

i. Every employee on his/her appointment in the University through Direct Recruitment on regular basis may be asked to get examined by a Medical Officer/team from a panel maintained by the University. The continuance of the employee in the university shall be conditional to his/her remaining fit for the efficient discharge of the duties of his post during the entire service, for which he can be sent for medical examination at any time.

ii. An employee of the University can be asked to appear before a Medical Board appointed by the Chancellor.

7. Procedure for Selection

All appointments to the posts in the University shall be made on the recommendations of the Selection Committee/Departmental Promotion Committee.

The Composition of Selection Committee for various categories of Administrative Officers and Non Teaching posts shall be as under:-

S. No.	Non Teaching Employees	Selection Committee
1	Librarian	1. Vice Chancellor (Chairperson) 2. Registrar

		3. Dean Academic Affairs 4. Dean Research & Development 5. Two Experts in Library Science to be appointed by the Vice Chancellor
2	Class I	1. Vice Chancellor (Chairperson) 2. Registrar 3. Director Administration 4. Controller of Examination for any vacancy in Examination Branch OR Chief Finance & Accounts Officer for a vacancy in Accounts Dept. OR A Technical Expert for a vacancy of Technical nature OR One expert for a vacancy of Estate Officer OR Dean Academics for Director Student Welfare
3	Class II (Sr. Cadre)	1. Vice Chancellor (Chairperson) 2. Registrar 3. Director Administration 4. Controller of Examination for any vacancy in Examination branch OR Chief Finance & Accounts Officer for a vacancy Accounts Dept. OR A Technical Expert for a vacancy of Technical nature OR Librarian for a vacancy in Library

		OR Estate Officer for a vacancy in Estate. OR One Head/Expert of the respective or allied Department for which a person is to be appointed. OR Director Student Welfare for Proctor.
4	Class II (Jr. Cadre) & Class III (Jr. Cadre) & (Sr. Cadre)	1. Registrar 2. Director Administration 3. Manager, HR 4. Establishment Head 5. Head of the concerned Department
5	Class IV	1. Director of the concerned School 2. Manager HR 3. Establishment Head 4. Estate Officer

In the absence of the Vice Chancellor, the nominee of Vice Chancellor shall be the Chairperson, whenever applicable.

8. Condition for Selection Committee members

A person shall be disqualified for being a member of Selection Committee and taking part in any selection under these rules if any, of his/her close relative is a candidate.

9. Validity of the recommendations of Selection Committee:

The recommendations of the Selection Committee will remain valid for a period up to 6 months (including reserved panel, if any) from the date of approval of the panel.

10. Disqualifications for using irregular or improper means

In the event of any misstatement or suppression of facts by a candidate either in the application or before the selection committee, being subsequently discovered, the appointment will deemed to be void and the candidate will be liable for disqualification.

11. Disqualification for appointment:

A person who has been convicted for a criminal offence by any court in India or abroad will not be eligible for appointment against any post in the University.

12. Unethical/Unlawful Activities

An employee will not engage or affiliate with any association or assist any unlawful/unethical activity which may be determined against interest of the university. No employee will accept or raise any contribution or associate with any fund raising campaign whether in cash or kind from anyone connected with the University either as parent, guardian or student, without prior written approval of the Registrar.

13. Criteria and Procedure for Appointment by Promotion

While considering appointment by promotion to a higher post, due consideration shall be given to seniority cum merit and the recommendations of Vice Chancellor/Registrar regarding work and conduct of the employee.

i) All appointments by promotion to the various classes shall be made unless otherwise provided, from amongst eligible persons on merit cum seniority basis in the feeding cadre and no persons shall be entitled to claim promotion on the basis of seniority alone.

ii) In case where different period of qualifying service in the respective grade/post on account of different scales of pay are prescribed for promotion and no separate quotas for each different grade/post have been prescribed, the eligibility list for promotion shall be prepared based on the relevant experience and merit.

iii) One time relaxation in the professional/technical qualification shall be given where employee while working in the university has got sufficient experience in line but do not possess the required qualification for manning the post. This will, however, be subject to relaxation by the Governing Body.

14. Probation and Confirmation

Every person appointed by direct recruitment shall be on probation for a period of one year provided that the period of probation can be extended for another one year at the direction of the Management, in writing. In case, during or before the expiry of the said

period of probation, the work of the employee is not found satisfactory, the appointing authority can terminate the service of the employee on month notice. And if the conduct of the employee is not found satisfactory, the appointing authority can terminate the services of the employee without any prior notice and without assigning any reason, and in case the person is appointed by promotion, revert him/her to the post held before promotion. Unless the period of probation is extended and intimated to the employee in writing, the employee shall deemed to be confirmed, after the expiry of the probation period/extended period of probation. The probation period shall, in no case be extended beyond 2 years from the date of appointment.

15. Seniority

The seniority of an employee in a particular cadre shall be determined in accordance with the following principles.

Seniority of Direct Recruits:

i) Seniority shall be according to the order of merit/rank based on the select list drawn by Selection Committee. Persons appointed from an earlier select list shall rank senior than to those appointed from subsequent select list.

ii) Seniority will not be affected, if a person ranked higher in the select list joins the post not later than 3 months from the date of issue of the appointment letter to him/her. In exceptional cases, the time limit may be extended up to 6 months. In that case also, the seniority will not be affected).

iii) Where no ranking has been indicated by the Selection Committee and two or more persons join on one and the same date:

a) In case where such employees are appointed from a lower post according to their inter-seniority in the lower post and

b) In any other case, according to the age of the person joining, the older person being deemed senior.

iv) In all other cases (not covered in i, ii, iii), the person joining earlier will be deemed to be senior.

Seniority of Promotees:

i) Where promotions are made on the basis of selection by a DPC, the seniority of such promotes shall be in the order in which they are recommended for such promotion by the Committee.

ii) Where promotions are made on the basis of seniority, subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted.

16. Scale of Pay: The scale of monthly pay to persons appointed to the posts in the various Cadres shall be such as may be sanctioned by the Governing Body from time to time.

STATUTE NO.- 7

SERVICE AND CONDUCT RULES FOR THE OFFICERS OF THE UNIVERSITY

In pursuance of the provisions of Mandsaur University Act 2015 (Madhya Pradesh Act No. 17 of 2015), with the approval of Chancellor here makes the following statues relating to the terms, conditions and conduct rules of the service of officers of the University.

1. **Title of the Rules:**
   - Short Title: Service Conditions and Conduct Rules for Officers
   - Commencement: These rules shall come into force from the dates there are notified.
   - Extent of Application: These rules shall apply to all Officers of the University
   - Power to alter or amend: The Governing Body may make such rules or order, relax the provisions of these rules in such manner as may appear to it to be just and equitable from time to time.

2. **Definitions: In these rules, unless the context otherwise requires:**
   i) "Act" means Mandsaur University Act 2015 (Madhya Pradesh Act No. 17 of 2015).
   ii) "Appointing Authority" means the authority empowered by the University to make substantive / regular appointment.
   iii) "Cadre" means the strength of the University service or part of service sanctioned as a separate unit.
   iv) "Governing Body" means Governing Body (GB)
   v) "Board" means Board of Management (BOM) of the University.
   vi) "Competent Authority" means Authority/Officers to whom powers by or under the Act or Statute are delegated. The Governing Body (GB) may declare any of its Officer/Teacher/Employee as competent authority and delegate to him/her, such powers subject to such conditions as it may impose, any power under these rules.

When any power is not delegated to any one, the "Competent Authority" means the Governing Body (GB).

vii) "Compensatory Allowance" means an allowance granted to the Officers to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes the travelling allowance also.

viii) "Disciplinary Authority" for the purpose of the imposition of major or minor penalty on Officers means the appointing authority or to whom such powers have been delegated.

ix) "Duty" includes (a) service on probation, (b) Joining time, (c) A course of instruction or training in India or abroad, especially approved as duty by the competent authority.

x) "Fee" means recurring or non-recurring payment to Officers from a source other than the funds of the University, whether made directly or indirectly through any intermediary of the University.

xi) "Foreign Service" means service in which officers receive their pay with the approval of the University from a source other than funds of the University.

xii) "Honorarium" means recurring or non-recurring payment granted to Officers from the funds of the University as remuneration for special work of the occasional or intermittent nature.

xiii) "Joining Time" means the time allowed to a Officer to join a new post or to travel from a station to which he is posted.

xiv) "Leave Salary" means the monthly amount paid by the University to an Officer who is on leave.

xv) "Lien" means the title of Officer to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including tenure post, to which he has been appointed substantively.

xvi) "Officers" means an Officer of the University of Mandsaur University which includes Vice Chancellor, All Deans and Directors, Registrar, Controller of Examinations, Chief Finance and Accounts Officer and any other employee of the University as designated by whatever name declared by the Statutes to be an Officer of the University.

xvii) "On Probation" means a person appointed on a vacant post for determining his suitability for eventual confirmation on that post.

xviii) "Probationer" means a person appointed on probation on or against substantive vacancy without holding any post.

xix) "Selection Committee" means a committee constituted for selection of Officer by the Competent Authority.

xx) "Substantive Appointment" means the appointment of an Officer on a permanent post and on which he acquires a lien.

xxi) "Statutes" means the statutes of the University governing matter of policy procedure etc.

xxii) "Teachers" means teacher of the University as mentioned in the Act and Statute.

xxiii) "University" means Mandsaur University, Mandsaur.

xxiv) "Pay" means (i) Monthly pay which is authorized by the University to an Officer in a pay scale for which he is entitled on account of his appointment. The pay which he would be entitled to draw on monthly basis in his regular grade of the cadre other than all allowances. It will include:

a. Basic Pay
b. Grade Pay
c. Special pay and personal pay, and
d. Any other emolument which may be specially classed as pay by the Governing Body.

xxv) "Salary" means the pay including prescribed allowances.

xxvi) "Office" means a post under the University cadre.

xxvii) "Presumptive Pay" means the pay to which an Officer would be entitled if he held the post substantively and was performing its duties; it does not include special pay.

xxviii) "Month" means a calendar month. In calculating a period expressed in terms of month and days, complete calendar months should be calculated and the odd number of days added there to.

xxix) "Age" means the number of years, months and days calculated from the date of birth of an Officer as per records of the University.

xxx) "Holiday" means:

- A holiday prescribed by or under the Negotiable Instruments Act and
- In relation to any particular Unit, place or school, a day on which such office at such place or the school is ordered to be closed by the Chancellor for transaction of University business without reserve or qualifications.

xxxi) "Tenure Appointment" means a permanent post which an individual Officer may not hold for more than a limited period.

xxxii) "University Statement" means the statement as recommended by the Governing Body and approved by the Chancellor.

SERVICE CONDITIONS

3. General Conditions of Service:

(i) Unless otherwise provided in the rules or the orders of the University for recruitment to any post, the minimum age for entry into University service shall not be less than 18 years for an Officer.

The age of the officer shall be determined with the entry made in the High School Certificate, or School Leaving Certificate. In case the person appointed in the University is on such post, whose minimum qualification is not High School and / or the person does not have a High School Certificate, the date of birth indicated in the certificate issued by the municipality or panchayat or school according to the entry made in their respective record may be accepted. If no date of birth is known and only month is known, the date of birth shall be treated as 15th of that month.

In case no documentary evidence regarding the date, month/year of birth of a person is available, the date of birth on the basis of an affidavit from the person may be accepted subject to the satisfaction of the Chancellor.

(ii) Categories of the posts under the University shall be as specified by the competent authority from time to time.

(iii) Grade and allowances for various posts shall be as specified by the competent authority from time to time.

(iv) The qualification for appointment to various posts in the University shall be as determined by the competent authority from time to time.

(v) Recruitment/appointment of officers to various posts in the University shall be made in any of the following manners as prescribed/decided by the competent authority.

a. By Direct Appointment after advertising the vacancy
b. By Promotion
c. By Transfer/Deputation
d. On Contract/As Consultant

(vi) Every person at the time of appointment in the University will have to submit Medical Fitness Certificate, by the Medical Officer approved by the University.

(vii) When an Officer has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby shall be substantively filled to the prejudice of such person until the appeal, if any preferred by him against such dismissal, removal or reduction is decided and accepted in conformity with such decision or until the time allowed for preferring any appeal has expired, as the case may be.

(viii) The absence of an Officer including a probationer from duty, whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he is otherwise fit, render him ineligible for appointment to a permanent or officiating vacancy in the higher class, category, grade or post which may fall vacant during his absence.

(ix) (a) An Officer except Dean, Registrar and Vice Chancellor appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period of one year provided that the appointing authority may extend in any individual case, the period of probation for another one year. The intention of extending the period of probation shall be intimated by the appointing authority to the concerned Officer in writing before the date of expiry of the probation period.

(b) Where the work of an Officer appointed on probation is not satisfactory, the appointing authority may (i) in the case of a person appointed to a higher post

revert him to the post held by him immediately before such appointment, (ii) the case of a person appointed by direct recruitment terminate his service without any notice.

(c) Every Officer appointed to a permanent post under the University shall, on satisfactorily completion of his period of probation, be eligible for confirmation of the post.

(x) (a) If an officer wishes to resign from service during the probation period he/she shall give notice in writing as per regulations to the appointing authority. If he fails to give such notice, the University shall recover salary from him in lieu of notice or the salary for the period notice falls short. Unless an Officers' service has been terminated during the probation period, the Head of the office / Department/School/Institution under whom the Officer is working, shall send to the appointing authority, at least one month before the date of expiry of the probation period, a report about the working and conduct of the Officer appointed as probationer with a definite recommendation for his confirmation in service or otherwise.

(b) If the University decides to relieve an Officer not confirmed in service, no notice or notice pay in lieu thereof shall be paid.

(xi) A confirmed Officer shall be required to give notice as per regulations in case he desires to be relieved from service or he/she shall pay to the University salary in lieu of such notice or salary for the period the notice falls short.

(a) If the University decides to relieve an Officer who is confirmed in service, notice to that effect shall be served on him as per regulations before the date which is to be relieved. In the absence of such notice, the University shall pay salary to him for that period.

(b) Termination of service by notice in case of a confirmed Officer shall be restored only when the post he holds ceases to exist and the University does not have suitable alternative post to offer him. Service of an Officer may be terminated on account of unsatisfactory work, misconduct etc, after establishing the same.

(xii) The Officer, before leaving the University, shall handover the charge of his post to duly authorized Officer, shall return to the University all books, apparatus furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarter, water/electric charges, loans and advances, if any. In case of default, the head of the Department/Office/School/institution in which he is employed shall recover the amount due to him from his dues payable to him by the University.

(xiii) Willful absence from duty may be treated as misconduct for the purpose of these rules. Absence without leaves, amounts to interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence is commuted in to extraordinary leave by the sanctioning authority.

(xiv) Special provisions for existing Officers:- All appointments, made in substantive capacity, prior to the commencement of these rules, shall be deemed to have been made under the provisions of these rules.

(xv) Record of Service:

The HR Department/institution shall maintain the following record of service of each officer in such form as may be prescribed:

(a) (i) Personal File

(ii) Service book

(iii) Annual Confidential Record (ACR) file

(b) (i) Separate personal file of every officer shall be maintained

(ii) The service book will contain service history of the officer from the date of his appointment and other important events of his career. The service book shall also contain a leave account of an officer's leaves, and the balance of such leaves in his credit.

(iii) Entries, in the service book of every Officer shall be authenticated by an officer authorized in this behalf by the Vice Chancellor.

(iv) Such authority of the University as may be prescribed by the University, shall report confidentially each year in the prescribed form on the performance, work and conduct of the officer who has

served under a particular officer for a particular period but not less than three months in the proceeding calendar year.

(xvi) Residuary Conditions of Service:- Any matter relating to the conditions of service of an Officer for which no provision is made in these rules shall be determined by Governing Body of the University.

(xvii) In the event of death of a University Officer while in service, a lump sum amount equal to the amount of leave salary admissible in respect of the earned leave and gratuity that may be due to the deceased Officer on the date of death may be paid to the nominee/the legal heir of the deceased Officer.

(xviii) Unless and otherwise distinctly provided for in these rules the whole time Officer will be treated to be at the disposal of the University whenever required. He/she can be put to any additional work without the claim for additional remuneration.

(xix) Lien: Unless in any case it be otherwise provided in these rules, an Officer on substantive appointment to any permanent post acquired a lien on that post and ceases to hold any lien previously acquired on any other post.

(xx) An Officer holding substantively a permanent post retains a lien on that Post:

(a) While performing the duties of that post

(b) While holding temporary post or officiating on another post elsewhere

(c) While on leave

(d) While on suspension

(xxi) (a) All eligible officers of the University, in regular service shall be entitled to the benefit of Employees Provident Fund, provided under the Employees Provident Fund and Miscellaneous Provision Act 1952 as amended from time to time.

(xviii) An Officer shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post and shall cease to draw them as soon as he leaves/is terminated from the job.

4. Pay and Allowances:

Scale of Pay: The scale of pay of the posts in cadre/cadres of Offices in University shall be such as may be prescribed from time to time by the Governing Body/The Chancellor considering the guidelines of the UGC.

(i) DA and Other Allowances: DA and Other Allowances as admissible under the term of the appointment shall be as fixed by the University, from time to time.

(ii) Initial Pay: Unless the appointing authority declares otherwise, an Officer shall, on his appointment to a post on a time scale of pay; draw pay at the minimum of the time scale or such initial pay as may be recommended by the selection committee and approved by Governing Body/Chancellor.

5. **Increment:**

(a) An annual increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority for unsatisfactory work or conduct. When it is proposed to withhold the annual increment of an officer, an order shall be passed imposing this penalty after the officer concerned has been given an adequate opportunity to make representation that he may desire to make or desire to be heard and such representation or submission has been taken into consideration.

(b) Date of Increment: The increment of University Officers may be admitted from the first of the month in which it would fall due under the operation of the normal rule and orders, relating to increments.

(c) The extra increment/increments will be granted to officers on the basis of performance and merits as per the regulation of university.

6. **Pay during Suspension:**

(a) An officer under suspension will be entitled during the period of suspension to draw a subsistence allowance as provided under the Regulations.

(b) No payment of subsistence allowance shall be made unless the Officer furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

(c) In case an Officer remains under suspension for a period exceeding six months and the progress of enquiry is not delayed due to default on the part of the suspended Officer, the competent authority may increase the subsistence allowance up to 75% of his pay. The allowance in that case will be based on such increased pay.

(d) An Officer who has been dismissed, removed or compulsorily retired or suspended, when re-instated, the authority competent to order the reinstatement, shall consider and make specific orders:-

i. Regarding the amount of pay and allowances, if any to be paid to the Officer for the period of absence from duty or for the period of suspension, and

ii. Whether or not the paid period shall be treated as period spent on duty.

7. **Special Pay and Honorarium:**

(a) The Governing Body/Chancellor may sanction special pay to an Officer in consideration (a) the especially arduous nature of duties, or (b) a special addition to the work or responsibility.

(b) The Chancellor or other authorities whom powers have been delegated under these rules may grant to an Officer an honorarium as remuneration for the work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.

8. **Retirement (Officers):**

(1) In the case of Officers of the University mentioned in the University Act, the appointment will be made as per procedure laid down in the Act. Such Officers will be appointed up to the age as prescribed in UGC guidelines.

(2) For positions where long and specialized experience is needed, a person may be appointed at any age up to 70 years, if he is medically fit, he may be given extension by the Vice Chancellor with the approval by the Chancellor.

(3) Officers other than those mentioned under clause (1) and (2) above shall retire from the University service upon attaining the age of 65 years. However an Officer may be given extension for period up to three year at a time (Extendable by another term of two years) on the recommendation of the Committee consisting of the following members and approved by the Chancellor subject to the condition that the person is physically fit.

a. Vice Chancellor

b. Registrar

c. Head of the Department/School/Office/Institute/Section under whom the person had been working

The Chancellor, on a report from the Vice Chancellor, will have the right to terminate the services of any officer during the re-employment/extension period, if the work / conduct of such officer is unsatisfactory or if the teacher/officer/employee is unable to perform his/her duty due to poor health.

While making such a recommendation's the Vice Chancellor will give appropriate opportunity to the concerned officer.

9. Leaves:

1. The officers of the University will be entitled to following types of leaves and vacations:

(i) Casual Leaves

(ii) Maternity Leaves

(iii) Compensatory Leaves

(iv) Winter and Summer Vacation

(v) Sabbatical / Academic Leave

1.1 The leave except maternity leave admissible to an officer in a year will be reckoned on academic session i.e. from 1st July to 30th June.

1. The Casual leaves of an officer cannot be attached with winter or summer vacation.
2. The part time officers are not eligible to avail any kind of leaves.
3. Residue of proportionate leave as on date of resignation can be taken by the officer during his/her resignation period.

(i) Casual Leaves:

a. The Officers of the University will be entitled to 13 days casual leaves and 3 optional leaves on academic session.

b. For grant of casual leave, the officer should apply one day in advance to the Competent Authority and get leave sanctioned. In case of emergency,

the concerned staff member should intimate the Competent Authority in the morning of the same day on phone and thereafter he/she is required to get the leave sanctioned after his/her rejoining of duty.

c. Half day casual leave (CL) will be given when he /she has worked minimum 4 hours on that day. This leave will be adjusted from CL account. Leave will be sanctioned after necessary arrangements of the assigned works.

(ii) Maternity Leaves

a. The maternity leave to a female officer may be granted up to 40 days with pay. The concerned officer will have to serve the University at least for one year after availing the Maternity leave. This benefit can be availed for a maximum of two times in the entire service.

b. The salary of maternity leave will be paid after one year of completion of joining the University after maternity leave period.

(iii) Compensatory Leaves

a. If an officer is on official duty for at least four hours holiday, he/she will be given half compensatory leave. If he/she performs at least eight hours duty then one compensatory will be given.

(iv) Winter and summer Vacations

a. Officers of the University will be entitled to 10 days winter vacation and 10 days summer vacation (with Sunday / holidays). However, Sunday / holidays either prefixed or suffixed will be counted.

b. 2 days extra leaves will be granted in case of travel of 500km distance (one way)

c. The person will apply leave at least one day before with necessary arrangements of assigned works.

d. These vacations can be taken in parts, subject to approval of competent authority and will not be accumulated. The special case may be considered by Vice Chancellor or Chancellor.

(v) Sabbatical Leave / Academic Leave

a. Sabbatical/Academic Leave not exceeding 3 months for PG and 6 months for Ph. D . / D. Sc. is admissible to an officer.

b. 50% of salary will be paid during leave and remaining 50% of salary will be paid after completion of PG/Ph. D. / D. Sc..

c. The officer should work minimum two years after completion of the course, In case of failure, he or she will pay back the amount as per policy of the university.

2. **Leave Encashment**

a. The casual leaves will not be carried forward. If an officer does not avail all the leaves in a year, he/she will get 60% leave encashment of the unavailed leaves in a year. This amount will be paid in account in the month of June paid July.

b. Leave Encashment can not to be given in case of lapsed Extra leaves (EL), Summer and Winter vacations. In the special may be considered by Vice Chancellor or Chancellor.

3. **Leave Travel Concession (LTC)**

After 10 years of regular service, an officer is entitled to LTC and for this, he/she can avail this facility every year and be paid Rs.7500/- in lump sum in month of December.

4. **General Leave Rules:**

(a) Casual Leave cannot be combined with any kind of leave. Casual leave not availed during any particular calendar year shall lapse at the end of that year and will not be carried forward.

(b) Leave is earned by the actual period of duty and it cannot be claimed as a right. In case of exigencies of service, leave of any kind may be refused or revoked at any time by the authority empowered to sanction leave. In case of refusal, reasons shall be recorded by the leave sanctioning authority.

(c) When an officer is recalled on duty before the expiry of the leave, he shall be entitled to be treated as on duty from the date he starts for the station of his duty and to draw travelling allowance to the headquarter. He will get leave salary for the period preceding the date on which he joins the duty.

(d) Leave begins from the date from which it is sanctioned and ends on the day on which sanctioned period of leave expires. Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

10. **Address while on leave:** Every University Officer, proceeding on leave shall record on his application for leave, the address at which he can be contacted during leave. Subsequent changes in address during leave, if any should likewise be intimated to the competent authority. He/she will also give his/her telephone/mobile number available with him/her during the period of leave.

11. **Absence after the Expiry of Leave:** An Officer who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.

12. **Leave Account:** A leave account in the form given in service book will be maintained for each officer.

13. **Other Incentive and Benefits**

(i) Concession during Ph.D/M.Phil.

- An officer of the University doing Ph.D. from Mandsaur University shall be entitled to concession in Tuition fees.

- 30% concession in tuition fee for Officer who will complete two years in Mandsaur University.
- If officer does not complete Ph. D. / M. Phil. then he or she will pay back the amount as per policy of the university.

(ii) Fee concession for wards of Officers

The Officer will be entitled to 25% concession on fee for their wards who study in Mandsaur University as may be notified for each session for male and female child subject to the condition that the ward of the employee should be passed in all subjects and maintain minimum 75% attendance in previous year.

- No concession will be given in the management quota seats if any. The amount of concession will be decided by the management from time to time.

(iii) Financial support and Duty leaves for paper presentation or participation in the Conference/ Seminar/ Workshop / Winter School etc.

- Financial support and Duty leaves will be granted to officers for attending or presenting papers in the Conference/ Seminar/ Workshop / Winter School etc.
- Maximum Rs. 25,000/- includes Registration and TA (AC II train or AC bus) only will be sanctioned per year (both semesters). 5 days OD will be given per semester.
- The duty leave can only availed with the prior sanction of the Competent Authority.
- These benefits will be given subject to the recommendation of a formed for the purpose and approval of the competent authority.

(iv) Employees Provident fund (EPF)

An officer shall be entitled to EPF benefits as per university rules.

(v) Travelling allowances, Daily Allowances, Hotel Charges and Other Miscellaneous expenses during outstation Duty

Every officer will be entitled for Travelling allowances, Daily Allowances, Hotel Charges and Other Miscellaneous expenses during outstation Duty as per university rules.

(vi) Group Insurance

Every Officer will be covered under group insurance as per University rules.

14. **Code of Conduct:**

Every Officer shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

i. An Officer shall attend regularly and punctually the office or the institution in which he/she is posted or assigned duty according to the timings fixed for his/her duties.

ii. During the hours fixed for his duties, he/she shall devote himself/herself diligently to his/her work and give full co-operation in all University work.

iii. He/she shall carry on his/her work with accuracy and responsible speed.

iv. He/she shall act with due courtesy with whom he/she comes in contact in the course of his/her duties.

v. He/she shall respect all lawful orders from superiors and carry them out faithfully.

vi. He/she shall ensure that the University property, articles, apparatus, money etc., in his/her charge are used with reasonable care, and prosper precautions are taken against any possible damage to them or loss to the University.

vii. He/she shall take care to see that contents of University papers, correspondence, file etc., of confidential nature are not divulged to unauthorized persons directly or indirectly.

viii. He/she shall not bid either in person or via agent in any auction of the University articles or to offer any tenders for any supply to the University or for carrying out any work of the University.

ix. Whether on duty or on leave or under suspension, he/she shall not without the previous permission of the Vice Chancellor engage in any trade or carry on, whether directly or indirectly business or use his/her positions as a University Officer to hold such business or undertaking.

x. Unless generally or specially empowered in his behalf, he/she shall not communicate directly or indirectly to outside persons or to the press any documents or information which has come to his/her possession in the course of his duties or has been prepared or collected by him/her in the course of these duties, whether from official source or otherwise.

xi. He/she shall not give evidence in his/her official capacity without the prior permission of the Vice Chancellor or other Competent Authorities.

xii. He/she shall not take part in or subscribe in or aid or assist in any way a movement organization or activity which tends to directly or indirectly create communal disharmony religious hatred and other activities intended to subvert the government established by law in the country or the state.

xiii. An Officer shall not show partiality in assessment of the students deliberately over marking / under marking or attempts at victimization on any ground.

xiv. An Officer shall not excite students against other students, colleagues or administration. This does not however, interfere with the rights of staff to express their differences on principles in seminars or other places where students are present.

xv. No Officer will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent through proper channel.

xvi. No Officers shall send his/her paper to the authorities without following proper channel.

xvii. No Officer shall bring or attempt to bring any outside influence to bear upon the authorities of his/her University to further his/her interest in respect of matters pertaining to his/her service in the University.

xviii. No Officer of the University shall apply for any other job/post/scholarship without the prior sanction/approval of the competent authority.

xix. No Officer shall absent himself/herself from his/her duties without having first obtained the permission of the authority provided in the leave rules.

xx. No Officer can join any course of study without obtaining prior approval of competent authority.

xxi. No Officer shall take part in any activity which in the opinion of the authorities is calculated to lead to indiscipline in the University/School.

15. Penalties, Appeals and Review

(i) **Suspension:**

(a) The appointing authority or any other authority empowered by the Governing Body/The Chancellor may place any Officer under suspension.

i. Where he/she has been found to have committed grave misconduct/misbehavior.

ii. Where disciplinary proceedings against him/her are contemplated or are pending or

iii. Where a case against him/her in respect of any-criminal offences has resulted in arrest or conviction.

(b) Officer who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours, shall be deemed to have been suspended with effect from the date of his detention, on order of the appointing authority and shall remain under suspension until further orders.

(c) Where the penalty of dismissal, removal or compulsory retirement from service imposed upon Officer under suspension is set aside in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other direction, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(d) An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made it or is deemed to revoke by the authority which made or deemed to have made it or by a superior authority.

(ii) **Penalties:** The following penalties may, for good and sufficient reasons, which shall be recorded, be imposed on an Officer.

Minor Penalties:

(a) Censure (with a copy on ACR)

(b) Withholding of increments or promotions with or without cumulative effect.

(c) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rule of the University or orders or directions of superior authorities.

Major Penalties:

(d) Reduction to a lower grade or post or to lower stage in a time scale of pay.

(e) Compulsory Retirement

(f) Removal from service, which shall not be a disqualification for future employment.

(g) Dismissal from service which shall be a disqualification for future employment.

(iii) **Disciplinary Authorities:**

(a) The appointing authority may impose on an Officer any of the penalties specified in sub clause 15(ii) (d), (e), (f) & (g).

(b) A competent authority as empowered by the Chancellor may impose on an Officer any of the penalties specified in sub clause 15(ii) (a), (b) and (c).

(iv) Authority to institute proceedings: The appointing authority or a competent authority empowered by it by a general or special order may institute disciplinary proceedings against an Officer.

(v) **Procedure for imposing major penalties:**

(a) No order imposing any of the penalties under 15 Sub Clause (ii) major penalties on the Officer shall be passed except after an enquiry held in the manner prescribed thereafter.

(b) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegations on which they are based, shall be communicated in writing to an Officer and he/she shall be required to submit,

with such time as may be specified by the disciplinary authority, a written statement indicating whether he/she admits the truth of all or any of the charges with what explanation or defense, if any, he/she has to offer and whether he/she desires to be heard in person:

Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in course of his/her defense.

(c) The Officer shall for preparing his/her defense be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused if, for reasons to be recorded in writing in the opinion of the disciplinary authority such records are not relevant for the purpose or it is against University/public interest to allow him/her access thereto.

(d) On receipt of the written statement of defense, or if no such statement is required for such of the charges, as are not admitted or if, it is considered necessary to do so, appoint a Board of enquiry or an enquiring authority for the purpose and where all the articles of charges have been admitted by the Officer in his/her written statement of defense, the disciplinary authority shall record the plea, sign and record and obtain the signature of the Officer thereon.

(e) If the delinquent Officer who has not admitted any of the articles of charges in the written statement of defense or has not submitted any written statement of defense appears before the enquiring authority, such authority shall ask him/her whether he is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charges, the enquiring authority shall record the plea, sign the record and obtain the signature of the Officer there on.

The enquiring authority shall return findings of the guilty in respect of these charges which the Officer pleads admitted.

(f) The disciplinary authority may nominate any person to present the case in support of the charge before the enquiry Officer. The delinquent Officer may present his case with the assistance of any other Officer of the University, but

cannot engage a legal practitioner unless the disciplinary authority, having regard to the circumstances of the case, so permits.

(g) (i) Where the delinquent Officer has pleaded not guilty of the charges, at the commencement of the enquiry, the enquiry officer shall ask the presenting officer appearing on behalf of the disciplinary authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent Officer. The enquiry officer on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the presiding officer, and also to the delinquent Officer or his assisting Officer who so ever may be present for cross examination. The presenting officer shall be entitled to re-examine the witnesses on any points, on which they have been cross-examined, but not on any new matter, without the permission of the enquiry officer. After the close of the prosecution evidence, the delinquent Officer shall be called upon to submit the list of the witnesses and the documents within 10 days which he would like to produce in his defense. The enquiry officer after considering the relevance of the witnesses and the documents shall summon only the relevant witnesses as and document and record the evidence thereof while giving opportunity to the presenting officer for cross examination and re-examination to the parties and then close the evidence. The enquiry Officer shall consider the relevance of the witnesses and the documents called for by both the parties and in case their refusal to summon any witnesses or documents, he shall record the reason in writing. The enquiry officer may also put such questions to the witnesses of the parties as it thinks fit in the interest of justice. An opportunity for hearing the argument shall be given to the parties.

(ii) The enquiry officer shall give a notice within 10 days of the order or within such further time not exceeding 10 days as the enquiry officer may allow, for the discovery or production of any documents which are in possession of the University but not mentioned in the list referred to in sub-clause (g) (i) of this rule.

Note: The Officer shall indicate the relevance of the documents required by him/her to be discovered or produced by the University.

The enquiry officer shall, on receipt of the notice for the discovery or production of documents forward the same or copies thereof to the authority in whose custody or possession the documents are kept with the requisition for the production of the document by such date as may be specified in such requisition.

Provided that the enquiry officer may for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case. One receipt of the requisition, every authority having the custody or possession of the requisitioned document shall produce the same before the Enquiry Officer.

Provided further that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the University, it shall inform the enquiry officer accordingly and the enquiry officer shall, on being so informed communicate the information to the delinquent Officer and withdraw the requisitions made by it for the production or discovery of such documents.

(h) At the conclusion of the enquiry, the enquiry officer shall prepare a report of the enquiry, recording its finding on each of the charges together with reasons thereof. If in the opinion of such authority the proceedings of the enquiry establish charge different from those originally framed, it may record findings on such charges provided that finding on such charges shall not be recorded unless the delinquent Officer has admitted the facts constituting them or has had an opportunity of defending himself against them.

(i) The record of enquiry shall include:-

(i) The charges framed against the Officer and the statement of allegations furnished to him.

(ii) His written statement of defense, if any

(iii) The oral evidence taken in the course of enquiry

(iv) The documentary evidence considered in the course of enquiry

(v) The order, if any, made by the disciplinary authority and the enquiry officer in regard to the enquiry, and

(vi) A report setting out of the findings on each charge and reasons thereof.

(j)

(i) The disciplinary authority shall, if it is not the enquiring authority, consider the record of the inquiry and record its findings on each charge.

(ii) The disciplinary authority may while considering the report of the enquiry officer for just and sufficient reasons to be recorded in writing demand the case for further enquiry in case it has reason to believe that he enquiry conducted had lacuna in some respect or the other.

(k) If the disciplinary authority with regard to its findings on the charges of the opinion that any of the penalties specified in 15 sub-clause ii (d), (e), (f) and (g).

(i) Furnish to the Officer a copy of the report of enquiry officer and where the disciplinary authority is not inquiring authority, a statement to be furnished together with brief reasons for disagreement if any, with the findings of the enquiry officer and

(ii) Give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a specified time such representation as he may wish to make on the proposed penalty. Provided that such representation shall be based on the evidence produced during the enquiry.

(l) If the disciplinary authority having regard to his findings is of the option that any of the penalties specified in 15 sub-clause ii (d), (e), (f) and (g) should be imposed, it shall pass appropriate orders in the case.

(m) Order passed by the authority shall be communicated to the Officer who shall also be supplied with a copy of the report of the enquiry officer and where the disciplinary authority is not the enquiry officer, a statement of its finding together with brief reasons for disagreement, if any, to him.

(vi) **Procedure for imposing minor penalties:**

Order imposing minor penalties specified in (15) sub clause ii (a), (b) and (c) shall be passed after following the procedure as mentioned below:

(i) A copy of the statement of allegations communicated to him/her.

(ii) A copy of the intimation, to the employee of the proposal to take action against him.

(iii)His/her representation, if any

(iv)The orders of the case together with the reasons there of.

(vii) **Joint Enquiry:**

(a) Where two or more Officers are concerned in any case, the Governing Body/Vice Chancellor may make an order directing that the disciplinary action against all of them may be taken in a common proceeding.

(b) In case of joint departmental enquiry, any one or more delinquent Officers fail/fails to appear without sufficient cause on the date fixed for the hearing of which he had the notice, the enquiry officer may proceed with the enquiry in the absence of such delinquent Officer.

(viii) Special Procedure in certain cases: Notwithstanding anything contained in these rules:-

(a) Where a penalty is imposed on a delinquent Officer on the ground of conduct which has led to his/her conviction on a criminal charge, or

(b) Where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or

(c) Where the disciplinary authority is satisfied that in the interest of the security of the University, it is not expedient to follow such procedure.

The disciplinary authority may consider the circumstances of the case and pass such orders as it deems fit.

(ix) **Appeals: Appeals against the order of suspension and imposing penalty:**

(a) In the case of an order which is applicable, the authority passing the order shall within a reasonable time give a certified copy of the order free of cost to the person against whom the order is passed.

(b) No appeal under these rules shall be entertained unless it is submitted within period of 60 days from the date on which the appellant receives a copy of the order appealed against. Provided that the appellate authorities may entertain that the appellant had sufficient cause for not submitting the appeal in time.

(x) **Forms and Contents of Appeal:**

(a) Every person submitting an appeal shall do so separately under his/her own name.

(b) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all materials statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be completed in itself.

(xi) **Submission of Appeals:** Every appeal shall be submitted through proper channel to the authority which made the order appealed against provided that a copy of the appeal may be submitted direct to the appellate authority.

(xii) **Withholding of the Appeal:-**

(a) The authority which made the order may withhold the appeal if:-

(i) It is an appeal against an order for which no appeal lies.

(ii) It does not comply with any of the provisions contained in (15) sub clause ix.

(iii) It is not submitted with period specified in (15) sub Clause ix(b) and no cause in shown for delay.

(b) Where an appeal is withheld, the appellant shall be informed of the fact and the reason thereof.

(c) A list of appeal, withheld by any authority shall be submitted to the appellant authority at the end of every quarter together with the reasons for withholding them.

(xiii) **Transmission of Appeal:**

(a) The authority which made the order shall, without any avoidable delay, transmit to the appellate authority every appeal which is not with held, together with its comments thereon and the relevant record.

(b) The authority to which the appeal lies may direct transmission to it of any appeal under (15) sub clause xii and thereupon such appeal be transmitted to the authority withholding the appeal and the relevant records.

(xiv) **Consideration of Appeal:**

(a) In an appeal against an order or suspension, the appellate authority shall consider whether on having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(b) In case of an appeal against an order imposing any of the penalties specified in (15) sub clause (ix), the appellate authority shall consider:-

(i) Whether the procedure prescribed in these rules has been complied with and if not, whether such non-compliance has resulted in violation of any provisions or in failure of justice.

(ii) Whether the facts on which the order was passed have been established.

(iii)Whether the penalty imposed is excessive, adequate or inadequate provided that:

(1) The appellate authority shall not impose any enhanced penalty which made such authority nor is the authority which made the order appealed against competent authority in the case to impose.

(2) No order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty, and

(3) If the enhanced penalty which the appellate authority propose to impose is of the penalties specified in the (15) sub clause ii (d), (e), (f) and (g) (major penalties) and an inquiry has not been already held in the case, the appellant authority shall itself hold such inquiry or direct that such inquiry to be held and thereafter on consideration of the proceedings of such enquiry and after giving the appellant an

opportunity of making any representation which he may wish to make against any such penalty, pass such order as it may deem fit.

(xv) **Implementation of order in appeal:-** The authority which made an order appealed against shall give effect to the order of appellate authority.

(xvi) **Revision and Review:**

(a) Notwithstanding anything contained in these rules, the Vice Chancellor; or the appellate authority, within six months of the orders proposed to be reviewed may at any time either on its own motion or otherwise call for the records of any inquiry and review an order made under these rules for which an appeal lie but for which no appeal has been preferred or for which no appeal lies and may:-

(i) Confirm, modify or set-aside orders, or

(ii) Confirm, reduce, enhance or set-aside the penalty imposed by the order or impose any penalty where no penalty has been imposed or

(iii)Remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider in the circumstances of the case, or pass such order as it may deem fit, provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the officer concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in (15) sub clause ii (d), (e), (f) and (g) or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a reasonable opportunity to the Officer concerned of showing cause against the penalty proposed on the evidence produced during enquiry.

(b) An application of review shall be dealt with in the same manner as if it was appealed under these rules.

(xvii) **Chancellor's Power to Review:-** Notwithstanding anything contained in these rules the Chancellor may within one year from the date of special order sought to

be reviewed on his own motion or otherwise, after calling for the records of the case review any order made under these rules and where considered necessary:-

(a) Confirm, modify or set aside the order

(b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.

(c) Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proper in the circumstances of the case; or

(d) Pass such orders as he deems fit; provided that:-

An order imposing or enhancing a penalties specified in (15) sub clause ii (d), (e), (f) and (g), in case where an inquiry has not been held, he shall direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the officer an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

(xviii) Notwithstanding anything given in all the statues, nothing in the statutes would restrict the powers of the Chancellor, as given in the Act.

STATUTE NO. - 8

SERVICE AND CONDUCT RULES FOR THE TEACHERS OF THE UNIVERSITY

1) **Title of the Rules:**

(i) Short Title: Service Conditions and Conduct Rules for Teachers.

(ii) Commencement: These rules shall come into force from the date these are notified.

(iii) Extent of Application: These rules shall apply to all Teachers of the University.

(iv) Power to alter or amend: The Governing Body may make such rules or orders, relax the provisions of these rules in such manner as may appear to it to be just and equitable.

2) **Definitions:**

Words and expressions used in the statute shall have the meanings unless the context otherwise requires:

i) "Act" means Mandsaur University Act 2015 (Madhya Pradesh Act No. 17 of 2015).

ii) "Appointing Authority" means the authority empowered by the University to make substantive / regular appointment.

iii) "Cadre" means the strength of the University service or part of service sanctioned as a separate unit.

iv) "Governing Body" means Governing Body (GB)

v) "Board" means Board of Management (BOM) of the University.

vi) "Competent Authority" means Authority to whom powers by or under the Act or Statute are delegated. The Governing Body (GB) may declare any of its Officer/Teacher/Employee as competent authority and delegate to him/her, such powers subject to such conditions as it may impose any power under these rules. When any power is not delegated to any one, the "Competent Authority" means the Governing Body (GB).

vii) "Compensatory Allowance" means an allowance granted to the Teachers to meet personal expenditure necessitated by the circumstances in which duty is performed. It also includes the travelling allowance also.

viii) "Disciplinary Authority" for the purpose of the imposition of major or minor penalty on Teacher means the appointing authority or to whom such powers have been delegated.

ix) "Duty" includes (a) service on probation, (b) Joining time, (c) A course instruction or training in India or abroad, especially approved as duty by the competent authority.

x) "Fee" means recurring or non-recurring payment to Teachers from a source other than the funds of the University, whether made directly or indirectly through any intermediary of the University.

xi) "Foreign Service" means service in which teachers receive their pay with the approval of the University from a source other than funds of the University.

xii) "Honorarium" means recurring or non-recurring payment granted to Teachers from the funds of the University as remuneration for special work of the occasional or intermittent nature.

xiii) "Joining Time" means the time allowed to a Teacher to join a new post or to travel from a station to which he is posted.

xiv) "Leave Salary" means the monthly amount paid by the University to a Teacher who is on leave.

xv) "Lien" means the title of Teacher to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including tenure post, to which he has been appointed substantively.

xvi) "Officiating" means an arrangement, when a Teacher officiates on a post on which another person holds lien and may also include officiating on a vacant post on which no Teacher holds lien.

xvii) "On Probation" means a person appointed on a vacant post for determining his suitability for eventual confirmation on that post.

xviii) "Probationer" means a person appointed on probation on or against substantive vacancy without holding any post.

xix) "Selection Committee" means a committee constituted for selection of Teacher by the Competent Authority.

xx) "Substantive Appointment" means the appointment of a Teacher on a permanent post and on which he acquires a lien.

xxi) "Statutes" means the statutes of the University governing matter of policy procedure etc.

xxii) "Teachers" means teacher of the University as mentioned in the Act and Statute.

xxiii) "University" means Mandsaur University , Mandsaur.

xxiv) "Pay" means (i) Monthly pay which is authorized by the University to a Teacher in a pay scale for which he is entitled on account of his appointment. The pay which he would be entitled to draw on monthly basis in his regular grade of the cadre other than all allowances. It will include:

a. Basic Pay
b. Grade Pay
c. Special pay and personal pay, and
d. Any other emolument which may be specially classed as pay by the Governing Body.

xxv) "Salary" means the pay including prescribed allowances.

xxvi) "Office" means a post under the University cadre.

xxvii) "Presumptive Pay" means the pay to which a Teacher would be entitled if he held the post substantively and was performing its duties; it does not include special pay.

xxviii) "Month" means a calendar month. In calculating a period expressed in terms of month and days, complete calendar months should be calculated and the odd number of days added there to.

xxix) "Age" means the number of years, months and days calculated from the date of birth of a teacher as per records of the University.

xxx) "Holiday" means:

(b) A holiday prescribed by or under the Negotiable Instruments Act and

(c) In relation to any particular Unit, place or school, a day on which such office at such place or the school is ordered to be closed by the Chancellor for transaction of University business without reserve or qualifications.

xxxi) "Tenure Appointment" means a permanent post which an individual Teacher may not hold for more than a limited period.

xxxii) "University Statement" means the statement as recommended by the Governing Body and approved by the Chancellor.

SERVICE CONDITIONS

3) General Conditions of Service:

(i) Unless otherwise provided in the rules or the orders of the University, for recruitment to any post, the minimum age for entry into University service shall not be less than 18 years for a Teacher.

a. The age of the teacher shall be determined with the entry made in the High School Certificate, or School Leaving Certificate. In case the person appointed in the University is on such post, whose minimum qualification is not High School and or the person does not have a High School certificate then the date of birth indicated in the certificate issued by the municipality or Panchayat School according to the entry made in their respective record may be accepted. If no date of birth is known, and only month is known the date of birth shall be treated as 15th of that month.

b. In case no documentary evidence regarding the date, month/year of birth of the person is available, then a date of birth on the basis of an affidavit from the person may be accepted subject to the satisfaction of the Chancellor.

(ii) Categories of the posts under the University shall be as specified by the competent authority from time to time.

(iii) Grades and allowances for various posts shall be as specified by the competent authority from time to time.

(iv) The qualification for appointment to various posts in the University shall be as determined by be competent authority from time to time.

(v) Recruitment/Appointment of teachers to various posts in the University shall be made in any of the following manners as prescribed / decided by the competent authority.

a. By Direct Appointment after advertising the vacancy

b. By Promotion
c. By Transfer / Deputation
d. On Contact / As Consultant
e. By Outsourced entity

(vi) Every person at the time of appointment in the University will have to submit Medical Fitness Certificate, by the Medical Officer approved by the University.

(vii) When a Teacher has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby shall be substantively filled to the prejudice of such person until the appeal, if any preferred by him against such dismissal, removal or reduction is decided and accept in conformity with such decision or until the time allowed for preferring any appeal has expired, as the case may be.

(viii) The absence of a Teacher including a probationer from duty, whether on leave or on foreign service or on deputation and who a lien on a post, shall not, if he is otherwise fit, render him ineligible for appointment to a permanent or officiating vacancy in the higher class, grade or post which may fall vacant during his absence.

(ix) (a). A teacher appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period of one year provided that the appointing authority may extend in any individual case, the period of probation by another one year. The intention of extending the period of probation shall be intimated by the appointing authority to the concerned Officer/Teacher/Employee in writing before the date of expiry of the probation period.

(b). Where the work of a Teacher, appointed on probation is not satisfactory, the appointing authority may (i) in the case of a person appointed to a higher post revert him to the post held by him immediately before such appointment, (ii) in the case of a person appointed by direct recruitment terminate his service without notice

(c). Every Teacher appointed to a permanent post under the University shall, on satisfactory completion of his period of probation, be eligible for confirmation on the post.

(x) (a)If a Teacher wishes to resign from service during the probation period, he/she shall give notice as per regulation in writing to the appointing authority. If he fails to give such notice, the University shall recover salary from him in lieu of notice or the salary for the period notice falls short. Unless a Teacher's service has been terminated during the probation period, the Head of the office or the institution under whom the teacher is working, shall send to the appointing authority, at least one month before the date of expiry of the probation period, a report about the working and conduct of the Teacher appointed as probationer, with a definite recommendation for his confirmation in service or otherwise.

(b)If the University decides to relieve a Teacher, not confirmed in service, no notice or notice pay in lieu thereof shall be paid.

(xi) A confirmed Teacher shall be required to give notice as per regulations in case he desires to be relieved from service or he/she shall pay to the University salary in lieu of such notice or salary for the period the notice falls short.

(xii) (a) If the University decides to relieve a Teacher who is confirmed in service, a notice to that effect shall be served on him as per regulations before the date on which he is to be relieved. In the absence of such notice the University shall pay to him salary for that period.

(b) Termination of service by notice in case of confirmed Teacher shall be resorted to only when the post he holds ceases to exist and University does not have suitable alternative post to offer him. Service of Teacher may be terminated on account of unsatisfactory work, misconduct etc, after establishing the same.

(xiii) Teacher, before leaving the University, shall handover the charge of his post to a duly authorized Teacher and shall return to the University all books, apparatus, furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances, if any. In case of default, the

head of the institution in which he is employed shall recover the amount due to him from his dues payable to him by the University.

(xiv) Willful absence from duty may be treated as misconduct for the purpose of these rules. Absence without leave, amounts to interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence is commuted into extraordinary leave by the sectioning authority.

(xv) Special provision for existing Teachers: All appointments, made in substantive capacity, prior to the commencement of these rules, shall be deemed to have been made under the provisions of these rules.

(xvi) Record of Service:

The HR Department/institution shall maintain the following record of service of each employee in such form as may be prescribed:

a)

i) Personal File

ii) Service Book

iii) Annual Confidential Record (ACR) File

b)

i) Separate personal file of every teacher shall be maintained.

ii) The service book will contain service history of the teacher from the date of his appointment and other important events of his career. The service book shall also contain a leave account of an employee's leaves, and the balance of such leaves in his credit.

iii) Entries, in the service book of every Teacher shall be authenticated by an officer authorized in this behalf by the Vice Chancellor.

iv) Such authority of the University as may be prescribed by the University, shall report confidentially each in the prescribed CR form on the performances, work and conduct of the teacher who has served under a particular officer for a particular period but not less than three months in the preceding calendar year.

(xvii) Residuary Conditions of Service:

Any matter relating to the conditions of service of Teacher for which no provision is made in these rules shall be determined by Governing Body of the University.

(xviii) In the event of death of a University Teacher while in service, a lump sum amount equal to the amount of leave salary admissible in respect of the earned leave and gratuity that may be due to the deceased Teacher on the date of death may be paid to the nominee/the legal heir of the deceased Teacher.

(xix) Unless and otherwise distinctly provided for in these rules, the whole time Teacher will be treated to be at the disposal of the University whenever required. He/she can be put to any additional work without the claim for additional remuneration.

(xx) Lien: Unless in any case it be otherwise provided in these rules, Teacher on substantive appointment to any permanent post acquires a lien on that post and ceases hold any lien previously acquired on any other post.

(xxi) A Teacher holding substantively a permanent post retains a lien on that post:

a. While performing the duties of that post
b. While holding temporary post or officiating on another post elsewhere
c. While on leave
d. While on suspension

(xxii) All eligible teachers of the University, in regular service shall be entitled to the benefit of Employees Provident Fund, provided under the Employees Provident Fund and Miscellaneous Provision Act 1952 as amended from time to time and as adopted by the University (approved scheme).

(xxiii) All eligible Teachers of the University shall be entitled to the benefit of Employees State Insurance provided under the Employees State Insurance Act 1948 as amended from time to time and as adopted by the University (approved scheme).

(xxiv) Teacher shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post and shall cease to draw them as soon as he leaves/is terminated from the job.

4) Pay and Allowances:

i. Scale of Pay: The Scale of pay of the posts in cadre/cadres of Teaching in University shall be such as may be prescribed from time to time by Governing Body headed by the Chancellor considering the guidelines of the UGC.

ii. DA and Other Allowances: DA and Other Allowances as admissible under the term of the appointment shall be as fixed by the University, from time to time.

iii. Initial Pay: Unless the appointing authority decides otherwise, a Teacher shall, on his appointment to a post on a time scale of pay; draw pay at the minimum of the time scale or such initial pay as may be recommended by the selection committee and approved by Governing Body/Chancellor.

5) Increment:

i) An annual increment shall ordinarily be drawn as a matter of course unless it is withheld by the competent authority for unsatisfactory work or conduct. When it is proposed to withhold the annual increment of an employee, an order shall be passed imposing this penalty after the employee concerned has been given an adequate opportunity to make representation that he may desire to make or desire to be heard, and such representation or submission has been taken into consideration.

ii) Date of Increment: The increment of University Teachers may be admitted from the first of the month in which it would fall due under the operation of the normal rules and orders, relating in increments.

iii) The extra increment/increments will be granted to teachers on the basis of performance and merits as per regulation of university.

6) Pay during Suspension:

i) A Teacher under suspension will be entitled during the period of suspension to draw a subsistence allowance as provided under the Regulations.

ii) No payment of subsistence allowance shall be made unless the Teacher furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

iii) In case a Teacher remains under suspension for a period exceeding six months and the progress of enquiry is not delayed due to default on the part of the suspended Teacher, the competent authority may increase the subsistence

allowance up to 75% of his pay, subject to the approval of the Chancellor. The allowance in that case will be based on such increased pay.

iv) A Teacher who has been dismissed, removed or compulsorily retired or suspended, when re-instated, the authority competent to order the reinstatement shall consider and make specific orders:-

- Regarding the amount of pay and allowances, if any to be paid to the Teacher for the period of absence from duty or for the period of suspension, and
- Whether or not the paid period shall be treated as period spent on duty.

7) Special Pay and Honorarium:

i) The Governing Body/Chancellor may sanction special pay to a Teacher in consideration of (a) the especially arduous nature of duties, or (b) a special addition to the work or responsibility.

ii) The Chancellor or other authorities whom powers have been delegated under these rules may grant to a Teacher an honorarium as remuneration for the work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.

8) Retirement:

i) **On attaining age of superannuation (Teacher):**

a. A Teacher shall retire from the University service upon attaining the age of 70 years. Provided he is recommended on attaining the age of 65 years, by an Assessment Committee appointed by the Vice Chancellor.

i) Provided further, that if the committee is not satisfied with the performance of a teacher, he will retire on attaining the age of 65 years.

ii) Except as otherwise provided in these rules, the date of retirement of University Teachers shall be 31st December in case of teachers attaining the age of superannuation during July to December and 30th June in case of teachers attaining the age of superannuation during January to June. However, a teacher may be given extension for a period up to three years at a time (extendable by another two years) on the recommendation of the

Committee consisting of the following members and approved by the Chancellor subject to the condition that the person is physically fit.

1. Vice Chancellor
2. Dean Academics
3. Director of the Concerned School

iii) A visiting Professor, Professor of Eminence or Emeritus Professor can be associated with the University desires to take the benefit of his/her services.

iv) The Chancellor, on a report from the Vice Chancellor, will have the right to terminate the services of any teacher/officer/employee during the re-employment/extension period, if the work/conduct of such a teacher/officer/employee is unsatisfactory or if the teacher/ officer/ employee is unable to perform his/her duty due to poor health.

v) While making such a recommendation the Vice Chancellor will give appropriate opportunity to the concerned employee.

9) Leave:

1. The teachers of the university will be entitled to following types of leaves and vacations:

(i) Casual leaves

(ii) Maternity leaves

(iii) Compensatory leaves

(iv) Summer vacation and Winter vacation

(v) Duty leaves

(vi) Sabbatical Leave / Academic Leave

1.1 The leave except maternity leave admissible to an officer in a year will be reckoned on academic session i.e. from 1st July to 30th June.

(i) The part time staff members are not eligible to avail any kind of leaves.

(ii) Residue of proportionate leave as on date of resignation can be taken by the staff members during his/her resignation period.

(i) Casual leaves

a. During probation period a teacher will be entitled to 12 days leaves in a year. However after confirmation teaching staff will be entitled to 13 days Casual Leaves and 3 Optional Leaves (OL) in a year.

b. The casual leaves of the staff cannot be attached with summer vacation or winter vacation.

c. For grant of casual leave, the teaching employee should apply in advance to Competent Authority and get the leave sanctioned failing which he/she will be marked absent without leave. In case of emergency, the concerned staff member should intimate the Competent Authority in the morning of the same day on phone and thereafter he/she is required to get the leave sanctioned after his/her rejoining of duty.

d. Half day casual leave (CL) will be granted to a teaching employee who has completed one year in service. This leave will be given when he /she has worked for minimum 4 hours on that day. This leave will be adjusted from CL account. Leave will be sanctioned after necessary arrangements of the assigned works.

(ii) Maternity Leaves

a. The maternity leave to a female staff member after two years of service may be granted up to 40 days with pay. The concerned staff member will have to serve the University at least for one year after availing the Maternity leave. This benefit can be availed for a maximum of two times in the entire service.

b. The salary of maternity leave will be paid after one year of completion of joining the University after maternity leave period.

(iii) Compensatory Leaves

a. If a teaching employee is on official duty at least for four hours on Holiday, he/she will be given half compensatory leave. If he/she performs at least eight hours duty, then one compensatory leave will be given.

(iv) Summer Vacations & Winter Vacations

a. Teacher of the University will be entitled to 10 days winter vacation 10 days summer vacation (with Sunday / holidays) after confirmation. However, Sunday / holidays prefixed or suffixed will be counted.

b. 2 days extra leaves will be granted in case of travel of 500km distance (one way)

c. The person will apply leave at least one day before with necessary arrangements of assigned works.

d. These vacations can not be taken in parts and will not be accumulated.

(v) Duty Leaves:

a. Every teaching employee will be entitled duty leave for practical viva / duty assigned by the University, as per university rules.

(vi) Sabbatical Leave / Academic Leave

a. Sabbatical/Academic Study not exceeding 3 months for PG and 6 months for Ph. D . / D. Sc. s admissible to a faculty member after 10 years of service.

b. 50% of salary will be paid during leave and remaining 50% of salary will be paid after completion of PG/Ph. D. / D. Sc..

c. The faculty should work minimum two years after completion of the course, In case of failure, he or she will pay back the amount as per policy of the university.

2. Leave Encashment

a. The casual leaves will not be forwarded, If a teacher does not avail all the leaves in a year. He/she will get 60% leave encashment of the unavailed leaves in a year subject to the condition that he/she should have completed at least 2 year service. This amount will be paid in account in month of June paid July.

b. Leave Encashment not to be given in case of lapsed Extra leaves (EL), Summer and Winter vacations. The special may be considered by competent authority.

3. Leave Travel Concession (LTC)

After 10 years of regular service, a teacher is entitled to LTC and for this, he/she can avail this facility every year and be paid Rs.5000/- in lump sum in month of December.

4. **General Leave Rules:**

a. Casual leave cannot be combined with any kind of leave. Casual leave not availed of during any particular calendar year shall lapse at the end of that year and will not be carried forward.

b. Leave is earned by the actual period of duty and it cannot be claimed as a right. In case of exigencies of service, leave of any kind, may be refused or revoked at any time by the authority empowered to sanction leave. In case of refusal, reasons shall be recorded by the leave sanctioning authority.

c. When an Teacher is recalled on duty before the expiry of the leave, he shall be entitled to be treated as on duty from the date he starts for the station of his duty and to draw travelling allowance to the headquarter. He will get leave salary for the period proceeding the date on which he joins the duty.

d. Leave begins from the date from which it is sanctioned and ends on the day on which sanctioned period of leave expires. Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

10) **Address while on leave:** Every University Teacher proceeding on leave shall record on his application for leave, the address at which he can be contacted during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority. He/She will also give his/her telephone/mobile number available with him/her during the period of leave.

11) **Absence after the Expiry of Leave:** A Teacher who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.

12) **Leave Account:** A leave account in the form given in service book will be maintained for each Teacher.

13) **Other Incentive and Benefits**

i. Concession during Ph.D/M.Phil.

- A teaching employee of the University doing Ph.D. from Mandsaur University shall be entitled to concession in Tuition fees, as under:

  (a) 10% concession in tuition fee for faculty with a service in Mandsaur University from 1-3 years. (After one year of service)

  (b) 20% concession in tuition fee for faculty with a service in Mandsaur University from 3-5 years.

  (c) 30% concession in tuition fee for faculty with a service more than 5 years in Mandsaur University.

  (d) 40% concession in tuition fee for faculty with a service more than 7 years in Mandsaur University.

- The concession will be applicable to faculty upto maximum three years in case of Ph.D. and one and half years in case of M.Phil..
- he teaching employee should work for minimum two years after completion of the course. In case of failure, he or she will pay back the amount as per policy of the university.
- If teaching employee does not complete Ph. D. / M. Phil. then he or she will pay back the amount as per policy of the university.

ii. Fee concession for wards of teacher

a. Any teaching employee after 2 year of service will be entitled to 25% concession on fee for their wards who studies in Mandsaur University as may be notified for each session for male and female child subject to the condition that the ward of the employee should have passed in all subjects and maintain minimum 75% attendance in previous year.

b. No concession will be given in the management quota seats, if any. The amount of concession will be decided by the management from time to time.

iii. Financial support and Duty leaves for paper presentation or participation in Seminars/Workshops etc.

(a) Financial support and Duty leaves will be granted to teaching faculty with 1 year of experience in the University for attending or presenting papers in the Conference/ Seminar/ Workshop / Winter School etc. organized by university / Institute / organization. The category wise benefits are as under:-

a. Maximum Rs. 15,000/- includes Registration and TA (AC II train or AC bus)only will be sanctioned per year (both semesters). 5 days OD will be given per semester to professors of the university

b. Maximum Rs. 10,000/- includes Registration and TA (AC III tier train or AC bus) only will be sanctioned per year (both semesters). 5 days OD will be given per semester to Associate Professors of the university.

c. Maximum Rs. 5,000/- includes Registration and TA (Sleeper train or bus) only will be sanctioned per year (both semesters). 3 days OD will be given per semester to Assistant Professors and Research Associates of the university.

(b) The financial support and duty leave can only availed only with the prior sanction of the Competent Authority.

iv. Employee Provident Fund (EPF)

A teaching employee shall be entitled to EPF benefits as per university rules.

v. Travelling allowances, Daily Allowances, Hotel Charges and Other Miscellaneous expenses during outstation Duty

Every teaching employee will be entitled for Travelling allowances, Daily Allowances, Hotel Charges and Other Miscellaneous expenses during outstation Duty as per university rules.

vi. Group Insurance

Every teaching employee will be covered under group insurance as per University rules.

14) Terms & Conditions for under probation

A teacher will be on probation for a period of one year or as per provisions of the Regulation. The period of probation can be extended by another one year. The service of a teacher on probation can be terminated at any time on the ground of his work and conduct being no satisfactory. If an employee on probation wishes to resign from service, he shall have to give one months notice in writing to the university. If the employee fails to give such a notice, the university shall recover one month's salary or salary for the period by which the notice falls short of one month in lieu of such notice unless otherwise directed by the appointing authority.

15) Code of Conduct

Every teacher shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

(i) A Teacher shall attend regularly and punctually the office or the institution in which he posted or assigned duty according to the timings fixed for his/her duties.

(ii) During the hours fixed for his duties, he/she shall devote himself/herself diligently for his/her work and give full co-operation in all University work.

(iii) He/she shall carry on his/her work with accuracy and reasonable speed.

(iv) He/she shall act with due courtesy with whom he comes in contact in the course of his/her duties.

(v) He/she shall respect all lawful orders from superiors and carry them out faithfully.

(vi) He/she shall ensure that the University property, articles, apparatus, money etc. in his/her charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.

(vii) He/she shall take care to see that the contents of University papers, correspondence, files etc., of confidential nature are not divulged to unauthorized persons directly or indirectly.

(viii) He/she shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders for any supply to the University or for carrying out any work of the University.

(ix) Whether on duty or on leave or under suspension, he/she shall not without the prior permission of the Vice Chancellor engage in any trade or carry on, whether

directly or indirectly business or undertaking or use his/her position as a University Teacher to hold such business or undertaking.

(x) Unless generally or specially empowered in this behalf, he/she shall not communicated directly or indirectly to outside persons or associations or to the press any documents of information which has come to his/her possession in the course of his duties or has been prepared or collected by him/her in the course of these duties, whether from official sources or otherwise.

(xi) He/she shall not give evidence in his official capacity without the previous permission of the Vice Chancellor or other Competent Authorities.

(xii) He/she shall not take part in or subscribe in or aid or assist in any way a movement organization or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.

(xiii) A Teacher shall perform his/her academic duties such as preparation/lecture, demonstration, assessment, guidance, invigilation etc. and will work diligently and sincerely.

(xiv) A Teacher shall not show partiality in assessment of the students deliberately over marking/under marking or attempts at victimization on any ground.

(xv) No Teacher will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media. The same may be sent through proper channel

(xvi) No Teacher shall send his/her paper to the authorities without following proper channel.

(xvii) No Teacher shall bring or attempt to bring any outside influence to bear upon the authorities of his/her University to further interest in respect of matters pertaining to his/her service in the University.

(xviii) No Teacher of the University shall apply for any other job/post/scholarship without the prior sanction/approval of the competent authority.

(xix) No Teacher shall absent himself/herself from his/her duties without having first obtained the permission of the authority provided in the leave rules.

(xx) No Teacher can join any course without obtaining prior approval of competent authority.

(xxi) No Teacher shall take part in any activity which in the opinion of the authorities is calculated to lead to indiscipline in the University/School.

(xxii) No Teacher shall take part in subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union or to disturb public peace.

(xxiii) A Teacher offering himself/herself for election to Parliament/State Legislature shall have to resign from service: provided that on the date, the nomination of the teacher for election of the Parliament/State Legislature is accepted, he would be deemed to have automatically vacated his office, even if he had not resigned or his resignation has not been accepted.

(xxiv) No Teacher shall, except with previous sanction of the Vice Chancellor, engage directly or indirectly in any trade, occupation or business or undertake any employment. No employee shall appear in any examination without obtaining prior permission of the Vice Chancellor; with the recommendation of Director of the School provided that a teacher may without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a Literacy, artistic or scientific character, subject to condition that his official duties do not thereby suffer, but he shall not undertake or shall not undertake or shall discontinue such work, if so directed by the Principal of his college, and in case of the Principal if he directed by the Governing Body/Chancellor.

(xxv) Save in exceptional circumstances, no teacher shall absent himself/herself from his duties without having first obtained the permission of the authority provided in the leave rules.

(xxvi) Every teacher shall at all the times maintain absolute integrity and devotion in duty.

(xxvii) Every Teacher shall abide by and comply with the rules of the college and all orders and directions of his authorities issued from time to time.

(xxviii) Every Teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the discharge of his/her duties.

16) Penalties, Appeals and Review

i) Suspension

a. The appointing authority or any other authority empowered by the Governing Body/The Chancellor may place any Teacher under suspension.

I. Where he/she has been found to have committed grave misconduct/misbehavior

II. Where disciplinary proceedings against him/her are contemplated or rare pending OR

III. Where a case against him/her in respect of any criminal offence has resulted in arrest of conviction.

b. Teacher who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours, shall be deemed to have been suspended with effect from the date of his detention, on order of the appointing authority and shall remain under suspension until further orders.

c. Where the penalty of dismissal, removal or compulsory retirement from service imposed upon Teacher under suspension is set aside in appeal or on review under these rules and the case is remitted for further enquiry action or with any other direction, the order of his suspension shall be deemed to have continued in force on and from the date of the original order or dismissal, removal or compulsory retirement and shall remain in force until further orders.

d. An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made it or is deemed to revoke by the authority which made or deemed to have made it or by a superior authority.

ii) Penalties: The following penalties may, for good and sufficient reasons, which shall be recorded, be imposed or a Teacher.

Minor Penalties:

a. Censure (with a copy of ACR)

b. Withholding of increments or promotions with or without cumulative effort

c. Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of the rule of the University or orders or directions of superior authorities.

Major Penalties:

d. Reduction to a lower grade or post or to lower stage in a time scale of pay

e. Compulsory Retirement

f. Removal from service, which shall not be a disqualification for future employment

g. Dismissal from service which shall be a disqualification for future employment

iii) **Disciplinary Authorities:**

a) The appointing authority may impose on an Teacher any of the penalties specified in section 16 (ii) (heading) Minor penalties

b) A competent authority as empowered by the Chancellor may impose on a Teacher any of the penalties specified in section 16 (ii) – (Heading) Major penalties & (heading) Minor penalties.

iv) **Authority to Institute proceedings:** The appointing authority or a competent authority empowered by it by a general or special order may institute disciplinary proceedings against a Teacher.

v) **Procedure for imposing major penalties:**

a. No order imposing any of the penalties under 16, Sub Clause (ii) major penalties on the Teacher shall be passed except after an enquiry held in the manner prescribed hereafter.

b. The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegation on which they are based, shall be communicated in writing to an Teacher and he/she shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement indicating whether he/she admits the truth of all or any of the charges with what explanation or defense, if any, he/she has to offer and whether he/she desires to be heard in person.

Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in the course of his/her defense.

c. The Teacher shall for preparing his/her defense be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused if, for reasons to be recorded in writing in the opinion in the disciplinary authority such records are not relevant for the purpose or it is against University/Public interest to allow him/her access thereto.

d. On receipt of the written statement of defense, or if no such statement is required for such of the charges, as are not admitted or if, it is considered necessary to do so, appoint a Board or inquiry of an enquiring authority for the purpose and where all the articles of charges have been admitted by the Teacher in his/her written statement of defense, the disciplinary authority shall record the plea, sign and record and obtain the signature of the Teacher thereon.

e. If the delinquent teacher who has not admitted any of the articles of charges in the written statement of defense or has not submitted any written statement of defense appears before the enquiring authority, such authority shall ask him/her whether he is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charges, the enquiring authority shall record the plea, sign the record and obtain the signature of the Teacher there on. The enquiring authority shall return findings of guilty in respect of these charges which the teachers plead admitted.

f. The disciplinary authority may nominate any person to present the case in support of charge before the enquiry officer. The delinquent Teacher may present his case with the assistance of any other Teacher of the University, but cannot engage a legal practitioner unless the disciplinary authority, having regard to the circumstances of the case, so permits.

g. (i) Where the delinquent teacher has pleaded not guilty of the charges, at the commencement of the enquiry, the enquiry officer shall ask the presenting

officer appearing on behalf of the disciplinary authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent teacher. The enquiry officer on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the presiding officer, and also to the delinquent Teacher or his assisting teacher whosoever may be present for cross examination. The presenting officer shall be entitled to re-examine the witnesses on any points, on which they have been cross-examined, but not on any new mater, without the permission of the enquiry officer. After the close of the prosecution evidence, the delinquent teacher shall be called upon to submit the list of the witnesses and the documents within 10 days which he would like to produce in his defense. The enquiry officer after considering the relevance of the witnesses and the documents shall summon only the relevant witness as and document and record the evidence thereof while giving opportunity to the presenting officer for cross examination and re-examination to the parties and then close the evidence. The enquiry officer shall consider the relevance of the witnesses and the documents called for by both the parties and in case their refusal to summon any witnesses of documents, he shall record the reason in writing. The enquiry officer may also put such questions to the witnesses of the parties as he thinks fit in the interest of justice. An opportunity for hearing the argument shall be given to the parties.

ii) The enquiry authority shall give a notice within 10 days of the order or within such further time not exceeding 10 days as the enquiry officer may allow, for the discovery or production of any documents which are in possession of the University but not mentioned in the list referred to in sub-clause (g) (i) of this rule.

Note: The Teacher shall indicate the relevance of the documents required by him/her to be discovered or produced by the University.

The enquiry officer shall, on receipt of the notice for the discovery or production of documents. Forward the same or copies thereof to the authority in whose custody or possession the documents are kept with the requisition for the production of the document by such date as may be specified in such requisition.

Provided that the enquiry authority may for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case. On receipt of the requisition, every authority having the custody or possession of the requisitioned document shall produce the same before the Enquiry Officer.

Provided further that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons sto be recorded by it in writing that the production of all or any of such documents would be against the public interest or security of the University, it shall inform the enquiry officer accordingly and the enquiry officer shall, on being so informed communicate the information to the delinquent Teacher and withdraw the requisition made by it for the production or discovery of such documents.

h . At the conclusion of the enquiry, the enquiry authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons thereof. If in the opinion of such authority the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that finding on such charges shall not be recorded unless the delinquent Teacher has admitted the facts constituting them or has had an opportunity of defending himself against them.

i. The record of enquiry shall include:-

i) The charges framed against the Teacher and the statement of allegations furnished to him.

ii) His written statement of defense, if any

iii) The oral evidence taken in the course of enquiry

iv) The documentary evidence considered in the course of inquiry.

v) The order, if any, made by the disciplinary authority and the enquiry officer in regard to the enquiry, and

vi) A report setting out the findings on each charge and reasons thereof.

j. (i) The disciplinary authority shall, if it is not the inquiring authority, consider the record of the inquiry and record its findings on each charge.

(ii) The disciplinary authority may while considering the report of the enquiry officer for just and sufficient reasons to be recorded in writing demand the case for further enquiry in case it has reason to believe that the enquiry conducted had lacuna in some respect or the other.

k. If the disciplinary authority with regard to its finding on the charges of the opinion that any of the penalties specified in 16 sub-clause ii (d), (e), (f) and (g).

(i) Furnish to the Teacher a copy of the report of enquiry officer and where the disciplinary authority is not enquiring authority, a statement to be furnished together with brief reasons for disagreement if any, with the findings of the enquiry officer and

(ii) Give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a specified time such representation as he may wish to make on the proposed penalty. Provided that such representation shall be based on the evidence produced during the enquiry.

l. If the disciplinary authority having regard to his finding is of the option that any of the penalties specified in 16 sub-clause ii (d), (e), (f) and (g) should be imposed, it shall pass appropriate orders in the case.

m. Order passed by the authority shall be communicated to the Teacher who shall also be supplied with a copy of the report of the enquiry officer and where the disciplinary authority is not the enquiry officer, a statement of its finding together with brief reasons for disagreement, if any, to him.

(vi) Procedure for imposing minor penalties:

(a) Order imposing minor penalties specified in 16 sub clause (i) (a), (b) and (c) shall be passed after following the procedure as mentioned below:-

i. The teacher is informed in writing of the proposal to take action against him/her and of the allegations on which it is proposed to be taken and had been given an opportunity to make any representation he/she may wish to make.

ii. Such representation, if any is taken into consideration by he disciplinary authority.

(b) **The record of proceedings in such case shall include:-**

i. A copy of the statement of allegations communicated to him/her

ii. A copy of the intimation, to the teacher of the proposal to take action against him

iii. His/her representation, if any

iv. The orders of the case together with the reasons thereof

(vii) Joint Enquiry:

(a) Where two or more teachers are concerned in any case, the Governing Body/Vice Chancellor with the approval of the Chancellor may make an order directing that the disciplinary action against all of them may be taken in a common proceeding.

(b) In case of joint departmental enquiry, any one or more delinquent Teacher fail/fails to appear without sufficient cause on the date fixed for the hearing of which he had the notice; the enquiry officer may proceed with the enquiry in the absence of such delinquent Teacher.

(viii) Special Procedure in certain cases: Notwithstanding anything contained in these rules:-

(a) Where a penalty is imposed on a delinquent Teacher on the ground of conduct which has led to his/her conviction on a criminal charge, or

(b) Where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not necessary practicable to follow the procedure prescribed in the said rules or

(c) Where the disciplinary authority is satisfied that in the interest of the security of the University, it is not expedient to follow such procedure.

The disciplinary authority may consider the circumstances of the case and such orders as it deems fit.

(ix) Appeals: Appeals against the order of suspension and imposing penalty:

(a) In the case of an order which is appealable, the authority passing the order shall, within a reasonable time give a certified copy of the order free of cost to the person against whom the order is passed.

(b) No appeal under these rules shall be entertained unless it is submitted within a period of 60 days from the date on which the appellant receives a copy of the order appealed against. Provided that the appellate authorities may entertain that the appellant had sufficient cause for not submitting the appeal in time.

(x) Form and Contents of Appeal:

(a) Every person submitting an appeal shall do separately under his/her own name.

(b) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements an arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

(xi) Submission of Appeals: Every appeal shall be submitted through proper channel to the authority which made the order appealed against provided that a copy of the appeal may be submitted direct to the appellate authority.

(xii) Withholding of the Appeal:

(a) The authority which made the order may withhold the appeal if:-

(i) It is an appeal against an order for which no appeal lies.

(ii) It does not comply with any of the provisions contained in (16) sub clause ix.

(iii) It is not submitted within period specified in (16) sub clause ix (b) and no cause is shown for delay.

(b) Where an appeal is withheld, the appellant shall be informed of the fact and the reasons thereof.

(c) All list of the appeal, withheld by any authority shall be submitted to the appellate authority at the end of every quarer together with the reasons for withholding them.

(xiii) Transmission of Appeal:

(a) The authority which made the order shall, without any avoidable delay, transmit to the appellate authority every appeal which is not withheld, together with its comments thereon and the relevant record.

(b) The authority to which the appeal lies may direct transmission to it of any appeal with held under (16) sub clause xii and thereupon such appeal be transmitted to the authority withholding the appeal and the relevant records.

(xiv) Consideration on appeal:

(a) In an appeal against an order suspension, the appellate authority shall consider whether on having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(b) In case of an appeal against an order imposing any of the penalties specified in (16) sub clause (ix), the appellate authority shall consider:-

(1) Whether the procedure prescribed in these rules has been complied with and it not, whether such non-compliance has resulted in violation of any provisions or in failure of justice.

(2) Whether the facts on which the order was passed have been established.

(3) Whether the penalty imposed is excessive, adequate or inadequate provided that (i) the appellate authority nor is the authority which made the order appealed against competent authority in the case to impose (2) No order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may with to make against such enhanced penalty, and (3) If the enhanced penalty which the appellate authority proposes to impose is of the penalties specified in the (16) sub clause (ii) (d), (e), (f) and (g) (major penalties) and an inquiry has not been already held in the case, the appellant authority shall itself hold such inquiry or direct such inquiry to

be held and thereafter on consideration of the proceedings of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against any such penalty, pass such order as it may deem fit.

(xv) **Implementation of order in appeal:** - The authority which made an order appealed against shall give effect to the order of appellate authority.

(xvi) **Revision and Review:**

(a) Notwithstanding anything contained in these rules, the Vice Chancellor on the recommendations of an empowered committee constituted by the Vice Chancellor, may:-

(i) Confirm, modify or set-aside orders, or

(ii) Confirm, reduce, enhance or set-aside the penalty imposed by the order or impose any penalty where no penalty has been imposed, or

(iii) Remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider in the circumstances of the case, or

(iv) Pass such order as it may deem fit, provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the teacher concerned has been given a reasonable opportunity of making a representation against the proposed and where it is proposed to impose any of the penalties specified in (16) sub clause ii (d), (e), (f) and (g) or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be reasonable opportunity to the Teacher concerned of showing cause against the penalty proposed on the evidence produced during enquiry.

(b) An application of review shall be dealt with in the same manner as if it was an appeal under these rules.

(xvii) Chancellor's Power to Review: - Notwithstanding anything contained in these rules, the Chancellor on the recommendations an empowered committee constituted by the Vice Chancellor (having one nominee of Chancellor) may;

(a) Confirm, modify or set aside the order

(b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.

(c) Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proper in the circumstances of the case, or

(d) Pass such orders as he deems fit, provided that:-

(i) An order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which may wish to make against such enhanced penalty.

(ii) If the Chancellor propose to impose any of the penalties specified in (16) sub clause ii (d), (e), (f) and (g), in case where an inquiry has not been held, he shall direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving the teacher an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

(xviii) Notwithstanding any of the provisions given in all the Statutes, they may be amended or deleted or a new provisions added by the Chancellor on the recommendations of the Governing Body/Board of Management.

STATUTE NO. - 9

SERVICE AND CONDUCT RULES FOR THE EMPLOYEES OF THE UNIVERSITY

The following ordinances to govern service and conduct of employee shall apply to all the non-teaching employees of Mandsaur University including those already in services unless otherwise representing these rules.

1. **Title of the Rules:**

(i) **Short Title :** Service Conditions and Conduct Rules for Employees.

(ii) **Commencement:** These rules shall come into force from the date these are notified.

(iii) **Extent of Application:** These rules shall apply to all Employees of the University, (other than Officers and Teachers).

(iv) **Power to alter or amend :** The Governing Body may subject to the limits of its power to make such rules or orders, relax the provisions of these rules in such manner as may appear to it to be just and equitable.

2. **Definitions: In these rules, unless the context otherwise requires.**

(i) "Act" means Mandsaur University Act 2015 (Madhya Pradesh Act No. 17 of 2015)

(ii) "Appointing Authority" means the authority empowered by the University to make substantive/regular appointment.

(iii) "Cadre" means the strength of the University service or part of service sanctioned as a separate unit.

(iv) "Governing Body" means Governing Body (GB).

(v) "Board" means Board of Management (BOM) of the University.

(vi) "Competent Authority" means employees to whom powers by or under the Act or Statute are delegated. The Governing Body (GB) may declare any of its employees as competent authority and delegate to him/her, such powers subject to such conditions as it may impose any power under these rules. When any power is not delegate to any one, the "Competent Authority" means the Governing Body (GB).

(vii) "Compensatory Allowance" means an allowance granted to the Employees to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes the travelling allowance also.

(viii) "Disciplinary Authority" for the purpose of the imposition of major or minor penalty on employee means the appointing authority or to whom such power has been delegated.

(ix) "Duty" includes (a) service on probation, (b) joining time, (c) A course of instruction or training in India or abroad specially approved as duty by the competent authority.

(x) "Employee" means an employee of the University other than officers and teachers of the University.

(xi) "Fee" means recurring or non-recurring payment to Employee from a source other than the funds of the University, whether made directly or indirectly through any intermediary o the University.

(xii) "Foreign Service" means service in which Employees receive their pay with the approval of the University from a source other than the funds of the University.

(xiii) "Honorarium" means recurring or non-recurring payment granted to Employees from the funds of the University as remuneration for special work of an occasional or intermittent nature.

(xiv) "Joining Time" means the time allowed to an Employee to join a new post or to travel from a station to which he is posted.

(xv) "Leave Salary" means the monthly amount paid by the University to an employee who is on leave.

(xvi) "Lien" means the title of Employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively.

(xvii) "Officiating" means an arrangement, an employee officiates on a post on which another person holds lien and may also include officiating on a vacant post on which no employee holds lien.

(xviii) "On Probation" means a person appointed on a vacant post for determining his suitability for eventual confirmation on that post.

(xix) "Probationer" means a person appointed on probation on or against a substantive vacancy without holding any post.

(xx) "Selection Committee" means a committee constituted for selection of Employees by the Competent Authority.

(xxi) "Substantive Appointment" means the appointment of an Employees on a permanent post and on which he acquires a lien.

(xxii) "Statutes" means the statutes of the University governing matters of policy, procedures etc.

(xxiii) "University" means Mandsaur University Mandsaur.

(xxiv) "Pay" means (i) Monthly pay which is authorized by the University to an Employees in a pay scale for which he is entitled on account of his appointment. The pay which he would be entitled to draw on monthly basis in his regular grade of the cadre other than all allowances. It will Include:

a. Basic Pay

b. Grade Pay

c. Special pay and personal pay, and

d. Any other emolument which may be specially classed as pay by the Governing Body.

(xxv) "Salary" means the pay including prescribed allowances.

(xxvi) "Office" means a post under the University cadre.

(xxvii) "Presumptive Pay" means the pay to which an Employee would be entitled if he held the post substantively and was performing it duties; it does not include special pay.

(xxviii) "Month" means a calendar month. In calculating a period expressed in terms of month and days, complete calendar months should be calculated and the odd number of days added there to.

(xxix) "Age" means the number of years, months and days calculated from the date of birth of an employee as per records of the University.

(xxx) "Holiday" means –

(a) A holiday prescribed by or under the Negotiable Instruments Act and

(b) In relation to any particular Unit, place or school, a day on which such office at such place or the school is ordered to be closed by the Chancellor for transaction of University business without reserve or qualifications.

(xxxi) "Tenure Appointment" means a permanent post which an individual Employee may not hold for more than a limited period.

(xxxii) "University Statement" means the statements as recommended by the Governing Body and approved by the Chancellor.

SERVICE CONDITIONS

3. **General Conditions of Service:**

(i) Unless otherwise provided in the rules or the orders of the university for recruitment to a post, the minimum age for entry into University service shall not be less than 18 years for an Employees.

The age of the employee shall be determined with the entry made in the High School Certificate, or school Leaving Certificate. In case the person appointed in the University in on such post, whose minimum qualification is not High School and or the person does not have a High School certificate, then the date of birth indicated in the certificate issued by the municipality or Panchayat or School according to the entry made in their respective record may be accepted. If no date of birth is known, and only month is known the date of birth shall be treated as 15th of that month.

In case no documentary evidence regarding the date, month/ year of birth of a person is available, then a date of birth on the basis of an affidavit from the person may be accepted subject to the satisfaction of the Chancellor.

(ii) Categories of the posts under the University shall be as specified by the competent authority from time to time.

(iii) Grades and allowances for various posts shall be as specified by the competent authority from time to time.

(iv) The qualification & experiences for appointment at various posts in the University shall be as determined by competent authority from time to time.

(v) Recruitment/ appointment of employees to various posts in the University shall be made in any of the following manners as prescribe/ decided by the competent authority.

a. By Direct Appointment after advertising the vacancy.
b. By Promotion
c. By Transfer/ Deputation
d. On Contract / As Consultant
e. By obtaining list of candidates from Employment Exchanges
f. By outsourcing certain type of jobs
g. By outsourced entity

(vi) Every person at the time of appointment in the University will have to submit Medical Fitness Certificate, by the Medical officer approved by the University.

(vii) When an Employee has been dismissed, removed or reduced from any class, category or grade in the service, no vacancy caused thereby shall be substantively filled to the prejudice of such person until the appeal, if any preferred by him against such dismissal, removal or reduction is decided and accept in conformity with such decision or until the time allowed for preferring any appeal has expired, as the case may be.

(viii) The absence of an Employee including a probationer from duty, whether on leave or on foreign service or on deputation and who holds a lien on a post, shall not, if he is otherwise fit, render him ineligible for appointment to a permanent or officiating vacancy in the higher class, category, grade or post which may fall vacant during his absence.

(ix)

a. An Employee appointed to a permanent post after the commencement of these rules shall remain on probation on such post for a period of one year provided that the appointing authority may extend in any individual case, the period of probation by another one year. The intention of extending the period of probation shall be intimated by the appointing authority to the concerned Employee in writing before the date of expiry of the probation period.

b. Where the work of an Employee, appointed on probation is not satisfactory, the appointing authority may (i) in the case of a person appointed to a higher post revert him to the post held by him immediately before such appointment, (ii) in the case of a person appointed by direct recruitment terminate his service without notice.

c. Every Employee appointed to a permanent post under the University shall, on satisfactory completion of his period of probation, be eligible for conformation on the post.

(x)

(a) If an Employee wishes to resign from service during the probation period, he/she shall give notice as per regulations in writing to the appointing authority. If he fails to give such notice, the University shall recover salary from him in lieu of notice or the salary for the period notice falls short. Unless an Employee's service has been terminated during the probation period, the Head of the office or the institution under whom the Employee is working, shall send to the appointing authority, at least one month before the date of expiry of the probation period, a report about the working and conduct of the Employee appointed as probationer, with a definite recommendation for his confirmation in service or otherwise.

(b) If the University decides to relieve an Employee, not confirmed in service, no notice or notice pay in lieu thereof shall be paid.

(xi) A confirmed Employee shall be required to give notice as per regulations in case he/she desires to be relieved from service from service or he/she shall pay salary to the University in lieu of such notice or salary notice or salary for the period the notice falls short.

(xii) a .If the University decides to relieve an Employee who is confirmed in service, a notice to that effect shall be served on him as per regulations before the date on which he is to be relieved. In the absence of such notice the University shall pay salary to him.

b. Termination of service by notice in case of a confirmed Employee shall be restored only when the post he holds ceases to exist and University does

not have suitable alternative post to offer him. Service of an Employee may be terminated on account of unsatisfactory work, misconduct etc. after establishing the same.

(xiii) The Employee, before leaving the University, shall hand over the charge of his post to a duly authorized Employee and shall return to the University all books, apparatus, furniture and other materials issued to him for his personal or official use and shall pay up in full all outstanding dues on account of occupation of residential quarters, water/electric charges, loans and advances, if any. In case of default, the head of the Institution in which he is employed shall recover the amount due to him from his dues payable to him by University.

(xiv) Willful absence from duty may be treated as misconduct for the purpose of these rules. Absence without leave, amount to interruption in service involving forfeiture of past service, unless on satisfactory reasons being furnished, the absence is commuted into extraordinary leave by the sanctioning authority.

(xv) Special provision for existing Employees:- All appointments, made in substantive capacity, prior to the commencement of these rules, shall be deemed to have been made under the provisions of these rules.

(xvi) Record of Service :

The HR Department/institution shall maintain the following record of service of each employee in such form as may be prescribed:

(a)

1. Personal file
2. Service book
3. Annual Confidential Record (ACR) file

(b)

1. Separate personal file of every employee shall be maintained.
2. The service book will contain service history of the employee from the date of his appointment and other important events of his career. The service book shall also contain a leave account of an employee's leaves, and the balance of such leave in his credit.

3. Entries, in the service book of every Employee shall be authenticated by an officer authorized in this behalf by the Vice-Chancellor.

(xvii) Such authority of the University as may be prescribed by the University, shall report confidentially each year in the month of April in the prescribed CR form on the performances, work and conduct of the employee who has served under a particular officer for a particular period but not less than three months in the preceding calendar year.

(xviii) Residuary Conditions of Service: - Any matter relating to the conditions of service of an Employee for which no provision is made in these rules shall be determined by Governing Body of the University.

(xix) In the event of death of a University Employee while in service, a lump sum amount equal to the amount of leave salary admissible in respect of the earned leave and gratuity that may be due to the deceased Employee in the date of death may be paid to the nominee/ the legal heir of the deceased Employee.

(xx) Unless and otherwise distinctly provided for in these rules, the whole time Employee will be treated to be at the disposal of the University whenever required. He/she can be put to any additional work without the claim for additional remuneration.

(xxi) Lien: Unless in any case it be otherwise provided in these rules, An Employee on substantive appointment to any permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

(xxii) An Employee holding substantive a permanent post retains a lien on that Post:

a. While performing the duties of that post.
b. While holding temporary post of officiating on another post elsewhere
c. While on leave.
d. While on suspension

(xxiii) (a) All eligible employees of the University, in regular service shall be entitled to the benefit of Employees Provident Fund, provided under the Employees Provident Fund and Miscellaneous Provision Act 1952 as amended from time to time and adopted by the University (Approved scheme).

(xxiv) All eligible Employees of the University shall be entitled to the benefit of Employees State Insurance provided under the Employees State Insurance Act 1948 as amended from time to time and adopted by the University (approved scheme).

(xxv) An Employee shall begin to draw the pay and allowances attached to his tenure of a post with effect from the date he assumes the duties of that post and shall cease to draw them as soon as he leaves/ is terminated from the job.

4. Pay and Allowances:

a. Scale of Pay : The scale of pay of the posts in cadre/ cadres of employee in University shall be such an may be prescribe from time to time by the Governing Body, headed by the Chancellor considering the guidelines of the UGC.

b. DA and Other Allowance: DA and Other Allowance as admissible under the term of the appointment shall be as fixed by the University, from time to time.

c. Initial Pay : Unless the appointing authority decides otherwise, a Employee shall, on his appointment to a post on a time scale of pay, draw pay at the minimum of the time scale or such initial pay as may be recommended by the selection committee and approved by Governing Body/ Chancellor.

5. Increment

a. An annual increment shall ordinarily be drawn as matter of course unless it is withheld by the competent authority for unsatisfactory work or conduct. When it is proposed to withhold the annual increment of an employee, an order shall be passed imposing this penalty after the employee concerned has been given an adequate opportunity to make representation that he may desire to make or desire to be heard, and such representation or submission has been taken into consideration.

b. Date of Increment: The increment of University Employees may be admitted from the first of the month in which it would fall due under the operation of the normal rules and orders, relating to increments.

c. The extra increment/increments will be granted to employees on the basis of performance and merits as per the regulation of university.

6. Pay during Suspension:

a. An Employee under suspension will be entitled during the period of suspension to draw a subsistence allowance as provided under the Regulations.

b. No payment subsistence allowance shall be made unless the Employee furnishes a certificate that he is not engaged in any other employment, business, profession or vocation.

c. In case a Employee remains under suspension for a period exceeding six months and the progress of enquiry is not delayed due to default on the part of the suspended Employee, the competent authority may increase the subsistence allowance up to 75% of his pay, subject to the approval of the chancellor. The allowance in that case will be based on such increased pay.

d. An Employee who has been dismissed, removed or compulsorily retired or suspended, when re-instated, the authority competent to order the reinstatement, shall consider and make specific orders: -

i. Regarding the amount of pay and allowance, if any to be paid to the Employee for the period of absence from duty or for the period of suspension, and

ii. Whether or not the paid period shall be treated as period spent on duty.

iii.

7. Special pay and Honorarium :

(a) The Governing Body/Chancellor may sanction special pay to an Employee in consideration of (a) the especially arduous nature of duties, or (b) a special addition to the work or responsibility.

(b) The Chancellor or other authorities whom powers have been delegated under these rules may grant to an Employee an honorarium as remuneration for the work performed which is occasional in character and either so laborious or of such special merit as to justify such honorarium.

8. Retirement:-:

Employees-On attaining the age of superannuation

(1) An Employee shall retire from the University service upon attaining the age of 65 years. However, an employee may be given extension up to period for 5years on

the recommendation of the Committee consisting of the following members and approved by the Chancellor.

1. Vice Chancellor
2. Registrar
3. Head of the Department / School / Institution/ Unit/Section under whom the employee had been working.

The Chancellor on a report from the Vice-Chancellor, will have the right to terminate the services of any employee during the re-employment/ extension period, if the work /conduct of such an employee is unsatisfactory or if the employee is unable to perform his/her duty due to poor health.

While making such a recommendation, the Vice-Chancellor will give appropriate opportunity to the concerned employee.

9. Leave:

1 The non teaching employees of the university will be entitled to following types of leaves and vacations:

i. Casual leaves
ii. Extra Leaves
iii. Maternity leaves
iv. Compensatory leaves

1.1 The leaves admissible to an employee in a year will be reckoned on academic session i.e. From 1st July to 30th June.

a. The part time employees will not be eligible to avail any kind of leaves.

b. Residue of proportionate leave as on date of resignation can be taken by the employee during his/her resignation period.

(i) Casual Leaves

a. The Non Teaching employees (male/female) will be entitled to 13 days casual leaves and 3 days optional leaves (OL) after confirmation and 12 days before confirmation.

b. For grant of casual leave, the non teaching employee should apply one day in

advance to the competent Authority and get the leave sanctioned failing which he/she will be marked absent without leave. In case of emergency, the concerned staff member should intimate the competent authority in the morning of the same day on phone and thereafter he/she is required to get the leave sanctioned after his/her rejoining of duty.

c. Half day casual leave (CL) will be granted to an employee who has completed one year in service. This leave will be given when he /she has worked for minimum 4 hours on that day. This leave will be adjusted from CL account. Leave will be sanctioned after necessary arrangements of the assigned works.

(ii) Extra Leaves (EL)

a. After completion of 1to 2 years , 3 to 5 years and 7 years of regular service , 4, 7 and 13 days respectively earned leave in each year shall be credited in EL account of the non teaching employee.

b. EL may be accumulated up to 90 days.

(iii) Maternity Leaves

a. The maternity leave ,to a regular female non teaching employee after two year of service may be granted up to 40 days with pay. The concerned staff member will have to serve the university at least for one year after availing the maternity leave. This benefit can be availed for a maximum of two times in the entire service.

b. The salary for the period of maternity leaves will be paid only after the employee completes one year after her return .

(iv) Compensatory Leaves

If an employee is on official duty at least for four hours on holiday , he/she will be given half compensatory leave. If he/she performs at least eight hours duty , then one compensatory leave will be given.

1.2. Leave Encashment

a. The casual leaves will not be carried forward. If a non-teaching employee does not avail all the leaves in a year, he/she will get 70% leave encashment of the unavailed leaves in a year subject to the condition that he/she should have at least 2 year service. This amount will be paid in account in month of June paid July.

b. Leave Encashment not to be given in case of lapsed Extra leaves (EL), The special may be considered by the Competent Authority.

1.3. Leave Travel Concession (LTC)

After 10 years of regular service, an employee is entitled to LTC, He/she can avail this facility every year and be paid Rs. 3500/- in lump sum in month of December.

2. The Class III & IV employees of the university will be entitled to following types of leaves and vacations:

i. Casual leaves

ii. Extra Leaves

iii. Compensatory leaves

2.1 The leaves admissible to an employee in a year will be reckoned on academic session i.e. From 1st July to 30th June.

a. The part time employees are not eligible to avail any kind of leaves.

b. Residue of proportionate leave as on date of resignation can be taken by the employee during his/her resignation period.

c. Every Sunday/gazette holiday will be off but any special leave declared by the University will not be allowed to class III and class IV employees.

(i) Casual Leaves

a. The employees (male/female) will be entitled to 13 days casual leaves and 3 days optional leaves (OL) after confirmation and 12 days before confirmation.

b. For grant of casual leave, the non teaching employee should apply one day in advance to the competent Authority and get the leave sanctioned failing which he/she will be marked absent without leave. In case of emergency, the concerned staff member should intimate the competent Authority in the

morning of the same day on phone and thereafter he/she is required to get the leave sanctioned after his/her rejoining of duty.

c. Half day casual leave (CL) will be granted to an employee who has completed one year in service. This leave will be given when he /she worked minimum 4 hours on that day. This leave will be adjusted from CL account. Leave will be sanctioned after necessary arrangements of the assigned works.

(ii) Extra Leaves (EL)

a. After completion of 1 to 2 years , 3 to 5 years and 7 years of regular service , 4, 7 and 13 days respectively extra leave in each year shall be credited in Extra Leave account of the non teaching employee.

b. Extra Leave will be accumulated up to 90 days.

(iii) Compensatory Leave:

If an employee is on official duty at least for four hours on Holiday, he/she will be given half compensatory leave. If he/she performs at least eight hours duty, then one compensatory leave will be given.

2.2. Leave Encashment

a. The casual leaves will not be forward. If an employee does not avail all the leaves in a year, he/she will get 70% leave encashment of the unavailed leaves in a year subject to the condition that he/she should have at least 5 years service. This amount will be paid in account in month of June paid July.

b. Leave Encashment not to be given in case of lapsed Extra leaves (EL), The special may be considered by the Competent Authority.

3. General Leave Rules:

a. Casual leave cannot be combined with any kind of leave. Causal leave not availed of during any particular calendar year shall lapse at the end of that year and will not be carried forward.

b. Leave is earned by the actual period of duty and it cannot be claimed as right. In case of exigencies of service, leave of any kind may be refused or revoked

at may time by the authority empower to sanction leave. In case of refusal, reasons shall be recorded by the leave sanctioning authority.

c. When an Employee is recalled on duty before the expiry of the leave, he shall be entitled to be treated as on duty form the date he starts for the station of his duty and to draw travelling allowance to the headquarter. He will get leave salary for the period preceding the date on which he joins the duty

d. Leave begins form the date from which it is sanctioned and ends of the day on which, sanctioned period of leave expires. Sunday, other holidays and vacation may be prefixed or suffixed to leave subject to the limit of absence on leave prescribed under each kind of leave.

10. **Address while on leave:** Every University Employee, proceeding on leave shall record on his application for leave, the address at which he can be contacted during leave. Subsequent changes in address during leave, if any, should likewise be intimated to the competent authority. He/she will also give his/her telephone/mobile number available with him/her during the period of leave.

11. **Absence after the Expiry of leave:** An Employee who remains absent after the expiry of his sanctioned leave shall not be entitled to any leave salary unless otherwise such absence has been regularized by the competent authority. Willful absence from duty after the expiry of sanctioned leave shall be liable to punishment.

12. **Leave Account:** A leave account in the form given in service book will be maintained for each Employee.

13. A. OTHER **INCENTIVE AND BENEFITS FOR NON TEACHING EMPLOYEES**

1. Concession during Ph.D/M.Phil.

An employee of the University doing Ph.D. from Mandsaur University shall be entitled to concession in Tuition fees , as under:

(a) 10% concession in tuition fee for an officer with a service in Mandsaur University from 1-3 years (After one year of service)

(b) 20% concession in tuition fee for an officer with a service in Mandsaur University from 3-5 years

(c) 30% concession in tuition fee for faculty with a service more than 5 yrears in Mandsaur University.

(d) 40% concession in tuition fee for faculty with a service more than 7 years in Mandsaur University.

i. The concession will be applicable to employees upto maximum three years in case of Ph.D. and one and half years in case of M.Phil..

ii. The employee should have worked minimum two years after completion of the course, In case of failure, he or she will have to pay back the amount as per policy of the university.

iii. If employee does not complete Ph. D. / M. Phil. , then he or she will have to pay back the amount as per policy of the university.

2 . Employee Provident Fund:

An eligible non teaching employee shall be entitled to EPF benefits as per university rules.

3. Fee Concession for the wards of Employees

a. The non teaching employees after 2 years of service concession will be entitled to 25% (Class-I and Class II Sr. cadre) and 30% (Class II Jr. cadre) the fee of their wards studying in Mandsaur University subject to the condition that the ward of the employee should have passed in all subjects and maintained minimum 75% attendance in previous year.

b. No concession will be given for the management quota seats, if any.

4. Travelling allowances, Daily Allowances, Hotel Charges and Other Miscellaneous expenses during Outstation Duty

Every non teaching employee will be entitled for Travelling allowances, Daily Allowances, Hotel Charges and Other Miscellaneous expenses during outstation Duty as per university rules.

5. Group Insurance

Every non teaching employee will be covered under group insurance as per University rules.

B. OTHER INCENTIVE AND BENEFITS FOR CLASS III & IV EMPLOYEES

1. Employees Provident Fund (EPF) & ESI :

An eligible employee shall be entitled to EPF & ESI benefits as per university rules.

2. Fee Concession for wards of Employees:

a. The class III and class IV employees after 2 years of service concession will be entitled to 30% (Class III Sr. Cadre), 35% (Class III Jr. Cadre) and 45% (Class-IV)on fee for their wards who studies in Mandsaur University subject to the condition that the ward of the employee should have passed in all subjects and maintained minimum 75% attendance in previous year.

b. 5% extra concession will be given to girl of class IV employee.

c. No concession will be given in the management quota seats, if any.

3. Travelling allowances, Daily Allowances, Hotel Charges and Other Miscellaneous expenses during outstation Duty

Every employee will be entitled for Travelling allowances, Daily Allowances, Hotel Charges and Other Miscellaneous expenses during outstation Duty as per university rules.

4. Group Insurance

Every employee will be covered under group insurance as per University rules.

14. Terms & Conditions for under probation

An Employee will be on probation for a period of one year or as per provisions of the Regulation. The period of probation can be extended by another one year.

The service of an employee on probation can be terminated at any time on the ground of his work and conduct being not satisfactory. If an employee on probation wishes to resign

from service, he shall have to give one months notice in writing to the university. If the employee fails to give such a notice, the university shall recover from his one month's salary or salary for the period by which the notice falls short of one month in lieu of such notice unless otherwise directed by the appointing authority.

15. Code of conduct

Every Employee shall at all time serve efficiently, act in a disciplined manner and maintain absolute integrity and devotion to duty.

(i) An Employee shall attend regularly and punctually the office or the institution in which he is posted or assigned duty according to the timings fixed for his/her duties.

(ii) During the hours fixed for his duties, he/she shall devote himself/herself diligently to his/her work and give full co-operation in all University work.

(iii) He/she shall carry on his work with accuracy and reasonable speed.

(iv) He/she shall act with due courtesy with whom he comes in contact in the course of his duties.

(v) He/she shall respect all lawful orders from superiors and carry them out faithfully.

(vi) He/she shall ensure that the University property, article, apparatus, money etc. in his/her charge are used with reasonable care, and proper precautions are taken against any possible damage to them or loss to the University.

(vii) He/She shall take care to see that the contents of University papers, correspondence, file etc. of confidential nature are not divulged to unauthorized persons directly or indirectly.

(viii) He/She shall not bid either in person or via agent in any auction of the University articles or property or to offer any tenders or any supply to the University or for carrying out any work of the University.

(ix) Whether on duty or on leave or under suspension, he/she shall not without the previous permission of the Vice-Chancellor engage in any trade or carry on, whether directly or indirectly business or undertaking or use his/her position as a University Employee to hold such business or undertaking.

(x) Unless generally or specially empowered in this behalf, he/she shall not communicate directly or indirectly to outside persons or associations or to the press any documents or information which has come to his/her possession in the course of his duties or has been prepared or collected by him in the course of these duties, whether from official sources or otherwise.

(xi) He/she shall not give evidence in his/her official capacity without the previous permission of the Vice-Chancellor or other Competent Authorities.

(xii) He/She shall not take part in or subscribe in or aid or assist in any way a movement, organization or activity which tends to directly or indirectly create communal disharmony, religious hatred and other activities intended to subvert the government established by law in the country or the state.

(xiii) An Employee shall not show partiality in assessment of the students deliberately over marking/under marking or attempts at victimization on any ground.

(xiv) An Employee shall not excite students against other students, colleges or administration. This does not however, interfere with the rights of staff to express their differences on principles in seminars or other places where students are present.

(xv) No Employee will issue any press statement which pertains to any component of the University in any manner, both written and oral, if not authorized to do so. Any matter which requires to be sent to the media, the same may be sent through proper channel.

(xvi) No Employee shall send his/her paper to the authorities without following proper channel.

(xvii) No Employee shall bring or attempt to bring any outside influence to bear upon the authorities of his/her University to further his/her interest in respect of matters pertaining to his/her service in the University.

(xviii) No Employee of the University shall apply for any other job/pot/scholarship without the prior sanction/approval of the competent authority.

(xix) No Employee shall absent himself/herself from his/her duties without having first obtained the permission of the authority provided in the leave rules.

(xx) No Employee can join any course of study without obtaining prior approval of competent authority.

(xxi) No Employee shall take part in any activity which in the opinion of the authorities is calculated to lead to indiscipline in the University/School.

(xxii) No Employee shall take part in or subscribe to or assist in any way, any movement which tends to promote feelings of hatred or enmity between different classes of citizens of the Indian Union or to disturb public peace.

(xxiii) An Employee offering himself for election to Parliament/State Legislature shall have to resign from service: provided that on the date, the nomination of the employee for election of the Parliament /State Legislature is accepted, he would be deemed to have automatically vacated his office, even if he had not resigned or his resignation has not been accepted.

(xxiv) No Employee shall, except with the previous sanction of the Governing Body, engage directly or indirectly in any trade, occupation or business or undertake any employment. No employee shall appear any examination without obtaining prior permission of the Governing Body/Chancellor; provided that the employee may without such sanction, undertake honorary work of a purely social or charitable nature or occasional work of a literary, artistic or scientific character, subject to condition that his official duties do not thereby suffer, but he/she shall not undertake or shall discontinue such work, if so directed by the Governing Body.

(xxv) Save in exceptional circumstances, no employee shall absent himself/herself from his duties without having first attained the permission of the authority provided in the leave rules.

(xxvi) Every employee shall at all the times maintain absolute integrity and devotion to duty.

(xxvii) Every employee shall abide by and comply with the rules of the college/university and all the orders and directions of his/her authorities issued from time to time.

(xxviii)Every employee shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the course of his/her duties.

(xxix) No employee shall engage in Ordinary absence.

(xxx) No employee shall engage in late attendance.

(xxxi) No employee shall engage in Loitering.

(xxxii) Every employee shall wear uniform during duty hours as per the policy of the university time to time.

(xxxiii)No employee shall make unauthorized use of Accommodation allotted to him/her employees.

(xxxiv)No employee shall spread false rumors or give false information, which tends to disrepute the University or its employees or spread panic among the employees.

(xxxv) No employee shall refuse to accept charge sheet/suspension Order Or any other Lawful Order given by a superior.

(xxxvi)No employee shall give False information regarding, name, age, father's name, qualifications Or Previous services.

(xxxvii) No employee shall interfere with the records; attendance registers etc. either pertaining to himself/herself or to any other employee.

(xxxviii) No employee shall quarrel/fight with fellow-workers or with anybody else.

16. Penalties, Appeals and Review

(i) Suspension:

a. The appointing authority or any other authority empowered by the Governing Body /the Chancellor may place any employee under suspension:

i. Where he/she has been found to have committed grave misconduct/misbehavior

ii. Where disciplinary proceedings against him/her are contemplated or are pending: Or

iii. Where a case against him/her in respect of any-criminal offense has resulted in arrest or conviction.

b. Employee who is detained in custody whether on a criminal charge or otherwise for a period exceeding forty eight hours, shall be deemed to have been suspended with effect from the date of his detention, on order of the appointing authority and shall remain under suspension until further orders.

c. Where the penalty of dismissal, removal or compulsory retirement form

service imposed upon Employee under suspension is set aside in appeal or on review under these rules and the case is remitted for further enquiry or action or with any other direction, the order of his suspension shall be deemed to have continued in force on and form the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

d. An order of suspension made or deemed to have been made under this rule may, at any time, be revoked by the authority which made it or is deemed to revoke by the authority which made or deemed to have made it or by a superior authority.

(ii) Penalties: The following penalties may, for good and sufficient reasons, which be recorded, be imposed on an Employee.

Minor Penalties:

(a) Censure (with a copy on ACR)

(b) Withholding of increments or promotions with or without cumulative effort

(c) Recovery from pay of the whole or part of any pecuniary Loss caused to University by negligence or breach of the rule of the university or orders directions of superior authorities.

Major Penalties:

(d) Reduction to a lower grade or post or to lower stage in a time scale of pay.

(e) Compulsory Retirement

(f) Removal From Service, which shall not be a disqualification for future employment.

(g) Dismissal from service, which shall be a disqualification for future employment.

(iii) Disciplinary Authorities:

(a) The appointing authority may impose on an Employee any of the penalties specified in sub clause 16(ii) (a),(b) and (c).

(b) A competent authority as empowered by the Chancellor may impose on an Employee any of the penalties specified in sub clause 16(ii) (d),(e),(f)and (g).

(iv) **Authority to institute proceeding:** The appointing authority or a competent authority empowered by it by a general or special order may institute disciplinary proceedings against an Employee.

(v) **Procedure for imposing major penalties:**

(a) No order imposing any of the penalties under 16.Sub Clause (ii) major penalties on the Employee shall be passed except after an enquiry held in the manner prescribed hereafter.

(b) The disciplinary authority shall frame definite charges on the basis of the allegations on which the enquiry is proposed to be held. Such charges together with the statement of allegations on which they are based, shall be communicated in writing to an Employee and he/she shall be required to submit, within such time as may be specified by the disciplinary authority, a written statement indicating whether he/she admits the truth of all or any of the charges with what explanation or defense, if any, he/she has to offer and whether he/she desires to be heard in person:

Provided that it shall not be necessary to frame any additional charges when it is proposed to take action in respect of any statement of allegations made by the person charged in the course of his/her defense.

(c) The Employee shall for preparing his/her defense be permitted to inspect and take extracts from such official records as he/she may specify, provided that such permission may be refused if, for reasons to be recorded in writing in the opinion of the disciplinary authority such records are not relevant for the purpose of it is against University/public interest to allow him/her access thereto.

(d) On receipt of the written statement of defense, or if no such statement is required for such of the charges, as are not admitted of if, it is considered necessary to do so, appoint a Board of inquiry or an enquiring authority for the purpose and where all the articles of charges have been admitted by the employee in his/her written statement of defense, the disciplinary authority shall record the plea, sign and record and obtain the signature of the Employee thereon.

(e) If the delinquent Employee who has not admitted any of the articles of charges in the written statement of defense or has not submitted any written statement of defense appears before the enquiring authority, such authority shall ask him/her whether he is guilty or has any defense to make and if he/she pleads guilty to any of the articles of charges, the enquiring authority shall record the plea, sign the record and obtain the signature of the Employee there on.

The enquiring authority shall return findings of the guilty in respect of these charges which the Employee pleads admitted.

(f) The disciplinary authority may nominate any person to present the case in support of the charge before the enquiry officer. The delinquent Employee may present his case with the assistance of any other Employee of the University, but cannot engage a legal practitioner unless the disciplinary authority, having regard to the circumstances of the case, so permits.

(g)

(i) Where the delinquent Employee has pleaded not guilty of the charges, at the commencement of the enquiry, the enquiry officer shall ask the presenting officer appearing on behalf of the disciplinary authority to submit the list of witnesses and documents within 10 days, who shall also simultaneously send a copy of the same to the delinquent Employee. The enquiry officer on receipt of such list shall summon the relevant evidence as per the list and record the evidence giving opportunity to the presiding officer, and also to the delinquent Employee or his assisting Employee whosoever may be present for cross examination. The presenting officer shall be entitled to re-examine the witnesses on any points, on which they have been cross-examined, but not on any new matter, without the permission of the enquiry officer. After the close of the prosecution evidence, the delinquent Employee shall be called upon to submit the list of the witnesses and the documents within 10 days which he would like to produce in his defense. The enquiry officer after considering the relevance of the witnesses and the document/s shall summon only the relevant witness/ as and document and record the evidence thereof while giving opportunity to the presenting officer for cross examination and re-examination to the parties and then close the evidence. The

enquiry officer shall consider the relevance of the witnesses and the document called for by both the parties and in cases their refusal to summon any witnesses of documents, he shall record the reason in writing. The enquiry officer may also put such questions to the witnesses of the parties as it thinks fit in the interest of justice. An opportunity for hearing the argument shall be given to the parties.

(ii) The enquiry authority shall give a notice within 10 days of the order of within such further time not exceeding 10 days as the enquiry officer may allow, for the discovery or production of any document which are in possession of the University but not mentioned in the list referred to in sub-clause (g) (i) of this rule.

Note: The Employee shall indicate the relevance of the documents required by him/her to be discovered or produced by the University.

The enquiry officer shall, on receipt of the notice for the discovery or production of documents, forward the same of copies thereof to the authority in whose custody or possession the documents are kept with the requisition for the production of the document by such date as may be specified in such requisition.

Provided that the enquiry authority may for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case. On receipt of the requisition, every authority having the custody or possession of the requisitioned document shall produce the same before the Enquiry Officer.

Provided further that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest of security officer accordingly and the enquiry officer shall, on being so informed communicate the information to the delinquent employee and withdraw the requisition made by it for the production or discovery of such documents.

(h) At the conclusion of the enquiry, the Enquiry authority shall prepare a report of the enquiry, recording its findings on each of the charges together with reasons thereof. It in the opinion of such authority the proceedings of the enquiry establish charges different from those originally framed, it may record findings on such charges provided that finding on such charges shall not be recorded unless the delinquent employee has admitted the facts constituting them or has had an opportunity of defending himself against them.

(i) The record of enquiry shall include:-

(i) The charges framed against the Employee and the statement of allegations furnished to him.

(ii) His written statement of defense, if any.

(iii) The oral evidence taken in the course of enquiry.

(iv) The documentary evidence considered in the course of inquiry.

(v)The order, if any, made by the disciplinary authority and the enquiry officer in regard to the enquiry, and

(vi) A report setting out the finding on each charge and reasons thereof.

1. The disciplinary authority shall, if it is not the inquiring authority, consider the record of the inquiry and record its findings on each charge.

(II) The disciplinary authority may while considering the report of the enquiry officer for just and sufficient reasons to be recorded in writing remand the case for further enquiry in case it has reason to believe that the enquiry conducted had lacuna in some respect or the other.

(j) If the disciplinary authority with regard to its finding on the charges of the opinion that any of the penalties specified in 8 sub-clause ii (d), (e), (f) and (g).

(i) Furnish to the Employee a copy of the report of enquiry officer and where the disciplinary authority is not inquiring authority, a statement to be furnished together with brief reasons for disagreement if any, with the findings of the enquiry officer and

(ii) Give him a notice stating the penalty proposed to be imposed on him and calling upon him to submit within a specified time such representation as he may wish to make on the proposed penalty. Provided that such representation shall be based on the evidence produced during the enquiry.

(k) If the disciplinary authority having regard to his finding is of the option that any of the penalties specified in 16 sub-clause ii (d), (e), (f) and (g) should be imposed, it shall pass appropriate orders in the case.

(l) Order passed by the authority shall be communicated to the Employee who shall also be supplied with a copy of the report of the enquiry officer and where the disciplinary authority is not the enquiry officer, a statement of its finding together with brief reasons for disagreement, if any, to him.

(vi) Procedure for imposing minor penalties:

(a) Order imposing minor penalties specified in (16) sub clause ii (a), (b), and (c) shall be pass after following the procedure as mentioned below;

(i) The Employee is informed in writing of the proposal to take action against him and of the allegations on which it is proposed to be taken and had been given an opportunity to make any representation he/she may wish to make.

(ii) Such representation, if any is taken into consideration by the disciplinary authority.

(b) The record of proceeding in such case shall include:-

(i) A copy of the statement of allegations communicated to him/her.

(ii) A copy of the intimation, to the employee of the proposal to take action against him.

(iii) His/her representation, if any

(iv) The orders of the case together with reasons thereof.

(vii) Joint Enquiry:

(a) Where two or more Employee are concerned in any case, the Governing Body/Vice-Chancellor with the approval of the chancellor may make an order directing that the disciplinary action against all of them may be taken in a common proceeding.

(b) In case of joint departmental enquiry, any one or more delinquent Employee fail/fails to appear without sufficient cause on the date fixed for the hearing of which he had the notice; the enquiry officer may proceed with the enquiry in the absence of such delinquent Employee.

(viii) **Special Procedure in certain cases:-** Notwithstanding anything contained in these rules:-

(a) Where a penalty is imposed on a delinquent Employee on the ground of conduct which has led to his /her conviction on a criminal charge, or

(b) Where the disciplinary authority is satisfied for reasons to be recorded in writing that it is not reasonably practicable to follow the procedure prescribed in the said rules, or

(c) Where the disciplinary authority is satisfied that in the interest of the security of the University, it is not expedient to follow such procedure.

The disciplinary authority may consider the circumstances of the case and pass such order as it deems fit.

(ix) **Appeals:** Appeals against the order of suspension and imposing penalty:

(a) In the case of an order which is appealable, the authority passing the order shall, within a reasonable time give a certified copy of the order free of cost to the person against whom the order is passed.

(b)No appeal under these rules shall be entertained unless it is submitted within a period of 60 days from the date on which the appellant receives a copy of the order appealed against. Provided that the appellate authorities may entertain that the appellant had sufficient cause for not submitting the appeal in time.

(x) **Form and Contents of appeal:**

(a) Every person submitting an appeal shall do so separately under his/her own name.

(b) The appeal shall be addressed to the authority to whom the appeal lies, shall contain all material statements and arguments on which the appellant relies, shall not contain any disrespectful or improper language and shall be complete in itself.

(xi) **Submission of Appeals:** Every appeal shall be submitted through proper channel to the authority which made the order appealed against provided that a copy of the appeal may be submitted direct to the appellate authority.

(xii) **Withholding of the Appeal:**

(a) The authority which made the order may withhold the appeal if:-

(i) It is an appeal against an order for which no appeal lies.

(ii) It does not comply with any of the provisions contained in (16) sub clause ix.

(iii)It is not submitted within period specified in (16) sub Clause ix (b) and no cause is shown for delay.

(b) Where an appeal is withheld, the appellant shall be informed of the fact and the reasons thereof.

(d) A list of the appeal, withheld by any authority shall be submitted to the appellate authority at the end of every quarter together with the reasons for withholding them.

(xiii). **Transmission of Appeal:**

(a) The authority which made the order shall, without any avoidable delay, transmit to the appellate authority every appeal which is not with held, together with its comments thereon and the relevant record.

(b) The authority to which the appeal lies may direct transmission to it of any appeal with held under (16) sub clause xii and thereupon such appeal be transmitted to the authority withholding the appeal and the relevant records.

(xiv). **Consideration of Appeal:**

(a) In an appeal against an order or suspension, the appellate authority shall consider whether on having regard to the circumstances of the case, the

order of suspension is justified or not and confirm or revoke the order accordingly.

(b) In case of an appeal against an order imposing any of the penalties specified in (16) sub clause (ix), the appellate authority shall consider:-

(i) Whether the procedure prescribed in these rules has been complied with and if not, whether such non-compliance has resulted in violation of any provisions or in failure of justice.

(ii) Whether the facts on which the order was passed have been established.

(iii)Whether the penalty imposed is excessive, adequate or inadequate provided that (1) The appellate authority shall not impose any enhanced penalty which made such authority nor is the authority which made the order appealed against competent authority in case to impose. (2) No order imposing an enhanced penalty shall be passed unless the appellant is given an opportunity of making any representation which he may wish to make against such enhanced penalty, and (3) If the enhanced penalty which the appellate authority proposes to impose is of the penalties specified in the (16) sub clause ix (d), (e), (f) and (g) (major penalties) and an inquiry has not been already held in the case, the appellant authority shall itself hold such inquiry or direct that such inquiry to be held and thereafter on consideration of the proceeding of such inquiry and after giving the appellant an opportunity of making any representation which he may wish to make against any such penalty, pass such order as it may deem fit.

(xv) **Implementation of order in appeal:-** The authority which made an order appealed against shall give effect to the order of appellate authority.

(xvi) **Revision and Review:**

(a) Notwithstanding anything contained in these rules, the Vice-Chancellor, or the appellate authority, within six months of the orders proposed to be reviewed may at any time either on its own motion or otherwise call for the records of any inquiry and review an order made under these rules for which an appeal lies but for which no appeal has been preferred or for which no appeal lies and may:-

(i) Confirm, modify or set-aside order, or

(ii) Confirm, reduce, enhance or set-aside the penalty imposed by the order or impose any penalty where no penalty has been imposed, or

(iii). Remit the case to the authority which made the order or to any other authority directing such authority to make such further enquiry as it may consider in the circumstances of the case; or

(iv)Pass such order as it may deem fit, provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in (16) sub clause ix (d), (e), (f) and (g) or enhance the penalty imposed by the order sought to be reviewed to any of the penalties specified in these clauses, no such penalty shall be imposed except after an enquiry in the manner laid down and after giving a reasonable opportunity to the employee concerned of showing cause against the penalty proposed on the evidence produced during enquiry.

(b) An application of review shall be dealt with in the same manner as if it was an appeal under these rules.

(xvii) **Chancellor's Power to Review:-** Notwithstanding anything contained in these rules, the Chancellor may within one year from the date of special order sought to be reviewed on his own motion or otherwise, after calling for the records of the case, review any order made under these rules and where considered necessary:

(a) Confirm, modify or set aside the order.

(b) Impose any penalty or set aside, reduce, confirm or enhance the penalty imposed by the order.

(c) Remit the case to the authority which made the order or to any other authority directing such further action or inquiry as he considers proper in the circumstances of the case; or

(d) Pass such orders as he deems fit; provided that:-

(i) An order imposing or enhancing a penalty shall not be passed unless the person concerned has been given an opportunity of making any representation which he may wish to make against such enhanced penalty.

(ii) If the Chancellor proposes to impose any of the penalties specified in (16) sub clause ii (d), (e), (f) and (g) in case where an inquiry has not been held, he shall direct that such inquiry be held and thereafter on consideration of the proceedings of such inquiry and after giving employee an opportunity of making any representation which he may wish to make against such penalty, pass such orders as he may deem fit.

(xviii) Notwithstanding anything contained in all the Statutes, the Chancellor with the recommendation of Governing Body shall have the power and exclusive legal right to indentify, to interpret the Statutes and read them and act upon as passed or amended under "University Statements" from time to time.

STATUTE NO. - 10

GRIEVANCES REDRESSAL AND ARBITRATIONS

1. In order to prevent/redress grievances of the students, teachers and employees, there shall be a grievance redressal mechanism in place. The grievances of students and employees will be redressed at three levels in a time bound manner.

2. (a) There shall be a standing Grievance Redressal Committee set up by the Vice Chancellor.

   (b) Depending upon the nature of grievance and the parties involved in the case, the Vice-chancellor will have the power to associate with the Grievance Redressal Committee one or two senior functionaries from within the University on case to case basis.

3. (a) In the first instance, grievances of students will be settled at the Departmental level by the Head of the Department or Director of the School. The aggrieved student would be required to submit his/her complaint in writing.

   (b) Any grievance related to Hostels shall be first considered by the Chief Warden.

   (c) In case a student is not satisfied, under 3 (a) and 3 (b) or the grievance remains unattended, he/she may represent his/her case to the Registrar (through the Head/Director of the School), or through Director Admin (in case of a grievance regarding Hostels) in writing who will forward the same to the Grievance Redressal Committee for necessary action.

4. The Committee may meet as frequently as may be necessary.

   (a) In case of the teachers, the grievances will be settled in the first instance by the Head of Department/Directors of the school.

   (b) In case the grievance remains unattended at the level of Head of Department/Director of the School, or the teacher is not satisfied with the outcome under 4(a) he/she may represent his/her case to the Registrar through the Head of Department/Director of the School who will refer the case to the Grievance Redressal Committee.

5. (a) In case of a non-teaching employee the grievance will be settled in the first instance, at the level of Head of the concerned Section.

(b) In case the grievance remains unattended at the level of the Head of the concerned section, or the employee is not satisfied with the outcome under 5(a), he/she may represent his/her case to the Registrar through the Head of the concerned section, who will forward the case to the Grievance Redressal Committee.

6. While making a representation to the Registrar, the complainant may send a copy of his/her representation directly to the Registrar, if he/she so desires.

7. If the grievances of any individual student, teacher or employee cannot be resolved at the level of the Grievance Redressal Committee to the satisfaction of the parties concerned, the case will be referred to the Vice Chancellor, if request is made in writing by the concerned person. The decision of the Vice-Chancellor will be final.

8. (a) In case of a collective dispute of a group of students or teachers or employees, the case will be referred to the Chancellor, if the dispute cannot be resolved at the level of Grievance Redressal Committee or if the parties to the dispute remain dissatisfied with the decision/recommendation of the Committee and decision of Vice Chancellor.

(b) The Chancellor will either resolve the dispute himself or may refer the same for arbitration.

(c) The decision of the Chancellor/arbitration, after hearing the parties concerned, shall be binding on all concerned.

9. At all levels in the grievance redressal system, the complainant will be given a personal hearing to present his case.

10. A decision on the grievance would normally be taken within a week at the first level and within two weeks at the level of Grievance Redressal Committee.

11. Notwithstanding anything in all the statues, power to amend is hereby delegated, and they can be exercised in the form of the regulations, by any authority of the University specifically with the approval of the Chancellor.

STATUTE NO.- 11

AWARD OF HONORARY DEGREES/ DOCTRATE/OTHER HONORS

The Vice Chancellor or any other member of the Governing Body of the University can recommend the award of an "Honorary Degree/Doctorate/other honors" to a person who has made exceptionally distinctive contributions in any or the following fields:-

a) Education
b) Science, Engineering and Technology
c) Public Services
d) Industry and Business
e) Agricultural Development
f) Art, Music and Culture
g) International Understanding and Peace
h) Social Service
i) Any other field of learned profession

If such a proposal is approved by not less than three-fourth members of the Governing Body as well as three-fourth members of BOM present in the meeting and if the proposal is confirmed by the Chancellor, the University may confer on such person the honorary degree (honris causa) so recommended without requiring him/her to undergo any examination, provided that, in case of urgency, the Chancellor may act on the recommendation of the Governing Body only.

The Registrar will keep a record of all such cases where an honorary degree/other honour have been awarded by the University.

Withdrawal of Degrees, Diplomas, Etc.

The Chancellor may on the recommendation of the Governing Body by a special resolution passed with concurrence of not less than two third members present and voting withdraw a diploma or degree or certificate or other academic distinction conferred by the University in the following cases:-

(a) If a person has made a false statement about his academic credentials or has used fake documents for getting admission to a programme and the fact that has been proved at any later state.

(b) If a person has been convicted by a court of Law for moral turpitude or has been found guilty of scandalous conduct, the honorary degree awarded to him/her, if any, may be withdrawn.

(c) The ultimate power to decide all such cases will vest with the Chancellor.

STATUTE NO.- 12

EXEMPTION/CONCESSION IN FEES

The University will provide tuition fee concession to enable the students to pursue their studies in the University. The fee concession will be provided to the meritorious students on merit cum means basis. The government scholarships will be provided to the students as per norms. The conditions for the award of fee concession to any student will be:

1. The student should have minimum academic requirements in the qualifying examination as provided in the Regulations.
2. Total family income of the applicant should be as prescribed by the University from time to time.
3. The student must obtain at least pass marks in all subsequent examinations for the continuation of fee concession.

All applications for award of fee concession will be examined by the following committee:-

1.	Dean Academic Affairs	Chairperson
2.	Registrar	Member
3.	Director Admin	Member
4.	Nominee of Vice Chancellor	Member

Procedure:

The procedure for approval of cases for fee concession will be as under:-

1. The student will be required to submit their applications for fee concession within 15 days from the last date of admissions along with:-
   (a) Copy of mark sheets of the last examination
   (b) Copy of Affidavit from father/guardian regarding annual family income.
2. The Committee will examine the applications and may interview the `applicants, if required, before finalizing its recommendations.
3. The Committee will decide the number of deserving cases to whom fee concession is to be granted as well as the amount of concession to be given.
4. The Committee will have the power to convert full fee concession into half fee concession to accommodate larger number of applicants.
5. The Committee will submit its recommendations to the Chancellor through the Vice Chancellor for approval.
6. Meritorious students may be awarded additional incentives considering their academic achievement and the economic background of their parents.
7. The total financial implication on account of such concession will be subject to budget allocation for the purpose.

STATUTE NO. - 13

COURSES AND NUMBER OF SEATS IN DIFFERENT COURSES

1. Each Course of Study shall have one or more units as prescribed by the Academic Council.
2. Number of Seats in each Unit will be prescribed by the Academic Council on the recommendation of Concerned Board of Studies of Faculty or Director of any School/Department or the Vice Chancellor.
3. While prescribing the number of seats in a Unit and the number of Units for any course, the Academic Council will take into account norms laid down by UGC and other regulatory bodies, if any.

Admission Policy:

1. The candidate will be admitted to the various courses on the basis of merit determined by percentage of marks obtained in the qualifying examination, unless otherwise provided in the ordinances of the course.
2. Wherever the ordinance of any course require determining the merit for admission on the basis of entrance test, interview, and marks in the qualifying examination, the same will be followed for determining the merit for admission.
3. If the State/National Regulatory Body for any course provided/suggests some specific admission criteria, the same, as adopted by the University from time to time will be followed.
4. Reservation for different categories will be provided in admission as per the policy of State Government as and when adopted by the University.
5. Notwithstanding anything in all the Statutes and Ordinances, Chancellor with the recommendation of the Governing Body or any other authority of the university will have the power to take decisions accordingly.

STATUTE NO. - 14

ESTABLISHMENT, ABOLITION, AMALGAMATION OR RECONSTITUTION OF SCHOOLS, DEPARTMENTS OR OTHER UNITS OF THE UNIVERSITY

(1) The University will follow the guidelines of the University Grants Commission from time to time, regarding setting up of campuses and granting them affiliation, or setting up constituent colleges, institutions, off-campus, off-shore centers and zonal or regional centers, study centers, learning centers (by whatever name these may be called).

(2) The University will follow the guidelines of the UGC from time to time regarding abolition, amalgamation and/or reconstitution of the Schools, departments and/or other units of the University.

(3) In the light of the provisions under (1) and (2) above, any proposal complete in all respects including full justification with financial implications received from any authority /officer of the University will get examined by the Vice Chancellor from the committee or senior officers set up by the Chancellor/Vice Chancellor.

(4) The recommendations of the above committee, if feel appropriate, will be placed before the Academic Council for consideration, and finally taken to the Governing Body for considerations / approval.

(5) The Chancellor will have the authority to accept or reject any of the above proposals.

मध्यप्रदेश विद्युत नियामक आयोग
पंचम तल, बिट्टन मार्केट, भोपाल – 462 016

अन्तिम विनियम

भोपाल, दिनांक 31.05.2016

क्रमांक 900/2016. विद्युत अधिनियम, 2003 (2003 का 36) की धारा 86 की उपधारा (1) के खण्ड (छ) के साथ पठित धारा 181 की उपधारा (2) के खण्ड (य त) द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, मध्यप्रदेश विद्युत नियामक आयोग, एतद्द्वारा, दिनांक 12.03.2010 को मध्यप्रदेश राजपत्र में प्रकाशित "मध्यप्रदेश विद्युत् नियामक आयोग (शुल्क, अर्थदण्ड एवं प्रभार) (पुनरीक्षण–प्रथम) विनियम, 2010" में निम्नलिखित संशोधन करता है, अर्थात् :–

मध्यप्रदेश विद्युत नियामक आयोग (शुल्क, अर्थदण्ड एवं प्रभार) (पुनरीक्षण–प्रथम) विनियम 2010 में प्रथम संशोधन

1. **संक्षिप्त नाम, सीमा एवं प्रारंभ :** (i) ये विनियम "मध्य प्रदेश विद्युत नियामक आयोग (शुल्क, अर्थदण्ड एवं प्रभार) (पुनरीक्षण–प्रथम) (प्रथम संशोधन) विनियम, 2010" {एआरजी–21(I) (i) वर्ष 2016} कहलाऐगें ।

(ii) ये विनियम सम्पूर्ण मध्य प्रदेश राज्य की सीमाओं के अंतर्गत प्रभावशील होंगे ।

(iii) यह विनियम मध्यप्रदेश शासन के शासकीय राजपत्र में प्रकाशन दिनांक से प्रभावशील होगा।

2. उक्त विनियमों में,–

(एक) विनियम 3 के उप विनियम (i) में, अंत में, निम्नलिखित पैरा जोड़ा जाए, अर्थात् :–
"वितरण अनुज्ञप्तिधारियों को भी, उस दशा में, जहां कि वे समग्र राजस्व आवश्यकता तथा फुटकर प्रदाय टैरिफ के निर्धारण के लिए याचिकाओं में सह याचिकाकर्ता हों, पृथक् शुल्क के भुगतान से छूट दी जाएगी ।";

(दो) विनियम 4.2 के उप विनियम (iii) में शब्द "निर्धारित" के स्थान पर, शब्द "विनिर्दिष्ट" स्थापित किया जाए;

(तीन) विनियम 5 के उप विनियम (ii) के स्थान पर निम्नलिखित उप विनियम स्थापित किया जाए, अर्थात् :–
"(ii) इन विनियमों में की कोई भी बात आयोग को, इस अधिनियम के प्रावधानों के अनुरूप किसी विषय या विषयों के वर्ग की विशिष्ट परिस्थिति को दृष्टिगत रखते हुए, अभिलिखित किए जाने वाले कारणों से, यदि यह आवश्यक व उचित समझे तो ऐसी प्रक्रिया अपनाने से नहीं रोकेगा जो इन विनियमों में विनिर्दिष्ट किसी भी प्रावधान से अन्यथा हो";

(चार) अनुसूची 1 में, अनुक्रमांक 1, 2, 3, 5, 7, 16, 23, 25 तथा 28 और उनसे संबंधित प्रविष्टियों के स्थान पर, निम्नलिखित अनुक्रमांक तथा उनसे संबंधित प्रविष्टियां स्थापित की जाएं, अर्थात् :–

अनुसूची – 1

अनु–क्रमांक	आवेदन का नाम	शुल्क/प्रभार (रूपए)
1	उत्पादन टैरिफ के निर्धारण हेतु आवेदन	
(ए)	परंपरागत ईंधन आधारित संयंत्र जिसमें 25 मेगावॉट से अधिक के जल आधारित संयंत्र सम्मिलित हैं.	प्रतिवर्ष स्थापित क्षमता के प्रति मेगावाट या उसके किसी भाग के लिए रूपए 2,000/– (रूपए दो हजार)
2	पारेषण टैरिफ के निर्धारण हेतु आवेदन	प्रतिवर्ष ई एच टी पारेषण प्रणाली में ऊर्जा निवेश की प्रति एक मिलियन यूनिट या उसके किसी भाग के लिए रूपए 100/– (रूपए एक सौ).
3	वितरण अनुज्ञप्तिधारी द्वारा वितरण टैरिफ निर्धारण हेतु याचिका	प्रतिवर्ष ई एच टी पारेषण प्रणाली में ई एच टी पारेषण प्रणाली की हानि को घटाकर ऊर्जा निवेश की प्रति एक मिलीयन यूनिट या उसके किसी भाग के लिए रूपए 200/– (रूपए दो सौ).
5	उत्पादन कंपनी/अनुज्ञप्तिधारी/मान्य योग्य अनुज्ञप्तिधारी/व्यक्ति जिसे अनुज्ञप्ति से छूट प्राप्त है द्वारा प्रस्तुत टैरिफ आदेश के पुनरीक्षण के लिए याचिका.	रूपए 1,00,000/– (रूपए एक लाख)
7	अधिनियम की धारा 15 (1) के अधीन अनुज्ञप्ति प्रदाय करने हेतु अथवा धारा 13 के अधीन अनुज्ञप्ति से विमुक्ति हेतु आवेदन शुल्क.	रूपए 5,00,000/– (रूपए पांच लाख) (गैर वापसी योग्य) दिनांक 07.06.2012 को राज्य सरकार द्वारा अधिसूचित किए गए अनुसार.
16	दीर्घकालीन ऊर्जा क्रय अनुबन्ध का अनुमोदन। दीर्घकालीन से अभिप्रेत है एक वर्ष या उससे अधिक की किसी कालावधि के लिए.	
(क)	परम्परागत ईंधन आधारित (कोयला, तेल आदि) संयंत्र, जिसमें 25 मेगावॉट से अधिक के जल आधारित संयंत्र सम्मिलित हैं.	रूपए 25000/– (रूपए पच्चीस हजार) प्रति मेगावॉट अथवा उसके अंश {उच्चतम रूपए 10,00,000/– (रूपए दस लाख)}
23	अधिनियम की धारा 162 (2) के अधीन मुख्य विद्युत निरीक्षक अथवा किसी विद्युत निरीक्षक के विनिश्चय के विरूद्ध अपील.	रूपए 10,000/– (रूपए दस हजार)
25	ऊर्जा के गैर–परम्परागत स्त्रोतों से विद्युत उत्पादन करने वालों द्वारा ग्रिड के साथ संयोजन की अनुमति की प्राप्ति हेतु प्रस्तुत किया गया आवेदन.	विलोपित किया गया.
28	अधिनियम की धारा 63 के अधीन टैरिफ को ग्रहण करने हेतु आवेदन के लिए शुल्क	रूपए 10,00,000/– (रूपए दस लाख)

आयोग के आदेशानुसार,
आर. के. गुप्ता, आयोग सचिव.

Bhopal, Dated 31.05.2016

No. 900.—In exercise of the powers conferred by clause (g) of sub-section (1) of Section 86 read with clause (zp) of sub-section (2) of section 181 of the Electricity Act, 2003 (No. 36 of 2003), the Madhya Pradesh Electricity Regulatory Commission hereby, makes the following amendments in the "Madhya Pradesh Electricity Regulatory Commission (Fees, Fines and Charges) (Revision-I) Regulations, 2010" published in the Madhya Pradesh Gazette on 12.03.2010, namely:-

FIRST AMENDMENT TO MADHYA PRADESH ELECTRICITY REGULATORY COMMISSION (FEES, FINES AND CHARGES) (REVISION-I) REGULATIONS, 2010

1. **Short title and Commencement:** (i) These Regulations may be called the "**Madhya Pradesh Electricity Regulatory Commission (Fees, Fines and Charges) (Revision-I) (First Amendment) Regulations, 2010" {ARG-21(I)(i) of 2016}.**

(ii) These Regulations shall come into force on the date of their notification in the M.P. Gazette.

(iii) These Regulations shall extend to the whole of State of Madhya Pradesh.

2. **In the said Regulations,-**

(i) In sub-regulation (i) of regulation 3, the following para shall be added, at the end, namely :-

"The distribution licensees are also exempted from payment of separate fee in case they are the co-petitioners in the petitions for determination of Aggregate Revenue Requirement and retail supply tariff.";

(ii) In sub-regulation (iii) of regulation 4.2, for the word " prescribed", the word "specified" shall be substituted;

(iii) For sub-regulation (ii) of regulation 5, the following sub-regulation shall be substituted, namely :-

"(ii) Nothing in these regulations shall bar the Commission from adopting a procedure which is at variance with any of the provisions of these Regulations, if the Commission, in view of the special circumstances of the matters and for reasons to be recorded in writing, deems it necessary or expedient to depart from the procedure specified in the regulations."

(iv) In the Schedule 1, for serial numbers 1, 2, 3, 5, 7, 16, 23, 25 and 28 and entries relating thereto, the following serial numbers and entries relating thereto shall be substituted, namely:-

Schedule 1		
S.No.	**Name of application**	**Fees/charges (Rs.)**
1	Application for determination of generation tariff	
(a)	Conventional fuel based plant including Hydel Plant above 25 MW	Rs. 2,000/- (Rs. Two Thousand) per MW or any part thereof of installed capacity per annum.
2	Application for determination of transmission tariff	Rs. 100/- (Rs. One Hundred) for each one Million Units or part thereof of energy input into the EHT transmission system per annum.
3	Petition for determination of Distribution Tariff by Distribution Licensee	Rs. 200/- (Rs. Two Hundred) for each one Million Units or any part thereof of energy input into the EHT Transmission system less EHT Transmission system losses per annum.
5	Petition for review of Tariff order, presented by generating company/ licensee/ deemed licensee/person granted exemption from license.	Rs. 1,00,000/- (Rs. One Lakh)
7	Application fee for grant of Licence under Section 15(1) or exemption from Licence under Section 13 of the Act.	Rs. 5,00,000 (Rs. Five Lakhs) (Non-refundable) as notified by the State Government on 07.06.2012
16	Approval of Long Term Power purchase agreement. Long term means for a period of one year or more	
(a)	Conventional fuel based (coal, oil etc.) Plant including Hydel Plant above 25 MW	Rs. 25,000/- (Rs. Twenty Five Thousand) per MW or part thereof [Maximum Rs. 10.00,000/- (Rs. Ten Lakhs)]
23	Appeal against the decision of a Chief Electrical Inspector or an Electrical Inspector under Section 162(2) of the Act.	Rs. 10,000/- (Rs. Ten Thousand)
25	Application filed by electricity generators from non-conventional sources of energy for seeking permission for connectivity with the grid.	deleted
28	Fee for application for adoption of tariff u/s 63 of the Act.	Rs. 10,00,000/- (Rs. Ten Lakhs)

By order of the Commission,
R. K. GUPTA, Commission Secretary.

श्रम विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 6 जून 2016

क्र. एफ 4(सी)1-2013-ए16.—चूंकि राज्य शासन ने न्यूनतम मजदूरी अधिनियम, 1948 (क्रमांक 11 सन् 1948) की धारा 5 की उपधारा (1) के उपबंधों के अनुसरण में अनुसूची के भाग-1 की प्रविष्टि क्रमांक 68, 70, 71 एवं 72 में उल्लेखित नियोजनों में प्रथम बार न्यूनतम वेतन दरें निर्धारित करने हेतु प्रस्ताव इस विभाग की अधिसूचना क्रमांक 388, दिनांक 9 मार्च 2015 के द्वारा ऐसे समस्त व्यक्तियों जिनके की इससे प्रभावित होने की संभावना है, की जानकारी के लिए मध्यप्रदेश राजपत्र दिनांक 20 मार्च, 2015 में प्रकाशित किया गया था.

अतएव उक्त अधिनियम जिस रूप में मध्यप्रदेश राज्य में प्रयुक्त है की धारा-3 तथा 5 की उपधारा (2) द्वारा प्रदत्त शक्तियों को प्रयोग में लाते हुए, राज्य सरकार इस संबंध में प्राप्त सुझाव/अभ्यावेदनों पर विचार करने तथा अधिनियम की धारा 5 की उपधारा (2) के परन्तुक द्वारा अपेक्षित किए गए अनुसार मध्यप्रदेश न्यूनतम वेतन सलाहकार बोर्ड से परामर्श करने के पश्चात् राज्य शासन एतद्द्वारा नीचे दी गई अनुसूची के कॉलम (2) में दर्शाये नियोजनों के लिये कॉलम (3) में विनिर्दिष्ट नियोजित कर्मचारियों के वर्गों के लिए कॉलम (4) में यथा विनिर्दिष्ट मजदूरी की न्यूनतम वेतन दरें एवं कॉलम (5) में दर्शाये परिवर्तनशील मंहगाई भत्ते की दरें, इस अधिसूचना के राजपत्र में प्रकाशित होने के दिनांक से निर्धारित करती है, तथा यह निर्देश देती है कि न्यूनतम वेतन की दरें इस अधिसूचना के "मध्यप्रदेश राजपत्र" में प्रकाशन के दिनांक से प्रवृत्त होंगी :—

अनुसूची

अनुसूची क्रमांक	नियोजन का नाम	कर्मचारियों का वर्ग / श्रेणी	मजदूरी की न्यूनतम दरें		परिवर्तनशील मंहगाई भत्ते की दरें
(1)	(2)	(3)	(4)		(5)
			प्रतिमाह	प्रतिदिन	
68	दवाइयों एवं अन्य वस्तुओं के विक्रय संवर्धन कार्यों में नियोजन.	**उच्च कुशल जैसे**—मेडीकल रिप्रेजेन्टेटिव, कम्प्यूटर आपरेटर, स्टेनोग्राफर, कम्प्यूटर आपरेटर-सह स्टेनोटायपिस्ट, इंजीनियरिंग डिप्लोमाधारी, टेक्नीकल डिप्लोमाधारी एवं इसके समकक्ष पद, सेल्स ऑफीसर, सेल्स प्रमोशन ऑफीसर, एरिया मैनेजर, टेरीटोरी मेनेजर, सेल्स एक्सक्यूटिव्ह, सांईटिफिक ऑफीसर आदि.	9735.00	374.00	समय-समय पर देय अनुसूची के नीचे दर्शाए अनुसार.
		लिपिकीय वर्ग श्रेणी एक जैसे— एकाउंटेंट, केशियर, स्टोरकीपर, गोडाउनकीपर,	8435.00	324.00	-तदैव-
		लिपिकीय वर्ग श्रेणी दो जैसे—क्लर्क (लिपिक), टाइपिस्ट आदि.	7057.00	271.00	-तदैव-
		कुशल जैसे—अन्य सेल्स रिप्रेजेन्टेटिव्ह आदि.	8435.00	324.00	-तदैव-
		अर्धकुशल	7057.00	271.00	-तदैव-
		अकुशल	6500.00	250.00	-तदैव-
70	किसी सफाई कार्य में नियोजन.	**उच्च कुशल जैसे**—कम्प्यूटर आपरेटर, स्टेनोग्राफर, कम्प्यूटर आपरेटर-सह स्टेनोटायपिस्ट, इंजीनियरिंग डिप्लोमाधारी, टेक्नीकल डिप्लोमाधारी एवं इसके समकक्ष पद आदि.	9735.00	374.00	समय-समय पर देय अनुसूची के नीचे दर्शाए अनुसार.

(1)	(2)	(3)	(4)	(5)		(6)
				प्रतिमाह	प्रतिदिन	
			लिपिकीय वर्ग श्रेणी एक जैसे— एकाउंटेंट, केशियर, स्टोरकीपर, गोडाउनकीपर आदि.	8435.00	324.00	समय-समय पर देय अनुसूची के नीचे दर्शाए अनुसार.
			लिपिकीय वर्ग श्रेणी दो जैसे—क्लर्क (लिपिक), टाइपिस्ट आदि.	7057.00	271.00	-तदैव-
			कुशल जैसे—मेकेनाइज्ड हाउस कीपिंग, सुपर वाईजर, दरोगा, चालक (भारीवाहन) आदि.	8435.00	324.00	-तदैव-
			अर्धकुशल जैसे—लांड्रीमेन, धोबी, वैक्यूम क्लीनर चालक (हल्के वाहन) जेनीटर, आदि.	7057.00	271.00	-तदैव-
			अकुशल जैसे—सफाई कामगार, स्वीपर, भिश्ती, वाशरमैन, क्लीनर, चौकीदार, भृत्य, मजदूर, हेल्पर आदि.	6500.00	250.00	-तदैव-
71	किसी पुरातात्विक कार्य में नियोजन.		**उच्च कुशल जैसे**—कम्प्यूटर आपरेटर, स्टेनोग्राफर, कम्प्यूटर आपरेटर-सह स्टेनोटायपिस्ट, इंजीनियरिंग डिप्लोमाधारी, टेक्नीकल डिप्लोमाधारी एवं इसके समकक्ष पद आदि.	9735.00	374.00	समय-समय पर देय अनुसूची के नीचे दर्शाए अनुसार.
			लिपिकीय वर्ग श्रेणी एक जैसे— एकउंटेंट, केशियर, स्टोरकीपर, गोडाउनकीपर आदि.	8435.00	324.00	-तदैव-
			लिपिकीय वर्ग श्रेणी दो जैसे—क्लर्क (लिपिक), टाइपिस्ट आदि.	7057.00	271.00	-तदैव-
			कुशल जैसे—सर्वेयर, गाईड, सुपरवायजर, सार्टर, वाइण्डर आदि.	8435.00	324.00	-तदैव-
			अर्धकुशल जैसे—सहायक गाईड, केयर टेकर, मॉड्यूलर सह आर्टिस्ट, वर्क सहायक, सहायक सर्वेयर आदि.	7057.00	271.00	-तदैव-
			अकुशल जैसे—मजदूर, चौकीदार, हेल्पर, कुली, सफाई कामगार, भृत्य, लिफ्टर, सुरक्षाकर्मी, आदि.	6500.00	250.00	-तदैव-
72	किसी सूचना प्रौद्योगिकी कार्य में नियोजन.		**उच्च कुशल जैसे**—कम्प्यूटर आपरेटर, स्टेनोग्राफर, कम्प्यूटर आपरेटर-सह स्टेनोटायपिस्ट, इंजीनियरिंग डिप्लोमाधारी, टेक्नीकल डिप्लोमाधारी एवं इसके समकक्ष पद, साफ्टवेयर इंजीनियर, सीनियर साफ्टवेयर इंजीनियर, कन्सलटेंट, सीनियर कन्सलटेंट, टीम मेम्बर टीम लीडर, साफ्टवेयर डेवलपर आदि.	9735.00	374.00	समय-समय पर देय अनुसूची के नीचे दर्शाए अनुसार.
			लिपिकीय वर्ग श्रेणी एक जैसे— एकउंटेंट, केशियर, स्टोरकीपर, गोडाउनकीपर आदि.	8435.00	324.00	-तदैव-
			लिपिकीय वर्ग श्रेणी दो जैसे—क्लर्क (लिपिक), टाइपिस्ट आदि.	7057.00	271.00	-तदैव-
			कुशल जैसे—कम्प्यूटर ऑपरेटर, सुपर वाइजर, आदि.	8435.00	324.00	-तदैव-
			अर्धकुशल जैसे—सहायक कम्प्यूटर ऑपरेटर, अटेण्डर आदि.	7057.00	271.00	-तदैव-
			अकुशल जैसे—भृत्य, चौकीदार, सफाई कर्मी, सिक्युरिटीगार्ड आदि.	6500.00	250.00	-तदैव-

परिवर्तनशील मंहगाई भत्ता टीप.—उपरोक्त अनुसूची के स्तम्भ 4 में अर्धकुशल, कुशल एवं उच्च कुशल श्रमिकों के लिए दर्शाई गई वेतन दरों पर लेबर ब्यूरो शिमला द्वारा निर्मित औद्योगिक श्रमिकों के लिये अखिल भारतीय उपभोक्ता मूल्य सूचकांक 241 (2001=100) जनवरी 2014 से जून 2014 के आधार आंकड़ों के औसत पर आधारित है एवं अकुशल श्रमिकों के लिये दर्शाई गई वेतन दरों पर लेबर ब्यूरो शिमला द्वारा निर्मित औद्योगिक श्रमिकों के लिये अखिल भारतीय उपभोक्ता मूल्य सूचकांक 253 (2001=100) जुलाई, 2014 से दिसम्बर, 2014 के आधार आंकड़ों के औसत पर आधारित है. अत: अर्धकुशल, कुशल एवं उच्च कुशल श्रमिकों के लिए 241 सूचकांक एवं अकुशल श्रमिकों के लिए 253 सूचकांक के ऊपर प्रति 6 माह में जो औसत वृद्धि होगी उसी अनुपात के स्तम्भ 4 में दर्शाई गई वेतन दरों में वृद्धि दिनांक 1 अप्रैल अथवा 1 अक्टूबर जैसी भी स्थिति हो, प्रतिबिंदु प्रतिमाह रुपये 25 के हिसाब से की जावेगी और स्तम्भ 4 में दी गई दरों में हुई यह वृद्धि स्तम्भ 5 के लिये परिवर्तनशील मंहगाई भत्ता मानी जावेगी. एक अप्रैल से देय परिवर्तनशील मंहगाई भत्ते में वृद्धि की गणना गत जुलाई से दिसम्बर तक 6 माह के औसत सूचकांक के आधार पर की जावेगी. इसी प्रकार एक अक्टूबर से देय परिवर्तनशील मंहगाई भत्ते में वृद्धि की गणना गत जनवरी से जून तक के 6 माह के औसत सूचकांक के आधार पर की जावेगी परिवर्तनशील मंहगाई भत्ते में वृद्धि की घोषणा अधिनियम के अन्तर्गत सक्षम प्राधिकारी द्वारा समय-समय पर की जावेगी.

स्पष्टीकरण

1. इस अधिसूचना द्वारा जो मासिक वेतन निर्धारित किया गया है, वह कैलेण्डर मास की समाप्ति पर देय होगा. यदि किसी कर्मचारी ने अधिनियम एवं उसके अन्तर्गत बनाये गये नियम के अनुसार कैलेण्डर मास के समस्त अवकाश के दिनों का लाभ उठाया हो और यदि किसी सन्दर्भ में एक दिन का वेतन संगणित करना हो तो उपरोक्तानुसार निर्धारित मासिक वेतन को 26 से भाग देकर संगणित किया जाएगा.

2. कर्मचारियों के प्रकार जो विभिन्न वर्गीकरण में बताए गये हैं, वे उदाहरण स्वरूप हैं न कि विस्तृत तथा ऐसे वर्ग के कर्मचारी जो इस अधिसूचना में सम्मिलित नहीं हैं, के लिये न्यूनतम वेतन की दर वही होगी जो समान प्रकृति का काम करने वाले कर्मचारी को देय है.

3. अकुशल, अर्धकुशल, कुशल तथा उच्च कुशल कर्मचारी की सामान्य परिभाषा निम्नानुसार है :—

(क) "अकुशल कर्मचारी" वह है, जो ऐसे सरल कार्य करता है जिसमें स्वतंत्र निर्णय या पूर्व अनुभव की बहुत कम या बिल्कुल आवश्यकता नहीं पड़ती. यद्यपि व्यावसायिक परिस्थितियों से परिचित होना आवश्यक है. इस प्रकार शारीरिक श्रम के अलावा उसे विभिन्न वस्तुओं तथा माल व सेवाओं से परिचित होना अपेक्षित है.

(ख) "अर्धकुशल कर्मचारी" वह है जो सामान्यत: रोजमर्रा का एक निश्चित स्वरूप का कार्य करता हो, जिसमें कि उसके अधिक निर्णय, कुशलता तथा निपुणता की अपेक्षा न की जाती हो किंतु उसमें सापेक्षित रूप से ऐसे छोटे काम जो उसे सौंपे जायें, उचित रूप से करने की अपेक्षा की जाती हो और उसमें महत्वपूर्ण निर्णय दूसरे व्यक्तियों द्वारा लिये जाते हों, इस प्रकार उसका कार्य रोजमर्रा के एक जैसे समान कार्य करने तक ही सीमित है.

(ग) "कुशल कर्मचारी" वह है जो दक्षता पूर्वक कार्य कर सके, काफी स्वतंत्रता से निर्णय, बुद्धि का प्रयोग कर सके तथा जिम्मेदारी से अपने कर्तव्य का निर्वहन कर सके. उसे उस व्यवसाय, शिल्प या उद्योग का जिसमें वह नियोजित किया गया हो, पूर्ण एवं विस्तृत ज्ञान होना अपेक्षित है.

(घ) "उच्च कुशल कर्मचारी" वह है, जो तकनीकी एवं विशिष्ट स्वरूप का कार्य करने में पूर्ण रूप से दक्ष हो. काफी स्वतंत्रता से निर्णय, बुद्धि का प्रयोग कर जिम्मेदारी से अपने कर्तव्य का पालन कर सके एवं तकनीकी डिग्री एवं डिप्लोमाधारी हो. उसे उस व्यवसाय, तकनीकी शिल्प या उद्योग का जिसमें वह नियोजित किया गया हो, पूर्ण एवं विशिष्ट ज्ञान होना अपेक्षित है.

4. उक्त अधिसूचना न्यूनतम वेतन दरों का प्रवर्तन किसी भी कर्मचारी पर प्रतिकूल प्रभाव नहीं डालेगा, यदि प्रचलित वेतन की दरें न्यूनतम वेतन की पुनरीक्षित दरों से अधिक हैं, तो वह किसी भी दशा में कम नहीं की जायेगी.

5. किसी भी स्थापना या उपक्रम में प्रचलित वेतन दरें अधिसूचित मूल न्यूनतम वेतन दरों तथा देय परिवर्तनशील मंहगाई भत्ते के योग से अधिक होने पर यह समझा जावेगा कि स्थापना या उपक्रम द्वारा अधिसूचित मूल न्यूनतम वेतन दर तथा परिवर्तनशील मंहगाई भत्ते दिये जाने का पालन किया जा रहा है. यदि स्थापना या उपक्रम द्वारा देय न्यूनतम वेतन एवं परिवर्तनशील मंहगाई भत्ते का योग अधिसूचित न्यूनतम वेतन एवं परिवर्तनशील मंहगाई भत्ते के योग से कम है, तो श्रमिक अंतर की राशि के लिये पात्र होंगे.

6. उक्त अधिसूचित न्यूनतम मजदूरी दरों में न्यूनतम मजदूरी अधिनियम, 1948 (क्रमांक 11, सन् 1948) की धारा 13 की उपधारा (1) के खण्ड (ख) के अधीन परिकल्पित किये अनुसार विश्राम दिवस के संबंध में पारिश्रमिक सम्मिलित है.

7. जहां कर्मचारी खण्डदर पर नियोजित हो वहां खण्डदर या इस प्रकार निर्मित की जावे, जो आठ घंटे दैनिक व छह दिन कार्य करने तथा एक दिन सवैतनिक अवकाश देने पर निर्धारित न्यूनतम मजदूरी से कम न हो.

8. मजदूरी निर्धारण में पैसे तथा रुपये के गुणांकों को पूर्णांक करके दैनिक एवं मासिक मजदूरी निर्धारित की जाएगी, वित्त विभाग के परिपत्र क्रमांक एफ 9-7/2006/नियम/चार, दिनांक 20 सितम्बर 2006 में पचास पैसे अथवा उससे अधिक पैसे हों तो, उन्हें अगले उच्चतर रुपये में पूर्णांकित किया जावेगा और पचास पैसे से कम राशि को छोड़ दिया जावेगा.

9. यदि एक से अधिक नियोजन में एक ही स्वरूप का कार्य होता है तो कार्यरत कर्मचारियों को बेहतर दरें देय होंगी.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,
एम. के. वार्ष्णेय, प्रमुख सचिव.

नियंत्रक, शासकीय मुद्रण तथा लेखन सामग्री, मध्यप्रदेश द्वारा शासकीय केन्द्रीय मुद्रणालय, भोपाल से मुद्रित तथा प्रकाशित—2016.