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# मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 47 ]

भोपाल, शुक्रवार, दिनांक 21 नवम्बर 2025—कार्तिक 30, शक 1947

## भाग ४

### विषय—सूची

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

## भाग ४ (क)—कुछ नहीं

### भाग ४ (ख)

### अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 23 अक्टूबर 2025

क्र. आर-20-सीसी-2018-अड़तीस.— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 29 (1) के अनुक्रम में, डॉ. ए.पी.जे. अब्दुल कलाम निजी विश्वविद्यालय, इन्दौर के संशोधन अध्यादेश क्रमांक 21 व 47 तथा पश्चातवर्ती अध्यादेश क्रमांक 79 से 85 तक का साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त संशोधन अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

संशोधन अध्यादेश क्र. 21 व 47 तथा पश्चातवर्ती अध्यादेश क्र. 79 से 85 तक.

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

## Dr. A.P.J. Abdul Kalam University, Indore

**Amendment in ordinances published vide notification no. R-107-CC-2016-38 dated: 03/06/2016**

**Short title & Commencement:-**

1. These amendments will be applicable to Dr. A.P.J. Abdul Kalam University, Indore.
2. It shall come into force on the date of its publication in the official gazette.
3. Amendment in ordinance no. 21  
(i) In Ordinance no. 21 clause 2.7 read as "Passed 10+2 examination with Physics and Chemistry as compulsory subjects along with Mathematics/Biology subject" OR "10+2 Science (with Mathematics as one of the subject) or 10+2 Science with Technical Vocational subject" OR "10<sup>th</sup> + (2 years ITI) with appropriate Trade in that order shall be eligible for admission to second year Diploma Course (s) of appropriate Programme".
4. Amendment in ordinance no. 47  
(i) In Ordinance no. 47 of 2015, in the title & caption the word "/B.A. LL.B." shall be added after the word "B.A. LL.B. (Hons.)."  
(ii) In Ordinance no. 47 of 2015, clause 1 the word "/B.A. LL.B." shall be added after the word "B.A. LL.B. (Hons.)."  
(iii) In Ordinance no. 47 of 2015, clause 2(a) the word "/B.A. LL.B." shall be added after the word "B.A. LL.B. (Hons.)."  
(iv) In Ordinance no. 47 of 2015, clause 5 the word "/B.A. LL.B." shall be added after the word "B.A. LL.B. (Hons.)."  
(v) In Ordinance no. 47 of 2015, clause 10 the word "/B.A. LL.B." shall be added after the word "B.A. LL.B. (Hons.)."

**ORDINANCE****No. 79 of 2023****Governing the Postgraduate Degree program on successful completion of two years (four semesters)****For****MASTER OF LAWS (LL.M.)****Under Choice Based Credit System****1. TITLE AND COMMENCEMENT:**

- 1.1. This Ordinance shall be called as Ordinance regulating the award of Master of Laws, in short, LL.M.
- 1.2. This ordinance will come into force from the Academic Session commencing after the date of notification issued by the University.

**2. DEFINITION & KEY WORDS:**

- 2.1. "Vishwavidyalaya" or "University" means .....
- 2.2. "Student" means one who has been admitted in the Two-year LL.M. Program of this University through Vishwavidyalaya Entrance Test (VET) or by any other procedure notified by the University from time to time; they may also be referred as Prospective teacher educator;
- 2.3. "Academic Year" means two consecutive (one odd and one even) semesters;
- 2.4. "Choice Based Credit System (CBCS)" means a Program that provides choice for students to select from the prescribe courses as per the guidelines issued by UGC/regulatory bodies wherever applicable and as approved by the appropriate bodies of the University;
- 2.5. "Program" means the field of technical education;
- 2.6. Course means "Papers"/ "Subjects" through different modes of delivery and is a component of a programs detailed out in the respective program structure;
- 2.7. "Credit Point" means the product of grade point and number of credits for a course;
- 2.8. "Credit" means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one and half of teaching (lecture, seminar or tutorial, practical, field work) per week. The number of credits for each courses hall be defined in the respective examination scheme;
- 2.9. "Cumulative Grade Point Average (CGPA)" means a measure of overall

cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;

- 2.10. "Grade Point" means a numerical weight allotted to each letter grade on a 10-point scale or as prescribed by the UGC/University from time to time;
- 2.11. "LL.M. Program" or "LL.M. Degree Program" means LL.M. 2 Years Degree Program;
- 2.12. "Letter Grade" means an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, and F;
- 2.13. "Semester Grade Point Average (SGPA)" means a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total credits of all courses during the semester. It shall be expressed up to two decimal places.
- 2.14. "Semester" means an academic session spread over 15-18 weeks of teaching work with minimum 90 teaching days. The odd semester may normally be scheduled from July to December and even semester from January to June;
- 2.15. "Grade Card" means a certificate based on the grades earned. Grade certificate shall be issued to all registered students after every semester. The grade certificate will contain the course details (code, title, number of credits, grade secured) along with SGPA of the semester and CGPA earned till that semester. The final semester grade certificate shall also reflect the cumulative total of marks obtained by the student in all semesters out of maximum marks allocated for which the grades of the program were evaluated. However, the final result will be based on the grades/CGPA;
- 2.16. "Transcript" means a certificate issued to all enrolled students in a program after successful completion of the program. It contains the SGPA of all semesters and the CGPA;
- 2.17. "Ex-student" means a regular student (except first semester students) who has failed to pass  $n/2$  or  $(n-1)/2$  courses upto first three semester, and/or failed in any subject in forth semester, or unable to appear for the examination of the University (except due to shortage of attendance) in any of its courses of study. Such student may be allowed to appear at the same examination in next session after depositing the prescribed fee as an ex-Student. He/she-student may only

appear in the examination and will not be eligible for privileges of a regular student. Further, he/she will forfeit his/her right as an ex-student as soon as he/she takes an admission to a regular program of study.

### **3. DEGREE OF MASTER OF LAWS (LL.M.):**

The University may confer the Degree of Master of Laws on such candidates who, having been admitted for LL.M. 2 Years Degree Program, have received regular instructions in the prescribed courses of study, passed relevant examinations and have fulfilled such other conditions as may be laid down by the appropriate authority from time to time.

### **4. EDUCATIONAL OBJECTIVES OF LL.M. 2 YEARS DEGREE PROGRAM:**

LL.M. Programme has objective to:

- 1 Familiarizing students with law to the specified field of study and with judicial interpretation at the national and international level and a comparative study of the same.
- 2 To inculcate research skills and analytical abilities in students.
- 3 Imparting skill of legal reasoning, problem solving, legal research, legal writing, oral and written communication, persuasion, leadership and teamwork.
- 4 Producing internationally competent litigating lawyers, judges, judicial officers, legal officers, law reformers, and law teachers, etc.
- 5 To intimately nurture the talent of the students by a team of distinguished Judges, Legal Practitioners and Consultants, Social Activists, Corporate Counsels, and Faculty Members of law schools across the country.

### **5. PROGRAM OUT COME AND PROGRAM SPECIFIC OUTCOME**

#### **5.1. PROGRAM OUTCOME**

On completion of the Post Graduate study in Law, the students will:

- PO.1. Acquire advanced and updated legal knowledge in general as well as in different sub-stream of law
- PO.2. Improve cognitive, problem-solving skills, independent critical thinking with enhanced research capabilities
- PO.3. Find, identify and interpret the law in a given situation.
- PO.4. Acquaint with teaching skills
- PO.5. In a position to use knowledge and skills acquired during the study in

specific areas of their choice, viz., Constitutional Law, Corporate Laws, Alternative dispute resolution, Criminal Law, International trade Law, Law of Intellectual Property Rights, Human Rights, Taxational Law, Environmental law.

## **5.2. PROGRAM SPECIFIC OUTCOME**

After completion of the program, the post-graduates of LL.M Programme will be able to following:

- PSO.1. Understand, interpret and apply the law
- PSO.2. Demonstrate exhaustive understanding of crucial aspects of law as chosen in specified field of study and contribute meaning fully in their respective domain.
- PSO.3. Do legal research analyze and differentiate facts and law, and solve the legal problems by applying laws and legal reasoning
- PSO.4. Acquire the art of Teaching Method through Teaching Internship there by feel confident to enter into Teaching Profession
- PSO.5. Excel as leaders in the legal profession, judiciary, public service, non-profit & non-governmental organizations, entrepreneurships, and corporate entities through internship programmes.

## **6. DURATION OF STUDIES:**

The Course for the Degree of Master of Laws under this Ordinance shall extend over a period of two academic years comprising four semesters in total. The Four Semester over which the Curriculum is spread shall, respectively, be called the First, the Second, the Third and the Fourth Semester. The odd term semester, i.e., First Semester or Third Semester, shall ordinarily extend from the day of reopening of the University after Summer vacation to appointed day in December of the same year, and the even term Semester, i.e., Second Semester or Fourth Semester shall ordinarily extend from an appointed day in January in the following year to the last working day of the concerned Academic Year.

## **7. MAXIMUM DURATION OF COMPLETION OF COURSE:**

- 7.1. The maximum duration for completing the course shall be of four year which shall count from the year of latest admission in the first semester. Forth is purpose, latest admission will mean either, 'Readmission' or 'Fresh Admission' through VET, in first semester. No student shall be allowed to take further admission in the program after the expiry of four years.

7.2. The maximum total duration shall include the period of absence, with drawn and different kinds of leave permissible to a student but it shall exclude the period of rustication/suspension/or any other penalty period imposed by the University.

**8. NUMBER OF SEATS:**

Number of seats in LL.M. 2 Years degree Program will be such as approved and notified by the Academic Council of the University and as advertised for admission to the Program.

**9. FEES:**

The students pursuing the LL.M. 2 Years Degree Course of Study shall have to pay fee as may be prescribed by the University from time to time.

**10. ADMISSION PROCEDURE:**

10.1. Only those candidates will be admitted to Master of Laws course who qualify in the entrance examination and are also otherwise eligible under the admission rules of the University.

10.2. The admission to LL.M. First Semester will be made strictly on merit on the basis of entrance test (VET) or by any other method conducted by the Vishwavidyalaya

For this purpose or any other procedure as notified by the university from time to time.

**11. MINIMUM QUALIFICATION FOR ADMISSION:**

11.1. Aspirants seeking admission in 2 years LLM Programme must have passed LLB after graduation under 10+2+3 pattern or five-year integrated LL.B. under 10+2+5 pattern recognized by the Bar Council of India securing a minimum of, 50% marks in the aggregate in LLB. Degree. However, this will be subjected to the Relaxation of 5% to aspirant belonging to the category of SC/ST/PWD/OBC (Non-Creamy Layer).

11.2. Reservation in admission for OBC/SC/ST/EWS/PWD (Person with Disability) and Kashmiri migrant candidates, as specified by Government of India/UGC and notified by the university shall be followed.

11.3. Foreign nationals either residing in India or abroad or Indian nationals residing broad may be admitted to the Program according to the policy guidelines laid down by the Government of India/University from time to time as per the number of seats available for this category. These seats will be supernumerary and shall be advertised separately in addition to the seats approved for each program.

**12. ENROLMENT IN THE UNIVERSITY:**

- 12.1. Every student admitted to the program shall be enrolled before appearing in the first semester examination through the procedure prescribed by the competent authority of the University from time to time.
- 12.2. No application for registration shall be entertained unless the candidate gives a written undertaking that:
- (a) He/she shall exclusively devote his time to the study of courses prescribed for LL.M. Degree and in particular he shall not offer any other course leading to a degree of any description whatsoever, nor shall he undertake any remunerative work.
  - (b) He/she shall not undergo practical training in Law for the purpose of being enrolled as an Advocate during his studies to the Degree of Master of Laws; and
  - (c) He/she shall abide by the provisions of the Rules and Regulation and orders of Officers and Authorities of the University from time to time.
  - (d) He/she shall abide by the Student's Code of Conduct as framed from time to time by the appropriate authority of the University, failing which may result in disciplinary action(s).

**13. PROGRAM STRUCTURE & COURSE CONTENTS:**

The study of LL.M. 2 Year degree program shall comprise of courses of study the structure and contents of which shall be such as decided by the University from time to time. Provided that the Board of Studies of the department or School will have rights to approve or modified program structure and content of various courses from time to time and report the same to the appropriate authority of Vishwavidyalaya. The program shall be based on Choice Based Credit System.

**14. REGULAR COURSE OF STUDY:**

A candidate for the Degree of Master of Laws shall be required to:

- (i) Study compulsory course(s) paper in each semester in as many number(s) as specified in the following table:

**Table 1: No. of compulsory paper in each semester**

Semester No.	No. of Compulsory Paper
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First Semester	One
Second Semester	One
Third Semester	One
Fourth Semester	Three

- (ii) Study One Optional Group in each First Semester, Second Semester and Third Semester. Each Optional Group shall consist of three papers.
- (iii) Under go for Teaching Internship within the University under the supervision of Professor for three months in the IVth Semester as specified.
- (iv) Write a Dissertation under the guidance of Supervisor in the Fourth Semester (one academic year) on a subject approved by the Dean/HOD.
- (v) The medium of instruction will be English.

**15. ATTENDANCE AND ELIGIBILITY TO APPEAR IN THE EXAMINATION:**

- 15.1.** Every student must secure 80% of attendance in the in aggregate in all course work and practicum to appear in the end-semester examination including lectures, practical, tutorials, etc.
- 15.2.** A candidate will be eligible to appear in the Semester Examination who having been duly admitted to the LL.M. Degree Program of Study has undergone a regular course of study and has secured not less than 90% attendance in each course paper but has secured 80% attendance in all the course paper taken together.
- 15.3.** However, the Dean of School of Law may consider on an application by the candidate, supplemented with necessary documents considered to be fit for grant, may condone the aggregate attendance up to 70% on the basis of following reasons:
- a. Participation in NCC/NSS Camps, duly supported by a certificate from the Commanding Officer;
  - b. Participation in University Team(s)/Games or Inter-state or Inter-University tournament(s) duly supported by a certificate from appropriate authority of the University;
  - c. Participation in educational excursion conducted on working days certified by the Dean or Head of the department. These excursions shall not include those organized for the class as a whole;

- d. Participation in any of co-curricular activities organized by the Institute/Department/School, duly certified by competent authority;
- e. Pro longed illness duly certified by the Registered Medical Practitioner;
- f. Any other cogent reason up to the satisfaction of the Head of Department/Dean.

## 16. EXAMINATION AND EVALUATION:

### 16.1. General:

- 16.1.1. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through: (a) Evaluation of End Semester Examinations, (b) Continuous Internal Assessment, (c) Assessment of Teaching Internship, and (d) Assessment of Dissertation and Viva Voce.
- 16.1.2. There shall be a University examination at the end of the First, Second, Third and Fourth Semester and the candidate for the Degree of Master of Laws shall be required to pass in all the prescribed courses within a maximum period of four years from the year of his/her latest admission in the First Semester of the Program. No student shall be allowed to take further admission in the program after the expiry of four years. This requirement is subject to clause 7.2 as mentioned above.
- 16.1.3. The medium of examination for LL.M. Course shall be English.
- 16.1.4. Students shall be examined in thirteen theory papers as prescribed in the syllabus. Each paper will one hundred marks. Out of 100 marks, 70% shall be allotted for the end semester examinations and 30% marks shall be allotted to continuous internal assessments.
- 16.1.5. Besides, each student in forth semester shall undergo for Teaching Internship. His/her performance in teaching internship will be evaluated for 100 marks.
- 16.1.6. In addition, each student in forth semester is also required to submit a Dissertation and also to undergo for viva voce carrying, each carrying 100 marks. His/her performance in Dissertation work and in viva voce will be evaluated separately.
- 16.1.7. The minimum percentage of marks to pass the course in each semester shall be 50%.

16.1.8. Minimum passing grade of each course will be 'C'.

16.1.9. For award of LL.M. degree each candidate shall have to secure 5.0 CGPA.

## 16.2. LL.M. Examination:

### 16.2.1 Examination of Theory Paper

16.2.1.1. The examination for theory papers will be taken semester wise, and will be held on such dates as may be notified by the appropriate authority of the University.

16.2.1.2. Candidates shall be examined according to the Scheme of Examination and Syllabus as approved by the Academic Council from time to time.

16.2.1.3. Examination of theory paper shall be conducted by means of written papers, each carrying 70 marks and of three-hour duration.

16.2.1.4. In each paper 30 marks shall be reserved for award on the basis of Continuous Internal Assessment.

16.2.1.5. Evaluation of theory paper shall be entirely internal. The Teacher-in-Charge of the concerned course paper may be required to frame the question paper and evaluate the answer script. If a course paper is offered by more than one teacher, the setting of question paper and evaluation may be done jointly. In case, the teacher in charge of the concerned course paper is not available, the Head of Department may assign the task of evaluation of answer script to any teacher who is available.

16.2.1.6. The continuous internal assessment of 30 marks in each theory paper will comprise of:

- (1) Assessment of Written Exam for 15 marks.

#### **Note:-**

There will be one compulsory internal written exam during the semester. The performance of students will be assessed by the teacher offering the course on the basis of response of students. If a student fails to give

internal exam because of some emergencies/ unforeseen situation, the Dean of School may permit the student to appear in the special internal exam on the satisfaction of the reason mentioned by student for not appearing in the regular internal exam.

- (2) Assessment of Written Project Work and Oral Defence: 10 marks for written Project Work and 5 marks for oral defence of written project.

**Note:-**

1. The teacher in charge of the paper shall allot the project titles to the students within 20 days from the commencement of the semester.
2. Within one month of the start of the semester the student shall submit the synopsis of their project work and get approval of the concerned teacher incharge.
3. Once the topic and synopsis are approved by the Teacher incharge, no change will be permissible.
4. The teacher in charge of the project work shall continuously evaluate the project work of the students during their available time.
5. A written report of project shall be submitted and oral defence of his/her written report shall be made by the students to the teacher concerned by the time before the commencement of semester exam or by the time fixed by the Head of the Department.
6. No Plagiarism, in any form, will be allowed and necessary action will be taken to discourage it.
7. The Teacher-in-Charge of the project work will take care that oral defence is not taken during the teaching hours.
8. No students will be allowed to submit the project report and made oral defence after the schedule date is over.
9. If a student remains fail in submitted the report on the project and/or make oral defence in due time, single opportunity, under special circumstances, for submitting the project report and/or making oral defence will be given to them. To avail this

opportunity, he/she has to, before the commencement of semester exam, through Head, apply to Dean of school of law asking for grant of this opportunity. The dean after being satisfied with the reason so supplied by the student may allow such grant.

## 16.2 Teaching Internship

- 16.2.1.1 Every student has to carry out teaching internship in which case the student concerned shall be put into internship in teaching under a senior Professor for a period of three months in the Final Semester within the University.
- 16.2.1.2 The Dean of School of Law in coordination of Head of Department will provide list of Professors under whom the intern will undergo for their internship.
- 16.2.1.3 The Intern will have to provide the list of professors in preferential order under whom they want to undergo for internship.
- 16.2.1.4 The Head of Department after processing the list so provided by interns will then allocate the professor to the intern under whom they have to undergo for their internship. The decision of the Head which will be based on availability of the professors will be final.
- 16.2.1.5 The Professor, under whom intern under go for internship, will guide and supervise the intern during their internship.
- 16.2.1.6 The Supervisor professor with coordination of Head will provide the log of students to the teaching intern.
- 16.2.1.7 The Supervisor professor can engage with him Associate professor (s) or Assistant Professor (s) within the faculty of law for his/her Assistance who will act as mentor of Intern for internship purpose.
- 16.2.1.8 The Intern will have to submit three, physical and uniform, typed and bound copies, along with the soft copy, of his internship report to the Head of Department of Law by the time one week before the commencement of Semester Exam.
- 16.2.1.9 The Intern will maintain that his report will not include any confidential information either related to supervisor / Faculties / Colleagues / Students / office of employing Institution.
- 16.2.1.10 No teaching Intern who undergoes for internship withing the University will be provided any monetary remuneration for his/her internship.

- 16.2.1.11 Every teaching Intern who undergoes the internship withing the Faculty/School of Law within the University, he/she will strive to hold the responsibilities of the education profession,

Including the obligations to students, to parents and to the Faculty/School of Law of the University. The details of these obligations and responsibilities will be mentioned course contents. And any violation of these administrative regulation on teaching internship may result in cause to initiate proceedings for revocation or suspension from LL.M. Program.

- 16.2.1.12 Teaching Interns will be evaluated by the Supervisor in many diverse areas. The Supervisor will use the following parameter for assessment of Intern:

Contents Knowledge (10 Marks)
Lesson Plan (10Marks)
Development of Instructional Materials/Teaching Contents (10 Marks)
Classroom Management (10Marks)
Reflection of Teaching Contents in Classroom (10Marks)
Involvement in Activities organized by School of Law (10Marks)
Relation with Supervisor and with School Administration (10Marks)
Human Qualities (10Marks)
Attendance and Diary Maintaining (10Marks)
Quality of the Internship Report (10Marks)

- 16.2.1.13 The performance of student will be assessed with reference to above mentioned criterion by using a Teaching Internship Evaluation Form as prescribed in Appendix I of this Ordinance.
- 16.2.1.14 The candidate shall be required to secure at least 50% marks in the Teaching Internship to pass.
- 16.2.1.15 A candidate who remains fail in securing 50% marks in Teaching Internship will be given only one opportunity to undergo for further Internship in the respective semester in next academic session. The marks obtained in other papers, if

it is not less than minimum passing marks, will be carried to the next examination.

- 16.2.1.16 The School of Law will have rights to regulate on matter of internship which has not been mentioned above or which needs clarifications, removal of doubts, etc.

**16.2.2. Dissertation and Viva voce:**

- 16.2.2.1. The students shall prepare three typed and bound uniform copies of Dissertation (duly signed by Supervisor) along with its soft copy in word and PDF format (no image file) and submit to the Head of Department by the time two week before the commencement of forth Semester Exam. Dissertation submitted afterward will not be evaluated and therefore the student has to resubmit his/her dissertation work in the respective semester in the following academic session. However, the Dean of the School may permit the student to submit the Dissertation work on the satisfaction of the reason mentioned by the student for not submitting the work in due time under the condition that student will submit the work before commencement of semester exam.
- 16.2.2.2. The copies of the dissertation so submitted will be evaluated by External Examiner, (approved by appropriate authority for this purpose) in addition to Internal Examiner who shall be the Dissertation supervisor of the student. Each Examiner will evaluate the Dissertation for 100 marks. Whereas the External Examiner will evaluate the final Dissertation work for 100 marks, the Internal Examiner will evaluate the performance of students at two levels: (1) Pre-Submission Seminar on Dissertation work for 50 Marks, and (2) Final Dissertation work for 50 Marks. The average of the marks obtained by the student by both the Internal and External Examiner will count for award for dissertation work.
- 16.2.2.3. The date and the time (which will probably lie 40 days after commencement of 4<sup>th</sup> semester) for taking part in the Pre-Submission Seminar of students will be notified by the Head in consultation with Departmental Education Committee. On the

allotted date and time, student taking part in Dissertation work will have to perform in Pre-submission seminar while presenting his/her work through PPT and satisfying the queries of Internal Examiner. HOD will supervise the conduct of Pre-submission seminar himself or will nominate other faculty member(s) so to do.

16.2.2.4. If any student whose name is mentioned in the schedule time slot remain absents or does not perform in Pre-Submission Seminar, his/her performance will be evaluated NIL by deeming that he/she was present but does not perform in Pre-Submission Seminar.

16.2.2.5. The criterion of assessment of Pre-Submission Seminar will be as follows:

Ability to introduce the background knowledge of Research Problem (10Marks)	Ability to present concisely the methodology of dissertation (10Marks)	Ability to justify the conclusion and suggestion (10Marks)	Presentation Style (10Marks)	Response to questions and comments (10Marks)
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16.2.2.6. The criteria for assessment of final dissertation work will be as follows:

Knowledge & understanding (30 %)	Application and analysis (30%)	Coherent structure (10%)	Literature Review (10%)	Research & Citation (10%)	Methodology (10%)
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16.2.2.7. After the submission of the dissertation, student will be put into viva voce examination.

16.2.2.8. The viva voce examination of the dissertation will be conducted by a board constituted of concerned supervisor and

external examiner under the chairmanship of the Head of Department. In the absence of supervisor, the Head of the Department shall act as internal examiner, but in the absence of both, the Dean/Vice-Chancellor may appoint any one whosoever he/she deems fit.

16.2.2.9. Such viva voce examination will be conducted in the presence of External Examiner for evaluation of 100 marks. The appearance of students and his/her performance in viva voce examination is mandatory. If on the day of viva voce examination any student remain absents or does not performing the said exam, his/her performance will be evaluated NIL by deeming that he/she was present in viva voce examination but does not perform in viva voce examination.

16.2.2.10. The purpose of the viva examination is to ensure that, among other things, student can defend his dissertation work verbally.

16.2.2.11. A candidate has to secure minimum 50 marks in order to pass in the examination of his/her performance in Dissertation work. Similarly, a candidate has to secure minimum 50 marks in order to pass in viva voce examination.

16.2.2.12. A student who has—

- (i) . Failed to submit the dissertation, or
- (ii) Has failed in the examination of his/her performance in dissertation work, or
- (iii) Has failed to appear in viva voce examination, or
- (iv) Has failed in viva voce examination,

will be required to resubmit the dissertation and undergo for viva voce in the respective semester examination of the following academic session, The marks obtained by him/her in theory paper, if it is not less than minimum passing marks, will be carried to the next examination.

- 16.2.2.13. The Dissertation must have the PLAGIARISM CHECK CERTIFICATE duly signed by the Librarian of the either Central Library or Faculty of Law.
- 16.2.2.14. No candidate shall be allowed to publish the Dissertation, submitted to the University without prior written sanction.
- 16.2.2.15. The School of Law will have rights to regulate on matter of Dissertation and Viva voce which has not been mentioned above or which needs clarifications, removal of doubts, etc.

### **16.3. Review of Answer Script**

- 16.3.1. Review of answer script means and include:
- (i) Consideration on the error apparent on face of record in answer script;
  - (ii) Re-consideration in details of all or part of answer written by student in the answer script, but it does not mean re-evaluation of the answer script.
- 16.3.2. After evaluation of answer script of semester examination of theory paper, students may see the answer-scripts by consulting the concerned teacher within 3 working days or such number of days as will be displayed on the notice board.
- 16.3.3. If any student is not satisfied with the clarification to the queries given by the teacher-in-charge to a student regarding evaluation of the answer script of semester examination, he/she may apply for review of the concerned answer script through an application form prescribed in Appendix-II of this Ordinance. Provided, if any fee is prescribed for this purpose by the Appropriate Authority of the University, the application for review will be accepted by the department subject to the payment of such fees.
- 16.3.4. Application for Review of answer script will be accepted only in context of semester reexamination of theory paper. As such, application for review will not be accepted in context of internal assessment and assessment/evaluation of Dissertation, Viva Voce, and Teaching Internship.
- 16.3.5. Application for Review of the answer sheet will be accepted within five days after the evaluated answer script become available for student to

be seen or any other day which will be notified by Head of Department.  
No application will be accepted thereafter for this purpose.

16.3.6. For the purpose of review of answer script, only the duly filled up Application form by the student in his own hand writing will be allowed.

16.3.7. For the purpose of review of answer script of applicant, a three-member committee (subject wise) will be constituted, comprising:

- (i) Dean of School of Law (Member & Chairperson)
- (ii) Head of Department of Law (Member)
- (iii) Second Examiner (either external or any internal faculty member(s), expert in the subject, other than those who originally evaluated the answer script).

16.3.8. The committee will review the answer script of the student and will submit the report on change in marks to the Controller of Examination.

16.3.9. In the process of review, the applicant will not present before the committee unless the opinion of the committee warrant his presence.

16.3.10. The final marks shall be the marks awarded by the Review committee, regard less of what marks an applicant originally obtained.

16.3.11. All works relating to review will be treated as confidential and therefore interim enquiries will not be entertained.

16.3.12. The option of review of answer script of any subject will be available to the students appeared in subsequent exam, on the same lines as it is available for review of the answer scripts of the main exam.

16.3.13. There will not be review of reviewed answer script.

16.3.14. All rules, above-mentioned, regarding review process will be superseded by the corresponding rules if framed in the exam manual/ordinance of the university.

#### 16.4. Credit System:

Each course in the LL.M. (2Year) degree program, including, Teaching Internship, Dissertation and Viva Voce, shall have specified number of credits in each semester as shall be set out in Program Structure. The number of credits along with grade points that the student has satisfactorily cleared shall measure the performance of the student. Satisfactory progress of a student is subject to his/her maintaining a minimum Cumulative Grade Point Average (CGPA), as

well as minimum grades in different courses of the Program as given in table-2 which a student if obtains is eligible for the award of degree.

**16.4.1. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):**

- (i) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses under gone by a student, i.e.

$$SGPA (S_i) = \Sigma (C_i \times G_i) / \Sigma C_i$$

Where,  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the grade point scored by the student in the  $i$ th course.

- (ii) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a Program, i.e.

$$CGPA = \Sigma (C_i \times S_i) / \Sigma C_i$$

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

- (iii) The SGPA and CGPA shall be rounded off to 2 decimal point sand reported in the transcripts.

**16.4.2. Grading System:**

The grading system based on absolute marks, as detailed here under Table No. 2 shall be applicable for each course:

**Table No. 2: Award of grades based on absolute marks on a point scale**

Range of % of marks	Grade points	Letter Grade	GRADE
>90-≤ 100	10	O	Outstanding
>80-≤ 90	9	A <sup>+</sup>	Excellent
>70-≤ 80	8	A	Very Good
>60-≤ 70	7	B <sup>+</sup>	Good
>50-≤ 60	6	B	Above Average
=50	5	C	Pass
<50	0	F	Fail
Absent	0	Ab	Fail

**Description**

- (i) Letter grades O, A<sup>+</sup>, A, B<sup>+</sup>, B and C in a course mean that the

student has passed in that course.

- (ii) The grade F and Ab denote FAIL; a student fails in the course due to poor performance or non-appearance/ in complete appearance in the examination of the course. A student has to appear at subsequent examination (s), if provided under the ordinances in all such courses, until a passing grade is obtained.
- (iii) One(01) grace mark will be given only once to improve the grade in overall result at the time of award of degree and "G" will be mentioned against the CGPA.

## 16.5. Examination & Promotion

### 16.5.1 First Semester Examination & Promotion to Second Semester

16.5.1.1 The candidates who have taken admission in the 1<sup>st</sup> Semester of LL.M. Program in a session will be put in the following two categories on the basis their attendance in the semester:

- (i) Those who secured minimum percentage of attendance for appearing in the 1<sup>st</sup> Semester Examination and filled up the examination form in time for appearing at the 1<sup>st</sup> Semester Examination;
- (ii) Those who did not secure minimum percentage of attendance for appearing at 1<sup>st</sup> Semester Examination or did not fill up examination form in time for appearing at the 1<sup>st</sup> Semester Examination.

16.5.1.2 Candidates under category (i) above-mentioned will be eligible for appearing at the examination of 1<sup>st</sup> Semester, whereas candidates under Category (ii) above-mentioned shall not be allowed to appear at the 1<sup>st</sup> Semester Examination. However, Category (ii) candidates:

- (i) whose attendance is 25% or above but below the prescribed percentage of attendance for appearing in the exam will eligible for re-admission in the same semester in the subsequent session, and not thereafter.

- (ii) Whose attendance is below 25% will be allowed to reappear at the Post Graduate Entrance Test of subsequent year (s) for seek in gad mission afresh.

16.5.1.3 After Appearing at the Examination of 1<sup>st</sup> Semester the candidates will be put in the following categories, in the context of declaration of the results, on the basis of marks obtained in the 1<sup>st</sup> Semester Examination:

- (i) Passed, i.e., those who have passed in the examination of all courses of the Semester. Students belonging to this category will be eligible to be promoted to the second semester.
- (ii) Promoted, i.e., those who are not passed in the examinations of all the courses of the semester, but have passed  $n/2$  or  $(n-1)/2$  courses prescribed for the semester, where  $n$  is the total number of courses in the semester. Students belonging to this category will be promoted to the second semester course. Such students, in maximum two attempts within the span of 4 years from the latest admission in the LL.M. Program, will have to clear the course (s) in which he/she had failed in subsequent available examination (s) of the concerned semester as ex-student. While counting the maximum allowable period to clear the course (s), the period of rustication/suspension/or any other penalty period imposed by the university will be excluded.
- (iii) Detained, i.e., those who are not promoted as per the above provisions. Such students have to take re-admission in the course of study in regular mode in the same semester in subsequent academic session subject to not crossing maximum duration of the program as defined in the ordinance.

## 16.5.2 Second Semester Examination & Promotion to Third Semester

16.5.3.1 Like 1<sup>st</sup> Semester, all the candidates who will secure minimum percentage of attendance for appearing at the end semester examination of second semester and who will fill up the concerned examination for min time shall

be allowed to appear at the second semester examination. However, students who do not secure minimum percentage of attendance or does not fill up the examination form in time will be allowed to take re-admission in same semester in the subsequent academic session in regular mode subject to not crossing maximum duration of the Program as defined in the ordinance.

#### 16.5.3.2

After declaration of results of 2<sup>nd</sup> Semester, candidates will be put in the following three categories on the basis of the marks obtained in the First and Second Semester Examinations (taken to get her):

- (i) Passed, i.e., those who has passed in examination so fall the courses of the 1<sup>st</sup> and 2<sup>nd</sup> semesters. Such candidates will be eligible to be promoted to third semester.
- (ii) Promoted, i.e., those who has not passed in all courses of either 1<sup>st</sup> or 2<sup>nd</sup> semester or both but have passed  $n/2$  or  $(n-1)/2$  number of courses prescribed for the semester, where  $n$  is the total number of courses in the semester. Students belonging to this category will be and promoted to the third semester course. Such students, in maximum two attempts within the span of 4 years from the latest admission in the LL.M. Program, will have to clear the course(s) in which he/she had failed in subsequent available examination(s) of the concerned semester
- (iii) as ex- Student While counting the maximum allowable period to clear the course(s), the period of rustication/suspension/or any other penalty period imposed by the university will be excluded.
- (iv) Detained, i.e., those who are not promoted as per the above provisions. Such students have to take re-admission in the course of study in regular mode in the same semester in subsequent academic session subject to not crossing maximum duration of the

program as defined in the ordinance.

### 16.5.3 Third Semester Examination & Promotion to Forth Semester

16.5.3.3 Like 1<sup>st</sup> and 2<sup>nd</sup> Semester, all the candidates who will secure minimum percentage of attendance for appearing at the end semester examination of third semester and who will fill up the concerned examination for min time shall be allowed to appear at the third semester examination. However, students who do not secure minimum percentage of attendance or does not fill up the examination for min time Will be allowed to take re-admission in that semester in the subsequent academic session in regular mode subject to not crossing maximum duration of the Program as defined in the ordinance.

16.5.3.1 After declaration of results of 3<sup>rd</sup> semester, a candidate will be put in the following three categories on the basis of the marks obtained in the First, Second, and Third Semester Examinations (taken together):

- (i) Passed, i.e., those who has passed in examinations of all the courses of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> semesters. Such candidates will be eligible to be promoted in Forth Semester.
- (ii) Promoted, i.e., those who has not passed in all courses of either 1<sup>st</sup> or 2<sup>nd</sup> semester or 3<sup>rd</sup> or all three, but have passed  $n/2$  or  $(n-1)/2$  number of courses prescribed for the semester, where  $n$  is the total number of courses in the semester. Students belonging to this category will be promoted to the Forth semester course. Such students, in maximum two attempts within the span of 4 years from the latest admission in the LL.M. Program, will have to clear the course (s) in which he/she had failed in subsequent available examination (s) of the concerned semester as ex-student. While counting the maximum allowable period to clear the course (s), the period of rustication/suspension/or any other penalty period imposed by the university will be

excluded.

- (iii) Detained, i.e., those who are not promoted as per the above provisions. Such students have to take re-admission in the course of study in regular mode in the same semester in subsequent academic session subject to not crossing maximum duration of the program as defined in the ordinance.

#### **16.5.4 Forth Semester Examination and Declaration of Result**

16.5.3.4 Like 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Semester, all the candidates who will secure minimum percentage of attendance for appearing at the end semester examination of forth semester and who will fill up the concerned examination for min time shall be allowed to appear at the fourth semester examination. However, students who do not secure minimum percentage of attendance or does not fill up the examination form in time will be allowed to take re-admission in that semester in the subsequent academic session in regular mode subject to not crossing maximum duration of the Program as defined in the ordinance.

16.5.4.1 After declaration of results of 4<sup>th</sup> semester, a candidate will be put in the following three categories on the basis of the marks obtained in the First, Second, Third and Forth Semester Examinations (taken together):

- (i) Passed, i.e., those who has passed in examination so fall the courses of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> semester sand has obtained at least a CGPA of 5.0. Such candidates will be cligible to be awarded with the Degree of LL.M.
- (ii) Detained, i.e., those who has not passed as per above provision. Such students, subject to not crossing maximum duration of the program as defined in the ordinance, will be allowed to clear their failed course (s) in the subsequent available examination(s) as ex-student.

Provided that:

- a. Where a student does not secure minimum

passing marks in 4th semester in Dissertation, he/she will be allowed to re-submit the same and undergo for the viva voce along with the students of forth semester in the subsequent academic session (s);

- b. Where a student fails sin 4th semester in Teaching Internship, he will be allowed to undergo for Teaching Internship with the students of forth semester in the subsequent academic session (s).

**16.5.5** In all cases where the promoted students are allowed to clear his course (s) in maximum two attempt within the span of four years from the date of his/her latest admission in the program, the said period of four years will exclude the period of rustication/suspension/or any other penalty period imposed by the university will be excluded.

**16.5.6** Where a student fails in a course related to theory paper and he/she is promoted, the internal marks of such failed course(s) will be carried forwarded for the corresponding course(s) in which he/she is appearing in subsequent semester exam as ex-student.

**16.5.7** No candidate shall be allowed to take the University Examination unless he/she has submitted examination form, paid all the fees due, obtained 'No Dues" certificates from the Library and Department, submitted the Project report/Internship Report/Dissertation, etc. which has become due.

**17. DECLARATION OF DIVISION:**

A student who has passed in all the courses of each I, II, III and IV Semesters and obtained at least CGPA of 5.00 shall be declared "Passed". The division will be awarded after successful completion of fourth semester according to the following criteria:

- (i) First Division with distinction: CGPA  $\geq$  7.50  
(ii) First Division: CGPA  $\geq$  6.00, but  $<$  7.50  
(iii) Second Division: CGPA  $\geq$  5.00, but  $<$  6.00

**18. TRANSCRIPT:**

Based on the above Letter grades, grade points and SGPA and CGPA, the Vishwavidyalaya shall issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

**19. CONVERSION TO PERCENTAGE:**

The conversion formula for converting CGPA to the corresponding Percentage (P) of Marks will be as follows:

$$P = 10 \times \text{CGPA}$$

**20. RANKING:**

Only such candidates who complete successfully all courses in the Program in single attempt shall be considered for declaration of ranks, medals, etc. declared and notified by the university, if any.

**21. REMOVAL OF DIFFICULTIES:**

In any matter of interpretation of the provision of this ordinance, the matter shall be referred to Vice- Chancellor who is the Chairperson of Academic Council. His/her decision shall be final. The Vice Chancellor shall have power to make such modification, alteration or amendment in this ordinance as may be necessary to remove any difficulty arising out of its application.

APPENDIX -I

APPENDIX-I

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE (M.P.)**  
**Department of Law**

**TEACHING INTERNSHIPE VALUATION FORM**

Name of the Intern : \_\_\_\_\_

Name and Designation of the Supervisor : \_\_\_\_\_

**Notice: Evaluation items listed below count for 10 marks each**

S. No.	Item of Evaluation	Marks Obtained
1	Content Knowledge	
2	Lesson Planning	
3	Development of Teaching Contents	
4	Classroom Management	
5	Reflection of Teaching Contents in Classroom	
6	Involvement in activities organized by School of Law	
7	Relation with Supervisor and with School Administration	
8	Human Qualities (Courtesy, Contacts, Presentation)	
9	Attendance and Diary Maintaining	
10	Quality of Internship Report	
<b>General Evaluation</b>		
<b>Any Particular Remarks:</b>		

Supervisor's Signature and Name

Signature of HOD

APPENDIX- II (Continue)

APPENDIX-II

**DR. A.P.J. ABDUL KALAM UNIVERSITY, INDORE (M.P.)**  
**Department of Law**

Sl. No.

Application Form for Review of Answer Script

Name of the Student: \_\_\_\_\_

Roll Number No.: \_\_\_\_\_ Class: \_\_\_\_\_ Semester: \_\_\_\_\_

Name of Examination Session: (Odd/Even) Nature of Exam: (Main/ATKT) \_\_\_\_\_  
(Year of Examination)

Contact No: \_\_\_\_\_ Email Id: \_\_\_\_\_

Details of Subject Paper (s) in which Review is/ are sought and its objective(s)

Sl. No.	Name of Subject	Subject Code	Mark Obtained (Out of 70Marks)	Objective of Review Sought		
				Removal of error apparent on face of record	Reconsideration of all/part of answer (s) given in answer script	Both
1						
2						
3						
4						

Reason of the review sought if the objective of review is Removal of error apparent on face of record:

S.No.	Name of Subject	Details of Errors (totaling mistakes, non-Evaluation of any question or its parts, etc.)
1		
2		
3		
4		

## APPENDIX- II (Continue)

Reason of the review sought if the objective of review is objective is reconsideration of all/part of answer given in answer script:

S. No.	Name of Subject	Details of specific reasons
1		
2		
3		
4		

(Signature of the Applicant with date)

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**Instructions**

1. The particulars in the form must be filled by the applicant/student in his/her own hand writing.
2. The signature of the applicant in the application form must corresponds to that present on the application form for appearing in the examination.
3. In complete application form will be rejected straight forwardly.
4. Application form must be submitted within 5 working days after the evaluated answer script become available for student to be seen.
5. The final marks shall be the marks awarded by the Review committee, regardless of what marks an applicant originally obtained.
6. The applicant will not be present before review committee unless warranted by Review committee.
7. All works relating to review will be treated as confidential and therefore interim enquiries will not be entertained.
8. Application for Review of answer script will be accepted only in context of semester examination of theory paper.

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Declaration

Having read all the instruction above-mentioned regarding review of answer script carefully, I am applying for review of my Answer script (s). The Statements made by me in the Application form are true to the best of my knowledge.

(Signature of the Applicant with date)

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**Check list(for office use only)**

1. Copy of the Admit card ( )
2. Copy of challan ( )

(Signature of the officials)

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No. 80 of 2023

**BACHELOR OF SOCIAL WORK (B.S.W.)**

(As per the "Guidelines for Multiple Entry and Exit in Academic Programmes offered in Higher Education Institutions" issued by U.G.C., New Delhi under National Education Policy 2020.

1. **Title of the Degree:** Three-four years Undergraduate Degree (CBCS Semester Mode)
2. **Faculty Name:** Social Work
3. **Course Name:** Bachelor of Social work (B.S.W.)
4. **Eligibility for Admission:** Eligibility for Admission: 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state / central government board equivalent system in any stream
5. **Eligibility for Admission to NRI/Other Privileged Candidates:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP
6. **Admission Procedure:** Candidate seeking admission in Bachelor of Social Work (B.S.W.) courses must have passed basic eligibility criteria i.e. 5+3+3+4 (NEP-2020 system) or 10+2 (Old system) or any other state / central government Board equivalent system in any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the concerned Regulatory Body
8. **Duration of the Course:** The minimum duration of the undergraduate degree programme shall be of three (3) academic years six (6) semesters. Whereas that of undergraduate degree leading to Honours/Research shall be of four (4) academic years eight (8) semesters. (Level 4 is Optional)
  - (i) A student who leaves the course anytime in the middle of the programme will retain the credits earned so far, which will be restored/transferred when she/he enters the programme again
  - (ii) The maximum duration for completing the Undergraduate Degree or Undergraduate Degree (Honour's/Research) programme for regular students shall be 6 or 8 Semesters, respectively. there shall be no such bar for non-collegiate (private) Students.
9. **Entry and Exit System:** The Enable Multiple entry and exit points in the academic programme. Qualifications such as certificate, diploma, and degree shall be organized in a series of levels

series of levels in an ascending Order from level 1 to level 4. Level 1 represents certificate and level 4 represents Bachelor Degree (Honour's/Research) qualification. (Table 1)

Qualification and Credit Requirements are given in Table 1. The entry and exit options for students, who enter the undergraduate programme are as follows.

#### **1<sup>st</sup> year (First & Second Semester-Level 1)**

**Entry-1:** The entry requirement for first semester in Level 1 is successful completion of Class 12 from any board recognized by the State/Central Government. A programme of study leading to entry in to the first year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-1:** If a student's passes all the courses of Level 1 and earns the requisite number of credits, the students will become entitled to an Undergraduate certificate in the faculty of her/his Major Subject. if students want to exit, he/she can exit the programme with Undergraduate certificates in hand.

#### **2<sup>nd</sup> year (Three & Four Semester-Level 2)**

**Entry-2:** The entry requirements for fourth semester in Level 2 is the successful completion of Level 2. A programme of study leading to the second year of the Bachelor's degree is open to those who have met the admission requirements.

**Exit-2:** If a student passes all the courses of Level 1 & 2 and earns the requisite number of credits, the student becomes entitled to an Undergraduate Diploma in the faculty of her/his Major Subject. Diploma requires 80 credits with 40 credits in each of the two levels.

#### **3<sup>rd</sup> year (Fifth & Sixth Semester-Level 3)**

**Entry-3:** The entry requirement for semester six in Level 3 is successful completion of Level 1 & 2. A programme of study leading to the Bachelor's degree is open to those who have met the admission requirement.

**Exit-3:** If a student's passes all the courses of Level 1 to 3 i.e., first to six semesters and earns the requisite number of credits, the student becomes entitled to the UG Degree of her/his Major Subject. A Bachelor's degree requires 120 credits from level 1 to 3 with 40 credits level 1, 40 credits at level 2 and 40 credits at level 3.

#### **4<sup>th</sup> year (Seventh & Eight Semester-Level 4-Optional)**

**Entry-4:** An individual seeking admission to a Bachelor's degree in Honour's/Research (Level 4) in a specified field of learning would have completed all requirements of the relevant three-year bachelor degree (level 3) After completing the requirements of a three-year Bachelor's degree. Candidates who meet a minimum CGPA / credit shall be allowed to continue studies in the fourth year of the undergraduate programme to pursue and complete the Bachelor's (Honour's/Research) Degree.

**Exit-4:** If a student's passes all the courses of Level 1 to 4 and earns the requisite number of credits. The student becomes entitled to the UG Degree (Honour's/Research) in the faculty of her/his Major Subject. A Bachelor's degree (Honour's /Research) requires a total of 160 credits from level 1 to 4, with 40 credits at level 1, 40 credits at level 2, 40 credits level 3 and 40 credits at level 4.

10. **The Examination Scheme:** Generally, each course will correspond to an examination paper (Online if needed) comprising of external and internal evaluations. The semester end theory

examinations for Major, Minor, Generic and DSE will be 3 hours while vocation (SEC) and Ability Enhancement Course (AEC) will be 2 hours duration.

Examination will be conducted as per University norms, subject to approval by the Vice Chancellor. Regulations made in this respect as described in the Scheme of examination promotion to subsequent semesters and course of studies shall be as per the recommendation of the concerned Board of Studies with due approval of Academic Council. The Examination pattern shall be CBCS with continuous, assessment of students. The passing criteria will be 50% including internal exam for both theory and practical separately. The Studies and examination of the course shall be basis on the marks/marks cum credit/credit system as recommended by university from time to time.

- (i) Medium of Instruction: The Medium of Instruction during the Examination shall be English/Hindi.
- (ii) Attendance Requirement: A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

11. **Credit System:** - The four- year undergraduate programme shall comprise courses under the following subjects/Categories.

- Disciplinary/interdisciplinary Major (Core Course- DSE) (64 Credits)
- Disciplinary /Interdisciplinary Minor (32 credits)
- Generic Elective (16 credits)
- Skill Enhancement Courses/Vocational Courses (12 credits)
- Ability Enhancement Courses (08 credits)
- Field Projects/internship/apprenticeship/ community engagement and service/research project (28 credits)

#### CREDIT SYSTEM (TABLE:1)

(Qualification Type and Credit Requirements.)

Levels	Qualification Title	Credit Requirement
Level 1	Undergraduate Certificate in the faculty of the Major Subject for those who exit after the first year (two semesters) of the undergraduate programme  (Programme duration First year or two semesters of the under graduate programme.)	40
Level 2	Undergraduate Diploma in the faculty of the Major Subject for those who exit after two year (four semester) of the undergraduate programme  (Programme duration First two years or four semesters of the under graduate programme.)	80

<b>Level 3</b>	Bachelor Degree in the faculty of the Major Subject (Programme duration Three years of six semesters)	120
<b>Level 4 (Optional)</b>	Bachelor Degree in the faculty of the Major Subject (Honour's /Research) (Programme duration Four years of eight semesters.)	160

The credits will be awarded by the University. The credit can be calculated as follow:

- One hour of theory or one hour of tutorial or two hours of laboratory work per week for 15 weeks resulting in the award of one credit.
- Credits for internship shall be one credit per week of training, subject to a maximum of six credits in a semester.

12. For Passing a semester examination and for promotion to the next semester (from 1<sup>st</sup> to 8<sup>th</sup> Semester) a student shall have to obtain a minimum of 50% marks in each paper separately of theory and Practical Examinations including dissertation/thesis/ project work (wherever applicable). The division shall be declared on the basis of total marks scored in all the six semesters as follows.

- First division with Honour's, where student score 75% or more marks.
- First division, where student score 60% or more marks.
- Second division, where students score 50% above but less than 60% marks.
- If any candidate failed to earn minimum required number of credit in exam/practical/training from any institutions in particular level to promote next level, University can conduct special exam so he/she can reappear in that particular exam/practical/training to earn required minimum no of credits to promote next level.

13. **Types Courses:** Course are the basic units of education and/or training.

Types of course shall be as follow

- **Core Course:** Such courses which shall compulsorily be studied by the student as core requirements of the programme.
- **Elective Course:** Generally, a course which the student can choose from a pool of courses. Which is specific or specialized at advanced or supportive to the discipline/subject of study or which provides an extended scope or which enables or skill is called an Elective Course.
  - Discipline Specific Elective (DSE) Course
  - Dissertation/Project
- **Generic Elective (GE) Course:** An elective course chosen generally from an unrelated discipline/subject to seek exposure of another field is called a Generic Elective course.

14. **Ability Enhancement Course (AEC)**

- The Ability Enhancement Course (AEC) are of two types
- Ability Enhancement Compulsory Courses (AECC)
- Skill Enhancement Courses (SEC) or Vocational Courses.

15. **Syllabus:** The syllabus for a specific programme will be decided by the concerned Board of Studies of the University based on the curriculum issued by UGC or approval authority.

16. **General Instructions:**

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Dr. A.P.J. Abdul Kalam University, Indore, regarding specific courses shall be applicable.
- In other matters Board of Management of Dr. A.P.J. Abdul Kalam University, Indore shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

**ORDINANCE**

No. 81 of 2023

**MASTER OF SOCIAL WORK (M.S.W.)**

1. **Title of the Degree:** Two years Post Graduate Degree
2. **Faculty Name:** Social Work
3. **Course Name:** Master of Social Work (M.S.W.)
4. **Eligibility for Admission:** Bachelor degree from any state/central/private university/institute or equivalent system
5. **Eligibility for Admission to NRI/Other Privileged Candidates.:** Reservations and admissions to NRI / Foreign Students / Persons of Indian Origin (PIO) / Children of Indian Workers in the Gulf Countries and Management / Institute Preference Quota shall as per the policy laid down by Central government / State government of MP. The reservations for SC / ST / OBC (excluding creamy layer) / Minority communities shall be as per the policy laid down by Central government / State government of MP
6. **Admission Procedure.:** Bachelor degree from any state/central/private university/institute or equivalent system with any stream. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission
7. **Intake:** The intake and fee for the course shall be decided by the Board of Management of the University from time to time, subject to approval by the concerned Regulatory Body
8. **Duration of the Course:** The minimum duration of the Post graduate degree programme shall be of Four (4) semesters.
9. **Examination: -**
  - (a) To assess the performance of the student in examinations, the usual approach to award marks shall be based on the examinations conducted at various stages i.e., sessional, mid-term, end-semester etc., during the semester.
  - (b) There shall be University Examination at the end of each semester. This shall include the theory paper and practical examinations, if required. The practical examination normally be conducted by the subject teacher, preferably jointly with an external examiner. This may include a written / practical / design / drawing examination with built-in oral part for laboratory / design / drawing courses.
  - (c) Whenever, there is a change in a syllabus, the model question paper should be finalized by the Teaching Faculty of the Department and approved by the Department Council well in advance. This model question paper should be sent to the paper setter by the Controller of Examination and also be given to students who are going to appear in that paper.
  - (d) The sessional marks wherever applicable should be the process of Continuous Internal Evaluation (CIE), to be normally conducted by the subject teachers throughout the semester. This includes mid-term tests, weekly / fortnightly class tests, homework assignments.

problem solving, group discussions, quiz, seminar, mini-project and other means. The subject teacher shall announce the detailed methodology for conducting the various segments of CIE together with their weightages at the beginning of the semester/year.

- (e) The evaluation of the project work shall be based on the sessional work assigned by the project supervisor, seminar presentation, project report and assessment by the Project Evaluation Committee constituted by the Head of the Department.
- (f) Span period of completion of courses shall be as prescribed in the respective regulation.
- (g) Conduct of Examinations
- (i) All the arrangements to conduct the examinations of the University shall be made by the Controller of the Examinations in accordance with such directions as may be issued by the Vice-Chancellor.
- (ii) The Controller of the Examinations shall prepare the schedule of Examinations and upload the same on the University website and also advertise it for wide publicity, at least 30 days in advance. In addition to the notification of the schedule, the University shall also notify the last date by which applications and examination fee will be required to be deposited by the intending examinees.
- (iii) The Registrar shall notify the fee payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fee before the commencement of the examinations shall not ordinarily be eligible to appear in the examination. However, the Vice-Chancellor may at his discretion allow the student in certain cases of genuine hardship, and give the extension to deposit the examination fee. The result of such students shall, however be withheld until the dues are cleared by them.
- (iv) The University shall have the right to call the records of the teachers to evaluate his performance as an evaluator. If not found satisfactory, the action to the extent of termination from the services of the internal examiners and debarring the external examiners for any number of years may be taken by the Board of Management.
- (v) Practical examinations shall be conducted by the Board of Examiners. The Board shall consist of at least one internal and one external examiner.
- (vi) University shall follow all the rules and regulation time to time as per new education policy designed by concerned authority or government.
- (vii) University shall promote online examination (if needed).

Subject to the provisions of the Act, the Statutes and the Ordinances, the administrative issues such as disorderly conduct in examinations, malpractices, dates of submission of examination forms, issue of duplicate mark sheets and degrees, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the Regulations approved for the purposes by the Academic Council.

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

## (h) Makeup Examinations

- (i) If the student wishes to improve his sessional marks or remained absent during the tests and mid semester examinations due to some unavoidable circumstances such as illness of self, illness of the close relation or death etc., the student may request in writing to the Dean to hold special tests / examinations for the same. The Dean in consultation of the Head of the Department may accord the permission after charging the prescribed fee. However, this permission will not be a privilege of the student and will be decided on the merit of the individual case.
- (ii) The Makeup Examination shall be available to students who may have missed to take end semester/year examination in one or more courses in a semester for valid reasons and also for those who earned F grade. The makeup examination shall be held as per dates notified in the Academic Calendar. However, it shall be possible to hold a makeup examination at any other time in the semester with the permission of the Dean of the Faculty. The standard of conducting this examination shall be the same as that of the normal end semester examination.
- (iii) If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA /Credits as per the requirement, such a candidate shall be permitted to improve requisite grade /Credit point by reappearing in theory / practical subjects / Internship, in the ensuing examination.

## (i) Choice Based Grading System

The University will implement the Choice Based Grading System in teaching and the conduction of examinations. For undergraduate classes, the teaching scheme will consist of courses to be taught keeping in mind fundamentals, core and electives to be chosen by the students from the employability angle.

In the grading system, the one credit shall be equivalent to that of one hour of the conduct of a Lecture (L), Tutorial (T) and two (2) hours of Practical (P) per week in the respective schemes.

## (j) Award of Grade and Grade Points

- (i) Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the Board of Studies and shall be approved by the Academic Council.
- (ii) The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council of the University subject to such stipulation as given under:

**Theory Block**

Quizzes, assignments and regularity	20 %
Mid --- semester test (s)	20 %
End --- semester examination	60 %
Total	100 %

**Practical Block**

Lab work and performance, quizzes, assignments and regularity	40 %
End – semester examination	60 %
Total	100 %

Practical training, and project work shall be treated as practical subjects.

- (iii) Each student, registered for a course, shall be awarded grade by the concerned Faculty / faculties for the specific subject / paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

Grade Description	% Marks Range	Grade Point	Performance
O	$90 \leq m \leq 100$	10	Outstanding
A +	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B +	$60 \leq m \leq 69$	7	Good
B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$30 \leq m \leq 39$	4	Pass
F	$m \leq 29$	0	Fail
Ab	-	0	Absent

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

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or reevaluation will be available through application in a proper format to the Examination Controller with a prescribed fee as specified in the respective regulation.

The performance of the semester shall be available to the students in the form of Grade Report. This report shall be prepared after evaluation of the in-semester performance within a duration proposed the Examination Committee after formal declaration of the results.

(k) Attendance

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

(l) Condoning of the Deficiency

- (i) Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the semester examination. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).
- (ii) One grace mark will be given to the candidate who is failing / missing honours / missing first division by one mark, on behalf of the Vice-Chancellor in the Examination. This benefit will not, however, be available to a candidate getting advantage under Re-Examination / Makeup Examination.

(m) Award of Division and Merit List

- (i) Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the course as per following details:

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

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

$$\text{Percentage marks scored} = (\text{CGPA Obtained} * 100) / 10$$

- (iii) Branch / Course wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination, on the basis of the integrated performance of all the academic years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.
- (iv) For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.

- (n) Promotion to Higher Semester
- (i) To pass a particular subject of the course the minimum required grade is P. However, the candidate should also separately score minimum of grade P in end semester examinations of theory and practical parts of the subject.
- (ii) A candidate who fails to score minimum credit in a particular year as laid down in the respective Regulations, shall not be admitted to the next higher year.
- (o) The Appointment of Examiners
- (i) All examiners for the theory and the practical examinations shall be appointed by the Controller of Examinations with the prior approval of the Vice-Chancellor. Under unavoidable circumstances, the Controller of Examination may appoint the examiners provided that the Vice-Chancellor at his discretion delegates the authority to him for a short period.
- (ii) The names of the examiners shall be recommended by the respective Departmental Councils to the Examination Committee as laid down in Statute 14.
- (iii) For the examination of each subject of the course, the HOD of the concerned Department / Dean of the concerned Faculty will send the model question paper(s), if required, prepared by the concerned teacher(s) to the Controller of Examinations quite well in advance. The appointed Examiners, while setting the Question Papers shall use the model question papers as a guide. The question papers shall be set out by the examiners from the entire syllabus of the course.

(p) The Moderation Board

Wherever required the Moderation Board duly approved by the Academic Council shall be constituted to finalise the question paper(s) before printing in a strictly confidential environment. The Moderation Board will consist of following:

- (i) The Dean of the Faculty - Chairman
- (ii) The HOD of the concerned Department - Member
- (iii) Two seniors most teachers by rotation, as subject experts — Members.

10. **Medium of instruction:** The Medium of Instruction during the Examination shall be English/Hindi.

11. **Attendance Requirement:** A candidate must have at least 75% attendance in each semester, provided that, in case of illness or because of other reasonable cause, it shall be relaxed by Vice Chancellor as up to 15% admissible within applicable regulation.

12. **The Teaching Scheme:** - The teaching scheme and the syllabi of the different courses shall be prepared by the Departmental Council keeping in view the Course Outcomes, Program Outcomes and Program Educational Objectives to prepare the future subject experts, researchers and academicians with the expected post-graduate attributes. These courses shall be revised every year, if required by the Departmental Council and approved by the Board of Studies and Academic Council respectively.

The last two semesters of the Final Year i.e., Third and Fourth semesters of studies are very crucial for the students as they get matured and start understanding of Subject. They need to gather more knowledge in their discipline so that they may either go for higher studies or become employable in potential sectors such as the State or the Central Governments.

Government of India Undertakings or become researchers and Academician. Keeping this requirement in mind. Dissertation and Electives are being introduced in these semesters. The syllabus of the electives should be prepared in consultation with the academicians or professionals.

**13. General Instructions:**

- The admission to all kinds & modes of Degree Courses shall be governed accordance and provisions of the Rules Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules / Directives of UGC / relevant Regulatory Both or any other competent Authority of the Govt. of India / State Government as amended from time to time.
- For matters not covered in this specific ordinance, General Rules and Regulations of Dr. A.P.J. Abdul Kalam University, Indore, regarding specific courses shall be applicable.
- In other matters Board of Management of Dr. A.P.J. Abdul Kalam University, Indore, shall be competent to take any decision which shall be final.
- The above course shall run on all possible modes of imparting education including the one governed through this ordinance with the use of latest innovative technologies like on-line, eLearning, face-to-face, through webinar etc.

**ORDINANCE**

No. 82 of 2023

**MASTER OF BUSINESS ADMINISTRATION IN HOSPITAL ADMINISTRATION****(M.B.A. — H.A.)****I. AIMS AND OBJECTIVES OF M.B.A. in H.A. PROGRAMME:**

Dr. A.P.J. Abdul Kalam University is committed to contribute to nation building by producing future Manager-Leaders who will lead India's quest to be a world superpower.

With a Mission to develop students into integrated personalities and worthy citizens of India through imparting managerial skills, imbibing ethical values and building their self-confidence, the M.B.A. in Hospital Administration Program has the following Aims and Objectives:-

**1.1 AIMS:**

To produce, competent Leaders and Managers for Healthcare Industry, in all fields and specializations of Hospital Management, who will be full of self-confidence, have administrative skills and business acumen, have high concern for the environment and adhere to universal ethical and moral values.

**1.2 OBJECTIVES:**

The MBA in Hospital Administration program is oriented to enhance students learning and develop their skills and attitude towards Business, Market, Hospital and Society as a whole. To support this aim following objectives are formulated:

1.2.1 Apply best practices to solve managerial issues related to Hospital Industry.

1.2.2 Understanding of link between Medical Profession, business and society.

1.2.3 Knowledge and skills in each functional area of management like Hospital Operations, Life Care Management.

1.2.4 Demonstrate effective written forms of communication and oral business presentations.

1.2.5 Implement leadership skills to work effectively within diverse teams.

1.2.6 Identify and analyze ethical responsibilities of healthcare sector.

**1.3 Profile of the Course:**

Hospital administration has come up to be one of the most rewarding careers in the emergent field of health sector. As health sector is prospering with fast pace, the demand of hospital administrators has increased to a great extent. Hence, at present, hospital administration is

counted among the top professions in the country. Although there has been a tremendous growth in the sector of health tourism, number of private hospitals and clinics, however the perennial problem of shortage of trained administrators for optimum management of resources in the sector still continues. With growing stress on importance of health care and patient contentment, professionalism the specialized area of Hospital Management/ Administration are required in large number. Most recently, in past few years, the healthcare concept in country and abroad has experienced remarkable transformation. People have gradually become more cognizant to healthcare. This has further steered to complex potentials and an increased expectation for a superior category of medical convenience and responsibilities, healthcare services and amenities.

MBA (HA) program purports to develop well-trained hospital administration professionals capable of fulfilling the changing demands of the healthcare industry. The program curriculum combines the knowledge of healthcare with the modern management concepts incorporated by businesses across the world. The MBA (HA) program is therefore a powerful, comprehensive, knowledge based program that aims to deliver the best hospital administrators. The principal objective of the program is to train students and enable them to impart outstanding healthcare services. Certainly, there is an excessive requirement for exceptionally proficient, qualified and capable hospital administrators, those who can offer and uphold excellent standards in healthcare.

The program includes training in developing skills required for hospital administration, management practices, accounting and financial management, business communication, along with focused understanding on the functionality of hospital, marketing of services of hospital and supply chain management, primary acquaintance of healthcare, diet management, deterrence of contagious and non-contagious infections, public well-being and other therapeutic services.

## 2. COURSE & FACULTY:

- 2.1 This ordinance shall be applicable to two year post graduate Degree in management. These courses shall be run on semester systems.
- 2.1.1 This program is covered under this ordinance are Master of Business Administration in Hospital Administration (M.B.A. — H.A.).
- 2.1.2 This program is offered by the concerned faculty after the recommendation of concerned Board of Studies/ Faculty and approval of Academic Council.
- 2.2 The ordinance shall be applicable to all the University Teaching Departments/Institutes/ Schools of this University.

## 3. DURATION:

- 3.1 The duration of this course of study is of two years (Four Semester).
- 3.2 The Maximum duration for program is as per Government Directives in this regard.

**4. INTAKE & FEES:**

- 4.1 The intake for this course shall be decided by the Board Management of the University from time to time subject to the approval of the regulatory body, AICTE etc.
- 4.2 Fees of these Programs will be decided by the Board of Management subject to the approval of regulatory body.

**5. MEDIUM OF INSTRUCTION AND EXAMINATIONS:**

The medium of Instruction and Examinations shall be English.

**6. ELIGIBILITY QUALIFICATION AND SELECTION CRITERIA FOR ADMISSION:**

- 6.1 Eligibility: Admission to MBA in Hospital Administration course is open to a student who holds a graduate degree / equivalent from recognized University with 50% marks/ equivalent grades. A relaxation of 5% in the eligibility criteria shall be admissible to the OBC/ SC/ ST applicants of Madhya Pradesh only as per the prevailing Government norms.
- 6.2 Mode of Selection: On the basis of the merit in qualifying examination and policy decided by the BOM of the university.
- 6.3 Admission in under NRI/ NRI sponsored category are as per Government Norms.

**7. COMMENCEMENT OF COURSE:**

M.B.A. —H.A. I & III semesters shall commence the period of July- December every year

M.B.A. — H.A. II& IV semesters shall commence the period of January-June every year.

**8. EXAMINATION:**

- 8.1 The subjects to be studied in different semesters of M.B.A. in H.A. program shall be as per the schemes and syllabus, approved by the respective Board of Studies.
- 8.2 There shall be one University examination at the end of each semester. These examinations will be designated as follows:
- 8.2.1 During first year: M B.A. in H.A. program - I & II semester.
- 8.2.2 During second year M.B.A. in H.A. program - III & IV semester.
- 8.3 Residency/ visit to hospital: Candidates shall undergo Residency in Hospital during first, second and third semester submit a report thereon along with a certificate obtained from the concerned hospitals, at the end of each semester. The Residency in Hospitals carries 100 marks in each of the first and second semesters. to be awarded internally, by a committee consisting of the course coordinator and two senior faculty members of the Institution.

- 8.4 Project Report and Viva Voce: The purpose of the project work is primarily to demonstrate the knowledge and skills in studying and analyzing a selected problem in the work station, in a systematic manner while suggesting solution to the management of the hospital. It is desirable that the sponsoring organization has to identify the area of project work at the beginning of the project. Each student is required to study the problem report under the guidance of a faculty member of the Institution The completed project should be submitted to the University / College within 30 days before the commencement of IV semester examinations. The Project Report together with Viva Voce carries 200 marks.
- 8.5 There will be full examination at the end of each semester consisting of end semester of theory and practical of all the subjects. Supplementary examination will not be conducted separately.
- 8.6 Every candidates of this M.B.A. in H.A. program shall have to undertake a dissertation work (DW) The topic of the dissertation shall be allotted at the end of the semester examination. The topic shall be chosen from current innovative fields of importance. The allotment procedure shall be decided by the department of the concerned specialization.
- 8.7 Re-totaling / Revaluation: Re-totaling of marks and Revaluation of answer sheets is permitted for theory papers of University examination only. The University, on application within stipulated time and remittance of prescribed fees, shall permit a recounting of marks and / or revaluation for the subjects applied. Re-totaling and revaluation shall be done by a qualified examiner other than a first evaluator. Re-totaling/Re-valuation is permitted in all the theory papers.

**9. EXAMINATION SCHEME FOR PROMOTION TO HIGHER SEMESTER AND YEAR:**

A candidate who has been admitted in the M.B.A. (HA) program will be promoted to the higher class in accordance with the following rules:

- 9.1 For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0 and grade required is C.
- 9.2 To pass a particular subject of the program the minimum required grade is D. However, the candidate should also separately score minimum of grade 'D' in end semester examinations of theory and practical parts of the subject. For practical examinations at least one external examiner from outside the University shall always be there.
- 9.3 A candidate who fails to score minimum of grade D in more than two subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year. shall not be admitted to the next higher year.
- 9.4 The result of Fourth and final semester shall be declared only if the candidates have fully cleared all the previous semesters.
- 9.5 If a candidate has passed all the subjects of the Program in fourth semester but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 9.1 above. such a

candidate shall be permitted to cover up the short fall in requisite grade point by reappearing in maximum of two theory papers chosen from subjects of any of the semesters in the ensuing examination.

- 9.6 Other than the provision of rule 9.5 above a candidate shall not be permitted to reappear, in the papers which he/she has cleared, for improvement of division/marks or for any other purpose.

#### 10. AWARD OF CREDITS AND GRADES:

- 10.1 Each Program, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council. Only approved programs can be offered during any semester.

- 10.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by Academic Council of the University.

- 10.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of the University subject to such stipulation as given under:

➤ **Theory Block**

- |                                       |     |
|---------------------------------------|-----|
| • Quizzes, assignments and regularity | 10% |
| • Mid — semester test -               | 20% |
| ➤ End — semester examination-         | 70% |

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Total	100%
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➤ **Practical Block**

- |  |     |
|--|-----|
| • Lab work and performance, quizzes,<br>Assignments and regularity - | 40% |
| • End — semester examination-  | 60% |

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Total	100%
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- 10.4 Practical training and project work shall be treated as practical subjects.
- 10.5 In each semester, the department will be required to conduct at least two mid semester tests for theory block.
- 10.6 Each student, registered for a program, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations.

assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

#### Credit Based Grading System

Grade	% Marks range Based on absolute marks system)	Grade Point	Description of performance
A+	91-100	10	Outstanding
A	81-90	9	Excellent
B+	71-80	8	Very Good
B	61-70	7	Good
C+	51-60	6	Average
C	41-50	5	Satisfactory
D	40 Only	4	Marginal
F	Below 40	0	Fail
I		0	Incomplete
W		0	Withdrawal

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

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i}$$

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

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

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

#### 11. CONDONATION OF DEFICIENCY:

The Grace marks shall be allowed according to the University Policy.

#### 12. AWARD OF DIVISION:

Division shall be awarded only after the fourth and final semester examination based on performance of the candidate for all the two years as per following details.

CGPA Score	Divisions
$7.5 \leq CGPA$	First Division With Honors
$6.5 \leq CGPA < 7.5$	First Division
$5.0 \leq CGPA < 6.5$	II Division

**13. MERIT LIST:**

Merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the fourth and final semester for M.B A. — Hospital Administration program, on the basis of the integrated performance of all the Two years. The merit list shall include the first ten (10) candidates securing at least first division and passing all semesters in single attempts

**14. CANCELLATION OF ADMISSION:**

Admission of a student may be cancelled under following circumstances.

- 14.1 At any stage, if student is not found qualified, for the Program, as per government norms/ guidelines or the eligibility criteria prescribed by the University.
- 14.2 Failing to complete the program within six years of commencement of the program.
- 14.3 Involvement in gross indiscipline in the Institute / University.
- 14.4 He/ She is found to have produced false/ forged documents or found to have used unfair means to secure admission.

**15. GENERAL:**

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a committee consisting of any or all the Dean/Director/Principal/Head of Department/ Institutions / College/Schools. The decision of the Vice Chancellor shall be final.

It is responsibility of the University to adhere and compliance all the directives of the Government, Regulating Authorities, AICTE etc and provisions of NEP 2020.

**ORDINANCE NO. 83**  
**DIPLOMA IN COMPUTER APPLICATION (D.C.A.)**  
**1-YEAR DIPLOMA COURSE**

- 1) Title of the Course – Diploma in Computer Application (D.C.A.)
- 2) Name of Faculty / School – Faculty of Basic & Applied Science / School of Computer Sciences & Applications.
- 3) Course Applicability –
  - 3.1) 1-Year Diploma in Computer Application (D.C.A.) shall be quoted simply 'Program' hereafter in this ordinance, subject to the recommendation of the respective Board of Studies and as per norms of the concerned Regulatory Authority.
  - 3.2) The Board of Studies is authorized to recommend further additions/ alterations in this Ordinance with the approval of MPPURC and Government of M.P.
- 4) Eligibility For Admission :

**Candidate who have passed duly recognized following examination:-**

- i) Passed 10+2 with any subject from a recognized Board (also securing minimum pass mark in the relevant subjects as per the norms of concerned regulatory authority /council) would be mandatory for admission in Diploma in Computer Application (D.C.A.) program.
- Notwithstanding anything contained in the above-mentioned rules, the eligibility criteria will be as decided by the Governing Body and the Academic Council from time to time, in accordance with the concerned Regulatory Authority.
  - Admissions shall be according to the criteria made by the Admission Committee and the concerned Regulatory Authority.

**Note:** Candidate who is appearing or has appeared for any qualifying examination during the current academic session as a regular or a private candidate can also apply for admission on provisional basis, subject to the condition that the candidate must pass the qualifying examination with require percentage of marks or equivalent grade.

**5) Admission Procedure –**

Admissions shall take place on the criteria approved by the Admission Committee and Vice Chancellor.

**6) Course/Specialization Distribution–**

Admission to the particular branch of study shall be as decided by the University on the basis of counselling/ personal interview.

**7) Number of Seats–**

Number of seats will be decided from time to time by the University Academic Council or as per guidelines of the concerned Regulatory Authority and other statutory bodies as and where applicable.

**8) Duration & Commencement –**

- i. Scheduled period for the completion of D.C.A. Program is 1 years.
- ii. Maximum duration of Program completion is 2 years.
- iii. The Programs shall generally commence in July/August every year. Other than under Exceptional circumstances.
- iv. Each semester shall be spread over not less than 90 teaching days.

**9) Course Structure –**

Course structure shall be as per the recommendation of the concerned Board of studies of the faculty of the University duly approved by the Academic Council.

**10) Fee Structure –**

- i. All the fees categories including Program fee and the examination fee shall be determined by the University from time to time and shall be payable by the students at the beginning of each semester/ year.
- ii. Fees, once paid, and if student has started attending the classes, will not be refundable in any case except for the caution money. In some cases of genuine hardship, the Vice-Chancellor may permit an extension in the last date of payment of fees however; all the students shall be required to pay the prescribed fee before the start of examination. In case any student has been allowed to appear in the examination, the result of such student shall be withheld till all his dues are cleared.
- iii. The fees shall be applicable as per approval of Board of Management from time to time with the approval of MPPURC.

**11) Medium of Instruction–**

Medium of instruction and examinations would be English/Hindi as per the choice filled by the student, in accordance to the guidelines prescribed by regulatory authority.

**12) Attendance–**

Regular students, to be eligible to appear in the University examination, are required to attend a minimum of 75% theory classes and 75% practical classes, in each semester/ year. **Provided that**, in case of illness or because of other reasonable cause it shall be relaxed by the Vice Chancellor as admissible within applicable regulations.

**13) Examination–**

- i. Examinations will be conducted as per the appropriate Statutes, Ordinances and Regulations made in this respect. The scheme of examination, promotion to subsequent semesters/ years and course of studies shall be as per the recommendations of the concerned Board of Studies with due approval of Academic Council.
- ii. The studies and examination of these courses shall be on the basis of either marks/ marks-cum-credit/ credit system as recommended by the concerned Board of Studies from time to time.

**14) Eligibility for Course–**

A student shall be declared to be eligible for award of the diploma if, he/ she has:

- i. Registered and successfully completed all the core courses, optional Courses, practical / Lab classes, Including Seminars, Workshops, Presentations, Group Discussion, Field Work, Industrial & Business Organization Professional Exposure & Training, Industrial Visit, Educational Tour, Project Work and other Assignments etc. where ever applicable.
- ii. Successfully acquired the minimum required marks/ marks-cum-credit/ credit system as specified in the regulation corresponding to the branch of his/her study within the stipulated time, where ever applicable.
- iii. Secured a minimum required marks/ marks-cum-credit/ credit system in aggregate overall as specified in the regulation. However the award of the Division/Class shall be as per recommendation of concerned Board of Studies of the University.
- iv. No dues to the University, Hostels, Libraries, NCC/NSS etc. and
- v. No disciplinary action is pending against him/her.

**15) General Instruction--**

- i. The admission to the above courses shall be governed in accordance and provisions with the Rules / Directives of UGC / relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended from time to time.
  - ii. The relaxation in eligibility conditions, age and reservation etc. shall be in accordance with the Rules/ Directives of UGC/ relevant Regulatory Body or any other competent Authority of the Govt. of India/ State Government as amended time to time.
  - iii. For matters not covered in this specific ordinance, General rules and regulations of the university regarding specific courses shall be applicable. In other matters Board of Management of the university shall be competent to take any decision which shall be final.
  - iv. Notwithstanding anything stated in this Ordinance for any unforeseen issues arising and not covered by this Ordinance or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a Committee, consisting of the Principal/Dean of the concerned department. The decision of the Vice-Chancellor shall be final.
- 16) The above courses shall run on all possible modes of imparting education including the use of latest innovative technologies like-on-line, e-learning, face-to-face, through webinar etc.
- 17) These programmes are offered by the Faculty of **Faculty of Basic & Applied Science / School of Computer Sciences & Applications** recommended by the concerned Board of Studies and after approval of Academic Council and Board of Management of the University.
- 18) The University shall also offer more number of One years Diploma programmes with the various specialization titles which, shall run under this ordinance on the recommendation of concerned Board of Studies, of University alone and/or in collaboration with or tie-up with other Educational or Academic Institutes/Organizations/ Universities/ Research Organizations/ Industries and to provide the dissemination of Knowledge to all concerned throughout the World.

**ORDINANCE**  
**No. 84 of 2023**  
**TWO YEAR DIPLOMA IN FASHION DESIGN**

This ordinance shall be applicable to the two year diploma in fashion design course.

**1. Duration of the course**

Diploma in Fashion Design shall be of 2 years duration & maximum duration of course shall be 4 years.

**2. Eligibility for Admission**

A candidate passed 10+2 examination in any subject from any recognized board.

**3. Admission Procedure**

The eligible candidates as specified in clause 2 above should a place in the merit list prepared on the basis of academic credentials or through the University entrance test/Examination consisting of Aptitude Test/Group Discussion/ Personal Interview.

**4. Fees & Intake**

The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.

**5. The Scheme and Course for Diploma in Fashion Design shall be such as prescribed by academic council of the University from time to time**

**6. Medium of Instruction**

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

**7. Attendance**

A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

**8. Examination Scheme**

8.1 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 due
- (iii) Obtained 'No Dues' certificate from the concerned Department/college.
- (iv) Submitted the job internship certificate / Project Report, as notified by the Director/ Head/ Principal.
- (v) Received in-plant training as prescribed by the Director/ Head/ Principal. Clause (i) above shall not be applicable to private candidates.

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

- (i) 30 percent marks of each paper will be earmarked of internal assessment.
- (ii) Main examination will carry 70 percent marks.
- (iii) For passing the examination; the candidate that be required to secure at least 33% marks in University examination separately in the theory, practical & project work.

**9. Promotion to Next Semester**

- (i) There shall be no supplementary or second examination in between the semester exam.
- (ii) A candidate may provisionally continue his/her studies in higher semester after the examinations of the semester he/she appeared is over.
- (iii) Candidate failed in 1<sup>st</sup> semester Examination or had not appeared in 1<sup>st</sup> Semester Examination, shall be provisionally promoted to the 2<sup>nd</sup> semester and Candidate will be allowed to appear in the 1<sup>st</sup> semester Examination as EX student in next successive examination of a semester, along with the regular semester examination.
- (iv) Candidate failed in 3<sup>rd</sup> semester Examination or had not appeared in 3<sup>rd</sup> Semester Examination, shall be provisionally promoted to the 4<sup>th</sup> semester and Candidate will be allowed to appear in the 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> semester Examination as EX student in next successive examination of a semester, along with the regular semester examination.

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

**11** The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

**ORDINANCE**  
**No. 85 of 2023**  
**MASTER OF SCIENCE (M.Sc.) IN FASHION DESIGN**  
**TWO YEARS DEGREE COURSE**

This Ordinance shall be applicable to Candidate admitted for the Master of Science (M.Sc.) in Fashion Design.

**1. Duration of the course**

The duration of the Master of Fashion Design course shall be of 2 academic years and maximum duration of course shall be 4 years.

- 2.** The examination for the degree of Master of Fashion Design shall consist of two parts: -  
(a) The Previous examination, and  
(b) The Final examination

**3. Eligibility for Admission**

Subject to the compliance of the provisions of this direction and any other ordinances in force from time to time, an applicant for admission to the examination shall have passed

Bachelor degree in Fashion Design / B.Sc. Home Science/Garment Technology/ B.Sc in Fashion Design /B.A with Fashion Design or any other equivalent examination from any recognized University in India or abroad or BFA/Graduation in Textile Design, Textile Science / Handloom Technology or Equivalent /Graduates in Fashion Accessories, Apparel Merchandising / Graduate in any discipline with one year relevant Garment Textile industry experience, one or two year diploma or certificate course in fashion design, garment technology, fashion technology/Dress Designing, Dress Making

**4. Admission Procedure**

The eligible candidates as specified in clause 3 above should a place in the merit list prepared on the basis of academic credentials or through The University entrance test/Examination consisting of Aptitude Test/Group Discussion/ Personal Interview

**5. Fees & Intake**

The fees for each course shall be decided by Board of Management of University in consultation with MPPURC. The Number of seats in each course will be as per Statute 28.

- 6.** The Scheme and Course for M.Sc. in Fashion Designing degree shall be such as prescribed by academic council of the University from time to time

**7. Medium of Instruction**

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

**8. Attendance**

A candidate should have at least 75% attendance in Theory and Practical separately. In exceptional cases it may be relaxed as admissible under applicable Ordinances.

**9. Examination**

(a) In order to pass at any of the two Y.D.C. examinations, an examinee must obtain not less than 45% of the total marks in each subject. In subjects where both theory and practical examinations are provided, an examinee must pass separately in both theory and practical examination.

(b) Successful examinees at the Previous and Final examinations of two years degree course, obtaining 75% or more marks in aggregate of all two years shall be placed with distinction, those obtaining less than 75% but not less than 60% in the first division, similarly those obtaining less than 60% but not less than 50% marks in the second division and other successful examinees in the third division.

(c) Condonation of deficiencies in marks as per Ordinance 5 of the University.

(d) Promotion to higher semester: - "If a candidate does not appear in any examination of 1<sup>st</sup> year, he/she shall not be permitted to appear in 2<sup>nd</sup> year examination, candidate failed in 1<sup>st</sup> semester examination or had not appeared in 1<sup>st</sup> semester examination, shall be provisionally promoted to the 2<sup>nd</sup> semester and candidate will be allowed to appear in the 1<sup>st</sup> semester examination as EX students in next successive examination of a semester, along with the regular semester examination.

10. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion / advice of a Committee consisting of any or all the Directors of the Schools. The decision of the Vice-Chancellor shall be final.
11. The Reservation to SC/ST/Other category candidates shall be applicable as per the norms of the State Government of Madhya Pradesh.

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