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# Ordinance No: 1

## Students Union

1. There shall be students Union in every college, except colleges following semester system in the majority of their courses.

Provided that the union shall not be constituted in the first year of operation of a college.

2. The students Union will consist of: (i) Students Council, and (ii) Activity Societies.
3. The aims and objectives of the students union shall be:-
  - (i) To encourage and strengthen the democratic values amongst the students and to train them in the duties and right of democracy;
  - (ii) To provide forum for the development of the students as responsible members of a democratic and secular society and develop responsible and value oriented leadership;
  - (iii) To promote respect for human rights and human dignity and specifically eliminate the possibility of ragging in any form;
  - (iv) To generate intellectual, Social, cultural environment and discipline in the academic institutions for the overall personality development in pursuance of the true meaning of education;
  - (v) To foster innovative, artistic, literary, cultural, academic and sports activities and to promote active participation and leadership amongst students to develop their creative talents;
  - (vi) To promote scientific study and discussion on subject of national and international importance;
  - (vii) To promote social service through mutual cooperation, harmony and dedication towards society based on social, economic, political equality and justice as envisaged in the Indian Constitution: and
  - (viii) To foster environment of learning and teaching for the development of the college.

Provided that the union.

Will not consider or canvass any other matter relating to faculty/employees/students. Will not undertake any activity that disturb the academic calendar approved by the coordination Committee or is contradictory to the provisions of the M.P. university Act and Statues ordinance and regulations made there under.

- (ix) Will not take up any matter which falls within the jurisdiction of a statutory body other than the university.
  - (x) Will not take up any activity that is against the code of conduct prescribed for the students of the college.
4. The principal of the college shall be the patron of the students Union.
5. (i) Any regular student on the rolls, on or before 14th August of a college, shall be eligible voter for his/her class representative.
- Provided that a student who has ever, directly or indirectly indulged in ragging shall not be entitled to vote.
- (ii) Such a student can at his/her option also be a member of any one of the societies of the students union of the college by completing the formalities prescribed Such a student can at her/his option also become associate member of other society.
- (iii) An associate member will have all the privileges and right of a member, except that he/she cannot vote for or contest the election of office bearers of the society.

**Students union will be constituted for the academic session either by election or by nomination as per directives and guidelines of State Government issued from time to time.**

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## **Ordinance No: 2**

### **Admission of Students to a College, University**

1. In this Ordinance, unless there is anything repugnant in the subject of context-
  - (a) “equivalent examination” means an examination which has been conducted by-
    - (i) any recognized Board of Higher Secondary Education, or
    - (ii) any Indian University other than this University incorporated by any law in force for the time being, and recognized by the University as equivalent to its corresponding examination or the final examination held under the M.P. Madhyamik Shiksha Adhiniyam 1965 as the case may be.
  - (b) “qualifying examination” means an examination the passing of which makes a student eligible for admission to a particular year in a course of study as per relevant ordinance leading to a M.Phil, Post Graduate, Advance Diploma, Bachelor, Degree, Diploma, Certificate by this University.
2. A student seeking admission to a college or University Teaching Department shall, on or before the date prescribed for submission of applications for admission by the Head of the Institution concerned, submit his application on the prescribed form to be obtained from such Institution on payment of the prescribed fee.
3. The application for admission shall among others be accompanied by (i) the School or College Leaving Certificate signed by the Head of the Institution last attended by the student, (ii) true copy of the statement of marks showing that the applicant has passed the qualifying examination, and in the case of a student who passed the examination as private candidate, a certificate signed by two responsible persons certifying to the good character of the applicant. If an applicant for admission, as aforesaid, has passed the qualifying examination from a Board other than the Board of Secondary Education, Madhya Pradesh, or a University, other than this University, he or she shall submit in addition to the School or College Leaving of such Board or University, as the case may be together with immigration fee of Rs 150 .

Provided that if it does not become possible for the applicant to obtain a migration certificate in time for making the application, he may make the application in time stating that the certificate shall be produced as soon as it is received and for that purpose he may be allowed such time as the University may specify.

Provided also that no immigration fee shall be payable by a student migrating from any statutory University in Madhya Pradesh or a Statutory Board of Secondary Education or Intermediate Education in Madhya Pradesh.

4. (1) No student shall be admitted to an institution for pursuing a course of study for the initial year of the first Degree under any Faculty unless he has passed the final examination held under the Madhya Pradesh Madhyamik Shiksha Adhiniyam 1964 (23 of 1965), or an examination declared equivalent to such examination by the University or such other qualifying examination as may be prescribed from time to time.

(2) No student enrolled in the University shall be admitted to any subsequent higher class in any institution unless he or she has passed the examination qualifying him/her to appear for the examination for which he/she will be preparing.

Provided that a student who is eligible to appear at supplementary or second examination may be provisionally admitted to a subsequent higher class but he/she shall revert to the lower class, if he/she is not declared successful at such examination.

(3) No student migrating from any other University shall be admitted to any class in an institution unless he has passed the examination which has been declared by the University as equivalent to the qualifying examination for a student to the University.

(4) Without prejudice to the provision contained in subclause (3) above, no student migrating from any other University shall be admitted to any class in an institution without the previous permission of the Academic Council wherever by any general or special direction, such permission is necessary.

(5) An applicant for admission to a course leading to a Bachelor's Degree shall not be so admitted unless he/she is prepared to appear in all the subjects prescribed by the University.

5. (1) No student who has passed a part of any degree or post-graduate examination from another University shall be admitted to subsequent higher class for such examination in any institution without the approval of the Kulapati in consultation with the Dean of the Faculty in case of degree examination and the Chairman of the concerned Board of Studies in case of post-graduate examination.

(2) No person who is under sentence or rustication or he has been disqualified from appearing at the examination from another University shall be admitted to any course of study in any Institution maintained by or affiliated to this University during the period of rustication or disqualification.

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

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

7. (1) A student shall be enrolled a member of an institution as soon as he/she is admitted by the Head of Institution and has paid the prescribed fees.

(2) A student seeking admission to an institution after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another institution in the University and has paid his fees in the former institution upto to preceding month.

8. The Head of institution may permit a student to change his optional subjects for a course or with the approval of the Kulapati to change the Faculty till 31<sup>st</sup> August on payment Rs 200/- no change thereafter shall be permitted.

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

10. (1) Subject to the provision contained in para 9 a student, who during an academic session desires to leave the institution of which he has become a member shall give notice in writing to the Head of the Institution of his intention to leave stating reasons therefore and further stating the name of the institution, if any, which he/she wishes to join. If the change is to another institution in the same city, the Head of the Institution shall consider the reasons given to justify such a change. If they are strong enough to justify such a change, he/she may pass orders accordingly.

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

(i) make payment of all fees due to the Institution upto the month of the application for the transfer certificate; and

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

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

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

(1) when a student has been guilty of breach of discipline within or outside the precincts of the University of an Institution or persistent idleness or has been guilty of misconduct, the Head of the Institution at which such student is studying, may according to the nature an gravity of the offence:-

- (a) suspend such a student from attending the classes for not more than a week at a time; or
- (b) expel such a student from his institution; or
- (c) disqualify such a student from appearing at the next ensuing examination; or
- (d) rusticate such a student.

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

(3) The Head of the Institution concerned shall have power to suspend for such time as may be necessary a student temporarily from the Institution pending inquiry in to his conduct in connection with an alleged offence.

(4) The period during which a student remains suspended for completion of an enquiry, shall be reckoned in the calculation of his attendance for appearing at an examination provided he is found innocent.

(5) A student who has been rusticated shall not be admitted to another institution within the jurisdiction of this University Ordinarily, the period of rustication shall not exceed two years. Other University shall be informed of the fact of the rustication.

(6) The rustication of a student from an Institution shall entail the removal of his name from the register of enrolled students.

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## Ordinance No: 3

### Teaching Department & Study Centre

{Refer to Section 30(3)}

The Department mentioned in column (2) of the Table below are assigned to the Faculty mentioned in column (1) thereof.

<b>NAME OF FACULTY</b>	<b>DEPARTMENT OF</b>
<b>1. MUSIC</b>	1 VOCAL 2 INSTRUMENTAL (Non Percussion) sitar etc. 3 INSTRUMENTAL (Percussion) Tabla etc.
<b>2 DANCE</b>	1 NORTH INDIAN (KATHAK etc.) 2 SOUTH INDIAN (BHARATNATYAM etc)
<b>3. VISUAL ARTS</b>	1 PAINTING / 2 SCULPTURE 3 APPLIED ART - GRAPHIC/COMPUTER
<b>4. PERFORMING ARTS</b>	1 THEATRE 2 APPLIED ART 3. SOUND DESIGNING
<b>5. ARTS</b>	1 HINDI 2 ENGLISH 3 SANSKRIT 4 FOREGIEN LANGUAGE
<b>6. SOCIAL SCIENCES</b>	1. HISTORY 2. CULTURAL TOURISM 3. PSHYCOLOGY 4. CULTURAL JOURNALISM 5. PHILOSOPHY 6. YOGA /VED
<b>7.FILM MAKING</b>	1. CINEMTOGRAPHY 2. EDITING GRAPHICS 3. SOUND ANIMATION 4. ACTING

## **Ordinance No. 4**

### **Enrollment of the Student and their Admission to Course of study.**

1. Any person, who shall have passed the Higher Secondary school Certificate Examination of the Board of Secondary Education Madhya Pradesh or an examination recognized by the University as equivalent to it, may be enrolled as a student of the University.

2. Application for enrollment as a student of the University shall be made to the Registrar in the prescribed form and it shall be accompanied by an enrolment fee of Rs. 100 or as decided by Academic Council. Such applications shall be submitted through the Principal of the college to which the student has been admitted.

3. (i) No student shall be deemed to have been admitted to any course of study as a regular student of the University unless his name is borne on the registrar of enrolled students.

(ii) Except in a case on which a student does not hold the minimum qualifications prescribed for admission to the course of study concerned, the fee for enrolment paid by a student shall be refunded under any circumstances.

4. The procedure for submission of applications for enrolment of students by colleges shall be as follows. Viz:

(i) All application forms from students shall, together with the necessary fees, migration certificate, if necessary, and returns on the prescribed form, reach the University Registrar by 30<sup>th</sup> September of the academic year in which the students are admitted.

(ii) On payment of a late fee as decided by Academic Council, the Kulapati may, for special reasons to be recorded, permit the enrolment of student whose application form, enrolment fee or the migration certificate have been submitted after the due date and if the Kulapati is satisfied that the delay in submission is not due to any lack of diligence on the part of the student, he may sanction remission of the late fee.

(iii) In the case of all students who apply for enrolment the Principal of the college shall send to the University a general certificate to the effect that he has inspected the certificate issued by the appropriate authorities and satisfied himself that in each case the student concerned has passed the examination which under the rules of the University entitles him her to join the course to which he/she has been admitted in the college.

5. No person, who is under sentence or expulsion or rustication from another University shall be admitted to any course of study during the period for which the sentences is in operation.

6. (i) A student who is enrolled in the University may apply for a change, correction or alteration in one's own name or surname to the Registrar of the University with a fees of Rs. 200.
- (ii) The Registrar, if he is satisfied with the reasonableness of the request, may pass order for the change or correction of the name of the student.
- (iii) Any change, addition or modification shall be recorded in the University Register in red ink under the attestation of the Registrar and a certificate to the effect shall be issued to the applicant.
- (iv) Under no circumstances shall any alteration be made in the University certificate, diploma, degree and other document issued in favour of the applicant prior to the order for a change of correction in the name.
- (v) In all subsequent documents, certificates, diplomas and degrees of the University the former as well as the new name shall be entered and all correspondence shall be carried on in like manner.
- (vi) The application for change or correction in the name shall be made either through the Head of the Institution where the student is studying or case of others shall be countersigned by two members of the Academic Council or a first class Magistrate and shall be supported by an affidavit.
- (vii) The fee deposited with the application shall not be refunded to the student unless his application is rejected.

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## **Ordinance No. 5**

### **Conduct of Examinations**

**[Refer clause vi 38(1) (b)]**

1. All arrangements for the conduct of examinations to be held by the University shall be made by the Registrar in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. (a) The Registrar shall prepare and duly publish a programme for the conduct of examinations specifying the date of each examination and the last dates by which applications and fees for examinations shall be paid by the intending examinees.
 

(b) In no case these dates of commencement of examinations shall be amended/changed/modified without the permission of Kulpati.
3. \* (i) The Executive Council shall determine in consultation with the Academic Council the Centres of the Examinations and the Registrar shall appoint the principals of the Colleges as Senior Superintendents of Examinations who will be over all in charge for the control of the conduct of Examination in the respective Centres. The Registrar shall also in consultation with the Principal appoint Superintendents and Assistant Superintendents for each shift of Examination if any for each examination centre and shall issue instructions for their guidance.
 

Provided that for the purpose of appointment of an Assistant Superintendent at a centre, the minimum strength of examinees appearing there from shall be at least 300.

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

(iii) The Superintendent shall supervise the work of invigilators working under him and shall confirm that teacher of the subject of the written examination at any session shall not be an invigilator at such session of the examination.

\*\* (iv) The Superintendent of Examination shall whenever, necessary send a confidential report to the Registrar about the conduct of Examination, mentioning there in the performance of the invigilators and the general behaviour of the examinees.

The Senior Superintendent may inform the Registrar separately about the conduct of the examination there in and the Performance and of behaviour of the Examinees.

4. It shall be the duty of the Centre Superintendent to ensure that an examinee is the same person who had filled in the form of application for appearing at the examination, by way of checking the photograph pasted on the form in case of male ex-student and non-collegiate candidates and signatures (One already on the form and the other to be obtained in the examination hall in cases of all candidates).
5. The University may change the examination centre of the examinees irrespective of a college to which they belong anytime it deems proper without assigning any reason.
6. The Registrar may on the recommendation of the Centre Superintendent, appoint an amanuensis to write down dictation pertaining to answers to questions at the examination on behalf of an examinee who is unable to write himself/herself on account of severe short sightedness or sudden illness, provided that such an amanuensis shall be a man/woman possessing qualification of atleast one class/examination lower than the examinee concerned.
7. The University may from time to time appoint Inspectors or Board of Inspectors to see that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the Inspectors pointing out serious breach of rules or procedure. the Kulapati may take such action as may be necessary including postponement or cancellation, wholly or in part, of the examination at the centre, and if any such action is taken, a report of the action taken shall be made to the Executive Council at its next meeting.
8. The Executive Council may cancel an examination at all centres if it is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
9. The Executive Council may issue such general instructions for the guidance of the Examiners, Centre Superintendent. Tabulators, Collators, as it considers necessary for the proper discharge of their duties.
10. Subject to the provisions of this Ordinance, the Executive Council may from time to time take, alter or modify rules and procedure about the conduct of examinations.
11.
  - (1) The result committee for each of the Faculties will be constituted by the Academic Council.
  - (2) The functions of the Results Committee shall be as follows-
    - (i) To scrutinise and pass the results of the examinations conducted by the University after satisfying itself that the results on the whole and in various subjects are in conformity with the usual standards and to recommend to the Kulapati the action to be taken in any case where the result is unbalanced;
    - (ii) To scrutinise complaints against question papers and to take necessary action;

- (iii) To decide cases of candidates who answered wrong paper;
- (iv) To decide cases of candidates who answer books were lost in transit
- (v) To exercise such other powers as the Academic Council may decide from time to time.

**Note :- If any action is to be taken against any Examiner, Centre Superintendent or Invigilator the matter shall be referred to the Academic Council with the recommendation of the Results committee.**

- 12. The Kulapati shall appoint two tabulators or two sets of tabulators for tabulating the results of the examination and collators as necessary and he may issue general instructions for the guidance of tabulators in preparing the result of the examination.
- 13. If a candidate has any communication to make on the subject of his/her examination paper, it shall be made in writing to the Registrar direct.
- 14. Any attempt made by or on behalf of a candidate to secure preferential treatment to the matter of his/her examination shall be reported to the Registrar who shall place the matter before the Academic Council.
- 15. Except as otherwise decided by the Executive Council the examination answer-books and the documents regarding the marks obtained by the examinees. except the tabulated results, shall be destroyed or otherwise disposed of after six months from the date of the declaration of the results.
- 16. The Academic Council may, by a resolution, authorize the Registrar to publish the results of the University examinations as placed by the Results Committee on the notice board of the office of the University. The results. when, published, shall simultaneously by communicated to the Principals of the Colleges concerned.
- 17. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as given in the ordinance .
- 18. No examinee shall leave the examination shall within half an hour of the start of the examination for any purpose whatsoever and no late comer will be permitted for the examination after half an hour of its commencement.

\* The entry of unauthorised persons within the periphery of hundred meters from the examination centres shall be prohibited. The prohibited area shall be marked by visible sign, it shall be the duty of

the police and persons concerned with the examination to prevent the entry of unauthorized persons at the examination center.

19. Examinees desirous of leaving the examination hall temporarily shall be permitted to do so for a maximum period of five minutes. The absence shall be recorded and if the examinee fails to return within this limit of five minutes, he/she shall not be permitted to enter the examination hall, unless he/she gives convincing explanation.
20. A candidate found talking during the examination hours shall be warned not to do so. If the candidate continues talking inspite of the warning by the invigilator, the answer-book of such examinee shall be withdrawn and a second answer book supplied. Only the second answer-book shall be sent to the Registrar, by the Superintendent.
21. The Superintendent of an examination centre shall take action against an examinee who is found using or attempting to use unfair means in the examination hall or within the premises of the examination centre during the hours of examination, in the following manner -
  - (i) The examinee shall be called upon to surrender all the objectionable material found in his or her possession including the answer=book and a memorandum shall be prepared with date and time.
  - (ii) The statement of the examinee and the invigilator shall be recorded.
  - (iii) The examinee shall be issued a fresh answer-book marked 'Duplicate Using Unfair Means' to attempt answers within the remaining time prescribed for the examination.
  - (iv) All the materials so collected and the entire evidence along with a statement of the examinee and the answer Registrar by name, in a separate confidential sealed registered packed packed marked "Unfair Means" along with the observations of the superintendent.
  - (v) The material so collected from the examinee together with both the answer-book collected while using unfair means and the other supplied afterward, will be sent to the Examiner by the Registrar for assessing both the answer-books separately and to report if the examinee has actually, used unfair means in view of the material collected.
  - (vi) The cases of the use of unfair means at examination as reported by the centre superintendent along with the report of the Examiner shall be examined by a committee to be appointed by the Executive Council every year.

"The Committee shall consist of -

- (a) One nominee of the Executive Council, one of the Deans of Faculties, and one member of the Academic Council nominated by the Executive Council.

(b) Registrar (Secretary)

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

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

22. (1) Where a candidate applies for revaluation the answer-book in which revaluation is sought will be sent for valuation by the Kulapati, to two examiners (other than the one who initially valued it) both shall be from outside the University jurisdiction. Ten answer-books valued by the same examiner and a copy of the memorandum of instructions for the guidance of examiners if prepared by the paper-setter will be sent to each of the two examiners to enable them to evaluate the answer-book concerned in the light of the standard set by the examiner and the memorandum of instructions. Each of the two examiners shall receive a remuneration of Rs.20/- or as decided by E.C. for the revaluation of an answer-book.

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

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



**APPENDIX**  
**REMUNERATION FOR EXAMINATION WORK**

**The scale of remuneration for examination work shall be as follows \* :-**

Faculty of Music, Dance, Fine Arts Performing Arts, Arts & Social Sciences:-

1.	For Ph.D. Examination:-	Rs.
	(a) Reading a thesis for Ph.D.	500.00
	(b) Practical and Viva Voce examination for Ph.D.	250.00
	(c) Reading a thesis for D.Litt.	800.00
	(d) Practical and Viva-voce examination for D.Sc or D.Litt.	300.00
2.	For M.Phil Examinations:-	
	(a) Setting a question paper (including translation)	400.00
	(b) Marking of each answer book.	10.00
	(c) Reading the thesis/dissertation of a candidate or for reading a Project Report.	50.00
	(d) Conducting Practical examination of a candidate	4.00
		(Minimum Rs. 150.00)
	(e) Viva voce examination of a candidate.	4.00
		(Minimum Rs. 150.00)
3.	For P.G. Courses (or equivalent) examinations:-	
	(a) Setting each question paper (including translation)	400.00
	(b) Marking each answer book	10.00
	(c) Conducting Practical examination including viva-voce/ field work examination per candidate	20.00
		(Minimum Rs. 150.00)
4.	For U.G. Courses (or equivalent) examination:-	
	(a) Setting each question paper (including translation)	300.00
	(b) Marking each answer book.	8.00
	(c) Conducting Practical examination including viva-voce/ Field work examination per candidate.	10.00
		(Minimum Rs. 150.00)
5.	For Advance Diploma, Diploma & Certificate courses (or equivalent) examinations:-	
	(a) Setting a question paper (including translation)	300.00
	(b) Marking of each answer book	6.00
	(c) Conducting Practical examination per candidate.	5.00
		(Minimum Rs. 150.00)

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**\* The rates may be revised by the Executive Council from time to time.**

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## **Ordinance No: 6**

### **SEMESTER SYSTEM AT POST-GRADUATE LEVEL**

1. The Ordinance will be applicable to all the University Teaching Departments, affiliated government colleges and private colleges under the jurisdiction of the University.
2. The duration of these courses of study shall extend over four semesters, i.e., First, Second, Third and Fourth semesters.
3. Every candidate seeking admission to these courses must have passed graduation course, required as per ordinance for annual/semester system of examination, from any recognized University/state government
4. The seats available to the students in each course/class shall be as decided by the University/state government.

Admissions under these courses will be made either on merit or by conducting a written entrance test.

Provided that the admission rules as framed by the University/state government from time to time shall be applicable for the different courses.

5. The fees to be charged from students by the College/University Teaching Departments and the examination fees to be charged by the University for each of the courses shall be as decided by the University/state government from time to time.
6. The post-graduate courses in semester system shall consist of:
  - a) such courses (subjects with papers) as prescribed by the University,
  - b) such job internship, laboratory work, practical, musical programme training, projects etc. as may be prescribed by the University and
  - c) such scheme of examination as prescribed by the University from time to time.
7. The semester system will also be applicable to private students. For private candidates, examination centre/study centre shall arrange classes/assignments and continuous comprehensive examination (CCE), i.e., internal assessment and project assessment as decided by the University/State government from time to time. Fees for this purpose will be decided by concerned centre.

8. (1) The University examination for First and Third semesters shall be normally conducted in November-December and for Second and Fourth semesters in April-May each year.
- (2) Each semester examination shall consist of University examination in theory papers and practicals, if any, in each prescribed subject. In each semester there will be internal assessment, i.e, continuous comprehensive examination (CCE) in each paper to be conducted by the College or University Teaching Department where the student is a regular students. The manner in which the internal assessment is to be done will be as prescribed by the University/state government. There shall also be a project to be completed by a student which will be assessed at the College/University Teaching Department level.
- (3) (i) In each semester, for each paper, in theory:-
  - (a) the University examination will have weight age of 70% marks.
  - (b) the internal assessment will have weightage of 30% marks.

For internal assessment, two separate evaluations will be done having weightage of 15% marks each. The total of the marks obtained at the two evaluations shall be the marks of the internal assessment of the candidate in a subject.
  - (c) the marks for the project shall be as prescribed by the University/state government.
- (4) The record of marks of the internal assessment and project assessment shall be kept by the Principal of the College/Head of the University Teaching Department and shall be forwarded to the University 5 days before the University examinations along with the marks of the project and the University practical examination, if any. The record of marks shall be in the format as prescribed by University/state government.
- (5) For passing a semester examination, the candidate shall be required to secure, separately, at least
  - (i) 20% marks in each theory paper in the University semester theory examination.
  - (ii) 36% marks in the total of all the theory papers in the University semester theory examination.
  - (iii) 36% marks in the University practical examination.
  - (iv) 36% marks in the internal assessment, i.e., CCE done at the College/University Teaching Department level in each paper separately.

- (v) 36% marks in the assessment of project done at College/University Teaching Department level.
9. There shall be no supplementary or second examination.
10. (1) If a candidate fails in not more than one papers in any one semester examination, i.e., University theory examination and/or University practical examination and/or internal assessment and/or project assessment, but clears all the remaining papers of that examination, he will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one paper of each semester examination but in no case candidate shall be permitted to carry backlog of more than two papers at a time.
- (2) If a candidate fails in more than one paper in any semester examination, he may be allowed to appear as an ex-student in the next examination of the same semester.
- (3) If a candidate fails in some subjects of earlier semesters and clears the final semester, his result will be withheld. Candidate will be awarded degree only in the year when he clears the subject of earlier semester(s). In such situation, marksheet for each semester will be issued separately upto Third semester and a composite marksheet will be issued in the Fourth semester, once the candidate clears all the subjects.
- (4) The candidate shall be eligible to appear in the University theory examination and/or University practical examination in the papers of ATKT when the next examination of the same concerned semester is held.
- (5) The candidate shall be eligible to appear in the internal assessment (CCE I and CCEII) and/or project assessment as per the programme announced by the Principal of the College/Head of University Teaching Department in the next same concerned semester.
11. No Candidate shall be allowed to take the semester examination unless one has
- (i) Attended atleast 75% of lectures/practicals delivered during the semester.
- (ii) Paid all the fees due.
- (iii) Obtained 'no dues' certificate from the concerned University Teaching Department/College.
- (iv) Submitted the job internship certificate/project report, as notified by the Head of University Teaching Department/Principal of the College.
- (v) Received desired training as prescribed by the Head of University Teaching Department/Principal of the college.

Clause (i) above shall not be applicable to private candidates.

12. The Division shall be awarded to a candidate, after he/she has passed all the semester examination, on the basis of total marks obtained in the University examination (theory & practical both) and in internal assessment and project assessment taken together in all the semesters and in all the paper, as follows.

60% or above - First Division.

48% or above - Second Division.

Above 36% but less than 48%- Third Division.

13. Kulpati Grace of one mark will be given for passing or for getting ATKT in one academic year and for improvement in Division in the final semester.
14. A candidate has to complete the entire course of post-graduate degree within a maximum period of three years from the session of first admission.
15. In the matters of admission, attendance, examinations and in all other matters not provided in this Ordinance, the cases shall be governed by the provisions of the relevant Ordinances of the University in so far as they are not inconsistent with the provisions of this Ordinance.
16. In case of any dispute/ambiguity, the decision of the Vice-Chancellor shall be final.

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## **Ordinance No: 7**

# **SEMESTER SYSTEM AT UNDERGRADUATE LEVEL**

1. The three year degree courses, except those for which the University has separate Ordinances, will be run on semester system.
2. The Ordinance will be applicable to all the University Teaching Departments, affiliated government colleges and private college under the jurisdiction of the University.
3. The duration of these courses of study shall extend over six semesters, i.e., First, Second, Third, Fourth, Fifth and Sixth semester.
4. Every candidates seeking admission to these courses must have passed Higher Secondary of M.P. Board or CBSE or of an equivalent body and must fulfill conditions late down in the ordinances of relevant courses.
5. The seats available to the students in each courses/class shall be as decided by the University/state government.
6. The fees to be charged from students by the college/University Teaching Departments and the examination fees to be charged by the University for each of the courses shall be as decided by the University/State government from time to time.
7. The Undergraduate courses in semester system shall consist of:
  - a) Such courses (Subjects with papers) as prescribed by the University,
  - b) Such job internship, practical, musical training, projects etc. as may be prescribed by the University and
  - c) Such Scheme of examination as prescribed by the University from time to time.
8. The semester system will also be applicable to private students. For private candidates, examination centre/study centre shall arrange classes/assignments and continuous comprehensive examination (CCE), i.e., internal assessment and project assessment as decided by the University/state government from time to time. Fees for this purpose will be decided by concerned centre.
9. (1) The University examination for First. Third and Fifth semesters shall be normally conducted in November-December and for Second, Fourth and Sixth semesters in April-May each year.  
  
(2) Each semester examination shall consist of University examination in theory papers and practicals, if any in each prescribed subject. In each semester there will be internal assessment, i.e., continuous comprehensive examination (CCE) in each subject to be conducted by the College or University Teaching Department where the student is a regular student. The manner in which the internal assessment is to be

done will be as prescribed by the University/state government. There shall also be a project to be completed by a student which will be assessed at the college/University Teaching Department level.

(3) (i) In each semester, for each subject, in theory:-

(a) the University examination will have weightage of 70% marks.

(b) the internal assessment will have weightage of 30% marks.

For internal assessment, two separate evaluations will be done having weightage of 15% marks each. The total of the marks obtained at the two evaluations shall be the marks of the internal assessment of the candidate in a subject.

(c) the marks for the project shall be as prescribed by the University/state government.

(4) The record of marks of internal assessment and project assessment shall be kept by the principal of the college/Head of the University Teaching Department and shall be forwarded to the University 5 days before the University examinations along with the marks shall be in the format as prescribed by University/state government.

(5) For passing a semester examination, the candidate shall be required to secure at least 33% marks in each of the prescribed subject, separately, in

(i) The University theory examination.

(ii) The University practical examination.

(iii) Internal assessment, i.e., CCE done at College/University Teaching Department level.

(iv) Assessment of project done at College/University.

(6) Grace marks shall be awarded as in the annual examination system, but the total grace marks to be awarded to a student in a year shall not exceed 3 marks.

10. There shall be no supplementary or second examination in semester system.

11. (1) If a candidate fails in not more than one subject in any one semester examination, i.e,

University theory examination and/or University practical examination and/or internal assessment and/or project assessment, but clears all the remaining subjects of that examinations, he will be allowed to keep the term (ATKT) and promoted to the next semester. Candidate shall be eligible to carry the backlog of one subject of each semester examination but in no case candidate shall be permitted to carry backlog of more than two subjects at a time.

- (2) If a candidate fails in more than one subject in any semester examination, he may be allowed to appear as an ex-student in the next examination of the same semester.
- (3) If a candidate fails in some subjects of earlier semesters and clears the final semester, his result will be withheld. Candidate will be awarded degree only in the year when he clears the subjects of earlier semester (s). In such situation, marksheet for each semester will be issued separately upto Fifth semester and a composite marksheet will be issued in the Sixth semester, once the candidate clears all the subjects.
- (4) The candidate shall be eligible to appear in the University theory examination and/or University practical examination in the subjects of ATKTK when the next examination of the same concerned semester is held.
- (5) The candidate shall be eligible to appear in the internal assessment (CCE I and CCE II) and/or project assessment as per the programme announced by the Principal of the College/Head of University Teaching Department in the next same concerned semester.

12. No. candidate shall be allowed to take the semester examination unless one has

- (i) Attended atleast 75% of lectures/practicals delivered during the semester.
- (ii) Paid all the fees due.
- (iii) Obtained 'no dues' certificate from the concerned University Teaching Department/College.
- (iv) Submitted the job internship certificate/project report, as notified by the Head of University Teaching Department/Principal of the college.
- (v) Received implant training as prescribed by the Head of University Teaching Department/Principal of the college.

Clause (i) above shall not be applicable to private candidates.

13. The Division shall be awarded to a candidate, after he/she has passed all the semester examination, on the basis of total marks obtained in the University examination (theory & practicals both) and in internal assessment and project assessment taken together in all the semesters and in all the subjects, as follows.

60% or above- First Division

45% or above- Second Division

Above 33% but less than 45% Third Division



14. Kulpati Grace of one mark will be given for passing or for getting ATKT in one academic year and for improvement in Division in the final semester.

Provided that the benefit under this clause shall not be allowed to enable a candidate to get the benefit under paragraph(6)

15. A candidate has to complete the entire course of under graduate degree within a maximum period of five years from the session of first admission.

16. In the matters of admission, attendance, examination and in all other matters not provided in this Ordinance, the cases shall be governed by the provisions of the relevant Ordinances of the University in so far as they are not inconsistent with the provisions of this Ordinance.

17 . In case of any dispute/ambiguity, the decision of the Vice-Chancellor shall be final.

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# Ordinance No: 8

## Examination (General)

(Refer clause (iii) of section 37)

### Part 1-Definitions

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

- (i) "Regular candidate" means a person who was prosecuted a regular course of study in a University Teaching Department, School of Studies or college and seeks admission to an examination of the University as such.
- (ii) "Ex-student candidate" means a person who was admitted to an examination as a regular candidate and was not declared successful though admission card was correctly issued to him by the University and seeks admission again to the said examination.
- (iii) "Non collegiate candidate" means a person who seeks admission to an examination of the University otherwise than as a regular candidate or ex-student candidate.
- (iv) "A regular Course of study" means : -
  - (a) In case of Faculty other than the Faculties of Medicine, Ayurveda and Engineering, attendance at atleast seventy-five percent of lectures and practical separately.
  - (b) In case of the Faculties of Medicine and Ayurveda attendance atleast seventy-five percent of lectures and eight-five percent of practical of practical and clinicals separately.
  - (c) In case of the Faculty of Engineering attendance at atleast eighty-five percent of lectures and practical/seasonal work separately in a University Teaching Department, School of Studies or College in each subject which a candidate intends to offer for an examination.

N.B. : In this ordinance, unless provided otherwise, lectures, shall include tutorials and seminars.

(v) "Forwarding officer" means :-

- (a) In case of an ex-student candidate, the Principal of the College where the candidate had prosecuted a regular course of study.
- (b) In case of non-collegiate candidate other than one who has taken a correspondence course in the University, the Principal of the college which the candidate chooses as his examination centre.

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

(vi) "Attested" means attested by the forwarding officer.

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

No regular candidate shall be admitted to an examination of the University unless he:-

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

(ii) Possesses the minimum academic qualification for admission to the examination to which he seeks admission and has prosecuted a regular course of study for that examination.

(iii) has been enrolled as a student of the University.

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

Where a candidate offers an additional subject for an examination in accordance with the provisions of the Ordinance relating to the examination to which he seeks admission.

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

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

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

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

(iv) attendance at N.C.C./N.S.S. Camp during the session shall be taken as full attendance at lectures/practicals on each such day of camp and the days of journey to such camp.

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

The aggregate number of lectures delivered and practicals /sessionals held in an academic session in a University Teaching Department, or college for Post-graduate degree examination in all Faculties.

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

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

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

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

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

(ii) In case of each application, the Principal of the College/Head of the University Teaching Department or School of Studies shall certify that the candidate :

(a) possesses the minimum academic qualification for appearing at the examination to which he seeks admission.

(b) is of good conduct.

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

List A : Of these candidates who have attended at least 75 percent both of the lectures delivered and of the practical held separately in each subject of the course of instructions for the examination in all faculties.

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

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

The Principal of a college or the Head of the Head of University Teaching Department or School of Studies may detain a regular candidate from taking an examination if he does not college property and all the articles and uniform issued to him for sports or N.C.C. or does not pay the cost thereof in case of loss by the

15th of February preceding the examination or if the conduct of the student has been unsatisfactory between the time of submission of his application form to the Registrar for admission to the examination and the date of the commencement to the examination.

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

(1) No ex-student candidate shall be admitted to and examination to the University unless he submits with his application for appearing in the examination:

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

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

An ex-student candidate for an examination shall :-

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

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

(b) the subject or subjects in which he desires to present himself for the examination.

(ii) submit with his application evidence of having been admitted to the examination earlier as required in paragraph 9 (1) above

(iii) affix with his application for admission to the examination if he is a male candidate, his two latest passport size photographs duly authenticated by the forwarding officer. In case of female candidate the Passport sized photograph shall be submitted to the forwarding officer along with her examination application form to the forwarding officer for issuing identity card in favour of the candidate which she will produce on each day of the examination in the examination hall.

(iv) Pay the fee prescribed for the examination together with the additional fee Rs. 4/- for the statement of marks obtained in each paper at the examination. Fees shall be paid through crossed bank draft drawn in favour of the Registrar of the University or in any other manner prescribed by the University.

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

(ii) An ex-student candidate will be required to appear in the examination in accordance with the syllabus specifying the scope of studies in different subjects in force the University.

Every ex-student candidate shall appear at the Examination Centre at which the regular candidates from the college in which he had prosecuted a regular course of study shall be appearing.

Provided that the Registrar may, for sufficient reasons, require or allow a candidate to change his examination centre.

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

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

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

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

(2) Subject to fulfillment of the requirements of the Ordinance relating to the examination concerned, non-collegiate candidates shall be eligible to appear in U.G. examination and in all other examinations leading to a degree.

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

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

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

(i) The original statement of marks obtained at the qualifying examination together with an attested copy thereof or at the examination in which he or Deputy Collector or Tehsildar or any other officer of the revenue department not below the rank of naib Tehsildar of a district included within territorial jurisdiction of the university showing that he is a bonafide resident of the district or has been residing in the district for a period of not less than twelve months on the date of application for admission to the examination or a certificate of such residence in original from the Principal of a college affiliated to the University duly supported by an affidavit sworn by the candidate/candidate's father, mother, guardian or husband as the case may be.

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

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

**Provided further that-**

(a) Those candidates who were regular students for the college affiliated to the University or of the University Teaching Department and who desire to appear as non-Collegiate candidate at the subsequent higher examination, shall be exempted from producing a certificate of residence of the district included within the territorial jurisdiction of the University.

(b) Those candidates who had produced a certificate of residence and who appeared at an examination, shall not be required again to produce a certificate of residence for admission to the subsequent higher examination.

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

(c) Persons (i) who are serving in navy, Army, Air Force and posted within the territorial jurisdiction of the University and (ii) Central/State Government employees posted within the territorial jurisdiction of the University will be required to produce a certificate from the local head of Department stating that the employee has been working as Central/State Government employee in the District included within the territorial jurisdiction of the University. In case of the works of such employees, a certificate should be from the head of the Department stating that the candidate is dependent on the employee posted within the territorial jurisdiction of the University will be required to produce a certificate from the local Heads of Department stating that the employee has been working as Central/State Government employee in the District included within the territorial jurisdiction of the University. In case of the works of such employees, a certificate should

be from the Head of the Department stating that the candidate is dependent on the employee and is residing with him.

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

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

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

(iii) Affix with his application for admission to the Examination if he is a male candidate his two latest passport size photographs one in attested form and the other on admission card duly authenticated by the Forwarding Officer. In case of female candidate the passport size photograph shall be submitted to the forwarding officer along with her examination application form to the forwarding officer for issuing identity card in favour of the candidate which she will produce on each day of the examination in the examination hall.

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

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

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

In the application for admission to the examination the candidate shall specify:

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

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

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

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

(a) Registration fee

(b) Permission fee

(c) Statement of marks fee

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

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\* *As decided by E.C. from time to time.*



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

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

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

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

(4) A non-collegiate candidate migrating from another University or Board of Secondary Education shall send with his application for admission to an examination the migration certificate from the University or Board from which he is migrating and pay an immigration fee of Rs. 150/-

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

**Part v-General Conditions Applicable to all Candidates.**

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

\*Provided that for the Examination of U.G courses Part-I,II and III candidate shall be required to obtain 33% marks for passing in the subjects of Foundation Course i.e. General Awareness Hindi Language and English Language Separately.

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

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

No. person who has been expelled or rusticated from any college or University examination shall be admitted to any examination during the period for which the sentence is in operation.

An application for admission to an examination received by the Registrar after the last date notified by the University but not later than fifteen days after such last date may be entertained on payment of a late fee \*. Notwithstanding anything contained in the Ordinances relating to admission of candidates to an examination of the University the Kulapati may, in special cases in which he is satisfied that the delay in submitting the application for admission to an examination is not due to lack of diligence on the part of the candidate and that it would be agreed hardship to the candidate if his application is rejected, allow an application which is otherwise complete in all respects to be entertained with the late fee\* even though the same is received after the expiry of the period of fifteen days mentioned in the foregoing paragraph. but not later than 15th January in any case for main examination and seven days before the commencement of second/supp. examination as the case may be.

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

- (a) the application of the candidate is complete in all particulars in accordance with the provisions applicable to him and in order,
- (b) the candidate is eligible for admission to examination, and
- (c) the fees as prescribed have been paid by the candidate.

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

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

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

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

A candidate shall not be admitted in to the Examination hall unless he produces the admission card before the superintendent of the Examination Centre or the invigilator or satisfies such officers that it shall be produced. A candidate shall produce his admission card whenever required by the Superintendent or the invigilator.

- (a) In the Examination Hall the candidate shall be under the disciplinary control of the Superintendent of the centre and he shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent. or his indisciplined conduct or insolent behaviour towards the Superintendent or any invigilator the candidate may be excluded from that day's examination and if he persists in misbehavior he may be excluded from the rest of the examination by the Superintendent of the Centre.
- (b) If a candidate acts in a violent manner or uses force or makes a display of force towards the Superintendent or any invigilator at the centre or in its precincts endangering the personal safety of either of them or acts in a manner likely to the authorities in the discharge of their duties, the Superintendent may expel the candidate from the centre and he may take police help.
- (c) If a candidate brings any dangerous weapon within the precincts of the examination centre he may be expelled from the centre and/or handed over to the police by the Superintendent.
- (d) A candidate expelled on any of the grounds mentioned in (b) or (c) above will not be allowed to appear in the subsequent papers.
- (e) In every case where action is taken by the Superintendent under (a), (b) and (c) above a full report shall be sent to the University and the Executive Council may according to the gravity of the offence debarring him from appearing at the examinations of the University for one or more years after giving the candidate an opportunity to show cause and considering any explanation submitted by the candidate.
- (f) (i) If a candidate is found guilty of using or attempting to use or having used unfair means at an examination such as copying from some book or notes or from the answer of some other candidate or helping or receiving help from any other candidate or keeping with him in the examination hall material connected with the examination or \*failure of an examinee to hand over his answer book to the superintendent/invigilator or taking away his own answer book/books out of the examination hall or in any other manner whatsoever, the Executive Council or the Committee appointed for the purpose by the Executive Council may cancel his examination and also debar him from appearing at the examination of the University for one or more years according to the nature of the offence.
- (ii) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate was in any manner guilty of misconduct in connection with his examination and/or was instrumental in or has abetted the tempering of Vishwavidyalaya records including the answer books, marks-sheets, result charts, diplomas and the like.
- (iii) The Executive Council may cancel the examination of a candidate and/or debar him from appearing at an examination of the Vishwavidyalaya for one or more years, if it is discovered afterwards that the candidate had

obtained admission to the examination by misrepresenting facts or by submitting false or forged certificate/documents.

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

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

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

(i) Examination fee after deduction of Rs\*.

(ii) fee for statement of marks.

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

Provided, however, that a candidate shall not be entitled to the adjustment of examination fee mentioned in subject in case of postgraduate examination.

(2) The fees paid by a regular candidate who is debarred from appearing at an examination due to shortage in attendance at lectures/practical may be refunded through the Principal of the college concerned after deduction of a sum of Rs.\*.

(3) Examination and other fees of a candidate whose application for appearing at an examination has been rejected for some reason, or who could not furnish his form within the prescribed date, necessary fees having been paid in University account, may be refunded after deduction of a sum of Rs.\*.

(4) The examination and the marks fee of a candidate who dies before appearing at the examination may be refunded in full to his guardian or his successor.

(5) The entire fees paid by a candidate whose application for appearing at an examination is cancelled on account of producing fraudulent documents or giving false particulars shall stand forfeited.

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***\*As decided by E.C.***

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

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

- |                     |      |
|---------------------|------|
| (a) In one subject  | Rs.* |
| (b) In all subjects | Rs.* |

Provided that for purpose of this paragraph each paper of post-graduate examination in a subject and also in U.G. examination shall be reckoned as a subject.

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

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

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

(1) A candidate whose result has been declared may apply to the Registrar in the prescribed form within \*15 days of the declaration of his result for the revaluation of any of his answer-books.

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

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

(2) The fee for valuation shall be Rs.\* per answer-book.

(3) If the correct valuation arrived at as a result of revaluation exceeds the marks awarded by the original examiner the candidate shall be entitled to a refund of Rs.\* out of the revaluation fee deposited by him.

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

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

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**\*As decided by E.C.**

29. Duplicate copies of the following certificates shall be granted on payment of the fee mentioned in appendix

Provided further that duplicate copy of Migration Certificate shall not be granted except in cases in which the Registrar is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force that the applicant has not utilized the original Migration Certificate for appearing at an examination and has lost the same or that the same has been destroyed and that the applicant has real need for a duplicate.

30. Duplicate of University Diplomas shall not be granted except in which the Kulapati is satisfied by the production of an affidavit on a stamped paper of proper value required by law for the time being in force, that the applicant has lost his Diploma, or that has been destroyed, and the applicant has real need for a duplicate. In such cases, a duplicate of the Diploma may be granted on receipt of a fee of Rs. 10/-

31. The names of first ten successful candidates in each examination other than second full examination who obtained first division shall be declared in order of Merit for each class/subject as the case may be.

\*Provided that a separate list of first five candidates, who have cleared all the semesters in the very first attempt and have obtained first division shall be declared in order of merit for each class/subject in which examinations are held under semester system.

\*\*\* Provided that the name of first ten successful candidates in both the examinations of final professional (April batch and Dec. batch) who have secured 60% or more marks in the total aggregate of all the subjects including practical and viva-voce if any, taken together, and who have passed all the earlier examination of each class in first attempt shall be declared in order of merit for each batch (April and Dec.) separately.

Provided further that the faculty Gold Medal of under graduate shall be awarded to the candidate who obtains highest marks out of all the candidates included in both the merit lists mentioned above.

Provided further that if the total marks of two candidates who obtained first position in each merit list; are equal the faculty Gold Medal of U.G. shall be awarded to the candidate who out of two is younger in age.

32 Notwithstanding anything contained in the concerned Ordinance an examinee, who fails by a total of not more than three marks in not more than two subjects in any of the under graduate. examinations except where it is held on a semester basis, but secures more than the minimum aggregate marks required shall be given three grace marks to enable him to pass the examination.

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

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

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

35. (1) There shall be a supplementary exam as far as possible in August/September every year for candidates who have failed under graduate. examination if the examination if the examination concerned is not conducted on a Semester basis. Every candidate desirous to appear at the supp, exam, shall submit an application form as indicated in this Ordinance with the requisite fees. The results of Candidates appearing in the Supply. exam. shall be declared in accordance with the Provisions of the Ordinance

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

(1) The following shall be eligible to appear at supplementary examination.

\*(a) candidates who have failed at any under graduate. examination in one or more than one subject or group as the case may be.

(b) candidates for examination other than those enumerated in (a) above who are declared eligible to appear at a supplementary examination in accordance with the provision of the respective examination.

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

(3) Except when provided otherwise in the Ordinance concerned, a candidate who has been declared eligible for a supplementary examination candidate in the two examinations immediately following the examination in which he was declared to be so eligible and thereafter he shall be required to appear in all the papers at the next examination.

3(a) Provided that candidate who becomes entitled to appear in supplementary examination on revaluation and the result of such revaluation is declared after the expiry of prescribed date of supplementary examination, such a candidate shall be permitted to appear at next higher examination as a private candidate, if he is otherwise eligible to so appear, together with the paper in which he has to appear in supplementary examination.

Provided further that result of next higher examination of such a candidate would be declared only when the candidate passes in supplementary examination.

(4) A candidate appearing in the supplementary examination shall be declared to have passed the examination if he secures the minimum pass marks in the subject or group as the case may be except when provided otherwise in the examination Ordinance concerned. The marks obtained by the candidate in the supplementary/Second examination shall be taken in to account in determining the division at the examination.

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## **Ordinance No: 9**

### **Conditions for the Award of Fellowship and Scholarship**

1. (a) Every year in the month of July/August the University shall invite applications through an advertisement in the newspapers for the awards to be made.

(b) All awards of Fellowships, Research Scholarships and other Scholarships shall be made on the recommendation of a Committee consisting of –

(i) The Kulpati

(ii) Three Teachers, one from each Faculties appointed by the Executive Council every year.

(iii) The Registrar.

Member-Secretary

2. Subject to the general conditions applicable to all Fellowships and Research Scholarships as laid down in paragraph 4 below, the value, duration and Conditions of award of University Grants Commission, Fellowships shall be such as are laid down by the University Grants Commission.

3. The value and duration of Research Scholarships instituted by the University shall be laid down by the Executive Council in consultation with the Academic Council.

4. The award of fellowships and research scholarships shall be made subject to the following conditions :-

(i) The fellow/scholar will do whole time research work under an approved guide on a subject approved by the University.

(ii) The fellow/scholar shall not accept or hold any appointment paid or otherwise or receive any emolument, salary, stipend etc. from any other source during the tenure of the award nor shall he engage himself in any profession or trade during that period. He may, However, undertake teaching assignment of not more than nine hours a week in the institution, where he is working without accepting any remuneration.

(iii) The fellow/scholar shall not join any other course of study or appear in any examination after commencing work under the fellow/scholarship.

Provided that the Kulapati may, on the recommendation of the guide, permit the Fellow/Scholar to join a diploma/Certificate course and appear in an examination therefore.

(iv) Unless permitted by the guide to work for a specified period at some other place. The fellow/scholar shall be required to attend the institution where he is to work, on all working days.

(v) If any information submitted by the fellow/scholar in his application is found to be incorrect. Incomplete or misleading, the award may be terminated by the Executive Council after giving him an opportunity of being heard.

(vi) If at any time it should appear to the University that the progress or conduct of the fellow/scholar has not been satisfactory, the fellowship/scholarship may be suspended or withdrawn.

(vii) (a) Leave for a maximum of thirty days in a year in addition to general holidays may be taken by a fellow/scholars with the approval of the guide and the University. The general holidays, however do not include the vacations period not exceeding three months during the tenure of the award on the recommendation of the guide.

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

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

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

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

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

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

10. A scholarship-holder shall not combine any other course study with the course for which the course for which the award is made except certificate Diploma run by this university.

11. A scholarship shall be cancelled in the final year if the scholarship-holder fails to secure at least 50% marks, in the Previous Examination of the concerned Master's degree.

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

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

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

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

(ii) the scholarship-holder after he has been given a reasonable opportunity to explain his conduct. is in the opinion of the Executive Council guilty of a breach of para 13 of this ordinance;

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

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## **Ordinance No:10**

### **Maintenance Discipline Students and Proctorial Board**

1. All students pursuing course of studies at the University Teaching Departments, shall observe code of conduct as may be laid down by rules and regulations of the University, notified from time to time.

2. Any violation of code of conduct or breach of any rule or regulation of the University by any students shall constitute an act of indiscipline and shall make him/her liable for disciplinary action against him/her.

3. The following acts in particular, shall constitute acts of gross indiscipline and any student found indulging in any of them shall render himself/herself liable for disciplinary action against him/her.

- a) Disobeying the teacher or misbehaving in the class.
- b) Quarrelling or fighting with a University employee or any employee in canteen, mess or any other public utility services functioning in the campus or among themselves.
- c) Disfiguring or University property by writing of slogans or any material obscene in nature, skeletons or figures, at any building or walls thereof within the campus which is not authorized by the University administration in any manner whatsoever.
- d) Behaving in the University campus or outside in a manner which is indecent or which is meant to annoy or harass the teachers, officers, employees and students of the University.
- e) Any other act which the Proctorial Board may determine and the Kulpati may accept as an act of gross indiscipline or indecency.
- f) However, all cases of indiscipline or indecency within hostel premises be dealt with initially by the Warden of the hostel concerned.

4. There shall be a Proctorial Board consisting of the following:

- (i) Proctor, Chairperson of the Proctorial Board.
- (ii) Two Joint Proctors, members of the Proctorial Board.

Note: At least one member of the Proctorial Board should be a lady teacher.

5. Proctorial Board shall be constituted by the Kulpati, from amongst the teachers of the University/Affiliated College ordinarily for a period not exceeding two years at a time. Provided that the Kulpati may reconstitute the Proctorial Board at any time before the expiry of this period of two years. Provided further that until the new Proctorial Board is reconstituted or the existing Proctorial Board is dissolved by the Kulpati for any reason whatsoever, the existing Proctorial Board will continue to act for a period not exceeding two years. The Proctorial Board shall take action as and when referred to it by the Executive Council or by the Kulpati or on any incidence which comes to its knowledge and/or which in its opinion calls for an immediate disciplinary action. The cases of Indiscipline in examination centres/halls shall, however, be dealt with primarily in accordance with the relevant Ordinance and rules enacted therefore.

6. The telephone/mobile phone charges shall be reimbursed to the Proctor and Joint Proctors, subject to the maximum amount as decided by Executive Council/Kulpati:-

7. Power and duties of Proctorial Board:

(a) To maintain discipline among the students in the campus;

(b) To assign duties to its members;

(c) Where the Proctorial Board takes cognizance of an issue which is of serious nature, the Proctor, in consultation with one or more Joint Proctors initiate proceeding and take action against the student/students and determine the punishment accordingly.

8. If in the opinion of Proctor, the act of indiscipline by student/students requires action but is of trival nature, then the case shall be placed before the Proctorial Board which will conduct preliminary enquiry and may impose penalties as under:-

(i) Formal caution/warning

(ii) Impose fine not exceeding Rs. 5000/-

9. (a) If in the opinion of the Proctor, the breach of discipline by student/students is of grievous nature, then the case shall be investigated by the Proctorial Board according to the following procedure:-

(i) Issue of show cause notice to student/students/persons concerned specifying in clear terms the nature of charges/complaint against him/her them.

(ii) Recording statement of student/students/persons alleged to be involved in the act of undesirable nature causing harm to the students community/university/society.

(iii) Examine the witness/witnesses.

(iv) Examine the relevant documents/evidences as the Proctorial Board may deem necessary.

(b) After the investigation is over, the Proctorial Board may recommend to the Kulpati for imposition of fine and/or other punishment, which may include recommendation for rustication or expulsion of student/students from the University/Hostel. Such recommendation shall be sent in writing stating the reasons to the Kulpati. The Kulpati may place the case before the Executive Council, which shall take final decision as it may deem fit.

(c) In case of acts of indiscipline, which in the opinion of the Proctorial Board are of grievous nature and which constitute a grave offence under criminal law then the case should be referred to the Police through the Registrar.

(d) In the cases under investigation by the Proctorial Board or the Police, if the Proctorial Board is of the opinion that immediate action is called for in the interest of maintenance of peace & order and discipline, then the Proctorial Board may recommend to the Kulpati for suspension of student/students concerned from their classes. If the Kulpati accepts the recommendation, the student/students shall stand suspended from their classes for the period specified in the order of the kulpati.

10. (a) The Kulpati shall constitute a Discipline Committee, which shall consist of following members:

<b>(i) Proctor</b>	<b>Convenor</b>
<b>(ii) Dean Students Welfare</b>	<b>Member</b>
<b>(iii) Professor Incharge of Students Union of the University</b>	<b>Member</b>
<b>(iv) Joint Proctors</b>	<b>Member</b>
<b>(v) Chief Warden</b>	<b>Member</b>
<b>(vi) Warden of the Hostels of the University</b>	<b>Member</b>

One of the members of the Proctorial Board will be nominated by the Kulpati as Secretary of Discipline Committee.

(b) The Discipline Committee shall ordinarily be convened twice in each academic year. In emergent cases the Discipline Committee may meet as and when necessary. It shall review general conditions regarding discipline in the University and make suggestions in this regard. Any specific case of indiscipline may be referred to the discipline committee for giving its opinion regarding the action to be taken.

11. All punishments awarded to students shall be recorded in a register to be maintained by the Proctor. The Register shall be a permanent record of the University and shall contain such details as may be prescribed or approved by the Kulpati or the Executive Council of the University as the case may be.

12. Certificate regarding character or conduct of students of University Teaching Departments will be issued by the concerned Head of the department after obtaining no-enquiry, no-punishment certificate from the Proctor, In the case of the student who has been punished, then this fact shall be mentioned in the certificate.

13. If the Proctorial Board finds that in any event of disturbance or breach of peace an order, certain persons who are not on the rolls of the University, are involved then the Proctorial Board may send a recommendation to the Kulpati that the University campus be declared out of bounds for such persons. If the recommendation is accepted by the Kulpati, a notification declaration such persons as debarred from entering the campus, shall be issued and a copy of the notification shall be sent to the District Magistrate and the Superintendent of Police and such other administrative authorities as the Kulpati may deem fit. So long as the notification issued remains in force, entry of the undesirable person/persons shall be debarred from entering in the campus. Breach of this order will amount to an act of criminal trespass and shall be dealt with accordingly.

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## Ordinance No:11

### Examination & Other fees

As per decision of Co-ordination committee dated 26-06-2009 (Item No.32), the Ordinance for Scheme of Examination, Examination fee of Indira Kala Evam Sangeet Vishvidhalaya, Khairagh (C.G) has been opted by Raja Mansingh Tomar Music & Arts University, Gwalior as under for session 2008-10. For session 2010-11 onwards Fee Structure will be as under.

#### Regular Students:-

S. no	Name of Exam	Exam fee	Mark sheet fees	Exam Form fee	Certificate /Diploma Fees	Total	Expenses at Exam centre	Grand Total
1.	Prathma Ist year, Certificate	150	115	100		365	50	415
2.	Prathma last year, Certificate	150	115	100	100	465	50	515
3.	Madhyama Ist year, Certificate	200	115	100		415	50	465
4.	Madhyama last year, Certificate	200	115	100	100	515	50	565
5.	Vid Ist year, Diploma	225	115	100		440	50	490
6.	Vid last year, Diploma	225	115	100	150	590	50	640
7.	Kovid 1 <sup>st</sup> Year, P.G. Diploma	300	115	100		515	50	565
8.	Kovid last year, P.G. Diploma	300	115	100	150	665	50	715
9.	Geetanjali Junior Diploma	225	115	100	140	580	50	630
10.	Geetanjali Senior Diploma	225	115	100	140	580	50	630
11.	B.Mus./B.Dance First, Second year	300	150	100		550	50	600
12.	B.Mus/ B.Dance Last Year	300	150	100	150	700	50	750
13.	B.F.A First, Second ,Third Year	500	150	100		750	50	800
14.	B.F.A Last Year	500	150	100	150	900	50	950
15.	B.F.A First, Second, Third Year (Ex-Student)	500	150	100		750	50	800
16.	M.A. Ist Year	300	150	100		550	50	600
17.	M.A. Last Year	300	150	100	150	700	50	750
18.	M.F.A First Year	800	150	100		1050	50	1100
19.	M.F.A last Year	800	150	100	150	1200	50	1250

- Note :- (1) – (a) Late Fees- Diploma 100/- (b) Graduate/Post Graduate Fees 150/-  
 (2) Special Remuneration Fees Change 2000/-  
 (3) Change of Name Fees 200/-  
 (4) Emination/Lamination Fees 200/-

**Remark:- For the session 2010-11 and onwards fee structure will be decided by Executive Council from time to time.**

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# **Ordinance No.12**

## **Traveling Allowance and Daily Allowance**

### **I- FOR MEMBERS, MODERATORS, EXAMINERS AND INSPECTORS**

1. Members (other than local members) of the authorities, bodies and committees of the University, moderators, examiners, inspectors appointed to inspect colleges or centres of examination shall be paid travelling allowance and daily allowance at the following rates for attending meetings or for journeys connected with examinations or the affairs (other than convocation) of the University:-

#### **A. TRAVELLING ALLOWANCE**

(i) For all journeys performed by rail, one AC two tier fare plus incidental charges, each way from the member's/inspector's/moderator's/examiner's permanent head quarters or from any other place from which the journey is actually performed, whichever is less.

In exceptional cases, the Kulpati may allow the journey to be formed by first AC. In such cases, ticket will have to be produced with T.A. bill.

(ii) For a journey performed by road in public bus, the actual bus fare plus incidental charges.

(iii) For a journey performed in one's own car, road mileage at the rate prescribed by the state government of its grade 'A' employees, i.e., Rs. 5 per km. whenever, this rate is revised by the state government, the same be applicable.

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

(v) In exceptional cases, where prior permission of the Kulpati for travel by air has been obtained, the actual fare for the journey plus actual taxi charges from residence to airport and back shall be paid on the basis of the counterfoil or air ticket and the receipt of taxi charges enclosed with the T.A. bill.

(vi) In exceptional cases with the prior permission, the Kulpati may allow the journey to be performed by taxi. In such cases actual taxi charges from residence to the place of business and back by shortest route shall be paid as fare, which shall not exceed the market rates. A receipt of taxi charges will have to be enclosed with the T.A. bill by the claimant.



### Ordinance No:-12

#### Notes:-

1. Travelling allowance shall be payable by the shortest route unless journey by a longer route is permitted by the Kulpati.
2. No road mileage will be paid for journey to and from railway station/bus station.
3. Prior permission of the Kulpati has to be obtained for journey in one's own car. If permission is not obtained from Kulpati and Journey is performed by own car, then travelling allowance shall be paid as if the journey had been made by rail/bus.
4. The claimant will either produce the tickets or will quote the ticket numbers or in the alternative give a certificate as under:-

“I Certify that I have traveled/would travel by the rail by class for which T.A. is Claimed and where bus fare is claimed, the fare claimed was actually paid/would be paid by me”

5. (a) If a member attends a meeting or meetings of the University and a meeting or meeting of another body (which also pays T.A.) and makes only one visit for the purpose, he shall be entitled to receive travelling allowance and incidental charges from one source only.
- (b) For interval between such last meetings of the University and the first meeting of the other body and vice-versa, the member shall be entitled to daily allowance for not exceeding three days at the prescribed rates provided he is not paid daily or halting allowance by the other body for such days.
6. When a member has to attend two or more meetings of the University with an interval of not more than three clear days between the two meetings attended (excluding the days of meetings) he shall be entitled to charge only daily allowance for the intervening days unless payment of travelling allowance for a second journey from his head quarters is economical to the University.
7. Incidental charges will include:-
  - (a) Headquarters allowance – equal to one D.A. i.e. ½ for return journey.
  - (b) Special halt allowances-If the person does not start for return on the same day on which he/she reached the place of business, then ½ D.A for return from the place of business shall be admissible.
  - (c) For metropolitan cities taxi-charges Rs. 300.00 each side.
  - (d) For Bhopal, Indore, Gwalior, Jabalpur, cities taxi charges Rs. 200.00 each side.
8. Examiners conducting the practical/viva voce examinations should submit their T.A. bills through the Superintendent/Principal of the examination centre concerned who will forward the same to the

University office duly certified in the following form. The Principals of affiliated Colleges should mention in the certificate that the foil/counterfoil of marks have been submitted by the examiner :-

**CERTIFICATE**

Certified that shri/Smt./Dr. ....of .....conducted the practical/viva-voce examination .  
(institution and place)

in.....for.....examination, 20.....(.....semester/annual/supplementary/ at the..... (Subject)  
(Degree) (Center)

He/She has submitted the foil/counterfoil of the marks.

.....  
Internal Examiner Superintendent/Principal

..... Practical/Viva-Voce Examination 20.....at .....Centre.  
(Subject)

.....Centre.

**B.DAILY ALLOWANCE**

1. Daily allowance shall be payable to members/moderations/examiners/inspector at the rates prescribed by the state government for its grade ‘A’ employees i.e., general rate of Rs. 80 perday or special rate or Rs. 120 per day for Bhopal, Indore, Gwalior and Jabalpur and for its grade ‘B’ employee general rate of Rs. 60 or special rate of Rs. 90 per day for Bhopal, Indore, Gwalior and Jabalpur. Whenever, these rates are revised by the state government, the revised rates shall be applicable.

**D.A. Shall be calculated as follows :-**

<b>Absence from headquarter for</b>	<b>Payable D.A.</b>
<b>1. less than 6 hours</b>	<b>NIL</b>
<b>2. less than 12 hours but more than 6 hours</b>	<b>Half D.A.</b>
<b>3. 24 hours or less but more than 12 hours</b>	<b>One D.A.</b>

If lodging and boarding facility is provided by the University, the D.A. for halt will be payable at one fourth of normal rate of D.A.

During the hours of journey, D.A. will be paid at general rates.

## II- CONVEYANCE ALLOWANCE:

2. Members of the authorities, bodies or committees of the University, moderators, inspectors and examiners residing at the place of business of the University shall be entitled to conveyance allowance at the rate of Rs. 50/- per meeting subject to maximum of Rs. 50/- per day. No conveyance allowance will be paid to a member who attends the meeting at the same campus. Also, no conveyance allowance will be paid to a member, who is provided conveyance facility by the University for attending the meeting. The rate may be revised by the Executive Council as and when required.

## III- FOR KULPATI, OFFICERS AND EMPLOYEES AND FOR TEACHERS FOR PURPOSE OTHER THAN MENTIONED IN CLAUSE I

3. i. Travelling allowance and daily allowance shall be admissible in case of the Kulpati. the officers and other employees of the University and teachers undertaking journey for purpose other than mentioned in Clause I above, in accordance with the rates prescribed from time to time by the state government for its employees in similar pay range or class.

According to the present rules of the state government, the entitlement of journey by rail and the rates of D.A. will be as given below. These may be revised by the Executive Council as and when rules/rates of the state government are revised.

Sr. No.	Designation	Entitlement of Journey by rail	D.A (in Rs.)	
			Ordinary rate	For Bhopal, Indore, Jabalpur, Gwalior
1.	Kulpati	AC Ist	80	120
2.	Registrar, Professor, Reader, Deputy Registrar, Finance Officer	AC IInd	80	120
3.	Lecturer, Asstt. Registrar or equivalent officer	AC IIIrd	60	90
4.	Class III employees	Sleeper (non-AC)	48	72
5.	Class IV employees	Sleeper (non-AC)	32	48

ii. The claimant will either produce the tickets or will quote the ticket numbers or in the alternative give a certificate as under:-

“ I certify that I have traveled/would travel by the rail by class for which T.A. is claimed and where bus fare is claimed, the fare claimed was actually paid/would be paid by me “

iii. In addition to T.A. and D.A. the officer and employees of the University shall be paid actual hotel charges for their stay in the state or outside as given in APPENDIX-I These may be revised by the Executive Council, if necessary.

iv. For travel by taxi prior permission of the Kulpati/Registrar shall be required. The taxi fare shall be paid on the basis of a receipt indicating the registration number of the vehicle. The rates charged for taxi should not be more than the market rates or M.P State Tourism rates whichever is less.

v. If coolie is to be engaged for luggage of the University, then coolie charges shall be paid on the basis of a simple certificate, given by the claimant.

vi. Charges for stay in the University Guest House/or any other guest house will be re-embarrassed by the University.

vii. The Kulpati is entitled to travel by air. In such case actual fare for the journey plus actual taxi charge from residence to airport and back shall be paid on the basis of the counterfoil of the air ticket and receipts of taxi charges enclosed with the T.A. bill.

Provided that in exceptional cases the Kulpati may permit an officer/teacher for air travel. In such cases prior permission of Kulpati is required.

viii. For journey by air-conditioned bus, prior permission of the Registrar is required and bus ticket should be attached with the T.A. bill.

ix. For a journey performed in one's own car, road mileage at the rate prescribed by the state government for its grade 'A' employees, i.e, Rs. 5 per km. Whenever, this rate is revised by the state government, the same shall be applicable. Prior permission from the Registrar is required for travel by own car.

x. In exceptional cases, permission for travel by train by class higher than the entitled class may be given by the Kulpati. In such cases prior permission of Kulpati is required.

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

**IV- FOR DELEGATES OR REPRESENTATIVES:**

4. Delegates or representatives of University attending academic conference/congress shall be paid travelling allowance as under :

(i) If their travelling allowance is to be borne by the University then in such cases, their claim shall be regulated in record in accordance with T.A. rules of the University mentioned in above Clause I.

(ii) If their travelling allowance are to be borne by other bodies/institutions, in that case the difference between the amount of D.A. so paid and the amount of D.A. payable under state government T.A. rules will be paid to him by the University.

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

5. For any rule regarding T.A. and D.A., not covered in this Ordinance, the rule of the state government shall be applicable.

Sr. NO.	Designation	Inside M.P. or outside M.P. (with receipt)				For Delhi, Kolkata, Hyberabad, Ahmadabad, Kanpur, Pune cities, (with receipt)		Without receipt anywhere	
		Maximum amount permissible for staying in hotel		Maximum local conveyance permissible		Maximum amount permissible for staying in hotel	Maximum local conveyance permissible	Maximum amount permissible for staying in hotel	Maximum local conveyance permissible
		Bhopal Indore Jabalpur Gwalior and outside M.P.	Other cities in M.P.	Bhopal Indore Jabalpur Gwalior and outside M.P.	Other cities in M.P.				
		Rs	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1.	Kulpati	1800	1000	600	300	3000	1000	250	250
2.	Registrar, Professor, Reader, Deputy Registrar, Finance Officer or equivalent officer	1000	700	400	250	2000	500	225	200
3.	Lecturer, Asst. Registrar or equivalent officer	700	500	250	150	950	300	200	150
4.	Class III employees	300	200	175	100	400	200	175	100
5.	Class IV employees	200	100	100	50	200	100	100	50

Provided whatever room tariff for the A.C. deluxe, A.C., Aircooled Non-A.C. and dormitory of M.P. State Tourism Development Corporation Ltd. is current at the time of stay shall be allowed to the Officers of the above mentioned three categories and class III & class IV employees respectively.

## **Ordinance No.13**

### **Hostel Administration**

1. The hostels maintained by the University will provide accommodation to the Graduate & Post-graduate and Ph.D. Students of the University Teaching Department.
2. Every hosteller shall at all times be of good behaviour, maintain decorum and dignity and observe all rules of the hostel.
3. Each student wishing to reside in the hostel shall apply on the prescribed form (Appendix 1) along with the application for the admission to a University Teaching Department. The University Teaching Department of studies shall forward the application to the Chief-warden after the candidate is admitted in the University.
4. The admission to hostel shall be granted at the discretion of the warden in consultation with chief – warden. The preference shall be given to a post graduate student. In comparison with Ph.D. student. A Ph.D. Student in no case will be allowed to stay in the hostel for more than three years.
5. The student will occupy the room allotted to him by the warden. No mutual exchange shall be permitted without the permission of warden.
6. Roll call shall be taken on night at 9.00 p.m. in winter (15<sup>th</sup> October to 14<sup>th</sup> March) and 10.00 p.m. in summer (15<sup>th</sup> March to 14<sup>th</sup> October). The student will have to take prior permission from the warden to return late and to leave hostel during holidays. Ordinarily no student will be permitted to leave the station more than twice in a month.
7. No alcoholic drinks or any other intoxicant. Fire arms or weapons, etc, shall be permitted in the hostel.
8. Furniture can not be removed from one room to another except with the permission of warden. The inmate of the room shall be responsible for the fixture and furniture provided in the room. The candidate occupying the room shall have to furnish a receipt of all the furniture's and fixtures on the prescribed Performa (Appendix 2 ). All damages to furniture, fitting, etc. will be replaced at the cost of the inmate.
9. No guest shall be allowed to stay in the hostel during night.
10. The hostellers are required to keep their rooms clean and tidy. Inspection of the hostel can be made by the warden and chief-warden without any notice.
11. The use of loudspeakers loud playing of radio/transistor, etc. likely to disturb the boarders are prohibited.

12. No meeting or gathering of the students can be made in the hostel without the permission of the warden and chief warden both.

13. The post-graduate students shall be required to vacate the hostel within 10 days of the his/her last paper/practical occupy the hostel during summer vacation. They will have to vacate within 10 days of the submission of Ph.D. thesis.

14. The food services shall be arranged by the warden in consultation with the chief-warden, prefect and two representatives of the hostellers. It may either be a cooperative mess, managed by the hostellers or a mess run by a contractor.

In case the hostellers do not prefer a contract system they can have their cooperative mess. They shall, however, not be permitted to either call the meals from outside or to cook in their rooms.

In case a contract is given to a contractor, following messing rule shall be observed:-

- (i) The contract for running the mess shall be executed and supervised by the warden.
- (ii) The general menu for each meal and the rate at which it shall be supplied, shall be outlined in the contract.
- (iii) Meals will not be served in the rooms. Hostellers shall take their meals in the dining hall.
- (iv) A hosteller cannot ask for only a single meal a day. He will have to register himself as a full member in the mess.
- (v) Members intending to absent themselves from meals should inform the contractor atleast 4 hours prior to meal time, otherwise they will be charged for the meals.
- (vi) Unless a hostellers is otherwise unable to take meals due to illness or absence from the station, he will be charged for minimum of 45 meals in a month.
- (vii) All the members shall be required to purchase coupons for the coming month in advance. The unused coupons shall be encased to the members by 10<sup>th</sup> of the subsequent month in accordance with the provisions of clauses (v) and (vi) above.

15. The following shall be the duty of the prefects:-

- (i) Not be presence at the roll call and report the absentees to the warden.
- (ii) To report to the warden all cases of breach of hostel rules.
- (iii) To report all cases of illness in the hostel to the warden, who will arrange medical facilities.
- (iv) To report to the warden willful or otherwise damage to the hostel property.



16. The absenting from the hostel or coming late to the hostel after the roll call without prior sanction of the warden shall be liable to a fine of Rs. 50 for each occasion. Habitual recurrence of such offence may result in the expulsion of the hosteller from the hostel.

17. The warden is empowered to levy a fine up to Rs. 500.00 for any breach of hostel rules, neglect of duties or irregularities Persistent indulgence in such affairs or misconduct on the part of the hosteller may be dealt with by the warden appropriately. According to the nature and gravity of the offence the warden may :

(i) expel the student from the hostel.

(ii) recommend to the Head of the department, where he is studying to :

(a) disqualify from appearing at the next ensuing examination, or

(b) rusticate such a student. It shall be obligatory for the Head of the University Teaching Department to act according to the recommendations of the warden.

Before inflicting any punishment aforesaid the warden shall give the hosteller concerned an opportunity of personal hearing and record the reasons of inflicting the punishment in writing.

Appeal on the order of the warden can be made by the hosteller to the Chief-warden. The Chief-warden after giving a personal hearing to the hosteller concerned will decide the issue. The decision of the Chief-Warden shall be final.

18. The fees and other dues prescribed for the hostel will be notified by registrar in every Academic year with the approval Executive Council. In case of non-payment of dues within the/scheduled time the hosteller shall be liable to be expelled from the hostel.

19. Notwithstanding anything the chief-warden shall have the power to get the hostel vacated temporarily by any one or more than one hostellers without assigning any reason at a short notice.

**APPENDIX -1**

**APPLICATION FORM FOR ADMISSION TO THE HOSTEL.**

- 1. Name.....
- 2. Father'sName.....
- 3. Permanent Home Address.....
- 4. Date of Birth.....
- 5. Class and Department where admission has been taken.....
- 6. Name and address of local Guardian.....  
.....

I have read the rules of the hostel carefully and I solemnly affirm that I shall abide by them faithfully. I also affirm that I shall obey the orders of the warden and the Chief-warden failing which I shall be liable to be expelled from the hostel. I shall be paying my hostel dues regularly,

Date.....

Signature of the Parents

I hold myself responsible for the conduct and behaviour of my non/wad Shri/Km./Smt.....He/she shall be obeying the rules of the hostel enforced from time to time. I also hold myself responsible to pay his hostel dues.

Signatures of local guardian

Signature of the parents.

**ENDORSEMENT OF THE HEAD**

Certified that Shri/kum/Smt.....has been admitted to. class Department His date of Birth and permanent home address as per my School's record is correct.

Date:

Head , University Teaching Dept.  
Raja Mansingh Tomar Music &  
Arts University, Gwalior

Shri/Km./Smt.....

of .....(Class).....of University Teaching Department in .....is admitted to hostel and is allotted room no.....

Chief-Warden

Warden.

**APPENDIX – 2**

**Receipt of fixtures and furnitures issued to the hosteller.**

Received the following articles from the warden in good working condition.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

I hold my self responsible for its safe custody, I shall return the above articles in good working condition when I vacate the hostel.

Signature

Countersigned by the warden.

**Appendix-3**

**Schedule of hostel fees and other dues.**

1. Hostel caution Money (refundable)
2. Mess Caution Money (refundable)
3. Room rent per annum payable in three Installments, of Rs. 32.00 each, at the Time of admission, October and February
4. Water Charges (per month)
5. Medical fee (per month)  
(Medical fee is charged to arrange medical Consultation only.)
6. Electric Charges.  
(The amount of the bill of M.P. Electricity Board, obtained for the hostel shall be equally divided amongst the hostellers.)
7. Mess coupon.  
(The amount shall be according to contract in case of contract mess only.)

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*To be decided by Executive Council.*

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# **ORDINANCE NO.14**

## **HONORARY DEGREE & CONVOCATION**

**[Refer Section 48]**

A proposal for conferment of Honorary Degree may be made by the Academic Council unanimously. It shall be placed before a committee consisting of the Kulapati, a nominee of the visitor and the Dean of the Faculty concerned. If the Committee unanimously recommends that an honorary degree be conferred on any person on the ground that he is, in its opinion a fit and proper person to receive such degree its recommendation shall be placed before the Academic Council. On approval by the Academic Council it shall go before the Executive Council.

If not less than two-thirds of the members of the Executive Council recommend and their recommendation is placed before General Council for approval then recommendation is confirmed by the Visitor to, confer on such person, the honorary degree so recommended;

Provided that in cases of urgency, the Visitor may act on the recommendation of the Executive Council.

### **Convocation**

1. The annual convocation shall be ordinarily held every year in the month of December at the Headquarters of the university for conferring undergraduate, Post graduate. M. Phil, Ph.D., Gold medal & honorary degrees . A special convocation may also be held at such time as may be found necessary or convenient. The actual date of the Convocation in each case shall be fixed by the Kulpati with the approval of the Visitor.
2. Ordinarily not less than four weeks notice shall be given by the Registrar for holding Convocation. The notice shall be given wide publicity and circulated to institutions affiliated to the University, so that they may inform the concerned students. This period may however, be reduced to ten days in the case of special convocation or in any other case where such a course is considered expedient by the Kulpati.
3. The candidates desiring to receive degree in person must apply to the Registrar before the day fixed for the convocation.
4. Every degree shall bear the signature of the Kulpati. The date on the degrees, whether to be awarded at the convocation or otherwise, will be the same as the date of the University Convocation or any date fixed by the Academic Council.
5. The Visitor, Kulapati, Deans of Faculties, Members of the General Council, Executive Council, Academic Council and the Registrar shall wear the academic costumes of the University or the gowns or any other consumes prescribed by the Executive Council.

6. Candidates at the Convocation shall put on the academic robe prescribed by the Executive Council and no candidate shall be admitted to the Convocation without the academic robe prescribed by the University.

7. Degrees will be distributed to the candidates attending the convocation.

8. Such candidates as are unable to present themselves in person at the convocation shall be sent their degrees in absentia at their addresses available in the University.

9. The Visitor, the Kulpati, the Deans of the Faculties, Members of the General Council, Executive Council and Academic Council and the Registrar shall assemble at a place notified, at the appointed hour and shall walk in procession in the following order to the convocation ground:

1. The Registrar
2. Members of the Academic Council
3. Members of the Executive Council
4. Members of the General Council
5. Deans of Faculties.
6. The Kulpati.
7. The Chief Guest, if any
8. Chairman of the General Council or the Vice-Chairman
9. The Visitor.

10. The Visitor, the Chief Guest, the Kulpati, the Chief Minister, the Education Minister, Cultural Minister and any other Minister if present, Deans of the Faculties, members of the Executive Council, the Registrar and such other persons named by the Executive Council shall take their seats on the dias and the members of the General Council and the Academic Council on both sides of the dias .

11. The candidates present at the Convocation shall take their seats at the places reserved for them before the procession enters in the convocation pandal. As the procession enters the convocation pandal, all those present shall rise and remain standing until the members of the procession have taken their respective seats.

12. The Registrar shall declare the convocation open with the permission of the Kuladhipati or in his absence with the permission of the Kulpati. On a request from the Kulpati, the Kuladhipati and in the absence of the Kuladhipati the Kulpati will permit the candidates to be presented. The following shall be the order of the presentation:

1. Honorary Degrees, if any
2. D. Litt.
3. Ph.D.
4. M. Phil
5. Post graduate
6. Merit certificate of under graduate
7. Gold Medal

**Degree in the following Faculties:**

1. Faculty of Music
2. Faculty of Dance
3. Faculty of Fine Arts (Visual Arts)
4. Faculty of Performing Arts
5. Faculty of Arts
6. Faculty of Film
7. Faculty of Social Sciences
8. Other Faculties

13. The Deans of their respective Faculties shall present all the candidates for various degrees under the Faculty and the Kulpati shall admit the candidates present also in absentia to the degrees concerned. The citation for the Deans of the Faculty and the Kulapati shall be as prescribed by the Executive Council. Recipients of the Degrees shall remain standing while the Dean and the Kulpati admit the candidates to the Degree.

14. In the case of conferment of honorary degrees the citation admitting the recipient to the degree may be modified by the Kuladhipati in a suitable manner. After the degrees have been conferred, the Registrar shall declare the number of the degrees/diplomas that have been conferred on regular and private candidates present at the convocation and also in absentia.

15. The Kuladhipati or in his absence the Kulpati shall then present the medals and prizes to the recipients of the medals and prizes who shall be called individually by the Registrar and shall stand before the Kuladhipati or the Kulpati as the case may be. The names of the recipients shall be read out by the Registrar.

16. The Kuladhipati or in his absence the Kulpati shall then request the Chief Guest to address the Convocation.

17. The Convocation address will thereafter be delivered. The Registrar, with the permission of the Kuladhipati and in his absence with the permission of the Kulpati, will then declare the convocation closed and the procession will leave the Convocation hall. All shall remain standing till the procession moves out of the arena.

18. Notwithstanding anything contained in the Statute the Kuladhipati may suspend holding of the Annul Convocation or Convocations. In such case the degree will be sent to the candidates duly signed by the Kulpati at their addresses.

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# **ORDINANCE: 15**

## **APPOINTMENT OF EXAMINERS**

[Refer Section 38 1(b)]

1. In this Statute:-
  - (i) "Internal Examiner" means:
    - (a) In case of a theory paper, an examiner including a paper-setter who is a teacher in a University Teaching Department, or College maintained by or affiliated to the University.
    - (b) In case of practical and viva-voce examination an examiner who is a teacher in the Institution whose candidates are being examined at the examination centre.
  - (ii) "External Examiner" means an examiner other than an internal examiner.
  - (iii) "Co-examiner" means an examiner in a written paper other than the paper-setter.
2. The office of the Registrar shall prepare for every subject an institution wise list of names of person qualified for appointment as examiners. The list shall be in two parts, the First part containing the names of persons working as teachers in the University Teaching Departments, or Colleges maintaining by or affiliated the University and the Second part containing names of persons other than teachers of the University qualified for appointment as examiners, whose names shall be obtained by the Registrar's office from other Universities on its own initiative or under the direction of the Chairman of the Board of Studies concerned.
3. The list shall contain, as far as possible, information relating to the persons included therein on the following points, namely:
  - (a) the academic qualifications and teaching experience at degree and post-graduate levels.
  - (b) the field of specialization.
  - (c) the examinations of the University and years in which they have acted as examiners in the past.
4. The list so prepared shall be made available to the Examination Committee concerned constituted under Section 38b of the Adhiniyam together with the names of persons appointed as Examiners in the University during the two preceding years. The Committee may add to the list the names and experience of persons qualified for appointment as examiners but not included therein.
5. The Registrar's office shall also give the Examination Committee the approximate number of candidates expected to appear at each examination and the list of centres of each Practical/Viva-Voce examination together with estimated number of candidates thereat.



6. The Examination Committee shall, in the light of the provisions of the following paragraph, recommend-
- (i) a panel of three names for appointment of the paper-setter of each written paper.
  - (ii) a list of names of persons for appointment as co-examiners where necessary, the number names included in the list being atleast fifty percent in excess of the number to the appointed.
  - (iii) a list of names of persons for appointment as examiners in each practical/ Viva-Voce examiner, the number of names included in the list being sufficient for the conduct of practical/Viva-Voce examination at different centres.
7. The Kulapati shall appoint paper-setter, co-examiners, practical/Vive-Voce examiners ordinarily from amongst persons recommended by the Examination Committee He may, however, appoint a person whose name is not included in the list of names recommended by the Examination Committee if he is satisfied that the person in question possesses the minimum qualifications and his appointment will not be contrary to the provisions of the following paragraph.
8. The qualifications of the Paper-setters and Co-examiners shall be as follows, namely-

**(A) Paper-setter :**

**Qualification :**

**Examination**

- (i) Post graduate examination in all

- (i) Experience of teaching the Subject at the post graduate level for atleast seven years.

Or

Experience of teaching the subject at the post graduate level for atleast five years together with research experience/total teaching experience at the degree and/or post-graduate level for atleast ten years.

**(B) Co-examiners**

The qualifications shall be the same as for Paper-setters but the minimum teaching/professional experience required shall be less by two years than that prescribed in case of the Paper-setter.

Provided that in case of degree examinations where sufficient number of internal co-examiners in a subject with the aforesaid qualifications is not available, teachers in the University Teaching Department/ in the University with atleast three years experience at the degree/postgraduate level in the subject shall be eligible for appointment as Co-examiners.

9. (1) In case of practical and viva-Voca examinations at postgraduate level, the external examiner shall be a person not below the rank of a Reader.

(2) In case of Practical and Viva-Voca examinations at the first degree level the external examiner shall be a teacher of the subject with not less than three years experience of teaching the subject at the degree and/or post graduate level.

(3) The internal examiner in case of Viva-Voce examination at the post graduate level shall be the Head of Department in the Institution whose regular candidates are to be examined at the centre and where the Head of the Department is not available a teacher of the Institution recommended by the Head of the Institution shall be the internal examiner.

(4) The internal examiner in case of practical examination both at the degree and the post-graduate level shall be appointed from amongst the teachers of the Institution, whose regular candidates are to be examined at the Centre, on the recommendation of the Head of such Institution.

(5) The external examiner at the post-graduate level in case of a Practical/Viva-Voce examination shall not ordinarily be a teacher in a University Teaching Department/ maintained by or affiliated to the University.

10. (1) Ordinarily not more than 50 percent of the paper-setters at the postgraduate examination and not more than 25 percent of the paper setters at the first degree examination in any subject shall be external.

All external paper-setters for the first degree examination and atleast 50 percent paper-setters at the post-graduate level shall ordinarily be from Madhya Pradesh

(2) Where in any paper more than one examiner is appointed, the paper-setters shall be the Head-examiner. Examiners other than the Paper setters be the Co-examiners.

(3) All Co-examiners shall be internal, provided that if sufficient number of qualified teachers in a subject is not available for appointment as Co-examiners, external Co-examiners may be appointed.

(4) For appointment as Paper-setters and Co-examiners teachers in the University Teaching Departments, and College maintained by or affiliated to the University shall be ordinarily considered on the basis of seniority, subject to fulfillment of other conditions for such appointment.

11 (1) No one shall ordinarily be given more than one theory examinership (paper-setters or Co-examinership).in case the examination committee consider it necessary to recommend more than one examinership (one for the first degree examination and one for post-graduate examinership) in case of any person it shall specify its reasons for doing so for the consideration of the kulapati.

(2) ordinarily not more than one paper-setter shall be appointed from any one university teaching department school of studies or college in the same subject at any one examination.

(3) no one who is a paper – setter at any post- graduate examination shall be appointed as an external viva-voce examiner at the examination .

(4) no one shall ordinary be given more than two external practical examinership provided that in case of centre where the total strength of candidates appearing at part I, II, and III, of a first degree examination is less than 120, one external examiner may be appointed for all the three examination.

(5) in case of under-graduate practical examination , one external examiner shall not ordinarily examine more than 100 candidates.

(6) in case of written examination , an examiner shall not ordinarily value more than 250 scripts and a co-examiner shall be appointed if the number of candidates appearing in the paper is more than 250.

(7) while recommending names for examinership in faculties where English is not the sole medium of examination the examination committee shall ensure that the examiners recommended can value the scripts written in hindi.

12 (1) Examiners shall be appointed for the examination of one year only, but they shall be eligible for re-appointment.

(2) Any person who has acted as an examiner (paper-setter, Co-examiner or external Viva-Voce examiner) for three consecutive years shall, ordinarily, not be eligible for re-appointment until a period of one year elapses between the year in which he last acted as an examiner and the year in which he is re-appointed.

Provided that such a gap will not be necessary in case of internal examiners if the number of eligible examiners in the subject concerned is less than the number of internal examiners required.

Provided also that on the recommendation of the Examination Committee a specialist or expert may be continued for two years more after the expiry of the three years period without a gap.

- (3) An examiner may be discontinued any time even before the expiry of the three years period if his work is found unsatisfactory.

An examiners work shall be deemed to be unsatisfactory if

- (i) mistakes of such nature are found in his work in the course of checking and scrutiny which affect the result or
- (ii) he is found by the Executive Council to have delayed the work without good cause or
- (iii) there is an adverse report from the Head Examiner; or
- (iv) in the opinion of the Executive Council there are reasonable doubts about his integrity or suspicion that he is accessible to examiners or their relations and
- (v) if there are serious complaints against his paper e.g. that his paper was much above or below the standard or contained questions outside the prescribed course.

13. (1) In a paper for which there is only one examiner, he shall set the paper and value the answer-books received by him.
- (2) In a paper for which more than one examiner has been appointed, the Head examiner shall:-
- (i) set the paper;
  - (ii) forward a memorandum of instructions for the guidance of the Co-examiners to secure conformity with his own standard in the valuation of the answer-book by his co-examiners;
  - (iii) forward to each co-examiners atleast five answer-books duly marked by him.
  - (iv) take care to see that the model answer-books shall, as far as possible, be representatives of all grades of candidates, i.e, failure and third, second and first division;
  - (v) assign duties to the Deputy Head Examiners, if there be any.
  - (vi) value such number of answer-books as may be allotted to him;
  - (vii) examine the test instalment of answer-books received from the co-examiners in accordance with the succeeding sub-para and convey his approval of the marking or issue such instructions as may be necessary to secure uniform standard in valuation;
  - (viii) report to the Registrar on the work of the Co-examiner and state whether he has observed the instructions received from the Head Examiner.

(3) A deputy Head Examiner shall act as a co-examiner in relation to the Head Examiner and perform the functions of the head Examiner with respect to the co-examiners that may be allotted to him. He shall, however forward a copy of the memorandum which he received from the Head Examiner to each of his co-examiners. Where the number of co-examiners is more than six, a Deputy Head Examiner shall be appointed.

(4) (i) The Head Examiner shall, as soon as possible may forward to his co-examiners a memorandum of instructions and within three days from the date on which he received scripts as provided for in (iii) of sub para (2) above.

(ii) A Co-examiner shall, on receipt of the memorandum of instructions start valuation of the answer-books allotted to him. He shall within two days from the day of receipt of model answer-book from the Head Examiner send to the Head Examiner first test installment of ten marked answer-books for re-examination. The Co-examiner shall continue his valuation work; but shall adjust his valuation according to the standard set by the Head Examiner.

(iii) The co-examiner shall forward to the Head Examiner a further instalments of five answer-books.

(iv) The co-examiner shall comply with all instructions given to him by the Head Examiner.

(v) In case the co-examiner does not receive the memorandum of instructions within a week of the date of examination, from the Head Examiner he shall remind the Head examiner under intimation to the Registrar. If the Head Examiner does not receive the first test instalment and subsequent installment of answer-books, each in due time, he shall remind the co-examiner concerned in writing under intimation to the Registrar.

(5) The Head Examiner, the Deputy Head Examiner, if any and every co-examiner shall carry out all the instructions received by them from the University in the matters incorporated in the instructions.

(6) Notwithstanding the provisions of sub paras (2) to (5) above where the Academic Council so decides, in case of a paper where for more than one examiner is required, the paper-setter shall draw up and send detailed memorandum of instructions regarding alongwith the question paper set by him. The detailed memorandum of instructions, moderated if necessary by the Moderation Committee, shall be sent by the University to all examiners in the paper. All examiners shall value the answer-books allotted to them strictly in accordance with the instructions contained in the memorandum of instructions. There shall be no exchange of model answer-books and installments of marked answer-books between the paper- setter and other examiners.

14. If for any reason an examiner becomes unable to value the answer-books or to perform the duties of the Head Examiner, after setting the question paper, he shall be entitled to receive only one-half of the

amount of fee for paper setting, the balance being payable to the examiner who value the answer-books or acts as Head Examiner.

Provided that if the paper-setter dies before he is able to take up or complete the valuation of answer-books, full fee prescribed for paper-setting shall be paid to the heirs of such paper-setter.

15. Even though a paper-setter for any examination is not utilized in that year, the paper-setter shall be entitled to receive the full fee for setting the paper.
16. In case of examination, where the Ordinances provide for a Second/ Supplementary examination the paper-setter may be required to set two papers any one of which may be used for the Main examination, the second being used for the second/supplementary examination. The paper-setter shall be an examiner at both the main and the second. Supplementary. Examinerships may go to other qualified teachers who could not be provided with theory Examinership at the Main examination.
17. (1) In any subject, if a Viva-Voce examination is prescribed, it shall be conducted by a Board of two examiners of whom one shall be an external examiner and the other internal.
18. Ordinarily the external examiner of the Board shall be the Chairman of the Board concerned. The marks shall be submitted under the signatures of all the members of the Board concerned but the report on the working of the examination, the equipment of laboratories, and the thesis, shall be submitted by the external examiner of each Board under his signature only.
19. In case of an examination for a research degree, the Examination Committee shall recommend for each thesis to be examined a panel of atleast six names of persons as per Ph.D. Ordinance and who:
  - (a) Possess a research degree in the subject and atleast ten years' teaching experience at the post graduate level, Or
  - (b) are scholars of repute in the subject.
20. (i) No person shall act as paper-setter or examiner either in theory, Viva-Voce or practical examination if any his relations is taking the examination. Provided that this provision shall not debar a person from acting as an examiner for practical at a Centre other than which his relation is appearing.
  - (ii) No person shall act as moderator or tabulator for examination if any of his relations is appearing/has appeared at that examination.

## **Ordinance No: 16**

### **Sports Committee**

**1. For the purpose of promoting sports and physical welfare of students there shall be a committee which shall consist of :-**

- (i) Kulapati
- (ii) Director Physical education/sports officer
- (iii) Two Principals of Govt. Colleges and not more than three Teachers of University School of Studies or Teaching Departments nominated by the Kulapati.
- (iv) Three teachers of the affiliated colleges one of whom shall be a lady teacher nominated by the Kulapati.
- (v) Two persons of whom atleast one shall be non-teacher appointed by the Kulapati.
- (vi) Not more than two persons possessing expert knowledge or experience of a branch or Sports/branches of Sports to be coped by the Sports Committee.
- (vii) Two sports Officers of College Departments nominated by the Kulpati.
- (viii) Two Captains of the University teams which represented the University at Inter University games during the Preceding years and who are still students, to be nominated by the Kulapati.
- (ix) The Registrar (Ex-Officio)
- (x) The Director of Physical Education/Sports Officer Ex Officio Member/Secretary.

2. The term of all the members except, Ex-Officio and students members shall be three years. The term of student members shall be one year.

3. Seven members shall form a quorum.

4. Ordinarily, no member shall be eligible for nomination for second consecutive term.

5. The Sports Committee shall meet atleast ordinarily twice every year

The date of the meeting shall be fixed by the Secretary with the approval of the Kulapati/Chairman.

6. In the absence of the Chairman and the Vice-Chairman members present shall elect Chairman who shall preside at the meeting.

**7. Powers and functions:-**

1. (i) Subject to the control of the Executive Council, the Sports Committee shall organise, control, manage and supervise by itself or through various sub-committees, Inter College Sports and Tournaments and to foster, undertake Inter-University Competitions

(ii) The Sports Committee shall subject to the approval of the Executive Council frame and adopt all rules to be followed by all the affiliated Colleges, School of Studies and Teaching Departments of the University.

(iii) It shall decide whether the University shall participate in the Inter University Competitions and prepare the budget for the expenses involved in such participation subject to the overall Budgetary limits laid down by the Executive Council.

(iv) It shall appoint Sports Executive Committee for execution of the decision on the Sports Committee.

**(a) The Sports Executive Committee shall consist of :-**

- |     |   |   |                     |
|-----|---|---|---------------------|
| (1) | One Dean of faculty.  | - |                     |
| (2) | Registrar of the University   | - | Member (Ex-Officio) |
| (3) | One Principal of Affiliated College.  | - | Member              |
| (4) | One Teacher of School of Studies  | - | Member              |
| (5) | One lady Representative   | - | Member              |
| (6) | Director of Physical Education/Sports Officer<br>of the University (Ex-Officio) | - | Member/Secretary    |

**(b) Powers of the Sports Executive Committee :-**

- (1) In emergency, the Sports Executive Committee will set on behalf of the Sports Committees and report its decision will be finalised by C.C. to the Sports Committee.
- (2) To take such steps as may be necessary in due discharge of their responsibilities and to perform such functions as may be assigned by the Executive Council pertaining to all matters related to Physical Education and Sports.



## **Ordinance No:17**

### **Cultural Committee**

**1. For the purpose of promoting cultural activities of students, there shall be a committee consisting of:-**

- (i) Kulpati Chairman.
- (ii) Dean of Students Welfare.
- (iii) Two Principals of Affiliated colleges nominated by Kulpati..
- (iv) Three teachers of University Teaching Department/Colleges out of which one will be a lady teacher. nominated by kulpati
- (v) Two persons possessing expertise in the cultural field to be co-opted by the committee.
- (vi) Two students of Final Year of P.G. Classes and Two Students of Final year of U.G. classes. To be selected on the basis of the merit index by the University.
- (vii) Two students of the University teams which represented University at Inter University cultural programme or youth festival during the preceding years and who are still students, to be nominated by Kulpati.
- (viii) The Registrar (Ex-Officio) Secretary.

2. The terms of all members except. Ex-Officio and students members shall be three years. The term of student members shall be (Academic Year).

3. Five members Shall form a quorum.

4. Ordinarily, no member shall be eligible for nomination for second consecutive terms.

5. The cultural committee shall meet atleast ordinarily twice every year.

6. The date of the meeting shall be fixed by the secretary with they approval of Kulpati.

7. In the absence of Chairman members present shall elect Chairman who shall preside at the meeting.

8. Powers and function of cultural committee :-

- (i) To Plan for cultural activities in University Teaching Department and affiliated colleges of the University.
- (ii) To prepare annual budget and expenditure for cultural activity of the department / college.

- (iii) To organize manage control and supervise by itself or through various sub-committee, Inter College and Inter University departmental cultural activities and to under take inter University competition.
- (iv) It shall decide whether the University shall participate in the Inter University Competitions and prepare the budget for the expenses involved in such participations subject to the overall Budgetary limits laid down by the Executive Council.
- (v) To monitor the distribution of various medals/prizes/certificate to students for different cultural activities.
- (vi) In emergency cultural sub committees may be constituted and its decision will be finalized by cultural committee.
- (vii) To take such steps as may be necessary in due discharge of their responsibilities and to perform such functions as may be assigned by the Executive Council pertaining to all matters related to cultural activity of the students in the University.

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# **Ordinance No: 18**

## **Administration of Endowments**

[Refer Section 38]

1. The Executive Council may accept donations for the creation of an endowment for the award of fellowships, scholarships, exhibitions, bursaries, medals and other awards of a recurring character.
2.     (a)     Each endowment shall be secured by investment in securities described in section 20 of Indian Trusts Act 1882 in immovable property in India Money received in cash shall be invested by the Executive Council in any of the securities referred to above or in fixed deposits in a scheduled bank.  
  
       (b)     The value of the endowment necessary for institution an award shall be prescribed by the Executive Council.
3. The University Shall not discriminate against any citizen of India on grounds of religion, race, caste, sex, place of birth, political or other opinion or any one of them in the exercise of powers or performance of functions conferred or imposed upon it by or under this Act.
4. The Executive Council shall be the administrator of all endowments.
5. The award shall be made out of the annual income accruing from the endowment any part of the income which is not utilized shall be added to the endowment.
6. The Academic Council shall prescribe the conditions of award after consulting the donor and effect shall be given to his/her wishes as far as possible.
7. In case of each endowment accepted by the Executive Council, the Executive Council shall make a regulation giving the name of the donor, the name, initial value and purpose of the endowment.

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## **Ordinance NO:19**

### **Scale of Pay of Professors, Readers and Lecturers**

[Refer Section 41]

1. The scales of pay of Professors, Readers, Lecturers, in the University Teaching Departments shall be as recommended by University Grants Commission, New Delhi, Ministry of Human Resource Development, Government of India, New Delhi and approved by Madhya Pradesh Government, from time to time.

2. They will be entitled to Dearness allowance and other allowances, as may be sanctioned by the State government/University from time to time.

3. (i) The initial pay of a teacher shall be fixed by the Executive Council on the recommendations of the Selection Committee.

(ii) If a person has been in service on an equivalent post before being selected in this University on the same scale of pay, his basic pay shall be protected, provided the service was in a state government/University institution.

(iii) If a person has been in service on a lower post in a State government/University institution before being selected on a higher post in this University, his basic pay shall be fixed at the minimum of the scale of pay.

Provided that if he was getting basic pay in the lower post more than the minimum of the scale of pay of the higher post for which he has been selected, his basic pay shall be protected and the rule of fixation of pay of the state government employees under promotion shall be applicable.

(iv) In special cases, when the Selection Committee recommends a fixation at higher basic pay in the pay scale, recording its reasons therein for such higher fixation, and the Executive Council also approves the same, only then the basic pay shall be fixed at a higher stage in the scale of pay.

(v) The salaries of the following categories of teachers shall be fixed in accordance with the rules of the government :-

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

(b) Superannuated government or university servants re-employed by the University.

4. In case of promotion of an existing teacher or in case of an existing teacher being selected for higher post by direct recruitment, rules for fixation of pay will be the same as prescribed by the state government for its employees undergoing promotion.

5. For any other post, which comes under the category of teacher, the scale of pay shall be as prescribed by the state government.

6. For teachers appointed on contract, or for a specific period, the rules of the state government for such appointments shall be applicable.
7. In case of appointment of eminent scholars, age relaxation can be given by the Executive Council upon the recommendation of the selection committee.

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## **Ordinance No: 20**

### **Guru Shishya Parampara**

1. Those persons who do not possess requisite qualifications to be recognized as professor, reader or lecturers of the Raja Mansingh Tomar Music & Arts University, Gwalior but they have achieved excellence in their field and are much experienced and are continuously giving their guidance in different discipline and activities related to Music, Theatre and Arts. Such persons may be considered fit for giving guidance in their discipline and they will be named as “Guruji”.
2. There will be a selection committee for the selection of such guruji. The constitution of the selection committee will be as under :-
  1. Dean of the Faculty -Chairman
  2. The Head of the Department nominated by Kulpati.
  3. Subject expert nominated by Academic Council.
  4. One Member of the Academic Council.

The Selection committee will submit its report to the kulpati for approval.

3. There will be no age bar for the selection of Guruji.
4. The Academic Council will decide the days for which guru’ji will visit the university for giving guidance for the University students Regulation will be made for the academic activity for the guru ji.
5. There will be no restriction for the requirement of the Academic qualification of guruji.
6. The named guru’ji will not come in the category of regular, permanent, temporary, daily wages employee of the University. The remuneration/Honorarium will be based on number of days, Worked in the University.
7. The Kulpati is authorized to relieve any guru’ji, if his work is found unsatisfactory and is not as per requirement.
8. The remuneration for guru’ji will be decided by Executive Council.

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## **Ordinance No: 21**

### **Doctor of Philosophy**

1. A candidate for the degree of Doctor of Ph.D in a subject must, at the time of application, hold or Master's degree in that subject with at least 55% marks or an equivalent grade or M.Phil. degree of the University or any other University incorporated by any law for the time being enforce and recognized by the University.

Provided that a candidate who has at least 7 years of experience of research/teaching with at least, 5 papers published in standard research journals, may be permitted to get registered for Ph.D./ degree, upto minimum 50% marks at Master's degree.

2. A candidate must apply for registration for Ph.D. degree on the prescribed form obtainable on payment of prescribed fee, stating:-

(i) His qualification and experience;

(ii) Subject in which he/she proposes to work;

(iii) Title of Ph. D./ thesis (Proposed tentatively by the candidate)

(iv) Name of the supervisor (Along with the name of co-supervisors, if any) under whom he/she wishes to work and the Place/Places at which he/she wishes to carry on investigations together with the consent of the supervisor and co-supervisor if any.

The application must also be accompanied with:

(a) Registration fee as prescribed by the University from time to time.

(b) A certificate from the Head of the University Teaching Department or the Principal of the college affiliated to the University or Head of research institute recognized for the purpose by the University testifying that adequate facilities exist and stating that the Head of the University Teaching Department or the Principal of the college or the Head of the research institute will, in case the candidate is permitted, allow the candidate to work in his department or college or institution under the supervision of the person/s mentioned in the application.

(c) Attested copies of the marksheet/ Master's degree examination, eligibility and migration certificate, wherever necessary, should be enclosed to the application. Application for registration may be submitted at any time during the academic year.

(d) A certificate from the Head of the institution where he wishes to prosecute his research work, that he has paid the following first installment of fees be enclosed:

- (i) Tuition fee for six months
- (ii) Library fee for six months
- (iii) Library caution money payable once only and refundable
- (iv) Laboratory fee for six months (for research scholars where laboratory work is involved).
- (v) Laboratory caution money payable once only and refundable.
- (vi) Identity card fee

(e) A certificate from the University Library that he has paid the Library fee alongwith caution money as follows be also enclosed:

- (i) University Library fee for six months
- (ii) University Library caution money payable once only and refundable.

The fees mentioned in para (d) and (e) will be as prescribed by the University from time to time.

Provided that the teachers of the University and teachers under the U.G.C. scheme of teachers fellowship will not be required to pay fees as in para 2(d)

(f) After payment of fees along with the form of application, the candidate will be provisionally admitted provided that the application is found in order on being scrutinized by a Dean of faculty appointed by the Kulapati.

3. After six months of his application, the candidate shall be eligible to submit a synopsis (as per **Appendix-I**) of his proposed research work alongwith the title of thesis (finally decided by the candidate) duly forwarded by the supervisor and Head of the institution where the candidate is working. The synopsis has to be submitted in seven copies, with signatures of candidate, supervisor, co-supervisor and Head of the institution on each of the copy.

The candidate shall be required to make an oral presentation of the proposed work before the Research Degree Committee (RDC) consisting of the following members:

- (i) Kulpati or his nominee.
- (ii) Dean of the Faculty concerned.
- (iii) Head of the University Teaching Department of the subject.



(iv) One professor or in the case of non-availability of Professor, one Reader of University Teaching Department or in the case of non-availability of these, one Professor of college affiliated to the University, actively engaged in research, to be nominated by the Kulpati.

(v) One external subject expert of the rank of University professor to be appointed by the Kulpati, ordinarily out of a panel of experts given by the Dean of the Faculty concerned.

The term of the members under clause (ii), (iv) and (v) shall be same as the term of the Dean of the Faculty concerned.

External experts and two other members shall form the quorum.

**Note -** (1) On the request of the supervisor, Kulpati may permit him to be present as an observer during the oral presentation of his candidate.

(2) No. T.A. and D.A. shall be payable to candidate and supervisor for attending the Research Degree Committee meeting.

4. (i) The meeting of Research Degree Committee (RDC) shall be held in the University officer twice a year preferably in February and October. The committee shall recommend the eligibility of the person for the appointment as supervisor/co-supervisor. The Committee shall also prepare a list of approved supervisors/co-supervisors along-with their specializations as per provisions of this Ordinance. This list shall be available with the Registrar.
- (ii) After approval by the RDC of the title of the thesis, synopsis, supervisor, co-supervisor/s, if any, and place of research work, the candidate shall be registered for Ph.D./ degree from the date the Head of University Teaching Department/college/institution forwarded the application or the date on which the candidate deposited the registration fee, whichever is later and this date will be the "date of registration" of the candidate. The letter of registration shall be issued by the Registrar and sent to all those concerned. The candidate shall be enrolled as a student from the date of registration and will be required to pay regular tuition, library and laboratory fees (six monthly) where laboratory work is involved during his research tenure in the UTD/college/institute from which the application form was forwarded.
- (iii) If the RDC makes any change only in the title of the thesis, the approved changed title shall be communicated to the candidate in the meeting of the RDC itself. The letter of registration shall be issued mentioning the approved title.
- (iv) If the RDC suggests any change in the synopsis, then the change required shall be communicated to the candidate by the Registrar. The candidate will be required to resubmit the synopsis (in seven copies) as revised by him incorporating the changes suggested by the RDC within 3 months time. The Dean of the faculty shall examine the revised synopsis and if he is satisfied that the changes suggested by the RDC

have been incorporate in the revised synopsis, he will approve the same. The letter of registration shall then be issued by the Registrar.

- (v) If the RDC decides that major revision is required in the synopsis and/or the oral presentation was also found to be unsatisfactory then the candidate may be asked to revise the synopsis and/or improve upon the oral presentation and reappear at the next meeting of the RDC.
  - (vi) If the RDC does not recommend a candidate for registration to Ph.D./Vidya Varidhi degree, the candidate shall be communicated the same by the Registrar. In such case only the caution money deposited by the candidate shall be refunded.
5. A candidate shall ordinarily be permitted to work for Ph.D./ Degree in the subject in which he/she has obtained his or Master's degree.

Provided that the subject must be one of the subjects included in the Statute ordinances of the list of subjects of the University and teaching must be going on in the subject in University Teaching Department/college affiliated to the University, which has been recognized as a research centre.

Provided that research work leading to Ph.D./ degree may be allowed in allied subjects of interdisciplinary nature of the same faculty or of allied faculties. In such cases the candidate may also be permitted to work under one or two co-supervisors, alongwith the supervisor.

Provided further that whether a subject in allied or not to the subject in which the candidate has done or Master's degree shall be decided by the Academic Council.

6. A candidate may pursue his research work for Ph.D. degree in the University Teaching Departments in the subject concerned or in a college affiliated to this University, where post-graduate classes are held in the subject concerned. The candidate may also be allowed by RDC to pursue research work at a research institute recognized for this purpose by the Academic Council of the University.

A candidate shall pursue his research at the institution from where his/her application form has been forwarded under section 2(b) of the Ordinance.

Provided that a candidate permitted to work in a research establishment recognized by the University shall be required to take at least one co-supervisor along-with the supervisor. One of them should be the teacher of the University and the other a teacher/scholar/director of the institution where candidate is actually working.

Provided also that a candidate may be permitted to carry out his research work in a research institution recognized by the University for the purpose, under the supervision of a Teacher/Scholars/Director of the institution who may or may not be the co-supervisor of the candidate.

7. (a) The person recommended as supervisor/co-supervisor to guide the research scholar must be:

(i) A Professor/Reader in a University Teaching Department or in a college affiliated to the University who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard research journals.

**OR**

(ii) A teacher of a University Teaching Department or college affiliated to the University who has obtained a doctorate degree in the subject and has published at least five papers on the concerned subject in standard research journals and has at least five years teaching experience after Ph.D..

**OR**

(iii) A Teacher/Scholar/Director working in a research institute/organization/establishment, recognized by the University as a research centre, who has obtained a doctorate degree in the subject and has published at least five research papers on the concerned subject in standard research journals and has at least five years research experience after Ph.D.

(b) A recognized supervisor who fails to publish any research paper on the concerned subject over a duration of five years shall not be eligible to enroll any new candidate under his supervision.

(i) Provided that the persons who have been recognized as supervisor/co-supervisor shall be eligible to supervise even after their super-annuation.

(ii) Provided also that the teacher in any college, which has been now affiliated to this University under section 55 of the Act and who has been recognized as supervisor/co-supervisor earlier by the concerned University, shall continue to be recognized as supervisor/co-supervisor.

(iii) Provided further that a person who is himself registered for Ph.D./Vidya Varidhi degree of any University shall not be eligible to act as supervisor/co-supervisor or member of any committee mentioned in this Ordinance.

(iv) A person who wants to get himself/herself recognized as a supervisor/co-supervisor, shall apply in the prescribed Performa, duly forwarded by Head/Principal/Director of his institution. The case will be put up before the RDC which will decide about the recognition.

8. (a) The candidate shall pursue his research at the approved place of research under the supervisor/co-supervisor on the approved subject. The candidate shall be permitted to submit his/her thesis not earlier than 24 months and not later than four calendar years from the date of registration. In case a candidate does not submit his/her thesis within four calendar years, from the date of registration and does not apply for extension in time, his/her registration shall stand automatically cancelled.

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

Provided also that after the expiry of five years from the date of registration, the Kulpati may permit a candidate to get re-registration on the same topic on payment of a re-registration fee as prescribed by the University. The condition of minimum period of 24 months and attendance shall not apply to such re-registered candidate for submission of the thesis. For re-registration, approval by RDC is not required. The candidate must submit the thesis within four years from the date on which the original registration expired. No extension in this period is allowed. The registration will stand automatically cancelled after nine years from the date of original registration. After this period if a candidate desires to pursue research work for Ph.D. degree he will have to apply for registration as a fresh candidate.

(b) The candidate possessing M.Phil degree or a teacher with 5 years teaching experience at the time of registration can submit his/her thesis after 18 months instead of 24 months as provided in Section 8(a) of this Ordinance.

(c) The candidate shall put in at least 200 days attendance in the institution concerned or with the supervisor. The relevant declaration by the candidate (**Appendix-4**) and the certificate of the supervisor (**Appendix-5**) must be given in the beginning of the thesis.

**9.** The candidate may be allowed to change the supervisor by the Kulpati on the recommendation of the committee constituted by the Kulpati for this purpose under special circumstances. No. change in the topic of research will be permitted due to change of supervisor.

**10.** The University shall obtain every six months a record of attendance, receipt of fees paid and progress report of the work of the Research Scholar from his supervisor as per (**Appendix-2**) If the progress of work is not found satisfactory in two successive reports or no reports are received for a period of one year and candidate fails to deposit fees, the Kulpati may order the removal of the name of the scholar from the list of those registered for the Ph.D. degree.

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

(b) The supervisor shall submit a panel of at least six names of examiners actively engaged in the concerned area of research not below the rank of Reader of University Teaching Department or college Professor in a sealed cover to the Registrar.

Provided that the panel of examiners shall be obtained from the Head, University Teaching Department of the Subject concerned, in case the candidate is related to the supervisor.

(c) On the receipt of the panel of examiners from the supervisor and summary from the candidate, the Registrar shall call a meeting of Examination Committee of the subject concerned. The Committee considering the panel, submitted by the supervisor/Head, University Teaching Department, prepare a panel of six names to act as examiners.

(d) The Kulpati shall appoint two examiners out of the two panels, submitted by the supervisor and Examination Committee, respectively. The consent of examiners shall be obtained by sending them the summary and list of publications if any.

**12.** The candidate shall supply three hard bound copies of the thesis. The thesis should be type written/photocopied only on one side of pages. After the cover page of the thesis, the forwarding letter/declaration/certificate mentioned in (a) (b) and (c) below must be given.

- (a) The thesis should be forwarded by the Head of the UTD/college/institution where the candidate was registered. **(Appendix-3)**
- (b) The thesis must be accompanied by the declaration from the candidates as per **(Appendix-4)** that the thesis embodies his/her own work and he/she has worked under the supervisor at the approved place or work for the required period as per provisions of clause 8 of the Ordinance.
- (c) The certificate from the Supervisor together with co-supervisors, if any, as per **Appendix-5** that the thesis fulfills the requirements of the Ordinance relating to the Ph.D degree of the University.
- (d) The candidates shall try as far as possible to publish and/or communicate paper(s) for publication in standard research journals. Published/communicated paper(s) be appended in the thesis.
- (e) The candidate shall also remit with the thesis, prescribed fee as the examination fee.
- (f) The “no dues certificates” from the place of work and the University library must be submitted along with the thesis.

**13.** On receipt of the thesis, required fee and “no dues certificates”, the thesis shall be sent to the two examiners already consented as per para 11 of the Ordinance.

**14.** The thesis to be accepted for the award of the Ph.D. degree must comply with the following conditions;

- (a) It must be a piece of research work characterized either by the discovery of the new facts or by a fresh approach towards the interpretation of facts. In either case, it should evince the candidate's capacity for critical examination and sound judgement.
- (b) It must be satisfactory in point of language and presentation of the subject matter.

**15.** The examiners shall categorically recommend in the prescribed Proforma (**Appendix-6**) acceptance, revision or rejection of the thesis altogether. He shall also give detailed comments on the points spelt out in clause 14 of this Ordinance and also detailed comments on each chapter in the examiners report, which should be typed on separate pages, in four copies.

- 16.**
- (a) The examiners may seek clarification of the subject matter of the thesis from the supervisor through the Registrar. This provision will be incorporated in the letter to be sent to the examiners while sending the thesis.
  - (b) The Kulpati may recall the thesis from an examiner who fails to send the reports within three months of the date of dispatch of the thesis or such other date as may be extended by the Kulpati and appoint another examiner from the panels of examiners.

- 17.**
- (a) In case both the examiners reject the thesis or one of them rejects the thesis and the other recommends a revision the thesis shall be rejected.
  - (b) If both the examiners recommend for the revision of the thesis, the candidate shall be called upon to revise the thesis in the light of the observations of examiners.
  - (c) If one examiner approves the thesis and the other rejects it or recommends for revision, the thesis shall be sent to the third examiner, drawn from the panel of examiners by the Kulpati, without the reports of earlier examiners. The third examiner shall be asked to give his/her opinion and his opinion shall be final.
  - (d) In case both the examiners accept the thesis for the award of the Ph.D. degree or in the event of it being referred to the third examiner, third examiner accept the thesis for the award of the Ph.D. degree, the candidate shall be called upon to appear at the viva-voce examination before a board of examiners comprising of the supervisor, co-supervisor (if any ) and one of the two examiners (Selected by the kulpati) who have accepted the thesis for the award of the Ph.D. Provided that Kulpati shall appoint Head, University Teaching Department or any Professor of University Teaching Department in the subject concerned to act as viva-voce examiner, in place of the supervisor, in case the candidate is related to the supervisor.
  - (e) The supervisor and the Head, University Teaching Department in the subject concerned, shall be communicated the name of the external examiner appointed by Kulpati to conduct the viva-voce

examination. The supervisor will correspond with the external examiner and will communicate the date of viva-voce examination to the Registrar. The date so fixed for the viva-voce examination will be informed to the candidate and all other concerned by the Registrar.

Provided that in special circumstance kulpati may appoint alternate Viva-voce examiner from the panels of examiners, if both the external examiners are not in a position to conduct the viva-voce examination.

- (f) The viva-voce examination shall be conducted at the University Teaching Department in the subject or at any place fixed by the University for the purpose. The date, time and place of viva-voce examination shall be notified by the Registrar on the University Notice Board at least a week in advance so that all interested person may attend the viva-voce examination. At the time of viva-voce examination, the Board of Examiners shall be provided the reports of examiners which shall be returned along-with the report of viva-voce examination, to the Registrar.
- (g) The candidate shall present the work embodied in the thesis before the Board of Examiners, members of faculty, research scholars and other interested persons. After the presentation of the research work, the Board shall ask question together with those questions which have been given along-with examiners' reports. Attendance of all those present shall be recorded by taking their signature on a sheet of paper which all be attached to the report of viva-voce examination.
- (h) In case the recommendation of the Viva-voce examiners differs from that of the thesis examiner or there is a difference of opinion between the viva-voce examiners, the candidates shall reappear at a second viva-voce examination within six months. If the candidate fails to satisfy the viva-voce examiners a second time, his/her thesis shall be finally rejected.

Such candidates would be required to pay an additional prescribed fee for second viva-voce examination. New external examiner for second viva-voce examination may be appointed by the Kulpati from the panels of examiners, if considered necessary.

- 18.** If the examiners recommend that the candidates be asked to revise/improve his thesis, the Kulpati shall permit the candidate to resubmit his thesis no earlier than six months and not later than eighteen months, the period being counted from the date of the issue of orders to the candidate.

The candidate shall be provided examiner' reports without disclosing the names of the examiners to enable him/her to improve the thesis on the basis of the reports. All the copies of the thesis shall also be returned to the candidate.

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

The resubmitted three copies of the thesis must make clear mention that it is a revised version.

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

In case a candidate is asked to revise the thesis under clause 17(b) and one of the examiners recommends again for revision and the other accepts the thesis for award then the thesis shall be sent to the third examiner. If the third examiner rejects or recommends for revision the thesis shall stand rejected. If he accepts for the award then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provision of clause 17 of the Ordinance.

In case a candidate who has been asked to revise the thesis under clause 17(c), the revised thesis shall be sent to the two examiners who had recommended revision. It will not be sent to that examiner who had already approved the original thesis. If one of the examiners recommends again for revision and the other accepts the thesis for award even then the candidate shall be awarded the Ph.D. degree on successful viva-voce examination as per provision of clause 17 of the Ordinance.

If the revised thesis is required to be revised again i.e. second time, it shall automatically stand rejected.

**19.** Maximum number of research candidates that can be registered or allowed to pursue research work under a supervisor at any particular time shall be six only.

Provided that the candidates registered with the Co-supervisor shall not be counted for the number of candidates under supervisor.

**20.** No research scholar shall join any other course of study or appear at any other examination conducted by any University leading to a degree (except Certificate/Diploma course music & arts of languages, research methodology, statistics, computer (courses)).

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

**22.** After the viva-voce examination, the recommendations of the examiners shall be placed before to the Executive Council for the award of Ph.D. degree to the candidate. After the approval of the Executive Council, notification shall be issued by the Registrar and then a provisional certificate can be issued by him. In no case the Ph.D. degree shall be awarded in anticipation of the approval of the Executive Council.



23. One copy of the thesis will be kept in the University Library and another copy will be kept in the Departmental Library of the Institution where the research work was carried out, the third will be returned to the supervisor.

24. After the declaration of the result the successful candidates may be provided the copies of reports of examiners who recommended for the award of the degree on payment of fee prescribed by the University. The reports will not disclose the identity of the examiners.

25. On detection of any irregularity or any plagiarism the University shall take suitable steps to withdraw the degree as per provisions of Section 33(i) of the Act.

**PERFORMA FOR SYNOPSIS (PARA-3)**

1. Title of the thesis.
2. Introduction : Giving purpose of research (in about 200 Words)
3. A brief review of the work already done in the field.
4. Noteworthy contributions in the field of proposed work.
5. Proposed methodology during the tenure of the research work.
6. Expected outcome of the proposed work.
7. Bibliography in standard format.
8. List of published papers of the candidate.

Signature of the Supervisor

Signature of the Candidate

Date.....

Date.....

Signature of Co-supervisor (if any)

Date.....

**CONFIDENTIAL PROGRESS REPORT (Para-10)**

Six monthly report of the research work done for the period from.....to..... of the research scholar.

1. Name of the research scholar

2. Subject

3. Topic registered for Ph.D. Degree

4. Name of the Supervisor.

5. Name of Co-supervisor (if any)

Description of the guidance on the topic	Period with dates the Candidates has been with the guide for research work.
	(It may also indicate the date of leave availed by the candidate during the above period.)

Remarks of the supervisor on the work done by the candidate on topic.

Fees paid vide receipt No.....date.....

Signature of the supervisor

Date.....

Address.....

Place.....

.....  
.....

**FORWARDING LETTER OF HEAD OF INSTUTUTION{ (Para-12 (a)) }**

The Ph.D. thesis entitled

.....  
.....

submitted by Shri/Smt/ku.....

under the supervision of..... is

forwarded to the University in three copies. The candidate has paid the necessary fees and there are no dues outstanding against him/her.

Date.....

Place.....

-----  
(Signature of Head of institution  
where the candidate was  
registered for Ph.D./Vidhya  
Varidhi degree)

Name.....

Seal.....

**DECLARATION BY THE CANDIDATE (Para-12 (b))**

I declare that the thesis entitled.....

.....is my own

work conducted under the supervision of Dr..... (Supervisor/Co-  
supervisor) at.....

(Centre).....approved

by Research Degree Committee. I have put in more than 200 days of attendance with supervisor at the centre.

I further declare that to the best of my knowledge, the thesis does not contain any part of any work which has been submitted for the award of any degree either in this University or in any other University without proper citation.

Signature of the candidate

Date.....

Place.....

**CERTIFICATE OF THE SUPERVISOR {(Para-12 (c))}****CERTIFICATE**

This is to certify that the work entitled..... is a piece of research work done by Shri/Smt./Ku.....under my/our guidance and supervision for the degree of Doctor of Philosophy/Vidhya Varidhi of..... University.....(M.P.) India. I certify that the candidate has put in an attendance of more than 200 days with me.

To the best of my knowledge and belief the thesis:

- (i) Embodies the work of the candidate himself/herself:
- (ii) Has duly been completed:
- (iii) Fulfills the requirement of the Ordinance relating to the Ph.D/Vidhya Varidhi degree of the University: and
- (iv) Is upto the standard both in respect of contents and language for being referred to the examiner.

**Signature of the Co-supervisor**

**Signature of the Supervisor**

**Date.....**

**Date.....**

EXAMINERS REPORT ON PH.D. THESIS (Para-15)

Title of thesis.....

.....

Name of candidate Shri/Smt./Ku.....

.....

subject.....Faculty.....

- |   |       |       |
|---|-------|-------|
| 1. The thesis is recommended for the award of Ph.D. degree. | Yes   | No    |
|   | ..... | ..... |
| 2. The thesis be revised on the Lines detailed below        | ..... | ..... |
|   | ..... | ..... |
| 3. The thesis be rejected                                   | ..... | ..... |

Please write Yes/No, as the case may be.

DETAILED REPORT

The examiner is requested to attach detailed report in four copies, covering also the following points)

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

Date.....

Place..... (Signature of the Examiner)

Full name & Address.....

.....  
.....

-----X-----

## **Ordinance No.22**

### **M.Phil**

1. Persons holding second class Master's Degree or any other degree of the University or any other University/Institute recognized as equivalent to the master's degree or this University, shall be eligible for the admission to M.Phil. Class.

Provided that the condition of second class at Masters of equivalent degree shall not be applicable for college/University Teachers/Research Officers having atleast seven years service.

Provided also that a candidate may be admitted in the subject in which he/she holds the Master's degree or in an allied subject.

2. In each of the University Teaching Department conducting M.Phil. courses the departmental staff Council shall act as the M.Phil committee. M.Phil courses will be conducted in UTD only.

3. M.Phil courses will be conducted in University Teaching Department.

4. In the centre for M.Phil., studies, the M.Phil, committee shall consists of the following members.

- (a) Kulapati or his Nominee – Chairman.
- (b) Dean /Senior most teacher of the Faculty- Members.
- (c) Chairman, Board of Studies – Members.
- (d) Two experts to be nominated by kulapati – Members.
- (e) Coordinator of the centre M.Phil Studies – Member (Secretary)

5. The M.Phil. committee shall perform the following functions:

- (a) To recommend names of students for admission to the course.
- (b) To draw the draft syllabus for M.Phil. course to be place before the Board of Studies for its consideration and approval. Having regard to the Head for developing interdisciplinary programme, joint meeting of the M.Phil committee of the concerned School of Studies may be held for the formulation of inter-disciplinary M.Phil. Course.
- (c) To recommend names of Guide for dissertation of M.Phil. Candidates and assign topics for dissertation.
- (d) To organize seminars, tests, group discussions etc.
- (e) To nominate the committee for the valuation of seminars, consisting of the supervisor and two other teachers of the department.

(f) Any other functions assigned to it by the kulapati.

6. The applications for the admission to M.Phil. courses shall be made on prescribed form obtainable from the office of the University on payment of the prescribed fees, normally by the July 15<sup>th</sup> every year.

7. The M.Phil course shall consist of one academic session and shall be divided into two semesters. First semester shall normally start from 1<sup>st</sup> January, every year. The examination shall be held at the end of each semester on the dates notified by the University.

8. Total number of seats for M.Phil. course in each UTD shall be determined by the University. Broad allocation of seats shall be as follows:

(a) 50% of the total seats shall be allocated to the Master's degree holders of the Raja Mansingh Tomar Music & Arts University .

(b) 25% of the seats shall be allocated for the Master's degree holders of the other Universities of Madhya Pradesh.

(c) 25% seats shall be allocated for the Masters degree holders of the Universities of other states.

Provided that 20% seats shall be reserved for the Teacher Candidate. Provided also that the SC/ST and handicapped candidates shall be given advantage of the 5% in the Index prepared for admission of the candidate.

9. The first semester shall consist of one compulsory course and an elective course, each of 125 marks of which 100 marks shall be of University examination and 25 marks of internal assessment. The internal assessment shall consist of a seminar of 15 marks and a test of 10 marks.

10. The Second semester shall consist of one elective course of 125 marks, of which 100 marks shall be for University examination and 25 marks of internal assessment. The internal assessment shall comprise a seminar of 15 marks and a test of 10 marks.

11. In Second Semester the candidate is also required to submit a M.Phil. dissertation on the topic allotted to him by the M.Phil. committee. The evaluation of M.Phil. dissertation will be done in two parts.

**(a) INTERNAL EVALUATION :** The internal evaluation of dissertation will be done on the basis of the seminar, of 25 marks, based on the topic of dissertation.

**(b) EXTERNAL EVALUATION:** For external evaluation, three copies of the dissertation (Printed or type written) shall be submitted to the University by the candidate through the supervisor of the candidate and the Head of the department/coordinator of the centre of M.Phil. studies, within one month from the last date of the University on the basis of recommendation of guide and Head/Coordinator, grant the extension of

two months for the submission of dissertation on the payment of prescribed late fees. After receiving the report from external examiner the open viva-voce examination will be jointly. Any person from the audience will be allowed to ask question only through external/internal examiner. In external evaluation the dissertation shall either be accepted or rejected. No marks shall be awarded (qualitative evaluation)

Provided that not more than three dissertation shall sent to one external examiner.

12. The seminar for all the courses and dissertation shall have the following pattern of evaluation:

- (a) 60% marks of the Seminar are allocated for the delivery and performance.
- (b) 40% marks of the seminar are allocated for the manuscript of the seminar to be submitted to the teacher of the course/guide of the dissertation. The three typed copies of the manuscript of each seminar is to be submitted (one, for the candidates, one for the supervisor and one for departmental library for record)
- (c) The seminar will be evaluated by the committee constituted by the Head of the Department/co-ordinator centre for M.Phil. studies.

13. A candidate shall be allowed to take the University examination of second semester only when he has secured 30% marks in the internal assessment and secures an aggregate of 50% in each of the courses including assessment. In case a candidate fails to secure the required percentage in of the course he/she shall be given one chance to clear the course along with the course of the subsequent semester.

Provided that a candidates whose dissertation is not accepted shall also be given one chance to resubmit his modified dissertation not before six months and later than one year from the declaration of second semester examination result.

14. A candidate failing in the University examinations of both the courses in the first semester but has cleared in the internal assessment. Shall be given one chance to pass the subsequent University examination of the first semester as ex-student.

15. A candidate failing in the University examination of the course of the second semester and his/her dissertation is also not approved, but has cleared in the internal assessment, shall be given one chance to pass the subsequent University examination of the second semester as an ex-student.

16. A regular candidate of M.Phil. class shall not be permitted to join any other full time course of studies or to appear at any other examination conducted by the University or any other body except a diploma/certificate course of languages or a computer course or any certificate diploma run by this university.

17. The schedule of examination of first and second semester are given in the appendix one.



**APPENDIX ONE- SCHEDULE OF EXAMINATION**

**FIRST SEMESTER**

1. Compulsory course : One : 100 Marks.
  2. Compulsory/Optional : One : 100 Marks.
  3. Internal assessment in each course : 25 Marks ( 15 marks seminar & 10 marks test)
- Total marks in 1<sup>st</sup> semester : 250 Marks

**SECOND SEMESTER**

1. Optional course : One : 100 Marks.
  2. Seminar on the topic : One : 15 Marks.
  3. Internal assessment in the optional course : 25 Marks.  
(15 marks seminar and 10 marks test)
  4. Seminar on the topic of dissertation: 25 Marks (15 marks  
(Internal evaluation of dissertation) for delivery & 10 marks for manuscript)
  5. External evaluation of dissertation : Accepted/Rejection (No marks)
- Total marks in second semester : 150 marks

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# **Ordinance No 23**

## **Certificate in Music**

### **1. Programme :**

Certificate in Music shall be full time regular Programme of one year duration. This programme shall run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

3. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

4. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to the submitted before joining the course.

5. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

6. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

7. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

8. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

9. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of music.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "**Failed - reappear**" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) The day scholars of this university and other university will be permitted to join this course since the classes will be held in morning and evening shifts.

(ii) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(iii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

# **Ordinance No 24**

## **Certificate in Dance**

### **1. Programme :**

Certificate in Dance shall be full time regular Programme of one year duration. This programme shall run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

3. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

4. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

5. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

6. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

7. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

8. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

9. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Dance.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) The day scholars of this University and other University will be permitted to join this course since the classes will be held in morning and evening shifts.

(ii) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(iii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

# Ordinance No 25

## Certificate in Visual Arts

### 1. Programme :

Certificate in Visual Arts shall be full time regular Programme of one year duration. This programme shall run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

3. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

4. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

5. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

6. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

7. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

8. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

9. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Visual Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) The day scholars of this University and other University will be permitted to join this course since the classes will be held in morning and evening shifts.

(ii) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(iii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# **Ordinance No 26**

## **Certificate in Performing Arts**

### **1. Programme :**

Certificate in Performing Arts shall be full time regular Programme of one year duration. This programme shall run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

3. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

4. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to the submitted before joining the course.

5. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

6. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

7. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.



8. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

9. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of performing arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) The day scholars of this University and other University will be permitted to join this course since the classes will be held in morning and evening shifts.

(ii) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(iii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

# **Ordinance No:27**

## **Diploma in Music**

### **1. Programme :**

Diploma in Music shall be full time regular Programme of one year duration. This programme shall run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. The candidate must have obtained 40% Marks in the board examination which shall be considered as minimum educational qualification for admission in Diploma Course.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to the submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of music.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course. \

### **7. General Conditions:**

(i) The day scholars of this University and other University will be permitted to join this course since the classes will be held in morning and evening shifts.

(ii) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(iii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No 28

## Diploma in Dance

### 1. Programme :

Diploma in Dance shall be full time regular Programme of one year duration. This programme shall run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. The candidate must have obtained 40% Marks in the board examination which shall be considered as minimum educational qualification for admission in Diploma Course.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving

incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Dance.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) The day scholars of this University and other University will be permitted to join this course since the classes will be held in morning and evening shifts.

(ii) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(iii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No 29

## Diploma in Visual Arts

### 1. Programme :

Diploma in Visual Arts shall be full time regular Programme of one year duration. This programme shall run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. The candidate must have obtained 40% Marks in the board examination which shall be considered as minimum educational qualification for admission in Diploma Course.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving

incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of visual arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) The day scholars of this University and other University will be permitted to join this course since the classes will be held in morning and evening shifts.

(ii) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(iii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No 30

## Diploma in Performing Arts

### 1. Programme :

Diploma in Performing Arts shall be full time regular Programme of one year duration. This programme shall run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. The candidate must have obtained 40% Marks in the board examination which shall be considered as minimum educational qualification for admission in Diploma Course.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Performing arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) The day scholars of this University and other University will be permitted to join this course since the classes will be held in morning and evening shifts.

(ii) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(iii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

# Ordinance No:31

## B.Mus

### 1. Programme:

B.Mus Shall be a full time regular programme of four years duration. This programme shall run in the University Teaching Department & in affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed (a) Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by the university as equivalent there to. (b) Prathama Course.

2. Candidate must have two years training certificate from any recognized institution/guru.

3. Preference will be given to the candidates who have completed one year Certificate or Diploma course Raja Mansingh Tomar Music & Arts University, Gwalior are any recognized institution.

4. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

5. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

6. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to the submitted before joining the course.

7. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

8. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

9. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

10. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

11. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of music.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:32

## B.Dance

### 1. Programme:

B.Dance Shall be a full time regular programme of four years duration. This programme shall run in the University Teaching Department & in affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed (a) Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by the university as equivalent there to. (b) Prathama Course.

2. Candidate must have two years training certificate from any recognized institution/guru.

3. Preference will be given to the candidates who have completed one year Certificate or Diploma course Raja Mansingh Tomar Music & Arts University, Gwalior are any recognized institution.

4. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

5. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

6. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to the submitted before joining the course.

7. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

8. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

9. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

10. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

11. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of dance.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:33

## B.V.A (Bachelor of Visual Arts)

### 1. Programme:

B.V.A (Bachelor of Visual Arts) Shall be a full time regular programme of four years duration. This programme shall run in the University Teaching Department & in affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed (a) Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by the university as equivalent there to. (b) Prathama Course.

2. Candidate must have two years training certificate from any recognized institution/guru.

3. Preference will be given to the candidates who have completed one year Certificate or Diploma course Raja Mansingh Tomar Music & Arts University, Gwalior are any recognized institution.

4. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

5. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

6. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to the submitted before joining the course.

7. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

8. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

9. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

10. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

11. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of visual arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:34

## B.P.A (Bachelor of Performing Arts)

### 1. Programme:

B.P.A (Bachelor of Performing Arts) Shall be a full time regular programme of four years duration. This programme shall run in the University Teaching Department & in affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed (a) Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by the university as equivalent there to. (b) Prathama Course.

2. Candidate must have two years training certificate from any recognized institution/guru.

3. Preference will be given to the candidates who have completed one year Certificate or Diploma course Raja Mansingh Tomar Music & Arts University, Gwalior are any recognized institution.

4. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

5. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

6. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

7. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

8. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

9. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

10. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

11. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of performing arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# **Ordinance No:35**

## **B.A. Hons (Music)**

### **1. Programme:**

B.A. Hons (Music) shall be a full time regular programme of Three years duration. This programme shall run in the University Teaching Department & in affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by this university as equivalent there to.

2. Preference will be given to the candidates who have completed one year Certificate or Diploma course of Raja Mansingh Tomar Music & Arts University, Gwalior or of any institution recognized by this University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of music.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per semester system of examination. (Ordinance No:- 7)

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# **Ordinance No:36**

## **B.A. Hons (Dance)**

### **1. Programme:**

B.A. Hons (Dance) shall be a full time regular programme of Three years duration. This programme shall run in the University Teaching Department & in affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by this university as equivalent there to.

2. Preference will be given to the candidates who have completed one year Certificate or Diploma course of Raja Mansingh Tomar Music & Arts University, Gwalior or of any institution recognized by this University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Dance.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per semester system of examination. (Ordinance No:- 7)

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# **Ordinance No:37**

## **B.A. Hons (Visual Arts)**

### **1. Programme:**

B.A. Hons (Visual Arts) shall be a full time regular programme of Three years duration. This programme shall run in the University Teaching Department & in affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by this university as equivalent there to.

2. Preference will be given to the candidates who have completed one year Certificate or Diploma course of Raja Mansingh Tomar Music & Arts University, Gwalior or of any institution recognized by this University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Visual Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per semester system of examination. (Ordinance No:- 7)

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.



# Ordinance No:38

## B.A. Hons (Performing Arts)

### 1. Programme:

B.A. Hons (Performing Arts) shall be a full time regular programme of Three years duration. This programme shall run in the University Teaching Department & in affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by this university as equivalent there to.

2. Preference will be given to the candidates who have completed one year Certificate or Diploma course of Raja Mansingh Tomar Music & Arts University, Gwalior or of any institution recognized by this University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Performing Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per semester system of examination. (Ordinance No:- 7)

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:39

## B.A. Music

### 1. Programme:

B.A. Music shall be a full time regular programme of Three years duration. This programme shall run in the University Teaching Department & in the affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other examination recognized by this university as equivalent there to.

2. Preference will be given to the candidates who have completed one year Certificate or Diploma course of Raja Mansingh Tomar Music & Arts University, Gwalior or of any institution recognized by this University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Music.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per semester system of examination. (Ordinance No:- 7)

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No 40

## B.A. Dance

### 1. Programme:

B.A Dance shall be a full time regular Programme of three years duration. This programme shall be run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Weight age will be given to the candidates as under:

(a) The candidates who has completed one year certificate course Dance or one year Diploma course in Dance of Raja Mansingh Tomar Music & Arts University, Gwalior or Any other University recognised by U.G.C. will be given 5 marks.

(b) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(c). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Dance.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per semester system of examination (Ref Ordinance No.7.)

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No 41

## B.A. Visual Arts

### 1. Programme:

B.A Visual Arts shall be a full time regular Programme of Three Years duration. This programme shall be run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Weight age will be given to the candidates as under:

(a) The candidates who has completed one year certificate course Visual Arts or one year Diploma course in Visual Arts of Raja Mansingh Tomar Music & Arts University, Gwalior or Any other University recognised by U.G.C. will be given 5 marks.

(b) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(c). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to the submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Visual Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per semester system of examination (Ref Ordinance No.7.)

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "**Failed - reappear**" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No 42

## B.A. Performing Arts

### 1. Programme:

B.A Performing Arts shall be a full time regular Programme of Three Years duration. This programme shall be run in the University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Weight age will be given to the candidates as under:

(a) The candidates who has completed one year certificate course Visual Arts or one year Diploma course in Visual Arts of Raja Mansingh Tomar Music & Arts University, Gwalior or Any other University recognised by U.G.C. will be given 5 marks.

(b) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(c). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to the submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Performing Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per semester system of examination (Ref Ordinance No.7.)

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:43

## Advance Diploma in Music

### 1. Programme:

Advance Diploma in Music shall be a full time regular Programme of one year duration. This programme shall run in University Teaching Department & in affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidate must have Bachelor Degree in Music with relevant subject at graduate level of Raja Mansingh Tomar Music & Arts University, Gwalior or any U.G.C. recognized university.

**OR**

Candidate must have a Bachelor Degree of any U.G.C. recognized university with one year Certificate or one year Diploma Course of Raja Mansingh Tomar Music & Arts University, Gwalior or any recognized institution.

4. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

5. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

6. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

7. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

8. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

9. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

10. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

11. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Music.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:44

## Advance Diploma in Dance

### 1. Programme:

Advance Diploma in Dance shall be a full time regular Programme of one year duration. This programme shall run in University Teaching Department & in affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidate must have Bachelor Degree in Dance with relevant subject at graduate level of Raja Mansingh Tomar Music & Arts University, Gwalior or any U.G.C. recognized university.

**OR**

Candidate must have a Bachelor Degree of any U.G.C. recognized university with one year Certificate or one year Diploma Course of Raja Mansingh Tomar Music & Arts University, Gwalior or any recognized institution.

4. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

5. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

6. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

7. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

8. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

9. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

10. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

11. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Dance.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:45

## Advance Diploma in Visual Arts

### 1. Programme:

Advance Diploma in Visual Arts shall be a full time regular Programme of one year duration. This programme shall run in University Teaching Department & in affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidate must have Bachelor Degree in Visual Arts with relevant subject at graduate level of Raja Mansingh Tomar Music & Arts University, Gwalior or any U.G.C. recognized university.

**OR**

Candidate must have a Bachelor Degree of any U.G.C. recognized university with one year Certificate or one year Diploma Course of Raja Mansingh Tomar Music & Arts University, Gwalior or any recognized institution.

4. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

5. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

6. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

7. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

8. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

9. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

10. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

11. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Visual Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:46

## Advance Diploma in Performing Arts

### 1. Programme:

Advance Diploma in Performing Arts shall be a full time regular Programme of one year duration. This programme shall run in University Teaching Department & in affiliated Institutes/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidate must have Bachelor Degree in Performing Arts with relevant subject at graduate level of Raja Mansingh Tomar Music & Arts University, Gwalior or any U.G.C. recognized university.

### OR

Candidate must have a Bachelor Degree of any U.G.C. recognized university with one year Certificate or one year Diploma Course of Raja Mansingh Tomar Music & Arts University, Gwalior or any recognized institution.

4. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

5. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

6. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

7. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

8. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

9. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

10. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

11. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Performing Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:47

## M.Mus

### 1. Programme:

M.Mus shall be a full time regular Programme of Two Years duration. This programme shall run in in University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidate must have passed B.Mus examination conducted by Raja Mansingh Tomar Music & Arts University, Gwalior or by any U.G.C. recognized University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving

incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Music.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. There will be one single examination at the end of the each semester as per Ordinance No:- 6 of Semester system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No:48

## M.Dance

### 1. Programme:

M.Dance shall be a full time regular Programme of Two Years duration. This programme shall run in University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidate must have passed B.Dance examination conducted by Raja Mansingh Tomar Music & Arts University, Gwalior or by any U.G.C. recognized University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving

incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Dance.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. There will be one single examination at the end of the each semester as per Ordinance No:- 6 of Semester system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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## **Ordinance No:49**

### **M.V.A (Master of Visual Arts)**

#### **1. Programme:**

M.V.A (MASTER OF VISUAL ARTS) shall be a full time regular Programme of Two Years duration. This programme shall run in University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

#### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidate must have passed B.Visual Arts examination conducted by Raja Mansingh Tomar Music & Arts University, Gwalior or by any U.G.C. recognized University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving

incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of visual arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. There will be one single examination at the end of the each semester as per Ordinance No:- 6 of Semester system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.



# **Ordinance No:50**

## **M.P.A (Master Of Performing Arts)**

### **1. Programme:**

**M.P.A (MASTER OF PERFORMING ARTS)** shall be a full time regular Programme of Two Years duration. This programme shall run in University Teaching Department & in the affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidate must have passed B.Performing Arts examination conducted by Raja Mansingh Tomar Music & Arts University, Gwalior or by any U.G.C. recognized University.

3. Weight age will be given to the candidates as under:

(a) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(b). Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving

incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of performing arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. There will be one single examination at the end of the each semester as per Ordinance No:- 6 of Semester system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No: 51

## M.A. Music

### 1. Programme:

M.A Music shall be a full time regular programme of two years duration. This programme shall run in University Teaching Department & in affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidates must have completed Bachelor Degree with relevant subject/Any other equivalent music degree recognized by Raja Mansingh Tomar Music & Arts University, Gwalior.

3. Weight age will be given to the candidates as under:

(a) The candidate who have passed one year certificate or one year Diploma course Raja Mansingh Tomar Music & Arts University, Gwalior or Any U.G.C recognized university will be given 5 marks.

(b) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(c) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Music.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No: 52

## M.A. Dance

### 1. Programme:

M.A Dance shall be a full time regular programme of two years duration. This programme shall run in University Teaching Department & in affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidates must have completed Bachelor Degree with relevant subject/Any other equivalent music degree recognized by Raja Mansingh Tomar Music & Arts University, Gwalior.

3. Weight age will be given to the candidates as under:

(a) The candidate who have passed one year certificate or one year Diploma course Raja Mansingh Tomar Music & Arts University, Gwalior or Any U.G.C recognized university will be given 5 marks.

(b) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(c) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Dance.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# Ordinance No: 53

## M.A. Visual Arts

### 1. Programme:

M.A Visual shall be a full time regular programme of two years duration. This programme shall run in University Teaching Department & in affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### 2. Eligibility Rules :

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidates must have completed Bachelor Degree with relevant subject/Any other equivalent music degree recognized by Raja Mansingh Tomar Music & Arts University, Gwalior.

3. Weight age will be given to the candidates as under:

(a) The candidate who have passed one year certificate or one year Diploma course Raja Mansingh Tomar Music & Arts University, Gwalior or Any U.G.C recognized university will be given 5 marks.

(b) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(c) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Visual Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

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# **Ordinance No: 54**

## **M.A. Performing Arts**

### **1. Programme:**

M.A Performing Arts shall be a full time regular programme of two years duration. This programme shall run in University Teaching Department & in affiliated Institute/Colleges of Raja Mansingh Tomar Music & Arts University, Gwalior.

### **2. Eligibility Rules :**

1. A candidate who has passed Higher Secondary 10+2 Pattern Examination of M.P. Board or any other equivalent examination recognized by this university as equivalent there to.

2. Candidates must have completed Bachelor Degree with relevant subject/Any other equivalent music degree recognized by Raja Mansingh Tomar Music & Arts University, Gwalior.

3. Weight age will be given to the candidates as under:

(a) The candidate who have passed one year certificate or one year Diploma course Raja Mansingh Tomar Music & Arts University, Gwalior or Any U.G.C recognized university will be given 5 marks.

(b) A candidate who have participated in any International/National/District Level Musical Conference/Symposium/Programme organized by an Institution/Body recognized by Raja Mansingh Tomar Music & Arts University, Gwalior shall be given 5 marks.

(c) Additional 10 marks shall be given to those applicants who have obtained position in International, National, State, level competition.

4. Academic Council shall have powers to amend the aforesaid marks and additional marks as per the need and requirement of time.

5. Candidates who are in service have to obtain necessary permission from competent authority & have to take leave from parent department to complete the course and a no objection certificate issued by competent authority has to be submitted before joining the course.

6. Candidates expelled from any other college or dismissed from Government Service on disciplinary grounds and those who are known to have been involved in acts of crime and of gross indiscipline or misbehavior will not be eligible for admission.

7. Firstly a University Teaching Department and affiliated college/Institute shall be given 30 seats which may be increased on the recommendation of the Academic Council looking in to the requirement and facility.

8. Reservation for SC/ST/OBC candidates and candidates belonging to freedom fighter, Ex- military person category shall be in accordance with M.P Government Rules. However, if the candidates in these

categories are not available, the vacancies shall be filled with General candidates who have qualified in the admission test and seat allotment shall be as per the merit in wait list.

9. Admission shall be granted to the candidates on their own risk and responsibility on the basis of details furnished by them. If any time it is noticed that admission has been obtained by any candidate by giving incorrect, false information, concealing information or by oversight, the admission granted shall be cancelled and the candidate shall be asked to leave the dept. forth with after testing the accounts.

10. There is no age bar for the admission in the course.

### **3. Admission**

Rules regarding admission procedure shall be applicable as framed by Raja Mansingh Tomar Music & Arts University, Gwalior & Govt. of M.P. Bhopal.

### **4. Course Structure**

The course structure and detailed syllabus will be finalized by Board of studies under the faculty of Performing Arts.

### **5. Scheme of Examination**

The Scheme of examination for the course & the programme shall be prescribed/notified by the university from time to time. The examination of the course will be conducted as per Annual system of examination.

### **6. Conditions of passing & award of division**

(a) An examinee obtaining, 75% or more marks in the aggregate shall be given distinction. Those obtaining 60% or above but below 75% will be give First division. Those obtaining 50% but below 60% will be given Second division. Those obtaining 36% and above but below 50% marks will be awarded Third division. The minimum pass marks in each course will be 36%.

(b) If an examinee fails in any paper, he or she may be permitted to appear in the subsequent examination in the/those paper (s).

It will not be necessary for candidate who is not successful in the examination to seek admission in the same course. Such a student may appear as "Failed - reappear" candidate after depositing the required fees in the subsequent examination. Such a student will get only one change to pass the course.

### **7. General Conditions:**

(i) All other matters not specifically provided in this ordinance, shall be governed by relevant provisions of general ordinances of the Raja Mansingh Tomar Music & Arts University, Gwalior.

(ii) In case of any dispute regarding the interpretation of any rule/order, the matter shall be referred to the Vice Chancellor and his decision shall be final.

## **Ordinance No: 55**

### **M.A.**

1. (i) The courses of study for the degree of Master of Arts & Social Sciences shall be of two academic sessions and shall consists of two parts.

(ii) The first part extending over one academic session shall be referred to as the 'Previous Year' and second part as the 'Final Year' OR according to (iii) Semester system examination as per Ordinance No 6.

2. (i) Candidate who, after taking his/her Bachelor's degree of this University or of any Indian University recognized for the purpose by the Academic Council of this University shall be admitted to the previous Examination the M.A. previous examination of this University.

(ii) A candidate who has passed previous examination of M.A. shall be admitted to the final examination of M.A.

(iii) A candidate who has passed his/her M.A. previous examination from another university may also be admitted to the Final Examination for the degree of Master of Arts subject to the condition that he/she offered for his/her previous examination a course equivalent standard with almost identical syllabus as is required for identical previous examination of this university and his/her eligibility has been approved by the university.

(iv) A candidate, who has passed his M.A. Examination of the university shall be allowed to present himself/herself for examination in any one or more of the optional papers in the subject/papers not taken by him/her at the said examination and if successful, will be given a certificate to that effect.

Provided that no candidate shall be allowed to offer more than two papers in any year and in which a candidate shall undergo a practical test in respect of the paper concerned.

3. **A candidate may offer any one of the following subjects for his examination, namely:-**

- (i) Hindi
- (ii) English
- (iii) Sanskrit
- (iv) History
- (v) Philosophy
- (vi) Cultural Tourism
- (vii) Cultural Journalism
- (viii) Foreign Language
- (ix) Philosophy
- (x) Yoga/Ved

4. There shall be a University Examination at the end of each session ordinarily in March/April in each year and the candidate shall have to pass separately in each examination before he/she can be deemed to be qualified for obtaining the M.A. Degree.

5. Subject to the provisions of this ordinance, the scheme of examination the syllabus and text books, if any, to be prescribed or recommended in connection with the provision made by or under the regulations to be made by the Academic Council after considering the recommendations of the Board of Study/Studies and the Faculty.

6. Candidates may appear as non-collegiate candidates in M.A. Previous and Final Examinations.

7. Passing out in the subject means obtaining atleast 20% marks in each paper and 36% marks of the aggregate marks in each examination.

Provided that the candidates are required to obtain 36% of the aggregate marks in both the theory and practical examination separately to pass the examination, where the practical are provided along with the theory papers.

8. No division shall be assigned on the result of the previous examination. Marks of the previous and final examination shall be counted together for a place on the pass list of the final examination.

**Division shall be assigned on the following basis, namely:-**

First Division	60% and above
Second Division	45% and above
Third Division	36% and above

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