

RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

Established under Act No. 13 of 1998

Ordinance No. 23
(Section 39 and 40 (1))

Ordinance for 2-years Diploma Programme Based on Semester System (Implemented from Academic Year 2005-2006)

1.0 TWO YEARS DIPLOMA PROGRAMMES

Rajiv Gandhi Proud yogiki Vishwavidyalaya, Bhopal awards first Diploma in disciplines of Engineering/Technology or Vocation/Occupation based disciplines as approved by All India Council of Technical Education (AICTE), New Delhi of two-years (four-semester) duration, hereinafter called 2-YDP, shall be designated as DIPLOMA IN respective Branch.

- 1.1 This Diploma shall include the branches of BEAUTY CULTURE AND COSMETOLOGY, MEDICAL LABORATORY TECHNOLOGY, MINE SURVEYING.
- 1.2 The studies and examinations of these Diploma programmes shall be on the basis of semester system.

2.0 RULES FOR ADMISSIONS

- 2.1 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT)

BEAUTY CULTURE AND COSMETOLOGY,

shall be the passing of 12th class examination under (10+2) education scheme with any subject group conducted by M.P. Board of Secondary Education or an equivalent examination. Candidates for above programmes shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in qualifying examination.

- 2.2 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

MEDICAL LABORATORY TECHNOLOGY,

shall be the passing of 12th class under (10+2) education scheme with Physics, Chemistry and Biology by obtaining minimum 50% marks collectively in that, conducted by M.P. Board of Secondary Education or an equivalent examination. Candidates for above programmes shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in Physics, Chemistry and Biology in qualifying examination. SC/ST and OBC candidates are not required to obtain minimum 50% marks.

- 2.3 The minimum qualification for admission to the first semester of the following Diploma programmes (Admission BASED ON INSTITUTION WISE MERIT):

MINE SURVEYING*

shall be the passing of 10th class under (10+2) education scheme with Science (Physics and Chemistry) and Mathematics and by obtaining minimum 50% marks collectively in that, conducted by M.P. Board of Secondary Education or an equivalent examination.

Candidates for above programmes shall be admitted to the Colleges/Institutions by Merit based on the percentage of total marks obtained in Science (Physics and

Chemistry) and Mathematics in qualifying examination. SC/ST and OBC candidates are not required to obtain minimum 50% marks.

*Women candidates are not eligible for admission to Mine Surveying Programme. Candidate seeking admission to Mine Surveying Programme should not be below the age of 16 years on 1st January of that year in which admission is sought. Candidates who are not physically fit to work as per the standards of working in Mines, will not be eligible for admission. Candidates will be eligible for admission only after producing the required Medical certificate as per the standards of working in Mines.

In general, admissions/readmission to all Diploma Programmes shall be governed by the rules framed by D.T.E. from time to time or any other competent authority of the State Government of Madhya Pradesh /RGPV.

3.0 RULES FOR MAXIMUM DURATION OF THE PROGRAMME

- 3.1 There shall be normally 90 days of teaching in every semester.
- 3.2 A candidate may provisionally continue his/her studies in higher semester/class after the examinations of the semester he/she appeared are over. However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 3.3 The maximum duration for passing all the courses (theory, practicals and Industrial Training) of the programme shall be FOUR years for 2 years Diploma Programmes, no separate time will be given to students for medical or any reason whatsoever. Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above. Names of those candidates, who are unable to clear their Diploma programme in the stipulated period will be struck off from the roll list of the college and enrolment of the University.
- 3.4 If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them in the previous Diploma programme of study.

4.0 RULES FOR EXAMINATIONS

- 4.1 There shall be University Examination at the end of each semester (broadly classified in the enclosed schemes at Annexure).
- 4.2 These Examinations common to all branches, shall be named as follows :-
 - (a) FIRST YEAR
 - First Semester Diploma Exam. (Branch wise)
 - Second Semester Diploma Exam. (Branch wise)
 - (b) SECOND YEAR
 - Third semester Diploma Exam. (Branch wise)
 - Fourth semester Diploma Exam. (Branch wise)
- 4.3 The examinations of First semester (I), Third semester (III) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II) Fourth semester (IV) called even semesters, shall generally be held in the months of May-June, the dates of which shall be notified to all the concerned Colleges/Institutions.
- 4.4 **ELIGIBILITY FOR APPEARING IN THE EXAMINATION.**
 - 4.4.1 A candidate who has filled up the examination form and deposited the required amount of examination fees will be eligible to appear in the EXAMINATION, provided he/she has completed the required 75% of

attendance in each theory and practical subject and also completed the prescribed sessional work i.e. TERM WORK and LAB. WORK as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB. WORK.

- 4.4.2 A candidate who has filled up the examination form and deposited the required amount of examination fees but has not completed the required 75% of attendance in each theory and practical subject will be detained from appearing in the semester EXAMINATION and similarly if the candidate has not completed the sessional work i.e. TERM and LAB. WORK, will also be detained from appearing in the semester examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/practicals regularly and has secured a minimum of 60% marks in each term and laboratory work.

The sessional work (Term work/Lab. work) must be completed and submitted in the institution at least 15 days before the commencement of theory examination.

- 4.4.3 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 4.4.1 but could not appear in the semester EXAMINATION. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Semester Examination shall not be adjusted/refunded

- 4.4.4 A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and/ or detained due to lack of prescribed attendance or submission of sessionals as prescribed in Clause 4.4.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seats earmarked for the repeater candidate, if available.

- 4.5 In case of change in curriculum of a Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised curriculum, however University shall conduct examination of those courses of previous curriculum, which do not have equivalent courses in the revised curriculum.

5.0 RULES FOR PROMOTION TO HIGHER SEMESTER/CLASS.

- 5.1 A candidate who has appeared in First semester examination will be promoted to the Second semester irrespective of the number of courses (subjects) cleared by him/her.
- 5.2 A candidate who has appeared in the Second semester examination will not be promoted to the third semester unless he/she clears all the theory papers and practicals of First and Second semester except four theory and two practicals of First and Second semester taken together.

6.0 RULES FOR PASSING EXAMINATIONS

6.1 BASIS OF MARKS

- 6.1.1 The basis of marks obtained in each semester examination shall be the Scheme of examination of courses for individual semesters as prescribed by respective Board of Studies and duly approved by Academic Council of University.
- 6.1.2 For the evaluation of End of the Semester exam in Practicals, one external examiner shall always be there from outside the College/Institution and one internal examiner from the College/Institution.
- 6.1.3 In the schemes of Diploma programmes, where flexibility has been provided to students for selection of courses, once a student in a particular group of electives has made the choice of elective course, it cannot be changed for future study/examination.

7.0 RULES FOR PASS

- 7.1 To pass the examination a candidate has to obtain a minimum of a minimum of 60% marks in each sessional work i.e. term work, class work and lab. Work. 33% marks in each theory paper, a minimum of 40% marks in each practical course.
- 7.2 There will be no minimum pass marks for the progressive assessment tests.
- 7.3 A candidate will be declared passed if he/she clears all the courses (subjects) of First to Four semesters taken together.
- 7.4 A candidate who has appeared in the Fourth semester examination and Passed all the courses (subjects) as of Fourth Semester, but fails to clear few subjects of Third semester his/her result will be **WITHHELD** His/Her result only be declared as & when he/she clears all the courses (subjects and practicals of First to Fourth Semester
- 7.5 A candidate who has appeared in Fourth semester examination and clears all the courses (subjects) except two theory and two practicals of Third and Fourth semester taken together, will be awarded compartment and if he/she fails in subjects more than the compartmental limit shall be declared failed.

8.0 RULES FOR AWARD OF DIVISION

- 8.1 In order to ensure performance of the students in various examinations, the final division of the respective Diploma programme shall be awarded to the students on the basis of marks secured by the candidate III and IV semester taken together.
- 8.2
 - a) A candidate securing 75% marks or above in aggregate will be awarded **FIRST DIVISION HONOURS**.
 - b) A candidate securing 65% marks or more in aggregate but less than 75% will be placed in **FIRST DIVISION**.
 - c) A candidate securing 50% marks or more in aggregate but less than 65% marks will be placed in **SECOND DIVISION**.
 - d) Candidates securing less than 50% marks in aggregate but secures the minimum pass marks in each theory, practical subjects and Industrial training will be placed in **PASS DIVISION**.
- 8.3 A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental/failed courses (subjects), he/she will be also awarded division consistent with his/her aggregate arrived at by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.
- 8.4 Concerned Polytechnics/Institutions may issue a provisional statement of marks on demand to such students who have cleared all the courses specified for that programme, till such time the University declares its result or issues original mark sheet of that Programme or College/Institute.

- 8.5 In case any discrepancy in respect of any candidate is noticed regarding his eligibility or other wise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

9.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

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

- 9.1 Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory.
This facility shall be available only to those candidates who clear that particular semester examination in full (i.e. in all theory, practicals and sessionals) by availing 5 grace marks.
- 9.2 While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the courses (subjects) cleared through clause 9.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 9.3 One grace mark will be awarded to the candidate who is failing/missing Honours /missing first division by one mark, by the Vice-Chancellor in the DIPLOMA examination. This benefit will not, however, be available to a candidate getting advantage under clause 9.1.

10.0 DECLARATION OF MERIT LISTS

- 10.1 Merit list of first 10 candidates in the order of merit shall be declared at the end of each semester in each branch from amongst the candidates who have passed in one attempt.
- 10.2 Branch wise final merit list shall be declared by the University only after the main examination of the fourth and final semester for DIPLOMA, on the basis of the integrated performance of all the two years. The merit list shall include the first ten candidates securing at least First Division and passing all the semesters examinations in single attempts.

11.0 RULE FOR ATTENDANCE

- 11.1 Candidates appearing as regular students for any semester examination are required to attend 75 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up to 10% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.
- 11.2 If a student remains absent from classes, without assigning any reason, he/she will have to pay fine as prescribed by the University.

12.0 RULES FOR IMPROVEMENT OF DIVISION IN FINAL DIPLOMA

- 12.1 If a candidate has passed all the semester examination in full he/she shall be permitted to reappear in that examination for improvement in division provided the candidate makes an application within two months from the date of passing/declaration of result of the said programme. Candidates will be allowed to appear as an ex-student in all the theory of final year (3rd & 4th semesters) except Industrial training of the respective Diploma programme. In case of change in curriculum, candidate will be allowed to improve division in the old curriculum, till the University of is conducting examination of old curriculum.
- 12.2 Re-valuation and Re-totaling is not allowed in the cases of improvement in division.

13.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME

Candidates are allowed to enroll for second Diploma programme of the University, after acquiring one Diploma of Engineering/Technology disciplines, but admission for above course is as per clause 2.0.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.