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MAHARSHI DAYANAND UNIVERSITY ROHTAK

Copy of extract of Reso. No. 26 of the Executive Council's meeting held on 08.02.2018.

26. Prescription of Common Ordinance for regular one year (Two semesters) Diploma (including 6 months certificate course) PG Diploma/Advanced PG Diploma courses (except weekend programmes)

Considered the recommendations of the Committee constituted by the Vice-Chancellor that a Common Ordinance for regular one year (Two semesters) Diploma (including 6 months certificate course) PG Diploma/Advanced PG Diploma courses (except weekend programmes)(Annexure A/33 pages 215-218, already circulated) be prescribed with effect from the session 2018-19 effect; and the following recommendations of the Academic Council made vide Reso. No. 23 of its meeting held on 05.02.2018:

RESOLVED THAT THE RECOMMENDATIONS OF THE COMMITTEE AS ABOVE BE RECOMMENDED TO THE EXECUTIVE COUNCIL WITH THE MINOR CORRECTION IN CLAUSE-13 AT ANNEXURE PAGE NO. 138 THAT THE WORD 'CLAUSE-11(i)' BE READ AS CLAUSE-12 (i).

RESOLVED THAT THE RECOMMENDATIONS OF THE ACADEMIC COUNCIL AS ABOVE BE APPROVED.

[ACTION BY A.R.(ACADEMIC BRANCH)

Endst. No. AC-VII/18/ 4170-4469

Date: 20/2/18

Copy of the Resolution number 26 of the Executive Council dated 08.02.2018 alongwith its annexure is forwarded to the following for information and necessary action.

1. All the Heads/Directors of the University Teaching Departments/Institutes, M.D.University, Rohtak.
2. All the Principals of the Colleges, affiliated with M.D.University, Rohtak.
3. The Dean Students welfare, M.D.University, Rohtak.
4. The Deputy Registrar/Assistant Registrar/Incharge (R-I/III/III/IV), M.D.University, Rohtak.
5. The O.S.D. (R&S), M.D.University, Rohtak.
6. The Superintendent M.D.University, Rohtak.
7. P.A./O.S.D. to Vice Chancellor/Dean Academic Affairs/Registrar/Controller of Examination.
8. The Director, U.C.C., M.D.University, Rohtak with the request to take necessary action in this regard.
9. AC-4 Set, Academic Branch, M.D.University, Rohtak for information as follow up action.

Assistant Registrar (Academic)  
20/2/18

Co

G. Saini  
22/2



# MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established under Haryana Act No. XXV of 1975)  
'A' Grade University Accredited by NAAC

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Annexure-A/33

PROCEEDINGS OF THE MEETING OF THE COMMITTEE CONSTITUTED BY THE VICE-CHANCELLOR TO PREPARE COMMON ORDINANCE FOR ALL <sup>REGULAR</sup> CERTIFICATE/DIPLOMA/ADVANCED PG DIPLOMA/PG DIPLOMA/CERTIFICATE COURSES TO MAINTAIN UNIFORMITY OF ALL THESE ORDINANCE(S) AT PAR WITH EXISTING COMMON ORDINANCES FOR TWO YEAR, THREE YEAR, FOUR YEAR, FIVE YEAR AND SIX YEAR COURSES HELD ON 14.07.2017 at 3.00 PM IN THE O/O THE DEAN ACADEMIC AFFAIRS, M.D.UNIVERSITY, ROHTAK.

The following were present in the meeting:

1. Dean Academic Affairs
2. Head, Dept. of Psychology
3. Head, Dept. of English & Foreign languages
4. Head, Dept. of Music
5. Head, Dept. of Physical Education
6. Head, Dept. of Computer Science & Applications
7. Prof. Mehtab Singh Rana, Dept. of Geography
8. Controller of Examination
9. Sh. Sunit Mukherjee Director (Public Relation Office)

- Chairman

The Committee discussed the matter in detail and found that the Common Ordinances for all Diploma/Advanced PG Diploma/PG Diploma/Certificate Courses be prepared at par with the existing Common Ordinances of two year, three year, four year, five year and six year courses. Further, the same Proceeding of the Committee may be got approved from the Vice - Chancellor so that the same may be placed before the Academic Council/Executive Council for consideration and approval.

(A.K. Rajan)

(Novratan Sharma)

(Loveleen Mohan)

(Hukam Chand)

(Bhagat Singh)

(Naseeb Singh Gill)

(Mehtab Singh Rana)

(B.S. Choudhary)

(Sunit Mukherjee)

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**Common Ordinance for One Year (Two semesters) Diploma (including 6 months Certificate course) PG Diploma/Advanced PG Diploma courses (except weekend programme)**

(Unless otherwise specified in any other relevant Ordinance, this Ordinance will be applicable to all courses of 1 year duration)

1. The duration of the course shall be one academic year, divided into two semesters. The examination for the first semester shall ordinarily be held in the months of December/January and for the second in the month of May/June or on such dates as may be notified by the Controller of Examinations. A supplementary examination for 1<sup>st</sup> and 2<sup>nd</sup> semesters shall be held alongwith their regular 1<sup>st</sup> and 2<sup>nd</sup> semester examinations simultaneously after every six months.
2. The examination schedule containing the dates of receipt of examination forms with and without late fee shall be notified by the Controller of Examinations from time to time.
3. A person who has fulfilled the minimum prescribed eligibility conditions as mentioned in the Admission Brochure/Prospectus shall be eligible for admission. The detailed eligibility conditions e.g. percentage of marks in the qualifying examination subject(s) combination etc. shall be notified in the Admission Brochure as approved by the University from time to time.  
The student seeking admission in the Diploma Course wherein Certificate Course is its inherent component as per its Scheme Of Examination shall have exit option for which the University shall award the Certificate. In case, the student continues the course for 1 year, he/she shall be awarded the Diploma.
4. Every candidate shall be examined in the subject(s) as laid down in the syllabus and scheme of examination prescribed by the Academic Council from time to time. The fail/re-appear candidates will also appear in the exam as per syllabus applicable to regular students of that semester.
5. Internal Assessment marks:-
  - (a) 20% Internal Assessment/Sessional marks should be supplied by the Head/Principal of the Department/College/Institute within 30 days of the commencement of the examinations.
  - (b) Thereafter, a penalty/late fee of Rs. 100/- per student per subject shall be levied upon the concerned Department/ Colleges/Institute upto 10 days from the expiry of period of 30 days of the commencement of the examinations. This penalty/late fee shall not be charged from the student by the Department/College/Institute
  - (c) if still, internal assessment/sessional marks are not supplied by the Department/College/Institute, then the result of the candidate(s) shall be declared by proportionating the marks of concerned theory paper in which he/she has been declared as pass. Marks of candidates having re-appear shall not be proportionate in this case.
6. External Awards (Practical Examination):
  - (a) The external awards should be supplied by the Head/Principal of the Department/Colleges/Institute according to the schedule of Practical Examinations
  - (b) Thereafter, late fee of Rs. 25/- per student per paper shall be charged from the Department/College/Institute concerned within 30 days after the practical examinations. This penalty/late fee shall not be charged from the student by the Department/College/Institute.
  - (c) No External Awards shall be entertained by the University if the same are received in the University after 30 days of schedule of Practical Examination and after declaration of results. However, the Controller of Examinations may condone the delay on merit of each case to



accept such awards, with late fee of Rs.100/- per student per paper from the concerned Department/College/Institute before next examination. This penalty/late fee shall not be charged from the student by the Department/College/Institute

7. The Head of the Department/Principal will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the University upto four months from the date of declaration of the semester examination results.
8. The candidate will be allowed to appear in the examination if he/she meets the following requirements:-
  - a) Bears a good character
  - b) Has been on the rolls of the Department/College/institution during the semester. .
  - c) Has attended not less than 65% of lectures delivered in theory as well as practical. Relaxation in shortage of lectures upto 20% will be allowed by the Head of the Department/Principal of the College/Institute on the following grounds:
    - (i) Self illness;
    - (ii) Illness/death of parents, brother, sister or any other close family member;
    - (iii) Any other reasons beyond the control of the student to the satisfaction of the Head of the Institution/Department.
9. (i) The medium of instruction shall be Hindi/English/Language concerned.  
 (ii) The question papers will be set in:
  - (a) The language concerned in the case of language courses;
  - (b) In English and/or Hindi in the case of other subjects;
 (iii) The candidates shall write their answer in:
  - (a) The language concerned in the language courses.
  - (b) Hindi or English in the case of other subjects.
10. The minimum percentage of marks to pass the examination in each semester shall be:
  - (i) 40% in each theory paper
  - (ii) 40% in each practical examination or Viva-voce/Project/Training Report/Dissertation wherever prescribed.
  - (iii) 40% in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper).
11. The examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time.
12. (i) A candidate who fails to pass or having been eligible, fails to appear in any semester examination will be allowed to clear the re-appear(s) within a period of four years. While re-appearing to pass a semester examination, the candidate will be exempted from re-appearing in the papers/practicals in which he/she has secured 40% pass marks.  
 (ii) Students in the next/higher semester will be promoted automatically. However, this clause is subject to fulfilment of clause 7 of this Ordinance.
13. After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory papers only once within the period prescribed in Clause-12(i). Only improved marks (higher score) will be taken into account. The candidate will have to appear according to the current syllabus.
14. The internal assessment awards as well as viva-voce awards of a candidate who fails in any semester examination shall be carried forward to the next examination.
15. Soon after the termination of the examination, the Controller of Examinations shall declare the result as early as possible.

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16. The list of successful candidates after the second semester examination shall be arranged as under in three divisions on the basis of the aggregate marks obtained in the 1<sup>st</sup> and 2<sup>nd</sup> semester examinations taken together, and the division obtained by the candidate will be mentioned in his/her certificate/Diploma as the case may be:-

- |  |                 |
|--|-----------------|
| (a) Those who obtains 60% or more marks                          | First Division  |
| (b) Those who obtains 50% or more marks but less than 60% marks. | Second Division |
| (c) Those who obtains less than 50% marks                        | Third Division  |

If a candidate secures 75% or more marks in a course in first attempt, he/she will be awarded 1<sup>st</sup> Class Certificate/Diploma as the case may be with Distinction.

**Note:** For awarding Certificate to students admitted in Certificate courses, marks obtained in the 1<sup>st</sup> semester shall only be counted as in the Diploma Course wherein Certificate Course is its inherent component as per its Scheme Of Examination.

17. The grace marks will be allowed as per University rules.

18. The Training Report/Field Report/Project Report etc. wherever prescribed in the syllabus/scheme of examination and required to be submitted to the University must reach in the concerned office within 20 days after the commencement of the theory examinations.



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