

RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

Established under Act No. 13 of 1998

Ordinance No.4 (C)

(Section 40 (1))

Ordinance for Bachelor of Technology 4 year Degree course

(For the Candidates admitted in 1st year on and after July, 2017)

(Under Choice Based Grading System applicable from July, 2017)

- 1.0 The first degree in Technology of four-year (eight semester) course, hereinafter called 4-YDC, shall be designated as BACHELOR OF TECHNOLOGY, in respective Branch.
- 1.1 The studies and examinations of Bachelor of Technology course (Approved by All India Council for Technical Education, New Delhi) shall be on the basis of Marks-Cum-Credit system but semester wise and final evaluation shall be by grading system in accordance with the ordinance No. 30, "Choice Based Grading System hereinafter referred as Ord. 30"
- 1.2 The studies and examinations of these B.Tech. courses shall be on the basis of Marks-Cum-Credit system but semester wise and final evaluation shall be by grading system in accordance with the ordinance No. 30, "Choice Based Grading System" hereinafter referred as Ord.30.
- 1.3 This Ordinance shall also be applicable to 4-Year Part-time B.Tech. Course, which are approved by the State Government of Madhya Pradesh.

2.0 ADMISSIONS

- 2.1 Minimum qualification for admission to the first year B.Tech. shall be the qualifying Higher Secondary School Certificate Examination (10+2) scheme with Physics, Chemistry and Mathematics (also securing pass marks in these three subjects individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University.
- 2.2 Candidates who have qualified the Diploma course in related branch of Technology from M.P. Board of Technical Education, Bhopal or equivalent shall also be eligible for admission to first semester of B.Tech. course.
- 2.3 Minimum qualification for direct admission to second year Bachelor of Technology Course termed as Lateral Entry shall be as per the prevalent norms of the Government of Madhya Pradesh.

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Director, Rajiv Gandhi Pradyogiki Vishwa Vidyalaya,
Bhopal
Madhya Pradesh
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2.4 Non-Resident Indian (N.R.I.) candidates shall also be eligible for admission to B.Tech. in accordance with directives of the Government of Madhya Pradesh, provided they satisfy the criterion of clause 2.1 above.

2.5 The admissions to B.Tech. course shall be governed by the rules of the technical education and training department government of Madhya Pradesh Bhopal and/ or any other competent authority of the state government of Madhya Pradesh.

3.0 EXAMINATIONS

3.1 There will be one University Examination at the end of each semester. These examinations will be designated as follows:

3.1(a) During First Year

- First Semester B.Tech., Exam, Second Semester B.Tech., Exam

3.1(b) During Second Year

- Third semester B.Tech. Exam, Fourth semester B.Tech. Exam

3.1(c) During Third Year

- Fifth semester B.Tech. Exam, Sixth semester B.Tech. Exam

3.1(d) During fourth Year

- Seventh semester B.Tech. Exam, Eighth semester B.Tech. Exam

3.2 The semester examination will generally be held in Nov-Dec. and April-May in each year.

3.3 There will be a full examination at the end of each semester consisting of end semester of theory and practical. The duration of examination period normally should not exceed 20 working days.

4.0 PROMOTION TO HIGHER SEMESTER AND YEAR

A candidate who has been admitted in the Technology course will be promoted to the higher class in accordance with the following rules:

4.1 (a) A candidate who has taken admission in A-B Group and has appeared in the examination of odd semester of a particular year, will automatically be promoted to even semester of that year irrespective of failing in any number of subjects of previous semester.

(b) A candidate who has taken admission in even semester under B-A Group and has appeared in the examination of even semester, will automatically be promoted to next applicable odd semester irrespective of failing in any number of subjects of previous semester.

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Director
Madhya Pradesh Institute of Technology
Bhopal
M.P.

Note: The candidate who seeks admission in odd semester of an academic year is said to be in A-B group, while, a candidate who seeks admission in even semester of an academic year is said to be in B-A group. i.e. a Candidate of A-B Group will take admission generally in July; whereas, candidate of B-A Group will take admission generally in January in the relevant academic year.

- 4.2. For the award of degree minimum Cumulative Grade Point Average (CGPA) required is 5.0.
- 4.3 To pass a particular subject of the course the minimum required grade is D. However, the candidate should also separately score minimum of grade D in end semester examinations of theory and practical parts of the subject. For practical examinations one external examiner from out side the institute shall always be there.
- 4.4 A candidate who fails to score minimum of grade D in more than five subjects (Theory and Practical of the same subject shall be treated as two subjects) in a particular year, shall not be admitted to the next higher year.
- 4.5 Further, a candidate shall not be admitted in the fifth or higher semester classes unless he/she has fully passed the first year examination with minimum of CGPA of 5.0. Likewise a candidate shall not be admitted in seventh or higher semester classes unless he/she has fully passed first and second year examinations with minimum CGPA of 5.0.
- 4.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0 as per the requirement of rule 4.2 and 4.5 above, such a candidate shall be permitted to improve requisite grade point by reappearing in maximum of three theory /practical subjects, in the ensuing examination (theory and practical of a subject shall be treated as separate subjects.)
- 4.7 Other than the provision of rule 4.6 above, a candidate shall not be permitted to reappear in that examination, for improvement of division/marks or for any other purpose.

5.0 AWARD OF CREDITS AND GRADES

- 5.1 Each course, along with its weightage in terms of units and equivalent credits, shall be recommended by the concerned Board of Studies and shall be approved by the standing committee of Academic Council

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Director
Technical Campus
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and the Executive Council. Only approved courses can be offered during any semester.

- 5.2 A student shall be continuously evaluated for his / her academic performance in a subject through tutorial work, practical, home assignment, mid-semester test, field work, seminars, quizzes, end-semester examinations and regularity, as proposed by respective Board of Studies and approved by standing committee of Academic Council and Executive Council of the University.
- 5.3 The distribution of weightage /marks for each component shall be decided by the respective of Board of Studies and approved by standing committee of Academic Council and Executive Council of the University subject to such stipulation as given under:

(a) Theory Block

i.	Quizzes, assignments and regularity	10%
ii.	Mid – semester test -	20%
iii.	End – semester examination-	70%
Total		100%

(b) Practical Block

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

- 5.4 Practical training, and project work shall be treated as practical subjects.
- 5.5 In each semester, the institute will be required to conduct at least two mid semester tests for theory block.
- 5.6 Each student, registered for a course, shall be awarded grade by the concerned faculty / faculties for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in various examinations, assignments, quizzes, laboratory work, class work, mid semester test and regularity. The grades to be used and their numerical equivalents are as under:

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Choice Based Grading System

Grade	%Marks range (based on absolute marks system)	Grade Point	Description of performance
A ⁺	91-100	10	Outstanding
A	81-90	9	Excellent
B ⁺	71-80	8	Very Good
B	61-70	7	Good
C ⁺	51-60	6	Average
C	41-50	5	Satisfactory
D	31-40	4	Marginal
F	30 & below	0	Fail.
I		0	Incomplete.
W		0	Withdrawal

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

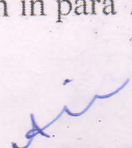
$$SGPA = \frac{\sum_{i=1}^n c_i p_i}{\sum_{i=1}^n c_i}$$

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

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

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

5.8 The grade sheet at end of each even semester examination for students of A-B group (odd semester, for students of B-A group) shall also show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination of the course shall also indicate CGPA, equivalent percentage, marks and the division awarded, according to the rule as given in para 7.0 of this ordinance.


 Director
 Gujarat Medium Inst. of Technology
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5.9 A candidate appearing in seventh semester after eighth semester (B-A group) will not be issued any Grade Sheet or Provisional Certificate after eighth semester until he has passed all the semesters.

6.0 CONDONATION OF DEFICIENCY

6.1 Deficiency up to five marks can be condoned to the best of the advantage of the student for passing the examinations. The deficiency can be condoned in not more than two subjects (theory and practical of the same subject shall be considered as two separate subjects, for the purpose of awarding grace marks).

6.2 A candidate securing minimum passing grades in all theory and practical papers but failing minimum CGPA of 5.0 shall be condoned by a margin of 0.01 CGPA.

6.3 The candidate whose distinction or first division is affected by 0.01 of CGPA shall be eligible for condonation of 0.01 CGPA on behalf of the Vice-Chancellor for which the candidate has to apply separately.

7.0 AWARD OF DIVISION

7.1 Division shall be awarded only after the eighth (Seventh semester for candidates of B-A group) and final semester examination based on integrated performance of the candidate for all the four years as per following details

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

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

$$\text{Percentage marks scored} = \frac{\text{CGPA Obtained} \times 100}{10}$$

10

8.0 DURATION OF COURSE

8.1 There shall be at least fourteen weeks of teaching in every semester.

8.2 One hour of conduct in Lecturer (L) / Tutorial (T) / Practical (P) per week shall be equal to one Credit as allotted in the respective schemes.

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Director
Higher Education Deptt.
Tamil Nadu State Technical Commission
New Office (M.P.)

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

8.4 The maximum duration of the course shall be eight years. However, for one mercy attempt the para 24.1.4 of the Ordinance No.12: "Examination General" shall be applicable.

9.0 MERIT LIST

9.1 Branch wise final merit list of first ten (10) candidates in the order of merit shall be declared by the University only after the main examination of the eighth and final semester for B.Tech. degree, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing at least first division and passing all semesters in single attempts.

10.0 ATTENDENCE

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

11.0 MEDIUM OF INSTRUCTION AND EXAMINATION

11.1 The medium of instruction and examination shall be English throughout the course of study. But a student can opt for Hindi provided that the option for medium of instruction and examination shall be made at the starting of program and shall remain Hindi throughout the program. A student shall not be allowed to change the medium of instruction and examination during the course.

11.2 The subjects to be studied in different semester of Bachelor of Technology shall be as per the Schemes, approved by Board of Studies.

12.0 Improvement in CGPA

If a student fails to secure CGPA 5.0 at the end of VIII semester. All such candidates can improve their C.G.P.A. by re-appearing in maximum three subjects theory/practical taken from 5th to 8th semester

REGISTRAR

RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA
BHOPAL

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Director
Rajiv Gandhi Pradyogiki Vishwa Vidyalaya
Bhopal

**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA,
BHOPAL**

Established under Act No. 13 of 1998

Ordinance No. 5

Ordinance for Conduct of Examinations

(Refer clause vi of section 39 of the Act)

As Amended up to December, 2011

1. All arrangements for the conduct of examinations to be held by the Rajiv Gandhi Proudhyogiki Vishwavidyalaya (University of Technology of M.P.) shall be made by the Controller of Examinations in accordance with such directions as may be issued by the Executive Council in consultation with the Academic Council.
2. The Controller of Examinations shall prepare and 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.
3. (i) The Executive Council shall determine in consultation with the Academic Council the centers of examination, Controller (Examination) and the Registrar shall, in consultation with the Head of the Institute, where there is an examination center, appoint Superintendent and Assistant Superintendents, if any, for each examination center 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 Rajiv Gandhi Proudhyogiki Vishwavidyalaya office a complete account of used and unused question papers and answer-books.
(iii) The Superintendent shall supervise the work of invigilator working under him and shall ensure that a teacher of the subject of the concern written examination shall not be an invigilator at such session of the examination.
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 and signature (one already on the form and the other to be obtained in the examination hall) in cases of all candidates.
5. The Rajiv Gandhi Proudhyogiki Vishwavidyalaya may change the examination centre of the examinees irrespective of a college to which they belong any time it deems proper without assigning any reason.
6. The Superintendent of examination, if fully satisfied, appoint an amanuensis to write down dictation pertaining to the answer 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 after obtaining medical certificate of the competent medical officer of

Govt. Hospital duly countersigned by the Civil Surgeon provided that such amanuensis should be a man/woman possessing qualification of at least one class/examination lower than the examinee concerned. The Examination Superintendent will send the information to this effect to the Examination Controller of the University with all the connected papers just after over the examination.

7. The Rajiv Gandhi Proudyogiki Vishwavidyalaya may, from time to time, appoint Observers/Inspectors or Board of Observers/Inspectors to see that the examinations are conducted strictly according to the rules and procedure laid down. In the event of the Observers/Inspectors pointing out serious breach of rules or procedure, the Kulpati 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. In case of the conduct of practical examination, in the event of external examiner pointing out serious breach of rules or procedure, the Kulpati may take appropriate action against the examination centre and the action taken by the Vice-Chancellor will be reported to Executive Council.
8. The Executive Council may cancel an examination at all centers if it is satisfied that there has been a leakage of question paper or any other irregularity which warrants such a step.
9. The Executive Council may issue such general instructions for the guidance of the Examiner, Centre Superintendents, 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, make alter or modify rules and procedures about the conduct of examinations.
11. 1. The Result Committee for each of the Faculties will be constituted by the Academic Council.
11. 2. The functions of the Results Committee shall be as follows :
 - (i) To scrutinize and pass the result of the examinations conducted by the Rajiv Gandhi Proudyogiki Vishwavidyalaya after satisfying itself that the results on the whole and in the various subjects are in conformity with the usual standards and to recommend to the Kulpati the action to be taken in any case where the result is unbalanced;
 - (ii) To scrutinize complains against question papers and to take necessary action;
 - (iii) To decide cases of candidates who answered wrong paper;
 - (iv) To decide cases of candidates whose answer books were lost in transit;
 - (v) To exercise such other powers, as the Academic council may delegate to it from time to time.

Signature
Director
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Bhopal, Madhya Pradesh
(M.P.)

Note: If any action is to be taken against any Examiner, Centre Superintendent or Invigilator, the matter shall be referred to the Executive Council with the recommendation of the Result Committee.

12. The Kulpati shall appoint two tabulators or two set of tabulators for tabulating the results of the examination and two collators for each examination and he may issue general instructions for the guidance of tabulators in preparing the results of examination. One tabulator will tabulate the result from files and another from counter files. The set of tabulators and collators can be dependent upon the number of examinees involved.

OR

To save the time and to maintain the accuracy, the Kulpati may order to computerize the result/results from the university computer center or from private agencies, after completing all formalities in this connection.

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 Controller of Exam direct.
14. Any attempt made by or on behalf of a candidate to secure preferential treatment in the matter of his/her examination shall be reported to the Controller of Exam who shall place the matter before the Executive 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 result, shall be destroyed or otherwise disposed off after three months, from the date of declaration of result or after one month from the date of declaration of the revaluation result.*
16. The Executive Council may, by a resolution, authorize the Controller of Exam to publish the results of the Rajiv Gandhi Proudhyogiki Vishwavidyalaya examinations as passed by the Result Committee on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Principals of the colleges concerned.
17. The remuneration of the Examiners, Superintendents, Assistant Superintendent, Invigilators, Tabulators and Collators and the deductions to be made in remuneration for errors noticed shall be as decided by the Executive Council.
18. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose, what so ever, and no latecomer may be permitted for the examination after half an hour of its commencement.
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.

Signature
Director
Rajiv Gandhi Proudhyogiki Vishwavidyalaya
M.P.

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 the examinee shall be withdrawn and a second answer book supplied. Only the second answer book shall be sent for evaluation. The first answer book shall be cancelled and sent to the Controller Exam by the Superintendent.
21. The Superintendent of Examination Centre shall take action against the 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 manners:
- 21.1 The examinee shall be called upon to surrender all the objectionable material found in his/her possession including answer book and the memorandum shall be prepared with date and time.
 - 21.2 The statement of the examinee and the invigilator shall be recorded.
 - 21.3 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.
 - 21.4 All the material so collected and the entire evidence along with the statement of the examinee and the answer-book duly initialed shall be forwarded to the Exam Controller by name in a separate confidential sealed registered packet marked "Unfair Means" along with the observations of Superintendent.
 - 21.5 The materials so collected from the examinee together with both the answer-books, Viz., the answer-book collected while using unfair means and other supplied afterward will be sent to the Examiner by the Controller Exam for assessing both the answer book separately and to report if the examinee has actually used unfair means in view of the material collected.
 - 21.6 The cases of the use of unfair means at the examination as reported by the center 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 :-

- 21.6.1 One member of the Executive Council, one of the Deans of Faculties, and one teacher who is the member of Academic Council nominated by the Executive Council.
- 21.6.2 One student who in the academic session immediately preceding was member of any Board of Study, nominated by the Kulpati.
- 21.6.3 Controller of Examinations.

The Executive Council shall appoint one of the members included under (21.6.1) to be the Chairman of the Committee.

- 21.7 The Committee shall after examining the cases, decide the action to be taken in each case and report to the Executive Council with all cases of the use of unfair means together with the decision of the Committee.
- 22.1 Where a candidate applies for the revaluation, the answer-book in which revaluation is sought, will be sent for revaluation by the Kulpati to two examiners (other than the one who initially valued it) at least one of whom shall be from a

place outside the territorial jurisdiction of the University. 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 standards set by the examiner in the memorandum of instructions. Each of the two examiners shall receive a remuneration for the revaluation of an answer-book as prescribed by the University.

****22.2** If the marks awarded in the paper by any of the two examiners vary from the marks given by the original examiner by more than 10% of the maximum marks in the paper, the average of the marks awarded by two of the examiners, amongst the original examiner and two revaluers which are nearest to each other, will be taken to represent "correct valuation". This average of marks will be awarded to the candidate for the revision of his/her results.

Provided that subject to the condition that at least one of the variations from the original marks is more than 10% of the maximum marks in the paper, if the difference in marks allotted by the first examiner and the original examiner is equal to the difference in marks allotted by the second examiner and the original examiner, that difference of marks shall be taken into account for arriving at the correct valuation which is to the best advantage of the candidate.

Provided further that if the original marks obtained by the student are reduced on revaluation, it shall not be taken into accounts.

23. Keeping in views the jurisdiction of the University of whole Madhya Pradesh and to conduct the examination smoothly, the Executive Council may, on the recommendation of the Kulpati establish the NODEL CENTRE/ NODEL CENTRES at any college for conduct of examination. The NODEL CENTRE will work on behalf of the University with the rules and regulations abided by the Act, Statute and Ordinances. The center will be responsible for the conduct of examination and to coordinate the work relating to examinations, evaluation and tabulation as may be assigned from time to time by the University. The Coordinator of the center will be appointed by the University and will normally be of the rank of a Principal/Professor in the institution.

- * (Approval accorded by H'ble Kuladhipati on Single file system on dated 30/9/04)
- ** (Approval accorded by H'ble Kuladhipati on Single file system on dated 07/10/08)
- *** (Approval accorded by H'ble Kuladhipati on Single file system on dated 01/04/09)
- **** (Approval accorded by H'ble Kuladhipati on Single file system on dated 23/12/11)

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Shrihari K. S. ...
& MGMT. Technical ...
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