

REGULATIONS



2006

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA
VISHWAVIDYALAYA, CHITRAKOOT, DISTRICT, SATNA
MADHYA PRADESH 485-331**

REGULATION NO. 17

PROCEDURES FOR ADMISSIONS AND ENROLMENT

ADMISSIONS

1. **Academic year:**

The Academic year shall be divided into two academic terms known as Semesters each of which shall ordinarily consist of a minimum 96 effective working days. The first Semester shall normally start from July-August and the second from December. Specific dates for counseling, registration of students, commencement of instruction and Semester, final examinations for each Semester (Academic calendar) shall be fixed by the Academic Council and notified by the Deputy Registrar (Academic) in advance.

2. **Time of admission:**

Admission to every diploma/degree programme shall be made at the commencement of the first Semester of each academic year except for Research degrees. Registration for Ph.D. degree shall be made only after the recommendation of Research Degree Committee but the application there for can be made at any time during a year.

3. **Application procedure:**

The application for admission to a diploma/degree programme shall be made in the prescribed form along with the application fee prescribed from time to time and it should reach the Deputy Registrar (Academic) on or before the last date fixed for the purpose. Each applicant shall submit attested copies of such certificates, mark sheets etc. as may be required and attested passport size photograph along with his application. Incomplete applications shall be rejected.

4. The number of seats available for each course shall be governed by the statutory authorities or the Academic Council of the University, and indicated in the information brochure to be supplied along with the application form.

5. **Merit as the sole criteria for admission:**

Subject to the reservations, concessions, relaxations and weightages to be given to different categories of candidates for admission/re-admission in the University (which shall invariable be indicated in the application form or the brochure accompanying it) all admissions shall be made strictly in order of merit reckoned on the basis of an Admission test/ Interview or in the manner decided by the University or VYAPAM and specifically mentioned in the application form.

6. **Reservations, relaxations and weightage:**

- (a) Reservations shall be made for Scheduled Caste, Scheduled Tribe, Other Backward Classes, defense personnel and their wards, physically challenged persons and children or grandchildren of freedom fighters, outstanding sportsmen, cultural

activities, Gramodaya family etc. in admissions to the University as per Government of Madhya Pradesh orders in force at the time of admissions;

(b) Relaxations in age and in qualifying marks in the admission tests shall also be given to S.C., S.T., O.B.C. and other candidates as per orders of the M.P. State Government in force at the time;

(c) No person not satisfying the eligibility criteria shall be admitted to any course.

7. All applications received in the university shall first be screened on the basis of merit, test and /or interview (as the case may be) conducted. An Admissions Committee, keeping in view the reservations/concessions for different categories in accordance with the rules in force at the time, shall make the final selections.

8. **Age:**

Maximum age limit for admission in UG and PG courses shall be 22 years and 27 years respectively for male candidates. The age shall be calculated as on 1st of July of the year of admission.

However, there is no age limit for Female candidates as per rule of the Govt. of Madhya Pradesh.

Relaxation in upper age limit shall be granted to the candidates belonging to the Scheduled Caste, Scheduled Tribes, Backward Classes and other reserve category as per rules of the Govt. of Madhya Pradesh.

Provided that, this regulation regarding age limit shall not apply to the candidates already in service of the university.

9. **Denial of admission**

(a) The University shall have the right to grant admission to any candidate who fulfils the admission requirement.

(b) (i) The University shall deny admission to any candidate who had been convicted by a court of law for any cognizable offence or whose character has not been certified, or who had been punished for using unfair means in the examinations, or is/was accused of moral turpitude or is known to be potential trouble maker and bad character.

(ii) No person who has been expelled or rusticated from any College or University or has been debarred from appearing at a university examination shall be admitted to any examination during the period for which the sentence is in operation.

(c) The Universities may summarily cancel the registration of group/batch/class of students or any student who indulge(s) in acts of indiscipline, misconduct, violation of rules and regulations of the University, participates in strikes, habitual absence from class(s) without permission or without any valid reason, or for other reasons if the Kulpati has reason to believe that his/their continuance in the University would not be in the best interests of the University.

10. **Submission of documents:**

In order to register himself as a student of the University, a candidate finally selected for admission to a particular course, at the time of admission has to:

- (a) Pay all fees as may be prescribed by the University;
- (b) Submit transfer certificate and character certificate from the institution last attended;
- (c) If enrolled earlier as a student of another University, submit migration certificate/eligibility certificate, as the case may be, from the University last attended along with all such documents as may be required for the purpose;
- (d) An undertaking in the following form before his/her application can be considered:

“मैं स्वीकार करता/करती हूँ कि मैंने विश्वविद्यालय की विवरणिका में दिये गये समस्त नियमों, व्यवस्थाओं एवं आचरण संहिता का अध्ययन कर लिया है तथा मैं प्रतिज्ञा करता हूँ/करती हूँ कि अध्ययनरत रहकर अपने कर्तव्यों संकाय/संस्थान के नियम एवं व्यवस्थाओं का पालन करता/करती/रहूंगा/रहूंगी तथा संकाय/संस्थान अथवा उसके बाहर एवं परीक्षाओं में किसी भी अव्यवस्था और अनुशासनहीनता एवं हिंसात्मक कार्यवाही में प्रत्यक्ष या परोक्ष रूप से कोई भाग नहीं लूंगा/लूंगी। मैं प्रत्येक मामले में कुलपति/संस्थान अधिष्ठाता/ निदेशक महोदय/महोदया, के निर्णय का पालन करूंगी/करूंगा। किसी पदाधिकारी के रूप में मैं कुलपति, अथवा उनके द्वारा नामांकित प्रतिनिधि की पूर्व अनुमति के बिना कोई व्यय नहीं करूंगा/करूंगी। मेरी और संस्थान/संकाय के किसी भी शुल्क में वृद्धि की गई तो वह मुझे देना मान्य होगा तथा मैं यह भी घोषणा करता/करती हूँ कि मेरे विरुद्ध गत वर्षों में अनुशासन भंग/दुराचरण, परीक्षा में अनुचित साधनों का प्रयोग या दुर्व्यवहार अथवा अन्य किसी कारण से विश्वविद्यालय या किसी न्यायालय द्वारा कोई कार्यवाही नहीं की गई और न कोई प्रकरण विश्वविद्यालय, पुलिस अथवा न्यायालय में लंबित है। मैंने समस्त जानकारी ऊपर दे दी है तथा उसमें जब कभी कोई परिवर्तन होगा तो मैं उसकी भी सूचना तुरन्त ही दे दूंगा/दूंगी। मैं घोषणा करता/करती हूँ कि मैंने किसी भी तथ्य को नहीं छिपाया है और न ही असत्य जानकारी दी है। उपर्युक्त प्रतिज्ञा के उल्लंघन करने की स्थिति में मेरा प्रवेश निरस्त किया जाकर अन्य अनुशासनात्मक कार्यवाही के लिये मैं उत्तरदायी रहूंगा/रहूंगी।

हस्ताक्षर छात्र/छात्रा

- 11. A candidate, who for any reason, cannot submit all or any documents required immediately may be admitted and registered provisionally on payment of necessary fees subject to giving an undertaking to submit necessary documents within two weeks failing which the admission shall be cancelled and all moneys paid by him/her shall be forfeited.
- 12. The documents and certificates required by the University and submitted by the student for admission and registration shall be the records of the University and shall not be returned, even temporarily, to the student concerned under any circumstance.
- 13. In case a candidate who is offered a seat in the University does not join by the last prescribed date his/her admission shall stand cancelled and the seat fallen vacant shall be offered to the person next on the Admission Waiting List.
- 14. **Counseling**
 - (a) Students freshly admitted, as well as continuing students, shall present themselves in the beginning of each Semester on/at the place and the dates notified by the DR

(Academic) for Counseling where they shall be assigned to Advisors/Course Instructors by the Dean/Director, concerned;

- (b) Every student shall have an Advisor to help the students in planning the programme of their studies who shall maintain a close contact with the students allotted to him/her and keep himself/herself informed of their progress.

15. Enrolment and registration

- (a) Enrolment of a student in any study programme is compulsory and necessary for the award of diploma/degree and a part of the admission procedure governed by the admission rules;
- (b) Each student shall enroll himself/herself at the time of first admission in the University by filling the enrolment form who shall be assigned an Enrolment No. This Enrolment number shall remain the same till the student continues his education in the University for any study programme;
- (c) Admission of new students failing to enroll in the prescribed manner on the appointed date is liable to be cancelled and the seats so fallen vacant shall be offered to the candidates in the waiting list;
- (d) Each student shall be required to register for the subjects he/she proposes to study at least one week before the start of the Semester. Student failing to register within 7 days shall not be allowed registration without the permission of the Dean of the Institute concerned;
- (e) If due to unavoidable circumstances a continuing student is unable to present himself for registration, he may, with the prior permission of the Dean be permitted to deposit his fees by the prescribed date either through his representative or personally on payment of a late fee failing which he shall not be allowed registration in that Semester.

16. Change of discipline

Based on the merit a student may be permitted to change his field of study after second Semester if he has passed all the subjects and seats are available in the desired field of study by the Vice Chancellor on the recommendation of both Head of Departments and Dean of the Faculties; provided he meets the qualification and admission requirement fixed by the University/VYAPAM. This opportunity however, shall be limited to a maximum of 10% of the total admitted students.

17. Withdrawal of subject(s)

- (a) If a student is not able to cope up with all the subjects allocated in a Semester by the Course Coordinator he may be permitted to differ few subjects by the Vice Chancellor on the recommendation of Course Coordinator, Advisor and Dean of the Faculty, but he may be required to complete the course within normal period of study to be included in the merit list. In exceptional cases if necessary the duration of the course programme may be extended beyond approved period of study and the students shall be required to pay full Semester fee. The Course Coordinator and Dean of the Faculty shall prepare a list of such students for making necessary arrangement for their study;

- (b) A student may be permitted to drop few or all the subjects in a Semester in exceptional circumstances like ill health even if he has registered and attended the classes. In such cases, the student will be awarded 'W' grade in that Semester;
- (c) The students shall not be required to pay tuition fee for repeat subjects and they may attend classes along with other students if they so desire;
- (d) All students shall be required to pass pre-requisite subjects before registering for advance subjects;

18. Minimum class attendance

- (a) Each teacher/Instructor shall maintain a record of the students' class-room, tutorials, extension work, and laboratory/workshop/farm attendance in each course/subject taught by him/her in each Semester;
- (b)
 - (i) Each student shall be regular in attending classes and shall be required to have a minimum of 80 percent attendance in each subject in each Semester, failing which he shall be awarded 'w' grade in that subject;
 - (ii) The percentage of attendance of a student in a subject in a Semester shall be computed on the basis of the total number of lectures, practical(s) and tutorial(s) attended by him and those actually held between the date of commencement of instruction and the date of closing instruction, irrespective of the date of his registration and/or the duration of leave duly granted to him. The period of expulsion from the classes/University for indiscipline shall be treated as unauthorized absence from regular classes;
 - (iii) The Kulpati, on the recommendation of the Dean concerned, condone absence to the extent, and in the circumstances, permitted by the Statutes; provided that, if a student is called upon to repeat a subject but he has already put in the required attendance in that subject on a previous occasion, the above requirement of attendance shall not apply.

19. Academic probation

A student shall secure more than 4.5/10 GPA in general courses and 5.0/10 GPA in professional courses in each Semester failing which he shall be placed on academic probation for the duration of the following Semester (s).

20. Withdrawal from the University (U.G. and P.G. students)

If a U.G. student fails thrice (main one + repeat two) and P.G. student fails twice (one main + one repeat) in a paper/practical he shall be dropped from the entire course for poor academic performance.

21. Repeat examination

- (a) If a student secures a 'F' grade, he shall have to repeat the subject whenever it is offered by the University and may be permitted to complete it within maximum period allowed; but if he fails thrice in the same paper/practical he shall be dropped from the university;

- (b) Only those students shall be included in the merit/medal list who have passed the subjects without any repeat or reappear examination.

Note: More details about Repeat Examination may be seen under Regulation No. 18 - Examination Rules.

ADMISSION TO RESEARCH DEGREES

22. The admission, registration, examination and approval for the award of a Research degree shall be administered by a Standing Research Degree Committee (RDC) of the University constituted under the Statutes.
23. (a) All persons eligible for admission to a Research Degree programme shall apply to the Vice-Chancellor, through the Dean of the Faculties/Institutes concerned for permission to get registered for the programme and work on the topic/subject preferred for the award of the Research Degree (Ph.D./M.Phil);
- (b) The Research Degree Committee (RDC) shall consider the application and the RDC may at its discretion hold written qualifying test before inviting the candidate for an interview and/ or discussion on the synopsis which he may submit along with the application;
- (c) If the Committee is satisfied that the candidate has the potential of working successfully on the proposed subject of research, it may accord permission subject to the approval of the Standing Committee of the Academic Council, and the candidate shall, on receiving an intimation of the approval of the Standing Committee of the Academic Council from the Registrar get himself registered on payment of the prescribed fee and start working under the guidance of his guide.

(Note : Other rules for the research degree shall be as provided in research degree ordinance.)

24. Students records

All the admission, attendance, examination and other records of students shall be maintained in the respective Offices of the Registrar and shall be treated as official:

Admission and conduct: Deputy Registrar (Academic);

Conduct: Proctor Office;

Daily attendance/ practical/ seminar/projects /reports/Thesis; Office of the Dean;

Examination, awards, and degree: Deputy Registrar (Examination)

Fellowship/studentship etc: Office of the Dean Student's Welfare.

MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAY
CHITRAKOOT – SATNA (M.P.)

PROGRAMME FOR RECOMMENDING PANEL OF EXAMINERS

(To be submitted in duplicate to the Deputy Registrar (Exam.) after the student has given notice of likely submission of his thesis within 3 months)

Enrolment/I.D.No.....

1. Name of the student
2. Programme in Ph.D./M.Phil in the subject of
3. Name and designation of the Guide
4. Nature of Examination Thesis evaluation/Viva-Voce.
5. Title of thesis
6. Name and addresses of the External examiners

Proposed:

- 1.
- 2.
- 3
- 4.
- 5.

DEAN OF THE INSTITUTE

Note: Tick the degree for which work was done and is to be examined.

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAY
CHITRAKOOT – SATNA (M.P.)**

1. Title of the thesis
2. Name of candidate
3. Majoring.....for Ph.D/ MPhil Programme
4. Name, designation and complete
Address of the External Examiner
5. Report (Summary)

a. Whether the thesis is :-

- (i) Accepted and considered fit enough for conducting the oral examination.
- (ii) Rejected.
- (iii) Required to be re-submitted after revision in the light of the detailed report submitted.

b. If the thesis is recommended for acceptance whether;

- (i) It is fit for publication by the candidate in its original form or in any modified form.;
- (ii) The thesis is of such outstanding merit that the University would be justified in publishing it at its own cost.

Date:

Signature of External Examiner

Note : Tick the degree for which the work was done and examined.
Detailed report enclosed

**MAHATMA GANDHI CHITRAKOOT GRAMODAYA VISHWAVIDYALAY
CHITRAKOOT – SATNA (M.P.)**

**CERTIFICATE OF THESIS AND ORAL EXAMINATION FOR
Ph.D./D.Lit./D.Sc./ STUDIES**

This is to certify that the thesis entitled

(in Block letters or in type) submitted by Shri/ Ms.....

(Enrolment/I.DNo.).....

S/o, D/o, W/o, Shrito the Vishwavidyalaya in partial
fulfillment of the requirement of the Ph.D/D.Lit./D.Sc. Degree in the discipline of
.....has been examined by us. The candidate was examined by
us onWe recommend/do not recommend to the acceptance
of the thesis. His performance in the oral examination has been found satisfactory/ unsatisfactory.

External Examiners

Supervisor

1.....

2.

Forwarded to the Registrar for favour of necessary action.

Dean, Institute of

Note: Tick the degree for which thesis was submitted and examined.