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मध्यप्रदेश राजपत्र

प्राधिकार से प्रकाशित

क्रमांक 35]

भोपाल, शुक्रवार, दिनांक 1 सितम्बर 2023—भाद्र 10, शक 1945

भाग ४

विषय—सूची

(क)	(1) मध्यप्रदेश विधेयक,	(2) प्रवर समिति के प्रतिवेदन	(3) संसद् में पुरःस्थापित विधेयक.
(ख)	(1) अध्यादेश	(2) मध्यप्रदेश अधिनियम,	(3) संसद् के अधिनियम.
(ग)	(1) प्रारूप नियम,	(2) अन्तिम नियम.	

भाग ४ (क)—कुछ नहीं

भाग ४ (ख)

अध्यादेश

उच्च शिक्षा विभाग

मंत्रालय, वल्लभ भवन, भोपाल

भोपाल, दिनांक 28 अगस्त 2023

क्र. आर-98-सीसी-23-अड़तीस.— मध्यप्रदेश निजी विश्वविद्यालय (स्थापना एवं संचालन) अधिनियम, 2007 की धारा 28(1) के अनुक्रम में, विक्रांत निजी विश्वविद्यालय, ग्वालियर के प्रथम अध्यादेश क्रमांक 1 से 82 तक के साधारण राजपत्र में प्रकाशन राज्य शासन के निर्देशों के अनुसार अधिनियम, 2007 की धारा 35 अनुसार प्रकाशित किया जाता है. संस्था के उक्त अध्यादेश प्रकाशित होने की तारीख से प्रवृत्त होंगे.

प्रथम अध्यादेश क्रमांक 1 से 82

मध्यप्रदेश के राज्यपाल के नाम से तथा आदेशानुसार,

वीरन सिंह भलावी, अवर सचिव.

VIKRANT UNIVERSITY, GWALIOR

ORDINANCE - 1

Admissions and Enrolment of the Students

Admissions in various courses offered by the University shall be open to all the candidates who fulfil the eligibility criterion and shall be done strictly according to it. The admission procedure will be completed before the commencement of the academic session or the last date of the admission decided by the Academic Council, as laid down in the Statute. However, the Ph.D. admissions shall exclusively be governed as per Ordinance 11. For the sake of continuity, the details of the eligibility criterion and the formation of the admission committee at the Departmental level are given below:

(a) ELIGIBILITY:

Eligibility criteria for admissions shall be based upon the merit of the qualifying examination(s) / admission test(s) conducted at State / National level by the University or by the State / National Bodies as decided by the University from time to time. The Academic Council will consider the eligibility criterion, determination of the merit, concessions etc. and decide/approve as the case may be. The criterion will be advertised / published in the prospectus/information brochure / on the website of the University for that session, before the commencement of the admission procedure.

(b) THE ADMISSION COMMITTEE:

The Dean of the Faculty in consultations with the Head of the Departments of that Faculty shall appoint the admission committees duly approved by the Vice-Chancellor, for making the admissions in under certificate, diploma, graduate and post graduate programs, offered by the departments.

Each committee shall comprise of:

- (i) The Head of the Department;
- (ii) PG Coordinator of the Department;
- (iii) Senior most Professor / Associate Professor / Assistant Professor in the Department; and
- (iv) One member from outside the Department nominated by the Vice-Chancellor.

(c) POWERS AND DUTIES OF THE COMMITTEE:

- (i) Powers and duties of the Committee shall be to select the candidates for admission to the various programs in accordance with the approved procedure.
- (ii) As per the New education policy multiple entry/exits will be allowed if candidate earned required number of credits. (If new education policy applicable in particular Course).

- (iii) The detailed guidelines to be followed for the admission with regard to the dates of receiving the applications, holding the admission tests, criteria for admission, order of merit shall follow the respective ordinances and will be advertised separately.
- (iv) After verification of the original documents, if any information furnished by the candidate in admission form, on which the candidate got admission, is found to be wrong or mismatched, then his admission will be treated as cancelled and fee deposited by him will not be refunded.
- (v) The list of admissions made, together with the waiting list, shall be put up on the notice boards / website in the stipulated period.
- (vi) Candidates with supplementary in the qualifying examinations will get the admission provisionally and if they fail to pass the qualifying examination the admission will stand cancelled.

(d) ADMISSION IN BLENDED MODE OF LEARNING:

To promote higher education in India and Abroad, students in non-technical courses will be admitted as per the minimum eligibility criteria for the respective courses.

(e) PROVISIONS REGARDING NUMBER OF SEATS IN DIFFERENT FACULTY:

- (i) Provisions regarding number of seats in various courses shall be governed as prescribed in the Ordinances framed for the concerned subjects or courses of study and shall be in conformity to norms of the respective regulatory National bodies such as AICTE, UGC, NCTE and other Statutory Bodies.
- (ii) Policies and directives of Central / State regulatory bodies as applicable for the Private Universities established under the Act regarding the provisions for number of seats in different subjects and courses shall be applicable to the University.
- (iii) Number of seats in different programs of study in the University, including reserved category seats if any, shall be approved by the Board of Management from time to time in accordance with the guidelines / approval given by the AICTE / concerned National Bodies / State Government as the case may be. Further, 15% supernumerary seats shall be made available for the candidates belonging to foreign nationals / non-resident Indians, if the University decides.
- (iv) Reservation policies of the Government for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be followed.
- (v) If the candidates belonging to any reserved categories are not sufficient in numbers on the specified date for admissions, the vacant seats will be offered to the candidates in the general category according to the eligibility criterion.

(f) ALTERATION OF SEATS IN DIFFERENT COURSES

- (i) Alteration in number of seats in different courses will be recommended by the Academic Council at the beginning of each academic year following the norms of the State Government.
- (ii) The Board of Management, after examining the financial viability may grant the approval to the recommendations made by Academic Council as stated in the Statutes.

(g) TRANSFER FROM OTHER INSTITUTIONS / UNIVERSITIES IN DIFFERENT COURSES

- (i) The university shall entertain the request from students of other Institutions / Universities for transfer in the courses offered by various departments. These transfers shall only be allowed up to the pre-final year classes. It means if the duration of course is of 4 years then student may request for a transfer up to third year only (If new education policy is not applicable in particular Course).
- (ii) As per New education policy multiple entry/exits will be allowed if candidate earned required number of credits. (If new education policy is applicable in particular Course).

(h) DURATION OF COURSE:

The maximum period for the course shall be as specified in the respective Ordinances or Regulations. However, on the recommendations of the academic council, the Vice – Chancellor may allow the student to re-join and continue his studies. There shall not be any time limit. The equivalent credits earned by the student shall be carry forwarded in the prevailing scheme. However, while choosing the subjects, the candidate shall be required to study the pre-requisite courses if any.

(i) ENROLLMENT/REGISTRATION OF STUDENTS

- (i) A person who has been admitted to a School/Department as per the prescribed eligibility of a particular course, shall be enrolled as a student of the University by the Registrar.
- (ii) Application for enrolment as a student of the University shall be made to the Registrar in the prescribed form. The Head of the Institute will ensure that all the documents are enclosed along with the enrollment form and it shall be accompanied by the prescribed enrolment fee. Such an application shall be submitted through the Head of School/Department to which the student has been admitted.

(j) LATE ADMISSION:

- (i) Late Admission may be accepted purely at the discretion of the Vice-Chancellor in accordance with instructions/guidelines on the subject.
- (ii) A student admitted to a Faculty/Department after the commencement of the session shall be required to pay tuition fees from July of the year unless he/she migrates from another constituent Faculty/ Department of the University and has paid his/her fees in the former Faculty/ Department up to the preceding month.

- (iii) The Head of the Faculty/ Department may permit a student to change his optional Subjects for a course with the approval of the Vice-Chancellor, within two weeks of the last date of admission as prescribed by a Competent Authority. No change thereafter shall be permitted.

(k) TRANSFER OF STUDENTS:

Students shall be allowed to migrate from one School/Department to another under the jurisdiction of this University, provided he/she meets the admission criteria of the concerned School/ Department.

(l) PROCEDURE OF WITHDRAWAL:

Students may withdraw their admission as per the guidelines of the statutory bodies or rules framed by the University and students may get their fee refunded as per these guidelines applicable from time to time.

(m) DISCIPLINE:

- (i) Every student in the University shall all time exhibit good behaviour, show diligence in studies, maintain decorum and dignity, take an active interest in co-curricular activities and observe all rules of discipline of the School/Department of which he/she is a student, and of the University.
- (ii) When a student has been guilty of breach of discipline within or outside the premises of the University or a School/Department, or persistent absenteeism, the Head of the School/Department with the approval of the Vice-Chancellor may, according to the nature and gravity of the offence:
 - a. Suspend such a student from attending classes for no more than a week at a time; or
 - b. Expel such a student from the School/Department; or
 - c. Disqualify such a student from appearing at the next ensuing examination, or
 - d. Rusticate such a student
- (iii) Before inflicting any punishment as aforesaid, the Head of the School/Department shall give the student concerned an opportunity for a personal hearing and record the reasons for inflicting the punishment in writing.
- (iv) The Head of the School/ Department concerned shall have the power to suspend, for such time as may necessary, a student temporarily from the School/ Department pending an inquiry into his/her conduct in connection with an alleged offence.
- (v) 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.

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

(vii) The rustication of a student from a School/ Department shall entail the removal of his name from the Register of Enrolled Students.

(n) CONDUCTION OF EXAMINATION

a. All arrangements for the conduct of examination to be held by the University shall be made by the Controller of Examination in accordance with such directions as may be issued by the Board of Management of the University.

b. The Controller of Examination shall prepare and duly publish a Timetable/ program for the conduct of examination specifying the date of each Examination and the last date by which applications and fees for the examinations shall be submitted by the intending examinees.

i. The Controller of Examination in consultation with Vice-Chancellor shall appoint Superintendent and Assistant Superintendents, if any, for the examination centre and along with instructions/guidelines for successful conduction of examination as per ordinance.

ii. The Superintendent of the Examination shall be personally responsible for the safe custody of question papers and the answer sheets sent to him and shall render to the University office a complete account of used and unused question papers and answer sheets.

iii. The Superintendent shall supervise the work of the invigilator and shall conduct the examination strictly according to the instructions issued to him by the University.

iv. The Superintendent of the Examination shall, whenever necessary send a confidential report to the Controller of Examination about the conduct of Examination, mentioning therein the performance of the invigilators and the general behaviour of the examinees. He shall send a daily report on the number of examinees attending each examination, absentees roll numbers and such other information relating to the examination, being held at the centre as may be considered necessary. Along with any other matter which he thinks is to be brought to the notice of the University. He shall also be responsible for maintenance and submission of reports to the central record and accounts officer of the University, of the account of advance money received and expenditure incurred in connection with the conduct of the examination.

v. The Centre Superintendent shall have the power to expel an invigilator, from examination on subsequent days, on any of the following grounds:

1. That the examinee created a nuisance or serious disturbance at the Examination Centre.
 2. That the invigilator shows a seriously aggressive attitude towards an invigilator or a member of the staff entrusted with the examination work.
 3. Unless, otherwise directed, only teachers of the various Schools of study, University Teaching Departments shall be appointed as invigilators by the Superintendent. However, with the prior permission of the Vice-Chancellor research scholars may be assigned invigilation in case of scarcity.
- c. It shall be the duty of the invigilator and the Superintendent/ Asst. Superintendent of the examination to ensure by all means that the examinee appeared at the examination is the student allowed by the concerned authority to write the examination and not an imposter.
- d. The University may change the examination centre of the examinees without assigning any reason thereof.
- e. In case of accidents/physically handicapped/ serious illness which makes an examinee unable to write his/her exams, he/she may be allowed to take the help of an assistant to write an answer sheet on his/her dictation. Such assistant shall be with lower academic qualifications in the different stream of the exam he/she is about to write. Such examinee shall apply to the Controller of Examination along with necessary documents in support of his/her demand and documents relating to the assistant proposed. Controller of Examinations (COE) may permit examinee after verification of application and approval of Vice-Chancellor.
- f. The University may from time to time appoint an Observer or Flying squad to observe that the conduct of the examination is strictly according to the rules and procedure laid down. In the event of the supervisor pointing out a breach of rules or procedure, the Vice-Chancellor may take appropriate 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 Board of Management at its next meeting.
- g. The Vice-Chancellor may cancel the examination if he is satisfied that there has been a leakage of question papers or any other irregularity which warrants such a step.
- h. The Vice-Chancellor may issue such GENERAL INSTRUCTIONS for the guidance of the Examinee, Centre Superintendent, Tabulators, and Collators, as he considers necessary for the proper discharge of their duties.
- i. Subject to the provision of this Ordinance, the Board of Management may from time to time make, alter, or modify procedures about the conduct of Examination.
- j. The Vice-Chancellor shall appoint Tabulators and Collators as necessary and he may issue General Instructions for the guidance of tabulators in preparing the results of the examinations.

- k. 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 Examination.
- l. 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 Examination who shall place the matter before the Board of Management.
- m. Except as otherwise decided by the Board of Management, the examination answer books shall be destroyed or otherwise disposed of after three months from the date of declaration of the result or declaration of revaluation results whichever is later.
- n. The Controller of Examination will publish the results of the University examinations as passed by the Vice-Chancellor and presented through the exam controller on the notice board of the office of the University. The results, when published, shall simultaneously be communicated to the Head of the school/department. If any tabulation error or errors in the process of calculation of computerization is discovered in the results so declared, the Vice-Chancellor shall have the power to get it rectify the same as soon as possible.
- o. No examinee shall leave the examination hall within half an hour of the start of the examination for any purpose whatever and no latecomer will be permitted in the examination hall after half an hour of commencement of the examination.
- p. Examinee desirous of leaving the examination hall temporarily shall be permitted to do so not more than twice for a maximum period of five minutes each.
- q. 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 materials found in his or her possession including the answer book and a memorandum shall be prepared with the date and time.
 - ii. The statement of the examinee and the invigilator shall be recorded.
 - iii. The examinee shall be issued a fresh answer bookmarked "Duplicate Using Unfair Means" to attempt to answer within the remaining time prescribed for the examination.
 - iv. All the materials collected and the entire evidence along with a statement of the examinee and the first answer book duly initiated shall be sent to the examiner by the Controller of Examination by name, in a separate confidential sealed registered packet marked "UFM or Unfair Means" along with the observations of the Superintendent.
 - v. The examinee talking during the examination or creating disturbance/objectionable acts shall also be treated as a first degree of unfair means.

- vi. Different levels of unfair means will lead to the act of punishment as defined in the regulation of unfair means under the sub-clause of the degree of unfair and act of punishment.
- r. The material so collected from the examinee together with the first answer books, viz. the answer books, collected while using unfair means afterwards, will be sent to the examiner by the Controller of examinations for assessing the answer book separately and to report if the examinee has used unfair means in view of the material collected.
- s. The cases of the use of unfair means at the 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 Vice-Chancellor every year.
- t. Where a candidate applies for revaluation along with the prescribed fee, the answer book in which revaluation is sought will be sent for valuation by the Controller of Examinations to Two Examiners (other than the one who initially valued it) the average of the nearest two of the three valuations (one initial and two revaluations) shall be taken as corrected marks. If the average of revaluation marks is more than 10% of the total marks result of the students will be so corrected. If the revaluation marks deviate 20% more from the total marks, a fourth examiner shall be appointed by the Vice-Chancellor. In such cases, the marks awarded by the fourth examiner shall be final.
- u. The cases of unfair means at the 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 Vice-Chancellor every year. The Committee shall consist of:
 - i. Senior professor from school/department nominated by the Vice-Chancellor.
 - ii. One Professor from another school/department.
 - iii. Registrar as member secretary the committee after examining the cases shall recommend the actions to be taken against each case to the Vice-Chancellor for approval., The execution of the recommendations so approved shall be the duty of the registrar.
- v. The remuneration of the Examiners, Superintendents, Assistant Superintendents, Invigilators, Tabulators and Collators shall be decided by the Board of Management from time to time and deduction shall be made in remunerations for errors notice & rate of deduction will be decided by Board of Management.
- w. All the records of examinations and results will be maintained by the University for three years from the date of results of the concerned examination.

2. PAYMENTS/REMUNERATION FOR EXAMINATION WORK

- a. The rates of remuneration for all purposes for paper-setters/examiners/ staff shall be as per the decision of the Board of Management of the University.
- b. The actual freight/postal/courier/other expenses incurred by the examiner will be paid by the University.

- c. In case of a work for which no remuneration has been prescribed in University Rules, the rate then shall be determined by the Vice-Chancellor from time to time. Approval for the same should be obtained in the next meeting of the Board of Management.
- d. Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision after obtaining, if necessary, the opinion/advice of a committee consisting of any or all the Deans of the Schools. The decision of the Vice-Chancellor shall be final.

3. DISSERTATION SUBMISSION

Wherever in the course of the study dissertation is to be submitted for partial fulfilment of the degree student shall submit a dissertation in 5 Copies in bound form duly forwarded by the Supervisor and Head of the concerned department in the language and format prescribed by the University for the Course.

- a. A panel of examiners shall be submitted separately for each subject by the concerned Dean of school consisting of 4 examiners from outside the University of Minimum Associate professor Rank or equivalent.
- b. The candidate shall present his/her dissertation work in the form of open presentation followed by a viva voce in presence of an internal examiner appointed by the head of the school and an external examiner appointed by the Vice-Chancellor. Performance in open presentation and viva voce along with a copy of the dissertation will be the parameter of marking. Internal and external examiners together will award final marks.

4. QUALIFICATIONS OF EXAMINER APART FROM INTERNAL EXAMINER

- a. A person of good repute working in other academic institutions/industry/research in a related field can be proposed.
- b. Head of the school will propose a panel of a minimum of four such persons as described in point (a) to the Vice-Chancellor.
- c. The Vice-Chancellor will appoint an external examiner out of the panel proposal or by virtue of his wisdom.

5. SCHEME OF VALUATION

Normally the university will observe the central valuation process however the verdict of the Board of Management will be followed as and when issued. In the central valuation process, the Vice-Chancellor normally will nominate the chairman board of studies as the head valuer for supervising valuation for the particular subject. COE will invite valuers from the panel of examiners approved by the Vice-Chancellor.

Controller of Examination office will distribute the answer sheets not more than 50 per day per valuer. Each Valuer will submit marks in duplicate in the prescribed format of foil and counter foil entering the values in words and figures.

In the case of Governing Body directives of other valuation methods, the controller of examination will prepare the entire process to be approved by governing Body and the same will be followed.

6. PREPARATION OF RESULT AND MARK-SHEET

Foil and counter foil duly filled with student roll number will be processed by examination section for preparation of result. The prepared result will be validated by Examination Committee and approved by Vice-Chancellor before the declaration of the result and printing of the mark-sheet. The entire process of valuation, mark-sheet preparation and result declaration should be completed within 30 days from the completion of the examination. The result will be declared as per the mode of declaration approved/suggested by Governing Body/ Board of management.

7. ANSWER SHEET:

The controller of Examination will raise the requisition of main and supplementary answer sheets to the central store for printing as approved by the Board of Management. Main and supplementary answer sheets will be provided by the central store on requisition put up by the Center Superintendent based on the required numbers informed by the Head of Schools. Used unused and cancelled records of main and supplementary answer sheets will be maintained by Center Superintendent.

8. MIGRATION:

- (i) Migration of students from the University to another may be granted only on the basis of genuine grounds such as completion of studies, death of parents / close relatives or on medical grounds and payment of a full fee of the program.
- (ii) However, the migration to professional Schools will be governed by Rules/Regulations of Statutory Bodies, such as AICTE, INC, ICAR, NCTE, BCI, PCI, COA, UGC, Paramedical Council of India, other state and central Regulatory bodies, etc.



Vikrant
University
— GWALIOR —

ADMISSION PROCESS

Admission Enquiry
Prospective Student Researches Programs
Check Eligibility Criteria
Fill Out Online Application Form
Upload Required Documents
Pay Application Fee
Application Submitted Successfully
Application Screening by Admission Committee
Entrance Test / Interview (if applicable)
Evaluation of Test / Interview
Preparation of Merit List
Offer of Admission
Candidate Accepts Offer & Confirms Admission
Pay Admission Fees
Enrollment & Document Verification
Orientation & Commencement of Classes

Contact Us

For admissions related enquires and details please share you contact details. Our admissions team will get back to you as soon as possible.

For more details call at +91 93436 43501

ADMISSION ENQUIRY

Enter Student Full Name*

 +91 ▾ Enter Mobile No.*

Enter Email Id

Select State* ▾ Select City* ▾

Select Program* ▾

Select Specialization* ▾

☐ I agree to receive information regarding my submitted applications by signing up on Vikrant University.*

Submit

IMPORTANT NOTICE

All Admission Aspirants of Vikrant University are required to submit fees only through the university's official bank accounts. Do not make payments to personal or third-party accounts. For account details, please refer to the university website or contact the Account department. Your cooperation is appreciated.

Vikrant Pranam!
How can we help you?