

RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL

Established under Act No. 13 of 1998

Ordinance No. 24 (A)

(Section 39)

Ordinance for 3-years Diploma Programme (Under Credit Based Grading System from session 2011-2012)

1.0 THREE YEARS DIPLOMA PROGRAMMES

Rajiv Gandhi Proudhyogiki Vishwavidyalaya, Bhopal hereafter referred as RGPV awards Diploma in disciplines of Engineering/Technology or Vocation/Occupation based disciplines as approved by All India Council of Technical Education (AICTE), New Delhi of three-years (six-semester) duration, hereinafter called 3-YDP, shall be designated as DIPLOMA IN respective Branch.

1.1 This Diploma Programme shall include the branches of APPLIED VIDEOGRAPHY, ARCHITECTURE , AUTOMOBILE ENGINEERING, ARCHITECTURE AND INTERIOR DESIGN, ARCHITECTURAL ASSISTANTSHIP, CEMENT TECHNOLOGY, CHEMICALS ENGINEERING, CIVIL ENGINEERING, COMPUTER SCIENCE AND ENGINEERING, CONSTRUCTION TECHNOLOGY AND MANAGEMENT, COMPUTER HARDWARE AND MAINTENANCE, COSTUME DESIGN AND DRESS MAKING, ELECTRICAL ENGINEERING, ELECTRONICS & TELECOMMUNICATION ENGG., ELECTRONICS AND INSTRUMENTATION, ELECTRICAL AND ELECTRONICS ENGINEERING, ELECTRONICS ENGG., FOOD TECHNOLOGY, INSTRUMENTATION ENGG., INTERIOR DECORATION AND DESIGN, INFORMATION TECHNOLOGY, MECHANICAL ENGINEERING, METALLURGY, MINING AND MINE SURVEYING, MODERN OFFICE MANGEMENT, OPTO-ELECTRONICS, OPHTHALMIC TECHNOLOGY, REFINERY AND PETRO, PLASTIC TECHNOLOGY PRINTING TECHNOLOGY, PRODUCTION ENGG., REFRIGERATION AND AIR CONDITIONING ENGINEERING, TEXTILE DESIGN, TEXTILE TECHNOLOGY,

1.2 The studies and examinations of these Diploma programmes shall be on the basis of marks-cum-credit system but semester wise and final evaluation shall be by grading system in accordance of the Ordinance No 30, "Credit Based Grading System", hereinafter referred as Ord. 30.

2.0 ADMISSIONS

2.1 The minimum qualification for admission to the first semester Diploma Programme shall be the qualifying 10th or higher examination under (10+2) scheme with science (Physics + Chemistry) and Mathematics (also securing pass marks in these subject individually) conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board/University for all Diploma Programme mentioned in para 1.1 except Applied Videography, Architecture and Modern Office Management.

- 2.2 Candidates who have qualified ITI course in related branch from Directorate Training, Govt. of M.P. or equivalent shall be eligible to take admission into Ist or IInd semester as decided by competent authority of admission.
- 2.3 The minimum qualification for admission into first semester of Diploma Programme “APPLIED VIDEOGRAPHY and ARCHITECTURE” shall be the qualifying of higher secondary school certificate examination (10+2) scheme with Physics, Chemistry and Mathematics conducted by M.P. Board of Secondary Education or an equivalent examination from a recognized Board / University.
- 2.4 The minimum qualification for admission to first semester of Diploma Programme in “MODERN OFFICE MANAGEMENT” shall be the qualifying of higher secondary school certificate examination (10+2) scheme with any subject group conducted by M.P. Board of Secondary Education and equivalent examination from a recognized Board/University.
- 2.5 Candidates seeking admission to MINING AND MINE SURVEYING PROGRAMME should not be below the age of 16 years on 1st January of that year in which admission is sought. Candidates will be eligible for admission only after producing the required medical certificate as per the standards of working in mines. Women candidates are not eligible for admission to Mining and Mine Surveying Programme.
- 2.6 No credit/ relaxation or exemption in courses or duration shall be granted to candidates for pursuing second Diploma Programme of the University.
- 2.7 In general, the admission to Diploma Programmes shall be governed by the rules of Department of Technical Education & Training, Government of M.P., Bhopal and/or any other competent authority of the State Government of Madhya Pradesh.

3.0 DURATION OF COURSE

- 3.1 There shall normally be 90 days of teaching in every semester .
- 3.2 A candidate may provisionally continue his/her studies in next higher semester/class after the examinations of the semester he/she had appeared. 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 etc.) of the programme shall be SIX years for 3 years Diploma Programme, however for one mercy attempt the para 24.1.4 of Ordinance No-12 “Examination General” shall be applicable. No extension in duration of course will be given to the candidates for UFM, medical or any reason.
- 3.4 Names of the candidates who are unable to clear their Diploma Programme in the stipulated period will be struck off from the roll list of college and enrolment of the University.

4.0 EXAMINATIONS

- 4.1 There shall be University Examination at the end of each semester. These examination common to all branches shall be designated 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)
 - (c) THIRD YEAR
 - Fifth semester Diploma Exam.
(Branch wise)
 - Sixth semester Diploma Exam.
(Branch wise)
- 4.2 The examinations of First semester (I), Third semester (III) and Fifth semester (V) called odd semesters, shall generally be held in the months of November-December. Similarly the examinations of Second semester (II) Fourth semester (IV) and Sixth semester (VI) 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.
- 4.3 There will be full examination at the end of each semester consisting of end semester of theory paper and practicals.
- 4.4 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.
- 4.5 In case of change in curriculum of a diploma programme the student who seeks admission in higher semester shall have to study/appear in new and revised curriculum, however, university shall conduct the exams of old scheme for backlog subject papers.

5.0 ELIGIBILITY FOR APPEARING IN EXAMS :

- 5.1 A candidate shall be eligible to appear in the end semester examination by fulfilling the following criteria :
- (1) Filling up prescribed examination form in time.
 - (2) Depositing required amount of fees (non-refundable & non-adjustable)
 - (3) Should have attendance as per point 12.0 of this Ordinance (Rules for Attendance)
- 5.2 The candidate who could not fulfill the condition mentioned in para 5.1.3 will be detained from appearing in the examination.

6.0 AWARD OF CREDITS AND GRADES

- 6.1 Each course, with its weightage in terms of units, equivalent credits (credit ranging from 20-40 in each semester) shall be recommended by the concerned board of studies and shall be approved by the standing committee of academic council and executive council. Only approved courses can be offered during any semester.
- 6.2 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 etc. as proposed by respective board of studies and approved by standing committee of academic council and executive council of university.
- 6.3 The distribution of weightage/marks for each component shall be decided by the respective of Board of Studies and approved by Academic Council of University and Executive Council of the University subjective 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%
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(b) Practical Block

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

Total	100%
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- 6.4 Practical training and project work shall be treated as practical subjects.
- 6.5 In each semester there shall be atleast two mid semester tests and one end semester examination.

- 6.6 Each student registered for a course shall be awarded grade by the concerned faculties for the specific subjects. The grades awarded to the students shall be depend upon his continuous evaluation through performance in various examinations, assignments, laboratory work, class work, mid semester test etc. The grades to be used and their numerical equivalents are as under :

Credit 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

- 6.7 The semester grade points average (SGPA) and cumulative grade point average (CGPA) shall be evaluated 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 the 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.

6.8 The grade sheet at the end of each even semester examination shall show CGPA till end of that semester. The final examination grade sheet at the end of final semester examination shall also indicate CGPA, equivalent percentage marks and the division awarded according to the rule given in the point 9.0 of the Ordinance.

7.0 PROMOTION TO HIGHER SEMESTER/CLASS.

7.1 A candidate who has taken admission and has appeared in the examination of odd semester of a particular year will be automatically promoted to even semester of that year irrespective of failing in any number of theory or practical of that semester.

7.2 To qualify a particular subject or course the minimum required grade is D and the candidate should separately score minimum grade D in end semester examination of theory and practical parts of subjects/courses.

7.3 A candidate who has appeared in the second semester examination shall be promoted to third semester even if he/she could not pass/clear upto a maximum number of five subjects/courses (theory & practical parts are considered as separate subjects) in the first and second semesters taken together.

7.4 A candidate who has appeared in the fourth semester examination to be promoted to fifth semester should fulfill the following criteria :

(a) He/she has to clear first and second end semester examination with a minimum D Grade in all theory and practical parts of each subject with a minimum CGPA of 5.0 in first year.

(b) Shall be promoted to fifth semester even if he/she could not pass upto a maximum number of five (theory and practical parts are considered as separate subjects) in third and fourth semester taken together.

7.5 A candidate who fails to satisfy the condition of 7.3 or 7.4 shall become an Ex-student.

7.6 If a candidate has passed all the subjects of an applicable year but has failed to score a minimum CGPA of 5.0, such candidate shall be permitted to improve requisite grade points by reappearing in a maximum of four theory/practical subjects in the ensuing examination.

8.0 RULES OF PASSING

8.1 A candidate shall be declared passed if he/she clears all subjects/ courses (theory & practical) of first to sixth semester with minimum grade D.

8.2 There will be no minimum grade point to pass for mid semester test.

8.3 For the award of diploma the required Cumulative Grade Point Average (CGPA) is 5.0.

8.4 The result of the candidate will be withheld if he/she clears all courses/ subjects of sixth semester but could not clear the courses/ subjects of previous semesters.

9.0 AWARD OF DIVISION

- 9.1 Division shall be awarded only after the six and final semester examination based on integrated performance for all the three years (six semester) 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
$5.0 \leq \text{CGPA} < 6.5$	Second Division

- 9.2 The grade sheet at the end of each even semester examination shall also show CGPA till end of that sem. The final examination grade sheet at the end of final semester of the course shall also indicate CGPA, equivalent percentage marks and the division awarded according to rule given at point 9.3
- 9.3 The conversion from grade to an equivalent percentage in a given academic program shall be calculated as per the following formula :

$$\text{Percentage marks score} = \frac{\text{CGPA obtained} \times 100}{10}$$

10.0 RULES FOR CONDONATION OF DEFICIENCY IN MARKS

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

- 10.1 Deficiency up to a total of 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory papers.
This facility shall be available only to those candidates who pass that particular semester examination in full by availing 5 grace marks in the courses in which candidate has appeared in current examination.
- 10.2 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 10.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.
- 10.3 One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in the DIPLOMA examination. This benefit will not, however, be available to a candidate getting advantage under clause 10.1.

11.0 DECLARATION OF MERIT LISTS

11.1 University shall declare the final Branch wise merit list only after the main examination of the sixth and final semester for DIPLOMA. The merit list shall include the first ten candidates securing at least First Division and passing all the semesters' examinations in single attempts.

12.0 RULE FOR ATTENDANCE

12.1 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.

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.

14.0 If the candidate has qualified a semester examination in full at least with grade point 5.0 he/she shall not be permitted to appear in that examination for improvement of division/marks or any other purpose.

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.

JURISDICTION:

In the event of any legal dispute, the jurisdiction will be limited to the Honorable High Court of Madhya Pradesh.