

Medicaps University

Centre for Distance and Online Education

ORDINANCE No. 1

Admission

Admissions in various courses offered by the Centre for Distance and Online Education 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 Centre for Distance and Online Education/University.

(a) Eligibility: Eligibility criteria for admissions shall be based upon the merit of the qualifying examination(s). The Centre for Distance and Online Education 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/website of the centre for that session, before the commencement of the admission procedure.

(b) The Admission Committee: The centre shall appoint the admission committee duly approved by the Vice-Chancellor, for making the admissions in the courses offered by the centre. The composition of the committee and member shall be proposed by the centre head.

(c) Reservation Policy: Reservation policies of the Government for SC/ST/OBC (excluding creamy layer)/ Minority communities shall be followed.

(d) Duration of Course: The minimum period of the post-graduate courses is two years and maximum period is four years.

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ORDINANCE No. 2

Courses of Studies

(a) The Centre for Distance and Online Education shall offer courses in the following Faculty:

- (i) Arts, Humanities and Social Sciences
- (ii) Commerce
- (iii) Education and Physical Education
- (iv) Home Sciences
- (v) Law
- (vi) Management Studies

Two or more faculty may be grouped together to make one Faculty and/or new faculty may be constituted according to the need.

(b) Department of Studies

Following shall be the Department of studies assigned to each Faculty imparting programmes (courses):

S. No.	Faculty	Departments	Courses Offered
1	Arts, Humanities and Social Sciences	Department of Languages	Master of Arts (M.A.) English Master of Arts (M.A.) Sanskrit Master of Arts (M.A.) Economics Master of Arts (M.A.) Psychology
2	Management Studies	Management Studies	Master of Business Administration (M.B.A.)

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ORDINANCE No. 3

Examinations and Assessment

Each academic year shall be divided into two independent semesters of six month each. The teaching and examination system will follow the regulation specifically meant for such courses. The Centre for Distance and Online Education shall announce the schedule for all the academic activities well before the commencement of the academic semester.

1. Evaluation of Student Performance

The successful completion of a Course/Programme of study for the award of Degree/Certificate will be determined on the basis of the performance of students enrolled in the relevant Course/Programme in the manner laid down in this ordinance.

2. Methods of Evaluation.

Unless otherwise specified, the performance of a student enrolled will be assessed:

1. Continuously on the basis of the evaluation of the assignment test attempted by a student.
2. On the basis of a Term End Examination conducted at the end of the semester prescribed for the concerned Course/Programme.
3. In appropriate cases, the Centre for Distance and Online Education may also prescribe seminars or any other techniques/methods for assessment to determine the levels of performance of student pursuing different Courses/Programmes.

3. Assignments

1. The method of evaluation for each Course/Programme involving the combination of two or more components then the relative weightage to be assigned to those components, shall be limited to 30%.
2. A student pursuing a programme of study shall be required to appear in Assignment Test for each course that constitutes the programme.
3. The assignment Test will generally be of two types;
 - (i) Marked/Valued by examiner
 - (ii) Marked /Valued by computer (multiple choice type).

The instructions to candidates about the nature and type of Assignment Test and the schedule for their test examination shall be prescribed in the relevant programme guide.



4. Scheme of Examination

Examination of each subject/paper will be divided into two parts.

1. Assignment Test / Sessional.
2. Term End Examination (T.E.E.)

4.1. Assignment Test

Scheme of assignment test will be decided by the Centre for Distance and Online Education in accordance with the guidelines from time to time.

4.2. Term End Examination

Scheme of TEE will be decided by the Centre for Distance and Online Education in accordance with the guidelines from time to time.

5. Course duration

The maximum duration for completing a course will be limited to double of the minimum duration of the course. If a student fails to pass a subject or paper, he/she will be Allowed to keep terms (ATKT) within a maximum duration of the course.

6. Grading

6.1 Distribution of Marks

The distribution of weightage/marks for each component shall be according to the criteria as given under:

Assignments/Quizzes/Seminar	30%
Term End Examination	70%
Total	100%

6.2 Award of Grades

Each student, registered for a course, shall be awarded grade for the specific subject/paper. The grades awarded to a student shall depend upon his continuous evaluation through performance in assignments and Term end examination. For all subjects, the grades to be used and their numerical equivalents are as under:

Grade Description	%Marks Range	Grade Point	Performance
O	$90 \leq m \leq 100$	10	Outstanding
A+	$80 \leq m \leq 89$	9	Excellent
A	$70 \leq m \leq 79$	8	Very Good
B+	$60 \leq m \leq 69$	7	Good

B	$50 \leq m \leq 59$	6	Above Average
C	$40 \leq m \leq 49$	5	Average
P	$35 \leq m \leq 39$	4	Pass
F	$m \leq 34$	0	Fail
Ab	-	0	Absent

*'m' is the obtained marks in TEE and assignments.

6.3 Computation of Grades

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.

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

Where 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.

6.4 Revaluation

Sufficient precaution shall be taken while evaluation of the answer booklets. However, a provision for requesting a retotalling or revaluation will be available through application in a proper format with a prescribed fee as specified. The performance of the semester shall be available to the students in the form of Grade Report.

6.5 Condoning of the deficiency

Deficiency up to five marks can be condoned to the best of the advantage of the student for passing semester examination. The deficiency can be condoned in not more than two subjects for the purpose of awarding grace marks.

6.7 Award of Division

For the award of degree/certificate a minimum CGPA required is 5.0. Division shall be awarded only after passing out the final semester examination, based on integrated performance of the candidate for all the academic years of the program as per following details:

CGPA Score	Divisions
$7.5 \leq \text{CGPA}$	Honours
$6.5 \leq \text{CGPA} < 7.5$	First Division
$5.0 \leq \text{CGPA} < 6.5$	Second Division
$\text{CGPA} < 5.0$	Not cleared

Table I: Minimum credits on the programmes offered in Distance mode

Duration of the programme	Credits	Level of the Programme
2 years	80-88	Master's Degree (General)

Table II: Delivery of the programmes offered in Distance mode

No. of Assignments	Lecture Sessions	No. of Counselling Sessions Theory (10% of total study hours)	Size of SLMs Range (In terms of units, to be divided into blocks)	Study input	Credit Value of the course
1	60 hours	6 hours	6-8 blocks	60 hours	2 credits
2	120 hours	12 hours	14-16 blocks	120 hours	4 credits
3	180 hours	18 hours	20-24 blocks	180 hours	6 credits
4	240 hours	24 hours	30-34 blocks	240 hours	8 credits

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ORDINANCE No. 4

Master of Arts (M. A.) English

The Centre for Distance and Online Education shall offer Post Graduate Program in Master of Arts (English) as per details given below:

(a) The Centre for Distance and Online Education shall offer above courses as per guidelines of University Grants Commission (UGC)/ State Govt. of MP/Central Govt. issued from time to time.

(b) The Teaching and Examination Scheme shall be duly approved before execution and shall be according to the Ordinance, Rules and Regulations as specified, hereunder and elsewhere.

(c) The minimum duration to complete the course shall be of Two (02) years and maximum up to Four (04) years.

(d) Admission:

Candidate seeking admission in M. A. (English) course must have passed basic eligibility criteria i.e. Bachelor Degree from a recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. Reservations and admission to different quota shall as per the policy laid down by Central Government and State Government.

(e) The Teaching Scheme:

The teaching scheme and the syllabi of the course shall be prepared by the Centre for Distance and Online Education according to the course outcome, objectives and credit requirements.

(f) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of deficiency, Award of Grace marks etc., described in Ordinance No. 2 shall be applicable in the current ordinance.

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ORDINANCE No. 5

Master of Arts (M. A.) Sanskrit

The Centre for Distance and Online Education shall offer Post Graduate Program in Master of Arts (Sanskrit) as per details given below:

(a) The Centre for Distance and Online Education shall offer above courses as per guidelines of University Grants Commission (UGC)/ State Govt. of MP/Central Govt. issued from time to time.

(b) The Teaching and Examination Scheme shall be duly approved before execution and shall be according to the Ordinance, Rules and Regulations as specified, hereunder and elsewhere.

(c) The minimum duration to complete the course shall be of Two (02) years and maximum up to Four (04) years.

(d) Admission:


Candidate seeking admission in M. A. (Sanskrit) course must have passed basic eligibility criteria i.e. Bachelor Degree from a recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. Reservations and admission to different quota shall as per the policy laid down by Central Government and State Government.

(e) The Teaching Scheme:

The teaching scheme and the syllabi of the course shall be prepared by the Centre for Distance and Online Education according to the course outcome, objectives and credit requirements.

(f) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of deficiency, Award of Grace marks etc., described in Ordinance No. 2 shall be applicable in the current ordinance.



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ORDINANCE No. 6

Master of Arts (M. A.) Economics

The Centre for Distance and Online Education shall offer Post Graduate Program in Master of Arts (Economics) as per details given below:

(a) The Centre for Distance and Online Education shall offer above courses as per guidelines of University Grants Commission (UGC)/ State Govt. of MP/Central Govt. issued from time to time.

(b) The Teaching and Examination Scheme shall be duly approved before execution and shall be according to the Ordinance, Rules and Regulations as specified, hereunder and elsewhere.

(c) The minimum duration to complete the course shall be of Two (02) years and maximum up to Four (04) years.

(d) Admission:

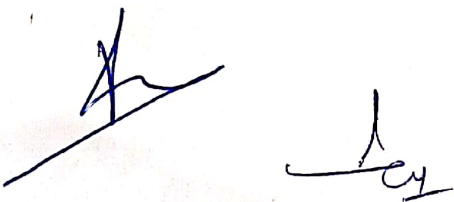
Candidate seeking admission in M. A. (Economics) course must have passed basic eligibility criteria i.e. Bachelor Degree from a recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. Reservations and admission to different quota shall as per the policy laid down by Central Government and State Government.

(e) The Teaching Scheme:

The teaching scheme and the syllabi of the course shall be prepared by the Centre for Distance and Online Education according to the course outcome, objectives and credit requirements.

(f) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of deficiency, Award of Grace marks etc., described in Ordinance No. 2 shall be applicable in the current ordinance.

Two handwritten signatures in blue ink are located at the bottom left of the page. The first signature is a stylized 'A' with a long horizontal stroke. The second signature is a cursive 'L' followed by 'ey'.

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ORDINANCE No. 7

Master of Arts (M. A.) Psychology

The Centre for Distance and Online Education shall offer Post Graduate Program in Master of Arts (Psychology) as per details given below:

(a) The Centre for Distance and Online Education shall offer above courses as per guidelines of University Grants Commission (UGC)/ State Govt. of MP/Central Govt. issued from time to time.

(b) The Teaching and Examination Scheme shall be duly approved before execution and shall be according to the Ordinance, Rules and Regulations as specified, hereunder and elsewhere.

(c) The minimum duration to complete the course shall be of Two (02) years and maximum up to Four (04) years.

(d) Admission:

Candidate seeking admission in M. A. (Psychology) course must have passed basic eligibility criteria i.e. Bachelor Degree from a recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. Reservations and admission to different quota shall as per the policy laid down by Central Government and State Government.

(e) The Teaching Scheme:

The teaching scheme and the syllabi of the course shall be prepared by the Centre for Distance and Online Education according to the course outcome, objectives and credit requirements.

(f) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of deficiency, Award of Grace marks etc., described in Ordinance No. 2 shall be applicable in the current ordinance.

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ORDINANCE No. 8

Master of Business Administration (M. B. A.)

The Centre for Distance and Online Education shall offer Post Graduate Program in Master of Business Administration (MBA) as per details given below:

(a) The Centre for Distance and Online Education shall offer above courses as per guidelines of University Grants Commission (UGC)/ State Govt. of MP/Central Govt. issued from time to time.

(b) The Teaching and Examination Scheme shall be duly approved before execution and shall be according to the Ordinance, Rules and Regulations as specified, hereunder and elsewhere.

(c) The minimum duration to complete the course shall be of Two (02) years and maximum up to Four (04) years.

(d) Admission:

Candidate seeking admission in M.B.A. course must have passed basic eligibility criteria i.e. Bachelor Degree from a recognized University. Further, candidate appeared in the qualifying examination and awaiting the result may also apply and may be admitted provisionally. But, the admission shall be confirmed only after the declaration of the result and passing the examination and fulfilling the admission eligibility criteria within 30 days of admission. Reservations and admission to different quota shall as per the policy laid down by Central Government and State Government.

(e) The Teaching Scheme:

The teaching scheme and the syllabi of the course shall be prepared by the Centre for Distance and Online Education according to the course outcome, objectives and credit requirements.

(f) The Examination Scheme:

The scheme of examination and all the rules and regulations as applicable to the Award of Grade and Grade Points, Condoning of deficiency, Award of Grace marks etc., described in Ordinance No. 2 shall be applicable in the current ordinance.