



MAHARSHI DAYANAND UNIVERSITY ROHTAK

(A State University established Haryana Act No. XXV of 1975)
'A' Grade University Accredited by NAAC

No.AC-VI/20/ 13563-612
Dated 26/09/2020

To

1. All the Deans of the Faculties, M.D.University, Rohtak.
2. Heads/Directors of the UTDs, M.D.University, Rohtak.
3. Director CPAS Gurugram.

Sub:- AMENDED ORDINANCE OF CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA PROGRAMS FROM THE SESSION 2020-21.

Sir/Madam,

In continuation to this office letter No. AC-VI/20/11977-12027 dated 28.08.8.2020. Please find enclosed herewith copy of the amended Ordinance with regard to Certificate/Diploma/Advanced Diploma programs from the session 2020-21 duly approved by the Vice-Chancellor in anticipation approval of the Academic Council/Executive Council for taking further necessary action in the matter.

Yours faithfully,


Superintendent (Academic)
For Registrar

Encl: As above.

Endst.No.AC-6/20/ 13563-612

dated 26-09-2020

Copy of the above is forwarded to the following for information and necessary action:-

1. The Finance Officer, M.D.University, Rohtak.
2. The Controller of Examinations, M.D.University, Rohtak.
3. The A.R./D.R. (R&S,R-I/II/III/IV, Conduct, Secrecy), , M.D.University, Rohtak.
4. The Director (UCC), MDU, Rohtak with the request to upload the amended Ordinance on the University website for information of all concerned.
5. O.S.D/P.A. to (Vice-Chancellor/DAA/Registrar), M.D.University, Rohtak

Yours faithfully,


Superintendent (Academic)

ORDINANCE FOR CERTIFICATE/DIPLOMA/ADVANCED DIPLOMA/POST GRADUATE DIPLOMA PROGRAMS

1. SHORT TITLE AND COMMENCEMENT

These regulations of Maharshi Dayanand University, Rohtak shall apply to Certificate, Diploma, Advanced Diploma and Post Graduate Diploma programs. The ordinance shall be applicable from 2020-21.

All courses prescribed for the programs shall be in conformity with the credit hour instructional requirement and shall specify content, instructional and assessment methods. The architecture of the programs and course contents shall be designed in a manner that suits offline (conventional mode/pen and paper) or blend of offline and online modes.

The Certificate, Diploma, Advanced Diploma and Post Graduate Diploma may be awarded in any Faculty of the University, subject to the general guidance of the Academic Council, award of Certificate, Diploma, Advanced Diploma and Post Graduate Diploma shall be regulated by the concerned Post Graduate Board of Studies / Board of Studies and Faculty.

KEY DEFINITIONS

Program: It leads to award of Certificate/Diploma/Advanced Diploma/Post Graduate Diploma.

Course: It is a component of a program. Courses may carry different credits. These should define learning objectives and learning outcomes. A course may be designed to comprise lectures, tutorials, laboratory/practical work, field work, project work, viva, assignments, presentations, etc. or a combination of some of these. *New Syll*

Semester: Each Semester will consist of ~~12-15~~¹⁵⁻¹⁸ weeks of academic work equivalent to 90 actual teaching days. The odd semester shall be scheduled from July to December and even semester from January to June.

Credit Based Semester System (CBSS): Under the CBSS, the award of Certificate/Diploma/Advanced Diploma is prescribed in terms of number of credits to be earned by a student.

Credit: A credit is recognition for having taken a course at the University. It is a unit by which the course work is measured. It refers to the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical/field work.

Letter Grade: An index of the performance of a student in a said program, is indicated as given below:

Letter Grade	Performance	Grade Point	Percentage of Marks Obtained
O	Outstanding	10	90.00 – 100.00
A+	Excellent	9	80.00 – 89.99
A	Very Good	8	70.00 – 79.99
B+	Good	7	60.00 – 69.99
B	Above Average	6	50.00 – 59.99
C	Average	5	> 40.00 – 49.99
P	Pass	4	40.00
F	Fail	0	< 40.00
Ab	Absent	0	-

J.S. Singh

✓

Sharma

Udema

Singh

Grade Point: Numerical weight allotted to each letter grade on a 10-point scale.

Credit Point: Product of grade point and number of credits for a course.

Semester Grade Point Average (SGPA): It is a measure of performance of work done in a semester. SGPA is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.

Cumulative Grade Point Average (CGPA): Student's performance in examinations shall be gauged from Cumulative Grade Point Average (CGPA). The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places.

Grade Card: Based on the grades earned, a grade card shall be issued to all the registered students after every semester. The grade card will display the course details (code, title, marks obtained, number of credits, grade secured) along with SGPA of that semester and CGPA earned upon successful completion of the program.

COMPUTATION OF SGPA AND CGPA

$$SGPA (S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

2. PROGRAM ARCHITECTURE: NOMENCLATURE, DURATION, CREDITS and DELIVERY MECHANISM

i. Certificate

Duration: Six Months (one semester)

A **Certificate Program** shall be minimum of one semester duration (six months) of at least twenty credits. The duration of the semester will be ¹⁵⁻¹⁸~~12-15~~ weeks. Each credit will correspond to one hour of teaching. 08 credits should necessarily be assigned to practical/field work/project work/training/internship. The proof of this should be submitted at the time of examination as work experience certificate/dissertation/report etc. duly issued and signed by the concerned institutional authority/coordinator/faculty member.

ii. Diploma

Duration: One year (two semesters)

A **Diploma Program** shall be minimum of one-year duration (two semesters) of at least forty credits (20 credits earned during Certificate program). The duration of the semester will be ¹⁵⁻¹⁸~~12-15~~ weeks. Each credit will correspond to one hour of teaching. 08 credits should necessarily be assigned to practical/field work/project work/training/Internship. The proof of this should be submitted during examination as work experience certificate/dissertation/report etc. duly issued and signed by the concerned institutional authority/coordinator/faculty member.

iii. Advanced Diploma

Duration: one and half year (three semesters)

An **Advanced Diploma Program** shall be minimum of one-and-a-half-year duration of at least sixty credits. The course will be of 60 credits (40 credits earned together during Certificate and Diploma Program respectively). The duration of the semester will be ¹⁵⁻¹⁸~~12-15~~ weeks.

weeks. Each credit will correspond to one hour of teaching. 08 credits should necessarily be assigned to practical/ field work/project work/training/Internship. The proof of this should be submitted during examination as work experience certificate/dissertation/report etc. duly issued and signed by the concerned institutional authority/coordinator/faculty member.

iv. **Post Graduate Diploma**

Duration: Two years (Four semesters)

A **Post Graduate Diploma Program** shall be minimum of two-year duration of at least 80 credits (four semesters of 20 credits each). The duration of the semester will be ~~12-15~~ 15-18 weeks. Each credit will correspond to one hour of teaching. 08 credits should necessarily be assigned to practical/ field work/project work/training/Internship during each semester. The proof of this should be submitted during examination as work experience certificate/dissertation/report etc. duly issued and signed by the concerned institutional authority/coordinator/faculty member.

Handwritten signature

- v. The maximum duration for completing the Program shall be double the minimum duration of the Program or as laid down by MDU from time to time.
- vi. The academic session shall be co-terminus with the odd or the even semesters every year.
- vii. The course delivery shall be offline (conventional mode/pen and paper) or blend of offline and online mode.
- viii. The faculty will design Program and courses in a manner that can impart skills and knowledge.

Following requirements shall be met with:

- a. The content of courses shall be defined with clearly spelt out learning outcomes which students are expected to acquire at the end of the module.
- b. Program or course architecture shall permit the teacher or instructor to add multimedia enriched and interactive content, activities and assessments to extend learning opportunities and shall be easy to navigate.
- c. Tests and assignments to assess the competence and achievement of a student.

Certificate/Diploma/Advanced Diploma (Minimum Eligibility for admission: 10+2 or as decided by the concerned BOS/PGBOS)

Advanced Diploma Program (All three semesters)								
Diploma Program (Both semester 1 and semester 2)								
Certificate Program (Semester 1)								
Semester 1			Semester 2			Semester 3		
Course	Credit	Hours /week	Course	Credit	Hours/week	Course	Credit	Hours/week
Course 1	4	4	Course 4	4	4	Course 7	4	4
Course 2	4	4	Course 5	4	4	Course 8	4	4
Course 3	4	4	Course 6	4	4	Course 9	4	4
Practical/Fieldwork/ Project/Training/ Internship	8	16	Practical/Fieldwork/ Project /Training/ Internship	8	16	Practical/Fieldwork/ Project/ Training/ Internship	8	16

Note:

- One credit equals 25 marks in the Scheme of Examination for each course;
- The internal assessment shall be in accordance with MDU norms in force. The set of rules applicable to Project/Field Work etc. worth 8 credits will also be in accordance with MDU rules in force;
- If need arises, a given course may also have a practical component within 04 credits.

Handwritten mark

Handwritten signature

Handwritten marks

Handwritten marks

Post Graduate Diploma (Minimum Eligibility for admission: Graduation)

Semester 1			Semester 2			Semester 3			Semester 4		
Course	Credit	Hours/week	Course	Credit	Hours/week	Course	Credit	Hours/week	Course	Credit	Hours/week
Course 1	4	4	Course 4	4	4	Course 7	4	4	Course 10	4	4
Course 2	4	4	Course 5	4	4	Course 8	4	4	Course 11	4	4
Course 3	4	4	Course 6	4	4	Course 9	4	4	Course 12	4	4
Practical/ Fieldwork/ Project/ Training/ Internship	8	16	Practical/ Fieldwork/ Project/ Training/ Internship	8	16	Practical/ Fieldwork/ Project/ Training/ Internship	8	16	Practical/ Fieldwork/ Project/ Training/ Internship	8	16

Note:

- One credit equals 25 marks in the Scheme of Examination for each course;
- The internal assessment shall be in accordance with MDU norms in force. The set of rules applicable to Project/Field Work etc. worth 8 credits will also be in accordance with MDU rules in force;
- If need arises, a given course may also have a practical component within 04 credits.

3. ACADEMIC ELIGIBILITY

A person who has fulfilled the minimum prescribed eligibility conditions as mentioned in the Admission Brochure/Prospectus shall be eligible for admission. The detailed eligibility conditions for admission to a concerned program, e.g., percentage of marks in the qualifying examination, subject (s) combination etc. shall be notified in the Admission Brochure approved by the University from time to time.

For Certificate/Diploma/Advanced Diploma Program

A student seeking admission in the Advanced Diploma Program wherein Certificate and Diploma Program is its inherent component as per its Scheme of Examination shall have the exit option after one semester for which the University shall award the Certificate and in case, a student continues the course for two semesters (1 year), he/she shall be awarded the Diploma and if he/she continues for three semesters (one and half year) will be awarded the Advanced Diploma.

A student seeking admission in the Diploma Program wherein Certificate Program is its inherent component as per its Scheme of Examination shall have the exit option after one semester for which the University shall award the Certificate and if he/she continues for two semesters (one year) will be awarded the Diploma.

For P.G. Diploma Program

A student seeking admission in the P.G. Diploma Program does not have exit option as the minimum eligibility for admission to the course is graduation.

Uccreman



55

Subhash

Handwritten signature or mark.

4. **ADMISSION SCHEDULE**

The admission to Certificate/Diploma/Advanced Diploma/Post Graduate Diploma programs shall be made in the month of July-August or from January-February every year or as notified by the University.

5. **ADMISSION PROCEDURE**

- i. The admission will be made as per the merit of qualifying examination.
- ii. The intake for each program along with reservation policy shall be as specified in the Prospectus.

6. **ASSESSMENT/EVALUATION**

Each course in the Program shall have a precise continuous assessment mechanism for the identified learning outcomes at each level for both formative and summative assessments.

i. **Internal Assessment marks**

- a) 20% Internal Assessment/ Sessional marks for a theory paper should be supplied by the Head/Director/Principal of the Department/Centre/Institute/College within 20 days of the commencement of the examinations.
- b) Thereafter a penalty/late fee of Rs. 100/- per student per course shall be levied upon the concerned Department/Institute/Centre/College upto 10 days from the expiry of period of 20 days of the commencement of the examinations. This penalty/late fee shall not be charged from the student by the Department/Centre/Institute/College.
- c) If still, internal assessment/sessional marks are not supplied by the Department/Centre/Institute/College, then the result of the candidate(s) shall be declared by proportionating the marks of concerned theory paper in which he/she has not been declared as pass. Marks of candidates having re-appear shall not be proportionate in this case.

ii. **External Awards (Practical Examination)**

- a) The external awards should be submitted by the Head/Director/Principal of the Department/Institute/Centre/College in the University within seven working days after the schedule of last practical exam.
- b) Thereafter, late fee of Rs. 25/- per student per course shall be charged from the Department/Centre/Institute/College concerned if awards are submitted after seven working days but within 30 days after the commencement of practical examinations. This penalty/late fee shall not be charged from the student by the Department/Institute/Centre/College.
- c) No External Awards shall be entertained by the University if the same are received in the University after 30 days of schedule of Practical Examination and after declaration of results. However, the Controller of Examinations may condone the delay on merit of each case to accept such awards, with late fee of Rs. 100/- per student per course from the concerned Department/Institute/Centre/College before next examination. This penalty/late fee shall not be charged from the student by the Department/Institute/Centre/College.

- iii. The Head of the Department/Director/Principal will preserve the records on the basis of which the internal assessment awards have been prepared for inspection, if needed by the

- University upto three months from the date of declaration of the semester examination results.
- iv. The Training Report/Field Report/Project Report etc. wherever prescribed in the syllabus/scheme of examination and required to be submitted to the University must reach in the concerned office within 30 days after the commencement of the theory examinations.
7. The candidate will be allowed to appear in the examination if he/she meets the following requirements.
- Bears a good character.
 - Has been on the rolls of the Department/Institute/Centre/College during the semester.
 - Has attended not less than 65% of lectures delivered in theory and 75% in practicals. Relaxation in shortage of attendance upto 20% will be allowed by the Head of the Department/Director/Principal on the following grounds.
 - Self-illness,
 - Illness/death of parents, brother, sister or any other close family member,
 - Any other reasons beyond the control of the student to the satisfaction of the Head of the Department/Director/Principal.
 - It is mandatory for the student to fill up examination form along with required fee, otherwise he/she will not be promoted to the next semester and he/she has to seek re-admission in the relevant semester.
8. (i) The medium of instruction shall be Hindi/English/Language concerned.
(ii) The question papers will be set in
 - The language concerned in the case of language courses,
 - In English and /or Hindi in the case of other subjects.
(iii) The candidates shall write their answer in:
 - The language concerned in the language courses
 - Hindi or English in the case of other subjects.
9. The minimum percentage of marks to pass the examination in each semester shall be
 - 40% in each theory paper
 - 40% in each practical examination or Viva-Voce/Project report/Field report/Training report etc., wherever applicable.
 - 40% in the aggregate of each theory paper and internal assessment (and practical where practical is a component of theory paper).
10. The Program fee and examination fee to be paid by the candidate for each semester shall be prescribed by the University from time to time.
11. **PROMOTION TO THE NEXT SEMESTER**
- Every candidate shall be examined in the course (s) as laid down in the syllabus and scheme of examination prescribed by the Academic Council from time to time. The fail/re-appear candidates will also appear in the exam as per syllabus applicable to regular students of that semester.
 - A candidate who fails to pass or having been eligible or fails to appear in any semester examination will be allowed to reappear after passing a semester examination within a period of the duration of the Program plus two years. While

reappearing to pass a semester examination, the candidate will be exempted from reappearing in the theory/practicals in which he/she has secured minimum 40% pass marks.

- iii. The internal assessment awards as well as viva-voce awards of a candidate who fails in any semester examination shall be carried forward to the next examination.

12. DECLARATION OF RESULTS

On completion of end-semester examination, the Controller of Examinations shall declare the result as early as possible.

13. IMPROVEMENT

After passing each semester examination, a candidate will be allowed to appear for improvement of result in one or more theory courses only once within the period prescribed in Clause 11 (ii). Only improved marks (higher score) will be taken into account. The candidate will have to appear according to the syllabus, as applicable at that point of time.

14. GRACE MARKS

Grace marks may be allowed as per University rules.

- 15. **Detailed Marks Card** for various Programs shall indicate percentage of marks calculated solely on the basis of marks secured by a candidate along with SGPA/CGPA earned by the candidate. The list of successful candidates after the examination shall be arranged in three divisions on the basis of the aggregate marks obtained taken together as under:

a.	60 % and above	First Division
b.	50 % to less than 60 %	Second Division
c.	Less than 50 %	Third Division

If a candidate secures 75% or more marks in a program in first attempt, s/he will be awarded 1st Class Certificate/Diploma/Advanced Diploma/Post Graduate Diploma as the case may be with Distinction.

- 16. **Transcript (Format):** Transcript will be issued based on the Marks, Grade points (SGPA, CGPA) along with percentage of aggregate marks.

Handwritten notes and signatures:
Naveen Singh
14.09/2020
Naveen
S.S.
Shiv
14/9/2020
Naveen
Naveen Singh
14/9/2020
Naveen Singh
Naveen Singh
Naveen Singh
Naveen Singh