



WHERE GROWTH ECHOES

**THE ORDINANCES
OF
K D UNIVERSITY, MATHURA
(UTTAR PRADESH)**

**Established under Uttar Pradesh Private
Universities Act 12 of 2019 included at no. 51 in
Schedule 2**

ORDINANCE	CONTENTS OF THE STATUTE	PAGE NO.
Ordinance - 1	Preliminaries	3
Ordinance - 2	Definitions	4-7
Ordinance – 3	Procedure for Recognition of Constituent Colleges	8
Ordinance – 4	Courses of Studies	9-10
Ordinance – 5	Eligibility Criteria for Admission	11
Ordinance – 6	Admission Policy	12-13
Ordinance – 7	Fee Structure	14-15
Ordinance – 8	Syllabi & Scheme of Examinations	16
Ordinance – 9	Medium of Instruction and Examination	17
Ordinance – 10	Tenures of Courses	18
Ordinance – 11	Academic Session, Academic Calendar and Academic Load	19
Ordinance – 12	Registration	20
Ordinance – 13	Performance Evaluation	21-22
Ordinance – 14	Internal Quality Assurance Cell (IQAC)	23-25
Ordinance – 15	General Rules for Conduct of Examinations	26-41
Ordinance – 16	Grant of Scholarships, Medals, Prizes and Awards for The Outstanding Students	42-43
Ordinance – 17	Convocation	44-47
Ordinance – 18	Cooperation and Collaboration with Other Universities and Institutions, Transfer and Articulation	48-49
Ordinance – 19	Categorization of Posts	50
Ordinance – 20	Qualifications & Selection Process	51-52
Ordinance – 21	General Conditions of Service for Regular Employees	53-56
Ordinance – 22	Discipline and Related Matters	57
Ordinance – 23	Code of Conduct for Employees	58-59
Ordinance – 24	Purpose	60
Ordinance – 25	Philosophy	61
Ordinance – 26	Code of Conduct for all Students of the University	62
Ordinance – 27	Code of Conduct for all Resident Students of the University	63-64
Ordinance – 28	Rules for Library	65-71
Ordinance – 29	Acts of Indiscipline and Punishments	72-75
Ordinance – 30	Act of Sexual Harassment and/or Misconduct and Punishments	76-77
Ordinance – 31	Ragging	78
Ordinance – 32	Prohibited Conduct	79-82
Ordinance – 33	Students' Grievance Redressal & Ombuds Person	83-87
Ordinance – 34	Process Outcomes & Consequences	88
Ordinance – 35	Appeals	89
Ordinance – 36	Authority	90
Ordinance – 37	Ethics Policy	91
Ordinance – 38	Student Academic Integrity	92-93
Ordinance – 39	Reporting, Procedures and Appeals	94
Ordinance – 40	Sanctions	95
Ordinance – 41	Jurisdiction Policy	96
APPENDIX		
1	Curriculum of Bachelor's in Medicine and Surgery (MBBS) Programme	97-164
2	Rules and Regulations pertaining to University Examination for Bachelors in Medicine and Surgery (MBBS) Programme	165-173
3	Curriculum of Doctor of Medicine/Master of Surgery (MD/MS)	174-185
4	Rules and Regulations Pertaining to University Examination for Doctor of Medicine/Master of Surgery (MD/MS)	186-189
5	Curriculum of B.Sc. (Nursing)	190-198
6	Rules and Regulations Pertaining to University Examination for B.Sc. (Nursing)	199-217

ORDINANCE - 1

PRELIMINARIES

1. These “Ordinances” shall be known as the Ordinances of the K D University, Mathura, established in 2025 under Uttar Pradesh Private Universities Act, 2019, UP Act No. 12 of 2019.
2. These Ordinances will include Academic Ordinances, Service Ordinances and Ordinances related to Discipline and Conduct of Students.
3. The Rules under the Academic Ordinances shall be applicable for all the regular Programs offered by the University and any matter relating and incidental thereto.
4. The Rules under the Service Ordinances shall be applicable to all the regular employees of the University.
5. The Rules under the Ordinances related to Discipline and Conduct of Students shall be applicable to all the bonafide students of the University.
6. They shall come into force with immediate effect after the approval of the Executive Council (EC).
7. Subject to the provisions of the Act and Statutes, the Ordinances shall be made, revised, amended by the EC as deem fit.
8. The provisions of the Rules under these Ordinances will prevail over all Orders, Codes, Manuals, Circulars, Memos, Procedures, Policies, Schemes and such other documents of the University.
9. Unless the context otherwise requires, any abbreviation or shortened form of a word shall represent and mean exactly that word as defined in the Act, the Statutes, the Ordinances and the Regulations.
10. “Clause”“Sub-clause” Means duly numbered Clause/Sub-clause of the Ordinances.
11. “He” includes “She” and “His/Him” includes “Her”.

ORDINANCE - 2

DEFINITIONS

1. Academic Activity – It is any draft, assignment, assessment, examination, project, applied learning (e.g. internships, co-ops, practicum, field experiences or trips, clinical experiences, or student teaching), research, publication, presentation, or other activity that is completed, submitted, and/or required to fulfil course or degree requirements or obtain a specific distinction, or is conducted in conjunction with an academic program or course.
2. Academic Integrity Committee – It is a panel of five (5) individuals comprised of three (3) faculty appointed by the Faculty Senate and two (2) students from the Student Conduct Board. The Committee is responsible for determining whether or not the Respondent(s) violated this policy and appropriate sanction(s) (if applicable). One (1) panellist will serve as the Committee Chairperson, selected by the Associate Vice-President of Student Affairs (or designee).
3. “Academic Advisor” means a faculty member assigned the task to provide Program-specific and Course- specific information to students and to advise them on the selection of suitable courses.
4. “Act” means the Uttar Pradesh Private Universities Act, 2019.
5. Advisor/ Mentor –He is an individual selected by a Respondent to assist the Respondent throughout the student academic integrity process including, but not limited to, a parent, friend, faculty member, advocate, or legal counsel. An advisor may advise and assist the Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Respondent through all process meetings, interviews, or hearings; or assist the Respondent in preparing an appeal. An advisor may not participate in the student academic integrity process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness or Co-Respondent. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of a Respondent in any aspect of the student academic integrity process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student academic integrity process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.
6. Appeals Committee: It is appointed by the Vice-Chancellor
7. “Aggrieved Student” means a student, who has any complaint in the matters relating to or connected with the grievances defined under these Ordinances.
8. “BOS” means Board of Studies of a Department/College as prescribed by the Statutes.
9. “Class” means a specific group of students meeting for specific instructional purposes. It shall also refer to the meeting itself for a lecture, a tutorial or a practical.
10. “Clause” means duly numbered Clauses of these Ordinances.
11. “Continuing Student” means a student who has registered in one or more courses in a particular program being run at the University.
12. “Course” means a subject offered as a unit of studies within an Academic Program.



13. “Course Detail” means detailed syllabus of a course and its LTP (Lecture-Tutorial-Practical per week) structure.
14. “Department” means the Department of Studies and includes Centre of Studies and Research.
15. “Disciplinary Probation” refers to the status assigned to a student under punishment for having committed some act(s) of indiscipline, academic or otherwise and once assigned, the student remains on Disciplinary Probation for the period decided by the Proctorial Board.
16. “Enrollment Number” means a unique number allotted to a student after completion of all admission formalities in a particular Program. Roll number of a student remains unchanged throughout the duration of his enrolment in a particular program at the University. A student will not be considered as a bonafide student of a Term, if the Enrollment Number of the students has not been validated.
17. “ETE” means End-Term Examination.
18. “Expulsion of a student” by the University means his permanent removal from the University rolls with prohibition from future enrolment.
19. “Ex-Student” means a student who has failed in a course(s) after appearing in final year/ semester examinations and who registers afresh to pass the said course(s) on payment of the prescribed fee.
20. Faculty Member – He is a member of the University community who has responsibility for classroom or other teaching activities, mentoring, or academic evaluation of a student This includes, but is not limited to, instructors, researchers, applied learning supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course directors.
21. “Fresher” means a student who registers for the first time at the University in any program.
22. “Lecture” means a class in which a designated teacher delivers lecture on the theoretical concepts of a particular course to a group of students.
23. “LTP” means Lectures, Tutorials and Practical (Laboratory) hours of a course per week in a regular term. LTP of a course means the number of hours engaged per week of each in a course.
24. MTE” means Mid-Term Examination.
25. “Practical” means classes that require students (generally in smaller groups compared to lecture) to perform certain functions that help them to test and understand what is being taught in the lecture or otherwise.
26. “Pre-requisites” means conditions that must be met before a student can register for a course. Pre-requisites can include other courses or a specific skill level (e.g., a minimum grade in a specific course).
27. “Program” means an area of study leading to the conferment or award of a degree, diploma, certificate, or any other academic distinction or title of the University.
28. “Program Detail” means Scheme of Courses that constitutes a Program.
29. “Rustication of students” by the University means the withdrawal of the right of access to all premises and facilities of the University for a specified period and/or till the fulfilment of certain conditions.

30. Respondent – He is a student, student group, or student organization who has been accused of or reported for allegedly violating University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain, or other member of student leadership will participate in the student academic integrity process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, inactive members, or coaches in the student academic integrity process; however, such individuals may be selected by a student group or organization to serve in the role of Advisor in the student academic integrity process.
31. “Scheme and Curriculum” means and includes description of nature, duration, pedagogy, syllabus, and such related details for a Program.
32. “Scheme” means the courses of the Program, their sequencing, their pre-requisites, and their nature whether they are compulsory or optional.
33. “Student Grievance Redressal Committee” (SGRC) means committee(s) constituted under this Ordinance at the level of the University, for dealing with grievances of the students.
34. Student/ Resident – He is an individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in a University owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Student Exchange, and Study Abroad. An individual is considered a student until they notify the University they are no longer a student, or the University informs them that they are no longer a student for reasons including, but not limited to, withdrawal, transfer, graduation, academic disqualification, or expulsion. An individual who has been suspended is still considered a student during the suspension period. Students/ Residents who leave the University before an academic integrity complaint is resolved may be prohibited from future enrolment and/or accessing University records until the matter is resolved.
35. Student/ Resident Group – It consist of a number of persons who are associated with the University and each other, but who have not registered, or are not required registering, as a student/ Resident organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.
36. Student / Resident Organization – It is a student/ Resident-led organization that has been approved and is recognized by the Student Government Association
37. “Suspension” by the University means withdrawal of the right of access to all or some of the premises or facilities of the University from students where action is taken as an interim measure pending further investigation.
38. “Syllabi” means details of the course and includes description of nature, duration, pedagogy, syllabus, eligibility and related details.
39. “Tutorial” means a class that offers students (generally in smaller groups compared to lectures classes) the opportunity to talk about material being taught, ask questions, and discuss material with their classmates and a designated tutor.
40. Intern / Trainee – He is an individual who has completed the course work and under internship/ training and has a continuing relationship with the University.



41. Intern / Trainee Group – It consist of a number of persons who are associated with the University and each other, but who have not registered, or are not required registering, as an Intern / Trainee organization that conducts business or participates in University-related activities. Intern / Trainee groups include, but are not limited to, Intern / Trainee Government Association, Intern / Trainee Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.
42. Intern / Trainee Organization – It is an Intern / Trainee -led organization that has been approved and is recognized by the Intern / Trainee Government Association
43. University –It is the K D University and its constituents colleges.
44. University Business Day – It refers to any day the University is open for official business (usually Monday through Saturday, not including University breaks or holidays)
45. University Official – He is an individual employed by the University, acting within the scope of their employment including, but not limited to, faculty, staff, Resident Assistants, Intramural Officials, Hostel in-charge, law enforcement officers, or facility managers
46. University Policy – It is any written guidelines of the University
47. University Premises – It is a land, building, facilities, vehicles, and other property in the possession of, owned, used, leased, or otherwise controlled by the University and/or its affiliates
48. Witness – He is an individual who is requested to participate in an investigation or a hearing because that individual may have information about the alleged misconduct. Witness names may be provided by the Respondent or others with knowledge of the matter.

ORDINANCE - 3

PROCEDURE FOR RECOGNITION OF CONSTITUENT COLLEGES

All constituent colleges are an integral part of the University, and their approval by the University shall involve a process of recognition and oversight. This process ensures that the constituent college meets the standards and requirements set by the University in accordance with statutory regulations for the institution. The University shall examine the constituent college's infrastructure, faculty, curriculum, and other relevant aspects before granting approval. A detailed breakdown of the approval process is as follows:

1. Application and Assessment:

- The constituent college shall submit an application to the University, outlining its resources, programs, and adherence to University guidelines.
- The University shall conduct an assessment of the college, which may include an on-site visit and review of submitted documents.
- This assessment shall evaluate the college's academic standards, faculty qualifications, infrastructure, and, overall capacity to offer quality education.

2. University's Decision:

- Based on the assessment, the University shall make a decision on whether to approve the constituent college.
- If approved, the University shall issue a notification or certificate recognizing the college as a constituent unit.
- While issuing the certificate recognizing the college as a constituent unit, the University shall seek an undertaking from the constituent college that it would abide by the regulations of the regulatory body governing its academic programs at all times.

3. Ongoing Oversight:

- Even after approval, the University will continue to monitor the constituent college's performance and adherence to regulations.
- This may involve regular inspections, review of academic outcomes, and evaluation of the college's compliance with University policies.

4. Recognition by Statutory Bodies:

- The pertinent statutory bodies such as NMC, NCISM, INC, State Medical Faculty, UGC, Higher Education Department State of Uttar Pradesh, may have their own process for recognizing institutions of higher education, and the constituent colleges will make sure that they abide by those regulations.

ORDINANCE - 4

COURSES OF STUDIES

The courses of studies at the K D University shall be:

Course Code	Course Name
001	Four ½ year along with one-year compulsory rotatory internship Bachelor's Degree Programs in Medicine & Surgery
002	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Anatomy
003	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Physiology
004	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Biochemistry
005	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Microbiology
006	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Pathology
007	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Pharmacology
008	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Community Medicine
009	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Forensic Medicine & Toxicology
010	Three-year Master's Degree Programs Doctor of Medicine in the specialty of General Medicine
011	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Paediatrics
012	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Respiratory Medicine
013	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Psychiatry

014	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Dermatology & Skin V. D.
015	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Anaesthesiology
016	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Radiodiagnosis
017	Three-year Master's Degree Programs Doctor of Medicine in the specialty of Emergency Medicine
018	Three-year Master's Degree Programs Master of Surgery in the specialty of General Surgery
019	Three-year Master's Degree Programs Master of Surgery in the specialty of Orthopaedics
020	Three-year Master's Degree Programs Master of Surgery in the specialty of Ophthalmology
021	Three-year Master's Degree Programs Master of Surgery in the specialty of Otorhinolaryngology
022	Three-year Master's Degree Programs Master of Surgery in the specialty of Obstetrics & Gynaecology
023	Four-year Bachelor's Programme in Nursing.

ORDINANCE - 5

ELIGIBILITY CRITERIA FOR ADMISSION

Name of Course	Duration	Eligibility
MBBS (Bachelor of Medicine & Bachelor of Surgery)	4-1/2 Yrs. + 1 year compulsory rotatory internship	Entrance Examination Must have qualified the National Eligibility cum Entrance Test (NEET-UG) with prescribed minimum marks or percentile.
MD (Doctor of Medicine)	3 Yrs.	Entrance Examination Must have qualified NEET-PG examination
MS (Master of Surgery)	3 Yrs.	Entrance Examination Must have qualified NEET-PG examination
B Sc Nursing	4 Yrs.	Educational Qualification Must have passed 10+2 examination with Physics, Chemistry, Biology, and English as compulsory subjects with atleast 45% marks for General & 40% marks for SC/ST/OBC Category. (Candidate must attain the age of 17 years on the last day of the calendar year). Entrance Examination University conducted entrance examination

ORDINANCE - 6

ADMISSION POLICY

1. General Rules for Admission

- Admission to such Programmes of the University where admission is based on the merit of National Entrance Cum Eligibility Examination -NEET Counselling and University Entrance Examination ensuring equal opportunity to all without any prejudice towards the gender, religion, caste, creed of a candidate.
- The conditions of minimum eligibility with respect to educational qualifications, age and other requirements shall be declared well in advance by the Admission Committee for each academic Programme and admissions to various Programmes shall be made subject to fulfillment of these requirements.
- The admission criteria recommended by the Admission Committee and approved by the Academic Council shall be followed for admission in all the Programmes of studies.
- The merit shall be determined by the marks obtained by the candidates in an entrance examination and/ or such criteria as may be specified by the Admission Committee i.e. written test, qualifying exam personal interview, group discussions, physical checkup etc., which shall be duly published.
- Provided that the number of seats in each Programme, as determined by the Admission Committee and approved by Academic Council may, at the discretion of the Vice Chancellor in his capacity as the Chairman of the Academic Council, be increased by a maximum of 15% of the approved seats for additional intake of students in the said Programme. This provision, however, shall be subject to the condition that there are no additional costs of faculty and resources.
- In general, the criterion prescribed by the respective Statutory Councils shall be followed in admission to council-based Programmes. However, the University may decide to have intake less than that prescribed, provided the same is approved by the Academic Council of the University.
- K D University may make provisions for admission through lateral entry in such Programmes where the regulatory body permits such, as may be approved by the relevant competent authority.
- The registration of the provisionally admitted and continuing students shall be done by the College(s)/ Department(s) on dates notified in the Academic Calendar.
- Regular Admission will be given only after submission of medical fitness Certificate in the prescribed format available on the university website, deposition of prescribed fees and other admission formalities.
- If the deficiency is not removed or the required formalities are not completed by the prescribed date as notified in the university website, the Provisional Admission shall stand cancelled.

- The Admission shall stand cancelled if false, fake or fabricated document has been produced and caught at any stage of the degree programme.
- Hostel Accommodation/Transport Facility (if available) will be provided to the admitted students either on provisional or regular basis as the case may be.

2. General Guidelines

- No student shall be admitted for any examination of K D University, unless s/he has been duly enrolled as a student with the University.
- Each student will be given a unique and permanent enrolment number of the University. S/he will be issued an identity card bearing the unique enrolment number (i.e. system ID). The student must quote this in all communications with the University.
- The Office of Registrar and Internal Quality Assurance Cell will maintain a record of the students enrolled in various colleges of K D University.
- If a student was enrolled in any other University in the past, s/he must submit a Migration Certificate from the last attended University before seeking admission to K D University.

3. Procedure for Change in Name

A student applying for change of her/his name in the University records must submit her/his application with the prescribed fee to the Registrar. The application must be accompanied by:

- a notarized affidavit relating to her/his previous and present name; and
- a public announcement in a newspaper which carries details of change in name.
- a female student wishing for a change in her family name following her marriage may not, however, publish a public announcement in a newspaper; instead, she may submit her marriage certificate as a valid proof.

4. Re-Admission

If a student applies for a re-admission, s/he will be required to submit a fresh application for admission along with admission fee.

5. Migration

If a student wishes to migrate to any other University, s/he may be granted a Migration Certificate provided s/he applies for migration submitting the requisite fee and all necessary documents.

6. Procedure for Withdrawal of Admission

A student may withdraw her/his admission from the University on or before the last date so prescribed. The University will refund the fees in accordance with the guidelines of the competent authority.

ORDINANCE - 7

FEE STRUCTURE

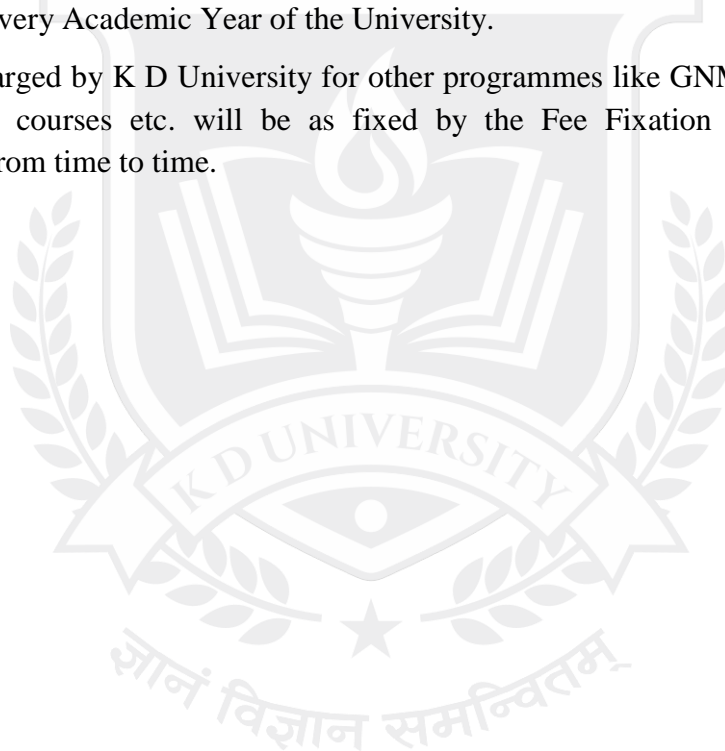
The University's goal of offering its students high-quality instruction, well-equipped labs, virtual classrooms and libraries, computers with networking capabilities, other top-notch infrastructure, and some form of future development must be in line with a fair and sensible fee structure for its various programs. Once determined, the annual fee will typically be charged for the students' whole course duration.

1. Fee Fixation Committee
2. Students will be charged for the program as well as the examination cost for additional purposes for a variety of programs offered by K D University. The following individuals will make up the charge Committee, which will propose the charge structure.
 - a. Pro-Chancellor-Ex-Officio Chairperson
 - b. Vice-Chancellor-Ex-Officio
 - c. A Chartered Accountant nominated by the Society,
 - d. A legal expert in financial matters, nominated by the Chancellor,
 - e. One of the Deans nominated by the Vice-Chancellor,
 - f. Finance Officer. - Ex-Officio Convener
 - g. Registrar -Ex-Officio Co-convener
3. The term of office of members, other than Ex-Officio members, shall be two years. The committee may co-opt any expert as and when it thinks necessary.
4. The Executive Council will review and perhaps approve the Fee Committee's proposals. Regulations may have a built-in clause allowing a fair annual fee increase to counteract the expense increase. The letters of admission for students must contain this clause. The Fee Committee may suggest adjustments to the fee structure based on its assessment of the escalation and fee levels each year.

The fees shall be categorized under following Headings –

- a. Tuition Fee.
- b. Development & Maintenance Fee, if applicable.
- c. Library Fee, if applicable.
- d. Laboratory including Computer Fee, if applicable;
- e. Games, Sports & Recreation Fee; if applicable
- f. Fee for Co-Curricular Activities; and (Tutorial, Seminar, Workshop etc.) if applicable
- g. Security Amount

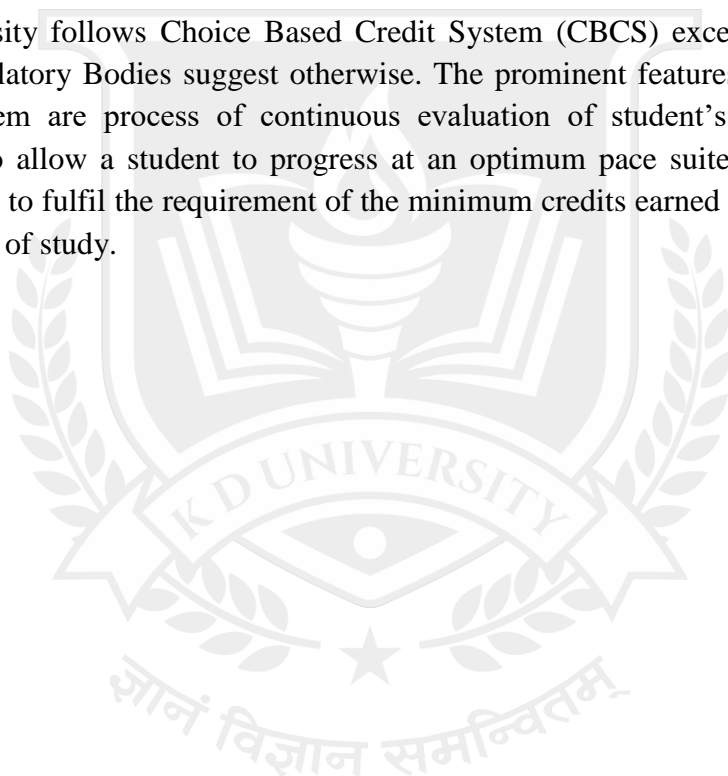
- h.** Examination Fee
 - i.** Hostel and Mess Charges
 - j.** Miscellaneous Fees
- 5.** The tuition, examination and any other fee chargeable from the students shall be as recommended by the Fee Fixation Committee and duly approved by the Executive Council keeping in view of the provisions of Section 35 (e) of the U.P. State Private University Act, 2019. The fee revision shall be duly notified. The revised fee shall be applicable to all the students admitted in that Academic year and onwards. Examination including Practical and other allied fees, as prescribed, shall be deposited with the Examination Form. Hostel and Mess Charges shall be paid at the time of admission.
- 6.** The fees charged by K D University for MBBS, MD and MS programmes will be in accordance with that notified by Director General Medical Education, Govt. of Uttar Pradesh in every Academic Year of the University.
- 7.** The fees charged by K D University for other programmes like GNM, B.Sc. (Nursing), Paramedical courses etc. will be as fixed by the Fee Fixation Committee of the University from time to time.



ORDINANCE - 8

SYLLABI & SCHEME OF EXAMINATIONS

1. The subjects and the course contents for every Program shall be followed as approved by the Executive Council on the recommendations of Academic Council. For each Degree/Diploma Program, there will be a constituent college Board of Studies which will prepare/adhere the detailed syllabi and schemes of examinations and forward the recommendation to the Academic Council.
2. Details of Curriculum of UG & PG Programs will be published as approved by the Executive Council of the University on the recommendation of the Board of Studies. The University shall follow an annual/semester/system in the courses as prescribed by the statutory body/University.
3. The University follows Choice Based Credit System (CBCS) except for the courses where Regulatory Bodies suggest otherwise. The prominent features of Choice Based Credit System are process of continuous evaluation of student's performance and flexibility to allow a student to progress at an optimum pace suited to his ability or convenience to fulfil the requirement of the minimum credits earned for continuation in the Program of study.



ORDINANCE - 9

MEDIUM OF INSTRUCTION AND EXAMINATION

1. The medium of instruction and examination shall normally be English, except in Diploma, Certificate and Language courses where the medium may be Hindi except Dental/Medical/Engineering/Technology/ Foreign Language.
2. **Courses and Language**
As long as the Academic Council approves and the relevant Board of Studies recommends it, the medium of instruction can be chosen for any course of study.



ORDINANCE - 10

TENURES OF COURSES

The maximum period in which a student will be allowed to complete his degree requirements is as follows:

For Doctoral Programs	-	Six Years
For Four & Half Years Degree Programs + One Year	-	Nine Years + One Year
For Four Years Degree Programs	-	Eight Years
For Three Years Degree/Diploma Programs	-	Six Years
For Two Years Degree/Diploma Programs	-	Four Years



ORDINANCE - 11

ACADEMIC SESSION, ACADEMIC CALENDAR AND ACADEMIC LOAD

Academic Session

In Semester System, the academic session of the University is divided into regular semesters termed as Odd and Even Semesters. The two regular Semesters (Odd and Even) are normally of eighteen weeks duration.

Annual System

Where annual system is followed, the academic session of the University will be of 240 working/ academic days after which examinations will commence.

One/ Two week(s) is/are utilized for mid-term examination. The last week of each Semester/ Session is used for the end-semester/ end session examinations. The exact dates of start and end of the Semester/ session will be as notified in Academic Calendar from year to year.

Academic Calendar

The exact dates of all the important events, such as orientation, registration, late registration, commencement of classes, adding and dropping of courses, submission of documents, examinations, submissions of grades, conversion of I-grades, vacation, mid-semester recess, etc., during the Academic Session are specified in the Academic Calendar of the University, approved by the Executive Council on the recommendation of the Academic Council.

Academic Load

Each course carries a weightage of 100 marks until unless prescribed by the regulatory body of the course. Guidelines will be followed of the regulatory body in terms of academic session and examinations in programs which are governed by specific regulatory body.

ORDINANCE - 12

REGISTRATION

All students are required to register in each year/semester, if any, for the courses to be pursued by them, as per the Program, on the dates specified in the Academic Calendar.

The sole responsibility for the registration in time as specified in academic calendar in a year/semester/trimester/summer term will be of the student concerned only.

Registration Procedure

The registration procedure shall involve:

- a. Online/offline filling of the registration form mentioning the courses to be credited in the year/semester/trimester/summer term, if any
- b. Payment of fees and clearance of outstanding dues (if any).

The candidate admitted to the University in his first year in any Program is required to submit documents of having passed the qualifying examination by the last date given in the Academic Calendar to get his registration regularized. The students of the University whose results have not been declared and are seeking registration in other semesters/trimesters/summer term shall be admitted only provisionally. However, they shall have to fulfil all the requirements of registration after the results are declared on or before the last date prescribed by the University, failing his provisional registration will stand cancelled.

Late Registration

If for any compelling reason like illness etc., a student is unable to register on the day of registration, he can register by the last date of registration specified in the academic calendar on payment of the late registration fee.

Cancellation of Registration

Unauthorised absence for a period of three/two or more weeks at a stretch during a year or semester/trimester or summer term, respectively, shall result in automatic cancellation of the registration of a student from all the courses in that year/semester/trimester or summer term.

ORDINANCE - 13

PERFORMANCE EVALUATION

1. Courses:

Performance Evaluation of the students in a course/ subject shall be a continuous process based on their performance in the mid-semester/ mid-session examinations, Post Completion Test, Post Completion Viva, formative and summative assessment, quizzes, short tests, assignments, and the annual/ end-semester/ examinations.

a. Theory Courses in Semester

The evaluation will be done through one mid-term examination and one-end term examination. This will be in addition to quizzes, attendance, assignments etc. The weightage of individual components would be programme specific as approved by Academic Council, on time to time basis.

There will be no additional/makeup test in lieu of any mid-semester/session test missed by any student. Similarly, there will be no examination in lieu of any missed end-term examination of any semester/session in that academic year. However, the extremely genuine cases will be examined by an appropriate committee constituted by the Vice-Chancellor who may approve the recommendation of committee for holding make-up examination of such genuine cases.

b. Courses in Annual System

For courses based on Annual System, the evaluation will be done through the guiding statutory body of Program concerned for both Theory, Laboratory and clinical Subjects.

c. Laboratory Courses

In each laboratory course, the student will be required to carry out the number of experiments as specified in the course. Each laboratory class/practical conducted will be assessed by the course instructor based on the work done during the class, submission of the report, and understanding of the work done.

There may be an examination at the end of semester/ session with or without an additional/external examiner. The total marks at the end of the semester/session will be sum of the marks awarded in all the experiments conducted. The students have to perform all prescribed experiments.

d. Clinical Postings/Exposures

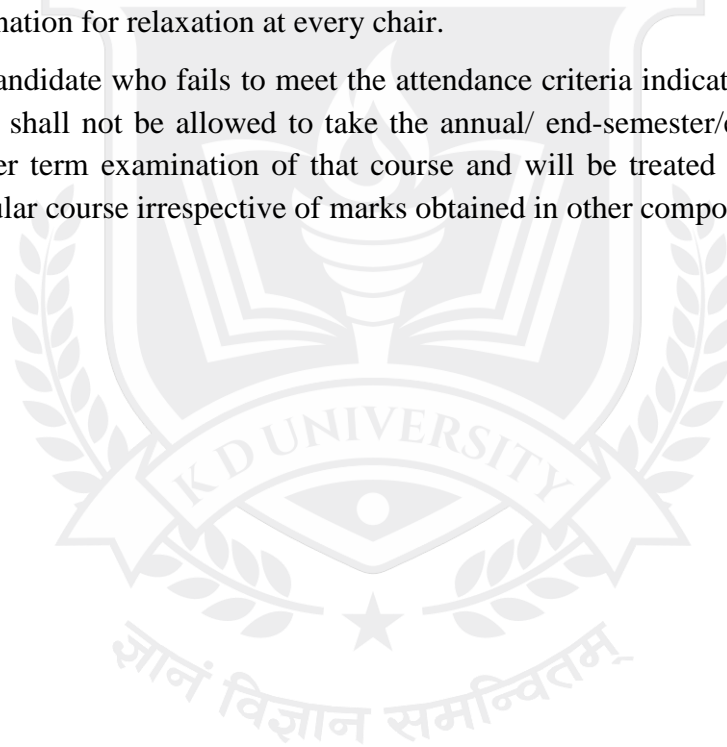
The students will be assigned requisite clinical postings as per the guidelines of the regulatory body in the course wherever required which they need to complete with utmost diligence. Also, appropriate clinical exposure will be provided to the students as and when required.

2. Attendance requirement

Since all the courses are professional in nature, it is therefore obligatory on the part of the student to attend each and every Lecture, Tutorial, and Laboratory and clinical classes in a course. However, on account of late registration or illness or any other contingencies, the attendance requirement will be a minimum of 75% for appearing in End-Term Examination, of the classes scheduled/held or as per the guidelines of the regulatory body e.g NMC, INC etc.

However, in extraordinary case the requirement of attendance can be condoned up to 5% by the Dean Academic Affairs and further 5% by the Vice-Chancellor. Relaxation of 5% more attendance can be granted by the Chancellor in rarest of the rare cases. An application on prescribed format for condoning limited shortage of attendance (up to 5% only) will be made by the student at least one week prior to the start of the annual / end-semester / end-trimester / end-summer term examination for relaxation at every chair.

Any candidate who fails to meet the attendance criteria indicated as above in any course shall not be allowed to take the annual/ end-semester/end- trimester/end-summer term examination of that course and will be treated to have failed that particular course irrespective of marks obtained in other components.



ORDINANCE - 14

INTERNAL QUALITY ASSURANCE CELL (IQAC)

K D University will create an Internal Quality Assurance Cell as a post-accreditation quality maintenance measure in accordance with the National Assessment & Accreditation Council's (NAAC) criteria.

1. IQAC – Vision

To ensure quality culture as the prime concern for the K D University through institutionalizing and internalizing all the initiatives will take with internal and external support.

2. The primary aim of IQAC

- a. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- b. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

3. Strategies IQAC

- a. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- b. Relevant and quality academic/ research programmes.
- c. Equitable access to and affordability of academic programmes for various sections of society.
- d. Optimization and integration of modern methods of teaching and learning.
- e. The credibility of assessment and evaluation process.
- f. Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- g. Sharing of research findings and networking with other institutions in India and abroad.

4. Functions of the IQAC.

- a. Development and application of quality benchmarks.
- b. Parameters for various academic and administrative activities of the University.
- c. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- d. Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- e. Dissemination of information on various quality parameters to all stakeholders.
- f. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- g. Documentation of the various programmes/activities leading to quality improvement.
- h. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

- i. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- j. Periodical conduct of Academic and Administrative Audit and its follow-up.
- k. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

5. Composition of the IQAC

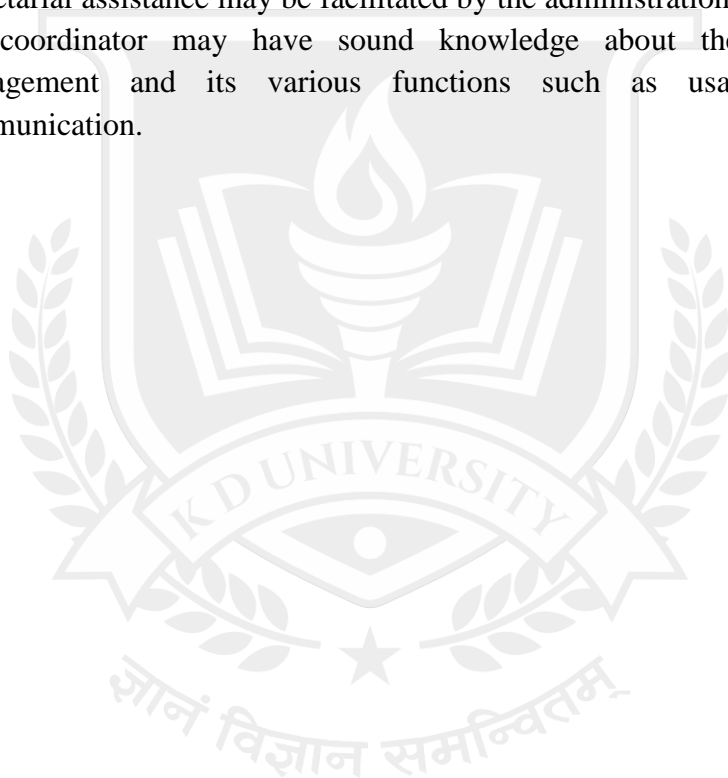
IQAC shall be constituted in K D University under the Chairmanship of the Head of the University i.e. Vice Chancellor with heads of important academic and administrative Departments and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

- Chairperson: Vice-Chancellor-Ex-Officio
 - Teachers to represent all level (Three to eight)
 - One member from the Management
 - Few Senior administrative officers
 - One nominee each from local society, Students and Alumni
 - One nominee each from Employers /Industrialists/Stakeholders
 - One of the senior teachers as the coordinator/Director of the IQAC
- a. The composition of the IQAC will depend on the size and complexity of the University, accordingly the representation of teachers may vary. It helps the University in planning and monitoring.
 - b. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
 - c. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the University and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:
 - i. It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
 - ii. It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the University.
 - iii. It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer centre, estate, student welfare, administration, academic tasks, examination and planning and development.

- iv. The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement.
 - v. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.
- d. The role of the Coordinator.**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC shall be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.



ORDINANCE - 15

GENERAL RULES FOR CONDUCT OF EXAMINATIONS

1. Applications for admissions to an examination shall be made on the prescribed form accompanied by the requisite fee to reach the examination cell by the date fixed for the purpose.
2. Application for admission to the examination shall be accomplished by the following certificates signed by the authority specified in the admission form:
 - a. Character certificate
 - b. That the candidate is eligible to appear in the examinations under the Ordinance prescribed for the examination concerned or Eligibility certificate for examination.
 - c. Any other certificate(s) required under the Ordinances.
3. Resit candidate is one, who has appeared in the examination earlier at least once, but could not pass it in that attempt. In case a resit candidate is, reappearing or first time appearing, for particular subject(s)/paper(s) examination, the application for admission to such an examination shall be accompanied by a certificate signed by the Director/Principal/Head of the constituent College/Institution/Department, stating that the candidate had completed the prescribed course of lectures etc. within the period specified by the Ordinance for the examination.
4. All candidates are required to submit three copies of recent passport size coloured photographs out of which two copies will be fixed on the Admission -cum-Roll Number Card and one copy will be fixed on the Admission form. On the front portion of each photograph the candidate will write his/her name, which will be attested by the same authority which attests the admission form.
5. The Dean Academic Affairs shall have the power to exclude any candidate from examination for a specified period for reasons to be recorded in writing and if it is satisfied that such a candidate is ineligible, not fit and proper person to be admitted to the examination.
6. If a candidate after admission to an examination:
 - a. Commits an act of moral turpitude.
 - b. During the examination if candidate is discovered to have committed an immoral act, which in the opinion of the Dean Academic Affairs, is of such level, that had it come to their knowledge in time, they would have excluded him/her from the examination the University Academic Committee after an enquiry may:
 - i. Cancel his/her candidature; and/or
 - ii. Disqualify him/her for a specified period
7. If a candidate before issue of roll number, or before appearance in an examination, is found to be ineligible to take the examination his/her candidature shall be cancelled by the University Academic Committee.



8. If a candidate, subsequent to the issue of Roll number or subsequent to appearance in an examination, is found to be ineligible to take the examination, his/her candidature shall be cancelled by the University Academic Committee.
9. Attempts for appearing in examinations
- a. Where a candidate for an examination in which the number of attempts available are limited, has missed one or more attempts on account of illness, only one additional attempts may be allowed by the Vice Chancellor, if the candidates, have submitted his/her admission form and fee, informs the Vice Chancellor before the commencement of the University examination of his/her inability to appear in the examination. Candidate must furnish a Medical Certificate from the Medical Officer authorizes by the University, including the Civil Surgeon. This additional attempt shall be availed at the earliest available opportunity next to the last admissible attempt.
 - b. Where attempts of the candidate to clear an examination are limited, the University Academic Committee shall have authority to grant an extra attempt, for valid reason other than illness, in lieu of one or more attempts missed by a candidate for no fault of his/her provided that the extra attempt shall be availed of immediately next to the last admissible attempt.
Provided that the condition of maximum period prescribed for passing an examination shall not apply to the candidates who are allowed additional attempts under Sub-clauses (a) & (b) above.
10. A candidate who could not avail one or more attempts of appearing in an examination due to late receipt of result of his/her use of unfair means case in which he/she is exonerated of the charges, or due to late receipt of result of re-evaluation/re-checking of answer books, wherever applicable, may be allowed one additional attempt by the Vice-Chancellor on the recommendation of University Academic Committee.
11. Unless otherwise provided a person who
- a. Has already passed an examination of this University, or any other University approved by University Academic Committee, shall not be permitted to re-appear in that examination or a corresponding examination.
 - b. A candidate for an examination in all the subjects of this University cannot simultaneously register/ read/ admit for or appear at another examination of this University or of another University/Board in full subjects in the same academic year.
Provided that the above condition shall not apply to a candidate appearing in another examination of the University for passing or for improvement of division/result or for additional subject; provided that he/she does not take the examination in more than two subjects/papers simultaneously with the full subjects of his/her main examination.
12. Notwithstanding anything contained in any Ordinance, the University Academic Committee shall, for reason to be recorded in writing, have power to admit a person provisionally to the next higher class pending his/her qualifying in the papers, which he/she may have missed for no fault of his/her own. The University Academic Committee shall separately record reasons for granting such permission in each case.



13. A prisoner serving a term of imprisonment may be allowed to appear in an examination if:

- a.** A certificate of good conduct is given by the Superintendent concerned and also under the Ordinance for resit students.
- b.** He/she is eligible under the Ordinance for examination concerned and also under the Ordinance for resit students.

Provided that such examination is arranged in the Jail, the expenditure incurred therein, shall be paid to the University by the Jail authorities.

14. Submission of Examination Forms and Fee

- a.** Extension of last date(s)
 - i.** The Vice-Chancellor may, when he/she considers it appropriate in any exceptional case:
 1. Extend the date for submission of examination Admission forms and fees by the constituent College keeping in view the circumstances and
 2. Accept the Examination Admission form and fee after the expiry of the last date with late fee as prescribed by the University from time to time.
 - ii.** If the result of any particular candidate(s) is declared late or is revised due to rechecking/re- evaluation of answer books(s) before the last date fixed for the submission of admission forms without late fee, the candidate may submit the examination admission form along with fee by the following dates:
 1. Without late fee: Within 15 days of the declaration of the result.
 2. With prescribed late fee: Within 30 days of the declaration of the result.
 3. With usual late fee as prescribed for the relevant period, before the commencement of examination and after the expiry of date as mentioned in (i & ii) above.
 - iii.** The Vice-Chancellor may condone the late fee in case a constituent College has failed to deposit the Examination fee in full, within the prescribed period/last date, through a clerical mistake, viz totaling of the amount payable, rate of examination fees payable etc.
- b.** For the purpose of calculating late fee, the date of remittance of money by the candidate from the Bank shall be taken as the date of receipt thereof by the University.
- c.** A candidate who'
 - i.** Fails to present himself/herself for an examination; or
 - ii.** Has appeared in an examination provisionally and is subsequently declared ineligible by the Controller of Examination or an Officer authorized by him/her according to the Ordinances shall not be entitled to refund of the fee or to have it kept in deposit for a subsequent examination.
- d.** A candidate shall not be entitled to refund of examination fee paid by him/her:
 - i.** If permission accorded to him/her to take an examination is subsequently cancelled as a result of misrepresentation of facts or suppression of important fact or want of relevant information in his/her examination admission form;

- ii. If he/she tried to obtain admission to an examination by making a false statement of facts in his/her Admission form.
- e. Refund of examination fee shall not be allowed
 - i. When a candidate's name is withdrawn for non-payment of College/Department dues:
 - ii. When a candidate's name is withdrawn on account of his/her rustication of expulsion from the Department/Constituent/College or withdrawal of character certificate for misconduct.

15. Detention/Cancellation of candidature for appearing in the Examination

- a. The Candidature of a candidate for appearing in the examination in a particular subject(s)/paper(s) in which he/she falls short of attendance, and the same has not been made up nor condoned in accordance with the Ordinance, may be detained in that particular subject(s) / paper(s), wherever prescribed in the relevant Ordinance.
- b. The Candidature of a candidate for appearing in the examination shall stand detained/cancelled, if his/her name is struck off the rolls of the University, teaching department/constituent college provided such action is taken before the commencement of the examination.
- c. The Candidature of a candidate shall stand detained/cancelled if he/she is rusticated or expelled from the University Department/Constituent College or his/her character certificate is withdrawn for misconduct before the commencement of examination.
- d. When the candidature of a candidate is to be cancelled before his/her appearance in the examination on grounds of his/her being ineligible, the Controller of Examinations/Registrar concerned is authorized to pass the order.
- e. The Controller of examination shall have the authority to cancel the candidature of any university examination on grounds of his/her ineligibility after he/she had actually appeared in it and to file/cancel his/her result.

16. Declaration and Publication of Result

- a. The controller of examination will publish the result of various examinations as may be prescribed in the Uttar Pradesh Private Universities Act, 2019 and/or as directed by academic council of University.
- b. However, if on scrutiny of the pass percentage it appears that there has been a distinct change of standards in the examination as a whole or in a particular subject the matter shall be submitted to Vice-Chancellor who may refer the matter to the Examiners concerned for report or may take such action as he/she may consider necessary.
- c. Simultaneously with their publication, the result of the regular students shall be communicated to the Head of the Department/Dean of the constituent Colleges concerned.
- d. After the publication of the result, the result cards of the regular students, showing the subject wise marks obtained will be sent to the Head of Department/Dean of the constituent Colleges concerned.

17. Rectification of Results

On the recommendation of University Academic Committee, The Vice Chancellor shall have power to quash the result of an examination of the candidate after it has been declared, if:

- a. She/he is proved to have used unfair means in the examination and is disqualified; or
- b. A mistake is found in his/her result or
- c. He/she is found ineligible to appear in the examination, and has appeared by using unfair means
- d. If so directed by a court of law of competent jurisdiction

18. Re-checking/re-evaluation of answer books

- a. A candidate shall be entitled to have his/her answer books re-checked/re-evaluate wherever applicable on payment of fee as prescribed by the University per answer book as follows:
 - i. Application for re-checking/re-evaluation, as the case may be is received by the University within 10 days of the date on which result is declared by the University.
 - ii. Re-checking will be done only to see if the marks awarded to various answer have been correctly added and that all the answers have been assessed by the Examiner.
 - iii. In case of request for re-evaluation decision shall be taken as per respective council rules. Whenever re-evaluation is applicable the answer books will be got re-evaluated from the examiner other than the original examiner as per the rules and regulation of the University.
- b. If any mistake is discovered as a result of re-checking of answer-books or the nature of result changes on account of re-evaluation of answer-books the Controller of Examination will have power to rectify/revise the result.
- c. The candidate intended to apply for re-checking/re-evaluation of answer-books should ascertain before applying for the same that re-checking/re-evaluation is permissible under the rules and that they are applying within the prescribed time. In case, the application of a student for re-checking/re-evaluation of answer-books is rejected on such grounds, the fee paid by them will not be refunded.
- d. There shall be no re-evaluation in respect of the following:
 - i. MBBS, MD & MS examinations
 - ii. B.Sc.(Nursing), Post Basic Nursing, any other Medical/Dental streams unless, provided by the regulation of the respective regulating bodies.
 - iii. Laboratory / Practical examination, viva-voice / sessional, thesis / dissertation evaluation and project report evaluation etc.

19. Re-Examinations

Notwithstanding anything contained in any other Ordinance/Regulation, the Academic Council shall have power, in the case of all examination held by the University, to hold a re-examination in the same year for special reasons to be recorded.

20. Place of Suing

All legal disputes relating to examination/admission of students will be subject to Courts having Jurisdiction in Mathura.

21. General Provision regarding conduct of examinations

- a.** Conduct of Examination: Subject to the Ordinance and directions issued by the Dean Academic Affairs, the Controller of the examination shall be responsible for all arrangements in connection with the conduct of examination and all matters connected therewith.
- b.** All Colleges/Department to assist Conduct of Examinations
 - i.** Every College/University teaching department, for supervision of the University examinations, shall recommend the names of such number of teachers as are required by the Controller of Examinations. In making these recommendations, the guidelines, if any, issued by the Controller of Examination shall be kept in consideration.
 - ii.** For observing the proper and smooth functioning of the centre, the flying squads headed by a convener shall be appointed by the Controller of Examinations. The convener of the flying squads shall not ordinarily be below the rank of Associate Professor/Principal of the constituent college or a Lecturer/Assistant Professor with at least 10 years' teaching experience. The Convener may be paid fixed honorarium if required as approved by the Competent Authority.
 - iii.** The Controller of Examination may appoint one or more members of the flying squads/observers who should not be below the rank of an Assistant Professor/Lecturer of the University teaching department or constituent college having at least five years teaching experience.
 - iv.** Where no requirement of appointment of flying squads is deemed necessary, the Controller of Examination may appoint one or two observers in lieu thereof.
- c.** Missing/Misplaced/Lost Answer Books
 - i.** The candidate whose answer-books(s) is/are lost after having been received by the Centre Superintendent of Examinations and who, but for this answer books would have either passed the examinations or is likely to be placed in compartment/re-appear shall, unless he/she opts for examination on a date to be fixed by the Registrar/Controller of Examinations, be deemed to have obtained in that paper marks equal to the marks obtained by him/her in the other theory papers of the same subjects and if there is no theory paper in that subject or if there are more than two theory papers in that subject marks equal to the average of the marks obtained by him/her in other theory papers. Half the prescribed examination fee will be charged from the candidate for the examination if he/she opts for re-examination.
 - ii.** In case of a dispute as to whether the candidate answer-books was duly received or not, the finding of the Controller of Examination subject to confirmation of Vice Chancellor shall be final.

- iii. The case(s) of missing/misplaced/lost answer books will be duly investigated, and a report will be submitted to The Academic Council in its next meeting including the action taken in various cases.

22. Type of Examinations

- a. Where not otherwise provided in any Ordinance of the course, there will be two types of examinations, at University:
 - i. End Semester/End Year Examinations: End Semester/End Year Examinations shall be held at the end of each semester/academic year, as the case may be and will cover the entire course of the syllabus in that semester/academic year.
 - ii. Term Examinations: There may be one term examinations in each semester and two terms in each academic year, as the case may be. Each term examinations will be from the portion of the syllabus covered up to that period.
 - iii. Pre-University Examination: There may be one pre-university examination covering the entire course of the syllabus in that Semester/Academic Year.
 - iv. Test and other Assessments: The above formative and summative assessments are in addition to the class tests, tutorial assessment, projects and Industrial visits evaluation as conducted at the Faculty or Department level.

b. Practical Examinations

Practical Examinations shall be held as provided in the respective curriculum/ordinance for the courses.

23. Academic Year

The academic year runs for a period of approximately twelve months and compressed may be two semesters as per the Ordinance of various courses, programs.

24. Date of Examination

The dates of all the examinations shall be as per the University Academic Calendar.

25. Printing of question papers

The Controller of examination of University will maintain complete secrecy in printing copying and distribution of question papers.

26. Evaluation of answer books

The answer books shall ordinarily be evaluated centrally in the University premises by the internal/external examiners as the case may be:

- a. End Semester/End Year Examination: (Annual/Semesters/Supplementary wherever applicable). The answer books shall ordinarily be evaluated centrally in the University premises by the internal and / or external examiners, as the case may be.
- b. Term Examinations: The answer books shall be evaluated by the concerned faculty under the control of the concerned Head of Department (HOD) Faculty.
- c. Test and other Assessments: The evaluation of the class tests, tutorial assessments, project and Industrial visits evaluation etc. will be conducted at the Faculty or Department levels as decided by Board of Studies.

27. Submission & Display of Grades (Whenever applicable/prescribed):

The marks obtained/grades of a course will be forwarded by the Course Coordinator in a consolidated list to the Controller of Examinations. Any moderation of grades as per procedure mentioned in “Course Credit Regulations & Grading System” and compilation of results including due check of all the aspects will be done at the level of controller of examinations. HODs will forward the marks/grades of minor Internal tests to the Controller of Examinations, who will carry out date check marks & grade equivalence and bring out discrepancies, if any, to the immediate notice of HOD concerned. After rectifications are ensured, the Controller of Examinations shall display the final result. A detailed report on the Examination Process shall be presented before the Academic Council in its subsequent meeting, including actions taken in individual cases.

28. Instructions to the candidates for examination

- a. The examination hall shall be opened each day at least 15 minutes before the scheduled time of commencement of examination. All the candidates must be in the examination hall by that time. No candidate who is late by more than half an hour shall be admitted to the examination hall and no extra time shall be allowed to a candidate who arrives later in the examination hall.
- b. When a candidate leaves the examination hall, he/she shall before doing so, will hand-over his/her answer book to the Assistant Superintendent/Invigilator concerned. After having left the examination hall as such, he/she will not be readmitted to the hall.
- c. No candidate shall be permitted to leave the hall till half of the allotted exam time is over, after the distribution of the question paper. A candidate leaving the examination hall after the half time is over, will not be allowed to take the question papers with him/her. He/she will only be allowed to take the question paper with him/her after full examination time is over. Each candidate shall occupy the seat allotted to him/her by making his/her roll number on the same.
- d. Each candidate shall fill all the required entries on the front page of his/her answer-book his/her roll number before he/she starts answering the question paper. He/she shall also write down his/her roll number on the question paper delivered to him/her.
- e. All candidates are required to bring their own pens and no one is allowed to tear of a leaf from his/her answer-books.
- f. No candidate shall write answers or rough work on the question paper and his/her name/roll number on any page of the answer book except the title page on which only roll number is allowed to be written in the relevant column.
- g. Every candidate shall show his/her valid identity card/admit card on demand and put his/her signature against his/her name in the attendance sheet when directed to do so by the Centre Superintendent, failing which he/she may not be admitted to the examination or if already so admitted be required to leave the examination centre forthwith.

29. Duties of Centre Superintendent and Assistant Superintendent of examinations

- a. The Centre Superintendent shall ensure that the examination hall is opened 15 minutes before the time of start of examination.

- b.** The Controller of Examination shall supply to the Centre Superintendent before the commencement of examination a confidential list containing the particulars of the examinee/s along with the subjects/optional paper taken up by them.
- c.** The Centre Superintendent shall not admit any candidate to the examination whose name is not shown in the confidential list or to allow any candidate to take examination in any paper/optional paper other than that shown against his/her name in the confidential list provided that in doubtful cases, the Centre Superintendent may allow a candidates to take the paper provisionally at his/her and responsibility and immediately refer the matter to the Controller of Examinations for confirmation/clarification. The answer books of such a candidate will be sent to the Controller of Examination as a stray case in a separate cover.
- d.** The question paper, set for the examination, shall be delivered to the Centre Superintendent by the Controller of Examination in a sealed cover/bag which shall be opened by the Centre Superintendent in the presence of two members other Supervisory staff. The Superintendent and the Assistant Superintendent shall sign the question paper opening certificate certifying that the sealed cover/bag was in proper condition and that it was opened in the examination hall at the proper time. This certificate shall be forwarded to the Controller of Examinations on the same date. Provided that if there is only one Assistant Superintendent on any particular day, the question paper shall be opened in the presence of Assistant Superintendent and the HOD/Principal of the constituent college concerned or his/her nominee.
- e.** Before the commencement of the examination the Centre Superintendent shall ensure that the seating arrangement in the examination hall is proper and has been made in such a way so as to avoid mutual copying among the examinees.
- f.** The adequate blank answer sheets shall be supplied by the University.
- g.** The Centre Superintendent shall remain in the examination hall during the time allotted for each paper and shall immediately draw the attention of the Controller of Examination to any misprint, mistranslation or any other discrepancy in the question papers which comes to his/her notice.
- h.** Immediately after the time allotted is over, the Centre Superintendent shall collect the answer-sheets from the invigilators, have them arranged roll number wise, pack them securely and send the same to the University immediately thereafter.
- i.** The Centre Superintendent is expected to observe economy with regard to expenditure to be incurred in all matters.
- j.** Any attempt to use unfair means to pass the examination or any violation of the rules, by the candidates shall immediately be reported by the Centre Superintendent to the Controller of Examinations.
- k.** If, in the opinion of the Centre Superintendent, it is necessary to permit a candidate to leave the examination hall during the Examination for a brief period, he/she shall be accompanied by the Supervisor put on the outside duty. The Centre Superintendent may fix time, if necessary, within which the candidate must return to his/her seat.
- l.** Ordinarily, one Assistant Superintendent shall be appointed for every 30 candidates but the Centre Superintendent may appoint an additional Assistant Superintendent with the approval of Controller of Examination.
- m.** Assistant Superintendents shall remain in the examination hall during the time allotted for each paper and shall not leave the hall without the permission of the Centre Superintendent.

- n. In case, an Assistant Superintendent is unable to discharge his duty on account of unavoidable circumstances, he/she shall inform the Assistant Registrar/Deputy Registrar of the Conduct Branch immediately so as to make alternative arrangement in his/her place.
- o. Assistant Superintendent are required to help the Centre Superintendent in the distribution of question papers and answer sheets etc. among the examinees and in collecting back the answer sheets from the candidates at the termination of examination and perform such other duties as may be assigned to them by the Centre Superintendent.
- p. If, any candidate is found resorting to use of unfair means in the examination of involving in creating in disturbance or acting in any manner so as to cause inconvenience to other candidates, the Assistant Superintendent shall at once report the matter to the Superintendent.

30. Appointment of Centre Superintendents and Assistant Centre Superintendents

The Centre Superintendents / Deputy Superintendent / Assistant Superintendent / Invigilators shall be appointed by the Controller of Examination as per the need of the examination as laid in Rules and Regulations.

31. Creation of Examination Centres

- a. The examinations shall ordinarily be held at such centres as may be created in the premises of the University/Departments
- b. For all India entrance tests the centres at place other than the premises of University/Departments may be created by the University as per provisions governing regulations.

32. Special arrangements for Amanuensis (Writer for Answers)

- a. A candidate may be allowed help of an amanuensis (writer) if:
 - i. He/she is blind
OR
 - ii. He/she is permanently disabled from writing with his/her own hand;
OR
 - iii. He/she is temporary disabled from writing such as fracture of the right or left arm fore- arm or dislocation of a shoulder, elbow or wrist, etc. The candidate shall produce a certificate from a Professor of the specialty concerned of a Medical College/Institution, and where there is no Medical College/Institution, from the Civil Surgeon on the District concerned, to the effect that the candidate is unable to write his/her answer books because of the temporary disablement.
- b. On the written request from the blind candidate(s) through the Head of the teaching Department/Dean of the constituent college, the Superintendent in Chief or Controller of Examinations are authorized to appoint amanuensis in accordance with prescribed qualifications of the writer. Intimation with full particulars on the prescribed Performa will be sent to the University by Superintendent-in-chief in the last packet. In case of the other handicapped persons amanuensis will be appointed with the approval of Vice Chancellor.

- c. In case a person's physical handicap is such as to render him/her incapable of answering the paper in the prescribed time, an extra time up to one hour for a paper may be allowed for blind persons.
- d. The amanuensis shall be two grades lower in education than the candidate, but he/she must not have secured more than 60% marks in the Examination. The requirement of having obtained not more than 60% marks in the last examination may be relaxed if the qualification of the writer is more than two grades lower than that of the examinee.
- e. Provided further that in case of Blind candidate amanuensis shall be of one grade lower in education than the candidate but he/she must have not secured more than 60% marks in the examination.
- f. The Superintendent shall arrange for a suitable room for the Disabled candidate and put on duty there one additional Assistant Superintendent for him/her out of the list supplied by the University Office.
- g. The candidate other than blind person asking for writer on genuine medical grounds shall pay in advance to the University an additional prescribed fee per paper. No payment shall be made to the writer by the University which will be the responsibility of examinee himself/herself.

33. Punishment for use of Unfair Means

- a. Without prejudice to the general meaning of the term "Unfair Means" it will include the following:
 - i. Having in his/her possession or accessible to him/her during the examination hours in the examination centre:
 - 1. any books, paper or notes printed or written on any kind of material body, clothing etc, and relating to the subject of the examination in progress.
 - 2. a mobile phone or any other instrument/electronic gadget which may facilitate leakage of the question paper and/or contain any material related to the subject of the examination in progress.
 - 3. a programming calculator/palm computer or any other device which may be used in attempting any question(s).
 - ii. Writing during the examination hours on any paper other than the answer-book, any portion of the question paper or answer or notes relating to any question;
 - iii. Talking to another candidate or to any other person other than the member of the Supervisory Staff in or outside the Examination Hall during the Examination hours;
 - iv. Consulting notes/books outside the Examination Hall during the Examination hours;
 - v. Receiving help from another candidate with or without his/her consent or giving help to him/her or receiving help from a person who is not a candidate for the examination of that day during the examination hours;
 - vi. Disclosing his/her identity deliberately or making any distinctive mark in his/her answer book for that purpose of making an appeal to the Examiner through the answer-book or using abusive or obscene language in the answer book;



- vii.** Presenting to the Examiner a Practical notebook which does not belong to him/her if he is a candidate for an Examination where practical notebook is essential.
 - viii.** Communicating or attempting to communicate directly or through a relative, guardian or friend with an Examiner or with the Registrar, Controller of Examinations or any other official with the object of influencing him/her in the award of marks or making any interpolations thereto;
 - ix.** Swallowing/destroying any note, paper etc, found with him/her.
 - x.** Making deliberate prior arrangements to cheat in the examination, including:
 1. Substitution, wholly or partly of an answer-book/continuation sheet by another answer-book/continuation sheet, during or after the Examination hours.
 2. Insertion in the answer-book of any sheet(s) written outside the Examination Hall.
 3. Any kind of attempt to communicate with somebody who is inside or outside the Examination Hall with a view to obtain assistance of any kind.
 4. Impersonation.
 5. Obtaining admission to the Examination on a false representation.
 6. Forgoing another person's signature.
 7. Failing to deliver his/her answer-book to the persons in charge before leaving the Examination Hall.
 - xi.** Refusing to obey the Superintendent or any other member of the Supervisory Staff, flying squad or creating disturbance of any kind during the Examination or otherwise misbehaving in or around the Examination Hall or threatening or assaulting any official connected with the Examination any time before, during or after the Examination.
- b.** If a candidate is found to be or suspected to be guilty of Using Unfair/Mean in the Examination, the Superintendent of the Examination shall take away his/her answer-book and permit him/her. If he/she so desires to answer the remaining part of the question-paper on a new answer-book which shall be supplied to him/her. The candidate may also appear in the rest of the Examination in subsequent papers at his/her own risk and subject to the decision in his/her case for use of Unfair Means. The Superintendent shall also obtain an explanation of the candidate in writing then and there.
- c.** The Superintendent of the Examination shall report to the Controller of Examinations without delay, and on day of occurrence if possible each case where Use of Unfair Means in the Examination had been detected. When adoption of any Unfair Means is detected and the candidate is caught red-handed the Superintendent will give a hearing to the Candidate and records his/her statement. He/she may allow the candidate to question the detector and the questions and answer will also be recorded. If the candidate refuses to make any statement this fact will be recorded by the Superintendent.
- In case the candidate refuses to part with his/he answer-book, no new answer book should be given to him/her and he/she should be asked to leave the Examination Hall. If he/she accepts a new answer book, he/she will be allowed extra time to cover the time spent in the inquiry.

d. The Standing Committee on unfair means shall deal all cases of use of unfair means in the examinations and shall consist of the following:

- i. Head of the Concerned Department - Chairman
- ii. Two teachers (Nominated by the Vice Chancellor) - Members
- iii. Controller of Examination - Member Secretary

Note-The Controller of Examination shall only present the cases and shall not involve in the decision making process.

- e. The Committee shall consider the report, of the person detecting the unfair means during the examination and shall provide opportunity to the candidate for due explanation and shall also consider the other circumstantial and/or oral evidences for arriving at a logical conclusion regarding further necessary action by the competent authority.
- f. If any person of the staff of the University or a constituent College/Institution maintained by it, Who is found to be guilty of connivance at the use of Unfair Means at an examination, by omission or commission, or when called by the Unfair Means Cases Committee, fails to appear before the committee in his/her case will be reported to the Vice Chancellor for such action as considered necessary.
- g. If the Unfair Means adopted by a candidate come to the notice of the University after the Examination, his/her case will be decided by the Unfair Means Committee on such evidence as may be available after giving the candidate reasonable opportunity to defend himself/herself.
- h. A candidate found guilty of use of Unfair Means may be awarded punishment as under:

Offence (As mentioned in Para 33 a)	Punishment
33 a {i} If the paper, note, etc.	Shall be disqualified in the concerned paper/ subject AND may be refused permission to appear in the next university examination ALSO, based on the nature and level of the Unfair means offence as decided by the Standing Committee on unfair means. And/or Disqualified from passing in that particular concerned paper/Subject and ALSO he/she may be disqualified from appearing in the Concerned examination in all other subject(s) and ALSO may be disqualified from appearing in the next one or more university examinations.
33 a {ii}, {iii}, {iv}, {vi}, {vii}	Shall not to permitted to appear in any other subject(s) examination till after the next annual examination.
33 a {v}, {viii}, {ix}, {x (3, 4, 7)} 33 a {ix}, {x (2, 4, 5)}, {xi}	Disqualified from passing in the concerned examination in full and ALSO from appearing in next two or more Examinations.

The disqualification/cancellation of exam under this Ordinance will be treated as a failure in the examination and consequences of failure will follow. If a candidate is also disqualified from appearing at the next one or more examinations, he/she shall not be admitted to any course of study or allowed to appear at any examination of this University, during the period of such disqualification.

- i. The Standing Committee on unfair means, in general, shall take decisions Unanimously. If the Committee is not unanimous, the matter shall be referred to the Vice-Chancellor whose decision shall be final.
- j. The Vice-Chancellor on an application by the candidate or suo moto may send back a case to the Unfair Means Committee for reconsideration, if in his/her opinion such a step is called for the circumstances of the case.

Any candidate having dissatisfied with the decision of the Unfair Means Cases Committee can submit an appeal for reconsideration of the case by the Vice-Chancellor within 30 days of the dispatch of the decision of the Unfair Means Cases Committee together with the prescribed fee.

- k. If the Vice-Chancellor is satisfied, after enquiry that the integrity of University Examination has been violated at an Examination Centre as a consequence of wholesale Unfair Means/mass copying the Vice-Chancellor may order re-examination besides taking action under regulations relating to unfair means.
- l. Not with standing anything contained in this Ordinance the Vice-Chancellor will have the authority to take up himself/herself any Unfair Means Case and decide the same. For this purpose the Vice-Chancellor can withdraw a case at any stage from the Unfair Means Committee to be dealt with by him/her.

34. Paper-Setting and Evaluation

General Provisions

- a. Each **Board of Studies** shall recommended, persons for appointment as Paper-Setters & Examiners for various University Examinations, by the dates notified by the Controller of Examinations keeping in view the dates of semester/annual examinations. Provided that the Vice Chancellor may extend the date so notified, in special circumstances.
- b. In these provisions:
 - i. An External Examiner shall be one who is not teaching in any department of this University or in a constituent College. He/she shall be a teacher with a requisite qualification and experience in the subject(s) as laid by the concerned council of the course or as per the guidelines of National Medical Commission or as per the University regulation working / worked in other than this University / College / Institution.
 - ii. An Internal Examiner shall be one who is teaching at this University and is having requisite qualification and experience laid by the concerned regulating body or this University as applicable.

- c. The Board of studies for a subject shall recommend for each examination alternate names for appointment as Paper-Setters as per the guidelines of the concerned regulatory bodies or as may be decided by the university.
- d. Not with standing anything contained in any other Ordinance for the time being in force, the Vice-Chancellor in consultation with the Chairperson of the Board of Studies concerned, shall have the power to remove permanently or for a specified period any Paper-Setter/Examiner in any faculty for any examination, if his/her work is found unsatisfactory as to standard of making or who was found to have committed irregularities or caused inordinate delay in the submission of Award/Question paper etc, or there is some doubt with regard to his/her integrity or was otherwise unable to perform the work or to conform to directions of the University.
- e. Where the appointment of any Paper-Setter/Examiner is cancelled or any Paper-Setter/Examiner is incapable of acting as such or does not accept the appointment or in an emergency, to meet a particular situation, the Vice Chancellor is empowered to appoint a substitute as deemed suitable.
- f. External Paper-Setters and External Examiners shall be appointed on year to year basis, but no such person will ordinarily continue to act as such for a period of more than three years continuously in the same paper and shall not be eligible for re-appointment unless there is a gap of at least one year.

An Examiner shall be considered to have worked for full one year irrespective of the fact whether his/her appointment was only for the Annual or the Supplementary Examination.

- g. No person shall be appointed as Paper-Setter
 - i. If he/she does not possess teaching experience in the subject for:
 1. 10 years or
 2. 05 years, in the case of a University Professor/Associate Professor, provided that this condition may be relaxed by the Vice Chancellor on the recommendation of the Board of Studies in the case of a subject in which qualified teachers are not easily available?
 - ii. If any of his/her relations is appearing in the examination. For this purpose “relation” shall mean- “wife, husband, son, daughter, sister, wife’s brother, brother’s son and daughter, sister’s son and daughter, first cousin, husband’s sister, brother, nephew, niece, grandson, grand-daughter, daughter- in-law and son-in-law”.

35. Award of Grace Marks

- a. Unless specified otherwise in any other Ordinance, Grace Marks may be given to the candidates for various examinations to the extent and in the manner given below:
 - i. A candidate who fails one or more paper(s)/subject(s) Written, Practical, Sessional/Internal Assessment or Viva-voce and or in the Aggregate shall be given Grace Marks up to 1% of the aggregate marks excluding the marks for

internal Assessment/Sessional(s) of the Paper(s)/Subject(s) of the examination, if by the addition of these marks he/she can pass the examination or be placed in compartment or earn exemption. However, if such a candidate after ascertaining from the University that he/she the same has been given Grace Marks, represents, against the Grace Marks awarded to him/her the same shall be withdrawn and his/her result revised. The option once exercised shall be final. The request of the candidate for withdrawal of Grace Marks must reach the Controller of Examinations within one month of the dispatch of the Detailed Marks Cards/Certificates by the University after which no request will be entertained.

- ii. However, in respect of MBBS, the student shall be entitled to grace marks up to 1% of the aggregate marks of the concerned examination provided that no one shall be given grace marks beyond 5 in a subject/paper. The un-availed grace marks will be carried forward for the subsequent of the class concerned.

36. Letter Grade Evaluation Scheme, Course Credit and Grading

The evaluation scheme in respect of the courses where the Course Credit and Letter Grading System is made applicable shall be prescribed in the relevant course ordinances. The grade awarded to the student in a course should reflect student's proficiency in the course. It will be based on the performance of the students in Minor Tests, assignment, Viva-Voce, Lab-Work, Seminar, Workshop, presentation and group discussions etc. whichever is applicable as per scheme in addition to the Mid Term and Final Examination and practical exam, if applicable at the end of Semester/Term.

The Flexibility in Examination system, letter grading scheme, Semester Grade Point Average (SGPA)/ Cumulative Grade Point Average (CGPA) based evaluation, course credit and grading scheme maybe prescribed by the Academic Council with the approval of the Board of Management.

37. Issuance of Migration Certificates

A candidate who has passed the final semester/annual examination or a part of examination, may apply for Migration Certificate from the University on the prescribed application form along with a fee of Rs. 1000/-. The Migration Certificates shall be issued by the University as per the guidelines issued from time to time. The migration certificates can only be issued for the courses wherever it is permissible by concerned governing bodies and will not be provided for courses in which NMC/INC has specific guidelines.

38. Interpretation of rules

Where there is an ambiguity in the rules and the interpretation of the same is required the decision/interpretation of the Vice Chancellor shall be final.

The fee may be revised as necessary for every new batch on year to year basis and shall be notified as part of the Admission Notice/Admission Brochure for a particular year, before start of admission.

ORDINANCE - 16

GRANT OF SCHOLARSHIPS, MEDALS, PRIZES AND AWARDS FOR THE OUTSTANDING STUDENTS

K D University may establish medals, prizes, awards, and certificates to recognize outstanding students in each of the academic programme. Specific details regarding eligibility criteria, selection procedure, conferment of award shall be outlined in regulations developed at the time of institution of such award(s).

1. The Executive Council shall establish the policy regarding the distribution of Fellowships, Research Internships, Scholarships/Stipends, Medals, and Prizes, which will be included in the university prospectus. The value, duration, and conditions of these awards will be determined by the Executive Council, and may be revised periodically, including the introduction of new awards/rates or the removal of existing ones.
2. The Executive Council may constitute committee(s) to develop guidelines for granting fellowships, scholarships, medals, and prizes. The criteria for eligibility, award values, duration, and the process for selecting recipients will be as sanctioned by the Executive Council.
3. Fellowships, Internships, and Scholarships will be awarded to qualified students in accordance with the policy framework at the time of admission and will be maintained thereafter following the defined policy for continuation. If the policy requires it, the University shall issue a call for applications from Students/ Scholars at the designated time each year through a notification regarding the available awards.
4. All awards of Research Internships, Scholarships, and related support will be administered based on proposals submitted by the Registrar in line with the policy and rules, and must receive approval from the Vice Chancellor.

a. Scholarships

The University may introduce scholarship programs for Diploma, undergraduate, and postgraduate students, including details regarding amounts, duration, and conditions to be determined and approved by the Executive Council. The University also reserves the right to terminate any existing scholarships or establish new ones as necessary.

b. Gold Medals

The University will award Gold Medals for every undergraduate, postgraduate, and diploma program. Gold Medals will only be given to students who have fulfilled their program of study and satisfy the set criteria for receiving such an honor. The distribution of Gold Medals may happen in the following manner:

i. Chancellor's Gold Medal (Overall Star Performer including Academics):

The Chancellor's Gold Medal will be awarded to an undergraduate/Post graduate student who will secure first position in the University among all programs/courses, branches running in the University and other contributions in the University.

- ii.** Chancellor's Silver Medal (Overall runner's up star performer including Academics):

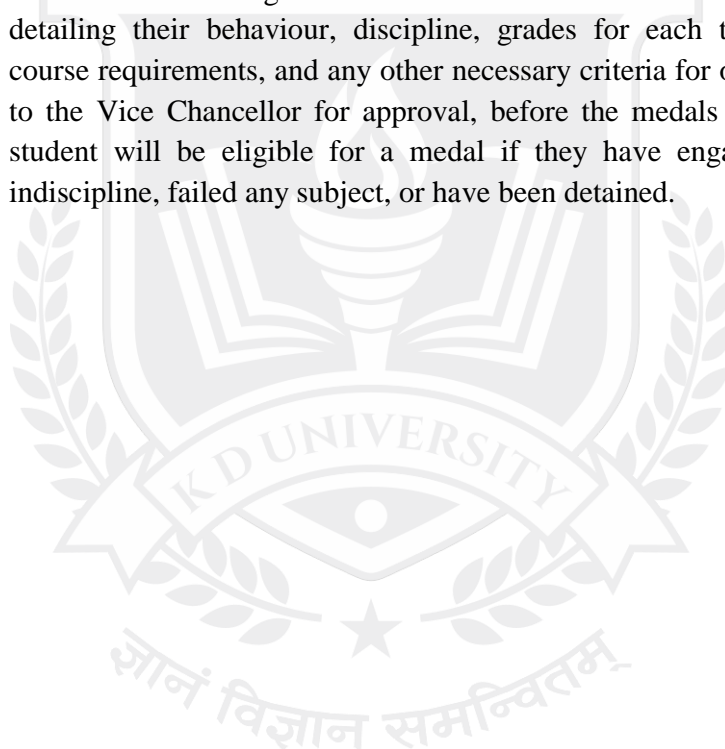
The Chancellor's Silver Medal will be awarded to an undergraduate/Post graduate student who will secure Second position in the University among all programs/courses, branches running in the University and other contributions in the University.

- iii.** Vice-Chancellor's Gold Medal: The Vice-Chancellor's Gold Medal will be awarded to those students who have secured first position in each program/stream running in the University.

- iv.** Vice-Chancellor's Gold Medal:

This medal will be awarded to the best student in the field of innovation and entrepreneurship.

A committee will be formed by the Vice Chancellor to review the cases of those nominated for gold medals. The Committee will submit a concise report detailing their behaviour, discipline, grades for each term, fulfillment of course requirements, and any other necessary criteria for obtaining the degree to the Vice Chancellor for approval, before the medals are announced. No student will be eligible for a medal if they have engaged in any act of indiscipline, failed any subject, or have been detained.



ORDINANCE - 17

CONVOCATION

1. General

- a. K D University's convocation for awarding degrees, diplomas, and other distinctions will typically take place at the main campus or at other locations approved by the Executive Council on a date determined by the Chancellor.
- b. The Chancellor will preside over the Convocation. If the Chancellor is absent, the Pro Chancellor will preside, and if he is also absent, the Vice Chancellor will take over.
- c. If the Chancellor is present, he shall confer degrees to the graduates. In his absence, the Pro Chancellor will confer the degrees, and if both are unavailable, the Vice Chancellor will do so. Additionally, in cases of extreme urgency, degrees, diplomas, and certificates may be awarded to successful candidates before the Convocation with prior approval from the Vice Chancellor, and this will subsequently be reported to the Academic Council.
- d. The Controller of Examinations will compile a list of students who have fulfilled all the necessary requirements for their degrees and send it to the Dean of the college.
- e. The Dean will then forward this list to the Vice Chancellor along with his recommendation.
- f. If the Vice Chancellor is satisfied with the list, he will approve it and direct the Controller of Examinations to prepare the degrees in the approved format.
- g. The Academic Council will periodically decide on which degrees and diplomas can be conferred in person at the convocation and which can be awarded to graduates in absentia.
- h. Degree and Diploma Certificates may include the signatures of both the Registrar and Vice Chancellor. Provisional Degrees will be signed by the Assistant/Dy. Controller of Examinations and the Dean of the College. Honorary Degree Certificates will be signed by both the Vice Chancellor and the Chancellor.
- i. The Registrar will provide recipients with a minimum of four weeks' notice prior to the Convocation. However, this notice period may be shortened to ten days or other situations deemed necessary by the Chancellor.
- j. Students who cannot attend the convocation in person may request to receive their degrees in absentia using the prescribed form within one month following the date of the convocation, along with a fee set by the University.
- k. Every degree will feature the signatures of both the Vice Chancellor and the Registrar. The date on the degrees, whether awarded during the convocation or otherwise, will match the date of the result declaration for the relevant examination.

2. Order of Precedence for Academic Procession

a. The following order of precedence shall normally be observed (for entry) to the Convocation Venue, at the time of Convocation:

- The Registrar
- Deans
- The Finance Committee
- The Planning Board
- The Academic Council
- The Executive Council
- The Governing Body
- The Dean, Academic Affairs, The Dean Research and Development, The Controller of Examinations and The Dean of Student's Welfare
- The Pro-Vice Chancellor (s)
- The Vice Chancellor
- Guest(s) of Honor
- Chief Guest
- The Pro Chancellor
- The Chancellor

b. For other distinguished dignitaries in attendance, the order of precedence will be determined following the warrant of precedence or any official guidelines that may apply.

c. The Vice Chancellor, with the guidance of the Chancellor, will periodically decide who will participate in the Convocation procession and the sequence of their precedence.

3. Academic Costume/ Attire

All individuals participating in the procession and those receiving degrees must don the Academic Attire during the convocation. The details regarding color, fabric, weaving, dyeing, etc., will be established for each occasion.

The colors designated for degree recipients across different program levels will vary and will be defined each time.

4. Instructions for Degree / Award Recipients

a. Recipients are required to wear the designated Academic dress/attire.

b. After the "Convocation" notice is issued, Recipients must verify their attendance at least one week before the Convocation date. Those who do not send their confirmations to the Registrar within the specified timeframe will not be allowed

entry to the Convocation. In exceptional cases, the Registrar may permit Recipients who did not submit their names on time to attend, provided their applications are submitted to the Registrar no later than 48 hours before the Convocation and include the necessary fee. Recipients who submit their applications and fees after the 48-hour deadline will not be eligible to receive their degrees or diplomas during the event.

- c. Recipients who cannot attend the Convocation will be conferred their degrees in absentia in accordance with current regulations.
- d. Recipients who do not attend the Convocation or choose to have their degrees conferred in absentia must pay a designated fee to the University before their degree is conferred. Their degree certificates will be dispatched by registered mail.
- e. A rehearsal will be scheduled on or before the Convocation date, and all candidates receiving degrees must attend. Candidates who are absent from the rehearsal without prior permission may not be allowed to participate in the Convocation.

5. Conduct of Convocation / Presentation of Awardees

- a. The Chief Guest, Guest(s) of Honor, Chancellor, Pro Chancellor, Vice Chancellor, Pro-Vice Chancellor(s), Deans, Directors, Registrar, and other procession members shall be seated in their assigned areas.
- b. As the procession enters the hall, both the recipients and the audience are to stand and continue standing until the procession members have taken their seats.
- c. The Registrar, will request the Hon'ble Chancellor to officially open the convocation. If the Chancellor is absent, the Pro Chancellor will do so, and if he is unavailable, the Vice Chancellor shall declare the convocation open.
- d. The Convocation proceedings will commence with a rendition of the "University Song / KulGeet."
- e. The Vice Chancellor will deliver the annual report of the University.
- f. "By the authority granted to me as Vice Chancellor of K D University, I ask the Chancellor to kindly bestow upon (Name of the distinguished person) the degree of Honoris Causa in recognition of his/her exemplary service." If the Vice Chancellor is presiding over the Convocation, the Pro-Vice Chancellor or, in his absence, the Dean of Academics or the most senior Dean of college shall read the citation and undertake the responsibilities typically performed by the Vice Chancellor.
- g. The Chancellor (or Pro Chancellor in his absence and Vice Chancellor in his absence) will confer the honorary degree with this statement: "I confer upon (Name of the distinguished person) the degree of Honoris Causa."
- h. For other degrees, the Deans of Constituent College will present the recipients who are to be awarded degrees at the Convocation.
- i. The Deans of the relevant college will instruct the recipients of the respective program degrees to rise from their seats and will introduce them to the Chancellor / Pro Chancellor / Vice Chancellor for the investiture.

- j.** The recipients will bow in acknowledgment and then take their seats again.
- k.** The Chancellor / Pro Chancellor / Vice Chancellor will invite the Chief Guest to present medals and awards to the students.
- l.** The Dean of Academic Affairs will announce the names of medal recipients and other distinctions, presenting them to the Chief Guest of the Convocation.
- m.** This will be followed by:
- Address by the Pro Chancellor
 - Address by the Chancellor
 - Address by the Guest(s) of honor.
 - Convocation Address by Chief Guest.
- n.** The Pro Vice Chancellor will express gratitude to the Chief Guest and other dignitaries present.
- o.** The Registrar, will then request the Hon'ble Chancellor to announce the Convocation's closure. If the Chancellor is not present, the Pro Chancellor and, if he is absent, the Vice Chancellor will declare the Convocation closed.
- p.** National Anthem.
- q.** Following this, the Academic Procession shall exit the Convocation Hall in the reverse order of their entrance.

ORDINANCE - 18

COOPERATION AND COLLABORATION WITH OTHER UNIVERSITIES AND INSTITUTIONS, TRANSFER AND ARTICULATION

1. Cooperation and Collaboration

The University may seek cooperation and collaboration with Universities and Institutions/Organization of Higher Education in India and abroad and may execute a Memorandum of Understanding (MOU) and/or Transfer and Articulation Agreements where necessary detailing the extent and areas of cooperation as mutually agreed upon.

2. The University may enter into cooperation and collaboration agreements with international institutions of high academic standards in the areas of mutual interest. Such cooperation may include:

- a. Students exchange programmes
- b. Faculty exchange programmes
- c. Twinning programmes for practical and training programmes only
- d. Joint Research programmes
- e. Exchange of data, documentation and research material and any other cooperation in the fields of mutual interest.

3. The area of cooperation and collaboration may also include curriculum design industrial training, project work, research, consultancy and dissemination of knowledge summer internships, placements etc.

4. The University may enter into cooperation and collaboration agreements organization, research institutions and industries, both Government and Private, in the areas of research, teaching training, internship, summer placements, employment for the students, and for training teachers of various faculties / departments and to organize conferences/seminars and workshops in collaboration with them.

5. The scope of co-operation may be reviewed from time to time may be amended as required with the approval of the prescribed Authority.

6. Transfer and Articulation Committee

a. The University shall form a **Transfer and Articulation committee** which will look after the student transfer, course equivalency, articulation and related issues. The transfer and Articulation committee shall consist of three members from **Deans or Professors of the University**. Deputy Registrar shall be its Member Secretary. All the members of the Committee other than ex-officio members shall hold office for a term of three years. The committee members shall be nominated, removed or replaced by the Vice Chancellor. The committee shall have the following powers and functions:

- i. To consider proposals for transfer and articulation agreements with other Indian and Foreign Universities as may be required from time to time and recommend the same, if found fit.
- ii. To consider proposals and to recommend Student or Faculty Exchange Programmes with other Indian and Foreign Universities.

- iii. To ascertain and fix equivalency of different courses taught in KD University with courses and programmes of other Indian and Foreign Universities.
 - iv. To ascertain fix and award credits to students who have completed courses and programmes from other Indian and Foreign Universities where no equivalency of courses programmes has yet been fixed and with whom no transfer and articulation agreement has been signed.
 - v. To research and maintain information on accreditation status of foreign universities and the valuation and equivalence of degree and diplomas awarded by the accredited universities abroad.
- b. The Committee shall send its recommendations to the Vice Chancellor who shall be the accepting authority for its recommendations.
 - c. The Committee shall endeavor to ensure that all policies and procedures relating to transfer and articulation are easily understood, readily available and widely distributed among students faculty and staff and that the transfer process is efficient predictable and sensitive to student needs and treats both native and transfer students equitably.



ORDINANCE - 19

CATEGORIZATION OF POSTS

The various categories of posts of employees in the University shall be:

1. Academic:

- i.** Dean, Director, Principal, Professor, Associate Professor, Assistant Professor, Lecturer, Demonstrators, Tutors, Residents etc.
- ii.** Librarian, Deputy Librarian, Assistant Librarian, Workshop Superintendent and any other teaching/ research posts specified by the Executive Council.

2. Administrative Officers: Registrar, Controller of Examinations, Finance Officer, Estate Officer, Training and Placement Officer, Training and Development Officer, Vice-President (Human Resources), Deputy Registrar, Assistant Registrar, Personal Relation Officer, Chief Medical Officer, Sports Officer, University Engineer (Bio-medical, Civil & Electrical), System Administrator, Accounts Officer, Audit Officer, Horticultural Officer, Store Purchase Officer, Transport Officer, Manager (Human Resources), Manager(Academic Operations), Chief Warden, Sr Warden & Assistant Warden (Male & Female), Manager (House-Keeping), Fire Officer and such other officers as may be decided by the Executive Council or by the University Authority, as the case may be.

3. Technical Staff: Chief Technical Officer, Junior Engineer, Computer Programmer, Software Developer, Hardware Engineer, Laboratory Technician, Laboratory Assistant, Dietician, Pharmacist, Nurse (Male & Female), Workshop Supervisor, and such other posts of technical staff as may be created by the University Authority.

4. Supporting Staff: Personal Secretary, Personal Assistant, Steno-Typist, Typist, Accountant, Accounts Clerk, Store-Keeper, Assistant Store-Keeper, Supervisor, Electrician, Driver, Carpenter, Fire-man, Welder, Glazier, Peon, Gardener, Mechanic, Machinist, Plumber, Attendant, Mali, Helper, House-Keeping Staff, and such other posts of supporting staff as may be created by the University Authority.



ORDINANCE - 20

QUALIFICATIONS & SELECTION PROCESS

1. For posts of Academic & Administrative Officers:

These shall be decided by the Executive Council keeping in view the norms laid down by UGC or any other Regulatory Bodies.

2. For posts of Technical & Supporting Staff:

These shall be decided by the Executive Council.

3. The Selection Committee for the posts of Academic & Administrative Officers, except for those mentioned in the Statutes shall be as follows:

- The Vice-Chancellor as the Chairperson of the Selection Committee.
- The Pro-Vice-Chancellor.
- Two/Three outside experts in the concerned subject/field.
- Head of the concerned Department, if any,
- Nominee of the Chairperson of the Governing Body.
- Registrar, Member Secretary

At least four members, including two outside subject experts and nominee of the Chairperson of the Governing Body shall constitute the quorum.

4. The Selection Committee for the posts of Technical & Supporting Staff shall be as follows:

- The Vice-Chancellor or an individual nominated by the Vice-Chancellor as the Chairperson of the Selection Committee.
- Head of the concerned Department, if any,
- The Pro-Vice-Chancellor.
- The Registrar or his Nominee as Secretary.

At least three members, including nominee of the Vice-Chancellor shall constitute the quorum.

5. Applications for various posts specified in categories 1(a) and (b) shall be invited through advertisement in Regional and National Dailies.

6. The applications received in response to the advertisements shall be compiled by the Registrar office and forwarded to the concerned officer/head to prepare the summary of the candidates satisfying the eligibility criteria with remarks and send back to the Registrar for further necessary action. The Registrar shall place the summary sheet before the Screening Committee constituted by the Vice-Chancellor. The shortlisted candidates by the Screening Committee and approved by Vice-Chancellor will be called for interview through Registrar office.

7. The Selection Committee shall consider all the candidates called for interview. The Selection Committee may also consider an eminent person for the post of Professor/Associate Professor/Assistant Professor *in absentia*. No act or decision of the Selection Committee shall be called to question by anyone merely because of the absence of any of its member or members, provided the quorum is complete at the time of the meeting.
8. The Selection Committee shall recommend candidates identified as suitable for appointment in the order of merit, provided that not more than three candidates are recommended for one vacancy/post.
9. Appointments shall be made on regular, locum, ad hoc or contractual basis. Any recruitment on contractual mode will be valid for a period of 11 months which can be renewed further. *Ad hoc* appointment will be valid for a period as recommended by the Selection Committee but should not be more than two years. The regular appointee shall be on probation for one year which can be extended further, if considered necessary.
10. All the regular appointments for the posts of Academic staff and Controller of Examinations, Finance Officer, Estate Officer, Training and Placement Officer, Training and Development Officer, Deputy Registrar shall be approved by the Executive Council or its Chairperson subject to be ratified in the next meeting of the Executive Council.

Appointments of other required posts shall be approved by the Vice-Chancellor on the recommendation of the Selection Committee.

ORDINANCE - 21

GENERAL CONDITIONS OF SERVICE FOR REGULAR EMPLOYEES

This Ordinance shall apply to all categories of employees except Chancellor, Pro-Chancellor, Vice-Chancellor, Pro Vice-Chancellor, Chief Executive Officer, Chief Finance Officer and Registrar of the University.

Without prejudice to any special condition that may be incorporated in the appointment order, all employees of the University shall be governed by the following terms and conditions:

- 1. Medical Fitness:** All appointments are subject to the condition that the appointee is medically, physically and mentally fit. He/she shall provide a certificate to that effect from Medical Officer of any Government Hospital or Medical Superintendent of the University.
- 2. Termination of Service:** The appointing authority shall have the power to terminate the service of an employee as already laid down in the Statutes of the University.
- 3. Pay Scales and Allowances:**
 - a.** On first substantive appointment to a regular post, the initial basic pay in the scale shall be fixed at the minimum of the scale; provided that the appointing authority, on the recommendation of the Selection Committee, may grant a number of suitable increments in the Pay Scale.
 - b.** Each employee shall be entitled to the annual increment as specified in the scale of pay. It shall be paid automatically unless it is withheld as a penalty for disciplinary or non-performing reasons by the appointing authority.
 - c.** In addition to the basic pay in the scale, an employee shall be allowed to draw the following allowances:
 - Dearness Allowance at the rates and subject to such conditions as approved by the competent authority from time to time.
 - House Rent Allowance as approved by the competent authority from time to time.
 - Conveyance Allowance, Newspaper, Magazine & Journals Allowance any other special allowance, wherever specially provided for in the appointment letter.
 - Special pay wherever specially mentioned in the appointment letter.
- 4. Employee Provident Fund & Gratuity**
 - a.** Employee Provident Fund as approved by the competent authority from time to time.
 - b.** Gratuity as approved by the competent authority from time to time.

5. Holidays and Leaves

a. Right of Leave

- Any type of leave cannot be claimed as a matter of right and may be refused or curtailed by the Competent Authority, if the exigencies of work so require.
- If an employee remains absent beyond the period of leave originally sanctioned or subsequently extended, or remains absent without intimation for ten days, he shall be deemed to have left the service of the University on his own accord and his name shall be struck off from the rolls of the University and intimated accordingly to him at the address provided by the employee by post. However, the condition of termination of service will apply in such cases. And necessary legal action may be initiated against such employee. Sundays and notified holidays occurring during the period of all kinds of leave except CL will be counted into/treated as part of leave applied for but not as prefix or suffix.

b. Festival & Public Holidays: Regular employees shall be entitled to avail Festival & Public holidays as specified in the Academic Calendar of the University except some clinical and diagnostic departments of the medical college.

c. Leaves: Regular employees shall be eligible to avail the following types of leaves:

- **Casual Leave (CL)** is the leave on full salary, which the regular employees can avail on account of urgent private need or emergency. It can be availed to a maximum of 12 (Twelve) days in a calendar year. It should be applied for and sanctioned in advance except in case of emergencies. In such a situation the employee must inform his reporting authority.
- **Vacation Leave (VL)** can be availed only by Professor / Associate Professor / Assistant Professor / Lecturer of the University. Vacation Leave as decided in University norms can be availed during vacations as specified in the Academic Calendar of the University.

In the event, any faculty member is required to work in the University during the vacation period, and is unable to avail his Vacation Leave in total or in part, during these vacations, the faculty member will be granted such leaves at some other time frame in the same calendar year.

Entitlement for VL will be applicable only after putting in a minimum of one Academic Year of service.

- **Earned Leave (EL)** can also be earned by all other regular employees of the University except Professor / Associate Professor / Assistant Professor / Lecturer only while on duty at the rate of one and quarter days for every completed month of service (15 days in an Academic Year).

The Earned Leave can be availed: -

- only when it is applied for 3 days in advance and sanctioned.
 - no less than three (03) days at a time.
 - Only by the regular employee who has completed one Academic Year of service in the University.
 - However, EL for less than 3 days may be approved in exceptional case by the competent authority.
 - EL cannot be fractional or encashed.
- **Study Leave (SL)** may be granted to an employee to enable him to undergo a course of higher studies in his field of specialization or a technical training having a direct and close connection with his sphere of duties, provided that study leave shall not be granted unless the employee has completed at least three years in the regular service in the University.

The Study Leave may be granted for a period based on the Programme duration but not more than three years at a time. The total period of Study Leave granted during the entire career of an employee in the University shall not exceed five years. The minimum gap between two spells of Study Leave shall be three years.

The employee shall be eligible to draw, during the Study Leave period, a part or full salary last drawn before proceeding on leave as recommended by the Dean-Academic Affairs and approved by the Vice-Chancellor.

The employee availing the Study Leave shall be required to sign a bond to serve the University for a period which shall be equal to two times the period of Study Leave availed by him failing which he would be liable to compensate the University for an amount indicated in the bond.

The Study Leave period shall be counted as *on duty period* for the purpose of increments only after availing the leave.

The study leave may be granted to the employees to a maximum of 10% of the sanctioned number of posts in any Department/Section. The sole decision to approve/reject the study leave application lies with the Vice-Chancellor and can't be challenged.

- **Maternity Leave (ML)** to female employees may be granted on salary for a maximum of three months. It can be availed maximum two times in the service career, provided the concerned employee serves the University at least for three years after availing the Maternity Leave failing which she has to pay an amount equal to the salary withdrawn during the Maternity Leave. The applicant must have completed one year of service in the University.

- **Half-Pay-Leave (HPL)** may be availed by an employee for a maximum of ten days in a calendar year on medical grounds.
- **On Duty Leave (ODL)/ Academic Leaves (AL)** may be sanctioned to the employee of the University for attending Conference/Seminar/Meeting for the purpose of Projects etc. or when any employee is requested by the authority to be engaged in any activities outside in the interest of the University. Number of such leave at any instance of time shall be at most the days engaged for the purpose plus two days.
- **Compensatory Leave** is granted to an employee, other than the employees of category 1(a) and 1(b) as compensation for working on holidays/weekly off as desired by the competent authority. An employee cannot be granted more than three Compensatory Leaves in a quarter of calendar year. This type of leave cannot be accumulated or merged with any other leaves.
- **Extra-Ordinary Leave (EOL)** may be sanctioned with or without salary by the Chairman Governing Body under the recommendation of the Vice-Chancellor as a special case.

d. Age of Superannuation

Age of Superannuation of all staff members of the University except Professor, Associate Professor, Assistant Professor and Lecturer is 62 years, while that of Professor, Associate Professor, Assistant Professor and Lecturer is 65 years. However, this can be extended till the age of 70 years, subject to the performance of the candidate. Age of Superannuation of Professor, Associate Professor, Assistant Professor of medical college will be 70 years. Age of superannuation may vary as per the guidelines of UGC, Central Govt, State Govt. and/or regulatory body.

ORDINANCE - 22

DISCIPLINE AND RELATED MATTERS

1. Suspension

The appointing authority may place an employee under suspension:

- If disciplinary proceedings against him are contemplated or are in progress.
- If a criminal case against him is pending in a trial court; Provided that subsistence allowance will be paid in line with CCS rules of Government of India not less than one fourth and not more than one half of his pay is allowed to him during the period of suspension as decided by the appointing authority, on the recommendation of duly constituted Inquiry Committee.
- If an employee is exonerated of the charge against him, the period of suspension shall be treated as normal period of service and he shall be paid his full emoluments for that period.

2. Penalties

The appointing authority may, for good and sufficient reasons to be recorded in writing after an enquiry in which the employee is given the opportunity to explain his conduct/lapse etc., impose on an employee any of the following penalties:

- Censure
- Withholding of promotion or annual increment with or without cumulative effect.
- Demotion to a lower rank or to a lower stage in the time scale of pay
- Compulsory retirement
- Removal from service with/without disqualification for future employment in the University.

ORDINANCE - 23

CODE OF CONDUCT FOR EMPLOYEES

1. All employees shall abide by the Indian Constitution and respect its ideals and Institutions, the National Flag, the National Anthem.
2. All employees shall also abide by all the Rules and Regulations of the University and shall respect the University Flag and University Logo.
3. All the employees of the University shall promote harmony and the spirit of common brotherhood transcending religious, linguistic and regional or sectional diversities.
4. All employees shall always maintain absolute integrity and devotion to duty and be strictly impartial and objective in official dealings.
5. Unless otherwise specifically provided in the appointment order, an employee is a whole time employee of the University and shall not engage directly or indirectly in any trade, business or work of any nature whatsoever.
6. All employees shall be required to be present at the place of work during the scheduled working hours except in cases where he is allowed leave of absence by the competent authority for good and sufficient reasons.
7. All employees shall perform duties assigned by the competent authority even beyond the scheduled working hours and on Holidays and Sundays, if the exigencies of work so demand.
8. An employee shall leave the station of posting only with prior approval of the competent authority during leave, holidays or vacation and shall inform the authorities of his contact details.
9. No employee shall be under the influence of liquor or drugs during working hours and in Academic Area.
10. No employee shall engage in political activities. No employee shall engage or participate in any demonstration or resort to or in any way abet any strike, which is prejudicial to the interest, integrity or security of the University, State, Public Order or in any indecency which involves Contempt of Court or impinges adversely on the dignity of the University/ law & order.
11. No employee shall accept any offer to participate in a radio or TV broadcast, contribute an article, write a letter/news item to any newspaper, periodical or participate in online discussion forum etc., except with the permission of the competent authority;
12. No employee shall, in any broadcast or communication to the press or in public utterances, make any statement which may amount to adverse or unfair criticism of the decision, policy or action of a superior functionary of the University.
13. No employee shall communicate without authorization any information or documents, except in cases where such communication is in the discharge of duties assigned to him.

14. An employee may undertake honorary work of a charitable nature or occasional work of literary, artistic or scientific nature that does not interfere or adversely affect his official duties with prior approval of the competent authorities.
15. No employee shall, except with the permission of the competent authority, participate in the registration, promotion or management of any enterprise or the company.
16. No employee shall lend or borrow money to or from any person having or likely to have official dealing with him.
17. No employee or a member of his family shall accept gift from any person having or likely to have official dealing with him.



ORDINANCE - 24

PURPOSE

The Code of Conduct Outlines University behaviour expectations for students, interns, residents, student groups, and student organizations. The Code of Conduct aligns with K D University's institutional values and helps the University to meet its legal obligations.



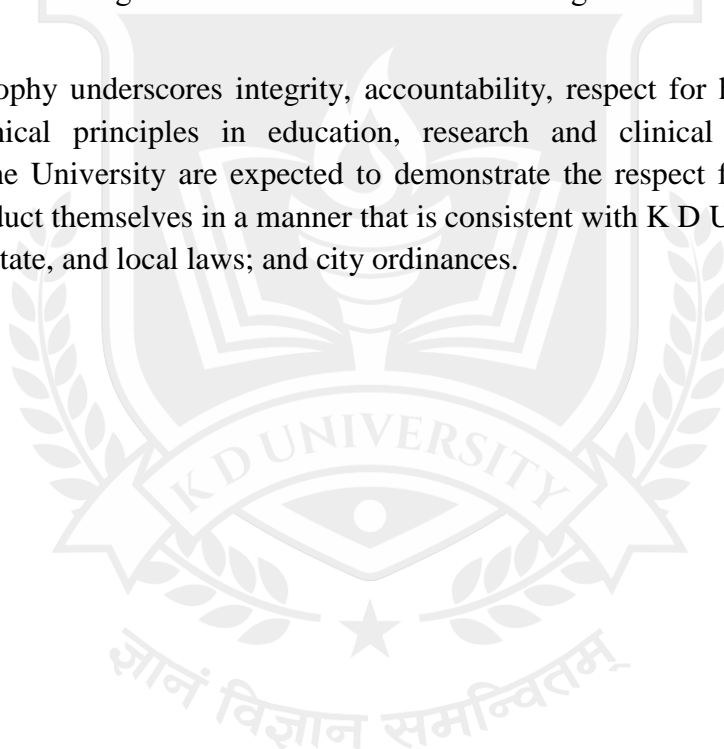
ORDINANCE - 25

PHILOSOPHY

K D University believes in nurturing professionals who combine scientific & medical knowledge with compassion, ethics and empathy, recognizing healthcare as both science and a humanitarian service. It is a living, learning, and working community dedicated to the personal and academic growth of its students and serves as an educational, cultural, and economic driver for Uttar Pradesh and the greater public good. The University also endeavours lifelong learning, adaptability and professional growth to ensure graduates remain competent and future ready.

University emphasises on critical skills, critical thinking and problem-solving attitude in order to serve the nation well. Freedom of inquiry and freedom of expression are valued as critical components in the generation and transfer of knowledge to advance the University's mission.

University philosophy underscores integrity, accountability, respect for human dignity and adherence to ethical principles in education, research and clinical practice. All the stakeholders of the University are expected to demonstrate the respect for themselves and others and to conduct themselves in a manner that is consistent with K D University rules and policies; central, state, and local laws; and city ordinances.



ORDINANCE - 26

CODE OF CONDUCT FOR ALL STUDENTS OF THE UNIVERSITY

1. Every student shall observe proper discipline in the University campus conforming to rules and regulations as may be in force from time to time in the University.
2. Every student should
 - come to the class in time in proper prescribed uniform,
 - attend the theory, tutorial, laboratory and clinical classes;
 - submit the assignments timely;
 - participate in co-curricular and extra-curricular activities on a regular basis;
 - appear in all the departmental / university examinations;
 - behave decently in civilized manner with fellow students, senior and junior students, employees, teachers and authorities of the University.
 - Move around and inside any academic department to maintain silence and not disturb the classes and the faculty members.
 - Use of mobile phones for non-academic activities in the class rooms, laboratories, clinics and library area is strictly prohibited.
3. A valid photo identity card issued by the University must always be carried by the students. He is required to produce as a proof of his identity on demand by any teacher/security personnel/invigilators and flying squad in the examination hall or other authorities of the University.
4. Every student shall take due care of the property in the University Campus.
5. It is collective as well as individual responsibility of the student(s) not to litter and to maintain the campus and its environs neat and clean.
6. All the students shall take care of their belongings themselves. The Authorities of the University shall not be responsible for the loss or damage to the belongings of the students
7. Every student shall execute Undertaking/Affidavit of good behaviour and satisfactory academic performance and also of total compliance of the rules and regulations of the University as in force from time to time during the entire period of his stay in the University. His parent/legal guardian shall execute Undertaking/Affidavit (in the prescribed format) of good behaviour of the student and also of total compliance of the rules and regulations of the University as in force from time to time by the student during the entire period of his stay in the University.
8. Possession/Consumption of *pan masala*, tobacco, liquor, drugs or any other intoxicant(s) in any form and spitting on roads, corners and walls of the buildings is strictly prohibited in the university campus.
9. The University does not permit students to bring in the campus motorized vehicles unless authorized by the University otherwise they have to deposit Rs 1 Lac for two wheelers and 2 Lacs for four wheelers and seek permission from the appropriate authority.

ORDINANCE - 27

CODE OF CONDUCT FOR ALL RESIDENT STUDENTS OF THE UNIVERSITY

1. It is the endeavour of the University to make it fully residential as soon as possible and allot hostel accommodation to all newly/freshly admitted/ registered full-time Under-Graduate, Post-Graduate and Diploma students/scholars, except those permitted by the competent authority of the University to reside with his parent or legal guardian (or blood relation in extraordinary circumstances) in Mathura district and/or wherefrom the transport facility is being made available by the University.
2. Every student residing in the hostel automatically becomes a member of its mess.
3. All the resident students shall observe rules and regulations of the hostels. They should also observe quiet hour's from 10:00 pm to 06:00 am during which the noise from the source should not be loud enough to disturb the fellow residents as well as the other residents of the campus. During other hours also, unnecessary or non-essential noise like loud talking, music instruments, gadgets etc must be avoided.
4. The resident students cannot host guests/outside in their rooms without the written permission of the Warden of the hostel/Chief Warden. Visitors of the opposite gender are strictly prohibited to enter the residential rooms of the hostel any time.
5. The student shall be responsible for conduct of his permitted guest in the hostel including any financial charges that may result from damages, if any.
6. The resident students are responsible for the condition/upkeep of their rooms and all the furnishings assigned to them. They should return these to the hostel authorities in good condition while vacating the room. If the room is damaged, disfigured and defaced or its furnishings damaged or lost by the residents then they will be imposed fine assessed by the competent authority.
7. Electrical/Electronic Items other than calculators, mobile phones, tablets, laptops and computers are not allowed / permitted to students in hostel.
8. Life threatening and other banned items such as weapons, narcotics etc. shall not be brought inside the campus premises/hostels. If such items are found during search or otherwise, the items will be taken away and disciplinary proceedings will be initiated. Only electrical/electronic items of hostel inmates may be returned as and when the University authorities find it appropriate to do so.
9. Use of internet facilities for indecent purposes is strictly prohibited.
10. All the hostel inmates shall inform of any change in contact number, e mail ID and address of parent/guardian to warden as well as administrative officer and faculty adviser for the up-gradation of records.
11. No hostel inmate shall leave the hostel for outstation without prior and proper permission of the Warden/Chief Warden for holidays and HOD, in addition, for working days of the University.



12. Hostel inmates visiting city and surroundings in permitted hours shall leave the campus after proper entry at the main gate and return in time as notified seasonally. In case, there is likelihood of overstay than permitted hours, its intimation with valid reasons should be given to the Warden/Chief Warden within permitted hours without fail.



ORDINANCE - 28

RULES FOR LIBRARY

1. Preamble

K D University, Mathura was founded under the Uttar Pradesh Private University Act 12 of 2019, as sanctioned by the State Legislature and recognized by the UGC Act of 1956, specifically under section 2(f). The university has positioned itself as a premier provider of education, emphasizing comprehensive learning and competitive skills among its students. It offers instruction in various fields including Medical Science, Nursing, and Paramedical Science, among others. The library ordinance serves as a crucial guideline for the organized and effective operation of the library system, creating a framework for delivering services to both students and faculty.

2. Vision

The library's vision is in line with the university's goal of serving society as a Global University in higher education. Thus, the university library aims to act as a catalyst for achieving academic excellence by offering a welcoming environment that fosters academic integrity and ethics, positioning itself as the center of intellectual life within the university. This includes the utilization of innovative technologies, development of collaborative collections, and access to e-resources that users can conveniently access.

3. Mission

- Function as the university's central knowledge hub.
- Foster the intellectual growth and creativity of students and faculty by enhancing collections, facilitating access to information resources, and promoting resource sharing through consortia such as DELNET.
- Support the improvement of the University's teaching, research, and outreach services while safeguarding the copyright and intellectual property rights associated with University publications, patents, and research papers
- Aid the University in knowledge management and research efforts by implementing a strong process for gathering feedback from library users and addressing any issues they may have.

4. Salient Features

- Wi-Fi
- LAN
- Air Conditioned
- User friendly access
- Seating Space for 500 Students
- Cloak Room
- Discussion Rooms
- Work Stations/Cubicles
- Computer Laboratories
- Modular Furniture
- CCTV surveillance system



5. Library Rules & Regulations

Individuals belongs to K D University, including students and staff, can access and utilize the library by adhering to its rules and regulations; however, to borrow library materials, one must become a member. Alumni, along with current students and staff, are invited to enjoy the library's resources. Visitors from other academic institutions are also permitted to use the library, provided they obtain prior approval from the appropriate authority.

6. General Rules

- In order to utilize the library's resources, each student must have their University Identity Card with them and show it to the staff when they arrive.
- All the users shall sign in the gate register at the entrance of the library.
- Silence must be observed in the library.
- Use of Mobile phones in the library is strictly prohibited.
- Personal books, files, lab coat/apron and articles will not be allowed inside the library restricted area. The students are requested to take care of their belongings. Library will not take responsibility for any kind of loss of personal belongings.
- Loud conversation and similar objectionable practices are not allowed in or around the Library and Information Centre premises.
- Photocopy & Printer facility will be available in the library.
- Library will put a suggestion box outside the library.

7. Rules related to Reading Section/ Reference

- Reading section will provide only reading facilities of books, Journals, Magazines and Newspapers etc. to the users within the library.
- Users should work quietly and be considerate to others using the Reading Room.
- The seats are to be used/occupied on the first come first served basis.
- Capturing/reserving seats for friends/future use is strictly prohibited. Other scholars may remove the bags and books if these are left unattended on the tables.
- Damaging book (e.g. Tearing, page missing, loss of binding and wet Book etc.) or theft of Library Collections is an offence and that responsible will be prosecuted.
- Tearing of sheets from Journals, newspapers and other reading materials etc. is strictly prohibited and is punishable offence.
- No food or drink is allowed on the Reading Table.
- Napping, drinking tea, and edibles and behavior which may disturb other Users are strictly prohibited inside the library.
- Readers leaving the library should allow the library/security staff to examine their personal belongings, if needed.
- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities/ materials.

8. Use of Computers and Internet

- Personal Laptop Computers will be allowed inside the library but the users will maintain such an environment which will not disturb the others.

- Internet access will be provided to the users having laptops; necessary access permission to use the internet will be available from the IT section.
- Laptops, Computers, tablets, and Internet will be used only for academic purposes.
- User will not use internet and any other equipment for recreational purpose.

9. Use of Board Rooms/ Discussion Rooms in the University Library

- The University library has dedicated spaces for academic discussion and collaboration.
- These discussion rooms can be allotted to the faculty members on requests from them routed through their HoD or Deans.
- The University library shall be able to permit faculty such facility only for a short period (maximum three days).
- General library rules are to be followed while using these discussion rooms
- No edibles are permitted inside these discussion rooms.

10. Circulation Rules

- Students must carry their College Identity Card and Library Membership Card with them at all times in a Library. Show their cards if a member of staff requests them to do so and it is compulsory to shown at the time of Issue/ Return of books.
- In case of misprint/ fade of photograph on your Identity Card, you have to show another photo ID proof (PAN Card, DL, Voter ID Card, Aadhaar Card and Passport etc.) to prove your identity.
- Demanded books will be not re-issued and not interchanged.
- Users can get books issued from any Constituent/College Library.
- Members are responsible for all books borrowed against their Library cum ID Card. Books having same title will not be issued simultaneously.
- Books will be reserved for one day only. In case, the student does not collect the reserve book within two days, then it will be issued to next student or will be transferred to general section.
- Borrower should bring the material physically to the library for renewal.
- Borrower ID Cards are not transferable.
- All the students who want to return the books issued on their names are advised to wait until the books are shown as cancelled against their names.
- Broken ID Cards are not accepted in the library for issuing the books.
- Damaged, marked, misplaced pages etc. of the book should be brought in the notice of University Librarian/Assistant Librarians at the time of issuing otherwise person who get it issued last time will be responsible.
- Books can be recalled any time in case of an urgent demand for the same, by the other users.
- Faculty and Staff members are requested to return or renew the overdue books within specified time limit.
- Students are also requested to clear their over-due books before commencing End Term Examinations; other-wise Library will forward the dues to the account section for further necessary actions.

11. Overdue Charges

- An overdue charge @Rs.10/- per day will be levied after the due date
- Maximum over-due charges would be three times the latest edition cost of issued book.
- Library will not provide any exemption on overdue charges during examinations, vacations and holidays etc., only except in Pandemics and Natural Disasters.

12. Visitors

- Visitor or guest member from other academic or research institute are allowed to use the library only for a short period with the prior permission from the Librarian. Guest member is required to produce proof of identification.
- Borrowing facility is not available to visitors.

13. Lost/Damaged Library Documents

- Loss of Library cum ID cards and books should be reported to the Librarian immediately in writing.
- For lost or damaged book (e.g. Turned, missing page, loss of binding and wet book etc.), patron has to pay two times cost of the book along with overdue and other charges as applicable.
- Entire volume cost is recovered for the document which is a part of multi volumes/ issue set.

14. University Librarian Role and Responsibility

The University Librarian shall be the head of the Library Management Structure. S/he shall:

- Supervise and guide the library staffs.
- Oversee the functioning of the individual college librarians who shall work under his direct superintendence and control.
- Interact regularly with Deans and HODs to identify their teaching and research requirements for facilitating acquisition of physical and digital learning resources.
- Disseminate information regarding online databases, books and journals available to the academic community, as also to its subscription.
- Prepare the budget of the University Library and college libraries for consideration in the Library Committee.
- Monitor and control the utilization of library budget
- Interact with the publishers for conducting book-exhibitions in the beginning of academic year, as also to plan book acquisition.
- Conduct orientation programs for the first-year students and newly inducted faculty members
- Obtain feedback from the library users and help resolve of their grievances, if any. monitor the usage of the digital library, footfalls in the Central Library and college libraries and report to the Vice Chancellor from time to time.
- Protect copyright and other intellectual property rights of the University publications, patents, and research papers
- Provide bibliographical guidance to faculty and research scholars.

Constitution of the University Library Committee

Details	Status
Vice Chancellor	Chairperson
Deans of Constituent Colleges	Member(s)
Dean Student Welfare	Member
Advisor/Director Learning Resource Center (LRC)	Member
One IQAC Member	Member
One Final year student of PG programme (nominated by the Vice Chancellor)	Member
One Final year student of UG programme (nominated by the Vice Chancellor)	Member
Special Invitee(s) nominated by the Vice Chancellor	Special Invitee(s)
University Librarian	Member Secretary

15. Roles and Responsibilities of the Library Committee

The Library Committee shall advise the University and guide the Librarian on following matters:

- In the management of Central Library with special reference to the 'Services rendered to the users
- Monitoring Library budget and its' control.
- Monitoring the usage of the Digital Library.
- Considering any matter referred to it by the Academic Council
- Undertaking periodic reviews of the libraries recommendations for improvement and make recommendations for improvement.

16. Library Timings

- The library shall normally function for eight hours a day or more during the academic session.
- Library hours are subject to change from time to time and all changes in timings are duly notified on the notice boards of different libraries.
- The library will be open round the year except on Republic Day, Holi, Independence Day, Rakshabandhan, Dushra, Gandhi Jayanti, Diwali and/or other holiday as declared by regulatory body/university.

17. Library Procurement Policy

- The library would check the availability of suggested books, once suggestions are received from faculty and students. These requests, in all cases, are to be routed through the respective HoDs/Deans/ or Mentor in the case of students s/he will fill the Book recommendation form.
- Faculty and students may modify their suggestions as per the library reports with reference to the availability of books. The library team then prepares the final list of books and obtains financial sanction for their acquisition from the Librarian/Vice-Chancellor as per the financial powers delegated to the authority concerned.

- On the recommendations of the faculty, the library may purchase multiple copies of only those books which are found to be in great demand but not more than five copies of any book are procured.
- The library will change the practice of ordering books through a select list of approved vendors. The library may now place orders with any well recognized Vendors in India. The discount insisted upon would be a minimum of 35% on the printed/publishers' price. In case of multivolume books and encyclopedia, efforts may be made to obtain higher discounts. On the basis of service and past records the review of the suppliers will be done on annual basis.
- The library team will make suggestions in regards to the names of potential suppliers so that Procurement team can save time in identifying them.
- The library team will provide the details of budget allocation and budget utilization There can be centralized procurement system so that the procurement team need not spend time contact multiple library professionals of different constituent colleges.
- The Librarian has to send a circular intimating that the procurement system will be centralized and instruct his team members and college librarians to send procurement requests to him. Once he collates these requests, the compiled document will be sent to the Procurement team once in a week.
- The Librarian has also to appraise the approval system to all faculty members so that there will not any confusion in the process.

18. Guidelines for accepting Donated Books

- The acceptance of donations is at the University's discretion.
- While welcoming all donations, the University has to ensure that such donations contain course-related books and are of academic interest.
- Donors are requested to ensure that they send relevant details of books to the Librarian before bringing physical volumes, if possible.
- If the number of books is unusually large, the University Library may help donors with the listing of the books to be donated.
- Accepted gifts become the property of the University.

19. Weeding Out Process

- In the weeding out process, the library team identifies old and obsolete used during the last 5 years' period.
- The library team then prepares a list of old and obsolete titles not used since last 5 years.
- The list is circulated to concerned colleges for review.
- After review by concerned colleges the list gets approved by Library Committee
- The approved books are withdrawn from the live collection and placed for pick up by users free of cost for their academic use.
- For the remaining titles, Library takes the Financial Approval from Competent Authority before disposal as junk paper.

20. Journals & Magazines/ E-Journals

- The department wise list of print and e-Journals are compiled and forwarded to the respective HODs before placing them in the library committee meeting.
- New required Journals/ Magazines/ e-Journals will be subscribed by calendar year wise.
- For renewal of previously subscribed Journals/e-Journals, review their usage statistic for continue or discontinue them.
- Previous year Journals/ Magazines/ standards/Acts issues etc. will be purchase as and when required.

21. Policy related to use of Plagiarism checking Software

The UGC has underlined the importance of academic integrity in scholarly publications accordingly, the University provides Plagiarism checking software to its and academic Community. This policy suggests that the Library Advisory committee may come with clear policy on providing Login Credentials to the faculty members. It is therefore, suggested that all faculty members should get Login Credentials and the University Librarian should help faculty members in creating the Login credentials.

22. Membership

- Library will provide membership to all Bonafide Students, Teaching and Non- staff members of K D University.
- At the beginning of each semester/session students will take no-dues Certificate.
- Students will renew membership at the beginning of each semester/session.

23. How to Access Library Repository

Library repository link on the University website for accessing the uploaded e-content is given under the library section.

24. Uploading of Thesis, Project and Dissertation on Library Repository System

- After receiving the soft copy of the final thesis from Controller of Examination (COE) office, the Central Library will upload it to the library repository system (internal cloud/server) for all remote access.
- Ensure that thesis is accessible through internet and intranet (all remote access).

25. UG project reports and PG Dissertation

- Final year students (UG/PG) will submit their project/dissertation according to the standards established by the college faculty.
- The plagiarism of the project/dissertation should be checked through software, or Softcopy to concerned faculty member for vetting, plagiarism check, and approval.
- After getting approval/acceptance report for outstanding work from faculty, the student will upload it to ERP along with a copy submission to the concerned college for their records and documentation.
- Then, after uploading, the softcopy of the project and dissertation will be extracted and sent to library repository (every year at the end of the academic year). On getting the data, library will upload the same on the library repository system.
- After ensuring that the project and dissertation are uploaded in the library repository, the faculty will endorse the marks and comments.

ORDINANCE - 29

ACTS OF INDISCIPLINE AND PUNISHMENTS

1. The following shall constitute acts of indiscipline:
 - a. Unauthorized use of any facility such as mess, transport etc. and as specified by the University authorities from time to time.
 - b. Indulging or instigating others to indulge in vitiating the academic environment of any section/class/branch of study in the University.
 - c. Damaging or removing the furnishings and equipment of the class room(s), tutorial hall(s), laboratories, library, common rooms, offices and/or common facilities such as toilet etc. of the academic floor/wing/ block etc.
 - d. Attempting to harm himself or others in campus premises.
 - e. Keeping, carrying, using or supplying of any fire arms, lethal weapons, knife with a blade of more than eight centimetre in length in the hostel room or outside.
 - f. Keeping, using or supplying intoxicants in any form.
 - g. Playing or participating in gambling/online gaming in any form.
 - h. Ragging, bullying or harassing of student(s), in any form.
 - i. Demonstration in any form including taking out procession and holding meeting.
 - j. Calling or going on strike or hunger strike.
 - k. Boycotting of any function, program or activity of university or restraining any student from attending classes, functions, programs or any other activity of the University and instigating others for the same.
 - l. Abusing, intimidating, manhandling, physically assaulting, and causing injury to any student or employee of the University.
 - m. Recourse to violence and rioting.
 - n. Showing or causing to show any disrespect to a teacher or officer or any misbehaviour or intimidation of fellow student/employee of the University.
 - o. Incitement to anybody to commit any act of indiscipline.
 - p. Breach of any law of the country/state or the statutes, ordinances, rules and regulations of the University or orders of competent authorities.
 - q. Disturbing other students in their studies.
 - r. Damaging any property within the campus of the University and/or damaging assets of the University outside the campus.
 - s. Disorderly behaviour in any form.
 - t. Displaying / distributing / circulating unauthorized / forged notices, leaflets, posters or electronic media at any place outside and inside of the campus.



- u. Disfiguring or defacing anything or writing slogans and undesirable things on the buildings and structures of the University and its sister establishments.
 - v. Any act specifically forbidden by the Warden, Chief Warden, Dean Students' Welfare or any other officer of the University.
 - w. Misuse of Computers and/or Communication Technology
 - i. Misuse of Computers or other Technology – engaging in unauthorized access, use, modification, destruction, disclosure, or taking of data, programs, or supporting documentation maintained by K D University or its affiliate computer, computer system, account, computer network, phone, tablet, or causing an authorized user to be denied system, computer, account, or network access.
 - ii. Misuse of Communication Technology – using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not limited to persistent contact with a University employee or other entity via communication technology.
 - iii. Violation of Copyright Law – engaging in unauthorized use or possession of copyrighted material including, but not limited to; downloading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law.
 - x. Any other act intended or expected to cause inconvenience, annoyance or injury to any fellow student(s), employee(s) of the University or resident(s) of the campus, or guest(s)/visitor(s) to the University.
 - y. Defiance of any other provision of Sections 1 and 2 of this Ordinance.
2. The Departmental Discipline Board (DDB)/Proctorial Board (PB) or its Sub-committee (PBS), as may be decided by the competent authority/ the Enquiry Committee constituted for the purpose will probe into the Acts of Indiscipline of student(s) and depending upon the nature & seriousness of the Act(s) of Indiscipline, recommend one or more of the following punishments with approval of the competent authority/body:
- a. Monetary fine.
 - b. Deduction in marks/reduction in letter grade(s) of the General Proficiency.
 - c. Collective or Group Fine imposed when it is impossible to fix the responsibility on any member of the group for any act of indiscipline. In such case, culprits will not be allowed for classes/ examinations.

Any student or group of students indulging in any act of indiscipline including stealing or damaging property or equipment(s) and causing loss to the assets of the University/residents/fellow students shall be financially responsible and pay the assessed charges for losses, damages, repairs or replacements along with fine imposed, if any.

- d. Reprimand on Record (RR), wherein an official warning to the student(s) not to repeat any act of indiscipline in future is given with or without punishments described under 3(b)(i) and/or 3(b)(ii). In addition, Bonds of good behaviour and satisfactory academic performance of the student by the student as well as his/ her parent/legal guardian, with such condition(s) as may be imposed by the University authorities, be obtained, in the presence of the Registrar of University and will remain operative for the entire remaining period of the stay of the student in the University.
- e. Conduct Probation (CP), where in an official warning to the student(s) not to repeat again any act of indiscipline in future is given with or without punishments described under 3(b)(i) and/or 3(b)(ii). However, this warning will also contain that any further act of indiscipline might lead to withholding character certificate and/or debarring from facility of campus placement and/or rustication of the student(s) involved for minimum of a semester/year to up to four semesters/ two years from the University. In addition, Bonds of good behaviour and satisfactory academic performance of the student by the student as well as his/ her parent/legal guardian, with such condition(s) as may be imposed by the University authorities, be obtained, in the presence of the Registrar of University and will remain operative for the entire remaining period of the stay of the student in the University.

Bonds as specified under 3(b)(v) will have to be executed which will remain operative for the entire remaining period of the stay in the University. The Character Certificate to student kept on Conduct Probation will be issued only after the recommendation of the Departmental Discipline Board/Proctorial Board and Dean, Students' Welfare.

- f. Rustication for one semester/session to up to four semesters/two sessions.

Student(s) so rusticated, if hosteller(s), shall be required to vacate the hostel immediately.

After the period of rustication to be able to complete the degree requirements of the Program in which he was registered prior to rustication, the rusticated student may be readmitted on bond(s) with such conditions as may be imposed of good behaviour and satisfactory academic performance of the student by the student as well as his parent/ legal guardian (to be executed in the presence of the Registrar of the University). Nevertheless, he/ she will remain on 'Conduct Probation' throughout his remaining period of studies at the University.

If a student has been awarded punishment of rustication in his/ her final semester/year of studies, the Vice-chancellor, however, on receipt of an unconditional apology, security deposit of Rupees one lakh, and fine as imposed, may keep it under abeyance so as to enable him to complete the degree requirements on compassionate grounds. Students who have been given the benefit of abeyant rustication will only be allowed to participate in the academic activities (i.e., attending classes and writing examinations only).

If a placed student has been awarded punishment of rustication in his/her final semester/year of studies, his employer may also be informed of his/ her act(s) of indiscipline and punishment awarded.

The Character Certificate to rusticated student(s) will be issued only after the acceptance of the recommendation of the Departmental Discipline Board / Proctorial Board and Dean, Students' Welfare by the Vice- Chancellor. Rusticated student(s) shall also be debarred from admission in any further degree Program/Employment in the University.

- g.** Expulsion from the University for act(s) of indiscipline of student(s) which can be construed as serious offence in conducive to the health of the University or further acts of indiscipline of the student(s) on 'Conduct Probation'/ 'Abeyant Rustication'/readmitted after rustication.

Student(s) so expelled from the University, shall be required to leave the University immediately. The punishment maybe entered in the transcript of the student(s) and he shall be debarred from admission to the University in any further degree Program/ employment in the University.

- 3.** Expulsion of the student(s) from the hostel: if the act(s) of indiscipline of student(s) vitiate(s) the atmosphere of the hostel(s), the student(s) may be expelled for a specified period or forever from the hostel.

When the student(s) is/are expelled from the hostel, then his/ her (their) parent(s)/ legal guardian(s) are required to execute a bond that he/ she (they) will reside in Mathura District at a suitable place which will not be in radius of at least ten km from the University campus and that he/ she (they) will not indulge in any act of indiscipline; else, he/ she (they) will attract rustication/expulsion from the University.

- 4.** There shall be a permanent record card of each student of the University in which entries will be made of his act(s) of indiscipline and punishment(s) awarded as well as punishment(s) revoked, if any.

ORDINANCE - 30

ACT OF SEXUAL HARASSMENT AND/OR MISCONDUCT AND PUNISHMENTS

1. Any sexual suggestiveness on the campus shall be considered as a violation of the academic ambience of the University.

An unwanted conduct with sexual undertones if it occurs or which is persistent and which demeans, humiliates or creates a hostile and intimidating environment or is calculated to induce submission by actual or threatened adverse consequences and includes any one or more or all of the following unwelcome acts or behaviour (whether directly or by implication), namely:

- a. Any unwelcome physical, verbal or nonverbal conduct of sexual nature.
 - b. Demand or request for sexual favours
 - c. Making sexually coloured remarks
 - d. Physical contact and advances
 - e. Showing pornography
 - f. The use of phone, email or any other method designed to transmit messages or materials of an explicit sexual nature.
 - g. Creating an intimidating offensive or hostile learning environment
 - h. Humiliating treatment likely to affect the health, safety, dignity or physical integrity of the person concerned.
 - i. Any other Act of harassment in any other form
2. The Internal Complaints Committee (ICC) constituted as per the UGC regulation act 2015 depending upon the nature & seriousness of the Act(s) of Sexual Harassment and/or Misconduct, can recommend one or more of the following punishments. Further, the penalty awarded shall be recorded in his Personal File:
- a. Warning or reprimand
 - b. Written apology
 - c. Bond of good behaviour
 - d. Withdrawal of hostel accommodation
 - e. Debarring from exams and/or placement activities
 - f. Withdrawal of the right to an official Character Certificate from the University or such conduct to be entered in the Character Certificate.
 - g. Withhold privileges of the student such as access to the library, auditoria, playground, cafeteria, transportation, scholarships, allowances, and identity card
 - h. Suspend or restrict entry into the campus for a specific period

- i. Expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants
- j. Withholding of a degree awarded by the University
- k. Award reformative punishments like mandatory counselling and/or, performance of community service
- l. Any other suitable punishment approved by the competent authority.



ORDINANCE - 31

RAGGING

The University is free from Ragging in all respects. It strictly follows the guidelines and regulation on ragging. The term “Ragging” which has been define by the UGC vide their notification No F. 1-15-/2009 (ARC) dated 29th June 2016, is as follows:

“Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place or residence or economic background.”



ORDINANCE - 32

PROHIBITED CONDUCT

Engaging in academic misconduct as described in Student Academic Integrity

1. Alcohol, Drugs, & Other Substances

- a.** Consumption of Alcohol in University campus
- b.** Unauthorized Possession and/or Consumption of Alcohol – possession and/or consumption of alcohol.
- c.** Unauthorized and/or Unlawful Distribution, Sale, and/or Service of Alcohol – engaging in the distribution, sale, and/or service of alcohol, regardless of age.
- d.** Social Host – permitting any individual or group to consume alcohol in a space owned, occupied, or controlled by the University, except as expressly permitted by law and University policy.
- e.** Unauthorized Possession, Use, and/or Misuse of Drugs and/or Other Substances – unauthorized possession, use, and/or misuse of drugs and/or other substances which may alter a student’s mental state or impair a student’s behaviour including, but not limited to, marijuana, cocaine, heroin, lysergic acid (LSD), MDMA, steroids, amphetamines.
- f.** Driving While Impaired – control or operation of a vehicle (e.g. automobile, motorcycle, bicycle, scooter, etc.) when impaired/ influenced/ intoxicated by alcohol, drugs, or another substance.
- g.** Public Intoxication – being impaired by alcohol or another substance to the point where one’s behaviour adversely affects, or could affect, the regular operations of members of the University community.

2. Damage and/or Destruction of Property

It is engaging in the intentional, reckless, and/or unauthorized defacement, damage, or destruction of University property or the property of another.

3. Disruptive Behaviour

- a.** Failure to Comply – It is the failure to comply with the reasonable directive or request (including appearing for meetings or student conduct hearings) of a University official, law enforcement officer including, but not limited to no trespass notices, building or campus ban/restriction, or removal from campus housing facilities.
- b.** Interference with a University Process or Procedure – It is the behavior that disrupts, disturbs, impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or the rights of other members of the University community.

- c. Academic Environment Disruption – It is the behaviour that disrupts, disturbs, impairs, or interferes with the orderly conduct, processes, and functions within a classroom, laboratory, clinics, wards, hospital or other academic environment. This includes interfering with the academic mission of the University, interfering with other students’

ability to benefit from the educational program, or interfering with a faculty member’s ability to carry out the normal educational functions of any academic environment.

- d. University Event Disruption – It is the behaviour that disrupts, disturbs, impairs, or interferes with the orderly conduct and processes involved in a University event. University events include, but are not limited to, meetings, concerts, speakers, film screenings, theatre or musical performances, Convocation, and Commencement.
- e. Disruptive Behaviour– It is the behaviour that the person knows or should have known will disturb, alarm, anger, or provoke others or constitutes a breach of the peace, including, but not limited to, unauthorized or unlawful assembly, or engaging in public fighting.

4. Fire and General Safety

- a. Breaking the Plane – It is the behaviour like throwing, dropping, or releasing any object or substance out or off of a University building or vehicle without express authorization by a University official. This includes, but is not limited to, balconies, railings, roofs, or windows.
- b. Failure to Follow Emergency Procedures – It is the failure to follow emergency procedures during an actual emergency or drill including, but not limited to, evacuating during a fire emergency or drill, failure to move to the designated shelter during a tornado emergency or drill, or failure to notify the University of a fire explosion, chemical spill, or other safety hazard.
- c. Falsely Reporting an Emergency – It is to make a false report regarding an emergency including, but not limited to, a bomb threat, a fire, or other emergency.
- d. Fire, Explosion, or Other Safety Hazard – It is the act that causes intentionally or recklessly a fire, explosion, or other safety hazard including, but not limited to, blocking emergency exits.
- e. Fireworks, Hazardous Chemicals, or Explosives – It is an unauthorized possession of or use of fireworks, hazardous chemicals, or explosives.
- f. Interference with or Misuse of Emergency Equipment –It is the act like tampering with, damaging, disabling, interfering with, or misusing emergency equipment including, but not limited to, fire alarms, fire doors, fire extinguishers, fire sprinklers, fire hoses, Shocker Alert system, or an emergency callbox.

5. Harm and Endangerment

- a. Physical Violence – It is an act like engaging in behaviour that intentionally or recklessly causes physical harm including, but not limited to, scratching, biting, pulling, throwing objects, pushing, shoving, punching, slapping, spitting, pinching, kicking, or holding another against their will.
- b. Threats – It is an act like engaging in behaviour, written or verbal, that causes a reasonable expectation of injury to the health, safety, or well-being of any individual, student group, or student organization; or damage to property. This behaviour includes implied threats or acts that cause another individual a reasonable fear of harm. Threats may occur via written, electronic, verbal, or any other form of communication.
- c. Harassment – It is an act like engaging in behaviour that is severe, pervasive, or persistent to a degree that it interferes with a reasonable person's ability to work, learn, live, participate in, or benefit from the services, activities, or privileges provided by the University. Harassment may occur via written, electronic, verbal, or any other form of communication; or through physical presence; and includes, but is not limited to, bullying, cyber bullying, intimidation, or coercion.
- d. Endangerment – It is an act like engaging in behaviour that endangers the health, safety, or well-being of any individual, student group, or student organization by posing a risk of physical or emotional harm and/or creating hazardous conditions.
- e. Harm or Endangerment of Animals – It is an act like engaging in behavior that threatens or endangers the health or safety of any animal except as permitted by law or University policy.

6. Keys/Unauthorized Entry

- a. Unauthorized Entry – It is an act like engaging in the misuse of access privileges or unauthorized access or entry to any University property, building, structure, or facility of any individual or group.
- b. Unauthorized Keys – It is an act like engaging in the unauthorized possession, duplication, or use of keys or access cards or codes for any property, building, structure, or facility of any individual or group.

7. Misrepresentation

- a. Providing False or Misleading Information – It is an act like providing false or misleading information to a University official or law enforcement officer, or purposefully omitting facts which are material to the purpose for which the information is provided.
- b. Falsification of Records/Documents – It is an act like forging, altering, or misusing any record or document including, but not limited to, medical documentation, letters of recommendation, transcripts, contracts, financial aid forms, receipts, test results, admissions applications or other materials, transfer documents, or applications for residency classification.
- c. Misrepresenting Self, the University, or Another – It is an act like misrepresenting oneself to a University official, law enforcement officer, potential employer, or other individual or entity; acting as a representative of the University, any group or organization, or any individual without prior authorization; or engaging in the unauthorized use or misuse of University, University-affiliate, group, or organization's names or images. This includes, but is not limited to misuse of KD's ID card or other form of identification, or permitting another to use your identification for unauthorized purposes.

d. **Fraudulent Identification** –It is an act like manufacturing, distributing, delivering, selling, providing, purchasing or possessing any form of fraudulent identification.

8. Retaliation

It is an act like engaging in, or causing another to engage in, an adverse action or threat of an adverse action against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of a violation of University policy; including any individual who attempts to intervene or prevent behaviour prohibited by this policy. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Retaliation can take many forms including threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. Any complaint regarding retaliation by a student, student group, organization, employee or visitor should be reported to the Office of the Registrar.

9. Solicitation

It is an act like engaging in unauthorized canvassing or solicitation including, but not limited to, sending advertisements or recruitment materials via Blackboard, or other forms of communication not intended for canvassing or solicitation; placing flyers under and/or on doors in University facilities or on vehicles.

10. Theft

It is an act like engaging in the taking, misappropriation, or possession of University property or the property of another including anything of value, goods, services, funds, and/or other valuables or possession of property that can be reasonably determined to have been stolen.

11. Use of Tobacco Products

It is an act like engaging in the use of any tobacco product or device including, but not limited to, cigarettes, cigars, e-cigarettes, vaping, hookah, or chewing tobacco within University facilities or University vehicles.

12. Unauthorized and/or Unlawful Gambling

It is an act like conducting, organizing, or participating in any gambling activity, to provide loans, pawning, sublet the job or university premise, making fund committee.

13. Violation of Law or University Policy

Violation of Law – It is the behaviour that would constitute a violation of any central, state, and/or local law; city or county ordinance; or when in another state or country, the laws of that state or country.

14. Weapons

It is an act like engaging in the possession, use, sale, distribution, or display of any firearm, replica firearm, ammunition, weapon, replica weapon, or similar device unless expressly permitted by law and/or University policy. This includes the use of any object or material to cause or threaten physical harm.

ORDINANCE - 33

STUDENTS' GRIEVANCE REDRESSAL & OMBUDS PERSON

1. Definition

"Grievance" refers to, and encompasses, a complaint lodged by a student who feels wronged about any of the following:

- i. Admission granted contrary to merit as assessed under K D University's stated admission policy.
- ii. Irregularities occurring in the admission process as outlined by the University's declared policy.
- iii. Denial of admission that does not align with the University's established admission policy.
- iv. Failure of the University to publish its prospectus in accordance with these regulations.
- v. Issuance of any information in the prospectus by the University that is false or misleading and not based on factual data.
- vi. Retention of, or refusal to return, any documents such as certificates, degrees, diplomas, or other awards provided by a student for the purpose of applying for admission, in an attempt to force the student to pay fees for a course or program they do not intend to pursue.
- vii. Request for payment beyond the amount specified in the University's declared admission policy.
- viii. Breach, by the University, of any applicable laws regarding the reservation of seats for different categories of students during admission.
- ix. Delays or failure to disburse scholarships or financial aid entitled to any student according to the University's declared admission policy or any guidelines set by the Commission.
- x. A delay by the University in carrying out examinations or announcing results beyond the timeline outlined in the academic calendar of the University, or in any calendar set forth by the Uttar Pradesh Higher Education/Government.
- xi. The University's failure to offer student facilities as described in the prospectus, or as required by any applicable legal provisions.
- xii. Adoption of opaque or unjust practices by the University in the assessment of students.
- xiii. A delay in, or refusal of, the refund of fees owed to a student who withdraws their admission within the stipulated timeframe mentioned in the prospectus, or as may be announced by the UGC.
- xiv. Allegations of discrimination against students belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Women, minorities, or individuals with disabilities.

- xv. Failure to provide the quality education that was promised at the time of enrollment or is mandated to be delivered, along with instances of student harassment or victimization, except for harassment cases that should be addressed through the applicable legal provisions currently in effect.

The Student Grievance Redressal Cell will operate in accordance with the UGC Notification under reference No. D.O.No.F.1-13(CPP11) dated April 12, 2023. The committee will function for a duration of two years. The committee members will adhere to the stipulations outlined in the aforementioned UGC notification.

2. College Level Student Grievance Redressal Committee (CLSGRC)

A college Level Student Grievance Redressal Committee (CLSGRC) will be established in every constituent college. The Committee will consist of the following members:

- Dean/Principal/Director of the college– Chairperson
- Two Professors, from outside the college to be nominated by the Vice Chancellor Members.
- A Faculty of the college, well-versed with the mechanism of grievance redressal, to be nominated by the Chairperson– Member
- A representative from among students at the college to be nominated by the Vice Chancellor based on academic merit/excellence in sports/performance in co-curricular activities – Special Invitee.

3. University Student Grievance Redressal Committee (USGRC)

- i. The Vice Chancellor shall establish the necessary number of University Student Grievance Redressal Committees (USGRC) to address grievances that remain unresolved by one or more CLSGRC.
- ii. The Chairperson shall be the Pro-Vice Chancellor or, if unavailable, a dean appointed by the Vice-Chancellor.
- iii. Dean of Student Welfare shall be a member.
- iv. Deans of any of those two colleges, not involved with the SGRC reports under consideration, shall be appointed by the Vice-Chancellor as members.
- v. One Professor from K D University, designated by the Vice-Chancellor, shall serve as a member.
- vi. Two student representatives from the college shall be appointed by the Vice Chancellor based on criteria such as academic achievement, sports excellence, or performance in extracurricular activities, and will act as Special Invitees.

Note: To ensure representation of women on the committee, the Vice-Chancellor may induct one women faculty.

- i. The Chairperson, committee members, and nominees will serve a term of two years.
- ii. The minimum number of members required for a meeting of the CLSGRC, including the Chairperson but excluding special invitees, shall be three.

- iii. Any complaint related to the college, or its Department must be directed to the administrative officer of the respective college by the student who is aggrieved, who will either address the issue at the college level or forward it to the relevant Department.
- iv. If the grievance is not resolved within five (5) working days after the complaint is received at the college, it will automatically be referred to the ULSGRC.
- v. In reviewing grievances, the CLSGRC shall adhere to the principles of natural justice.
- vi. The CLSGRC will provide its report along with any recommendations to the Registrar, and a copy will be sent to the aggrieved student, within fifteen (15) days of receiving the complaint.

In case the aggrieved student remains unsatisfied, he may take up the matter to the level of University Student Grievance Redressal Committee (USGRC). Likewise, the University may either accept the recommendations for follow up action or may, at its discretion, take up the matter to the level of USGRC.

4. Ombudsperson

Any student dissatisfied with the ruling of the University Student Grievance Redressal Committee and the Vice-Chancellor's handling of the appeal may submit an additional appeal to the Ombudsperson designated by the State Government, as per the guidelines of the University Grants Commission, within fifteen days.

Pending appointment of the Ombudsperson by the State Government, the Vice-Chancellor shall be the final authority for disposal of the appeal(s).

a. Functions of Ombudsperson

- i. The Ombudsperson is authorized to consider appeals from a student who feels aggrieved, but only after the student has pursued all other remedies available under this Ordinance.
- ii. Although issues related to examination malpractices or evaluation processes can be brought to the Ombudsperson's attention, appeals or requests for reevaluation or re-totaling of answer sheets will not be accepted unless a specific irregularity that significantly influences the outcome of a particular case of discrimination is demonstrated.
- iii. The Ombudsperson may seek the help of any individual, as an amicus curia, to assist in addressing complaints of alleged discrimination.
- iv. The Ombudsperson shall strive to resolve grievances within 30 days of receiving the appeal from the affected student(s).

b. Procedure for Redressal of Grievances by Ombudsperson and Student

Grievance Redressal Committee

- i. K D University will operate an Online Portal where any student with a grievance can file a request for resolution.

- ii. Upon receiving an online complaint, the University will, based on the nature of the issue, direct the complaint to the relevant Administrative Officer in the respective constituent college (for academic issues) or to the Head of the Service Departments (for non-academic matters) for appropriate action, as outlined in the earlier clause of the Grievance Redressal Committee(s).
 - iii. The Student Grievance Redressal Committee will set a date to hear the complaint and will inform the involved officials within the University as well as the student who raised the grievance.
 - iv. A student with a grievance may attend the hearing in person or designate a representative to speak on their behalf.
 - v. If the University Student Grievance Redressal Committee fails to resolve the issue, or if the outcome is appealed to the Vice Chancellor without resolution, the student may escalate the matter to the Ombudsperson within the specified timeframe.
 - vi. The University will assist the Ombudsperson or the Student Grievance Redressal Committee(s), as applicable, in promptly addressing grievances; any lack of cooperation can be reported by the Ombudsperson to the Commission, which will take action according to these regulations.
 - vii. After providing both parties with a fair opportunity to present their case, the Ombudsperson will conclude the proceedings and issue an order with justifications, aimed at resolving the grievance and offering appropriate relief to the affected student.
 - viii. Copies of the order, signed by the Ombudsperson, will be given to both the University and the aggrieved student, and the University will publish it for public access on its website.
 - ix. The University will adhere to the Ombudsperson's recommendations, and any failure to comply will be reported to the Commission by the Ombudsperson.
 - x. The Ombudsperson may suggest appropriate measures against the complainant if the complaint is determined to be untrue or trivial.
- c. Information regarding Ombudsperson and Student Grievance Redressal Committees**

The University will prominently display all pertinent information regarding the Student Grievance Redressal Committee(s) and the Ombudsperson for appeals on its website and in the prospectus.

5. Group Grievance Redressal

Resolution of group grievances may involve the following steps:

- a. Group grievances submitted by multiple students will be directed to the Head of the Department, who will attempt to address the issue within one week.

- b. If students are dissatisfied with the Head of Department's resolution, they may approach the Admission and Facilitation Cell for further consideration.
 - c. If the grievance remains unresolved within two weeks from the day the grievance was lodged with the Admission and Facilitation Cell, an appeal may be made to the Vice- Chancellor, who will try to resolve the matter. The Decision of the Vice-Chancellor shall be final and binding.
- 6. Redressal of Grievances concerning Accounts, Library, Hostels, Food, Maintenance, Sports, and Security, etc.:**
- a. Grievances related to the Accounts Department, Library, Hostels, Food services, Maintenance, Sports, Security, and other associated matters should be submitted to the respective administrative Head or in-charge. The Heads are responsible for personally addressing the grievance(s) and resolving the issue within one week.
 - b. If a resolution is not achieved within this time frame, the student has the option to contact the Admission and Facilitation Cell, which will make an effort to resolve the issue(s) within a week.
 - c. Should the issue remain unresolved after reaching out to the Facilitation Cell, students may appeal to the Registrar, who will endeavor to settle the matter within one week.
 - d. The Registrar's decision will be conclusive and obligatory.

ORDINANCE - 34

PROCESS OUTCOMES & CONSEQUENCES

Students, student organizations, and student groups who are found to have violated this Code of Conduct will receive consequences appropriate to the current violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances. For student groups and organizations, “prior conduct history” includes incidents occurring within the preceding five years. Consequences may be issued individually, or a combination of consequences may be issued. In the case of student groups and organizations, if a consequence issued by a national or other governing body exceeds that of the University, the University may concur with that consequence.



ORDINANCE - 35

APPEALS

Following written notification of the outcome of their cases, respondents may submit one appeal. The presumption is that the investigation and decision processes have been appropriately conducted and the burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews are reviews of the record only.



ORDINANCE - 36

AUTHORITY

The Registrar serves as the primary conduct administrator, as designated by the University Chancellor. In this capacity, the Registrar is responsible for the development and implementation of policies and procedures for the administration of this Code of Conduct.



ORDINANCE - 37

ETHICS POLICY

It is to set forth the expectations for the responsible acquisition, discovery, and application of knowledge by students at K D University, including the ethical use of information resources, and to ensure the integrity of academic credit and degrees conferred by the University.

K D University is committed to the ethical pursuit of knowledge. In order to ensure the integrity of faculty evaluation of students, all members of the University community share responsibility for ensuring that students have demonstrated successful mastery of the learning objectives for each academic activity. By conferring a degree, K D University is assuring the general public that the student has successfully met all requirements for graduation, including meeting the learning objectives for each academic activity. Indifference to academic misconduct is not a neutral act—failure to confront and or deter such behaviour will reinforce, perpetuate, and increase the prevalence of academic misconduct in the University community.

Students are expected to complete independent, original work for each academic activity unless otherwise specified by the faculty member. Students should seek clarification when in doubt. Faculty members are required to communicate their expectations regarding academic integrity; including, but not limited to, collaboration, information sharing, and conducting ethical research. All syllabi must contain a section that includes information on the Student Academic Integrity policy. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and resolution of alleged violations of the Student Academic Integrity policy.

Discretion is expected by those involved in the academic integrity process, especially as related to investigations of academic misconduct allegations. Details should only be shared with those that are on a need to know basis.

ORDINANCE - 38

STUDENT ACADEMIC INTEGRITY

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behaviour. Lack of familiarity with University policy is not a defence to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. Academic misconduct includes a broad range of infractions. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by students at K D University:

Plagiarism – It represents the words, ideas, graphics, or any portion of another’s work, whether published or unpublished, as one’s own and/or without appropriate and/or accurate citation/attribution.

Unauthorized Use or Possession of Materials or Resources – It is to use or possess any materials or resources during an academic activity without the express permission of, or in a manner that is inconsistent with the express permission of, the faculty member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual’s current or previous academic work. This includes submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g. ghost-writing or pay-for-paper services).

Unauthorized Collaboration or Consultation – It is the collaboration or consultation with another individual or group during an academic activity without the express permission of the faculty member.

Fabrication, Falsification, or Misrepresentation of Information – It is to provide fabricated or falsified information or misrepresent the information in an academic activity or related to academic attendance or other academic requirements.

Academic Interference – It is to engage in any behavior or taking any material(s) for the purpose of interfering with an academic activity. Academic Interference includes, but is not limited to:

- removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an academic activity;
- tampering with another person or group’s work; and/or
- interfering with another student’s academic performance.

Unauthorized Resubmission – It is to submit an academic activity which has been previously submitted for credit, publication, or presentation without authorization from the faculty member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was given for the previous enrolment period.

Facilitation of Academic Misconduct – It is to engage in behaviour that facilitates another person or group’s ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another student with a copy of the student’s work and/or access to unauthorized materials or forcing or coercing another student to complete academic work on behalf of another.

Bribery – It is to offer, give, receive, or solicit any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.

Unauthorized Sale, Distribution, or Receipt of Academic Materials – It is to buy, sell, receive, or distribute academic materials without the express permission of the faculty member including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowd sourced digital databases and web platforms.

The Central/Departmental Examination Committee shall appoint requisite number of Centre Superintendents and Assistant Centre Superintendents for proper conduct of all examinations. The Examination Committee/Centre Superintendents in consultation with the respective Head of the Departments will assign flying squad/invigilation duties to faculty members in requisite number to ensure fair and smooth conduct of examination as per the set rules. University may appoint Observer, invigilator, assessor from outside of the university.

Any student observed not focusing on working on his answer sheet shall be duly warned. An entry of the act shall be made in the answer sheet/booklet, if a student is found to possess smart phone/mobile phone/ electronic gadget or using unfair means or engaging in misconduct with the Invigilator(s). Intimation of the happening shall be given to Centre Superintendent directly or through Flying Squad, who may permit that student to continue to write the examination, after completion of the necessary formalities.

After the examinations are over, the Committee constituted to look into cases of unfair means and misconduct during examinations will consider the student’s intention as well as behaviour. After examining the facts of the case and statement of the student and the concerned invigilator, the committee shall recommend suitable punishment which may be from a minimum of declaring the student to have failed in that one particular examination to declaring him as having failed in that entire semester/trimester/summer term. The intensity of punishment shall increase with repeat occurrence of UFM/ Misconduct by the same examinee. The Vice-Chancellor will consider the recommendations of the Examination Committee and take a decision.

The student held guilty of using UFM/Misconduct during any examination of a subject shall be awarded only grade ‘P’ in theory and ‘C’ in practical whenever declared pass in the subject and will not be permitted to repeat this subject to improve his grade in the subject.

The student found guilty of using unfair means/ misconduct during an examination will be held responsible for disciplinary action against him/ her as per University policy.

ORDINANCE - 39

REPORTING, PROCEDURES AND APPEALS

Any individual with a good faith basis for believing a student has violated this policy is encouraged to report the alleged violation to the faculty member responsible for the course and the Office of the Dean Academic Affairs. When a faculty member has reasonable, good faith belief that a student has committed academic misconduct, that faculty member has the discretion to assign a sanction, including academic sanctions or educational sanctions (e.g., plagiarism training or reflection activities). Any faculty member imposing a sanction against a student for a violation of this policy must report the violation to the Office of the Dean Academic Affairs to ensure due process. In order to identify habitual offenders, faculty members are encouraged to report all alleged Academic Integrity violations to the Office of the Dean Academic Affairs, even when the faculty member chooses not to sanction a student for violations of this policy, or if the violation was resolved without an academic sanction.

Students who disagree with the sanction imposed by the faculty member may request a hearing by the Dean Academic Affairs who will hold a hearing to review the evidence to determine if a violation occurred, and if so, if the sanction is appropriate.

The Office of the Dean Academic Affairs will maintain a record of all reported incidents of Academic Misconduct. In some cases, (e.g., repeat offenders or egregious offenses), the Office of the Dean Academic Affairs may determine that additional sanctions, including disciplinary sanctions, are appropriate. In these instances, the Office of the Dean Academic Affairs will hold an additional hearing to review the evidence and determine if additional sanctions are appropriate, and may consider previously documented violations, regardless of outcome, along with the current incident and the possibility of additional sanctions.

ORDINANCE - 40

SANCTIONS

Potential sanctions include educational, academic, and disciplinary. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/or assignment/course marks reduction. In cases where egregious and/or repeat offenses are found to have occurred, disciplinary actions such as probation, suspension, or expulsion are possible.

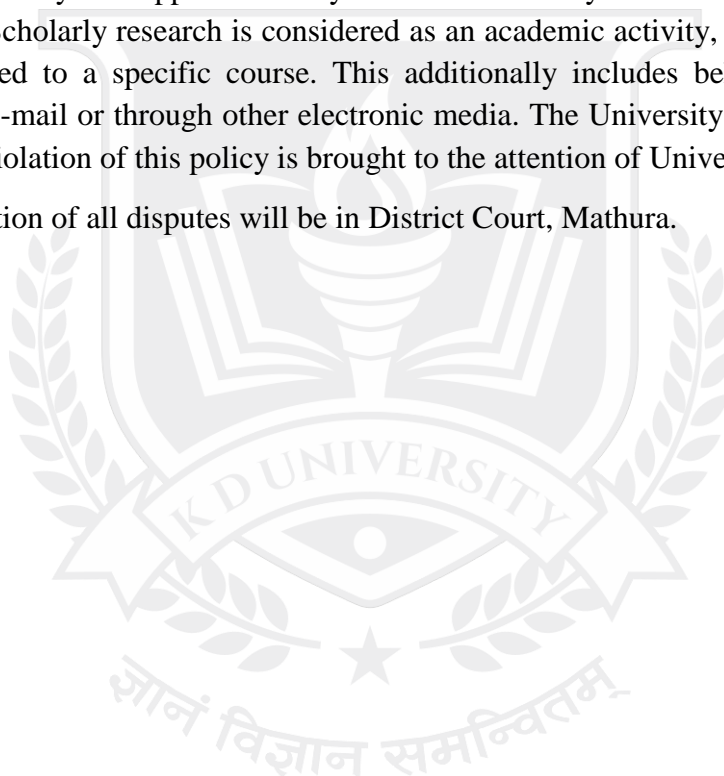


ORDINANCE - 41

JURISDICTION POLICY

This policy applies to behaviour that is committed by:

- A University student, student group, or student organization;
- An applicant who becomes a student, for alleged violation(s) committed as part of the application process; or
- An individual who has transferred, graduated, been academically disqualified, or expelled from the University for alleged violation(s) committed prior to separation from the University.
- This policy may be applied to any academic activity conducted on campus or elsewhere. Scholarly research is considered as an academic activity, which may or may not be related to a specific course. This additionally includes behaviour conducted online, via e-mail or through other electronic media. The University may take action if an alleged violation of this policy is brought to the attention of University officials.
- The jurisdiction of all disputes will be in District Court, Mathura.



Appendix-1

CURRICULUM OF BACHELOR OF MEDICINE AND BACHELOR OF SURGERY (MBBS) PROGRAMME

1. Purpose and Objective

This ordinance shall apply to the Programme leading to M.B.B.S. (Bachelor of Medicine and Bachelor of Surgery) degree of K D University. These regulations are congruent with the current regulations of the National Medical Commission and are designed to create an “Indian Medical Graduate” (IMG) possessing requisite knowledge, skills, attitudes, values and responsiveness, so that s/he may function appropriately and effectively as a physician of first contact of the community while being globally relevant.

2. Definitions

- a. Academic Programme:** shall mean a Programme leading to award of M.B.B.S (Bachelor of Medicine and Bachelor of Surgery) degree.
- b. Course:** shall mean a component of Academic Programme, carrying a distinctive code number. ★Courses included in the First Professional are Anatomy, Physiology and Biochemistry. ★Courses included in the Second Professional are Pathology, Microbiology, Pharmacology. ★Courses included in the Third Professional Part I are Ophthalmology, E.N.T. (Oto-rhino-laryngology), Community Medicine, and Forensic Medicine and Toxicology. ★Courses included in the Third Professional Part II are Medicine and Allied Subjects, Paediatrics, Surgery and Allied Subjects, Orthopaedics and Obstetrics and Gynaecology. ★Teaching of various courses included in the various Professionals begin at the start of the next Professional i.e. from the second year of the MBBS course in second Professional, from third year in III Professional Part I and from fourth year in III Professional Part II. ★However, teaching in Community Medicine begins at the start of the First Professional and continues till the end of Part II of the curriculum.
- c. Board of Studies (BOS)** shall mean the Board of Studies of Kanti Devi Medical College, Hospital and Research Center (KDMCHRC), K D University.
- d. External examiner** shall mean an examiner who is not in the employment of K D University.
- e. Student** shall mean a person admitted to K D University for the academic Programme to which this Ordinance is applicable.
- f. UGMEB:** shall mean Undergraduate Medical Education Board, duly constituted under Section 16 of the National Medical Commission Act, 2019.
- g. NEET-UG:** shall mean ‘National Eligibility-cum-Entrance Test’ in Section 14 of the National Medical Commission Act, 2019.
- h. Act** means the National Medical Commission Act, 2019 (30 of 2019);

- i. Commission means the National Medical Commission constituted under section 3 of the Act;
- j. Foreign Medical Graduate shall have the meaning assigned to it in clause (c) of regulation 2 of the National Medical Commission (Foreign Medical Graduate Licentiate) Regulations, 2021;
- k. Intern means a medical graduate undergoing compulsory rotating internship training under these regulations;
- l. Log Book means an official document chronicling the performance of an intern and a record of the work done, procedures performed and competencies achieved by him;
- m. Mentor shall mean an appropriately qualified and trained medical teacher and senior to the trainee, who guides the trainee in all aspects of graduation, such as, education, skill enhancement, research work and ethical values;
- n. Permanent Registration is the registration of eligible persons with a duly recognised primary medical qualification as regulated under the provisions of Chapter VI of the Act, that provides license to an individual to independently practice modern scientific system of medicine or allopathy in India;
- o. University shall mean K D University, Mathura.

3. Admission Process

Admissions to KDMCHRC will be made by Director General Medical Education, Uttar Pradesh, strictly as per the merit of NEET-UG. Candidates shall deposit their fee to the Director General Medical Education, Uttar Pradesh, and shall report to KDMCHRC, Mathura on receiving the college allocation. The candidates will be required to submit a copy of the following documents at the time of admission to KDMCHRC:

- Certificate of having passed the 10+2 or equivalent examinations, showing the subjects offered by her/him in the Examination.
- Certificate from the Board from which s/he passed the High School/Higher Secondary Examination, showing his/her date of birth.
- Certificate/Mark sheet from the Board from which s/he passed the 10+2 or equivalent Examination showing that s/he has secured 50% or more marks.
- Migration Certificate from the University/Board last attended by him/her.

a. Enrolment Method:

b. Fees and Other Payments:

The fees and other payments may vary with each batch in compliance of the fees fixed by the regulatory body.

c. Hostel and Accommodation:

KDMCHRC offers furnished hostel accommodation, with dining and both indoor and outdoor recreational facilities.

4. Training Programme:

a. Duration of Course:

The course of studies leading to the award of degree of Bachelor of Medicine and Bachelor of Surgery (M.B.B.S.) of the KDMCHRC shall last for a minimum of five and a half academic years including one-year compulsory internship.

b. Duration of Training in Clinical Subjects:

Training in various clinical subjects of the programme will be according to latest CBME guidelines prescribed by NMC from time to time, presently the one notified on 12.09.2024.

c. Attendance:

- i.** Attendance to MBBS course is compulsory.
- ii.** There shall be a minimum of 75% attendance in theory and 80% attendance in practical /clinical for eligibility to appear for the examinations in that subject.
- iii.** In subjects that are taught in more than one phase — the learner must have 75% attendance in theory and 80% attendance in practical in each phase of instruction in that subject.
- iv.** There shall be a minimum of 75% attendance in AETCOM and minimum of 80% attendance in family visits under Family Adoption Programme.
- v.** If an examination comprises more than one subject (for e.g., General Surgery and allied branches), the candidate must have a minimum of 75% attendance in each subject including its allied branches, and 80% attendance in each clinical posting.

d. Compulsory Rotatory Internship:

After passing the Final M.B.B.S. Examination, all the candidates will be required to do compulsory internship for a period of one calendar year (12 months). The degree of M.B.B.S. shall only be awarded after satisfactory completion of one year internship.

e. Academic Committee:

- i.** The Academic Committee is constituted by the faculty of KDMCHRC. It comprises of maximum twenty-five members.
- ii.** This Committee shall coordinate the implementation of the courses for optimum utilization of resources.
- iii.** There shall be an Academic Coordinator for every Professional.
- iv.** The Academic Coordinators shall also perform other tasks as assigned to them by the Board of Studies.
- v.** The Academic Coordinators shall meet various Head of Departments as and when required but at least once during every six months.

f. Schedule of Terms:

Schedule of terms will be as notified in the Academic Calendar every year by the Dean, KDMCHRC with the approval of the Vice Chancellor, K D University.

g. Anti-Ragging Measures:

As per the directions of the Hon'ble Supreme Court of India, the Government has banned ragging completely in any form inside and outside the campus. All authorities at KDMCHRC are therefore determined not to allow any form of ragging. Whosoever directly or indirectly commits, participates in, abets or instigates ragging within or outside the institution shall have an FIR lodged against him/her and s/he will be suspended or rusticated from the institution and shall also be liable to be fined.

5. Minimum standard of requirements (msr) for medical education

KDMCHRC shall follow the guidelines for minimum standards of requirements (MSR) for undergraduate medical education prescribed by the UGMEB of NMC from time to time.

6. Competency based dynamic curriculum at undergraduate level

a. Preamble:

Curriculum guidelines are learner-centred, patient-focused, gender-sensitive, and outcome-oriented, aligning with global trends. They emphasize the integration of subjects both horizontally and vertically while maintaining the importance of subject-based instruction and assessment. The defined competencies align with global standards in Graduate Medical Education. Ethical values, patient needs, and communication skills are prioritized through a longitudinal Programme called 'AETCOM,' focusing on Attitude, Ethics, and Communication. The curriculum also highlights collaborative teamwork, professionalism, altruism, and respect in professional relationships, with sensitivity to differences in thought, socioeconomic status, and gender.

b. Objectives of the Indian Graduate Medical Training Programme:

The undergraduate medical Programme aims to produce an "Indian Medical Graduate" (IMG) with the necessary knowledge, skills, attitudes, and values to effectively serve as the first-contact physician in the community, while being globally relevant. The IMG should be skilled in primary care, as well as promotive, preventive, rehabilitative, palliative care, and referral services.

c. National Goals:

At the end of undergraduate Programme, the Indian Medical Graduate is required to possess the ability of delivering the following goals:

- i.** Possess the ability to recognize "health for all" as a national goal and health right of all citizens and by undergoing training for medical profession to fulfil his social obligations towards realization of this goal.

- ii. Know the key aspects of National policies on health and devote himself to its practical implementation.
- iii. Achieve competence in the practice of holistic medicine, encompassing promotive, preventive, curative and rehabilitative aspects of common diseases.
- iv. Develop scientific temper, acquire educational experience for proficiency in profession and promote healthy living.
- v. Become an exemplary citizen by observance of medical ethics and fulfilling social and professional obligations, so as to respond to national aspirations.

d. Institutional Goals:

Indian Medical Graduates from KDMCHRC should:

- i. Be skilled in diagnosing and managing common health problems at various healthcare levels using clinical skills.
- ii. Work effectively in healthcare teams from Phase 1 MBBS to CRMI, with increasing complexity and multi-department involvement.
- iii. Practice preventive, promotive, curative, palliative, and rehabilitative medicine for common health issues.
- iv. Understand the rationale for different therapeutic modalities and essential medicines.
- v. Consider socio-psychological, cultural, economic, and environmental factors in healthcare, with a humane attitude towards patients.
- vi. Commit to lifelong learning and pursue expertise or research in any medical field.
- vii. Understand National Health Programs and their implementation, covering areas like Family Welfare, sanitation, disease control, immunization, and more.
- viii. Develop management skills for human resources, materials, and healthcare delivery.
- ix. Identify community health issues and work towards resolving them with community participation.
- x. Lead healthcare teams, refine communication skills, and work across various healthcare settings with professional integrity.

e. Goals for the Learner:

The Indian Medical Graduate must be able to function in the following roles appropriately and effectively:

- i. Clinician who understands and provides preventive, promotive, curative, palliative and holistic care with compassion.
- ii. Leader and member of the health care team and system with capabilities to collect, analyse, synthesize, and communicate health data appropriately.

- iii. Communicate with patients, families, colleagues, and community in a methodological and skilful way using various approaches in family visits, family adoption Programme, clinic-social cases, clinical cases and AETCOM training programs.
- iv. Lifelong learner committed to continuous improvement of skills and knowledge.
- v. Professional, who is committed to excellence, is ethical, responsive and accountable to patients, community and profession and society. Training of humanities and social sciences will be useful for this training.
- vi. Critical Thinker who demonstrates problem solving skills in professional practice
- vii. Researcher who generates and interprets evidence to ensure effective patient care as well as contribute in the field of medical research and practice.

f. Competency Based Training Programme:

Competency based learning would include designing and implementing medical education curriculum that focuses on the desired and observable ability in real life situations. To effectively fulfil the roles, the Indian Medical Graduate would have obtained the following set of competencies at the time of graduation:

- i. Clinician, who understands and provides preventive, promotive, curative, palliative and holistic care with compassion.
 1. Demonstrate understanding of normal human structure, function, and development from various perspectives (molecular, cellular, biological, clinical, behavioural, and social).
 2. Demonstrate understanding of abnormal human structure, function, and development in similar contexts.
 3. Demonstrate knowledge of medico-legal, ethical, societal, and humanitarian principles influencing healthcare.
 4. Demonstrate knowledge of national and regional health policies, including the National Health Mission, NRHM, NUHM, and their impact on health promotion, disease prevention, and patient safety.
 5. Demonstrate ability to gather comprehensive patient history relevant to disease identification, prevention, and health promotion, considering all sources (patient, family, caregivers).
 6. Demonstrate the ability to gather patient history considering factors such as gender, age, socioeconomic status, and individual preferences.
 7. Demonstrate proficiency in performing a thorough physical examination relevant to disease prevention and health promotion.
 8. Perform physical examinations that consider gender, social, and economic status, and patient values.

9. Demonstrate clinical problem-solving and judgment to integrate data and form effective management plans that address preventive, promotive, and therapeutic goals.
 10. Maintain accurate and legally compliant patient records.
 11. Demonstrate ability to choose and interpret diagnostic tests based on clinical context, scientific validity, and cost-effectiveness.
 12. Prescribe appropriate therapies, including nutrition and pharmacotherapy, based on rational drug therapy and evidence-based guidelines aligned with national health policies.
 13. Provide continuous care at primary or secondary levels, addressing chronic conditions and disabilities, including mental health.
 14. Appropriately identify and refer patients for specialized or tertiary care when necessary.
 15. Demonstrate familiarity with clinical and translational research relevant to patient care.
- ii.** Leader and member of the health care team and system
1. Collaborate effectively with colleagues in an inter-professional healthcare team, respecting diverse roles, responsibilities, and competencies.
 2. Lead a healthcare team in primary and secondary settings, educating and motivating team members to enhance healthcare delivery.
 3. Use healthcare system components efficiently, ensuring cost-effectiveness, fairness, and adherence to national health policies, while collecting and analysing health data.
 4. Contribute to improving healthcare quality and patient safety within the system.
 5. Advocate for health promotion, disease prevention, and healthcare quality improvement, focusing on lifestyle diseases and cancer, in collaboration with the healthcare team.
- iii.** Communicator with patients, families, colleagues and community
1. Communicate effectively, sensitively, and respectfully with patients, families, colleagues, and the community in a way that is mutually beneficial and promotes positive healthcare outcomes.
 2. Build professional, ethical, empathetic, and trustworthy relationships with patients, families, colleagues, and the community.
 3. Communicate in a way that respects patient preferences, values, beliefs, and confidentiality.
 4. Encourage shared decision-making and participation in healthcare, addressing any hesitations towards health initiatives.

- iv. Lifelong learner committed to continuous improvement of skills and knowledge
 - 1. Perform self-assessment of knowledge and skills, continue learning, and refine or acquire new abilities.
 - 2. Apply newly learned knowledge and skills to patient care.
 - 3. Reflect on experiences to promote personal and professional growth, and critically evaluate medical literature to improve patient care.
 - 4. Identify and choose a career path that is both professionally rewarding and personally fulfilling.
- v. Professional who is committed to excellence is ethical, responsive and accountable to patients, the profession and community.
 - 1. Demonstrate selflessness, integrity, responsibility, accountability, and respect in practice.
 - 2. Maintain professional boundaries with patients, colleagues, and society.
 - 3. Recognize and manage ethical and professional conflicts.
 - 4. Adhere to ethical and legal codes of conduct.
 - 5. Contribute to the growth of the medical profession.
 - 6. Analyse and evaluate information to make rational clinical decisions.
 - 7. Assess the credibility of information sources.
 - 8. Consider social, cultural, and geographic factors in personalized medicine.
 - 9. Develop independent, clear, and confident decision-making skills.
 - 10. Engage in research to generate and apply evidence for effective patient care.
 - 11. Review and critique scientific literature for Evidence-Based Medicine.
 - 12. Apply a scientific approach to generate evidence and understand research ethics.

g. Curriculum:

i. Phase 1:

1. ANATOMY

Subject Goals:

At the end of anatomy teaching, the student should be able to:

- i. Understand the normal structure, development, genetic pattern of organs and systems, and the clinical relevance of these structures in diseases.
- ii. Comprehend the normal disposition, inter-relationships, functional, and cross-sectional anatomy of organs and structures.
- iii. Identify the microscopic structure of organs and tissues and relate them to disease processes.
- iv. Recognize the principles and stages of organ/system development and the

effects of teratogens, genetic mutations, and environmental factors.

- v. Understand karyotyping principles and identify gross congenital anomalies.
- vi. Understand newer imaging techniques and interpret CT scans, sonograms, MRIs, and angiography.

2. PHYSIOLOGY

Subject Goals:

At the end of physiology teaching, the learner must be able to:

- i. Demonstrate knowledge of normal human physiology, inter-relationships between cells, tissues, organs, and systems, and age/sex-related physiological changes.
- ii. Explain physiological variations across the lifespan and the physiological responses and adaptations to the environment and exercise.
- iii. Perform experiments to demonstrate physiological phenomena and interpret relevant investigation results.
- iv. Apply physiological principles in diagnosing and managing clinical conditions.
- v. Conduct general and system-based physical examinations and recognize altered findings in diseased conditions.

3. BIOCHEMISTRY

Subject Goals:

After biochemistry teaching, the learner should be able to:

- i. Understand and explain the biochemical and molecular processes in health and disease.
- ii. Describe cell organelles with their molecular and functional organization.
- iii. Understand enzymology and its clinical applications in disturbed enzymatic activity.
- iv. Explain the importance of nutrition in health and disease.
- v. Describe nutrient digestion, assimilation, and the consequences of malnutrition.
- vi. Explain the function and interrelationships of biomolecules and deviations from normal.
- vii. Integrate metabolic pathways of biomolecules and their regulation in clinical conditions.
- viii. Understand the biochemical basis of clinical laboratory tests and perform relevant biochemical tests for diagnosis.
- ix. Explain the biochemical basis of inherited disorders and their consequences.
- x. Understand the mechanisms of water, electrolyte, and acid-base balance, and the effects of imbalances.
- xi. Understand the basics of genetics, gene expression, regulation, biotechnology principles, and their medical applications.
- xii. Solve scientific and clinical problems and make informed decisions.



ii. Phase 2:

1. PATHOLOGY

Subject Goals:

At the end of pathology teaching, the learner should be able to:

- i.** Demonstrate knowledge of the causes, mechanisms, and morphological changes of organs in disease.
- ii.** Analyse and interpret pathology in relation to clinical conditions, including regionally relevant diseases.
- iii.** Conduct routine pathological tests on blood, explain principles, and interpret results.
- iv.** Perform pathological investigations on various biological samples and explain principles, interpreting results.
- v.** Apply updated pathological investigations on biological samples.

2. MICROBIOLOGY

Subject Goals:

At the end of microbiology teaching, the learner should be able to:

- i.** Understand immunological mechanisms in health and disease.
- ii.** Recognize the role of microbial agents in health and disease.
- iii.** Relate the natural history and clinical manifestations of infectious diseases to microbial properties.
- iv.** Comprehend infection control measures and their application.
- v.** Understand the selection and interpretation of laboratory diagnostic tests.
- vi.** Understand principles of antimicrobial therapy and infection prevention.
- vii.** Recognize antimicrobial resistance (AMR) mechanisms and the role of antimicrobial stewardship.
- viii.** Understand outbreak investigation and control.
- ix.** Describe commensals, opportunistic, and pathogenic organisms, and host-parasite relationships.
- x.** Explain the characteristics of microorganisms, including morphology, virulence factors, and transmission.
- xi.** Understand the host's defence mechanisms against infections.
- xii.** Describe the laboratory diagnosis of microorganisms causing human infections.
- xiii.** Understand prophylaxis for specific infectious microorganisms.
- xiv.** Operate routine and advanced laboratory instruments.
- xv.** Ensure patient sample confidentiality and demonstrate effective communication in patient care.

3. Pharmacology:

Subject Goals:

At the end of pharmacology teaching, the learner should be able to:

- i.** Understand commonly used drugs and the pharmacological basis of therapeutics.

- ii. Apply pharmacokinetics and pharmacodynamics in drug selection and dosing.
- iii. Explain the mechanism of action of commonly used drugs.
- iv. Select and prescribe drugs based on clinical conditions, efficacy, safety, and cost.
- v. Understand different types of drugs: generic, branded, OTC, and prescription.
- vi. Understand pharmacovigilance and identify adverse drug reactions and interactions.
- vii. Understand essential medicine concepts and sources of drug information.
- viii. Administer drugs via common routes of administration.
- ix. Apply evidence-based medicine and rational drug use principles.
- x. Communicate drug-related information effectively to patients.
- xi. Understand new drug delivery systems and the industry-doctor relationship.
- xii. Critically evaluate drug promotional literature and formulations.
- xiii. Understand regulatory and ethical aspects of drug discovery and use.

iii. Phase 3 Part 1

1. Forensic Medicine and Toxicology

Subject Goals:

At the end of teaching in forensic medicine and toxicology, the learner should be able to:

- i. Understand the medico-legal responsibilities of a general physician in rural and urban community settings.
- ii. Comprehend basic medico-legal aspects of hospital and general practice.
- iii. Apply scientific and legal principles to the investigation of crime.
- iv. Understand medico-legal frameworks, codes of conduct, ethics, professional misconduct, and medical negligence.
- v. Conduct medico-legal examinations, document cases, and interpret post-mortem findings in unnatural deaths.
- vi. Perform post-mortem exams and prepare reports for suicidal, homicidal, and accidental deaths.
- vii. Prepare Medical Certificates of Cause of Death (MCCD) and medico-legal reports for injuries and age estimation.
- viii. Document sexual offenses, intoxication cases, and preserve materials for medico-legal examination.
- ix. Analyse and manage the legal aspects of acute and chronic poisoning cases.
- x. Understand the latest laws related to medical professionals, such as the MTP Act, CPA, and HOTA.

2. Community Medicine

Subject Goals:

At the end of community medicine teaching, the learner should be able to:

- i.** Understand the role of a primary care physician in preventive, promotive, curative, rehabilitative, palliative care, and referrals.
- ii.** Comprehend health concepts, demography, population dynamics, and disease burden globally and nationally, including health economics and hospital management.
- iii.** Recognize and manage common health problems at individual, family, and community levels within the context of National Health Programs.
- iv.** Implement and monitor National Health Programs in primary care settings.
- v.** Identify and manage community health problems, including malnutrition and emergencies.
- vi.** Apply the role of nutrition in health promotion and disease prevention.
- vii.** Understand epidemiological study designs and critically review disease epidemiology.
- viii.** Investigate and plan responses to emerging diseases and health crises, in line with national and international health regulations.
- ix.** Apply public health and community medicine principles, utilizing family adoption programs and providing services under mentor guidance.
- x.** Use behaviour change communication to improve health in relation to diseases, addictions, and misinformation.

3. Oto-Rhinolaryngology (ENT)

Subject Goals:

At the end of ENT training, the learner should be able to:

- i.** Recognize and manage common ENT emergencies in primary care.
- ii.** Perform basic ENT procedures in a primary care setting.
- iii.** Identify hearing impairments and refer patients to appropriate rehabilitation programs.
- iv.** Communicate empathetically and respectfully with patients.
- v.** Discuss medico-legal, socio-cultural, and ethical issues related to ENT procedures and address patient concerns in simulated environments.

4. Ophthalmology

Subject Goals:

At the end of ophthalmology teaching, the learner should be able to:

- i.** Recognize and manage common eye diseases in the community and primary care setting.
- ii.** Diagnose and manage ocular emergencies and understand when referral is needed.
- iii.** Understand the causes of blindness and visual impairment in the community.

- iv. Apply knowledge of national programs for blindness control and implement them in primary care.
- v. Know common ocular drugs, their actions, dosages, and side effects.
- vi. Understand common ocular surgeries, patient counselling, and indications for referral.
- vii. Understand eye donation, transplantation, and eye bank processes.
- viii. Perform basic ocular procedures in primary care.
- ix. Participate in national blindness control programs.
- x. Maintain positive rapport with patients, colleagues, and staff.
- xi. Counsel patients and families on ocular conditions, management, and referrals.
- xii. Provide rehabilitation counselling for blind and visually impaired patients.

iv. Phase 3 Part 2

1. General Medicine:

Subject Goals:

By the end of training, the learner should be able to:

- i. Understand pathophysiology, epidemiology, signs, symptoms, and management of diseases.
- ii. Conduct competent patient interviews, examinations, and clinical diagnoses.
- iii. Order and interpret laboratory tests appropriately.
- iv. Initiate rational and cost-effective treatments, including medical interventions and preventive measures.
- v. Follow up with patients and refer as necessary.
- vi. Communicate, educate, and counsel patients and families effectively.
- vii. Manage common medical emergencies and refer when needed.
- viii. Independently perform common medical procedures and understand patient safety.
- ix. Diagnose common clinical disorders, focusing on infectious, nutritional, tropical, and environmental diseases.
- x. Outline various management modes, including drug therapy and potential side effects, dosages, and contraindications.
- xi. Propose and interpret diagnostic and investigative procedures.
- xii. Provide first-level management of emergencies and determine appropriate referral.
- xiii. Recognize and manage geriatric disorders.
- xiv. Develop clinical skills to diagnose common medical disorders and emergencies.
- xv. Refer patients to higher-level care after providing primary care.
- xvi. Perform routine investigations like hemogram, stool, urine, sputum, and biological fluid examinations.

- xvii. Assist with common bedside investigative procedures like pleural tap, lumbar puncture, and biopsies.

2. PAEDIATRICS

Subject Goals:

By the end of training, the learner should be able to:

- i. Assess and promote optimal growth, development, and nutrition in children and adolescents.
- ii. Recognize and provide care for neonates, infants, children, and adolescents in emergencies and routine settings.
- iii. Perform necessary procedures in primary care for children of all ages.
- iv. Recognize children with special needs and refer appropriately.
- v. Promote child health and disease prevention.
- vi. Participate in national child health programs, following the IMNCI strategy.
- vii. Communicate effectively with children and families.
- viii. Describe normal growth and development stages and deviations.
- ix. Recognize common paediatric disorders, their diagnosis, treatment, and rehabilitation.
- x. Determine age-related requirements for nutrition, fluids, and drug dosages.
- xi. Discuss preventive strategies for infectious diseases, malnutrition, genetic/metabolic disorders, and accidents.
- xii. Outline national child health programs, including immunizations.
- xiii. Take detailed paediatric and neonatal histories and perform clinical examinations.
- xiv. Perform bedside investigations and interpret laboratory results.
- xv. Take anthropometric measurements, perform neonatal resuscitation, and administer vaccines and other basic interventions.
- xvi. Recognize the need for special care in newborns and provide appropriate care, including for preterm or low birth weight babies.
- xvii. Provide ambulatory care and refer for specialized care when necessary.

3. Dermatology, Venereology, and Leprosy:

Subject Goals:

By the end of training, the learner should be able to:

- i. Understand diagnosis principles for skin, hair, nail, and mucosa diseases.
- ii. Recognize, diagnose, and treat common skin diseases, including leprosy, and refer appropriately.
- iii. Apply a syndromic approach to manage sexually transmitted diseases, including HIV.
- iv. Recognize and manage emergencies, including drug reactions.
- v. Educate and counsel patients on sexual health and disease prevention.

4. Psychiatry:

Subject Goals:

By the end of training, the learner should be able to:

- i. Promote mental health and hygiene.
- ii. Diagnose and manage common psychiatric disorders.
- iii. Manage psychotic disorders, primarily schizophrenia.
- iv. Address stress-related psychiatric disorders and provide preliminary treatment and referrals.
- v. Identify and refer alcohol/substance abuse disorders.
- vi. Assess suicide risk and refer appropriately.

5. General Surgery:

Subject Goals:

By the end of training, the learner should be able to:

- i. Understand the principles of diagnosis and management of common surgical problems in adults and children.
- ii. Administer appropriate fluids, electrolytes, and blood products.
- iii. Apply aseptic techniques and use antibiotics rationally.
- iv. Recognize common malignancies and their prevention and management.
- v. Perform diagnostic and surgical procedures at the primary care level.
- vi. Understand organ retrieval from donors.
- vii. Administer informed consent for surgical procedures.
- viii. Recognize and manage common surgical problems, including emergencies.
- ix. Identify types of anaesthetic agents and their uses.
- x. Plan and interpret laboratory tests for surgical conditions.
- xi. Manage shock, septicæmia, and haemorrhage.
- xii. Perform Basic Life Support in trauma cases.
- xiii. Monitor patients with head, chest, spinal, and abdominal injuries.
- xiv. Provide primary care for burn victims.
- xv. Learn principles of operative surgery and patient monitoring.
- xvi. Manage open wounds and prevent infections like tetanus.

6. Anaesthesiology

Subject Goals:

By the end of training, the learner should be able to:

- i. Administer general, regional, and local anaesthesia, including case selection and pre-operative evaluation.
- ii. Manage acute and chronic pain, including labour analgesia, and maintain airways in unconscious patients.
- iii. Administer oxygen therapy and select appropriate devices.
- iv. Perform cardiopulmonary resuscitation and transfer patients for advanced care.
- v. Obtain informed consent for procedures and maintain documentation.

7. Radio Diagnosis

Subject Goals:

By the end of training, the learner should be able to:

- i. Choose appropriate imaging modalities for common diseases.
- ii. Understand risks associated with imaging techniques.
- iii. Work with interdisciplinary teams and document effectively.
- iv. Interpret normal and abnormal x-rays, particularly for emergency conditions.

8. Obstetrics and Gynaecology

Subject Goals:

By the end of training, the learner should be able to:

- i. Provide preconception counselling and antenatal care.
- ii. Identify high-risk pregnancies and refer when necessary.
- iii. Conduct normal deliveries and manage complications.
- iv. Safely prescribe medications during pregnancy and lactation.
- v. Diagnose labour complications and refer when needed.
- vi. Perform early neonatal resuscitation.
- vii. Offer postnatal care and breastfeeding education.
- viii. Counsel on contraception choices.
- ix. Interpret test results in obstetric care.
- x. Apply medico-legal principles related to reproductive health.
- xi. Perform gynaecologic history-taking and examinations, including PAP smears.
- xii. Recognize and manage common reproductive tract infections.
- xiii. Identify and manage common genital cancers and refer for further care.

h. Phase Wise Training and Time Distribution for Professional Development

The Competency-Based Undergraduate Curriculum 2024 and the Attitude, Ethics, and Communication (AETCOM) course will serve as the curriculum for MBBS batches starting from the academic year 2024-25. These will be updated periodically.

Teaching and assessment will be conducted in a bilingual mode alongside English. KDMCHRC will organize a Foundation Course to prepare medical students, focusing on communication, technical, and language skills.

- i. Training period and time distribution:
 1. Admissions will be organized to ensure teaching in Phase I begins with the Foundation Course at the start of the academic year, with no student admitted beyond the specified dates.
 2. The MBBS course lasts 4½ years, divided into four professional years, followed by a compulsory rotating internship. Each academic year will consist of at least 39 weeks with a minimum of 39 hours per week.
 3. Large group teaching will be limited to one-third of the total allotted hours,

with the remainder dedicated to small group teaching, clinical sessions, practical, and self-directed learning.

4. Learner-centred methods will be used, with early clinical exposure, problem-based learning, and integrated teaching across specialties. University exams will be held at the end of each professional year.

7. Faculty development programme

The new curriculum training requires the teaching faculty to understand and apply the concepts of group dynamics in teaching students, team building exercises and small group teachings, encourage the students towards self-directed learning and enhance their skills to become team leaders at the primary health care level. These training skills shall be imparted through various programs as described in the guidelines to be notified from time to time.

8. Student welfare

The student welfare is central to good learning atmosphere. The issues related to ragging disrupt student's well-being. Hence, students are expected to abide by Prevention and Prohibition of Ragging in Medical Colleges and Institutions Regulations, 2021. Provided that there shall be an elected student association and representation of students in decision making by the KDMCHRC affecting student welfare.

9. Vacation for students

Vacation for students shall be two weeks duration during a professional out of which one week shall be designated for sports and cultural events, which will be notified in the Academic Calendar every year.

10. Compulsory rotating medical internship

- These regulations are in accordance with the National Medical Commission (Compulsory Rotating Medical Internship) Regulations, 2021.
- No medical graduate shall be eligible to permanent registration to practice medicine in India unless he undergoes the compulsory rotating medical internship in India.
- The Dean/ Principal/ Director or any other equivalent authority shall be responsible for implementation of these Regulations.

a. Total Duration

The overall duration of compulsory rotating medical internship shall not be less than twelve months after passing the final Bachelor of Medicine and Bachelor of Surgery (MBBS) examination/ National Exit Exam for MBBS (Next), so as to be eligible for the award of the MBBS degree by the respective Universities.

b. Period of Completion

- i. The Internship shall be completed within two years of passing the final MBBS or Foreign Medical Graduate Examination (FMGE) or NEXT Step-1 examination, whenever in force.

- ii. The minimum duration of compulsory rotating medical internship may be extended appropriately by a reasonable period on recommendation by KDMCHRC or K D University for reasons including but not limited to:
1. insufficient period of attendance; or
 2. any exigency such as disasters or unforeseen circumstances in the country as notified by the Government of India or any competent authority duly authorized to do so.
- iii. The duration of internship may be curtailed or temporarily suspended or even withdrawn or cancelled at any time by the KDMCHRC or K D University, provided-
1. the registrant, due to any reason whatsoever, desires not to pursue CRMI; or
 2. the registrant is not found to have fulfilled eligibility requirements; or
 3. there are proven acts of indiscipline; or
 4. there are proven acts of professional misdemeanour or misconduct; or
 5. any other acts or actions including those violating law of the land.
- c. Leaves:
- An intern shall be allowed to avail the following leaves:-
- i. Normal Leave:
1. **Interns shall be permitted a maximum of fifteen days leave with prior permission, during the entire period of internship.**
 2. **The entire period of fifteen days cannot be availed during any of the one week or two weeks postings applicable to a single department or specialty**
- ii. Maternity Leave:
- Lady Interns may be permitted Maternity Leave according to prevailing rules and regulations of the Central Government or State Government, as may be applicable
- iii. Paternity Leave:
- Male interns may be permitted paternity leave for two weeks either in continuation or in intervals of one week each within one year of internship.
- iv. Medical Leave:
- Medical Leave shall be included within the fifteen days of normal leave.
1. **Any medical leave beyond this period shall be recommended only by a duly constituted Medical Board.**
 2. **The internship shall be extended if the leave of absence of any kind exceeds beyond this period.**
 3. **The internship shall be repeated only in the department or specialty wherein the above extension is necessary.**

d. Eligibility criteria for completion of crmi

The following requirements need to be fulfilled to be eligible for CRMI.

i. Indian Medical Graduates

1. The applicant should have successfully completed the MBBS course from KDMCHRC.
2. The qualifying examination for Indian Medical Graduates shall be:
 - i. The Final MBBS Examination of KDMCHRC;
 - ii. The National Exit Test (NEXT) Step-1, whenever this examination becomes operational;

ii. Foreign Medical Graduates

Foreign Medical Graduates are also permitted by U.P. Medical Council to complete a period of internship in KDMCHRC following counselling.

e. Curriculum and Specialities of Compulsory Rotating Medical Internship (CRMI)

An intern shall be posted by rotation in different specialities and shall fulfil the duties as specified in the table below,

Nature of Posting	Department/ Specialty	Duration	Remarks	Goals	Therapeutic: An intern must be:
Mandatory Exclusive	Community Medicine	12 weeks	(a) Postings should be in Community Health Centres (CHC)/ Rural Health Centre (RHC) with rotation of: (i) 3 weeks- General Surgery (ii) 3 weeks- General Medicine (iii) 3 weeks-	to diagnose and treat common medical illnesses and recognize the importance of community involvement	1. able to diagnose common ailments and advise primary care 2. able to demonstrate knowledge on 'Essential drugs' and their usage; 3. be able to recognize medical emergencies, resuscitate and institute initial treatment and refer to a suitable

		<p>Obstetrics and Gynaecology</p> <p>(iv) 3 weeks- Community Medicine</p> <p>(b) Not more than 15 interns at any given time in one centre</p>	<p>institution/ suggest to the patient an alternative health care facility if he/she wants to know about the same.</p> <p>4. familiar with all National Health Programs as recommended by the Ministry of Health and Family Welfare.</p> <p>5. able to gain full expertise in immunization against infectious disease;</p> <p>6. able to participate in programs related to prevention and control of locally prevalent endemic diseases including nutritional disorders.</p> <p>7. able to learn skills in family welfare planning procedures.</p> <p>8. able to establish linkages with other agencies as water supply, food distribution and other environmental or social agencies.</p> <p>9. able to acquire managerial skills</p>
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					including delegation of duties to and monitoring the activities of paramedical staff and other health care professionals.
Mandatory Exclusive	General Medicine	6 Weeks	Includes postings in out- patient, in-patient wards and admission day emergency and exposure to High Dependency Units (HDU) and Intensive Care Units (ICU)	to impart such knowledge and skills that may enable him to diagnose and treat common medical illnesses. He/she shall acquire competence in clinical diagnosis based on history, physical examination and relevant laboratory investigations and institute appropriate line of management	1. able to observe/assist or preferably perform following procedures: Proctoscopy, Ophthalmoscopy/ Otoscopy, Indirect laryngoscopy; Urethral catheterization, Insertion of Ryle's Tube, Pleural, Ascitic fluid aspiration; Cerebrospinal Fluid (CSF) aspiration, Air way tube installation; Oxygen administration, etc. 2. able to do Biopsy Procedures under supervision 3. familiar with life-saving procedures, including use of aspirator, respirator and defibrillator, cardiac monitor, blood gas analyser; 4. be able to advise about management and prognosis of

					<p>acute & chronic illnesses and participate in counselling sessions for patients with non-communicable diseases and tuberculosis, HIV patients, etc.</p> <p>5. able to confirm death and demonstrate understanding of World Health Organization cause of death reporting and data quality requirements.</p> <p>6. be able to demonstrate understanding of the coordination with local and national epidemic management plans.</p> <p>7. be able to demonstrate prescribing skills and demonstrate awareness of pharmaco-vigilance, antibiotics policy, prescription audit and concept of essential medicines list.</p>
Mandatory Exclusive	Psychiatry	2 weeks	Predominantly Out-patient postings with exposure to	to impart such knowledge and skills	1. able to diagnose and manage common psychiatric

			handling emergencies	that may enable him/her to diagnose and treat common psychiatric illnesses. He/she shall acquire competence for clinical diagnosis based on history, physical examination and relevant laboratory investigations and institute appropriate line of management.	disorders. 2. able to identify and manage psychological reactions. 3. able to diagnose and manage behavioural disorders in medical and surgical patients. 4. able to do ECT administration. 5. able to do therapeutic counselling and follow-up.
Mandatory Exclusive	Paediatrics	3 weeks	Includes postings in Outpatient, Inpatient wards and Admission Day Emergency postings and exposure to Neonatal or Paediatric High Dependency and Intensive Care Units (HDU/NICU/PICU)	to impart such knowledge and skills that may enable him/her to diagnose and treat common childhood illnesses including neonatal disorders. He/she shall	1. able to diagnose and manage common childhood disorders including neonatal disorders and acute emergencies, examining sick child, making a record of information; 2. able to perform Diagnostic techniques: blood collection, drainage

				<p>acquire competence for clinical diagnosis based on history, physical examination and relevant laboratory investigations and institute appropriate line of management.</p>	<p>of abscess, collection of cerebrospinal, pleural and peritoneal fluids, suprapubic aspiration of urine</p> <p>3. able to perform techniques related to patient care: immunization, perfusion techniques, nasogastric tube insertion, feeding procedures, tuberculin testing & breast-feeding counselling;</p> <p>4. able to use equipment: vital monitoring, temperature monitoring, resuscitation at birth and care of children receiving intensive care;</p> <p>5. able to institute early management of common childhood disorders with special reference to paediatric dosage and oral rehydration therapy;</p> <p>6. able to screen new born babies and those with risk factors for any</p>
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					<p>anomalies</p> <p>7. able to recognise growth abnormalities; recognise anomalies of psychomotor development;</p> <p>8. able to assess nutritional and dietary status of infants and children and organize prevention, detection and follow-up of deficiency disorders both at individual and at community levels.</p> <p>9. familiar with life-saving procedures, including use of aspirator, respirator, cardiac monitor, blood gas analyser.</p> <p>10.able to advise about management and prognosis of acute and chronic illnesses.</p>
Mandatory Exclusive	General Surgery	6 Weeks	Includes postings in Out- patient, In-patient wards, Admission Day Emergency and both Minor and Major Operation Theatres and exposure to High	to impart such knowledge and skills that may enable him to diagnose and treat common	<p>1. An intern must have observed / assisted or preferably performed the following procedures:</p> <p>(i) venesection or</p>

			<p>Dependency Units (HDUs) and Intensive Care Units (ICUs)</p>	<p>surgical ailments. He/she shall have ability to diagnose and suspect with reasonable accuracy all acute and chronic surgical illnesses.</p>	<p>venous access;</p> <p>(ii) tracheostomy and endotracheal intubation;</p> <p>(iii) catheterization of patients with acute retention or trocar cystostomy;</p> <p>iv) drainage of superficial abscesses;</p> <p>(v) basic suturing of wound and wound management (including bandaging);</p> <p>(vi) biopsy of surface tumours;</p> <p>(vii) perform vasectomy.</p> <p>2. able to advise about prognosis of acute and chronic surgical illnesses, head injury, trauma, burns and cancer; rehabilitation of patients after surgery and assist them for early recovery;</p> <p>3. able to demonstrate understanding of World Health Organisation cause of death reporting and data quality requirements;</p>
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					<p>4. able to demonstrate understanding of the use of national and state/ local cause of death statistics.</p> <p>5. An intern must have observed or preferably assisted at the following operations/procedures:</p> <p>(i) Resuscitation of critical patients;</p> <p>(ii) Basic surgical procedures for major and minor surgical illnesses;</p> <p>(iii) Wound dressings and application of splints;</p> <p>(iv) Laparoscopic/ Minimally Invasive surgery;</p> <p>(v) Lymph node biopsy.</p>
Mandatory Exclusive	Anaesthesiology and Critical Care	2 weeks	Includes postings in Operation Theatre, Intensive Care Units, Basic Life Support (BSL) training and additionally Pain Clinic and Palliative Care, if available	to impart such knowledge and skills that may enable him to understand principles of anaesthesia and	<p>A. An intern must have observed or preferably assisted in:</p> <p>(i) Pre-anaesthetic checkup and prescribe pre-anaesthetic medications;</p> <p>(ii) Venepuncture and set up intravenous drip;</p>

				<p>recognize risk and complications of anaesthesia. At the end of internship, he/she should be able to perform cardio-pulmonary resuscitation correctly, including recognition of cardiac arrest.</p>	<p>(iii) Laryngoscopy and endotracheal intubation;</p> <p>(iv) Lumbar puncture, spinal anaesthesia and simple nerve blocks;</p> <p>(v) Simple general anaesthetic procedures under supervision;</p> <p>(vi) Monitor patients during anaesthesia and in the post-operative period;</p> <p>(vii) Maintain anaesthetic records;</p> <p>(vii) Perform cardio-pulmonary resuscitation correctly, including recognition of cardiac arrest.</p> <p>Able to counsel and advice regarding various methods of anaesthesia;</p> <p>Able to Recognise problems associated with emergency anaesthesia;</p> <p>able to Recognise assist in treating complications in the post-operative period.</p>
Mandatory Exclusive	Obstetrics and Gynaecology including Family Welfare and	7 Weeks	Includes postings in Out- patient, In-patient wards, Admission Day Emergency,	to impart such knowledge and skills that may	1. able to do diagnosis of early pregnancy and provision of ante-natal care;

	Planning		Labour Room and Operation Theatres and exposure to High Dependency Units (HDU), Intensive Care Units (ICU) and Family Planning methods	enable him/her to diagnose and manage antenatal and post natal follow up; manage labour and detect intra-partum emergencies ; diagnose and treat common gynaecologic ailments.	<p>2. able to diagnose abortion, ectopic pregnancy, tumours complicating pregnancy, acute abdomen in early pregnancy, hyperemesis gravidarum</p> <p>3. able to detect high risk pregnancy cases and give suitable advice e.g. PIH, hydramnios, antepartum haemorrhage, multiple pregnancies, abnormal presentations and intra-uterine growth retardation.</p> <p>4. able to do induction of labour and amniotomy under supervision, management of normal labour, detection of abnormalities, post-partum haemorrhage and repair of perennial tears, assist in forceps delivery;</p> <p>5. able to detect and manage abnormalities of lactation.</p> <p>6. able to do evaluate and prescribe oral contraceptives with</p>
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					<p>counselling.</p> <p>7. able to do per speculum, per vaginum and per rectal examination for detection of common congenital, inflammatory, neoplastic and traumatic conditions of vulva, vagina, uterus and ovaries;</p> <p>8. able to do medico-legal examination in gynaecology and obstetrics.</p> <p>9. be able to perform under supervision:</p> <p>(i) dilatation and curettage and fractional curettage</p> <p>(ii) endometrial biopsy;</p> <p>(iii) endometrial aspiration;</p> <p>(iv) pap smear collection;</p> <p>(v) intra uterine contraceptive device (iucd) insertion;</p> <p>(vi) mini-lap-ligation;</p> <p>(vii) urethral catheterization;</p> <p>(viii) suture removal in post-operative cases;</p> <p>(ix) cervical punch</p>
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					<p>biopsy.</p> <p>10. able to assist in major abdominal and vaginal surgery cases; second trimester medical termination of pregnancy (mtp) procedures</p>
Mandatory Exclusive and Concurrent PMR with Orthopaedics	Orthopaedics including Physical Medicine and Rehabilitation (PM&R)	2 weeks	Includes postings in Out- patient, In-patient, Admission Day Emergency, Plaster Room and Operation Theatres Postings in Physical Medicine and Rehabilitation (PM&R) may run concurrent in afternoons/mornings equivalent to 4 half-days (14% of total postings)	to impart such knowledge and skills that may enable him to diagnose and treat common ailments. He/she shall have ability to diagnose and suspect presence of fracture, dislocation, actual osteomyelitis, acute poliomyelitis and common congenital deformities	<p>A. An intern must have observed or preferably assisted in</p> <p>(i) Splinting (plaster slab) for the purpose of emergency splintage, definitive splintage and post-operative splintage and application of Thomas splint;</p> <p>(ii) Manual reduction of common fractures – phalangeal, metacarpal, metatarsal and Colles’ fracture;</p> <p>(iii) Manual reduction of common dislocations- interphalangeal, metacarpal-phalangeal, elbow and shoulder dislocations;</p> <p>(iv) Plaster cast application for undisplaced fractures of arm, fore arm, leg and ankle;</p> <p>(v) Emergency care</p>

						<p>of a multiple injury patient;</p> <p>(vi) Transport and bed care of spinal cord injury patients.</p> <p>B. Skill that an intern should be able to perform under supervision:</p> <p>(i) Advise about prognosis of poliomyelitis, cerebral palsy, CTEV and CDH;</p> <p>(ii) Advise about rehabilitation of amputees and mutilating traumatic and leprosy deformities of hand.</p> <p>C. An intern must have observed or preferably assisted at the following operations:</p> <p>(i) Drainage for acute osteomyelitis;</p> <p>(ii) Sequestrectomy in chronic osteomyelitis;</p> <p>(iii) Application of external fixation;</p> <p>(iv) Internal fixation of fractures of long bones.</p>
9.	Mandatory Exclusive	Emergency/Trauma/Casualty	2 weeks	Includes postings related to Resuscitation areas, Triage, In-	to impart such knowledge and skills that may enable him/her to diagnose and treat common acute	<p>A. An intern must perform or assist in:</p> <p>(i) Identification of acute emergencies</p>

			<p>patient wards and Operation Theatre, Basic Life Support as well as exposure to medico-legal procedures</p>	<p>surgical /medical ailments. He/she shall have ability to diagnose and suspect, with reasonable accuracy, acute surgical illnesses including emergencies, resuscitate critically injured patient and a severely burned patient, control surface bleeding and manage open wounds and monitor and institute first-line management of patients of head, spine, chest, abdominal and pelvic injury as well as acute abdomen.</p>	<p>in various disciplines of medical practice;</p> <p>(ii) Management of acute anaphylactic shock;</p> <p>(iii) Management of peripheral-vascular failure and shock;</p> <p>(iv) Management of acute pulmonary edema and Left Ventricular Failure(LVF);</p> <p>(v) Emergency management of drowning, poisoning and seizure;</p> <p>(vi) Emergency management of bronchial asthma and status asthmaticus;</p> <p>(vii) Emergency management of hyperpyrexia;</p> <p>(viii) Emergency management of comatose patients regarding airways, positioning, prevention of aspiration and injuries;</p> <p>(ix) Assessment and administering emergency management of</p>
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					<p>burns;</p> <p>(x) Assessing and implementing emergency management of various trauma victims;</p> <p>(xi) Identification of medico-legal cases and learn filling up of forms as well as complete other medico- legal formalities in cases of injury, poisoning, sexual offenses, intoxication and other unnatural conditions.</p> <p>B. Skill that an intern should be able to perform under supervision:</p> <p>(i) Advise about prognosis of acute surgical illnesses, head injury, trauma and burns. Counsel patients regarding the same;</p> <p>(ii) Electrocardiogram (ECG);</p> <p>(iii) Routine radiographs of chest, abdomen, skull, etc.</p>
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						<p>C. An intern must have observed or preferably assisted at the following operations/ procedures:</p> <p>(i) Resuscitation of critical patients;</p> <p>(ii) documentation medico legal cases;</p> <p>(iii) management of bleeding and application of splints.</p>
10.	Mandatory Exclusive	Forensic Medicine and Toxicology	1 week	Includes Autopsy postings	to impart such knowledge and skills that may enable him to identify and know the basic procedures related to medico-legal cases.	<p>A. An intern must have observed or preferably assisted in:</p> <p>(i) Documentation and certification of trauma;</p> <p>(ii) Diagnosis and certification of death;</p> <p>(iii) Legal documentation related to emergency cases;</p> <p>(iv) Certification of medical-legal cases e.g. Age estimation, sexual assault, etc.;</p> <p>(v) Establishing communication in medico-legal cases with police, public health authorities, other concerned</p>

						departments, etc. B. An intern must have observed a medico-legal autopsy/ post-mortem.
11.	Mandatory Exclusive	Dermatology, Venereology and Leprology	1 week	Predominantly Out-patient postings with exposure to handling emergencies	to impart such knowledge and skills that may enable him to diagnose and treat common dermatological infections and leprosy. He/she shall acquire competence for clinical diagnosis based on history, physical examination and relevant laboratory investigations and institute appropriate line of management	A. At the end of internship an intern must be able to: (i) Conduct proper clinical examination; elicit and interpret physical findings, and diagnose common disorders and emergencies; (ii) Manage common diseases recognizing the need for referral for specialized care in case of inappropriateness of therapeutic response. B. An intern must have observed or preferably assisted at the following procedures: (i) Perform simple, routine investigative procedures for making bedside diagnosis, specially the examination of scraping for

						fungus, preparation of slit smears and staining for AFB for leprosy patient and for STD cases; (ii) Skin biopsy for diagnostic purpose.
12.	Mandatory Exclusive	Otorhinolaryngology	2 weeks	Predominantly Out-patient postings with exposure to handling emergencies, Minor as well as Major Operation Theatres	to impart such knowledge and skills that may enable him to diagnose and treat common otorhinolaryngological conditions	<p>A. An intern must have observed or preferably assisted in:</p> <p>(i) Ear syringing, antrum puncture and packing of the nose for epistaxis;</p> <p>(ii) Nasal douching and packing of the external canal;</p> <p>(iii) Removing foreign bodies from nose and ear;</p> <p>(iv) Observing or assisting in various endoscopic procedures and tracheostomy.</p> <p>B. Skill that an intern should be able to perform under supervision-</p> <p>(i) as a team member in the diagnosis of various ENT-related diseases and be aware of National</p>

						<p>Programme on prevention of deafness;</p> <p>(ii) Intern shall acquire knowledge of various ENT related rehabilitative programs.</p> <p>C. An intern must have observed or preferably assisted at the following operations/ procedures:</p> <p>Intern shall acquire skills in the use of head mirror, otoscope and indirect laryngoscopy and first line of management of common Ear Nose and Throat (ENT) problems.</p>
13.	Mandatory Exclusive	Ophthalmology	2 weeks	Predominantly Out-patient postings with exposure to handling emergencies, Minor as well as Major Operation Theatres	to impart such knowledge and skills that may enable him to diagnose and treat common ophthalmological conditions	<p>A. An intern must have observed or preferably assisted in:</p> <p>(i) Sub-conjunctival injection;</p> <p>(ii) Ocular bandaging;</p> <p>(iii) Removal of concretions;</p> <p>(iv) Epilation and</p>

					<p>electrolysis;</p> <p>(v) Corneal foreign body removal;</p> <p>(vi) Cauterization of corneal ulcers;</p> <p>(vii) Chalazion removal;</p> <p>(viii) Entropion correction;</p> <p>(ix) Suturing conjunctival tears;</p> <p>(x) Lids repair;</p> <p>(xi) Glaucoma surgery (assisted);</p> <p>(xii) Enucleation of eye in cadaver.</p> <p>B. An intern should be able to advise under supervision regarding methods for rehabilitation of the blind.</p> <p>C. An intern must have observed or preferably assisted at the following operations/procedures:</p> <p>(i) Assessment of refractive errors and advise its correction;</p> <p>(ii) Diagnose ocular changes in common systemic</p>
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						<p>disorders;</p> <p>(iii) Perform investigative procedures such as tonometry, syringing;</p> <p>(iv) direct ophthalmoscopy, subjective refraction and fluorescein staining of cornea.</p>
14.*	Electives Exclusive*	Broad Specialties Group	4 weeks total. 2 weeks minimum,	<ul style="list-style-type: none"> Respiratory Medicine and Directly Observed Treatment Short Course in Tuberculosis (DOTS-TB) Centre 	<p>The aim of posting of an intern in Respiratory Medicine is to impart such knowledge and skills that may enable him/her to diagnose and treat common respiratory illnesses. He/she shall acquire competence for clinical diagnosis based on history, physical examination and relevant laboratory investigations and institute appropriate line of management.</p>	<p>A. An intern must perform or assist in:</p> <p>(i) Diagnosing and managing common respiratory disorders and emergencies;</p> <p>(ii) Simple, routine investigative procedures required for making bed side diagnosis, especially sputum collection, examination for etiological organism like AFB, interpretation of chest X-rays and respiratory function tests;</p> <p>(iii) Interpreting and managing various blood gases and pH abnormalities in various illnesses.</p>

						<p>B. An intern must have observed or preferably assisted at the following operations/ procedures:</p> <p>(i) Laryngoscopy;</p> <p>(ii) Pleural aspiration, respiratory physiotherapy, laryngeal intubation and pneumo- thoracic drainage aspiration;</p> <p>(iii) Therapeutic counselling and follow up.</p>
				<p>• Radio diagnosis</p>	<p>The aim of posting of an intern in radio-diagnosis is to impart such knowledge and skills that may enable him/ her to understand principles of imageology and recognize risk and complications of radiologic procedures and the need for protective techniques. At the end of internship, he/she should be able to counsel and prepare</p>	<p>A. An intern must acquire competency in:</p> <p>(i) Identifying and diagnosing acute abdominal conditions clinically and choose appropriate imaging modality for diagnosis.</p> <p>(ii) Identifying and diagnosing acute traumatic conditions in bones and skull using X rays / CT scans with emphasis on fractures and head injuries;</p> <p>(iii) Recognizing basic hazards and</p>

					patients for various radiologic procedures.	precautions in radio-diagnostic practices specially related to pregnancy. (iv) Demonstrating awareness of the various laws like Pre-conception and Prenatal Diagnostic Techniques (Prohibition of Sex Selection) Act, 1994 (57 of 1994).
				•Lab Medicine	Lab services consist of clinical pathology, laboratory medicine, biochemistry and haematology services along with blood banking	An intern must be able to PERFORM without assistance and interpret the results of the following laboratory investigations: (i) Blood: Complete blood count including Platelet count, peripheral blood smear preparation and examination including malarial parasites; (ii) Urine: (Routine chemical and microscopic examination); (iii) Stool: (for ova/cyst and occult blood); (iv) Blood Banking: Blood grouping (manual),

						<p>saline cross-matching;</p> <p>(v) Sputum and throat swab for Gram stain and acid-fast stain;</p> <p>(vi) Cerebrospinal Fluid (CSF) for proteins, sugar and smear;</p> <p>(vii) Performing blood sugar test by glucometer;</p> <p>(viii) Pleural and ascitic fluid for routine chemistry and microscopy;</p> <p>(ix) Draw blood by venepuncture independently and collect samples in appropriate bottles in proper</p> <p>(x) Correctly collect and transport samples and specimens for blood tests, culture, histopathology and cytopathology investigations;</p> <p>(xi) Fill requisition forms appropriately.</p>
15.*	Electives Exclusive	Indian Systems of Medicine	1 week	<p><i>May choose any:</i></p> <ul style="list-style-type: none"> • Ayurveda • Yoga 		

			<ul style="list-style-type: none"> • Unani • Siddha • Homeopathy • Sowa Rigpa <p>Major broad specialty: One minimum for 1 week</p> <p>- Remaining 3 weeks- Any broad specialty or 2 weeks for broad specialty and 1 week for AYUSH</p> <ul style="list-style-type: none"> • Indian systems of Medicine: Optional any one for 1 week. If the college does not have facilities for Electives in AYUSH, and Memorandum of Understanding (MOU) with any Government institution in the same town/ city / 	
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				district may be established by the college; training must be certified by the mentor with the concurrence of college/ institution where the candidate is enrolled for MBBS.	
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f. Mentor: A mentor for intern shall possess postgraduate qualification in the subject concerned and shall be duly certified as a mentor for interns by Professor and Head of the Department concerned.

g. Assessment:

- i.** The intern shall maintain a record of work in a log book, which is to be verified and certified by the medical officer under whom he/she works.
- ii.** Apart from scrutiny of the record of work, assessment and evaluation of training shall be undertaken which shall predominantly test clinical/ practical skills.
- iii.** Based on the record of work and objective assessment at the end of each posting, the respective Head of the Unit and Head of the Department shall certify satisfactory completion of the posting.
- iv.** The Dean/Principal of KDMCHRC shall issue cumulative certificate of satisfactory completion of training at the end of internship.

h. Stipend:

All interns shall be paid stipend as fixed by K D University.

11. Award of Degree

After successful completion of the course and having been declared pass by K D University, the degree will be awarded. Various medals and Prizes will also be given to rank holders.

12. Amendments, Saving Clause and Repeal

Provision to Amend the Graduate Medical Education Ordinance

The national regulatory body NMC is empowered to notify any addition, deletion, substitution or any other amendment to Graduate Medical Education Ordinance at any time.

These amendments shall be applicable to the University with effect from the date such amendments are promulgated.

13. Annexures

Annexure 1: AETCOM Modules teaching and assessment

The tables below show the suggested AETCOM blueprinting for various university papers and for module leader/in-charge for coordinating Module teaching. Each module leader/in-charge should select a multi-subject team and then the module is taught by various members of the team. The module teaching learning activities should be planned and conducted by this team.

Assessment: All internal and University exams must have one question/application based question on AETCOM in each theory paper (5%) and it should be assessed in various components of practical/clinical exams.

AETCOM Phase 1	
Subject	Module number
Anatomy	1.5
	1.4 Foundations of communications
Physiology	1.2
	1.3
Biochemistry	1.1 <ul style="list-style-type: none">Enumerate and describe professional qualities and roles of a physicianDescribe and discuss commitment to lifelong learning as an important part of physician growth
	1.1 <ul style="list-style-type: none">Describe and discuss the role of a physician in health care systemIdentify and discuss physician's role and responsibility to society and the community that she/ he serves

AETCOM Phase 2		
Subject	Paper	Module number
Microbiology	Paper 1	2.1
	Paper 2	2.8
Pharmacology	Paper 1	2.2, 2.3
	Paper 2	2.5
Pathology	Paper 1	2.4
	Paper 2	2.7
AETCOM Phase 3, part I		
Subject	Paper	Module number
Ophthalmology	Single paper	3.1
ENT	Single paper	3.3
Forensic Medicine & Toxicology	Single paper	2.6, 3.4
Community Medicine	Paper 1	3.2
	Paper 2	3.5
AETCOM Phase 3, part 2		
Subject	Competency Number	Competency
Medicine and Allied Subjects, integration	Paper 1	4.1
	Paper 2	4.3
Surgery and Allied Subjects,	Paper 1	4.4
	Paper 2	4.5, 4.6
Obstetrics and Gynaecology	Paper 1	4.2, 4.7
	Paper 2	4.8
Paediatrics	Single paper	4.9

Annexure 2: Time distribution of MBBS Teaching & Examination Schedule

Academic calendar for admission batch 2025-2026												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Adm year										1 14 Oct	2	3
Phase 1 exam	4	5	6	7	8	9	10	11	12 Phase 1 exam, result	13 Phase 2 starts	14	15
Phase 2 exam	16	17	18	19	20	21	22	23	24 Phase 2 exam, result	25 Phase 3 part 1 starts	26	27
Phase 3 part I exam	28	29	30	31	32	33	34	35	36 Phase 3 Part 1 exam, result	37 Phase 3 part 2 starts	38	39
	40	41	42	43	44	45	46	47	48	49	50	51
Phase 3 part II exam	52	53	54 Proposed NExTstep 1	1 CRM I	2	3	4	5	6	7	8	9
Internship	10	11	12 Proposed NExTstep 2									

Legends: CRMI-Compulsory rotating medical internship

Proposed time distribution of MBBS Teaching & Examination Schedule from A.Y. 2026-2027

Generic proposed academic calendar from admission batch 2026-2027 onwards													
	JA N	FEB	M A R	A P R	M A Y	J U N	J U L	AUG	SEP	OC T	NO V	DE C	
Adm year									1	2	3	4	
Phase 1 exam	5	6	7	8	9	10	11	12 Phase 1 exam, result	13 Phase 2 starts	14	15	16	
Phase 2 exam	17	18	19	20	21	22	23	24 Phase 2 exam, result	25 Phase 3 part 1 starts	26	27	28	
Phase 3 part I exam	29	30	31	32	33	34	35	36 Phase 3 Part 1 exam, result	37 Phase 3 part 2 starts	38	39	40	
	41	42	43	44	45	46	47	48	49	50	51	52	
Phase 3 part II exam	53	54 Proposed NExT step1	1 C R M I	2	3	4	5	6	7	8	9	10	
Internship	11	12 Proposed NExT step2											

Legends:

CRMI-Compulsory rotating medical internship

Annexure 3: Distribution of subjects in each Professional Phase

Phase & year of MBBS training	Subjects & Teaching Elements	Duration (months)	University Examination
Phase-1	<ol style="list-style-type: none"> 1. Foundation course of 2 weeks at start of course 2. Anatomy, Physiology & Biochemistry, Introduction to Community Medicine, including Family adoption Programme (FAP) through village outreach 3. Early Clinical Exposure 4. Attitude, Ethics, and communication Module (AETCOM) including Humanities 	12 months	Phase 1
Phase-2	<ol style="list-style-type: none"> 1. Pathology, Microbiology, Pharmacology 2. Community Medicine (including FAP) 3. Forensic Medicine and Toxicology 4. Introduction to clinical subjects 5. Clinical postings, Family visits for FAP 6. AETCOM 	12 months	Phase 2
Phase- 3, Part-I	<ol style="list-style-type: none"> 1. Community Medicine, Forensic Medicine and Toxicology, Medicine & allied, Surgery & allied, Paediatrics, Obstetrics & Gynaecology 2. Family visits for FAP 3. Otorhinolaryngology, 4. Ophthalmology 5. Clinical postings 6. AETCOM 	12 months	Phase 3, Part 1
Electives	2 blocks, 15 days each (after the annual exams are over, irrespective of result outcome)	1 month	Phase 3, Part II

Phase & year of MBBS training	Subjects & Teaching Elements	Duration (months)	University Examination
Phase-3, Part- II, MBBS	1. General Medicine, Dermatology, Psychiatry, Paediatrics, General Surgery, Orthopaedics, Radio diagnosis, Anaesthesiology, Obstetrics & Gynaecology 2. Clinical postings 3. AETCOM	18 months (including electives)	Phase 3, Part II
Subjects/Contents		Teaching hours	
Orientation Module including History of Indian Medicine		15	
Skills Module		15	
Community orientation module		5	
Professional Development and Ethics Module (P&E) including Mental health		20	
Enhancement of Language and Computer Skills Module including clinico-laboratory communication		10	
Sports and Extracurricular Activities		15	
Total		80	

Annexure 5: Distribution of Subject Wise Teaching Hours for each Professional Phase of MBBS

Distribution of Subject Wise Teaching Hours for Phase -1 MBBS

Subject	Large group teaching	SGT/ Practical/ Tutorials/ Seminars	SDL	Total
Foundation Course				80
Anatomy	180	430	10	620
Physiology	130	305	10	445
Biochemistry *	82	157	10	249
Early Clinical Exposure (ECE)**	-	27	-	27
Community Medicine	20	20	-	40
Family adoption Programme (FAP)	-	24	-	24
(AETCOM)***	-	26	-	26
Sports and extra-curricular Activities	-	-	-	10
Total	412	989	30	1521

SGT: Small group teaching, SDL: Self-directed learning

*Including Molecular Biology

**Minimum ECE hours. These hours are to be divided equally by anatomy, physiology & biochemistry.

***AETCOM module is a longitudinal Programme.

Distribution of Subject Wise Teaching Hours for Phase-2 MBBS

Subjects	Large group teaching	SGT/ Practical's/ Tutorials/ Seminars	Clinical Postings*	SDL	Total
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Pathology	80	170	-	10	260
Pharmacology	80	170	-	10	260
Microbiology	75	143	-	10	228
Community Med (including FAP)	25	0	24	10	59
Forensic Medicine and Toxicology	12	25	-	08	45
Clinical Subjects	60		540	-	600
AETCOM	-	29	-	8	37
Sports, Yoga extra- curricular activities	-	-	-	32	32
Final total	332	537	564	88	1521

SGT: Small group teaching SDL: Self-directed learning

*Pl. note: *Clinical postings shall be for 3 hours per day, Monday to Friday.*

There will be 15 hours per week for all clinical postings.

Distribution of Subject Wise Teaching Hours for MBBS Phase-3, part 1

Subject	Large group teaching	SGT/ Practical/ Tutorials/ Seminars	SDL	Total
Electives	0	156	0	156
Gen. Medicine	20	30	10	60
Gen Surgery	20	30	10	60
Obstetrics & Gynaecology	20	30	10	60
Paediatrics	20	30	05	55
Forensic Medicine and Toxicology	35	65	20*	120

Community Med	50	80	20	150
FAP (Visits +log book submission)	-	26	10	36
Otorhinolaryngology (ENT)	30	50	20	100
Ophthalmology	30	50	20	100
Clinical posting#				593
AETCOM	0	19	12	31
Total	225	566	137	1521

*Out of this, 21 Hours (07 days x 03 hours) must be utilized for demonstration of post mortem examinations

#Clinical postings shall be for 3 hours per day, Monday to Saturday. There will be 18 hours per week for all clinical postings.

Distribution of Subject wise Teaching Hours for Phase 3 part-2 MBBS

Subjects	Lectures	SGL	SDL	Total
General Medicine	110	185	40	335
General Surgery	90	153	30	273
Obstetrics and Gynaecology	80	150	30	260
Paediatrics	20	35	10	65
Orthopaedics	30	50	20	100
AETCOM	30	0	22	52
Dermatology, Venereology & Leprosy	13	17	10	40
Psychiatry	13	17	10	40
Radiodiagnosis	8	10	8	26
Anaesthesiology	8	10	8	26
Clinical postings*				1201

TOTAL	402	627	188	2418
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*Pl. note: *Clinical postings shall be for 3 hours per day, Monday to Saturday. There will be 18 hours per week for all clinical postings.*

Extra hours may be used for preparation of NeXT or SDL

Annexure 6: Clinical Posting Schedules in weeks' phase wise

Subjects	Period of training in weeks			Total Weeks
	Phase 2	Phase 3, Part 1	Phase 3, Part 2	
Electives	0	4	0	4
General Medicine	8	3	13	24
General Surgery	6	5	13	24
Obstetrics & Gynaecology	6	3	13	22
Paediatrics	4	2	6	12
Community Medicine	4	4	0	8
Orthopaedics	0	2	6	8
Otorhinolaryngology	4	4	0	8
Ophthalmology	4	4	0	8
Psychiatry	0	2	4	6
Radio-diagnosis	0	0	2	2
Dermatology, Venereology & Leprosy	0	0	6	6
Anaesthesiology	0	0	2	2
Total	36	33	65	134

Annexure 7: Learner- Doctor Programme (Clinical Clerkship)

Year of Curriculum	Focus of Learner-Doctor Programme
Phase-1	Introduction to hospital environment, early clinical exposure, understanding perspectives of illness, family adoption Programme
Phase-2	History taking, physical examination, assessment of change in clinical status, communication and patient education, family adoption Programme
Phase-3, Part -1	All of the above and choice of investigations, basic procedures and continuity of care
Phase-3, Part - 2	All of the above (except Family adoption Programme) and decision making, management and outcomes

Annexure 8: Marks distribution for various subjects for University Annual Examinations

Phase of Course	Theory	Practical's	Passing criteria
Phase-I MBBS			
Anatomy- 2 papers	Paper 1- 100	100	Mandatory to get 40% marks separately in theory and in practical's; and totally 50% for theory plus practical's.
	Paper 2 -100		
Physiology- 2 papers	Paper 1- 100	100	
	Paper 2 -100		
Biochemistry- 2 papers	Paper 1- 100	100	
	Paper 2- 100		
Phase-II MBBS			
Pathology - 2 papers	Paper 1- 100	100	
	Paper 2 -100		
Microbiology- 2 papers	Paper 1- 100	100	
	Paper 2- 100		

Pharmacology- 2 papers	Paper 1 -100	100
	Paper 2- 100	
Phase-III MBBS part 1		
Forensic Medicine and Toxicology- 1 paper	Paper 1 – 100	100
Community Med – 2 papers	Paper 1 -100	100
	Paper 2- 100	
Otorhinolaryngology	Paper-1 100	100
Ophthalmology	Paper-1 100	100
Phase-III MBBS part 2		
Medicine & allied	Paper 1- 100	100
	Paper 2- 100	
Surgery & allied	Paper 1- 100	100
	Paper 2- 100	
Obstetrics and Gynecology	Paper 1- 100	100
	Paper 2- 100	
Paediatrics	Paper-1 100	100

Medicine & allied Paper-2 to have Medicine 50%, Psychiatry 25% and Dermatology 25% questions.

Surgery & allied Paper-2 to have General Surgery 40%, Orthopaedics 40%, Anaesthesia 10% and Radio diagnosis 10%.

Any further updates as per NEXT regulations.

Annexure 9: Suggested format for a Theory paper

Suggested format for a Theory paper – Universities and colleges may design their unique question paper blueprint as per the principles given in the format		
Duration-3 hours 100 marks		
	Type of question/ Number of questions	Marks per question
Q No 1	Scenario based MCQ/ 10-20	1-2
Q No 2	Long essay question/ ONE	10-12
Q No 3	Reasoning Questions/ FIVE	3
Q No 4	Short notes (applied aspects)/ FOUR All four subparts related to six integrated topics if subject is part of integrated modules. However, if a subject has less competencies in integrated module than at least 2 subparts from integrated modules.	4-5
Q No 5	Short notes / THREE	5-6
Q No 6	Short notes / FOUR (one subpart of 5 marks from AETCOM)	4-5

Annexure 10: Phase I Alignment

Suggested Phase – I Alignment Table (Anatomy, Physiology & Biochemistry)			
Topics written here are indicative and can be adjusted if required			
Month	Anatomy	Physiology	Biochemistry
1	General Anatomy Lower Limb (LL)	General Physiology, Blood	Cell Membrane And Organelles, Extracellular Matrix, Chemistry Of Carbohydrates, Amino Acid & Proteins, Lab Safety And Biomedical Waste Management And Chromatography (Demo)

2	LL/UL General Embryology & Histology	Blood , N-M	Plasma Protein, Immunoglobulins, Enzymes, Haemoglobin Structure And Hemoglobinopathies, Electrophoresis(Demo), Heme Synthesis, Porphyria's, Hem catabolism, Iron Metabolism (Mineral), Bilirubin Formation, Jaundice, Colorimetry (Demo)
3	UL General Embryology & Histology	ANS, CVS	Clinical Enzymology, Chemistry Of Lipids And Lipoprotein Metabolism, Carbohydrate Metabolism , Vitamins, Estimation Of Protein And Albumin
4	Abdomen Related Systemic Embryology & Histology	GIT, Renal	Vitamins, Nutrition , Liver Function Tests, Renal Function Tests, Acid Base Balance And Its Disorders, Water And Electrolyte Normal And Abnormal Analysis Of Urine (DOAP), Estimation Of Urea, Creatinine
5	Abdomen , Pelvis Related Systemic Embryology & Histology	GIT (cont.), Repro.	Metabolism Of Proteins And Their Metabolic Disorders, Metabolism Of Carbohydrate And Their Metabolic Disorders, Diabetes Mellitus, Electron Transport Chain And Oxidative Phosphorylation, Xenobiotics, Estimation Of Glucose
6	Thorax Related Systemic Embryology & Histology	Repro (contd.), RS	Metabolism Of Lipids(Remaining) And Disorders, Metabolism Of Proteins, Minerals, Vitamins, Reproductive Hormones, Prenatal Screening, New Born Screening
7	H & N-I Related Systemic Embryology & Histology, Genetics	Endocrine (Neck region), CNS	Hormone Biochemistry, Tumour Markers And Thyroid Function Tests, Adrenal Function Tests, Free Radicals And Antioxidant
8	H & N-II Related Systemic Embryology & Histology, Genetics	CNS cont., Special senses	Purine And Pyrimidines Metabolism, Gout, Purine Salvage Pathway, Replication, DNA Damage And Repair Mechanism, Transcription , Translation, Post Translational Modifications, Protein Synthesis Inhibitors, Genetic Code And Mutations, Estimation Of Uric Acid

9	Neuroanatomy Related Systemic Embryology & Histology	CNS (cont.), Integrated physiology	Molecular Biology Techniques And Miscellaneous
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Annexure 11: Phase 2 Alignment

	Pathology	Microbiology	Pharmacology
1 st month	Gen. Path	Gen. Micro, Communication and Ethics(14 competencies)	Gen. Pharm
2 nd month	Gen. Path	Gen. Micro, Communication and Ethics(14 competencies)	Gen. Pharm
3 rd month	Inflammation Immunology HIV	Immunology and Immunological Disorders (8 competencies)	(ANS/PNS) NSAIDs
4 th month	Immunology	Immunology and Immunological Disorders	Immunosuppressant CVS
	CVS	CVS & Bloodstream infections (1.5 months)	
1st Internal Assessment			
5 th month	CVS Hematology	CVS & Bloodstream infections (1.5 months)	CVS Blood
6 th month	Respiratory System (2-3 weeks)	Respiratory System (2.5 weeks) Tb	Chemo
7 th month	Respiratory System	CNS 1.5 weeks	Respiratory System TB (7 hours) CNS 4weeks
	CNS 2 hours Kidney		
2nd Internal Assessment			
8 th month	Kidney Genito-urinary 2 weeks	Genito-urinary and STI 2 weeks GIT Hepatobiliary	Chemotherapy
9 th month	GIT Hepatobiliary	GIT Hepatobiliary	GIT

10 th month	Bone Breast Skin, eye, joints Endocrine	Musculoskeletal system, Skin and Soft Tissue Infections (2 weeks) Zoonotic & Miscellaneous Infections (2 weeks) HAI and Antimicrobial Stewardship Hospital Infection Control	Drugs on skin, ocular Endocrine
3rd Internal Assessment/ Pre University			
11 th month	Phase 2 University Exam		

Annexure 12: Family Adoption Programme

Curriculum for Family Adoption Programme (Fap)

The National Medical Commission (NMC) envisages the FAP as an opportunity for the Institute(s) to discharge its social responsibility and as a critical platform to facilitate *Authentic learning* of the under-graduate students to sensitize them with the real-life challenges of working for the Universal health coverage (UHC). The FAP will present an opportunity for the students to experience the health inequities and understand the social factors contributing to it.

The FAP is expected to complement the other Competency-Based Medical Education (CBME) reforms e.g., posting of interns in the public health facilities under the Compulsory Rotating Medical Internship (CRMI) and the District Residency Programme (DRP) for producing socially-responsive competent Indian Medical Graduates who would contribute for the cause of reducing inequities in health and society in the future. Institute(s) should leverage collaboration and partnership with the community and the public health care delivery system for effective implementation of the FAP so as to serve the larger purpose of the CBME reforms in the country.

Targets to Be Achieved By Students:

Phase 1:

1. Rapport building and connect with the families
2. Learning communication skills and inspire trust building amongst families
3. Understand the dynamics of community set-up of that region
4. Mobilize families for participation in Screening programs
5. Undertake detailed family study and prepare the family diagnosis to identify diseases/ ill-health/ malnutrition of allotted families/ risk factors / scope for health promotion

Phase 2:

1. Continue active involvement to become the first doctor /reference point of the family by continued active interaction
2. Ensure follow-up of members from adopted families for vaccination, growth monitoring and promotion, menstrual hygiene, IFA prophylaxis, health lifestyle adoption, nutrition, vector control measures, compliance to medications etc.
3. Work collaboratively with adopted families to achieve the formulated objectives
4. Inform families about ongoing government sponsored health related programs
5. Ensure appropriate referral of family members considering their choice for additional or annual screening at higher health facilities.

Phase 3:

1. Work collaboratively with adopted families to achieve the formulated objectives
2. Observation of services delivered at the community level during Village Health Nutrition Days (VHND), Community-based events (CBEs), Health and Wellness Centres (HWC) camps under the different national health Programme
3. Build understanding regarding work of frontline workers (ANM, ASHA/USHA, AWW, MPW) through interaction
4. Build understanding around intersectoral action for health through Local self- governing bodies, NGOs, SHGs etc. for health promotion
5. Undertake short term action projects for improving health in the adopted families or community
6. Analysis of their own involvement and impact on improving the health conditions in the adopted families

Final visit to have last round of active interaction with families and preparation of a report to be submitted to department addressing:

1. Improvement in overall health of the family
2. Immunization
3. Sanitation,
4. De-addiction
5. Whether healthy lifestyles like reading good books, sports/yoga activities have been inculcated in the house-holds
6. Improvement in anaemia, tuberculosis control
7. Health awareness
8. Any other issues
9. Role of the student in supporting family during illness / medical emergency.

10. Social responsibility in the form of environment protection Programme in form of plantation drive (medicinal plants/trees) cleanliness and sanitation drive with the initiative of the medical student.

Phase wise competencies to be achieved through the FAP

Professional year and topics for visit	Competency	Objectives	Suggested T-L methods	Suggested Assessment methods	Teaching Hours
First year Visit 1- Rapport building with the families and orientation socio - demographic and socio-economic profile Visit 2- Environmental health Drinking water supply, Sanitation and Vector control	Collect demographic profile of allotted families, take history and conduct clinical examination of all family members	By the end of this visit, students should be able to compile the basic demographic profile of allocated family members and formulate objectives for each family	Family survey, Screening camps Field visit clinics	Community case presentation. OSPE, Observation, FAP logbook Multi-source feedback Reflections Case studies	Total 24 hours [A minimum of 4 visits of full day of around 6 hours] OR [if 3 hours visit then 8 visits to be conducted]
	Mobilize the adopted family members for participation in screening camps and coordinate treatment of adopted family under overall guidance of mentor	By the end of this visit, students should be able to report the basic health profile and treatment history of allocated family members	Screening camps Field visit clinics PLA techniques (sorting, ranking etc)	Community case presentation, OSPE, Observation, FAP logbook, Multi-source feedback, Reflections, Case studies	
	Maintain communication	By the end of this visit,	Family survey,	Community case presentation.	

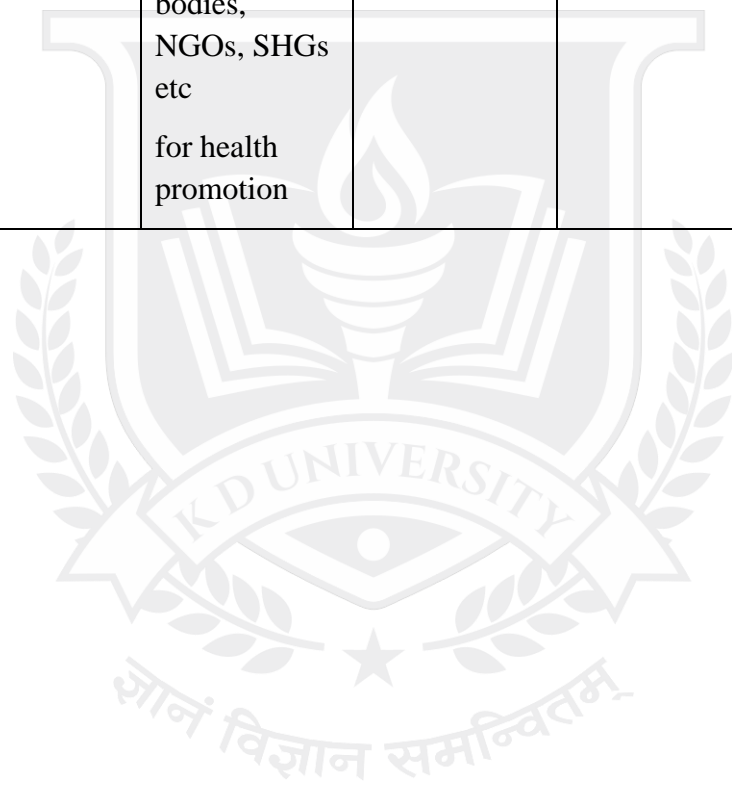
<p>Visit 3- Individual health profile including Anthropometry</p>	<p>on and follow up of remedial measures</p>	<p>students should be able to provide details of communication maintained with family members for follow up of treatment and suggested remedial measures.</p>	<p>Screening camps Field visit clinics Reporting of follow up visits.</p>	<p>OSPE, FAP logbook based verification of competency, Multi-source feedback Reflections</p>	
<p>Visit 4- Addictions, Tobacco, Alcohol, Screen addiction and other addictions</p>	<p>Take part in health promotion, environment protection and sustenance activities</p>	<p>By the end of this visit, students should be able to report the activities undertaken for health promotion, environment protection and sustenance like tree plantation, herbal plantation activities conducted in the community</p>	<p>Participation in and process documentation of activities (NSS activities) along with reporting of case studies</p>	<p>Community case presentation. OSPE, Observation, FAP logbook, Multi-source feedback Reflections Case studies</p>	
<p>Second year Visit 5 -</p>	<p>Take history and conduct clinical examination</p>	<p>By the end of this visit, Students should be</p>	<p>Family survey, Field visit</p>	<p>Community case presentation. OSPE,</p>	<p>Total 24 hours</p>

<p>Healthy Lifestyle</p> <p>Dietary assessment, Physical activity and Exercise</p> <p>Visit 6 - Micronutrient</p>	<p>of all family members</p>	<p>able to compile the updated medical history of family members through family follow-up</p>	<p>clinics</p> <p>Referral and follow-up</p>	<p>Observation, FAP logbook</p> <p>Multi-source feedback</p> <p>Reflections</p> <p>Case studies</p>	<p>[A minimum of 4 visits of full day of around 6 hours]</p> <p>OR</p> <p>[If 3 hours visit then 8 visits to be conducted]</p>
<p>deficiencies - Nutritional anaemia, iodine deficiency disorders</p> <p>Care of under-5 children</p> <p>Visit 7 - Feeding, vaccination, HBYC</p> <p>Maternal health</p> <p>Visit 8 - Care of Pregnant and Lactating mothers</p>	<p>Facilitate checkup and/or referral of adopted family under overall guidance of mentor</p>	<p>By the end of this visit, students should be able to report the details of clinical examination and investigations like HB %, blood group , urine routine and blood sugar or any other investigation along with treatment history, compliance to treatment, of allocated family members</p>	<p>Field visit clinics</p> <p>Referral</p> <p>Field visit clinics</p> <p>Reporting of follow up visits.</p>	<p>Community case presentation.</p> <p>OSPE, FAP logbook</p> <p>Case studies</p> <p>Multi-source feedback</p>	
	<p>Maintain communication and follow-up of remedial</p>	<p>By the end of this visit, students should be able to</p>	<p>Family survey, Screening camps</p>	<p>Community case presentation.</p> <p>OSPE, FAP logbook based</p>	

	measures	<p>provide details of communication maintained with family members including information about National programs provided.</p> <p>Students should also be able to follow up on treatment and suggested remedial measures under the guidance of a mentor.</p> <p>Documentation of referral in logbook</p>	<p>Field visit clinics</p> <p>Reporting of follow up visits</p>	<p>verification of competency, multi-source feedback</p> <p>Reflections</p>	
<p>Third year</p> <p>Visit 9 - Communicable diseases - Tuberculosis, Influenza and others</p> <p>Visit 10- Non-communicable</p>	<p>Take history and conduct clinical examination of all family members and facilitate health check-up if required</p>	<p>By the end of this visit, students should be able to maintain follow-up with the families and update the medical history of family members</p>	<p>Family survey Field visit clinics Referral and follow-up</p>	<p>Community case presentation, OSPE, Observation, FAP logbook Multi-source feedback Reflections Case studies</p>	<p>Total 36 hours</p> <p>[A minimum of 6 visits of full day of around 6 hours]</p> <p>OR</p> <p>[If 3 hours visit then</p>

<p>e diseases - HTN, DM and others</p> <p>Visit 11 - Adolescent health / School health</p> <p>Menstrual hygiene, Life skills</p> <p>Visit 12 - Healthy ageing</p> <p>Health care of the Elderly</p>	<p>Maintain communication and follow-up of remedial measures</p>	<p>By the end of this visit, students should be able to provide details of communication maintained with family members and collaborative efforts undertaken with family members for improving their health.</p>	<p>Family survey, Field visit clinics</p> <p>Referral and tracking</p> <p>Reporting of follow up visits.</p>	<p>Community case presentation.</p> <p>OSPE,</p> <p>Observation,</p> <p>FAP logbook-based verification of competency, Multi-source feedback</p> <p>Reflections</p>	<p>12 visits to be conducted]</p>
<p>Visit 13 - Mental health</p> <p>Healthy coping strategies and Resilience</p> <p>Visit 14 - Well-being of the Families</p> <p>Final visit and Report submission</p>	<p>Counsel the family members of allotted families and analyse the health trajectory of adopted family under overall guidance of mentor</p>	<p>By the end of this visit, students should be able to analyse and report the findings of short-term action projects and its effect on health trajectory at individual Family and community level</p>	<p>Participation in and process documentation of activities (NSS activities) along with reporting of photographic evidence.</p> <p>Small group discussion (report of the health trajectory of adopted family)</p>	<p>Community case presentation.</p> <p>OSPE,</p> <p>Logbook based verification of competency.</p> <p>Observation</p> <p>Viva-voce</p> <p>Multi-source feedback</p> <p>Reflections</p>	
	<p>Work as a member of</p>	<p>By the end of this visit, students</p>	<p>Observation and reporting of</p>	<p>Logbook based verification of competency,</p>	

	Health Team and facilitate intersectoral action for health	should be able to report the role of various frontline functionaries' delivery primary health care and Local self-governing bodies, NGOs, SHGs etc for health promotion	events Exposure visits Interaction with frontline functionaries	Observation Viva-voce , Multi-source feedback Reflections	
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Appendix-2

RULES AND REGULATIONS PERTAINING TO THE UNIVERSITY EXAMINATION FOR BACHELOR OF MEDICINE & BACHELOR OF SURGERY (MBBS) PROGRAMME

1. Short Title and Commencement

- a.** The term "**Ordinance**" denotes the rules set forth by K D University, located in Mathura, Uttar Pradesh, concerning the examinations for MBBS students. This ordinance is relevant to the examination process for obtaining the M.B.B.S. (Bachelor of Medicine and Bachelor of Surgery) degree at K D University. These guidelines are congruent with the existing regulations of the National Medical Commission and aim to foster an "Indian Medical Graduate" (IMG).
- b.** **MBBS examinations** refer to the formal assessments undertaken during the Bachelor of Medicine, Bachelor of Surgery (MBBS) degree, which is the foundational medical qualification.
- c.** These MBBS examinations, will be conducted in four professional examination phases (First, Second, and Third Phase Part I and Part II), throughout the four-and-a-half-year undergraduate medical course. These examinations will evaluate a student's knowledge and skills in pre-clinical, para-clinical, and clinical subjects related to allopathy medical science.
- d.** K D University shall follow the guidelines prescribed by the National Medical Commission (NMC) in relation to the conduct of MBBS Examinations.

2. Key Aspects of MBBS Examinations

- a.** Purpose: To assess the progress and knowledge of students in the medical curriculum and to determine their eligibility for professional practice as doctors.
- b.** Structure: The MBBS program typically includes a four-and-a-half-year academic course followed by a 1-year mandatory rotatory internship. The professional examinations are structured into four phases: First, Second, Third Part I and Third Part II.
- c.** **Subjects Covered in University examinations are:**
 - Phase 1 (First Professional):** Anatomy, Physiology and Biochemistry
 - Phase 2 (Second Professional):** Pathology, Pharmacology and Microbiology
 - Phase 3 Part I (Third Professional Part I):** Ophthalmology, Otorhinolaryngology (ENT), Forensic Medicine and Toxicology and Community Medicine.
 - Phase 3 Part II (Third Professional Part II):** Medicine, Surgery, Paediatrics, and Obstetrics & Gynaecology.

3. Supplementary Examinations

- a. The supplementary exams will be held in 2-3 months after the regular examinations.
- b. A candidate failing the supplementary exam in Phase I will join the junior batch for further training.
- c. A candidate is allowed a maximum of four attempts, including the regular exam attempt, to pass all the subjects of the Phase I examinations, with total completion limit of four years. Graduation should occur within ten years of starting the MBBS course. This includes the compulsory rotating internship of one year.

4. Phase wise details

Failure in Phase I exams prevents progression to Phase II training.

Candidates failing in Phase II or III shall continue with their training in the next phase but shall not be eligible to appear for that phase of university examinations until they pass all the subjects of the prior Phase University Examination. Candidates can not appear for phase 3 part II University examinations until he/she passes all the subjects of all the prior phases.

a. Phase I (12 months, including Foundation Course and university examination)

Phase I includes subjects Anatomy, Physiology, Biochemistry, AETCOM, and Family Adoption Program, with early clinical exposure and simulation-based learning.

b. Phase II (12 months, including university examination)

Subjects include Pathology, Pharmacology, Microbiology, General Medicine, Surgery, Obstetrics & Gynaecology, Ophthalmology, Otorhinolaryngology, and a continuation of Family Adoption Program, with increased clinical complexity and simulation-based learning.

c. Phase III (30 months)

- i. **Phase III Part 1 (12 months, including university examination):** Subjects include Forensic Medicine, Community Medicine, Ophthalmology, Otorhinolaryngology, Paediatrics, Obstetrics & Gynaecology, and Clinical Postings.
- ii. **Phase III Part 2 (18 months, including university examination):** Subjects include Medicine, Surgery, Obstetrics, Paediatrics, and Clinical Postings.

5. Teaching hours Distribution

- a. Phases I, II, and III Part 1: Each 12 months with 1,521 hours.
- b. Phase III Part 2: 18 months with 2,418 hours, including clinical postings.

6. New teaching/learning elements

- a. **Foundation Course:** Focuses on medical ethics, skills development, and physical and mental well-being. Includes language programs and extracurricular activities, with mandatory 75% attendance.
- b. **AETCOM Module:** Focuses on attitude, medical ethics, communication, and

professionalism, with mandatory 75% attendance.

- c. **Early Clinical Exposure:** Aimed at understanding basic sciences, patient care, and professionalism through direct patient interaction.
- d. **Alignment and Integration (AIT):** Aligns subjects across phases to minimize redundancy and enhance interconnected learning.
- e. **Clinical Clerkship:** Provides hands-on patient care experience, with supervision and a logbook for evaluation.
- f. **Electives:** Offers diverse learning experiences in subjects like Research, Global Health, Nutrition, and more, with mandatory participation.
- g. This structure ensures comprehensive training, integrating theoretical knowledge with practical, real-world medical experience.

7. Eligibility for Professional Examinations

Eligibility is based on three criteria:

- a. attendance,
- b. internal assessment, and
- c. certifiable competencies, Training performance in key components must be assessed.

a. Attendance

- i. There shall be a minimum of 75% attendance in theory and 80% attendance in practical/clinical for eligibility to appear for the examinations in that subject.
- ii. In subjects that are taught in more than one phase - the learner must have 75% attendance in theory and 80% attendance in practical in each phase of instruction in that subject.
- iii. There shall be a minimum of 75% attendance in AETCOM and minimum of 80% attendance in family visits under Family adoption programme. Each student shall adopt minimum 3 families/ households and preferably five families. The details shall be as per Family Adoption Program guidelines.
- iv. If an examination comprises more than one subject (for e.g., General Surgery and allied branches), the candidate must have a minimum of 75% attendance in each subject including its allied branches, and 80% attendance in each clinical posting.
- v. Learners who do not have at least 75% attendance in the electives will not be eligible for the Third Professional - Part II examination.

b. Internal Assessment (IA)

- i. Internal assessment shall be based on day-to-day assessment. For subjects taught in more than one phase, there shall be IA in every phase in which the subject is taught.
- ii. It shall relate to different ways in which learners participate in the learning process including assignments, preparation for seminar, clinical case presentation, preparation of clinical case for discussion, clinical case study/ problem solving

exercise, participation in project for health care in the community, Quiz, Certification of competencies, museum study, log books, SDL skills etc.

- iii.** Internal assessment should have both subjective and objective assessment.
- iv.** Internal assessment shall not be added to summative assessment. However, internal assessment marks in absolute marks should be displayed under a separate column in a detailed marks card.
- v.** The internal assessment marks for each subject will be out of 100 for theory and out of 100 for practical/clinical (except in General Medicine, General Surgery and Obstetrics & Gynaecology, in which theory and practical assessment will be of 200 marks each).
- vi.** For subjects that teach in more than one phase, cumulative IA to be used as eligibility criteria. The final cumulative marks are to be used for eligibility. The details are:
- vii.** General medicine: The IA of 200 marks in medicine shall be divided across phases as:
- | | |
|------------------|--------------------------|
| Phase II: | 50 marks |
| Phase III part 1 | 50 marks |
| Phase III part 2 | 100 marks |
| Phase III part 2 | 100 marks is divided as: |
| Medicine | 75 marks |
| Psychiatry | 13 marks |
| Dermatology | 12 marks |
- The final cumulative IA for Medicine is out of 200 marks for theory and practical each.
- viii.** General surgery: The IA in surgery shall be divided across phases as:
- | | |
|------------------|-------------------------|
| Phase II: | 25 marks |
| Phase III part 1 | 25 marks |
| Phase III part 2 | 150 marks |
| Phase III part 2 | 150 marks is divided as |
| General surgery | 75 marks |
| Orthopaedics | 50 marks |
| Anaesthesia | 13 marks |
| Radio diagnosis | 12 marks |
- The final cumulative IA for surgery is out of 200 marks for theory and practical each.
- ix.** IA of Forensic Medicine and Toxicology is divided as 25 marks in phase II and 75 marks in Phase III part 1. The final cumulative IA is out of 100 for theory and practical each.
- x.** IA in Community Medicine is divided as 25 marks in phase I, 25 marks in phase II, and 50 marks in Phase III- part 1. The final cumulative IA for Community Medicine is out of 100 marks for theory and practical each.

- xi. IA in ophthalmology and ENT is divided as 25 marks in phase II and 75 marks in Phase III part 1. The final cumulative IA is out of 100 for theory and practical each for each subject.
- xii. Learners must secure at least 50% of the total marks (combined in theory and practical / clinical; and minimum 40% in theory and practical separately) for internal assessment in a particular subject in order to be eligible for appearing at the final University examination of that subject.

c. Certifiable Competencies

- Learners must complete certifiable competencies and logbooks to be eligible for the final examination.
- Regular periodic examinations shall be conducted throughout the course. There shall be no less than three theory and practical internal assessment examinations in each subject of phase 1 & II, and this mandatorily includes pre-university examination. There shall be no less than two theory and clinical examinations in each subject of Phase III part 1 & 2 and this mandatorily includes an end of posting assessment.
- Log book (including required skill certifications) to be assessed and marks given from 10-20% in internal assessment.
- A minimum of 50% overall marks (40% theory and practical separately) in IA is required for exam eligibility.
- The results of internal assessment should be intimated to students at least once in 3 months and as and when a student wants to see the results

d. Remedial Measures

A student whose has deficiency(s) in any of the 3 criteria that are required to be eligible to appear in university examination, should be put into remedial process as below:

- i. ***During the course:*** If Internal assessment (IA) or attendance is less or/and certifiable competencies not achieved and marked in log book in quarterly/ six monthly monitoring, the students/parents must be intimated about the possibility of being detained much before the final university examination, so that there is sufficient time for remedial measures. These students should be provided remedial measures as and when needed to improve IA. Any certifiable competency/ IA marks deficiency shall be attended with planned teaching/tests for them. Student should complete the remedial measures and it should be documented. **In spite of all above measures, if student is still not meeting the criteria to be eligible for regular exam he shall be offered remedial for the same batch supplementary exam. For attendance, she/he will be allowed remedial measures ONLY IF attendance is more than 60% for each component.**

- ii. ***At the end of phase:*** If Internal assessment (IA) or attendance is less or/and certifiable competencies not achieved and marked in log book at the end of regular classes in a phase, the student is detained to appear in regular university examination of that batch.
- iii. Remedial classes can be planned for students missing regular classes on a genuine ground, thus ensuring that all certifiable competencies are achieved.
- iv. **Students who have less than 75% attendance in theory and 80% attendance in practical cannot appear for University examination.** They may appear for Supplementary examination provided they attend the remedial classes organised between University Sit and Supplementary exam. Students who have attendance 60% or above shall be eligible for such remedial classes.

8. University Examinations

- Nature of questions in theory examinations shall include different types such as structured essays like Long-Answer Questions (LAQ), Short-Answer Questions (SAQ) and Multiple-Choice Questions (MCQ) shall be accorded minimum 20% weightage of the total marks of each theory paper.
 - Scenario based MCQs shall be accorded more weightage in view of NEXT.
 - Blueprint may be used for theory question papers.
 - Practical/clinical examinations shall be conducted in the laboratories and /or hospital wards and a blueprint must be used. The objective will be to assess proficiency and skills to conduct experiments, interpret data and form logical conclusion. Clinical cases kept in the examination must be common conditions that the learner may encounter as a physician of first contact in the community. Selection of rare syndromes and disorders as examination cases is to be discouraged. Emphasis should be on candidate's capability to elicit history, demonstrate physical signs, write a case record, analyse the case and develop a management plan.
 - Viva/oral examination should assess approach to patient management, emergencies and attitudinal, ethical and professional values. Candidate's skill in interpretation of common investigative data like X-rays, identification of specimens, ECG, etc. is to be also assessed.
 - Application based questions should be included for newer CBME components like foundation course, ECE, AETCOM, Integrated topics, student-learner methods etc. in all theory, practical and clinical examinations of all internal assessments and university assessments
- a. **University Exam Phases**
- i. Phase I: Anatomy, Physiology, Biochemistry at the end of Phase I (12th month).
 - ii. Phase II: Pathology, Microbiology, Pharmacology at the end of Phase II (12th month).

- iii. Phase III Part 1: Community Medicine, Forensic Medicine, Ophthalmology, and Otorhinolaryngology at the end of Phase III part 1 (12th month).
 - iv. Phase III Part 2: General Medicine, Surgery, Obstetrics & Gynaecology, and Paediatrics at the end of Phase III part 2 (17th/18th month).
- b. Passing Criteria**
- i. A cumulative 50% in university exams, with at least 40% in both theory and practical individually, is required to pass a subject.
 - ii. For subjects with two papers, a 40% aggregate in both theory and practical, individually, along with cumulative 50% is necessary.
- c. Setting of Theory Papers**
- i. There shall be a Chairman of the Board of paper-setters who shall be an internal examiner and shall mandatorily moderate the theory question paper(s).
 - ii. At least two sets of theory question papers shall be asked from External Examiners. Out of the two sets, one set will be selected randomly for holding the University Examination. The other set may be safe kept for the Supplementary Examination.
 - iii. All theory paper assessments will follow a standard assessment plan of the university.
- d. Appointment of Examiners**
- i. **Eligibility:** Examiners must have at least five years of teaching experience post-MBBS in a recognized medical college.
 - ii. **Number of Examiners:** For Practical /Clinical examinations, there shall be at least six examiners (looking at the volume of work including evaluating theory copies of 250 MBBS students) for every learner, out of whom not less than 50% must be external examiners.
 - iii. **Chairman and Coordinator:** Of the Six Examiners, the senior-most **internal examiner** shall act as the Chairman and Coordinator of the whole examination program so that uniformity in the matter of assessment of candidates is maintained.
 - iv. **Internal examiners** shall be appointed from Kanti Devi Medical College, Hospital and Research Centre (KDMCHRC), Mathura, Uttar Pradesh.
 - v. **External examiners** may be from outside the college/ university/ state/ union territory.
 - vi. **Rotation of Internal Examiners:** The Head of the Department will always be an Internal Examiner. The second and subsequent internal examiner will rotate every 2 years. Eligible examiners with the required qualifications and experience may be appointed as internal examiners by rotation in their subjects.
 - vii. Examiners for General Surgery and allied subjects must be from General Surgery, with 25% from Orthopaedics. One orthopaedics examiner will be included out of six examiners (internal or external).
 - viii. Ophthalmology and ENT examinations will be held separately not combined with other subjects.

e. Appointment of External Observer for Theory Examinations

For the smooth and fair conduct of theory examinations, an external observer shall be appointed to oversee the process at the examination centre. The observer shall be appointed by the Controller of Examination following the approval by the Vice Chancellor, and the role of External Observer is to ensure that the examinations are conducted in accordance with established rules and regulations.

Scope of Duties:

The External Observer shall be tasked with various responsibilities, such as:

- i. Observing the conduct of examinations at the centre.
- ii. Ensuring that the examination environment is conducive to fair assessment.
- iii. Verifying the identity of candidates.
- iv. Checking for any instances of unfair means.
- v. Reporting any irregularities or violations to the appropriate authorities.

f. Handling Students who are caught using Unfair Means

What constitutes UFM?

For a student to be considered an instance of UFM, they may not necessarily need to be actively involved in cheating. Wilful or inadvertent failure to follow the exam's instructions or rules could potentially result in UFM charges. Possession of property or participation in an activity that could result in illegal gains also constitutes use of unfair means.

Action by the Invigilators on Detecting Unfair Means Case

- i. The invigilator or another authorized individual must promptly seize the answer sheet and any pertinent materials that were discovered with the student if they suspect that the student has used unfair methods. The student and the invigilator must properly sign any papers, notes, books, electronic devices, etc. that are discovered in the student's possession. The documents must then be sealed and affixed to the confiscated answer sheet while the student is present. If it is discovered that a student has written something on a body part, a picture of the item may be taken.
- ii. The invigilator must appropriately document the nature of the offense if the student engages in UFM in any way other than possessing unauthorized material, like food conversing with a fellow student, trying to copy from a fellow student, permitting a fellow student to copy, discussing an answer with a fellow student outside the hall, etc.
- iii. The student must fill out and sign the prescribed form about unfair means, and the invigilator in charge must provide feedback on it at the designated location.
- iv. A new answer sheet marked "B" copy will be provided to the student to finish the test once all the aforementioned procedures have been completed.
- v. It will be noted on the prescribed form if the student fails to turn in the necessary paper work and/or declines to complete and sign it. The co-invigilator may sign as a witness to the incident in this situation.

- vi. As a result of this process, no additional time will be allotted for finishing the test.
- vii. Following the test, the answer sheets designated as 1 (confiscated copy) and 2 (freshly issued copy), together with any materials discovered in the possession of the invigilator in charge and the prescribed form duly completed and signed by them, must be delivered separately to the Controller of Examination.

g. Grace Marks

Candidates will not be given any grace marks for passing a university examination.



Appendix-3

CURRICULUM OF POST-GRADUATE DEGREES {DOCTOR OF MEDICINE (M.D.) AND MASTER OF SURGERY (M.S.)}

1. Purpose and Objective

The purpose of formulating this ordinance is to define the regulations pertaining to post-graduate Doctoral Degrees {Doctor of Medicine (M.D.) and Master of Surgery (M.S.)} of K D University. These regulations are congruent with the current regulations of the National Medical Commission.

These academic programmes centre on developing the following attributes among the candidates pursuing these programmes:

- a. Acquiring the necessary competencies for providing healthcare services while staying informed about the latest advancements in the field. Effectively addressing community health care needs.
- b. Fostering a spirit of scientific inquiry and understanding research and epidemiology.
- c. Promoting integrity, accountability, and compassion towards others, while upholding professional ethics.

2. Definitions

- a. **Academic Programme** shall mean a programme leading to a postgraduate doctoral degree in any of the NMC recognised branches of medical sciences (MD: Doctor of Medicine; MS : Master of Surgery).
- b. **Course** means a component of Academic Programme, carrying a distinctive code number.
- c. **Board of Studies (BOS)** shall mean the Board of Studies of Kanti Devi Medical College, Hospital & Research Centre (KDMCHRC), K D University, consisting of PG-BOS in Medicine & Allied Subjects, PG-BOS in Surgery & Allied Subjects and PG-BOS in Pre- & Para-Clinical Subjects.
- d. **External examiner** shall mean an examiner who is not in the employment of K D University.
- e. **Student** shall mean an individual admitted to K D University.
- f. **University** shall mean K D University, Mathura.
- g. **PGMEB** shall mean Post-Graduate Medical Education Board duly constituted under Section-16 of National Medical Commission Act, 2019.

3. Admission Process

- a. Eligibility for Post-Graduate Broad Specialty Courses
 - i. The eligibility for admission to a post-graduate broad-specialty course shall be on the basis of “NMC, National Exit Test Regulations, 2023” from the time it becomes operational.

- ii. Until the first batch based on National Exit Test (NeXT becomes eligible for admission to broad-specialty courses, the existing system of admission through National Eligibility-cum-Entrance Test-Postgraduate (NEET-PG as per Post-Graduate Medical Education Regulation, 2000 (PGMER-2000 shall continue to prevail.
- iii. Without prejudice to anything stated above, the NMC Post-Graduate Medical Education Board is empowered to determine the manner, modalities, etc. of conducting the NEET-PG for broad specialty courses by way of a notification.
- iv. The UP-State authority shall draw a state merit list of the eligible candidates on the basis of the marks obtained in NEET-PG or NeXT and all admissions to the post-graduate courses shall only be through this merit list.

b. Admission to the Post-Graduate Courses

Admissions to all seats of post-graduate courses shall be through a common counselling for all state medical institutions conducted by the UP-state counselling authority based on the merit of the eligibility examination. This counselling process may entail multiple rounds.

The PGMEB of NMC shall publish the guidelines and time schedule for conduct of the examination, counselling, admission, joining and commencement of academic session; and the designated authority within the state shall conduct the counselling in accordance with those guidelines and time schedule.

K D University will enter the details of seat matrix and state the fees for each post-graduate course before the commencement of the counselling process.

Prohibition of admission in any other way than counselling

K D University shall *not* admit any candidate to the post-graduate medical education courses in contravention of the NMC-PGMEB regulations.

c. Submission of the Final List

K D University shall submit a final list of the admitted students in the prescribed format to the PGMEB–NMC within a week of the last date of joining the course.

d. Student Migration

No student shall be permitted migration to any other medical institution once they are finally designated to K D University.

4. Training Programme:

Programme Contents and Duration

- a. The Post Graduate Degree (M.D./M.S.) shall comprise of courses and/or other components as specified in the scheme of teaching and examination and syllabi of the concerned Programme as are approved by the academic council.



- b. The minimum period required for completion of Programme shall be three years, as specified in the scheme of teaching and examination and syllabi for the concerned programme.
- c. Students admitted to the M.D./M.S. courses must pass the degree examination within five years of registration to the course.
- d. The University is empowered to initiate any of the following National Medical Commission recognised academic programmes leading to Post-Graduate Broad Speciality Qualifications (M.D./M.S.) provided it receives the letter of permission for the subject from the National Medical Commission. M.D. (Doctor of Medicine)
- Anatomy
 - Anaesthesiology
 - Biochemistry
 - Community Medicine
 - Dermatology, Venereology & Leprosy
 - Forensic Medicine & Toxicology
 - General Medicine
 - Microbiology
 - Paediatrics
 - Pathology
 - Pharmacology
 - Physiology
 - Psychiatry
 - Radiation Oncology
 - Radio-diagnosis
 - Respiratory Medicine
 - M.S. (Master of Surgery)
 - General Surgery
 - Orthopaedics
 - Obstetrics & Gynaecology
 - Ophthalmology
 - Otorhinolaryngology

Note: For all the programmes mentioned above, the candidate must possess a recognized MBBS degree or its equivalent degree recognized by NMC.

e. Components of the Post-Graduate Curriculum

The KDMCHRC, K D University shall implement the prevailing model curriculum published by the Post-graduate Medical Education Board of the National Medical Commission and adopt its outcome objectives.

i. Methods of Postgraduate Training

The postgraduate training shall consist of training of the students through lectures, seminars, journal clubs, group discussions, participation in laboratory and experimental work and research, and through clinical meetings, grand rounds, and clinic-pathological conferences, and practical training in the diagnosis and medical and surgical treatment, and training in the basic medical sciences as well as in allied clinical specialties, etc. as per the requirement of each specialty.

ii. Graded responsibility in the management and treatment of patients

In those postgraduate specialties where the clinical management of patients is a part of the training process, the postgraduate students are expected to bear responsibility towards the management of patients entrusted to their care in a graded manner.

iii. Full-time Course

All post-graduate students shall work full-time as resident doctors.

iv. Maintenance of dynamic e-Log book

All postgraduate students must maintain a dynamic e-log book. This log-book would need to be updated on a weekly basis about the work being carried out by them and the training programme that they undergo during the period of training.

The postgraduate guides imparting the training shall be required to assess and authenticate the record (e-Log books each month).

v. Participation in teaching and training of UG students

The post-graduate students shall be required to conduct and participate in the teaching and training programme of undergraduate students and interns.

vi. Training in Basic Medical Sciences

During the training for award of Degree, there shall be proper training in basic medical sciences related to the disciplines concerned. During the training programmes emphasis will be laid on preventive and social aspects.

vii. Academic Presentation and Publication

A post-graduate student of a degree course in broad specialty will do at least one of the following to make him/her eligible to appear in his/her final examination:

1. **Poster presentation** at a National/Zonal/State conference of his/her specialty;
2. **Podium presentation** at a National/Zonal/State conference of his/her specialty;
3. Must have one **research paper** published/accepted for publication in journal of his/her specialty as first author.

viii. Course in Research Methodology

1. All post-graduate students shall complete an online course in Research Methodology.
2. The students shall have to register on the portal of the designated training institutions.
3. The students shall complete the course in the first year of their course.
4. The online certificate generated on successful completion of the course and examination thereafter, will be acceptable evidence of having completed this course.
5. The above certification shall be a mandatory requirement to be eligible to appear for the final examination of the respective post-graduate course.
6. This requirement shall be applicable for all post-graduate students.

ix. Course in Ethics

1. All post-graduate students shall complete course in ethics including Good Clinical Practices and Good Laboratory Practices, whichever is relevant to them, to be conducted by K D University.
2. The students are expected to complete the course in the first year.
3. No post-graduate student shall be permitted to appear in the examination without the above certification.

x. Course in Cardiac Life Support Skills

1. All post-graduate students shall complete a course in Basic Cardiac Life Support (BCLS and Advanced Cardiac Life Support (ACLS skills to be conducted by the institution.
2. The students are expected to complete the course in the first year.
3. No post-graduate student shall be permitted to appear in the examination without the above certification.

xi. Other Beneficial Courses

K D University may arrange training in any other courses like awareness in medical audit, medical law, exposure to human behavior studies, finance, accounts, etc, which are beneficial for the postgraduate students.

xii. Research Work and Thesis Writing

1. The post graduates given to a department will be distributed by 'draw of lots' to avoid any element of favourism.
2. All postgraduate students pursuing a MD/MS course in a broad-specialty must carry out thesis related research and write a thesis dissertation in compliance with the NMC regulations.

3. Each post-graduate will be guided by a recognized supervisor/co-supervisor and will carry out research on an assigned project under their guidance. The results of the research work will be duly recorded, analysed, written and submitted in the form of a thesis dissertation. In case the supervisor/co-supervisor superannuates before the completion of the candidate's writing of the thesis, the candidate may continue to take guidance from the superannuated teacher for up to six months of the supervisor's superannuation.
4. Each post-graduate must comply with the timetable related to the thesis work as notified by K D University in its academic calendar for the batch.
5. Students who fail to submit the thesis protocol by the stipulated date for any reason, except maternity leave, are liable to face stern action. Their salary may be stopped or they may even be terminated from K D University, if the Head of Department makes such a recommendation to the Dean, KDMCHRC.
6. The thesis must be submitted to the Office of the Dean, KDMCHRC by the date specified in K D University academic calendar.
7. In general, no candidate will be granted any extension of time for the submission of thesis. However, the Academic Council, KDMCHRC, may decide to grant such an extension in specific cases based on the merit of the case. In such cases, where a candidate is allowed extension of time, K D University will be within its right to levy a monetary penalty upon the candidate.
8. In case a candidate fails to submit the thesis on time, they will be debarred from appearing in the University examination. They will however be permitted to appear in the supplementary/next due examination once they fulfil the requirement of the acceptance of thesis.

xiii. District Residency Programme (DRP)

1. All post-graduate students pursuing M.D./M.S. in broad specialties shall undergo a compulsory residential rotation of *three months* in District Hospitals/District Health System as a part of the course curriculum. The training thus imparted shall be considered as training imparted in a medical institution. This rotation shall be termed as 'District Residency Programme' (DRP) and the post-graduate medical student undergoing training shall be termed as a 'District Resident'.
2. Timing of DRP
The rotation shall take place in the 3rd or 4th or 5th semester of the postgraduate programme.
3. Training and Responsibilities of District Residents
 - i. The District Resident will work under the overall directions and supervision of the District Residency Programme Coordinator (DRPC).

- ii. During this rotation, the Resident doctor will be posted with the concerned/allied Specialty team/unit/sections/services at the District Health System/District Hospital.
 - iii. The clinical responsibilities assigned to the Residents would include serving in the outpatient, inpatient, casualty, and other areas pertaining to their Specialty and shall include night duties.
 - iv. Post-graduate students of pre- and para-clinical specialities where direct patient care is not involved will be trained by District Health System/District Hospital teams within the available avenues in coordination with the District Health Officer/Chief Medical Officer.
 - v. They would be trained in and contribute to the diagnostic/laboratory services, pharmacy services, forensic services, general clinical duties, managerial roles, public health programmes etc., as applicable.
 - vi. They may also be posted in research units/facilities, laboratories and field sites of the Indian Council of Medical Research and other national research organizations.
- 4. Stipend and Leave for District Residents**
- i. The District Residents shall continue to draw full stipend from KDMCHRC for the duration of the rotation. This will be subject to the attendance record submitted by appropriate district authorities.
 - ii. Subject to exigencies of work, the District Resident will be allowed one weekly holiday by rotation.
 - iii. The District Resident will also be entitled to leave benefits as per the rules/guidelines of KDMCHRC.
- 5. Training during DRP and Certification**
- i. The quality of training shall be monitored by logbooks, supportive supervision, and continuous assessment of performance. The attendance and performance of District Residents shall be tracked by the District Residency Programme Coordinator (DRPC) of the district concerned, as well as KDMCHRC through an appropriate electronic/digital or mobile enabled system. Such monitoring systems shall also be accessible to the Uttar Pradesh State Steering Committee and the National Coordination Cell.
 - ii. The District Residents would remain in contact with their designated post-graduate teachers and departments at KDMCHRC by phone and e-communication for guidance, learning, and for being able to participate remotely in scheduled case discussions, seminars, journal clubs, thesis discussion, etc. and other academic activities.
 - iii. Satisfactory completion of the District Residency shall be an essential condition before a PG resident is allowed to appear in the final examination of the respective post-graduate course.

- iv. The District Residency Programme Coordinator (DRPC) shall issue certificate of satisfactory completion of DRP and report on the performance of the District Resident on a prescribed format of the PGMEB to KDMCHRC and the Govt. of UP.

6. Responsibility of KDMCHRC towards DRP

It shall be incumbent upon KDMCHRC to place the post-graduate students at the disposal of the Government of UP for the District Residency Programme. The faculty of the concerned departments would provide guidance to the District Residents by phone/e-communication.

7. Responsibility of the State Government towards DRP

Under the NMC regulations, the State Government will implement the District Residency Programme within their jurisdiction as under:

- i. The Programme will be coordinated jointly by the Directorate of Medical Education and the Directorate of Health Services. An Officer of the Uttar Pradesh State Government shall be designated as the State District Residency Programme (DRP) Nodal Officer. The Uttar Pradesh Government shall be responsible for the facilitation, oversight and supervision of the District Residency Programme.
- ii. The designated Uttar Pradesh State DRP Nodal officer will identify and designate District Health System/District Hospital that are suitable for such rotation in terms of availability of specific specialties, specialists, facilities and services available in consultation with the Directorate of Health Services of the State and KDMCHRC and develop a placement schedule of the post- graduate residents of the medical college due for rotation at least six months in advance. This official will also be responsible for grievance redressal at State level.
- iii. The Uttar Pradesh State DRP Nodal officer will undertake rule-based allotment of the training facilities to the Post-graduate Residents.
- iv. The State Government will provide appropriate amenities to the District Residents, including, amongst others, suitable accommodation, mess, transportation to workplace (if living quarters are far away), security, especially for female residents.
- v. The District Residents will remain under the jurisdiction of respective State DRP Nodal officer where they are undergoing District Residency.
- vi. The concerned State Government will also designate a senior official of the District Health System as the District Residency Programme Coordinator (DRPC) in each District for coordinating between the State DRP Nodal officer and the medical college.

- vii. The District Residency Programme Coordinator will also be responsible for orienting the Post-graduate Residents to the District health system, supervising the postings within the district, ensuring their accommodation, safety and transport needs, grievance redressal, etc.
- viii. District Residency Programme Coordinator will be the competent authority for sanctioning leave to District Residents.
- ix. KDMCHRC will submit the DRP posting details of the students to PGMEB of the National Medical Commission within one week of completion of the DRP.

5. Stipend to Post-Graduate Students

The post-graduate students of KDMCHRC undergoing post-graduate degree program shall be paid a stipend each month.

6. Leave Rules for Post-Graduate Students

The following leave rules shall apply to the post-graduate students pursuing any of the M.D./M.S. programmes:

- a. Every post-graduate student will be allowed a maximum 20 days of paid leave (casual leave) per year.
- b. Subject to exigencies of work, post-graduate students will be allowed one weekly holiday.
- c. Female post-graduate students will be allowed maternity leave as per the existing Government rules and regulations.
- d. Male post-graduate students will be allowed paternity leave as per existing Government rules and regulations.
- e. In addition to the 20 days paid leave, the candidates will be allowed paid academic leave of 5 days per year.
- f. If candidate avails leave in excess of the permitted number of days, his/her term of course shall be extended by the same number of days to complete the training period. However, he/she will be able to appear in the examination if he/she has 80% of the attendance.

7. Accommodation for Post-Graduate Students

KDMCHRC will provide residential accommodation to post-graduate students. However, it shall not be mandatory for the post-graduate students to stay in the hostel.

8. Academic Programme Committee

- a. KDMCHRC shall be served by an Academic Programme Committee. The Dean, KDMCHRC shall be its Chairman. All teachers of KDMCHRC shall be its members. This Committee shall coordinate the implementation of the courses for optimum utilization of resources.
- b. The Academic Programme Committee shall perform all tasks as assigned to it by the Dean, KDMCHRC.

- c. The Academic Programme Committee shall meet as and when required but at least once during every six months. The Chairman of the Committee will convene the meetings.

9. Academic Cell

KDMCHRC shall set up an Academic Cell, under the chairmanship of a senior faculty member, who shall monitor the implementation of training programmes in each specialty and ensure its quality as mandated by the PGMEB.

10. Updating of Training Programmes

The training programmes shall be updated as and when the PGMEB-NMC revises the curriculum and other prescribed requirements. The structured training programme shall be duly documented and followed. This will help the examiners to determine the training undergone by the candidates.

11. Role of University in Training of Postgraduates

- a. The K D University shall partner with the National Medical Commission in the training of postgraduates in the following manner:
 - i. It shall implement the NMC curriculum to provide high-quality and affordable post-graduate medical education to the student to make him/her a competent specialist and/or medical teacher.
 - ii. It shall provide training in clinical and practical skills along with theoretical knowledge, while laying emphasis upon attitude, ethics and communication skills to ensure competency-based medical education.
 - iii. It shall encourage scholars in both self-directed and assisted learning.
 - iv. It shall provide periodic and transparent assessment of medical education to meet with the highest global standards.
 - v. It shall provide a summative assessment for overall successful completion of the post-graduate programme.
 - vi. It shall develop the students' confidence to handle emergencies and casualties at all levels.
- b. K D University will ensure that a proper record of the residents' work is maintained so that it forms the basis of objective, efficient and transparent internal assessment. These documents can be called for at any time, particularly during a NMC assessment.
- c. K D University will constantly endeavour to develop strategies for optimal utilisation of evolving technology by the faculty, medical education department and scholars during the period of training at the post-graduation level.
- d. K D University will endeavour to maximize the use of digital technology for conducting examinations and issuance of Degrees/Diploma and other certificates in digital mode which should be available on the Digi locker platform.

12. Department, Units, Faculty, Senior Residents and Junior Residents

a. Department

The name of the Department will be as per the name of the Specialty subject. Each Department will be headed by a Professor.

b. Unit

All Departments with inpatient beds will have a unit structure (Units, where applicable).

c. Faculty

Each Department will have full time faculty in the form of one or more Professors, Associate Professors and Assistant Professors. Appointment and promotion of faculty in various teaching specialties imparting post-graduate medical education, falling within the purview of the National Medical Commission, shall be in accordance with the norms of Teachers Eligibility Qualifications in Medical Institutions Regulations as laid down by the NMC from time to time. The number of faculty requirement and the number of post-graduate students registrable under each faculty will be as per Post-Graduate Medical Education Regulations of the NMC.

d. Senior Residents

- i. Senior Resident shall have a post-graduate degree qualification in the respective broad- specialty.
- ii. Post-graduate students pursuing super-specialty courses will also be called as senior residents.

e. Junior Residents

Students pursuing broad-specialty courses will be called as junior residents.

13. Running of Concurrent Post-Graduate Courses

As stipulated under the NMC regulations, no department shall seek to apply for any post-graduate course under any other body like the National Board of Examinations in Medical Sciences (NBEMS, etc.) against the very same units, teaching personnel and infrastructure which remain engaged in the running of postgraduate degree programmes (M.D./M.S.: Doctor of Medicine/Master of Surgery).

14. Miscellaneous

a. Faculty Development Programme: The Post-graduate Medical Education Board shall prescribe the Faculty Development Programme to enhance the skills of the faculty for post-graduate training, which will have to be mandatorily followed.

b. Animal experimentation should continue to be included as an integral part of the competency-based curriculum of post-graduate courses in Physiology and Pharmacology. However, the use of non-animal, human relevant methods may be encouraged for teaching and training of post-graduate students in these subjects, wherever possible. If animals are used as a part of research studies or thesis work,

biomedical ethics and relevant rules and guidelines framed under the Prevention of Cruelty to Animals Act, 1960, must be strictly adhered to.

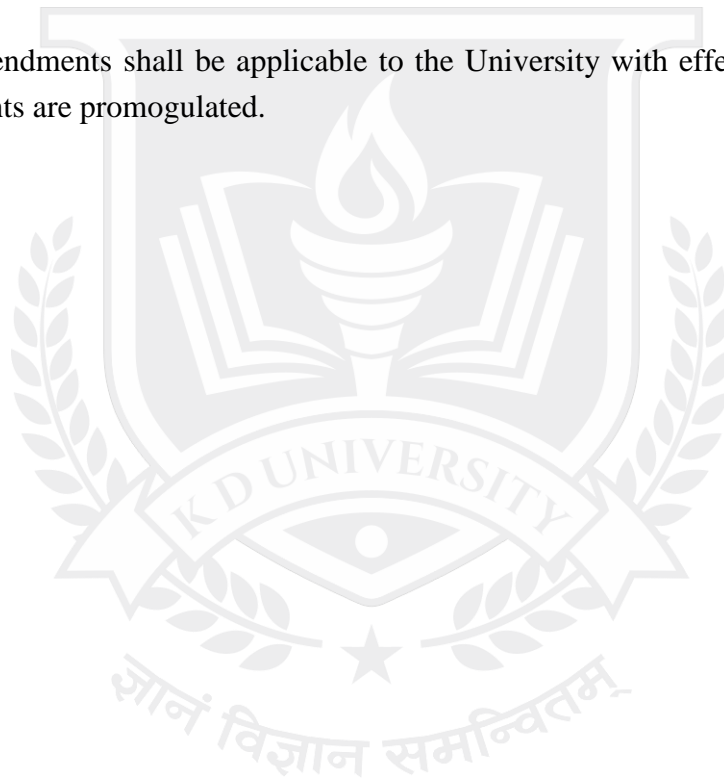
- c. **Collaborative Research:** Impetus may be provided to Research in medical field to produce Physicians and Scientists of the highest caliber by collaborative arrangement with other scientific organizations of excellence as well as Institutions of Eminence/ Excellence conferred by the Government of India. Inter-disciplinary research with AYUSH may be encouraged.

15. Amendments, Saving Clause and Repeal

Provision to Amend the Post-Graduate Medical Education Ordinance

The national regulatory body NMC is empowered to notify any addition, deletion, substitution or any other amendment to Post-Graduate Medical Education Ordinance at any time.

These amendments shall be applicable to the University with effect from the date such amendments are promulgated.



Appendix-4

RULES AND REGULATIONS PERTAINING TO THE UNIVERSITY EXAMINATION OF DOCTOR OF MEDICINE/MASTER OF SURGERY (MD/MS)

1 Short Title and Commencement

The term "Ordinances" denotes the rules set forth by KD University, located in Mathura, Uttar Pradesh, concerning the examinations for MD/MS programmes will be as per the Postgraduate Medical Education Regulations, 2000 by the National Medical Commission (NMC). This ordinance is relevant to the examination process for Obtaining MD/MS Post Graduate degree at KD University.

2 Examination Structure

The examinations for MD/MS include theory, practical, clinical, and viva voce examinations. For broad specialties, there are four theory papers, including one covering Basic Medical Sciences.

3 Examination Methodology:

- a. Purpose of MD/MS examination is to assess the progress knowledge and professional skills of students in the specialized medical curriculum and to determine their eligibility for professional practice as specialists' doctors in specified subjects.
- b. *Structure* of the MD/MS program typically includes a three years academic course in the specialized subject and the final university professional examinations are structured into four theory papers (100 marks each, total 400 marks) and practical /clinical examination (total 400 marks including 100 marks viva voce and 20 marks thesis).
- c. *Subjects* Covered in university examination of MD/MS degree are subject specific and K D University shall hold the examinations for awarding post-graduate degrees (M.D./M.S.: Doctor of Medicine/ Master of Surgery as per the prescribed schemes of syllabi, teaching and examination.
- d. *Examinations of the University* shall only be open to regular students i.e. candidates who have undergone a course of study in KDMCHRC for a period specified for that program of study in the scheme of syllabi, teaching and examination.
- e. Provided further that a student may be debarred from appearing in a university examination as provided for in any of the University Ordinance.

4 Frequency of University Examination

- a. The K D University shall conduct not more than two university examinations in a year, for any subject, with an interval of not less than 4 months and not more than 6 months between the two examinations.
- b. A candidate can appear in subsequent examination of his/her specialty after failing in regular examination.
- c. Presently Postgraduate Medical Education Regulations, 2000 of the National Medical Commission (NMC) laid down no specific guidelines about the total duration for completion of post-graduation course or maximum number of attempts for university examination.

5 Composition of Assessment

- a. Kanti Devi Medical College, Hospital and Research Center (KDMCHRC) will conduct regular Formative Assessment and Summative Assessment of examinations for MD/MS courses in various subjects.
- b. Both Formative Assessment examination and Summative Assessment examination shall consist of Theory, Clinical/Practical and Viva Voce.
- c. Format of Theory Examination
 - i. The theory examination (both formative and summative may be of descriptive answer of a question type consisting of long essay questions and short essay questions or mix of both types.
 - ii. Theory examination for formative examination will be done in respective departments. It will be evaluation of performance in real time basis.
 - iii. Summative examination will be held by the KD University regularly in 1st, 2nd, 3rd, 4th and 5th semesters consisting of theory papers (100 marks) and practical / viva voce (100marks) after completion of each semester. in the 6th and final semester these summative examinations will be held by the name “Pre University examination” on the pattern of final University Examination consisting of four theory Papers (100 marks each) and practical/ clinical examination (400 marks including viva voce of 100 marks).
 - iv. All these examinations will be communicated to the students well in advance and appearing in all these summative exams is mandatory to appear for final university examination..
- d. Format of Clinical/Practical and Viva Voce
 - i. Clinical examination for the subjects in clinical sciences shall be conducted to test the knowledge and competence of the candidates for undertaking independent work as a consultant/specialist/teacher.
 - ii. The viva voce examination shall be thorough and shall aim at assessing the candidate’s knowledge and competence about the subject, investigative procedures, therapeutic technique and other aspects of the Specialty.
 - iii. Clinical/practical examination will be of 300 marks in total and shall include long case, short cases and Objective Structured Clinical Examination (OSCE) (not less than 30 marks).
 - iv. Viva voce examination will be of 100 marks in total and shall include instruments, drugs, special types investigations, subject specific treatment modalities and Objective Structured practical Examination (OSPE) (not less than 20 marks).

6 Passing criteria

- a. Obtaining a minimum of 40% marks in each theory paper and not less than 50% aggregate in all the four theory papers and obtaining 50% marks in practical/ clinical examination, including practical/clinical, viva voce and thesis, separately in all, for degree examination in broad specialty shall be mandatory for passing the examination as a whole.
- b. Hence a candidate shall secure not less than 50% marks in aggregate in theory and practical including clinical, Objective Structured Clinical Examination OSCE, viva voce and thesis examination.

- c. Five per cent of practical marks (20 marks) will be of thesis/dissertation. External examiner will evaluate thesis/dissertation and take viva on it and marks will be given on quality of thesis/dissertation and performance in viva voce.
- d. No grace mark is permitted in post-graduate examination either for theory or for practical/clinical examination.

7 Examiners

- a. The examiner (both internal and external) for the post-graduate examination in Broad Specialties shall have three years' experience as recognized Post-graduate thesis/dissertation Guide in the concerned subject.
- b. The minimum number of examiners for post-graduate examination shall be four. Out of which, at least two shall be external examiners and at least one of them shall be from different university.
- c. An examiner shall not be appointed for more than two consecutive regular examinations for the same institution.

8 Selection of examiners: The Internal examiners will be appointed by rotation among eligible examiners. The Board of Studies has a pool of external examiners and will appoint the required number of external examiners an examination.

9 Valuation of exam papers

- a. All the teachers of the other colleges of K D University or other Universities, who are eligible to be post-graduate examiners, can perform the valuation of the answer scripts.
- b. After the computation and declaration of the results, under no circumstances, revaluation is permitted by any authority.
- c. K D University shall implement digital valuation.

10 Thesis Evaluation:

The thesis presented to K D University shall be assessed by external examiner(s). There shall be one referee examiner, whose decision will be binding in case of a dispute. If a guide retires or leaves in between, a provision of guiding for 6 months is allowed.

a. Criteria for Evaluation of M.S./M.D. Courses:

The M.D., M.S. degree programmes will have 800 marks, 400 in theory and 400 in Practical/Clinical including Viva voce and thesis/dissertation.

S. No.	Description	M.S./M.D. Courses
1	THEORY	
	No. of Theory Papers	4
S. No.	Description	M.S./M.D. Courses
	Marks for each Theory Paper	100
	Total marks for Theory Paper	400
	Passing Minimum for Theory	200/400 (40% minimum in each paper)
2	PRACTICAL/CLINICAL	300
3	VIVA VOCE	100
	Passing minimum for Practical/Clinical including Viva voce	200/400

The candidate shall secure not less than 50% marks in each head of passing which shall include

- (1) Theory – aggregate 50% (In addition, in each Theory paper a candidate has to secure minimum of 40%)
- (2) Practical/Clinical and Viva voce - aggregate 50%
- (3) If any candidate fails even under one head, he/she has to re-appear for both Theory and Practical/Clinical and Viva voce examination.
- (4) Five per cent of mark of total marks of Clinical/Practical and Viva Voce marks (20 marks will be of dissertation/thesis and it will be part of clinical/ practical examination marks. External examiner will evaluate dissertation/ thesis and take viva voce on it and marks will be given on quality of dissertation/thesis and performance on its viva voce.
- (5) No grace mark is permitted in post-graduate examination either for theory or for practical.

b. Use of Unfair Means:

All cases regarding reported use of Unfair Means in the examination shall be placed before an **Unfair Means Committee** of K D University for decision in individual cases, and recommending penalties, as per the laid down rules of the University.

c. Examination Fees:

The Registrar shall notify the fees payable by the students for various examinations, after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not be eligible to appear in the examination. The Vice-Chancellor may at his discretion allow, in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such student shall, however, be withheld till all the dues are cleared.

The examination fees in the case of M.D./M.S. shall include a thesis protocol fee and thesis evaluation fee.

11 Award of Degree

A student shall be awarded a degree if:

- a. If he/she has successfully passed the university examination.
- b. There are no dues outstanding in his/her name to the KD University.
- c. No disciplinary action is pending against him/her.
- d. Subject to the provisions of the Act, the Statutes and the Ordinances; such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
- e. 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's decision shall be final. She/he may take decision after obtaining, if necessary, the opinion/advice of a committee including the Dean of KDMCHRC.

Appendix-5

CURRICULUM OF BACHELOR OF NURSING

1. Scope

- a. This ordinance shall apply to the program leading to Bachelor of Nursing degree: B Sc. (Nursing).
- b. The Various clauses of this ordinance and syllabus of the program are subject to provisions and circulars notified by Board of Studies of Indian Nursing council.
- c. Any change/revision/modification as well as resolution passed / circular issued by the Indian Nursing Council, shall be incorporated as it is by the University in their compliance with immediate effect.

2. Eligibility for Admission:

- a. A candidate seeking admission to the B Sc. Nursing program should have passed the Intermediate examination with PCB and English individually 50% Marks (English is a compulsory subject in 10+2) of UP Board or 10+2 level equivalent examinations from any Board CBSE/ICSE or other equivalent Board. Candidates are also eligible from State Open School recognized by State Government and National Institute of Open School (NIOS) recognized by Central Government having science subjects and English only.
- b. A candidate must have obtained minimum 45% marks in physics, chemistry and Biology put together in qualifying examination. Admission under reserved quota shall be subject to reservation policy and Eligibility criteria for SC/ST/OBC/PH/EWSs prescribed by Central Govt/State Govt. (Reservation SC/ST, OBC or any other shall be as per the Central Govt/State Govt. rules as applicable and reservation shall be applicable within the sanctioned number of the seats). English is a compulsory subject in 10+2 for being eligible for admission to B.Sc. Nursing.
- c. The minimum age for admission shall be 17 years on 31st December of the year in which admission is sought and the maximum age 35 years.
- d. Admission shall be made once in a year and open to both male and female candidates.
- e. A candidate shall have to be medically fit. However, colour Blind candidates should be considered for admission to Nursing Courses subject to the condition that colour corrective contact lens and spectacles are worn by such candidates.
- f. For disabled candidates 5% Disability reservation to be considered with a disability of locomotor to the tune of 40% to 50% of the lower extremity and other eligibility criteria with regard to age and qualification will be same as prescribed for each nursing program. The upper age limit shall be relaxed by 5 years for disabled candidates.
- g. Married candidates are also eligible for admission.



- h. Selection of candidate should be based on the merit of the university entrance test. Entrance test shall comprise of: Aptitude for Nursing-20 Marks, Physics- 20 Marks, Chemistry- 20 Marks, Biology- 20 Marks, English- 20 Marks. Entrance test shall be conducted by K D University.
- i. The inter-se-merit of candidates for tie-breaking: In case of two or more candidates obtain equal marks in the Kanti Devi College of Nursing and Paramedical Sciences (KDCNPS) Entrance Test, the inter-se-merit shall be determined as follows:
 - i. Candidate obtaining higher marks in Biology in the Test, followed by
 - ii. Candidate obtaining higher marks in Chemistry in the Test, followed by,
 - iii. Candidate obtaining higher marks in Physics in the Test, followed by,
 - iv. Candidate obtaining higher marks in Nursing Aptitude in the Test, followed by,
 - v. Candidate obtaining higher marks in English in the Test, followed by,
 - vi. Aggregate Marks in Science in Class XII (Intermediate) in the Board Examination

3. Program Duration

- a. The duration of the program leading to the award of Bachelor of Nursing (B Sc. Nursing) shall be of four academic years including 8 Semesters (Odd Semester, 1st August to 31st January, Even Semester, 01st February to 30th July for one Academic year)
- b. The maximum period for completion of program successfully should not exceed eight years.
- c. **Duration of the program:** Eight semesters (This includes Internship of six months in Semester 8)
- d. **Semester Plan for the first 7 Semesters**
 - i. **Total Weeks per Semester:** 26 weeks per semester
 - ii. **Number of Weeks per Semester for instruction:** 20 weeks (40 hours per week × 20 weeks = 800 hours)
 - iii. **Number of Working Days:** Minimum of 100 working days (5 days per week × 20 weeks)
 - iv. **Vacation, Holidays, Examination and Preparatory Holidays:** 6 weeks

Vacation: 3 weeks; **Holidays:** 1 week; **Examination and Preparatory Holidays:** 2 weeks

e. 8th Semester

- i. **Duration:** 22 weeks
- ii. **Vacation:** 1 week
- iii. **Holidays:** 1 week
- iv. **Examination and Preparatory Holidays:** 2 weeks

Note: Vacation Summer/Winter are except internship.

4. Annual Intake

- a. The number of students shall be admitted as approved by the executive council of the university subject to maximum seats sanctioned by the Indian Nursing Council.

- b. Admission to the programme shall be made only in 1st semester and the last date for admission shall be 31st July of the admission year, unless notified to the contrary for a specific year by the Indian Nursing Council.

5. Medium of Instruction

The medium of instruction for all subjects of study and examination shall be English.

6. Attendance

- a. Each student is normally required to attend all the lectures and practical' of every subject as also the curricular and co-curricular activities.
- b. A student must have minimum 80% attendance in theory and practical of each subject for appearing in the examination. In special circumstances, short fall in attendance can be condoned on case's merit to the extent of 10% by the principal. If the short fall is more than 10% but not more than 15%, the principal may recommend on case's merit to the Vice Chancellor for condonation. The order of Vice Chancellor shall be final.
- c. A candidate must have 100% attendance in each of practical area before award of degree.

7. Scheme of Examination

Semester – 1

The distribution of marks in internal assessment, Even Semester College Examination and End Semester

S.No.	University Exam for each course is shown below	Assessment (Marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Theory					
1	Communicative English	25	25		2	50
2	Applied Anatomy & Applied Physiology	25		75	3	100
3	Applied Sociology & Applied Psychology	25		75	3	100
4	Nursing Foundations I	*25				
	Practical					
5	Nursing Foundations I	*25				

*Will be added to the internal marks of Nursing Foundations II Theory and Practical respectively in the next semester (Total weightage remains the same)

Example:

Nursing Foundations Theory: Nursing Foundations I Theory Internal marks in 1st semester will be added to Nursing Foundations II Theory Internal in the 2nd semester and average of the two semesters will be taken.

Semester II

S. No.	Course	Assessment (Marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory						
1	Applied Biochemistry and Applied Nutrition & Dietetics	25		75	3	100
2	Nursing Foundations (I & II)	25 I Sem-25 & II Sem-25 (with average of both)		75	3	100
3	Health/Nursing Informatics & Technology	25	25		2	50
Practical						
5	Nursing Foundations (I & II)	50 I Sem-25 & II Sem-25		50		100

T-Theory, P-Practicum (Skill lab & Clinical)

*HNIT 145-College Exam

Semester III

S. No.	Course	Assessment (Marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory						
1	Applied Microbiology and Infection Control including Safety	25		75	3	100
2	Pharmacology I and Pathology I	*25				
3	Adult Health Nursing I	25		75	3	100
Practical						
5	Adult Health Nursing I	50		50		100

*Will be added to the internal marks of Pharmacology II and Pathology II & Genetics in the next semester (Total weightage remains the same).

Semester IV

S. No.	Course	Assessment (Marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory						
1	Pharmacology & Pathology (I & II) and Genetics	25 III Sem-25 & IV Sem-25 (with average of both)		75	3	100

2	Adult Health Nursing II	25		75	3	100
3	Professionalism, Ethics and Professional Values	25	25		2	50
Practical						
5	Adult Health Nursing II	50		50		100

Semester V

S. No.	Course	Assessment (Marks)				Hours	Total Marks
		Internal	End Semester College Exam	End Semester University Exam			
Theory							
1	Child Health Nursing I	*25					
2	Mental Health Nursing I	*25					
3	Community Health Nursing I including Environmental Science & Epidemiology	25		75	3	100	
4	Educational Technology / Nursing Education	25		75	3	100	
5	Introduction to Forensic Nursing and Indian Laws	25	25		2	50	
Practical							
6	Child Health Nursing I	*25					
7	Mental Health Nursing I	*25					
8	Community Health Nursing I	50		50		100	

***Will be added to the internal marks of Child Health Nursing II and Mental Health Nursing II in both theory and practical respectively in the next semester (Total weightage remains same).**

Semester VI

S. No.	Course	Assessment (Marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory						
1	Child Health Nursing (I & II)	25 Sem V-25 & Sem I-25 (with average of both)		75	3	100
2	Mental Health Nursing (I & II)	25 Sem V-25 & Sem VI-25 (with average of both)		75	3	100
3	Nursing Management & Leadership	25		75	3	100
4	Midwifery/Obstetrics & Gynecology I	*25				
Practical						
5	Child Health Nursing (I & II)	50 (Sem V-25 & Sem VI-25)		50		100
6	Mental Health Nursing (I & II)	50 (Sem V-25 & Sem VI-25)		50		100
7	Midwifery/Obstetrics & Gynecology I	*25				

***Will be added to Internal marks of Midwifery II theory and practical respectively in the next semester (Total weightage remains the same)**

Semester VII

S. No.	Course	Assessment (Marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
Theory						
1	Community Health Nursing II	25		75	3	100
2	Nursing Research & Statistics	25		75	3	100
3	Midwifery/Obstetrics and Gynecology (OBG) Nursing (I & II)	25 Sem VI-25 & Sem VII-25 (with average of both)		75	3	100
Practical						
4	Community Health Nursing II	50		50		100
5	Midwifery/Obstetrics and Gynecology (OBG) Nursing (I & II)	50 (Sem VI-25 & Sem VII-25)		50		100

Semester VIII

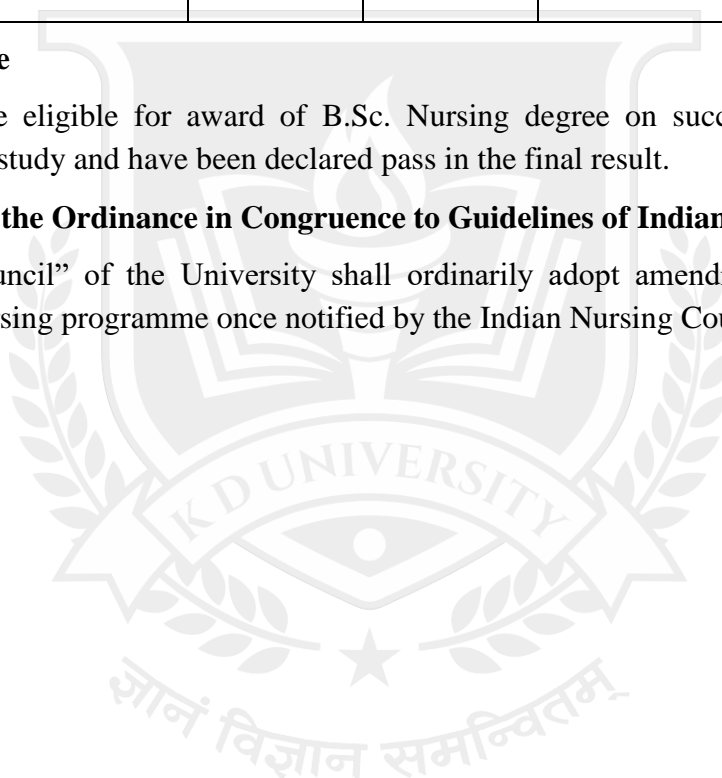
S. No.	Course	Assessment (Marks)				
		Internal	End Semester College Exam	End Semester University Exam	Hours	Total Marks
	Practical					
1	Competency Assessment	100		100		100

8. Award of Degree

The student shall be eligible for award of B.Sc. Nursing degree on successful completion of prescribed course of study and have been declared pass in the final result.

9. Amendments in the Ordinance in Congruence to Guidelines of Indian Nursing Council

The “Academic Council” of the University shall ordinarily adopt amendments relating to the conduct of B.Sc. Nursing programme once notified by the Indian Nursing Council.



Appendix-6

RULES AND REGULATIONS PERTAINING TO THE UNIVERSITY EXAMINATION FOR BACHELOR OF NURSING

1. Examination Regulations:

- a. Applied Anatomy and Applied Physiology: Question paper will consist of Section-A Applied Anatomy of 37 marks and Section-B Applied Physiology of 38 marks.
- b. Applied Sociology and Applied Psychology: Question paper will consist of Section-A Applied Sociology of 37 marks and Section-B Applied Psychology of 38 marks.
- c. Applied Microbiology and Infection Control including Safety: Question paper will consist of Section-A Applied Microbiology of 37 marks and Section-B Infection Control including Safety of 38 marks.
- d. Applied Nutrition and Dietetics and Applied Biochemistry: Question paper will consist of Section-A Applied Nutrition and Dietetics of 50 marks and Section-B Applied Biochemistry of 25 marks.
- e. Pharmacology, Genetics and Pathology: Question paper will consist of Section-A of Pharmacology with 38 marks, Section-B of Pathology with 25 marks and Genetics with 12 marks.
- f. Nursing Research and Statistics: Nursing Research should be of 55 marks and Statistics of 20 marks.
- g. A candidate must have minimum of 80% attendance (irrespective of the kind of absence) in theory and practical in each course/subject for appearing for examination.
- h. A candidate must have 100% attendance in each of the practical areas before award of degree.
- i. Following exams shall be conducted as college exam and minimum pass is 50% (C Grade) and to be sent to the University for inclusion in the marks sheet and shall be considered for calculate aggregate.
 - i. Communicative English
 - ii. Health / Nursing Informatics and Technology
 - iii. Professionalism, Professional Values and Ethics including Bioethics
 - iv. Introduction to Forensic Nursing & Indian Laws
- j. Minimum pass marks shall be 40% (P Grade /4 Point) for English only and elective modules.
- k. Minimum pass marks shall be 50% in each of the Theory and Practical papers separately in English.
- l. The student has to pass in all mandatory modules placed within courses, and the pass mark for each module is 50% (C Grade). The allotted percentage of marks will be included in the internal assessment of College/University Examination.
- m. A candidate has to pass in theory and practical exam separately in each of the papers.
- n. If a candidate fails in either theory or practical, he/she has to reappear for both the papers (Theory & Practical).

- o. If the student has failed in only one subject and has passed in all the other subjects of a particular semester and Grace marks of up to 5 marks to theory marks can be added for one course/subject only, provided that by such an addition the student passes the semester examination.
- p. The candidates shall appear for exams in each semester:
 - i. The candidate shall have cleared all the previous examinations before appearing for the fifth semester examination. However, the candidate shall be permitted to attend consecutive semesters.
 - ii. The candidate shall have cleared all the previous examinations before appearing for the seventh semester examination. However, the candidate shall be permitted to attend the consecutive semesters.
 - iii. The candidate shall have cleared all the previous examinations before appearing for the final year examination.
 - iv. The maximum period to complete the course successfully should not exceed 8 years.
- q. The candidate has to pass separately in internal and external examination (shall be reflected in the marksheet). No institution shall submit average internal marks of the student not more than 75% (i.e. 40 students are admitted in course the average score of the 40 students shall not exceed 75% of total internal marks).
- r. At least 50% of the Non-nursing subjects like Applied Anatomy & Physiology, Applied Biochemistry, Applied Psychology, Applied Microbiology, Pharmacology, Genetics, Nutrition & Dietetics, Communication English and Health/Nursing Informatics & Technology should be taught by the Nursing teachers. Teachers who are involved in teaching non-nursing subjects can be examiners for the program.
- s. Maximum numbers of candidate for practical examination should not exceed 20 per day. Particular year and of same institution batch shall be examined by the same set of examiners.
- t. All practical examinations must be held in the respective clinical areas.
- u. One internal and one external examiner should jointly conduct practical examination for each student
- v. An examiner for theory and practical examination should be an Assistant Professor or above in a college of Nursing with M.Sc. Nursing in concerned subject and minimum 3 years of teaching experience. To be an examiner for Nursing Foundations course, the faculty having M.Sc. Nursing with any specialty shall be considered.

2. Grading of Performance:

Based on the performance, each student shall be awarded a final grade at the end of the semester for each course. Absolute grading system is used by converting the marks to grade, based on predetermined class intervals.

Percentage of Marks Obtained	Letter Grade	Grade Point	Performance
85% & above	O	10	Outstanding
80-84.99%	A+	9	Excellent
75-79.99%	A	8	Very Good
65-74.99%	B+	7	Good
60-64.99%	B	6	Above Average
50-59.99%	C	5	Average
50% and above	P	-	50% and above
<50%	F	0	F (Fail)
0	AB	0	Absent

***Pass for Communicative English and Electives – 40% and above. Grade point 4 (40-49.99%)**

For Nursing Courses and all other courses – Pass is at C Grade (5 grade point) 50% and above.

a. Sample Transcript

Semester I

SPGA is the weighted average of the grade points obtained in all courses by the student during the semester (All courses excluding English and electives)

Computation of SGPA (Semester Grade Point Average)

COURSES		Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
S. No.	Title of the Course					
1	*Communicative English	2	80	A+	9	----
2	Applied Anatomy & Applied Physiology	6(3+3) C1	75	A	8 G1	6×8=48
3	Applied Sociology & Applied Psychology	6(3+3) C2	70	B+	7 G2	6×7=42

*ENGL 101-Marks are not added for calculating SGPA, Pass marks-40%

Computation of SGPA (Semester Grade Point Average)

$$\begin{aligned}
 \text{SGPA} &= \frac{C_1G_1+C_2G_2}{C_1+C_2} \\
 &= \frac{48+42}{6+6} \\
 &= \frac{90}{12} \\
 &= 7.50
 \end{aligned}$$

I SEMESTER SGPA= 7.50

Semester II

COURSES		Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
S. No.	Title of the Course					
1	Applied Biochemistry and Applied Nutrition & Dietetics	5 (2+3) C1	60	B	6 G1	5×6=30
2	Nursing Foundation I & II	T-12 (6+6) C2	75	A	8 G2	12×8=96
		P-11 (4+7) C3	60	B	6 G3	11×6=66
3	Health/Nursing Informatics & Technology	3 C4	78	A	8 G4	3×8=24

Computation of SGPA

$$\begin{aligned}
 \text{SGPA} &= \frac{C_1G_1+C_2G_2+C_3G_3+C_4G_4}{C_1+C_2+C_3+C_4} \\
 &= \frac{30+96+66+24}{5+12+11+3} \\
 &= \frac{216}{31} \\
 &= 6.97
 \end{aligned}$$

II SEMESTER SGPA= 6.97

Semester III

COURSES		Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
S. No.	Title of the Course					
1	Applied Microbiology and Infection Control including Safety	3 C1	75	A	8 G1	3×8=24
2	Adult Health Nursing I with Integrated Pathophysiology including BCLS module	T-7 C2	78	A	8 G2	7×8=56
		P-7 C3	70	B+	7 G3	7×7=49

Computation of SGPA

$$\begin{aligned}
 \text{SGPA} &= \frac{C_1G_1+C_2G_2+C_3G_3}{C_1+C_2+C_3} \\
 &= \frac{24+56+49}{3+7+7} \\
 &= \frac{129}{17} \\
 &= 7.59
 \end{aligned}$$

III SEMESTER SGPA= 7.59

Semester IV

COURSES		Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
S. No.	Title of the Course					
1	Pharmacology (I&II) & Pathology (I&II) (including Genetics)	6(4+2) C1	75	A	8 G1	6×8=48
2	Adult Health Nursing II with Integrated Pathophysiology including Geriatric Nursing & Palliative Care	T-7 C2	78	A	8 G2	7×8=56
		P-7 C3	70	B+	7 G3	7×7=49
3	Professionalism, Professional Values and Ethics, including Bioethics	1 C4	76	A	8 G4	1×8=8
4	Ex. Human Values	1	70	---	---	---

*Elective 1-Marks are not added for calculating SGPA, Pass marks-40%

Computation of SGPA

$$\text{SGPA} = \frac{C_1G_1+C_2G_2+C_3G_3+C_4G_4}{C_1+C_2+C_3+C_4}$$

$$= \frac{48+56+49+8}{6+7+7+1}$$

$$= \frac{161}{21}$$

$$= 7.67$$

IV SEMESTER SGPA= 7.67

Semester V

COURSES		Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
S. No.	Title of the Course					
1	Community Health Nursing I, including Environmental Science & Epidemiology	T-5 C1	75	A	8 G1	5×8=40
		P-2 C2	70	B+	7 G2	2×7=14
2	Educational Technology/ Nursing Education	3 C3	78	A	8 G3	3×8=24
3	Introduction to Forensic Nursing	1	76	A	8 G4	1×8=8
		C4				

Computation of SGPA

$$\text{SGPA} = \frac{C_1G_1+C_2G_2+C_3G_3+C_4G_4}{C_1+C_2+C_3+C_4}$$

$$= \frac{40+14+24+8}{5+2+3+1}$$

$$= \frac{86}{11}$$

$$= 7.82$$

V SEMESTER SGPA= 7.82

Semester VI

COURSES		Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
S. No.	Title of the Course					
1	Child Health Nursing (I&II)	T-5 (3+2) C1	80	A+	9 G1	5×9=45
		P-4 (3+1) C2	76	A	8 G2	4×8=32
2	Mental Health Nursing (I&II)	T-5 (3+2) C3	78	A	8 G3	5×8=40
		P-3 (1+2) C4	70	B+	7 G4	3×7=21
3	Nursing Management & Leadership	4 C5	73	B+	7 G5	4×7=28
4	Ex. Menopausal Health	1	76	----	---	----

*Elective-2 Marks not added for calculating SGPA, Pass marks-40%

Computation of SGPA

$$\text{SGPA} = \frac{C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5}{C_1 + C_2 + C_3 + C_4 + C_5}$$

$$= \frac{45 + 32 + 40 + 21 + 28}{5 + 4 + 5 + 3 + 4}$$

$$= \frac{166}{21}$$

$$= 7.90$$

VI SEMESTER SGPA= 7.90

Semester VII

S. No.	Title of the Course	Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
1	Community Health	T-5	79	A	8	5×8=40
	Nursing II	C1			G1	
		P-2	82	A+	9	2×9=18
		C2			G2	
2	Nursing Research &	4	78	A	8	4×8=32
	Statistics	C3			G3	
3	Midwifery/Obstetrics and Gynecology (OBG) Nursing I &II	T-6 (3+3)	77	A	8	6×8=48
		C4			G4	
		P-9 (4+5)	74	B+	7	9×7=63
		C5			G5	

Computation of SGPA

$$\begin{aligned}
 \text{SGPA} &= \frac{C_1G_1+C_2G_2+C_3G_3+C_4G_4+C_5G_5}{C_1+C_2+C_3+C_4+C_5} \\
 &= \frac{40+18+32+48+63}{5+2+4+6+9} \\
 &= \frac{201}{26} \\
 &= 7.73
 \end{aligned}$$

VII SEMESTER SGPA= 7.73



Semester VIII

COURSES		Credits	Marks obtained (%)	Letter Grade	Grade Point	Credit Point
S. No.	Title of the Course					
1	Competency Assessment					
	• Community Health Nursing					
	• Adult Health Nursing	P-12	73	B+	7	12×7=84
	• Child Health Nursing	C1				
	• Mental Health Nursing					
	• Midwifery/OBG Nursing					
2	Ex. Scientific Writing Skills	1	79	---	---	---

*Elective 3-Marks are not added for calculating SGPA, Pass marks-40%

Computation of SGPA

$$\begin{aligned}
 \text{SGPA} &= \frac{C1G1}{C1} \\
 &= \frac{12 \times 7}{12} \\
 &= \frac{84}{12} \\
 &= 7.00
 \end{aligned}$$

VIII SEMESTER SGPA= 7.00

Computation of CGPA

CGPA-Cumulative Grade Point Average

CGPA is calculated with SGPA of all semesters to two decimal points and is indicated in final grade in mark card/transcript showing grades of all 8 semesters and their courses/subjects.

CGPA reflects the failed status in case of fail till the course/s are passed.

SEMESTER I	SEM 2	SEM 3	SEM 4	SEM 5	SEM 6	SEM 7	SEM 8
Credit-Cr							
Cr: 12	Cr: 31	Cr: 17	Cr: 21	Cr: 11	Cr:21	Cr: 26	Cr:12
SGPA: 7.50	SGPA: 6.97	SGPA:7.59	SGPA:7.67	SGPA:7.82	SGPA:7.90	SGPA:7.73	SGPA:7.00
Cr × SGPA=	31×6.97=	17×7.59=	21×7.67=	11×7.82=	21×7.90=	26×7.73=	12×7.00=84.00
12×7.50=90.00	216.07	129.03	161.07	86.02	165.90	200.98	

$$\begin{aligned} \text{CGPA} &= \frac{12 \times 7.5 + 31 \times 6.97 + 17 \times 7.59 + 21 \times 7.67 + 11 \times 7.82 + 21 \times 7.90 + 26 \times 7.73 + 12 \times 7.00}{151} \\ &= \frac{90.00 + 216.07 + 129.03 + 161.07 + 86.02 + 165.90 + 200.98 + 84.00}{151} \\ &= \frac{1133.07}{151} \\ &= 7.50 \end{aligned}$$

Cumulative Grade Point Average (CGPA) = 7.50

3. Syllabi:

The syllabi of the programme shall contain subject wise content details; semester wise as prescribed by Indian Nursing Council duly approved by Board of Study and academic council of university.

4. Sample Mark Sheet/Mark Card

Semester I

COURSES		Credits	Internal Assessment		End Semester College/University Exam		Final Marks (%)	Letter Grade	Grade Point
S. No.	Title of the Course		Marks obtained	Pass Marks out of	Marks obtained	Pass Marks out of			
1	*Communicative English	2	20	10/25 (40%)	20	10/25 (40%)	80	A+	9
2	Applied Anatomy & Applied Physiology	6 (3+3)	18	12.5/25	57	37.5/75	75	A	8
3	Applied Sociology & Applied Psychology	6 (3+3)	16	12.5/25	54	37.5/75	70	B+	7

*ENGL 101-College Exam, Marks are not added for calculating SGPA, Pass marks-40%

Semester II

COURSES			Credits	Internal Assessment		End Semester College/University Exam		Final Marks (%)	Letter Grade	Grade Point
S. No.	Course Code	Title of the Course		Marks obtained	Pass Marks out of	Marks obtained	Pass Marks out of			
1		Applied Biochemistry and Applied Nutrition & Dietetics	5 (2+3)	16	12.5/25	44	37.5/75	60	B	6
2		Nursing Foundation I & II Incl Health Assessment module	T-12 (6+6)	20	12.5/25	55	37.5/75	75	A	8
			P-11 (4+7)	30	25/50	30	25/50	60	B	6
3		Health/Nursing Informatics & Technology	3	20	12.5/25	19	12.5/25	78	A	8

T-Theory, P-Practicum (Skill lab & Clinical)

*HNIT 145-College Exam

Semester III

COURSES		Credits	Internal Assessment		End Semester College/University Exam		Final Marks (%)	Letter Grade	Grade Point
S. No.	Title of the Course		Marks obtained	Pass Marks out of	Marks obtained	Pass Marks out of			
1	Applied Microbiology and Infection Control including Safety	3	18	12.5/25	57	37.5/75	75	A	8
2	Adult Health Nursing I with Integrated Pathophysiology including BCLS module	T-7	20	12.5/25	58	37.5/75	78	A	8
		P-7	35	25/50	35	25/50	70	B+	7

Semester IV

COURSES		Credits	Internal Assessment		End Semester College/University Exam		Final Marks (%)	Letter Grade	Grade Point
S. No.	Title of the Course		Marks obtained	Pass Marks out of	Marks obtained	Pass Marks out of			
1	Pharmacology (I&II) & Pathology (I&II) (including Genetics)	6 (4+2)	18	12.5/25	57	37.5/75	75	A	8
2	Adult Health Nursing II with Integrated Pathophysiology including Geriatric Nursing & Palliative Care	T-7	20	12.5/25	58	37.5/75	78	A	8
		P-7	35	25/50	35	25/50	70	B+	7
3	Professionalism, Professional Values	1	18	12.5/25	20	12.5/25	76	A	8

T-Theory, P-Practical

*PROF 230-College Exam; *Elective 1-College Exam, Marks are not added for calculating SGPA, Pass marks-40%

Semester V

COURSES		Credits	Internal Assessment		End Semester College/University Exam		Final Marks (%)	Letter Grade	Grade Point
S. No.	Title of the Course		Marks obtained	Pass Marks out of	Marks obtained	Pass Marks out of			
1	Community Health Nursing I including Environmental Science & Epidemiology	T-5	18	12.5/25	57	37.5/75	75	A	8
		P- 2	35	25/50	35	25/50	70	B+	7
2	Educational Technology/Nursing Education	3	20	12.5/25	58	37.5/75	78	A	8
3	Introduction to Forensic Nursing	1	18	12.5/25	20	12.5/25	76	A	8

T-Theory, P-Practical

*N-FORN 320-College Exam

Semester VI

COURSES		Credits	Internal Assessment		End Semester College/University Exam		Final Marks (%)	Letter Grade	Grade Point
S. No.	Title of the Course		Marks obtained	Pass Marks out of	Marks obtained	Pass Marks out of			
1	Child Health Nursing (I&II)	T-5 (3+2)	20	12.5/25	60	37.5/75	80	A+	9
		P-4 (3+1)	38	25/50	38	25/50	76	A	8
2	Mental Health Nursing (I&II)	T-5 (3+2)	20	12.5/25	58	37.5/75	78	A	8
		P-3 (1+2)	35	25/50	35	25/50	70	B+	7
3	Nursing Management & Leadership	4 (T-3, P-1)	19	12.5/25	54	37.5/75	73	B+	7
4	Ex. Menopausal Health	1			76	40/100	76		

T-Theory, P-Practical;

*Elective-2-College Exam, Marks are not added for calculating SGPA, Pass marks-40%

Semester VII

COURSES		Credits	Internal Assessment		End Semester College/University Exam		Final Marks (%)	Letter Grade	Grade Point
S. No.	Title of the Course		Marks obtained	Pass Marks	Marks obtained	Pass Marks			
1	Community Health	T-5	19	12.5/25	60	37.5/75	79	A	8
	Nursing II	P-2	40	25/50	42	25/50	82	A+	9
2	Nursing Research & Statistics	4 (T-2, P-2)	20	12.5/25	58	37.5/75	78	A	8
3	Midwifery/Obstetrics and Gynecology	T-6 (3+3)	19	12.5/25	58	37.5/75	77	A	8
	(OBG) Nursing I&II	P-9 (4+5)	32	25/50	42	25/50	74	B+	7

Semester VIII

COURSES		Credits	Internal Assessment		End Semester College/University Exam		Final Marks (%)	Letter Grade	Grade Point
S. No.	Title of the Course		Marks obtained	Pass Marks out of	Marks obtained	Pass Marks out of			
1	Competency Assessment <ul style="list-style-type: none"> • Community Health Nursing • Adult Health Nursing • Child Health Nursing • Mental Health Nursing • Midwifery/OBG Nursing 	P-12	70	50/100	76	50/100	146/200=73	B+	7
2	Ex. Scientific Writing Skills	1			79	40/100	79		

P-Practical

*Elective 3-College Exam, Marks are not added for calculating SGPA

5. Internal Assessment Guidelines

THEORY

a. CONTINUOUS ASSESSMENT: 10 marks

- i. Attendance – **2 marks** (95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80: 0)
- ii. Written assignments (Two) – **10 marks**
- iii. Seminar/microteaching/individual presentation (Two) – **12 marks**
- iv. Group project/work/report – **6 marks**

Total = 30/3 = 10

If there is mandatory module in that semester, marks obtained by student out of 10 can be added to 30, totaling 40 marks

Total = 40/4 = 10 marks

b. SESSIONAL EXAMINATIONS: 15 marks

Two sessional exams per course

Exam pattern:

MCQ – $4 \times 1 = 4$

Essay – $1 \times 10 = 10$

Short – $2 \times 5 = 10$

Very Short – $3 \times 2 = 6$

30 marks $\times 2 = 60/4 = 15$

PRACTICAL

c. CONTINUOUS ASSESSMENT: 10 marks

- i. Attendance – 2 marks (95-100%: 2 marks, 90-94: 1.5 marks, 85-89: 1 mark, 80-84: 0.5 mark, <80: 0)
- ii. Clinical assignments – 10 marks
(Clinical presentation – 3, drug presentation & report – 2, case study report – 5)
- iii. Continuous evaluation of clinical performance – 10 marks
- iv. End of posting OSCE – 5 marks
- v. Completion of procedures and clinical requirements – 3 marks Total = 30/3 = 10

d. SESSIONAL EXAMINATIONS: 15 marks

Exam pattern:

OSCE – 10 marks (2-3 hours)

DOP – 20 marks (4-5 hours)

{DOP – Directly observed practical in the clinical setting}

Total = 30/2 = 15

Note: For Adult Health Nursing I, Adult Health Nursing II, Community Health Nursing I & Community Health Nursing II, the marks can be calculated as per weightage. Double the weightage as 20 marks for continuous assessment and 30 for sessional exams.

e. COMPETENCY ASSESSMENT: (VIII SEMESTER)

Internal assessment

Clinical performance evaluation – 10 × 5 specialty = 50 marks OSCE = 10 × 5 specialty = 50 marks

Total = 5 specialty × 20 marks = 100

6. University Theory Question Paper Pattern

a. UNIVERSITY THEORY QUESTION PAPER PATTERN (For 75 marks)

Section A – 37 marks and Section B – 38 marks

Applied Anatomy & Applied Physiology: Applied Anatomy – Section A and Applied Physiology – Section B,

Applied Sociology & Applied Psychology: Applied Sociology – Section A and Applied Psychology –

Section B

Applied Microbiology & Infection Control including Safety: Applied Microbiology – Section A and Infection Control including Safety – Section B

Section A (37 marks)

MCQ – 6 × 1 = 6

Essay – 1 × 10 = 10

Short – 3 × 5 = 15

Very Short – 3 × 2 = 6

Section B (38 marks)

MCQ – $7 \times 1 = 7$

Essay – $1 \times 10 = 10$

Short – $3 \times 5 = 15$

Very Short – $3 \times 2 = 6$

Section A – 25 marks and Section B – 50 marks

Applied Biochemistry & Nutrition & Dietetics: Applied Biochemistry – Section A and Applied Nutrition & Dietetics – Section B

Section A (25 marks)

MCQ – $4 \times 1 = 4$

Short – $3 \times 5 = 15$

Very Short – $3 \times 2 = 6$

Section B (50 marks)

MCQ – $8 \times 1 = 8$

Essay/situation type – $1 \times 10 = 10$

Short – $4 \times 5 = 20$

Very Short – $6 \times 2 = 12$

Section A – 38 marks, Section B – 25 marks and Section C – 12 marks

Pharmacology, Pathology and Genetics: Pharmacology – Section A, Pathology – Section B and Genetics – Section C

Section A (38 marks)

MCQ – $7 \times 1 = 7$

Essay – $1 \times 10 = 10$

Short – $3 \times 5 = 15$

Very Short – $3 \times 2 = 6$

Section B (25 marks)

MCQ – $4 \times 1 = 4$

Short – $3 \times 5 = 15$

Very Short – $3 \times 2 = 6$

Section C (12 marks)

MCQ – $3 \times 1 = 3$

Short – $1 \times 5 = 5$

Very Short – $2 \times 2 = 4$

Section A – 55 marks and Section B – 20 marks

Research and Statistics: Research – Section A and Statistics – Section B

Section A (55 marks)

MCQ – $9 \times 1 = 9$

Essay/situation type – $2 \times 15 = 30$

Short – $2 \times 5 = 10$

Very Short – $3 \times 2 = 6$

Section B (20 marks)

MCQ – $4 \times 1 = 4$

Short – $2 \times 5 = 10$

Very Short – $3 \times 2 = 6$

Marks 75 (For all other university exams with 75 marks)

MCQ – $12 \times 1 = 12$

Essay/situation type – $2 \times 15 = 30$

Short – $5 \times 5 = 25$

Very Short – $4 \times 2 = 8$

College Exam (End of Semester) – 50 marks ($50/2 = 25$ marks)

MCQ – $8 \times 1 = 8$

Essay/situation type – $1 \times 10 = 10$

Short – $4 \times 5 = 20$

Very Short – $6 \times 2 = 12$

UNIVERSITY PRACTICAL EXAMINATION – 50 marks

OSCE – 15 marks

DOP – 35 marks

COMPETENCY ASSESSMENT – University Exam (VIII SEMESTER)

Integrated OSCE including all 5 specialties (Stations based on every specialty)
= 5 specialty $5 \times 20 = 100$ marks

Total of 5 Examiners: external – 2 and internal – 3 (One from each specialty)

Internal examiners may be chosen from college faculty with required qualification or from hospital with required qualification.

PASSING CRITERIA

The candidate has to obtain 50% marks to pass. Candidate has to pass separately both in theory and practical.

