

ASSOCIATION OF STUDY INSTITUTES

REGULATION NO 18 2008

[EFFECTIVE FROM 1ST JANUARY-2008]



**MAKHANLAL CHATURVEDI
NATIONAL UNIVERSITY OF JOURNALISM AND
COMMUNICATION**

(माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय)

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1. PRELIMINARY

Association of Study Institutes Regulation, 2008

Regulation Number 18

(Refer Section 5 (xiv),(xxxi) and (xxxiii) of the Act)

(Received the assent of the Management Sub Committee on 10/12/2007)

SHORT TITLE AND COMMENCEMENT

- 1.1** These Regulations may be called “Makhanlal Chaturvedi Rashtriya Patrakarita Avam Sanchar Vishwavidyalaya Association of Study Institute Regulation, 2008”
- 1.2** These Regulations shall come into force from 1st January 2008.
- 1.3** These Regulations will also apply to the Institutions who are already associated with the University.

DEFINITION

- (a) ACADEMIC COUNCIL:**
Academic Council means the Academic Council constituted under the Act.
- (b) ACT:**
Act means the Madhya Pradesh Makhanlal Chaturvedi Rashtriya Patrakarita Avam Sanchar Vishwavidyalaya Adhiniyam, 1990, amended vide Amendment Act No 8, 2006
- (c) DIRECTOR (IT):**
Director (IT) means an officer appointed to the post of Director (IT)
- (d) RECTOR:**
Rector means the Rector of the University
- (e) STUDY INSTITUTE:**
Study institute means an institute affiliated/associated to the University under sub section (viii) or (xiv) of Section 5 of the Act
- (f) UNIVERSITY:**
University means Makhanlal Chaturvedi Rashtriya Patrakarita Avam Sanchar Vishwavidyalaya, Bhopal
- (g) VICE CHANCELLOR:**
Vice Chancellor means the Vice-Chancellor of the University

2. PROCEDURE FOR ASSOCIATION OF STUDY INSTITUTES

Sub-section (viii) of Section-5 of the Madhya Pradesh Makhanlal Chaturvedi Rashtriya Patrakarita Avam Sanchar Vishwavidyalaya Adhiniyam, 1990, (as amended by Amendment Act No.8 of 2006) empowers the University to establish such special centres, specialized study centres or other units for research and instruction as are in the opinion of the University, necessary for the furtherance of its objects. Besides, the new sub-section(xiv) of Section-5 (as amended by the Amendment Act No 8 of 2006) also empowers the University to admit to its privileges colleges and institutions not maintained by the University. The University grants association to the institutes under the above mentioned provisions.

- 2.1** Application for association can be submitted by Societies/Trusts/Companies, registered under the relevant laws, for getting their Study Institutes associated with this University. The Institutes will be inspected by experts deputed for the purpose by the University, to assess their infrastructure and commitment before a decision is taken about their suitability for being associated with the University.
- 2.2** **APPLICATION PROCEDURE:** Institute must apply in the prescribed form which can be obtained from the University against payment of Rs. 1,000/- through Demand Draft. This form can be used only for one group i.e. either for courses of Media group or Computer Applications/IT group. If the Institute desires to apply for courses of both groups, it has to submit its application in two separate forms for each group. Application Forms for association will be issued on 'first come first serve basis' and only up to three forms will be issued for registering one Institute at a place. Where more applications than the permissible number of institutes are received for association of Institutes, the University will choose the best amongst the applicants.
- 2.3** Preference will be given to those institutions which are already running some educational or training programmes. Institutes offering Degree or Diploma courses of any other University/ Institute will not be permitted to run the same courses of this University.
- 2.4** The application form will have to be submitted in TWO identical copies, accompanied by building maps (certified by Municipal Engineer or Architect), depicting actual dimensions and proposed uses as per the required norms for various rooms. The application form should also be accompanied by photographs of proposed Class rooms, Computer lab, Library, Director and Faculty rooms and Common facilities.
- 2.5** The application form must be supported by authentic information and attested copies of required documents and requisite fees. The University may ask for verification of these documents with the original ones at any time.

- 2.6 Submission of application form and fees for association will not entitle the applicant for association of the institute.
- 2.7 On receipt of filled-up application form the University will scrutinize application forms on the basis of minimum requirement for the courses and the documents attached by the institute.
- 2.8 Application forms not meeting the minimum requirements or lacking supporting documents, fees may be rejected outright. In such a case the registration fees for the institute is refunded.
- 2.9 Application forms which are complete and fulfill the prescribed norms are then processed for inspection. The University appoints inspector/team of inspectors for inspection before taking a decision. The recommendations made by the inspection team are then scrutinized by the Committee at the University level. On the basis of the recommendations of the Committee the University grants permission for association or rejects the application of a particular institute.
- 2.10 The University appoints Inspector from amongst the persons of eminence and integrity from the academic or professional circles or belonging to the administrative field. Institutes are not expected to contact these Inspectors unless specifically asked to do so.
- 2.11 **The University pays T.A., D.A. and local transport charges and inspection fees to its inspectors and the Institutes are not expected to pay any amount or meet any expenses in case of inspectors.**
- 2.12 The decision taken by the University in either case is communicated to the Institutes. In case an Institute is rejected and it desires to apply for re-inspection it should apply for the same along with DD of Rs.10,000/- as re-inspection charges. The University may conduct the re-inspection in the same session or the next session. The University may also turn down the application for re-inspection for reasons to be recorded in writing. The DD will be sent back to the Institutes in such a case.
- 2.13 Once the University associates an Institute to conduct the University course/courses the Institute carries out admission as per University norms. The Institutes themselves are required to arrange for admissions, as per the guidelines laid down by the University. The institute is responsible for teaching of the courses as prescribed by the University in respect of both theory and practical. The Institute, thus, prepares the students for the examination which is conducted by the University at suitable places.
- 2.14 **DURATION OF ASSOCIATION:** In the beginning, the association is for a period of one year. On satisfactory performance and favourable recommendations of the inspecting person and the conduct of the Institute as regards the facilities available, infrastructure,

academic environment, number of students admitted, number of students appearing in the examinations, examination results etc. the qualifying institute may have its association continued on payment of yearly Renewal Fees. The institute is permitted to admit students every year unless otherwise prohibited. If there is no specific action against the Institute, it will be deemed to be enjoying continued association subject to the payment of University dues and Renewal Fees. Any Study Institute which has not paid its Renewal Fees will be deemed to have lost its association.

2.15 The University conducts regular inspection of the institutes either by giving intimation to them or by surprise. The University may also conduct special inspection of a particular institute on the basis of a complaint received against such institute or on its own motion. Besides bearing the normal inspection charges, the institute may have to share the cost of inspection under special circumstances.

2.16 AUTHORITY COMPETENT TO GRANT ASSOCIATION:

(i) The Vice Chancellor will be empowered to sanction association of a Study Institute for Media Courses on the recommendation of an empowered committee, appointed by the Vice Chancellor for this purpose from time to time.

(ii) The Director (IT) may sanction association of a Computer or IT Institute on the recommendation of an empowered committee, appointed by the Vice Chancellor. Besides the Director (IT), the committee will also include at least one Member of the Computer Science Department, not below the rank of a Lecturer.

(iii) An appeal will lie to the Academic Council of the University against the order of the Vice Chancellor sanctioning or rejecting association of an Institute.

(iv) An appeal against an order of the Director (IT) will lie to the Vice Chancellor.

2.17 List of places where no new institute can be opened due to population norms will be posted on the University's Web site www.mcu.ac.in from time to time.

3. COURSES OFFERED THROUGH ASSOCIATE INSTITUTES

3.1 MEDIA COURSES OFFERED AT INSTITUTES:

(i) MASTER OF JOURNALISM (MJ):

This is a two year programme offered to any graduate. This course is helpful to those graduates who aim at developing working skills for News papers, Radio, T.V. and Web Journalism. The course familiarizes students with the working of media both Print and Electronic.

(ii) MASTER OF ARTS IN BROADCAST JOURNALISM [MA(BJ)]:

This is a two year programme offered to any graduate. This course provides an insight into the broadcast media and its relevance to rural and urban development and develops skills to enable to perform entry level jobs in various broadcast media institutions Radio, Doordarshan, News and Advertising units, Satellite and Cable television networks etc.

(iii) MASTER OF ARTS IN ADVERTISING AND PUBLIC RELATIONS [MA(APR)]:

This is a two year programme offered to any graduate. The course offers students a deeper insight into the philosophy, theory and techniques of Public Relations and Advertising.

(iv) MASTER OF ARTS IN MASS COMMUNICATION [MA(MC)]:

This is a two year programme offered to any graduate. This course provides training in different areas of Mass Communication and improves the ability in oral and written communication. It is aimed to prepare professionals who possess the ability to produce, present and disseminate information in accordance with the higher standard of excellence of media organisations/NGOs.

(v) MASTER OF ARTS IN AUDIO-VISUAL COMMUNICATION [MA(AVC)] :

This is a two year programme offered to a graduate in any discipline. The course has a special focus on Audio Visual Communication.

(vi) MASTER OF ARTS IN MARKETING and MANAGEMENT COMMUNICATION [MA(MMC)]:

This is a two year programme offered to a graduate in any discipline giving specialized and in-depth training in the area of Marketing and Management Communication.

(vii) BACHELOR OF JOURNALISM (ONEYEAR) (BJ):

This is a one year programme offered to a graduate in any discipline

- (viii) **BACHELOR OF LIBRARY and INFORMATION SCIENCE (BLIS):**
This is a one year programme offered to a graduate in any discipline
- (ix) **BACHELOR OF JOURNALISM (THREE YEARS) (BJ):**
This is a three year programme offered to 10+2 passed students.
- (x) **BACHELOR OF ARTS IN MASS COMMUNICATION [BA(MC)]:**
This is a three year programme offered to 10+2 passed students.
- (xi) **BACHELOR OF SCIENCE IN ELECTRONIC MEDIA [BSc (EM)]:**
This is a three year programme offered to 10+2 passed students.
- (xii) **POST GRADUATE DIPLOMA IN MEDIA (PGDM) :**
This is a one year programme offered to a graduate in any discipline. The course gives professional information of Print, Audio Visual and Web Media and equips the students for working in these areas.

3.2 **COMPUTER AND IT COURSES OFFERED AT INSTITUTES:**

Presently the University is conducting the following courses in the field of Computer Applications:

- (i) **MASTER OF SCIENCE (INFORMATION TECHNOLOGY) [M Sc(IT)] :**
This University has started M.Sc (IT) course in 2001-02. It is an advance course in Information Technology. Students passing BIT, BCA, BE/B Tech (Computers), B.Sc (Computers), B.Sc(IT) or any graduate with PGDCA from a statutory University are eligible to take admission in this course, which is of two years duration.
- (ii) (A) **MASTER OF SCIENCE (COMPUTER SCIENCE) [M Sc(CS)] :**
This is a two year programme in Computer Science. Eligibility for admission is Graduate in any discipline.
- (B) **MASTER OF SCIENCE (COMPUTER SCIENCE) [M Sc(CS)]
LATERAL ENTRY**

This course will continue till 2008-09 academic session for such institutes only who are already running this course.
- (iii) **BACHELOR OF COMPUTER APPLICATIONS (BCA) :**
This is a three year Degree course in Computer Applications for students who have passed 10+2 with at least 55% marks.
- (iv) **BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY) [BSc (IT)] :**
The University has started BSc (IT) course from 2001-02. Students who have

passed 10+2 with Maths at the +2 stage are eligible for admission in this three year Degree Course.

(v) POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS [PGDCA]:

This is a one year (part-time) Diploma Programme in Computer Applications and is available to any graduate.

(vi) DIPLOMA IN COMPUTER APPLICATIONS (DCA):

This is a one year (part-time) Diploma Programme in Computer Applications for students who have passed 10+2 exam.

4. ADVERTISEMENT NORMS

- 4.1 The guidelines for issuing advertisements in print, electronic media or other means of publicity are as follows:
- (a) In any advertisement misleading words like 'UGC recommended/ approved Institute', or the institute being authorized as the 'only institute' or the institute being given the status of 'Regional Centre or Examination Centre ' or 'Processing Centre of the University' or 'Best Results/Toppers' etc. should **NEVER** be used.
 - (b) The study institute must give its own name and not the name of the University as the main title and should specify that it is an associate study institute of the University, along with the particular association number allotted to it. In **NO CASE** the institute should use the logo of this University in its advertisements/publications. The institute should use the logo which is specially designed by the University for the Study Institutes. Complete address of the study institute should be mentioned in the advertisement.
 - (c) Advertisement for the courses conducted by the University should not include any other courses or the name of any other University or organization in it. No false promises or exaggerated assurances should be given in the advertisement in the name of the University.
 - (d) Advertisement of the study institute should be issued in the name of the Chief Functionary/Director/Principal on behalf of the study institute.
 - (e) False propaganda about other study institutes should never be made.
 - (f) Advertisement of one study institute should generally not be clubbed with advertisement of other study institutes. If done so, prior permission of the University should be obtained and approval of the draft should be duly obtained from the University.
- 4.2 The study institute must follow these norms whether the advertisement is meant for print media or electronic media or other means of publicity including brochures etc.
- 4.3 The payment receipts of the study institutes should never contain the name of this University.

- 4.4** Any infringement of these advertisement norms will attract adverse action of this University, which may extend up to the cancellation of the association of the study institute.
- 4.5** **No applicant institute should issue any advertisement for courses of this University in anticipation of getting association. If at any point of time it is found / proved that the applicant institute has advertised courses of this University prior to obtaining formal permission, the application shall be rejected / association shall be withdrawn without prior notice.**

5. STUDENTS ADMISSION AND ENROLLMENT

- 5.1 NOTIFICATION:** The University shall place notification regarding the association of the institutes, courses offered through the institutes from time to time on its Website www.mcu.ac.in and whenever possible may also publish such information in the newspapers. Similarly, notifications with regard to commencement of the academic session and examinations will also be posted on the same Website from time to time.
- 5.2 ADVERTISEMENT:** The institutes are expected to issue their own advertisement at their level. The University would not share any amount for their advertisements. However, for better reach and effective communication the institutes may pool in a group region wise and issue a common advertisement. The University may play a role of facilitator for this common advertisement. However, the institutes are expected to strictly abide by the instructions given in the Chapter 4 of these regulations.
- 5.3 PROSPECTUS:** The institutes are expected to print their own prospectus giving the details of the courses they have been permitted to conduct, the number of seats available and facilities available, fees structure and curriculum. It is also expected that the institute which runs different courses in collaboration with different Universities should publish separate prospectus for separate Universities so that it gives a clear-cut idea of courses of a particular University. In no place in the prospectus the institute should give any promise on behalf of the University with regard to examination, placement, scholarship and incentives to attract the students.
- 5.4 ELIGIBILITY:** It is the responsibility of the institute to check the eligibility of the students before granting them admission for the course. Students who have not cleared the supplementary or backlog examinations should not be granted admission. If at any point of time it is found that the student does not possess the eligibility for that course the admission will be cancelled forthwith, the consequences of which shall lie entirely with the institute.
- 5.5 ADMISSION PROCEDURE:** The institute may adopt any admission procedure which gives an opportunity to the institute to select the best students available for the course. It can either conduct an entrance test or group discussion/interview or it can give admission on percentage basis. The University does not play any active role in admission process of the institutes.
- 5.6 ENROLLMENT:** For courses which are conducted on full time basis, the students are not expected to join any other course of any other University. The University provides enrollment number for such students. The students are expected to submit their original

Migration Certificate and Transfer Certificate in the University. The original Transfer Certificate submitted by the students should be retained by the institute and it should certify that the student has submitted the Transfer Certificate with the form for the purpose of enrollment with the University and the original Transfer Certificate is retained by the institute. In the case of part time courses, students may pursue a regular degree and diploma programme of any other University. **No foreign student should be admitted without obtaining prior permission of the University in writing.**

5.7 REGISTRATION NUMBER: For the students of the courses which are conducted on part-time basis, the University provides registration numbers. There shall be a clear-cut notification for part-time courses and institutes are expected to go through this before admitting such students for such courses.

5.8 MIGRATION CERTIFICATE: Students, who wish to opt out of the University courses or after completing the courses wish to migrate to any other University, will be given Migration Certificate after receiving application in the prescribed form alongwith the fees and documents. Institutes are expected to forward these forms after scrutinizing them carefully. If all formalities are complete the University will send the migration certificate to the student within a fortnight.

5.9 TRANSFER CERTIFICATE: Institutes are expected to issue transfer certificates for their own students so that their students can seek admission in other Institutes/Colleges.

5.10 RESERVATION RULES: The institutes are expected to follow the reservation rules of the respective State Governments. However, the institutes are expected to send a copy of the reservation rules to the University on the basis of which they have given admission to the students of reserved category.

5.11 It is expected that the institutes give special attention to marginalized sections of the society, particularly women, the schedule tribe and schedule caste, physically challenged by giving admission for the courses and by giving all necessary concession to them.

5.12 ACADEMIC CYCLES: The University offers opportunity of admitting the students in two academic cycles, Summer (July/August) and Winter (January/February) in Computer and IT courses. The institute may admit students strictly in accordance with the strength it is permitted by the University, in both the cycles. However, Media courses admission would only be allowed in one cycle that is Summer (July/August).

MAXIMUM NUMBER OF YEARS PERMITTED TO COMPLETE THE COURSE: Details of maximum number of years permitted to a student to complete a particular course is as follows:

Level	Course duration	Maximum permitted years to complete the course. (From the date of Enrollment/Registration)
Masters Degree	2 years	4 years
Bachelors Degree	3 years	6 years
Bachelors Degree	1 year	3 years
PG Diploma/Diploma	1 year	3 years

Maximum number of attempts is not fixed but it is mandatory that the student completes the course in the maximum given time. The maximum number of years includes the year of admission.

6. THE SYLLABUS, CURRICULUM AND QUALITY CONTROL

- 6.1 SYLLABUS:** The University would send a detailed syllabus of each course to the institutes and the institutes are expected to strictly follow the syllabus. The University may also send separate copies to each enrolled/registered student for which the institute is required to send the details of total number of students at an early date. This syllabus is to be supplied to the students free of cost and institutes are not expected to charge anything from the students on this account.
- 6.2 CURRICULUM:** The detailed curriculum of each course would also be sent to the institute and the institutes are required to follow the curriculum in totality. Institutes are required to follow the instructions regarding total number of teaching and practical hours based on instruction with regard to internal assignments and teaching methodology.
- 6.3 TEXT BOOKS/REFERENCE BOOKS:** The University gives a list of text books/reference books and suggested readings for each course. Institutes are also encouraged to suggest any other addition to this list. However, any addition is incorporated after due scrutiny by the teaching department concerned.
- 6.4 ACADEMIC ASSISTANCE:** The University happily provides academic guidance for the institutes and the University Teaching Departments are available to help the institutes. The institutes are also advised to seek clarification and assistance wherever they have any doubt in any course/ programme. The University always strives for professionalism for which updating is done in the courses at regular intervals. These updating/modifications in the syllabus are being done in consultation with the Expert Committee comprising of subject experts and professionals of that field. The University notifies the changes/ modifications in the syllabus and the institutes are expected to go through them very cautiously to avoid any confusion. For any query and updating, the University Teaching Department or the website should be consulted.
- 6.5 QUALITY CONTROL:** The Study Institute will have to follow the instructions issued from time to time regarding minimum number of hours for teaching and practical for a course, minimum attendance in a class, faculty attendance etc. regarding the quality of education.
- 6.6 ACADEMIC AUDIT:** The University may also carry out academic audit to examine the academic process. The audit shall include maintenance of attendance register, schedule of classes, list of faculty members and their bio-data, internal exam records, assignments, students feedback, library, monthly progress report, Instructional resources utilization. On the basis of such criteria, University may work out a grading system so that associate study institute could be classified on the basis of their contribution in academic excellence.

7. EXAMINATIONS

- 7.1** The University shall conduct examinations for all the courses twice every year i.e. during June/July in Summer and December/January in Winter. The exact places of Examination Centers and dates of Examination are decided and declared by the University separately. Among others the total number of students appearing in a specific region is also one of the factors in determining the location of an Examination centre.
- 7.2** Student may opt for an Examination Centre from amidst the Examination Centres announced by the University. Once the Examination Centre is allotted, it will not be changed whatsoever reasons might be and the students will have to appear at the Examination Centre, allotted to them, at their own cost.
- 7.3** The University determines venue of the examination at the specified examination centre. Generally, the venue of the examination is not the Study Institute where the courses are being run. Normally the University conducts examination either at a Kendriya Vidyalaya or Government College or a School. In extremely exceptional cases, the University may conduct the exams at a private Institute. In case of difficulty in identifying the Examination Venue the University seeks assistance of Study Institute.
- 7.4** The University will prescribe the Enrollment and Examination forms separately. These forms can also be down-loaded from the University Website. These forms will have to be filled in by the students, and the Study Institutes shall forward these Enrollment and Exam forms to the University alongwith the prescribed Enrollment and Examination fees separately. Admission cards, indicating the Examination centre allotted, will be sent to the students, through the Study Institutes, after scrutiny of their examination/enrollment forms. It should be noted that there is no provision for issuing 'emergency roll numbers' and the Exam Centre Superintendents are not authorized to issue admit card or permit any candidate without an admission card duly issued by the University.
- 7.5** The entire examination work is done by the University in strict confidence and the institute is not permitted to have any say in it. Any infringement in this regard, is taken serious note of at the University level. In case of need the University reserves the right to cancel an Examination Centre or set up a new one, as it deems fit.
- 7.6** If the University needs the Institute will have to make place and man power, available to the University, for the purposes of holding the examination. Payment will be made at the rates prescribed for the purpose.

7.7 If the University does not have an Examination Centre at a place, and a Study Institute wants such a centre there, the University may agree to set up an Examination Centre there provided:

- The building of a Central School or State Government College or School is available for being used as an Examination Centre of this University.
- The Study Institute remits a DD of Rs. 21,000/- to the Registrar/Controller of Exams for this purpose.
- There are atleast 150 examinees who are prepared to take-up exam at that centre.
- The Study Institute sends a written undertaking of the head of the said College/School about its availability.

7.8 Detailed procedure related to examination and other matters relevant to examination are contained in the Examination Manual. Institutes are expected to go through it carefully and follow it in letter and spirit both.

8. INTER-TRANSFERABILITY OF STUDENTS BETWEEN STUDY INSTITUTES

- 8.1** Students seek admission in the associated Study Institutes of this University, according to their own choice. It is justified that there should be no restriction on his choice of a Study Institute because the student pays for his education and should have the right to select the Institute where he wants to have his education. It sometimes happens that after having joined a Study Institute, the student finds that he needs a change. Apart from various other factors, the quality of education imparted at any Study Institute also weighs with the student. There can be compelling circumstances which may necessitate a change, not only of the Study Institute but also of the place. Transfer of parents or illness of the student concerned would fall within the ambit of this category. Sometimes the student, who is studying in some other University, may feel attracted to join a Study Institute of our University basing his decision on the quality of our syllabus and also the quality of teaching of the Study Institute of our University.
- 8.2** Normally, in the academic sphere, students choose their University, College or School. If a School/College/University does not suit a student, he shifts to other ones of his choice. Every student rightly feels concerned about the quality of education that he is receiving because it is he who will have to face all the music in the competitive world which awaits him in the post-education period. It would be improper to compel him to study only in the Study Institute which he happened to select in the beginning. The students would normally prefer to move on to such Study Institute, which according to their assessment gives them education of a better quality.
- 8.3** While thinking about this problem, it was also considered that there might be some problems relating to the dues of the University, internal assessment, assigning of projects etc. It was considered that these problems are there even if a single student changes his Study Institute. The student pays through the Study Institute in which he studies. If he studies for one semester in one Study Institute he pays for that semester through that Study Institute. When he moves on to some other Study Institute, he starts paying through that Study Institute.
- 8.4** The policy regarding the inter-transferability of students between the Study Institutes associated with the University is as follows:
- (i)** A student will not move from one Study Institute to another without first obtaining NOC from both the Study Institute which he wants to leave and the Study Institute which he wants to join.

- (ii) The Study Institute should permit every student who wants to leave on valid grounds, viz. search of education of a higher quality, personal reasons including health factors, transfer of parents etc.
- (iii) The Study Institute should issue a transfer certificate.
- (iv) In case of there being a dispute between the Study Institute and the student asking for transfer, the matter should be referred to the University for decision whose decision shall be binding to the Institute and the student both.
- (v) Where the Study Institute is willing to relieve a student to move to other Study Institute of his choice, the NOC of the University would not be needed. The University will intervene only when the Study Institute does not relieve the student to join another Study Institute.
- (vi) **Where association of an institute is cancelled by the University, the students will be free to take admission in any other institute of their choice and for this the NOC of the cancelled institute will not be required.**
- (vii) When a student leaves a Study Institute, he should be charged tuition fees only upto the date of his leaving the Study Institute. He will have to pay tuition fees in the other Study Institute from the day he joins that. It would not be allowed for any Study Institute to charge tuition fees for the entire academic session either to relieve the student for joining another Study Institute or for letting the student join the Study Institute after the session has commenced.
- (viii) No Study Institute should charge any amount in the name of transfer fees. If it is found that transfer fees is being charged, the University shall take strict action against such institute.
- (ix) Movement of students from one study institute to another should be in the beginning of the semesters. Transfers in mid semester will not be permitted.
- (x) The student will move from one Study Institute to another along with his Registration/ Enrollment Number.
- (xi) The students who have taken transfer from one Study Institute to another Study Institute, after following the prescribed procedure and obtaining NOC, would be required to attach a copy of their Transfer Order/Certificate along with their Exam forms.
- (xii) In case of a student who is studying in a study institute/college of another

University, permission for joining a study institute must be sought from this University. No study institute should accept such transfers without obtaining clearance from this University. Such cases shall be placed before the Syllabus Equivalence Committee of the University for decision.

- (xiii)** No Study Institute, whether new or existing, shall be permitted to grant admission to students in higher semesters (In which regular batches are not running) without the permission of the University.
- (xiv)** The University generally does not allow local transfer.

9. CHANGE OF SOCIETY, INSTITUTE NAME, DIRECTOR OR LOCATION

9.1 For change of the Society/Trust/Company, Institute name, Director and/or Location of any Study Institute the following procedure should be observed:

- (a)** The Institute should apply to the University prior to any change.
- (b)** No change shall be effected without the prior approval of the University.
- (c)** While applying for change in the Institute name and Director, the following documents should be invariably attached along with the application:
 - (i)** A Resolution of the Executive Body/Governing Body, as the case may be of the Society/Trust/Company.
 - (ii)** DD of Rs. 2000/- in the name of the University, payable at Bhopal.
- (d)** In case the location of the Institute is to be shifted to a new place, the University shall re-evaluate the feasibility of the proposed new location and might conduct a fresh inspection for which reprocessing fees of Rs. 10,000/- or actual inspection costs will have to be borne by the Institute. The Institute will be required to submit a resolution of the Executive Body/Governing Body, as the case may be of the Society / Trust / Company and lease deed and map of the new premises
- (e)** In case of change in the Society/Trust/Company, the following documents should be attached along with the application:
 - (i)** A Resolution of the Executive Body/Governing Body, as the case may be of the old Society/Trust/Company.
 - (ii)** A Resolution of the Executive Body/Governing Body, as the case may be of the new Society/Trust/Company in the matter of transfer of all responsibilities and liabilities.
 - (iii)** DD of Rs. 2000/- in the name of the University, payable at Bhopal only.
 - (iv)** Society Registration Certificate and Byelaws/Trust deed/Company Registration Certificate of the new Society/Trust/Company.
- (f)** The old Society/Trust/Company will be required to clear all dues outstanding

against the institute and the new Society/Trust/Company will be required to deposit the total amount of the security deposit before the application can be considered.

- (g) Any change in the e-mail, fax number and telephone numbers must be intimated to the University immediately.
- (h) **Change of location does not mean change of place from one town/city to another town/city. For this, the Institute will have to make a fresh registration application.**

10. NORMS OF ASSOCIATION FOR MEDIA COURSES

10.1 NUMBER OF INSTITUTES AT A PLACE AND POPULATION:

Media Institute shall be permitted only at such cities, which have at least two medium level daily newspapers, FM Radio and Cable facilities and a population of minimum 3 lakhs. The basis of the population shall be the latest census figures.

The number of Media Institutes to be permitted at a particular place, fulfilling the above mentioned criteria, will be fixed by the Vice Chancellor, on the advice of the committee to be constituted for this purpose.

10.2 INSPECTION AND REINSPECTION

Applicant Institute will be inspected prior to the association by an inspection team. The Institute applying for Masters programme will be inspected by a team comprising of at least two members, one of whom may be a faculty member of the University Teaching Department.

The date of inspection shall be intimated to the Institute in advance. The Institute is expected to be ready for inspection on that date and extend full co-operation to the inspecting person/committee. However, any interference in the process of inspection and decision-making shall be taken adversely.

Re-inspection: Institute shall have to pay re-inspection fees of Rs. 10,000/- if it wishes to apply for re-inspection after being rejected in its first inspection.

10.3 INFRASTRUCTURE REQUIREMENT

SEATS PERMITTED:

Permission shall be granted for 25 seats in the Masters courses and 30 seats in the Bachelors and 30 seats in the Post Graduate Diploma courses.

MINIMUM SPACE REQUIREMENT:

The premises may be owned or hired. Adequate provisions should be made for classrooms, library, faculty rooms, laboratories, etc. The requirement of area for the different level of courses is as under:

S.No.	Courses	Minimum Carpet Area
1	Bachelors and /or Diploma Programme	2500 sq. ft. Carpet Area
2	Masters Programme Only	3000 Sq. Ft. Carpet Area
3	Masters and Bachelor Programmes	3500 Sq. Ft. Carpet Area
4	MABJ Programme	4000 Sq. Ft. Carpet Area which includes 700 Sq. Ft. Studio

Apart from the above sufficient open space for parking and recreation is desired.

Minimum carpet area is required with following specifications

- Class rooms of approximate 400 sq. ft. each = 1600 sq.ft.
 (For Graduate 1Yr - 2 class rooms, Graduate 3Yr- 3 class rooms, Each Masters Programme - 2 each , Diploma Courses 1 each) (Preferably Min. 4 class rooms)
- Library and Reading room of minimum 450sq. ft. = 450 sq. ft.
- Faculty Rooms of minimum 200 sq. ft. = 200 sq. ft.
- Computer Lab of minimum 450 sq. ft. = 450 sq. ft.
- Director's room of minimum 100 sq. ft. = 100 sq.ft.
- Front office of minimum 150 sq.ft. = 150 sq.ft.
- Girls Common Room 100 sq. ft. = 100 sq. ft.
- Circulation and others areas including Toilets, Corridor, Staircases and Common Area etc = 200 sq. ft.

LABORATORY/EQUIPMENTS REQUIRED:

A laboratory should be set up for conducting practicals and hands-on learning with the following equipments:

(i) Computers and related equipments:

- The institute should have minimum fifteen number of Pentium IV (P-IV) computers with Multimedia facilities (Sound Cards, Speakers, DVD Writers, Audio/Video Cards etc.) and required software.
- Printers: At least Two (1 Laser/ 1 Ink Jet)

(ii) Audio Equipments:

- Portable tape Recorder -1
- Radio/Transistor -1
- Audio Player -1
- Digital Audio Recorder/Player

(iii) Audio Visual Equipments:

- Colour TV set One
- DVD Player One
- Video Digital Camera One
- Still Digital Camera One

(iv) Equipments requirement for Studio (MA(BJ)/M.Sc.(EM) / B.Sc.(EM)

- Audio Studio (well equipped with digital audio recording and editing system)
- Video Studio with facility for News Reading
- 3CCD Digital Camera for Broadcast Quality Production 02 Nos.
- Digital Still Camera Min. 7 Mega Pixel 2 Nos.
- Digital Voice Recorder 2 Nos.
- T.V. Lighting instruments Min. 6 Nos.
- DVD Player 2 Nos.
- Digital VCR DV Format 1 No.
- Tripods

FACULTY:

There should be minimum one full time faculty appointed by the Institute of the prescribed qualifications for each of the course separately. The faculty should have a Masters Degree with minimum 55% marks in the relevant discipline or should be an experienced professional having Masters degree in any other discipline and professional experience of working with at least state level media for minimum 5 years in the relevant field.

LIBRARY:

There should be separate space for Library and Reading room. The library should subscribe minimum prescribed number of Journals/Magazines related to the discipline and should have text books/ reference books on the subject.

S. No.	Programme of Study	Minimum Text/ Reference Books Required		
		1 st Year	2 nd Year	3 rd Year
1	Masters Programme	300	500	----
2	Bachelor Programme	100	200	300
3	PG Diploma Programme	250	---	---

The Institute should also subscribe at least five daily news papers and five quarterly/ fortnightly /monthly magazines out of which two should be essentially news magazines.

10.4 FEES FOR MEDIA COURSES

(A) INSTITUTE REGISTRATION FEES: The Institute Registration fees is Rs. 25,000/- per course. This should be paid alongwith the filled- up application form.

(B) PROCESSING FEES (NON-REFUNDABLE)

(i) Rs. 10,000/- per course for Diploma and Bachelor Degree courses

(ii) Rs. 20,000/- per course for Master Degree courses.

This should be paid along with the filled- up application form.

Note : Processing fee includes the inspection fee.

(C) FEES PAYABLE BY INSTITUTE TO THE UNIVERSITY:

After registration is granted the following fees is to be paid (per student) by the prescribed last dates.

All fees except the exam fees and tuition fees share is to be paid one time. The Student Registration fee is inclusive of University Development Fund. The tuition fees share should be remitted separately to the Accounts Section.

S.No.	Course	Registration Fees (one time) Rs. To be charged from students	Tuition Fees share (per semester) Rs. Not to be charged from students	Exam Fees (per semester) Rs. To be charged from students
1	Masters Degree	1000/-	800/-	750/-
2	Bachelors Degree	750/-	600/-	750/-
3	PG Diploma	750/-	800/-	750/-

(D) TUITION FEES (INCLUSIVE OF TUITION FEES SHARE): The Institute is permitted to charge from the students, the tuition fees as follows (per annum per student):

S.No.	Course	Minimum (Rs)	Maximum (Rs)
1	Masters Programme	-----	16,000/-
2	Bachelors Programme	-----	12,000/-
3	PG Diploma Programme	-----	16,000/-

(E) ANNUAL RENEWAL FEES FOR INSTITUTIONS: A renewal fees of Rs. 10,000/- is payable by the institute every year.

(F) RE-INSPECTION FEES: The re-inspection fees is Rs. 10, 000/- which is applicable in case of such Institute which may apply for re-inspection after its application is rejected on the basis of first inspection.

(G) SECURITY DEPOSIT FOR MEDIA COURSES:

- The Security Deposit for the Masters programme is Rs. 2 lakh for the first course and Rs. 50,000/- for every additional course as follows:
 - ◆ Rs. 1,00,000/- along with the application form.
 - ◆ Remaining amount before the commencement of the 1st semester.
 - ◆ The Security Deposit for the Bachelors and Post Graduate Diploma programmes together is Rs.50,000/- for the first course and Rs.20,000/- for every additional course. The total amount is to be paid along with the application form.

11. NORMS OF ASSOCIATION FOR COMPUTER AND IT COURSES

11.1 MAXIMUM NUMBER OF INSTITUTES AT A PLACE

The University shall permit association to the Institute situated at not less than a Town/City having population of 25000 or more.

The University shall permit two institutes upto the population of 1 lakh. For subsequent 40000 population one additional institute shall be permitted thereafter. The basis of population shall be the latest census figures.

11.2 INSPECTION AND RE-INSPECTION

The applicant institute will be inspected prior to the association and based on the inspection report a decision will be taken. The Inspection report will be scrutinized by a committee to be appointed by the Vice Chancellor. Based on the recommendations of the committee the case will be decided by the Director (IT) or any other officer authorized by the Vice-Chancellor.

The date of inspection shall be intimated to the Institute in advance. The Institute is expected to be ready for inspection on that date and extend full co-operation to the inspecting person/committee. However, any interference in the process of inspection and decision-making shall be taken adversely.

Re-inspection: Institute shall have to pay re-inspection fees of Rs. 10,000/- if it wishes to apply for re-inspection after being rejected in its first inspection.

11.3 INFRASTRUCTURE REQUIREMENT

FOR DCA, PGDCA

SEATS PERMITTED:

In the first allotment maximum 50 seats will be allotted in each course. Thereafter more seats can be allotted as per the norms provided in point No. 11.5 "Increase in the number of seats".

MINIMUM SPACE REQUIREMENT:

Minimum 1500 sq. ft. carpet area is required with following specifications:

2 class rooms of minimum 350 sq. ft. each = 700 sq. ft.

- | | | | |
|--------------------------|--|---|-------------|
| <input type="checkbox"/> | Computer Lab of minimum 300 sq. ft. | = | 300 sq. ft. |
| <input type="checkbox"/> | Library room of minimum 100 sq. ft. | = | 100 sq.ft. |
| <input type="checkbox"/> | Director and Faculty Rooms 150 sq.ft. | = | 150sq.ft. |
| <input type="checkbox"/> | Reception/office of minimum 100 sq. ft. | = | 100 sq. ft. |
| <input type="checkbox"/> | Circulation and other areas including Toilets, Corridor, Staircases and Common Area etc of minimum 150 sq. ft. | = | 150 sq.ft. |

COMPUTERS AND PERIPHERALS:

Minimum 14 Computers (including 1 server) of the following configurations are required:

- PIII/PIV or equivalent systems.
- At least 50% computers should have
 - ◆ PIV or equivalent with Minimum 1.6 GHz, 256 MB RAM
 - ◆ Internet connectivity
 - ◆ In LAN
- Minimum 2 printers
- Optional: 1 UPS of 1KVA and 1 Hour Battery Backup, 1 OHP/LCD Projector

SOFTWARE:

The Institute must have all the necessary software required for the courses permitted.

FACULTY:

One full time faculty for each course with the following qualifications is required:

- BE/ME/MTech/MCA/BCA/MSc/BSc/MCM/MSc(Computers/IT) for PGDCA
- BE/ME/M Tech/MCA/BCA/MSc/BSc/MCM/MSc (Computers/ IT), PGDCA for DCA

LIBRARY:

The library should have minimum

- 100 subject related books
- Regular subscription of 3 computer related magazines is also required

FOR BCA, BSC(IT), PGDCA, DCA

SEATS PERMITTED:

In the first allotment maximum 50 seats will be allotted in each course. Thereafter more seats can be allotted as per the norms provided in point No. 11.5 "Increase in the number of seats".

MINIMUM SPACE REQUIREMENT:

Minimum 3000 sq. ft. carpet area is required with following specifications

<input type="checkbox"/>	4 class rooms of minimum 400 sq. ft. each (Preferably 5 class rooms)	=	1600 sq.ft.
<input type="checkbox"/>	Library room of minimum 200 sq. ft.	=	200 sq. ft.
<input type="checkbox"/>	Faculty Rooms of minimum 200 sq. ft.	=	200 sq. ft.
<input type="checkbox"/>	Computer Lab of minimum 450 sq. ft.	=	450 sq. ft.
<input type="checkbox"/>	Director's room of minimum 100 sq. ft.	=	100 sq. ft.
<input type="checkbox"/>	Front office of minimum 150 sq.ft.	=	150 sq. ft.
<input type="checkbox"/>	Girls Common Room 100 sq. ft.	=	100 sq. ft.
<input type="checkbox"/>	Circulation and others areas including Toilets, Corridor, Staircases and Common Area etc	=	200 sq. ft.

COMPUTERS AND PERIPHERALS:

Computers of the following configuration are required:

- PIII/PIV or equivalent systems.
- At least 50% computers should have
 - ◆ PIV or equivalent with Minimum 1.6 GHz, 256 MB RAM
 - ◆ Internet connectivity
 - ◆ In LAN
- Minimum 2 printers
- Optional: 1 UPS of 1KVA and 1 Hour Battery Backup, 1 OHP/LCD Projector
- ◆ Minimum 14 Computers (including 1 server) are required in the first year.
- ◆ Minimum 18 Computers are required in the second year.
- ◆ Minimum 22 Computers are required in the third year.

SOFTWARE:

Institute must have all the necessary software required for the courses permitted.

FACULTY:

- There should be minimum two full time faculty in the first year, three full time faculty in the second year and four full time faculty in the third year.
- The prescribed qualifications are MTech/ ME/ MCA/ MCM/ MSc(CS/IT)/ MS/ BE in Computer Science or Information Technology or equivalent degree with atleast 55% marks or equivalent grade of it in the seven point scale with later grades 'O', 'A', 'B', 'C', 'D', 'E', 'F' at masters degree level for the relevant subject.
- For Non Computer papers part time faculty may be appointed separately.

LIBRARY:

The library should have minimum

- 200 books (First Year);
- 100 additional new books/titles (Second Year);
- 100 additional new books/titles (Third Year).
- Regular subscription of 3 computer related magazines is also required

MSc (ANYONE), BSc (IT), BCA, PGDCA AND DCA

SEATS PERMITTED:

In the first allotment maximum 50 seats will be allotted in BCA, BSc(IT), PGDCA, DCA course(s) each and maximum 30 seats in MSc(CS) and MSc(IT) course(s) each. Thereafter more seats can be allotted as per the norms provided in point No. 11.5 "Increase in the number of seats".

MINIMUM SPACE REQUIREMENT:

- Minimum 5000 sq. ft. carpet area is required with following specifications:
- Minimum 5 class rooms of atleast 400 sq. ft. each = 2000 sq. ft.
(Preferably 6 rooms)
- Minimum 2 Tutorial rooms of atleast 300 sq. ft. each = 600 sq. ft.
- Library room of minimum 300 sq. ft. = 300 sq. ft.
- Library Reading room of minimum 200 sq. ft. = 200 Sq. ft.
- Faculty Rooms of minimum 200 sq. ft. = 200 sq. ft.
- Computer Lab of minimum 700 sq. ft. = 700 sq. ft.
- Server room 100 sq. ft. = 100 sq. ft.
- Director's room of minimum 100 sq. ft. = 100 sq. ft.
- Reception/office of minimum 150 sq. ft. = 150 sq. ft.
- Girls Common Room 100 sq. ft. = 100 sq. ft.
- Boys Common Room 100 sq,ft = 100 sq. ft.
- Circulation and others areas includes Toilets, = 450 sq. ft.
Corridor, Staircases and Common Area etc atleast 450 sq. ft.

COMPUTERS AND PERIPHERALS:

Computers of the following configuration are required:

- PIII/PIV or equivalent systems.
- Atleast 50% computers should have

- ◆ PIV or equivalent with Minimum 1.6 GHz, 256 MB RAM
- ◆ Internet connectivity
- ◆ In LAN
- Minimum 2 printers
- Optional: 1 UPS of 1KVA and 1 Hr. Battery Backup, 1 OHP/LCD Projector
- ◆ Minimum 25 Computers (including 1 server) are required in the first year.
- ◆ Minimum 30 Computers are required in the second year.
- ◆ Minimum 35 Computers are required in the third year.
(If bachelor courses are also offered by the institute)

SOFTWARE:

Institute must have all the necessary software required for the courses permitted.

FACULTY:

- The institute should have minimum six full time faculty members for running MSc(IT) or MSc(CS) courses along with Bachelor course(s) and diploma course(s). However, if it is not running bachelor level course(s) it should have three full time faculty and two part time faculty members.
- The prescribed qualifications for the faculty for MSc course(s) are as follows: MCA/MIT / MTech / ME / BE (Computer Science) or (IT)/ MSc(CS/IT) with minimum 55% marks or as laid down by AICTE for MCA.
- The prescribed qualifications for Bachelor courses are MTech/ME/MCA/MCM/ MSc(CS/IT) / MS / BE in Computer Science or Information Technology or equivalent degree with at least 55% marks or equivalent grade of it in the seven point scale with later grades 'O','A','B','C','D','E','F' at masters degree level for the relevant subject. For Non Computer papers part time faculty may be appointed separately.

LIBRARY:

The library should have minimum

- 300 books (First Year);
- 100 additional new books/titles (Second Year);
- 100 additional new books/titles (Third Year).
- Regular subscription of at least 5 computer related magazines is also required

MSC (BOTH), BCA, BSC(IT), PGDCA AND DCA

SEATS PERMITTED:

In the first allotment maximum 50 seats will be allotted in BCA, BSc(IT), PGDCA, DCA course(s) each and maximum 30 seats in MSc(CS) and MSc(IT) course(s) each. Thereafter more seats can be allotted as per as per the norms provided in point No. 11.5 "Increase in the number of seats".

MINIMUM SPACE REQUIREMENT:

Minimum 5500 sq. ft. carpet area is required with following specifications

<input type="checkbox"/>	6 class rooms of minimum 400 sq. ft. each	=	2400 sq. ft.
<input type="checkbox"/>	2 Tutorial rooms of minimum 300 sq. ft. each	=	600 sq. ft.
<input type="checkbox"/>	Library room of minimum 300 sq. ft.	=	300 sq. ft.
<input type="checkbox"/>	Library Reading room 200 sq.ft.	=	200 Sq. ft.
<input type="checkbox"/>	Faculty Rooms of minimum 200 sq. ft.	=	200 sq. ft.
<input type="checkbox"/>	Computer Lab of minimum 800 sq. ft.	=	800 sq. ft.
<input type="checkbox"/>	Server room 100 sq.ft.	=	100 sq.ft.
<input type="checkbox"/>	Director's room of minimum 100 sq. ft.	=	100sq.ft.
<input type="checkbox"/>	Reception/office of minimum 150 sq. ft.	=	150 sq. ft.
<input type="checkbox"/>	Girls common Room 100 sq.ft.	=	100 sq. ft.
<input type="checkbox"/>	Boys common room 100 sq.ft.	=	100 sq. ft.
<input type="checkbox"/>	Circulation and others areas including Toilets, Corridor, Staircases and Common Area etc atleast 450 sq.ft.	=	450 sq. ft

COMPUTERS AND PERIPHERALS:

Computers of the following configuration are required:

- PIII/PIV or equivalent systems.
- At least 50% computers should have
 - ◆ PIV or equivalent with Minimum 1.6 GHz, 256 MB RAM
 - ◆ Internet connectivity
 - ◆ In LAN
- Minimum 2 printers
- Optional: 1 UPS of 1KVA and 1 Hour Battery Backup, 1 OHP/LCD Projector
- ◆ Minimum 25 Computers (including 1 server) are required in the first year.
- ◆ Minimum 30 Computers are required in the second year.
- ◆ Minimum 35 Computers are required in the third year
(If bachelor courses are also offered by the institute)

SOFTWARE:

Institute must have all the necessary software required for the courses permitted.

FACULTY:

The institute should have minimum seven full time faculty members for running MSc(IT) or MSc(CS) courses along with Bachelor course(s) and Diploma course(s). However, if it is not running bachelor level course(s) it should have three full time faculty and two part time faculty members.

The prescribed qualifications for the faculty for MSc course(s) are as follows: M.Sc.(CS)/M.Sc.(IT)/ MCA/MIT/MTech/ME/ BE (Computer Science) or (IT) with minimum 55% marks or as laid down by AICTE for MCA.

The prescribed qualifications for Bachelor courses are M.Tech./ME/MCA/MCM/ MSc(CS/IT)/ MS/ BE in Computer Science or Information Technology or equivalent degree with atleast 55% marks or equivalent grade of it in the seven point scale with later grades 'O', 'A', 'B', 'C', 'D', 'E', 'F' at masters degree level for the relevant subject.

For Non Computer papers part time faculty may be appointed separately.

LIBRARY:

The library should have minimum

- 300 books (First Year);
- 100 additional new books/titles (Second Year);
- 100 additional new books/titles (Third Year).
- Regular subscription of at least 5 computer related magazines is also required

11.4 FEES FOR COMPUTER AND IT COURSES

(A) INSTITUTE REGISTRATION FEES:

- (i) For MSc(IT)/MSc(CS) Course** : Rs. 30,000 for the 1st MSc Course and Rs. 10,000/- for IInd MSc Course.

Note :

- (a) *Institutes already having permission to conduct one MSc Course would be required to pay Rs. 10,000/- additional for the other MSc Course.*
- (b) *Institute already having permission to conduct the BCA Course would be required to pay Rs. 10,000/- additional for one MSc Course.*

(ii) For BCA / BSc(IT) Courses (inclusive of PGDCA and DCA Courses):

Rs. 22,500/- for the 1st Bachelor Degree Course and Rs. 7500/- for the 2nd Bachelor Degree Course.

However Institutes already having permission to conduct one Bachelor Degree Course would be required to pay Rs. 7500/- additional for the other Bachelor Degree Course.

(iii) For Diploma Courses:

(a)	PGDCA and DCA	-	Rs. 6,000
(b)	DCA	-	Rs. 5,000

(B) PROCESSING FEES (NON-REFUNDABLE).

- (i) Rs. 10,000/- for Diploma and Bachelor Degree courses
(ii) Rs. 20,000/- for Master Degree courses.

Note : Processing fee includes the inspection fee.

(C) FEES PAYABLE BY INSTITUTE TO THE UNIVERSITY

After registration is granted the following fees is to be paid (per student) by the prescribed last dates (The Student Registration fees is inclusive of University Development Fund). The tuition fees share should be remitted separately to the Accounts Section.

S.No.	Course	Registration Fees (one time) Rs. To be charged from students	Tuition Fees share (per semester) Rs. Not to be charged from students	Exam Fees (per semester) Rs. To be charged from students
1	Masters Degree	1250/-	800/-	750/-
2	Bachelors Degree	1250/-	400/-	750/-
3	PG Diploma	1000/-	400/-	750/-
4	Diploma	1000/-	300/-	750/-

**(D) TUITION FEES (INCLUSIVE OF TUITION FEES SHARE) :
(PER ANNUM PER STUDENT):**

The Institute is permitted to charge from the students, the fees as follows:

S.No.	Course	Minimum (Rs)	Maximum (Rs)
1	MSc(IT)/ MSc(CS)	20,000/-	30,000/-
2	BCA/ BSc(IT)	8,000/-	18,000/-
3	PGDCA	8,000/-	14,000/-
4	DCA	6,000/-	10,000/-

(E) ANNUAL RENEWAL FEES FOR INSTITUTES:

- i. All IT Courses - Rs. 20,000/
- ii. Masters Degree Courses (one or more) - Rs 10,000/-
- iii. Bachelors Degree Courses (one or more) - Rs. 7,500/.
- iv. Diploma Courses (one or more) - Rs. 5,000/-

(F) SECURITY DEPOSIT

The Institute is required to deposit the following amount as Security Deposit (S.D.) with the University.

(i) M.Sc(IT) and/or M.Sc(CS): Rs. 2,00,000/- to be remitted as under:

- Rs. 50,000/- along with the application form.
- Rs. 50,000/- before the commencement of the 1st semester.
- Rs. 50,000/- before the commencement of the 2nd semester.
- Rs. 50,000/- before the commencement of the 3rd semester.

(ii) BCA and/or BSc(IT) : Rs. 1,00,000/-

The S.D. in respect of BCA and/or BSc(IT) Courses is payable in 3 installments. The 1st installment of Rs. 50,000/- is required to be paid along with the application form.

Rs. 25,000/- is required to be paid before the commencement of the 1st semester and the remaining amount of Rs. 25,000/- before the commencement of the 2nd semester.

(iii) PGDCA and/or DCA :

Rs. 25,000/- along with the application form.

11.5 INCREASE IN THE NUMBER OF SEATS

- (i)** The institute will have to apply to the University for increase in the number of seats and the increase will come into effect only after the grant of permission by the University.
- (ii)** The application for increase in seats will be accepted only for Computer/ IT courses as **there is no provision for increase in seats in Media courses.**
- (iii)** The institute is required to submit requisite fees and documents/proof of increased infrastructure at the time of application. Submission of mere application and fees does not entitle the study institutes for increase in seats.
- (iv)** The study institute will be required to deposit reprocessing fees Rs. 10,000/- per course for Master programmes, Rs. 7,500/- per course for Bachelor programmes and Rs. 5,000/- per course for Diploma programmes at the time of application. In addition, the study institute will be required to deposit Rs. 500/- per computer, for the number of computers increased.
- (v)** In all cases the base (original grant) would be deemed to be 30 seats for M.Sc. and 50 seats for bachelor and diploma courses for the purpose of calculation.
- (vi)** Increase in seats will be granted in the slab (progression) of 15 seats for M.Sc. courses and 25 seats for bachelor degree and diploma courses in any independent course or group of courses.
- (vii)** Grant of seats exceeding 45 seats for M.Sc. Courses and 75 seats for bachelor degree and diploma courses will be subject to inspection of the institute to confirm the availability of infrastructure required.
- (viii)** Study institutes will be required to clear the outstanding dues, if any, before issue of the formal permission order.
- (ix)** In case of increase in seats by more than 50% of seats originally permitted for a particular course, the University may ask for additional Security Deposit from the institute concerned.
- (x)** Institutes placed in ' No Admission ' category will not be eligible for increase in seats.

- (xi) Seats in one course will not be interchanged/adjusted in another course.
- (xii) The details of additional infrastructure required for increase in seats over and above the original grant is given in the following table. If Institute is associated for more than one course, the requirement of the higher courses will be treated as minimum existing requirement.

PGDCA/DCA

	First 25(of the original)	For each Next 25
Computer (Min. P IV)	5	5
Faculty		1 (as per PGDCA qualification)
Space	-	500 Sq.ft.
Books	-	50

BCA/B.Sc. (IT)

	First 25(of the original)	For each Next 25
Computer (Min. P IV)	5	5
Faculty	-	3
Space	-	1000 Sq.ft.
Books	-	100

M.Sc (CS)/M.Sc.(IT)

	First 15 (of the original)	For Next 15
Computer (Min. P IV)	5	5
Faculty	-	2
Space	-	1000 Sq.ft.
Books	-	100

- (xiii)** Minimum 75% of the increased space should be utilized for classrooms and lab purpose only.
- (xiv)** If the institute wishes to increase seats in more than one group of course (as specified above), it will have to fulfill the requirement separately indicated as above.
- (xv)** The maximum number of seats which can be permitted to a study institute irrespective of the increase in infrastructure shall be as follows:
- M.Sc.(CS), M.Sc.(IT) Courses : 60 seats per course
 - BCA, B.Sc.(IT), PGDCA and DCA Courses : 300 seats per course

12. COMMON NORMS

NORMS REGARDING MINIMUM REQUIREMENT AND ADMISSION

- 12.1** The applicant Institute must be owned and run by a Society/Trust/Company lawfully registered. Institutes will be rejected outright on the basis of application itself, in the absence of proof of being run by a Society/Trust/Company.
- 12.2** The University disallows use of the words “National”, "College", “Mahavidyalaya”, "International", "All India", "Indian" in the name of an institute. However such institutions who have been recognized by any other University or AICTE or NCTE as a college will be allowed to use the word "College" in their name. Such institutions will be required to submit a copy of their recognition certificate/ order.
- 12.3** **The Chief functionary/Director/Principal of the Institute can be only such person who has at least a 2nd Class Master's Degree in any discipline from a recognized University.**
- 12.4** If the University decides not to register an institute which otherwise fulfills the norms the entire fees submitted for registration shall be refunded.
- 12.5** If the University rejects an application on grounds of non-fulfillment of norms after inspection the registration fees shall be refunded after deducting the processing fees. If the University cancels the association of an institute after granting permission of association on grounds of complaints or non compliance of the norms or if the institute decides not to continue with the courses after seeking association from the University, no fees shall be refunded to the institute neither it will be adjusted in the ensuing year in any other account.
- 12.6** If the institute fails to produce documentary evidence of fulfillment of the norms laid down by the University and on this basis the application is rejected without conducting an inspection the registration fees shall be refunded after deducting processing fees.
- 12.7** Institute who may have Media and Computer courses both should have separate carpet area and other infrastructure for both the branches as prescribed.
- 12.8** Institutes who have been associated with the University before the population norms (or revised norms) came into force will not be granted new courses or additional seats if they do not meet the existing population norms.

- 12.9** The institute should maintain stock registers for computers, peripherals, equipments, books and furniture and present the same before the inspector for verification. The copy of verified register must be sent to the University once in a year.
- 12.10** The institute should not admit students more than the permitted number of seats for any course. Number of vacant seats in one course will not be transferred to any other course.
- 12.11** If the institute fails to admit less than 25% of the sanctioned seats for a particular course, it will be put in the No Admission Category from the next academic session for that course.
- 12.12** The premises may be owned or hired. Classrooms, library, reading room, faculty rooms, laboratories, etc should be appropriately furnished.
- 12.13** The library should subscribe minimum prescribed number of Journals/Magazines related to the discipline and text books/ reference books of the subject. The library should also maintain the accession register and the book issue-return register and this must be presented at the time of inspection.
- 12.14** The institute should send the detailed configuration of each computer with the application form. Computers and other equipments having configuration less than the minimum configuration or not in working condition will not be counted while assessing the requirement of computers.
- 12.15** The institute should appoint minimum number of full time faculty of the prescribed qualifications. Institute should inform immediately if there is any change in the faculty.
- 12.16** Institute should properly maintain separate attendance registers for faculty, staff and students. These must be available at the time of inspection.
- 12.17** Seats sanctioned for one particular course will not be transferable to any other course.
- 12.18** University will provide important notifications, guidelines and instructional materials through University's website / e-mail so the study institute must have an active internet connection and e-mail address.
- 12.19** The University reserves the right to modify these norms from time to time under intimation to the Institutes.
- 12.20** Institutes are expected to strictly follow these norms and comply with the instructions issued by the University with regard to these norms from time to time.

- 12.21** Institutes are bound to share all relevant information with regard to the University courses with the students admitted for such courses.
- 12.22** The Vice Chancellor may relax the norms in individual cases for reasons to be recorded in writing.
- 12.23** An appeal will lie to the Vice Chancellor in case of rejection of an application in IT course or against any other action which may be taken against an Institute by any authority subordinate to the Vice Chancellor.
- 12.24** The prescribed infrastructure is exclusive for the University courses and in no case the same should be used for or shared with other courses, if any, offered by the institute.
- 12.25** The existing study institutes will be required to upgrade the infrastructure according to the norms prescribed in these regulations within six months from the date of coming into force of these regulations and send compliance report. The Vice Chancellor may relax this time limit in exceptional cases.
- 12.26** **FRANCHISING/SUB-LETTING PROHIBITED:** The University does not permit its Associate Study Institutes to do franchising or sub-letting of its courses to other Institutes. At any point of time if it is proved that the Institute is conducting the University courses through franchising or subletting, the Association shall summarily be rejected / withdrawn.
- 12.27** No study institute should issue any certificate/mark sheet using the name and/or logo of the University or on behalf of the University.
- 12.28** **NORMS REGARDING FEES:**
- (a) The Study Institute must abide by the fees structure of the University and also inform the University about the fees structure adopted by it within the framework of the fees structure prescribed by the University. This fees structure of the University lays down the floor and ceiling of tuition fees to be charged by any study institute
 - (b) The institutes should inform the University about the fees structure it is adopting for the course.
 - (c) The Institutes cannot lower down or charge higher fees without prior approval of the University.
 - (d) Students registration fees, tuition fees share and examination fees remains the same even if the Institute is charging lower fees.

- (e) The Institute should clearly spell out the various heads under which it is charging fees from the students and should invariably issue a printed receipt in its own name after realizing such fee from a student

12.29 NORMS REGARDING SECURITY DEPOSIT

- (a) The security deposit is payable for each course separately.
- (b) The security deposit should be paid in the form of a Bank Draft payable at Bhopal.
- (c) No Cheques, Cash, Bank Guarantee, Fixed Deposits are acceptable.
- (d) This deposit shall be refunded to the Institute without interest and after adjusting the dues if the Institute desires to withdraw from the course.
- (e) The University reserves the right to forfeit the security deposit in case of serious complaints against the Institute/ cancellation due to violation of norms by the institute.
- (f) The University reserves the right to adjust the dues from the security deposit in case the Institute fails to clear the University dues.
- (g) In case of increase in seats of a particular course, the University may ask for additional Security Deposit from the Institute concerned.

13. MISCELLANEOUS PROVISIONS

- 13.1** All communications should be addressed to the Director (IT)/Registrar of the University with regard to the association scheme
- 13.2** All associated institutes should compulsorily display a copy of the association letter and renewal letter/certificate at a prominent place/on notice board for information to all. Relevant information for students must also be displayed on the notice board
- 13.3** Once an institute is linked with the University as an Associate Study Institute, it will be the responsibility of the institute to always maintain high moral and ethical standards, expected of a good academic institution associated with the University. Institutes should take care that none of their actions bring a bad name to the University. They should strive to maintain the infrastructure, faculty, library, supporting staff and other facilities at least upto the minimum level prescribed by the University. If the University finds that they are not in a position to maintain these norms, their association may be cancelled or the institute may be put in No Admission Category by the V.C. or an officer authorized by him in this regard at any point of time. In such a case, the Institute will be fully responsible for the consequences.
- 13.4** If the Institute or its members are found to have indulged in anti-national, anti-social, racial or similar objectionable activities, the University will have a right to cancel the association of the Institute or the institute may be put in No Admission Category by the V.C. or an officer authorized by him in this regard at any point of time.
- 13.5** All the members of society shall be jointly and severally responsible for any omission or commission on the part of the Study Institute.
- 13.6** In case of cancellation of the association, the University may permit the valid students to transfer their registration to another suitable Study Institute, where vacancies exist to accommodate them. NOC of the cancelled study institute will not be required in such a case.
- 13.7** The University shall be free to modify the norms or decide not to continue the scheme of association for the ensuing academic years. Similarly course/curriculum, computer and software configuration may be required to be modified from time to time so as to keep contents of the course abreast of the modern techniques and demand.
- 13.8** The institute must maintain proper records of expenditure made. These records may be inspected by the University. The records pertaining to the accounts and dues of the

University should be got audited by a Chartered Accountant, along with the general audit of the Society/Trust/Company.

- 13.9** Academic records of students must always be maintained on a day to-day basis. This record may include attendance, classes completed, practicals completed, class tests, assignments, viva, field visits, Project work etc. The institute may be required to send these records to the University or produce them as and when required by the Inspection Team or the Inspecting Person.
- 13.10** All the students getting admitted to a particular course must be informed about the rules and norms of the University and the responsibilities of the Institute and the University in the specific Scheme of Association. Each student must be fully aware of his rights with regard to the minimum theory and practical work to be completed and the payable fees structure, time limits for payment etc.
- 13.11** No study institute, whether new or existing, shall be permitted to grant admission to students in higher semesters (In which regular batches are not running) without the permission of the University.
- 13.12** The institute is expected to follow all the rules of the University religiously. Decision of the Vice Chancellor of the University, in any dispute or prayer or complaint, shall be final and binding.
- 13.13** The University puts all important information, circulars, schedules, time-tables and examination results on its website. For any important and relevant information the institutes are required to log on to the University's website - www.mcu.ac.in
- 13.14** The Director (IT) has been notified as Public Information Officer for Study Institutes and the Assistant Registrar (IT) is the Assistant Public Information Officer under the Right to Information Act. The appellate authority is the Vice Chancellor of the University.
- 13.15** **ARBITRATION:** Every dispute, difference of question which may at any time arise between the parties hereto or any person claiming under them, touching or arising out or in respect of this arrangement or the subject matter thereof (except in matters the decision whereof has been specifically provided above) shall be referred to the arbitration of an arbitrator appointed by the Vice Chancellor of the University, whose decision shall be final and binding on both the parties. In case of the transfer or demise of the arbitrator, his successor in office shall continue the process from the point where his predecessor left it.
- 13.16** **JURISDICTION:** The Jurisdiction, in case of any cause of action, shall be limited to the Bhopal District Court only.



**MAKHANLAL CHATURVEDI
NATIONAL UNIVERSITY OF JOURNALISM AND
COMMUNICATION**

माखनलाल चतुर्वेदी राष्ट्रीय पत्रकारिता एवं संचार विश्वविद्यालय

**APPLICATION FORM FOR ASSOCIATION OF
STUDY INSTITUTE**

FORM NO.:_____

NOTE: (Please read the following carefully before filling up the form)

1. Use only original Application Form.
2. Please Fill the form in CAPITAL LETTERS ONLY.
3. To be submitted in two identical copies along with certified copies of the documents, enclosures and prescribed fees.
4. Separate forms are to be used for Institutes having different premises/locations.
5. Separate forms should be used for applying for Media Courses and Computer/IT Courses
6. The issuance/ submission of this form does not mean any commitment on the part of this University to grant permission for association to the applicant Institute.

To,

The Vice Chancellor,
Makhanlal Chaturvedi Rashtriya Patrakarita Avam Sanchar Vishwavidyalaya
Bhopal.

Dear Sir,

We wish to conduct the University Courses for which we are submitting this application form.

We certify that we have very well understood our responsibilities and the implications of the MCRPSV Association of Study Institutes Regulation, 2008. We undertake to follow all the instructions issued by the University from time to time. We assure to follow all the rules and regulations, terms, conditions & norms of these regulations. We further assure you to try our level best to provide quality education so as to fulfill the objectives of the University.

Course (s) Applied for

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

Chief Functionary /Director/ Principal of the Institute	Chairman / Secretary of the Society/ Trust/Company
Name:_____	Name:_____
Designation:_____	Designation:_____
Signature and Seal with date	Signature and Seal with date



-FOR OFFICE USE-

FORM RECEIVED ON ____/____/____.
BY POST/COURIER/PERSON

Office Seal

Signature & Name

**MAKHANLAL CHATURVEDI
RASHTRIYA PATRAKARITA AVAM SANCHAR VISHWAVIDYALAYA**

APPLICATION FORM FOR ASSOCIATION OF STUDY INSTITUTE

1. THE PLACE :

a.	Name of the City /Town	
b.	Block/District/Divisional H.Q	
c.	State in which situated	
d.	Population of the city/town (As per 2001 census)	

2. THE INSTITUTE :

a.	Name	
b.	Full Postal Address	
	Pin Code:	
c.	Phone no with STD code	
d.	Fax no	
e.	Website address(if any)	
f.	E-mail address	
g.	Year of establishment	
h.	Chief functionary / Director/ Principal of the Study-Institute	
i.	Qualification Details of the Chief functionary/ Director/ Principal of the Study-Institute	
j.	Residential address	
	Pin Code:	
k.	Telephone No (Off.)	
	(Res) with STD code	
	(Mobile)	

3. THE SOCIETY/TRUST/COMPANY GOVERNING THE INSTITUTE

a.	Name	
b.	Registered Address	
c.	Year of establishment	
d.	Registration Number	
e.	Registering Authority	
f.	Phone No. with STD code	
g.	Fax No.	
h.	E_mail Address	
i.	President /Chairman Details Name: Residence Address: Phone No.	
j.	Secretary Details Name: Residence Address: Phone No.	

4. OTHER COURSE(S) OFFERED BY THE INSTITUTE :

S.No.	Course	Affiliation/Association with the University/ Board and Year	Number of students at present in the course

5. THE FEES PAYMENT DETAILS :

Drawer Bank	
Draft No. & Date	
Amount	

6. FACULTY DETAILS:

S.No.	Name	Designation	Qualification	Experience	Date of Joining

Note : Copies of final year mark list and appointment letters of the faculty must be attached.

7. CARPET AREA OF THE INSTITUTE :

- (a) Status of Building Ownership/Leased : _____
 (b) Carpet Area Details:

S.No.	Rooms	Numbers	Size (Sq.ft.)	No. of students accommodated
1	Classrooms Details			
2	Tutorial Rooms			
3	Director's Room			
4	Faculty Rooms			
5	Library			
6	Computer Lab			
7	Studio (For MABJ Course Only)			
8	Reception / Office			
9	Girls/Boys Common rooms			
10	Circulation and other areas (Please Give Details)			
Total Carpet Area				

Note : Copy of the authentic building map with dimensions and usage, photographs and lease-deed/ownership proof be attached

LIBRARY:

- (i) Total number of Text/Reference Books related to the subject/syllabus : _____
(Please enclose list)
- (ii) Periodicals/Magazines/Journals and News papers subscribed : _____
(Please enclose list)
- (iii) Any other relevant information: _____

COMPUTERS AND PERIPHERALS :

(A) Computers:

No. of Computers	Configuration	Make	Date of purchase

(B) Printers:

No. of Printers	Type	Make	Date of purchase

(C) Networking equipment details:

Equipment	Type	Make	Date of purchase

Note : Proof (Bills and Payment proof both) of purchasing the computers and other equipments must be attached.

(D) **Software Availability:** _____

Note : A list of software available with the Institute must be attached.

(E) **Number of Computers in LAN:** _____

(F) **Internet Facility Available for students:** _____

7. ENCLOSURES WITH THE FORM :

Encl. No.	Enclosures	Please Tick (v)	Verification by Inspection Team
E-1	Society /Trust/Company Registration Certificate		
E-2	Certified Byelaws of the Society/Trust/Company		
E-3	Resolution to conduct the University courses		
E-4	List of Faculty		
E-5	Copies of Mark sheets/Certificates of Faculty		
E-6	Copies of Mark sheets/Certificates of Chief Functionary / Director/ Principal		
E-7	Photographs of building, class rooms, Computer lab, Library, staff room etc.		
E-8	Building map with dimensions and usage		
E-9	Proof of ownership/lease deed of the institute premises		
E-10	List of Books/Periodicals Subscribes in the library & Copies of Bills		
E-11	Details of Computers and Peripherals Specifications		
E-12	List of other equipments available in the institute		
E-13	Bank Draft of Required Fees		
E-14	Photocopy of First and Last page of Library Accession Register		
E-15	Any other document, as felt necessary by the Institute		
E-16	Current Financial statement of the Institute/Society (Attach the last 2 pages of the Bank Passbook of the Society/Institute's bank account.)		
E-17	Payment proof of the Computers and Peripherals		

E-18	Audited statement of last two financial years		
E-19			
E-20			
E-21			

Note: 1) Please tick (v) the enclosures you have attached.
2) Additional sheets can be used if space provided is insufficient.

Equipments for Media Courses:

S.No.	Equipment	No of Equipments available	Details
Audio Equipments:			
1	Portable Tape Recorder -		
2	Radio/Transistor		
3	Audio Player		
4	Digital Audio Recorder/Player		
5	Any Other (Give details)		
Audio Visual Equipments			
6	Colour TV set		
7	DVD Player		
8	Video Digital Camera		
9	Still Digital Camera		
10	Any Other (Give details)		
Equipments requirement for Studio (MA(BJ)/M.Sc.(EM) / B.Sc.(EM)			
11	Audio Studio		
12	Video Studio with facility for News Reading		
13	3CCD Digital Camera for Broadcast Quality Production		
14	Digital Still Camera (Min. 7 Mega Pixel)		
15	Digital Voice Recorder		
16	T.V. Lighting instruments		
17	DVD Player		
18	Digital VCR DV Format		
19	Tripods		
20	Any Other (Give details)		

DECLARATION

We hereby declare that the information/details furnished are true to the best of our knowledge and in case any of these turn out to be false, action as deemed under the University rules/regulations may be taken against us. We have read and understood the various provisions contained in the MCRPSV Association of Study Institute Regulations, 2008 and undertake to follow the same, to provide the minimum prescribed facilities, provide the environment for teaching and learning for faculties/students at all times and pay the prescribed fees as applicable and revised from time to time.

Chief Functionary /Director/ Principal of the Institute	Chairman / Secretary Society / Trust/ Company
Name:	Name:
Designation:	Designation:
Signature and Seal	Signature and Seal
Place:	Place:
Date :	Date :

CALENDER OF EVENTS

Issue of forms for association	15 th January to 15 th March Every Year
Submission of filled up form	Up to 31 st March Every Year
Submission of Renewal Fees	Up to 30 th June Every Year
Submission of application for increase in seats	Up to 31 st March Every Year
Course Commencement	Between 15 th July to 1 st August (July Session) Every Year Between 15 th January to 30 th January (January Session) Every Year
Last Date for Admission	July Session : 15 th September Every Year January Session : 15 th March Every Year

Note:

- (1) *If any of the above dates fall on a holiday, the last date shall be the following working day.*
- (2) *The University office works on all working days between 10.30am to 5.30pm and the University follows the list of holidays declared by the M.P. State Government.*
- (3) *The University issues separate notification for enrollment and examinations, which will be put on University's Web site : www.mcu.ac.in*

IMPORTANT TELEPHONE NUMBERS

Director (IT)	(0755) 4290229
Registrar	(0755) 2725307
Controller (Exams)	(0755) 4228065
Assistant Registrar (IT)	(0755)4224629
Deputy Registrar (Exam)	(0755)4291629
Deputy Registrar (Academic)	(0755) 4294933
Finance Officer	(0755)4294227
EPBAX No.	(0755) 2725559
Fax No.	(0755) 2561970, 4291628, 4291629

e-mail address - mcrpvstudyinstitute@rediffmail.com
