Ordinance No.- 147 "C"

Ordinance for 3-years Diploma Programme Based on Multi-Point Entry and Credit System (MPECS)

(Implemented from Academic Year 2003.2004)

1.0 THREE YEARS DIPLOMA PROGRAMMES

- Pt. Ravishankar Shukla University Raipur awards first Diploma in disciplines of Engineering/Technology based disciplines as approved by All India Council of Technical Education (AICTE), New Delhi of three. years (six-terms) duration, hereinafter called 3- YDP. shall be designated as DIPLOMA IN respective Branch.
 - 1.1 This diploma shall include the branches of CIVIL ENGG. COMPUTER SCIENCE AND ENGG. (Only for Co- polytechnics), ELECTRICAL ENGG, ELECTRONICS AND TELECOMMUNICATION ENGG. (Only for Co-Polytachnics), MECHANICAL ENGG.,.
 - 1.2 The studies and examinations of these Diploma programmes shall be on the basis of Multi-Point Entry and Credit System (MPECS).

2.0 RULES FOR ADMISSIONS

2.1 The minimum qualification for admission to the first term of the following Diploma programmes :CIVIL ENGG., ELECTRICAL ENGG., ELECTRONICS AND TELECOMMUNICATION -ENGG. (Only Co--ed Polytechnics), MECHANICAL ENGG (Admission BASED ON INSTITUTION WISE MERIT):

Shall be the passing of 10" class or higher examination under (10+2) education scheme with Science (Physics and Chemistry) and Mathematics as main subjects and obtaining 60 % marks in aggregate in aforesaid subjects conducted by C.G.. Board of Secondary Education or an equivalent examination from a recognized Board/University. SC/ST and OBC candidates are not required to obtain minimum 60% marks.

In general, admission to all diploma programme shall be governed by the rules framed by D.T.E. (C.G.) from time to time or any other component authority of the state govt. of Chattisgarh/ Pt. R.S.U.

ENROLMENT IN THE UNIVERSITY 3.0

3.1 Any person, who has been admitted to Diploma programme of the University through the admission criteria laid down in clause 2.0 may be enrolled as a student of the University in the respective programme.

The candidates who wish to take the examination of the shall have to get themselves enrolled in the University not later than 1st October in the academic year 3.2

in which they first time take up the University Examination.

3.3 Application for enrolment will be made to Registrar in the prescribed form through the Principal of the College/Institute where student has been admitted accompanied by an enrolment fee as prescribed by the University from time to time. The enrolment fee is not refundable under any circumstances. Application for enrolment should be submitted along with necessary fees, migration certificate (if required), transfer certificate and certificate of passing the qualification prescribed in eligibility criteria mentioned in clause 2.0.

3.4 The Principal of the concerned College/Institution shall put a certificate to the effect that the information given by the candidate in enrolment form whose application is being forwarded to the University is accurate and has been verified from the records, and the candidate is entitled for enrolment in the respective programme of

the University as per the prevailing rules.

Late submission of enrolment form shall be accepted within 10 days after the last 3.5 date of submission with payment of late fee and enrolment fee. In very special case Vice-chancellor may permit late submission of enrolment form after the extra time given above is finished, if the Vice-Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of a student.

3.6 The University shall maintain a register of all students enrolled in the

University.

On enrolment every student shall receive from the University an enrolment card. 3.7 -

Expulsion of a student from the College/institution shall entail the removal of his/her name from the enrolment register.

No person, who is under sentence or expulsion or rustication from another 3.9 Board/University shall be admitted to any course of study during the period for which the sentence is in operation.

3.10 A duplicate copy of enrolment certificate may be granted on payment of a

prescribed fee.

4.0 **MIGRATION FROM UNIVERSITY**

A Migration certificate may be granted to a candidate on submitting an 4.1 application in prescribed form on payment of prescribed fee.

No candidate who has been rusticated or debarred or expelled shall be granted 4.2 a migration certificate within the period of his rustication, debar ration or expulsion.

The head of Institutions shall by 15th September of the year, send to the 4.3 University a complete list of all students who are admitted to the

colleges/Institutions for the session.

No students shall be allowed to migrate from one institution to another under the 4.4 University without a leaving or transfer certificate, in the form prescribed from the College/institution last attended, provided that a student shall be allowed to migrate after his/her application for admission to ensuing examination has been forwarded to the University.

RULES FOR MAXIMUM DURATION OF THE PROGRAMME 5.0

There shall be normally 90 days of teaching in every term.

A candidate may provisionally continue his/her studies in higher term/ 5.1 5.2

class after the examinations of the term, he/she appeared are over. However, his/ner eligibility shall be evaluated only after the results of term are

The maximum duration for passing all the courses (theory, practicals and Industrial declared in which he/she had appeared. Training) of the programme shall be FIVE years for 3 years Diploma Programmes, no separate time will given to students for medical or any reason whatsoever. Candidates debarred from examination due to UFM cases or any other reason will 5.3 also have to clear their Diploma programme in the duration mentioned above. Names of those candidates, who are unable to clear their Diploma programme in the stipulated period will be struck off from the roll list of the college and enrolment

If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission as per the rule mentioned in of the University. clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for the courses passed by them 5.4

in the previous Diploma programme of study.

6.0

There shall be University Examination at the end of each term (broadly classified in RULES FOR EXAMINATIONS the enclosed schemes at Annexure). 6.1

- These Examinations common to all branches, shall be named as follows:-6.2
- (a)
- (Term: Normally From July to December) FIRST YEAR (Branch wise) (Term: Normally From January to June) Odd term Diploma Exam.
 - Even term Diploma Exam.
- SECOND YEAR (Branch wise) (b)
- (Term: Normally From July to December) (Term: Normally From January to June) Odd term Diploma Exam. Even term Diploma Exam.
- (c)
- THIRD YEAR (Branch wise) Odd term Diploma Exam.
- (Term: Normally From July to December)
- Even term Diploma Exam.
- (Term: Normally From January to June)

The examinations of odd terms shall generally be held in the months of November-December. Similarly the examinations of even terms shall generally be held in the months of May - June, the dates of which shall be notified to all the concerned 6.3 Colleges/Institutions.

ELIGIBILITY FOR APPEARING IN THE EXAMINATION. 6.4

The candidate is required to completed the minimum of eighty percent of attendance in each components of course in which he desires to appear in the term/semester examination. The head of the institution 6.4.1

The candidate will be required to complete the sessional work, i.e. the term work and/or laboratory work prescribed for the course in the scheme of examination duly certified by the head of the institution. The 6.4.2 compilation of the sessional work in a course means that the candidate has successfully completed the sessional work i.e., term work and laboratory work by attending the theory and practical classes regularly and has secured a minimum of sixty percent of the prescribed sessional

The sessional work (Term work/Lab. work) must be completed and submitted in the institution at least 15 days before the commencement

of theory examination.

- 6.4.3 A candidate who has filled the examination form prescribed by the University and has deposited the requisite amount of examination fees, but fails to fulfill condition at S.No.6.4.1 and/ or 6.4.2 above in respect of the particular components of course(s) will not be allowed by the University to take up such components of course (s) in that term examination. Such candidates will have to re-register for the components of course in which he/she is detained for those reasons in the subsequent term.
- 6.4.4 The candidate who has been debarred by the University for a specified period shall only be allowed to take up any examination only after the expiry of the specified debarration period provided he/she fulfils all other conditions of eligibility.
- 6.4.5 A candidate, who has filled the examination form and deposited the required amount of examination fees and also completed the condition mentioned in Clause 6.4.2 but could not appear in the term EXAMINATION due to illness of self or due to genuine reasons, maybe allowed to appear in the next term examination, if he/she so likes, provided he/she has submitted the medical certificate to the UNIVERSITY through the principal of concerned College/Institution from the authorized medical officer not below the rank of Civil Surgeon or submitted suitable and satisfactory explanation of his/her absence to the principal within 15 days from the date of commencement of term/semester Examination in which the candidate was due to appear. For appearing in the next term Examination, he/she will have to fill up the examination form and deposit prescribed examination fees. Fees already paid by him/her for the earlier Term Examination shall not be adjusted/refunded. In such cases, the number of theory papers and practicals in which a candidate can appear shall be limited to a maximum number of theory papers and practicals for which the candidate has made registration in the previous term, in which a candidate could not appear due reasons mentioned above.
- 6.4.6 A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Term Examination and/ or detained due to lack of prescribed attendance or submission of sessionals as prescribed in Clause 6.4.2 above will have no claim for appearing in the term examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seats earmarked for the repeater candidate, if available.
- In case of change in curriculum of a Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter (if the need be) students shall have to appear in the equivalent courses of new and revised curriculum, however University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

6.6 MAXIMUM NO. OF COURSES FOR WHICH A CANDIDATE CAN REGISTER AND APPEAR IN A TERM EXAMINATION.

- 6.6.1 In a term the student can register max, up to six number of courses, subject to limitation prescribed in rule 6.6.6 of these rules. However a candidate seeking admission in a programme for the first time has to register for six courses.
- 6.6.2 A candidate may register for one more course after the first two term if that course has lab/practical only.
- 6.6.3 A student who register and appear for the maximum No. of courses as stated at S.No.6.6.1 above during the first two term examination and is successful in all the registered courses in the first two term

examinations in the first attempt will be permitted to register for one more course in the subsequent term examination in addition to the maximum courses prescribed at S.No.6.6.1 above.

The student having no courses for re-registration has to register for a minimum of three such courses having an end of the term theory 6.6.4 examination except for the last term of the programme.

In respect of the courses for which the student has kept the term but has 6.6.5

not been successful in theory and or practical examination, the student can re-register for appearing in theory and/or practical examination to appear as an ex-student. Such registration to appear as an ex-student shall be permitted in respect of maximum of six-theory component of the courses and two practical component of the courses only. In case the student has not been successful in more than six theory components of the courses and any two practical components of the courses he/she can register for appearing as an ex-student in any six components & any two practical components out of those in which he/she has been unsuccessful. For other remaining theory and practical components of courses in which he/she is been unsuccessful he/she will have to reregister as a regular student for the courses (course may be theory only or practical only or theory and practical both.)

The total No. of courses for which the students are register/re-register 6.6.6

will be in accordance with the following conditions.

S. No. Particulars.

No. of courses. Condition.

	Registration for new courses.	N _t	N₁≤6
1.	Registration to thew observed and	N,	
2.	Re-registration as regular student	2	
	has been unsuccessful points. Project at the control of the contr	N _t	N _t ≤6
3.	in theory component of the courses. Decistration to appear as an ex-student		N _p ≤2
4.	in practical component of the courses.		

Further the registration and re-registration of the courses by a student at a time for appearing in a term examination shall be restricted to the following:

$$N_1+N_2+N_1 \le 9 \text{ (Nine)} (1)$$

and $N_p \le 2 \text{ (Two)} (2)$

Students will be allowed to register for new courses under N, category.) if they have cleared the pre-requisite/s of that course, as specified in 6.6.7 scheme of studies and examination of respective programme. If any student has registered for the pre-requisite in a term and has fulfilled the conditioned mentioned in 6.4.1 and 6.4.2 but could not appear in the examination or appeared in the examination but could not earned the credit due to failure in theory/practical examination of that course.

Pre-requisite for registration in Major Project is 70 cre/lts.

A candidate will not be allowed to take-up fifth (Applied Tech. course) 6.6.8 and sixth level courses (Diversified courses) unless he/she clears all the _6.6.9 first level courses i.e. Foundation courses.

6.6.10 The students, who have not registered for any new/fresh courses shall

be treated as ex-student for examinations.

6.6.11 A candidate, who has made registration for the total credits of the programme in different term examinations, but could not earned the credit in many of them shall be allowed to be appear in all the theory paper and practicals irrespective of their numbers, as an ex-student.

6.7 FILING OF EXAMINATION FORMS

- 6.7.1 For appearing in any of the Examination of the University a candidate shall have to apply in the prescribed form, which normally should reach the office of the University through the Head of the Institution in which the candidate has completed his/her course of studies, one months before the announced date of examination.
- 6.7.2 The Head of Institution has to certify as to the eligibility of the candidate.
- 6.7.3 Each application must be accompanied by prescribed fee of the examination together with the late fee (if any), and the fee for sending marks obtained in the examinations.
- 6.7.4 Examination fee once paid shall in no case be refunded or adjusted to the candidate.

6.8 PERMISSION TO APPEAR IN THE EXAMINATION AND ISSUE OF EXAMINATION ADMIT CARD (EAC)

- 6.8.1 If the candidate is admitted, the Controller (Examination) shall furnish the candidate with an admission card permitting him to appear at the examination.
- 6.8.2 Permission to appear at the University Examination may be withdrawn for conduct, which in the opinion of the Examination committee justifies exclusion of the examinee.
- 6.8.3 The Controller (Examination) may withdraw the permission granted by some accidental mistake or omission to a candidate who was not eligible for appearing at University examination even though an admission card has been issued and produced by him/her before the Superintendent of Examinations.
- 6.8.4 The Controller (Examination), if satisfied, that the examination admission card has been lost or destroyed, grant on payment of a prescribed fee, a duplicate examination admission card. The card so granted shall show in a prominent place the number and date of the card originally granted.
- 6.8.5 The candidates shall be admitted to the examination hall on producing the admission card before the superintendent of Examination at the centre.

6.9 CONDUCT IN EXAMINATION HALL

- 6.9.1 In the Examination Hall the candidates shall be under the disciplinary control of the Superintendent and they shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his insolvent behavior towards the Superintendent or any of the invigilators, the candidate may be excluded from that day's examination and if he/she persists in misbehavior, he/she may be excluded from the rest of the examination by the Superintendent of the Centre. Provided that in all such cases a full report of each case shall be sent to the University and the Executive Council according to the gravity of the offence, shall punish a candidate by canceling his/her examination and/or debarring him/her from appearing at the examination of the University as per the prevailing rules.
- No candidate shall bring with him/her into the Examination Hall (Room) any book or papers, notes or other materials capable of being used by him in connection with the examination, nor shall he/she communicate to or receive from any other candidate any information in the Examination Hall
- Any candidate detected in cheating or in making use of any dishonest means in correction with examination shall be reported to the Controller (Examination) by the Superintendent of Examinations and if the facts alleged are true and disclose premeditation on the part of the candidate, the Executive Council, on recommendation of Examination committee may debar candidate from examination as per the prevailing rules of punishment for using Unfair Means.

- Any candidate detected in using unfair means in examination room shall be reported to the Controller (Examination) by the Superintendent of 6.9.4 Examinations and if the misdeeds are true but do not disclose any premeditation, the executive Council on reconsideration of Examination committee may disqualify the candidate from passing that examination and may also in its discretion debar him from appearing at the
- Any candidate bringing any torn papers, notes or other material to the Examination half shall be reported to the Controller (Examination) by the 6.9.5 Superintendent of examinations and if the facts alleged be true but that the candidate has not made any use there of, the Executive Council or recommendations of Examination committee may disqualify the candidate from passing that examination.
- 6.10 To enable the candidates to clear their backlog courses (subjects) as quickly as possible, the examinations of all the theory papers and practicals shall be held during every odd/even term examination.
- 6.11 There will be no supplementary examination.
- 6.12 The duration of examination of any term shall normally not exceed twenty-five working days.

RULES FOR EARNING THE CREDIT IN A COURSE. 7.0

- To earn the credit in a course, a candidate has to obtain a minimum of 33% marks in each theory component, a minimum of 40% in each practical 7.1 component and a minimum 60% mark in each sessional work. i.e., each term work and or lab. work. For Industrial/In-plant training the minimum passing marks are 50% in final viva/oral examination. If a candidate does not obtain the minimum percentage of marks prescribed in any of the above components, he/she will not earn credit of that course.
- There will be no minimum pass marks for the progressive assessment tests.
- A candidate who has been admitted with higher qualification i.e. 12th of 10+2 7.2 scheme, than as mentioned in clause 2.0 shall be given exemption in certain 7.3 courses of foundation category as approved by respective Board of studies, on the basis of subjects with which the candidate has cleared the higher qualification and he/she shall be deemed to have earned the credits in these courses of foundation category and will be awarded minimum passing marks in
- The result of the candidate, who has earned credits in all courses of Applied Technology and Diversified category, but has failed to clear any course/s 7.4 (subject/s) of other categories will be WITHHELD.
- Concerned Polytechnics/Institutions may issue a provisional mark-sheet or Diploma on demand to candidates who have earned full credits required for the 7.5 award of Diploma of that programme, till such time the University declares its result or issues original mark sheet of that Programme or College/Institute.
- In case any discrepancy in respect of any candidate is noticed regarding his eligibility or other wise even after declaration of result, the University reserves 7.6 the right to amend or cancel the result of such candidate.

RULES FOR PASSING EXAMINATIONS 8.0

BASIS OF MARKS 8.1

The basis of marks obtained in each term examination shall be the Scheme of examination of courses for individual categories i.e. 8.1.1 Foundation Courses, Hard Core, Soft Core, Basic Technology, Applied Technology and Diversified Courses, as prescribed by respective Board of Studies and duly approved by Academic Council of University.



8.1.2 For the evaluation of End of the term exam in Practicals, one external examiner shall always be there from outside the College/Institution and one internal examiner from the College/Institution.

8.1.3 In the schemes of Diploma programmes, where flexibility has been provided to students for selection of courses, once a student in a particular group of electives has made the choice of elective course, it cannot be changed for future study/examination.

8.2 RULES FOR REVALUATION OF MARKS

- Any candidate who has appeared at an examination conducted by the University, may apply to the Controller (Examination) for the scrutiny of his marks and the hereful that of his result.
- 8.2.2 Such applications must be made on a prescribed form within 15 days from the date of the publication of the result at the University's Office through the heads of institution where he had studied. Application received beyond this period shall not be considered. The time limit of 15 days shall be calculated on the basis of TR or mark-sheet, whichever have been issued earlier from the University or Valuation centre.

8.2.3 All such applications must be accompanied by a prescribed fee for revaluation of each paper and for re-totaling in each paper to be paid.

- 8.2.4 No candidate shall be entitled to a refund of the fee unless, as a result of the scrutiny, a mistake affecting his examination result is published and detected. If a candidate deposits excess fees, the same will not be refunded.
- 8.2.5 No candidate shall be allowed to get more than two answer books of one examination revalued. If a candidate mentions more than two subjects in his/her application then only first two courses (subject) shall be revalued and no action will be taken on rest of the courses (subjects).

8.2.6 No revaluation shall be allowed in case of practicals, field work and progressive tests.

8.2.7 If, on scrutiny and re-checking, a mistake in the result originally published so detected necessary correction shall be published in a supplementary list. In all other cases, the result of the scrutiny shall be communicated to the candidate, as soon as possible through the officer who has forwarded his application.

8.2.8 The work of scrutiny i.e. re-totaling does not include re-examination of the answer books. It is done with a with a view to see whether there has been any mistake in totaling the marks assigned to individual questions or in the form of omitting the marks assigned to any question.

9.0 RULES FOR AWARD OF DIVISION AND DIPLOMA

- 9.1 To be eligible for the award of Diploma in any programme, a candidate should earn the requisite number of credits prescribed in the scheme of examination through successful completion of the course including credits earned at the time of admission to the programme.
- 9.2 A candidate shall be declared to be eligible for the award of Diploma in First Division Honors, First Division, Second Division or pass Division depending on the percentage of combined aggregate marks obtained by the candidate in Applied Technology and Diversified category of courses of study plus 10% of the marks secured in Foundation and Hard core category courses taken together plus 15% of the secured marks in Soft core and Basic Technology category courses taken together in order to ensure the integrated performance of the students in various examinations.

The percentage determining the Division/class will be as under:-

 A candidate securing 75% marks or above in aggregate will be awarded FIRST DIVISION HONOURS.



A candidate securing 65% marks or more in aggregate but less than 75% will be placed in FIRST DIVISION. b)

A candidate securing 50% marks or more in aggregate but less than

65% marks will be placed in SECOND DIVISION. c) Candidates securing less than 50% marks in aggregate but secures the minimum pass marks in each theory, practical subjects and Industrial d)

training will be placed in PASS DIVISION.

A candidate who is either awarded compartment or declared failed and appears in the subsequent examination in compartmental/failed courses (subjects), he/she will be also awarded division consistent with his/her aggregate arrived at 9.3 by adding the actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.

Concerned Polytechnics/Institutions may issue a provisional mark-sheet or Diploma on demand to such students who have cleared all the courses specified for that programme, till such time the University declares its result or issues 9.4

original mark sheet of that Programme or College/Institute.

In case any discrepancy in respect of any candidate is noticed regarding his eligibility or other wise even after declaration of result, the University reserves 9.5 the right to amend or cancel the result of such candidate.

RULES FOR CONDONATION OF DEFICIENCY IN MARKS 10.0

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

Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination in each category of course group, limited to noiseless, soft core courses, Basic Technology Courses, APPLIED TECHNOLOGY COURSES AND DIVERSIFIED COURSES TO THE BEST ADVANTAGE of the student provided he/she clears the category of the course group by the award of such grace marks. This facility shall be available only to those candidates who clear that particular

category of examination in full (i.e. in all theory, practicals and sessionals in first attempt) by availing 5 grace marks.

Grace marks will not be awarded in Practicals/Sessional/Progressive test. While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will 10.2 pass the courses (subjects) cleared through clause 10.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by him/her entitles.

One grace mark will be awarded to the candidate who is failing/missing distinction/missing first division by one mark, on behalf of the Vice-Chancellor in 10.3 the DIPLOMA examination. This benefit will not, however, be available to a

candidate getting advantage under clause 10.1.

DECLARATION OF MERIT LISTS 11.0

The University shall déclare branch wise final merit list, only after the main examination of the regular final term for DIPLOMA, on the basis of the integrated performance of all the three years. The merit list shall include the first ten candidates securing at least First Division and passing all the term examinations in single attempts.

RULE FOR ATTENDANCE 12.0

Candidates appearing as regular students for any semester examination are required to attend 80 percent of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up 12.1 to 5% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.



12.2 If a student remains absent from classes, without assigning any reason, he/she will have to pay fine as prescribed by the University.

13.0 RULES FOR IMPROVEMENT OF DIVISION IN FINAL DIPLOMA

- 13.1 If a candidate has passed a final term examination in which he/she has earned all the credits required for award of the respective Diploma he/she shall be permitted to reappear in that examination for improvement in division provided the candidates makes an application within two months from the date of passing/declaration of result of the said programme. Candidates will be allowed to appear as an ex-student in all the theory examination of Applied Technology and diversified category courses except industrial training of the respective Diploma programme.
- 13.2 Result of such candidates will be declared only when an improvement in candidate's division takes place and they will be given new mark-sheets, otherwise their original mark-sheet submitted with the examination form shall be returned to them.
- 13,3 Opportunity to improve division shall be given once only.
- 13.4 In case of change in curriculum, candidate will be allowed to improve division in the old curriculum, till the University of is conducting examination of old curriculum.
- Re-valuation and Scruting is not allowed in the cases of improvement in division.

14.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME

Candidates are not allowed to enroll for second Diploma programme of the University, after acquiring one Diploma of Engineering/Technology or received based disciplines from the same University.

15.0 ISSUE OF DUPLICATE CERTIFICATES AND DIPLOMAS

- Duplicate of University Certificates and Diplomas shall not be granted except in cases in which the University is satisfied by the production of an affidavit on a stamp paper of proper value required by law for the time being in force that the applicant has lost his/her certificate or diploma or that it has been destroyed and that the applicant has real need for a duplicate. In such cases duplicate of the certificate and Diploma may be granted on payment of prescribed fee.
- 15.2 Duplicate copies of marks sheet may be granted on payment of prescribed fee.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.

Pt. RAVISHANKAR SHUKLA UNIVERSITY, RAIPUR (C.G.)

Ordinance No: 147 D'

Ordinance for 4- Years Part-Time Diploma Programme Based on Semester System (Implemented from Academic Year 2003-2004)

FOUR YEARS DIPLOMA PROGRAMMES:-

Pt. Ravishankar Shukla University Raipur awards Part-time Diploma in disciplines of Engineering/ Technology disciplines approved by All India Council of Technical Education (AICTE), New Delhi . Accorded by Govt. of Chhatlisgarh for Part-time Diploma of four year duration (Eight Semester)

1.1 This Diploma shall include the branches of Engg./ Tech. Programmes depending upon

local need.

1.2. The studies and examinations of these Diploma programmes shall be on the basis of semester system.

RULES FOR ADMISSIONS :-

The minimum qualification for admission to the first semester of the following Diploma Programmes (Admission BASED ON INSTITUTION WISE MERIT) 2.0 Programmes of Engg. and Technology depending upon the local need, Shall be the passing of 10th class or higher examination under (10+2) education scheme, with Science (Physics and Chemistry) and Mathematics with two years of prescribed industrial experience.

In general, admissions to all Diploma Programmes shall be governed by the rules framed by D.T.E. from time to time or any other competent authority of the State Government of Chhattisearh/RSU.

ENROLMENT IN THE UNIVERSITY:

3.1. Any person, who has been admitted to Diploma programme of the University through the admission criteria laid down in clause 3.0 may be enrolled as a student of the university of the respective programme.

3.2. The candidates who wish to take the examination of the shall have to get themselves enrolled in the University not latter than 1st October in the academic year in which they

first time take up the University Examination.

3.3.Application for enrolment will be made to Registrar in the prescribed form through the Principal of the College/Institute where student has been admitted accompanied by an enrolment fee as prescribed by University from time to time. The enrolment fee is not refundable under any circumstances. Application for enrolment should be submitted along with necessary, fee, migration certificate (if required), certificate of passing the qualification prescribed in eligibility criteria mentioned in clause 2.0.

3.4. The Principal of the concerned College/institution shall put a certificate to the effect that the information given by the candidate in enrolment from whose application is being forwarded to the university is accurate and has been verified from the records, and the candidate is entitled for enrolment in the respective programme of the university as per the prevailing rules.

- 3.5. Last date submission of enrolment form shall be accepted within 10 days after the a last date of submission with payment of late fee and enrolment fee. In very special case Vice-Chancellor may permit late submission of enrolment from after the extra time given above is finished, if the Vice-Chancellor is satisfied that the delay in submission is not due to any lack of diligence on the part of a student.
- 3.6. The University shall maintain a register of all students enrolled in the University.
- 3.7. On enrolment every student shall receive from the University an enrolment card.
- 3.8. Expulsion of a student from the college /institution shall entail the removal of his/her name from the enrolment register of the University.
- 3.9. No person, Who is under sentence or expulsion or rustication from another board/university shall be admitted to any course of study during the period for which the sentence is in operation.
- 3.10 A duplicate copy of enrolment certificate may be granted on payment of a prescribed fee

4.0 MIGRATION FROM UNIVERSITY :-

- 4.1 A migration certificate may be granted to a candidate on submitting an application in prescribed form on payment of prescribed fee.
- 4.2 No candidate who has been rusticated or debarred or expelled shall be granted a migration certificate within the period of his rustication, debar or expulsion.
- 4.3 The head of institutions shall by 1st Nov. of the year, send to the University a complete list of all students who are admitted to the college/Institutions for the session.
- 4.4 No students shall be allowed to migrate from one institution to another under the University without a leaving or transfer certificate, in the form prescribed from the college/ institution last attended, provided that a student shall be allowed to migrate before his/her application for admission to ensuing examination has been forwarded to the University.

5.0 RULES FOR MAXIMUM DURATION OF PROGRAMME :-

- 5.1 There shall be normally **30** days of teaching in every semester.
- 5.2 A candidate may provisionally continue his/her studies in higher semester after the examination of the semester he/she appeared are over.

 However, his/her eligibility shall be evaluated only after the results of semesters are declared in which he/she had appeared.
- 5.3 The maximum duration for passing all the courses (theory, practical and industrial training) of the programme shall be six years for four years Diploma Programmes, no separate time will given to students for medical or any reason what so ever, Candidates debarred from examination due to UFM cases or any other reason will also have to clear their Diploma programme in the duration mentioned above.
- 5.4 If such candidate decides again to enroll himself/herself for any of the Diploma programme, he/she will have to seek fresh admission under the repeater as per the rule mentioned in clause 2.0 above and on seeking a fresh admission, such candidates will not be entitled for any credit or exemption from University for courses passed by them in the previous Diploma programme of study.

RULES FOR EXAMINATIONS:-

There shall be University Examination at the end of each semester. 6.1

These examinations common to all branches, shall be named as follows 6.2

FIRST YEAR (a)

6.0

(Branch wise) First Semester Diploma Exam. (Branch wise) Second semester Diploma Exam.

SECOND YEAR (b) (Branch wise) Third Semester Diploma Exam. (Branch wise) Fourth Semester Diploma Exam.

THIRD YEAR (Branch wise) \bigcirc Fifth Semester Diploma Exam. (Branch wise) Sixth Semester Diploma Exam.

FOURTH YEAR (Branch wise) (c) Seventh Semester Diploma Exam. (Branch wise) Eight Semester Diploma Exam.

The examinations of first semester (I) Third Semester (III) Fifth Semester (V) and Seventh Semester (VII) called odd Semesters, shall generally be held 6.3in the months of Non. Dec. Similarly the examinations of second semester. (II) Fourth Semester (IV) Sixth Semester (VI) Eighth Semester (VIII) called even semesters, shall generally be held in the months of May-June, the dates of which shall be notified to all the concerned colleges/institutions.

ELIGIBILITY FOR APPEARING IN THE EXAMINATION:-6..4

A candidate who has filled up the examination form and deposited the required amount of examination fee will be eligible to appear in the 6.4.1 Examination, provided he/she has completed the required 80% of attendance in each theory and practical subject and also completed prescribed sessional work i.e. Term Work and Lab work as provided in the scheme of examination and has secured 60% marks in each TERM WORK and LAB WORK.

A candidate who has filled up the examination form and deposited the required amount of examination fee but has not completed the 6.4.2 required 80% of attendance in theory and practical subject will be detained from appearing in the Semester EXAMINATION and similarly if the candidate has not complete the sessional work i.e. TERM and LAB. Work, will also be detained from appearing in the subject examination. The completion of sessional works means that the candidate has successfully completed the sessional work by attending classes/practicals regularly and has secured a minimum of 60% marks in each term and laboratory work. The sessional work (Term Work/ Lab work) must be completed and submitted in the institution at least 15 days before the commencement

of theory examination. A candidate, who has filled the examination form and deposited the required amount of examination fee and also completed the condition 6.4.3 Mentioned in clause 6.4.1. but could not appear in the semester allowed to appear in the next semester examination, if he/she so likes, he/she has submitted the medical certificate to the UNIVERSITY through the Principal of concerned college/institution provided from the authorized medical officer not below the rank of civil surgeon न्तर्यः । सामान्यस्य स्थापन्तरः । स्थापन्तरः । स्थापनायानस्य । स्थापनायानस्य । स्थापनायानस्य । स्थापनायानस्य स

or submitted suitable and satisfactory explanation of his/her absence to the Principal within 15 days from the date of commencement of semester. Examination in which the candidate was due to appear. For appearing in the next semester Examination, he will have to fill up the examination form and deposit prescribed examination fee already paid by him/her for the earlier semester Examination shall not be adjusted/refunded under any circumstances. In such cases, the number of theory papers and practical in which a candidate can appear shall be limited to a maximum number of theory papers and practicals in which a candidate can appear shall be limited to a maximum number of theory papers and practicals prescribed in that semester, in which a candidate could not appear due reasons mentioned above.

- A candidate who has neither filled the EXAMINATION form nor deposited the required amount of EXAMINATION Fees for the Semester Examination and/ or detained due to lack of prescribed attendance or submission of sessionals as prescribed in Clause 6.4.2 above will have no claim for appearing in the semester examination and such candidate will have to seek fresh admission in the same class in the next academic session as a regular candidate if he/she so desires and will have to repeat the course. The student will be granted re-admission by the principal of the concerned institution against the seats earmarked for the repeater candidate, if available.
- In case of change in curriculum of a Diploma programme, University shall conduct minimum two examinations in the previous curriculum and thereafter(if the need be) students shall have to appear in the equivalent courses of new and revised curriculum, however University shall conduct examination of those courses of previous curriculum (old), which do not have equivalent courses in the revised curriculum.

6.6 FILING OF EXAMINATION FORMS

- 6.6.1 For appearing in any of the Examination of the University a candidate shall have to apply in the prescribed form, which normally should reach the office of the University through the Head of the Institution in which the candidate has completed his/her course of studies, as per University calendar, announced date of examination.
- 6.6.2 The head of Institution has to certify as to the eligibility of the candidate.
- 6.6.3 Each application must be accompanied by prescribed fee of the examination together with the late fee (if any), and the fee for sending marks obtained in the examinations.
- 6.6.4 Examination fee once paid shall in no case be refunded to the candidate.

6.7 PERMISSION TO APPEAR IN THE EXAMINATION AND ISSUE OF EXAMINATION ADMIT CARD (EAC)

- 6.7.1 If the candidate is admitted, the Controller (Examination) shall furnish the candidate with as admit card permitting him to appear at the examination.
- 6.7.2 Permission to appear at the University Examination may be withdrawn for conduct, which in the opinion of the Examination committee justifies exclusion of the examinee.
- 6.7.3 The Controller (Examination) may withdraw the permission granted by some accidental mistake or omission to a candidate who was not eligible for appearing at University examination even though an admit card has been issued and produced by him/her before the Superintendent of examination.
- 6.7.4 Superintendent of examination, if satisfied, that the examination admit card had been lost or destroyed, grant on payment of a prescribed fee, a duplicate examination admit card. The card so granted shall show in a prominent place the number of the card originally granted.
- 6.7.5 The candidates shall be admitted to the examination hall on producing the admit card before the Superintendent of examination at the center.

CONDUCT IN EXAMINATION HALL

6.8.2

6.2.3

7.0

7.1

7.2

المالة بشيفا بأركيبيسانية In the Examination Hall the candidates shall be under the disciplinary control of the 6.8.1 Superintendent of examination and they shall obey his instructions. In the event of a candidate disobeying the instructions of the Superintendent or his insolvent behavior towards the Superintendent or any of the invigilators, the candidate may be excluded from that day's examination and if he/she persists in misbehavior, he/she may be excluded from the rest of the examination by the Superintendent of the Center. Provided that in all such cases a full report of each case shall be sent to the University and the Executive Council according to the gravity of the offence, shall punish a candidate by canceling his/her examination and for debarring him /her from appearing of of the examination of the University as per the prevailing rules.

No candidate shall bring with him/her into the Examination Hall (Room) any book or papers, notes or other materials capable of being used by him in connection with the examination, nor shall he/she communicate to or receive from any other candidate any information in the examination Hall.

Any candidate detected in cheating or in making use of any dishonest means In connection with examination shall be reported to the Controller (Examination) by the Superintendent of Examinations and if the facts alleged are true and disclose preplan on the part of the candidate, the Executive Council, on recommendation of the Examination committee may debar candidate from examination as per the prevailing rules of punishment for using Unfair Means.

Any candidate detected in using unfair means in examination room shall be reported to 6.8.4 the Controller (Examination) by the Superintendent of Examinations and if the misdeeds are true but do not disclose any Pre-Plan the executive Council on reconsideration of examination committee may also in its discretion debar him from appearing at the examination or examinations.

Any candidate bringing any torn papers, notes or other material to the examination hall J.8.5 shall be reported to the Controller (Examination) by the Superintendent of examinations and if the facts alleged be true but that the candidate has not made any use there of, the executive Council on recommendations of Examination committee may disqualify the candidate from passing that examination. 6.9

If a candidate is unable to pass/clear some subjects of an odd semester examination he/she shall be permitted to appear in subsequent semester examination. Likewise, if a candidate unable to pass/clear some subjects in even semester examination he/she shall be permitted to appear in the subsequent semester examination. To enable the candidates to clear their backlog subjects as quickly as possible, the examinations of all the theory and practical shall be held during every semester examination.

There will be no supplementary examination.

6.10 The duration of examination of any semester shall normally not exceed twenty-five 6.11 working days.

RULES FOR PROMOTION TO HIGHER SEMESTER/ CLASS

Candidates who appeared but could not clear the courses (Subject) taught in any of the first two semesters shall be promoted to third semester, but they will not be promoted to fourth semester unless they clear all the papers/ practicals of first, second and third semester except four papers including practical. Candidate failing in fourth semester can go to the Fifth semester but they will not be promoted to sixth semester unless they clear all the papers and practicals from first to fifth semester except 4 papers including practicals. Candidates will be allowed to go to seventh and eighth semester irrespective of failing in sixth and seventh semester examination.

A candidate is required to clear the course (Subject) of first and Second semester together within a period of TWO YEARS from the academic session in which he/she was granted admission i.e. a candidate is a candidate is required to clear maximum four + continuous all the examination including the first one in which he/she appeared for the first time otherwise his/her name will be struck off from the roll list and he/she will have to discontinue his/her futher study in polytechnics of Chhatisgarh.

RULES FOR PASSING EXAMINATIONS BASIS OF MARKS

8.2

- 8.1.1 The basis of marks obtained in each semester examination shall be the scheme of examination of courses for individual semisters as prescribed by respective Board of Studies and duly approved by academic Council of University.
- For the evaluation of End of the semester examination in Practicals, one 8.1.2 external examiner shall always be there from outside the college/Institution and one internal examiner from the college/Institution.
- 8.1.3 In the schemes of Diploma programmes, where flexibility has been provided to students for selection of courses, once a student in a particular group of electives has made the choice of elective course, it cannot be changed for future study/examination.

RULES FOR PASS To pass the examination a candidate has to obtain a minimum of 60% marks in each 8.2.1 sessional work i.e. term work; class work and lab. Work, 33% marks in each disory paper, a minimum of 40% marks in each practical course (Subject) excluding Industrial/In plant training for which minimum passing marks are 50% in final viva/oral examination

There will be no minimum pass marks for the progressive assessment tests

8.2.3 A candidate will be acclared passed if he/she clears all the courses (Subject of these to eight semesters taken together

8.2.4 The result of the candidate will be declared WITHHELD if he /she clears all the courses (Subjects) of Eight (VIII) semester but does not clear the courses (Subjects) of

previous semesters.

8.2.5 A candidate will be eligible for the award of compariment if he/she clears all the courses (Subjects) of £ irst to Elight semesters taken together except two theory and two practicals of third to eight semesters taken together.

8.2.6 A candidate will be declared falled if he/she falls in courses (Subjects) more than the

prescribed compartment limit as defined in 8.2.5 above.

RULES FOR REVALUATION/RE-TOTALING OF MARKS 8.3

- 8.3.1 Any candidate who has appeared at an examination conducted by the University, may apply to the Controller (Examination) for the secretary of his marks and the Revaluation
- Such applications must be made on a prescribed form within 15 days from the date of the publication of the result are University's office. of the historian and the publication of the continuous the subject of the sub distribution was the first had studied. Application received beyond this period shall notibe considered. The time limited 1. Days shall be calculated on the basis of TR of martes income visiting v. Mayer been soiet eather from the University or Valuation center

All such applications must be accompanied by a prescribed fee for Revaluation of each paper and for secrutiny in each paper to be paid.

8.3.4. No candidateshall be entitled to a refund of the fee unless, as a result of the secrutiny ireval. mistake affecting his examination result is published and detected. If a candidate deposits excess fee , the same will not be refunded No candidate shall be allowed to get more than TWO answer books of one examination revalued. If a candidate mentions more than two subjects in his/her application then two courses (subject shall) be revalued and no action will be taken on rest of the courses (subjects).

8.3.6. No revaluation shall be allowed in case of practifeals, field work and progressive tests.

if, on secretion and revaluation a mistake in the result originally published is detected necessary correction shall be published in a supplementary list. In all other cases, the 8.3.7. if, on Secretiny and revaluation result of the secretiny and revaluation strall be communicated to the candidate, as, soon as possible through the officer who has forwarded his application.

does not include revaluation 8.3.8. The work of books. It is done with a view to see whether there has been any mistake in totaling the marks assigned to individual questions or in the form of omitting the marks assigned to any question.

RULES FOR AWARD OF DIVISION

9.0

- In order to ensure integrated performance of the students in various examinations, the 9.1 final division of the respective Diploma programme shall be awarded to the students on the basis of marks secured by the candidate VI, VII and VIII taken togather subject to passing of all theory and practical courses (subjects) first to eighth semester taken togather plus, 10% of marks secured in first and second semester taken togather plus, 15% of the markes secured in their IV and V th semester taken to gather.
- A candidate securing 75% marks or above in aggregate will be awarded FIRST 9.2 A) DIVISION HONOURS.
 - b) A candidate securing 65% marks or more in aggregate but less than 75% will be placed in FIRST DIVISTION.

c) A candidate securing 50% marks or more in aggregate but less than 65% marks will be placed in SECOND DI VISION.

d) Candidates securing less than 50% marks in aggregate but secures the minimum pass marks in each theory, practical subjects subjects and industrial training will be placed in PASS DIVISION.

- A candidate who is either awarded compartment or declared failed and appears in the 9.3 subsequent examination in compartmental/failed courses (subjects), he/she will be also awarded division consistent with his/her aggregate arrived at by adding actual marks obtained by him/her in the compartmental or failed courses (subjects) when cleared by him/her.
- Concerned Polytechnic/Institutions may issue a provisional mark-sheet or Diploma on 9.4 demand to such students who have cleared all the courses specified for that programme, till such time the University declares its result or issues original mark sheet of that Programme or College/institute.

In case any discrepancy in respect of any candidate is noticed regarding his eligibility 9.5 or other-wise even after declaration of result, the University reserves the right to amend or cancel the result of such candidate.

A candidate who has appeared in the last examination as per 5.3 but gets compartment as per pare 8.25. He will be allowed to appear in Ensuing

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Examination once only of she/he does not clear the examination his/her name will from the roll of Institution & enrollment from university.

RULL FOR CONDONATION OF DEFICIENCY IN MARKS

With a view to moderate hard line cases in the examination, the following rules sh

Deficiency up to 5 marks be condoned to the best advantage of the candidate for passing the examination, provided the candidate fails in maximum of two theory.

This facility shall be available only to those candidates who clear that particular semester examination in full (i.e.in all theory, practicals and sessionals in first attempt) by availing 5 grace marks.

10.2 While declaring result of the candidate no marks shall be added to or subtracted from the aggregate for the deficiency condoned as above. However, he/she will pass the course (subjects) cleared through clause 10.1. After condoning the deficiency the candidate's result shall be declared in the division, for which the aggregate obtained by

One grace mark will be awarded to the candidate who is failing/missing 10.3 distinction/mission first division by one mark, on behalf of the Vice-Chancellor in the DIPLOMA examination. This benefit will not, however, be available to a candidate getting advantage under clause 10.1.

DECLARATION OF MERIT LISTS

Merit list of first 10 candidates in the order of merit shall be declared at the end of each 11.1 semester in each branch from amongst the candidates who have passed in one attempt.

Branch wise final merit list shall be declared by the University only after the main examination of the eighth and final semester for DIPLOMA, on the basis of the integrated performance of all the four years. The merit list shall include the first ten candidates securing highest percentage as per para 9.1.

RULE FOR ATTENDANCE 12.0

12.1 Candidates appearing as regular students for any semester examination are required to attend 80% of the lectures delivered and of the practical classes held separately in each course of study, provided that a short fall in attendance up to 5% and a further 5% can be condoned by the principal of the college and Vice-Chancellor of the University respectively for satisfactory reasons.

If a student remains absent from classes, without assigning any reason, he/she will have

to pay fine as prescribed by the University.

RULES FOR IMPROVEMENT OF DIVISION IN FINAL DIPLOMA

If a candidate has passed all the semester examination in full he/she shall be permitted to reappear in that examination for improvement in division provided the candidates makes an application within TWO MONTHS from the date of passing/declaration of result of the said programme. Candidates will be allowed to appear as an ex-student in all the theory papers of final year on the basis of which division is granted in the final diploma (6th, 7th and 8th) semesters except industrial training of the respective Diploma programme. In case of change in curriculum, candidate will be allowed to improve division in the old curriculum, till the University is conducting examination

13.2 Revaluation and Re-totaling is allowed in the cases of improvement in division.

14.0 RULES FOR PURSUING SECOND DIPLOMA PROGRAMME

Candidates are not allowed to enroll for second Diploma programme of the University, after acquiring one Diploma of Engineering/Technology or Vocation/Occupation based disciplines form the same University.

15.0 ISSUE OF DUPLICATE CERTIFICATES AND DIPLOMAS

Duplicate of University Certificates and Diplomas shall not be granted except in cases in which the University is satisfied by the production of an affidavit on a stamp paper of proper value required by law for the time being in force that the applicant has lost his/her certificate or Diploma or that it has been destroyed and that the applicant has real need for a duplicate. In such cases duplicate of the certificate and Diploma may be granted on payment of prescribed fee.

Duplicate copies of marks sheet may be granted on payment of prescribed fee.

The University reserves the right to frame, amend or cancel any rule or a part there of at any time and the candidate shall be subjected to such rules made by the University from time to time.

B.E. Four Year Degree Course Semesterwise (AICTE Course)

REVISED ORDINANCE 148

1.0 Assessment and Marking System

1.1 Attendance in a class is compulsory and will be monitored. Candidates securing less than 85% of attendance in each Theory & Practical of any semester shall be detained from spearing in the ensuing examination and be required to take readmission in that semester so as to complete the academic requirements.

However, a condonation of 10% in respect of attendance may be granted by Principal of the college and further 5% by University for genuine reasons.

Absence due to participation in NCC/NSS camps, college/ university matches shall be treated as presence.

1.2 There shall be Theory and Practical examination in each semester The minimum pass marks in each of the theory paper, practical and sessional shall be 35%, 50% and 60% respectively. To pass a semester examination, an examinee shall have to secure a minimum of 50% of the total aggregate of marks. To make up the shortage in the total aggregate of marks a candidate will be required to reappear in not more than two theory papers of his choice.

Condonation of deficiency of marks up to the extent of 5 shall be awarded in each semester examination to the best advantage of the candidate.

- 1.3 A candidate shall be allowed to carry all the subjects i.e. theory and practical of a semester in the next higher semester He shall be required to clear, in the next semester examination, only those subjects (theory or practical) in which he did not secure the minimum pass marks.
- 1.4 A candidate who has appeared in the Eighth semester but has not cleared all the subjects (theory and practical) of seventh semester, shall not be issued marks sheet until he clears all the subjects. His result shall be withheld and marks sheet of eighth semester shall be issued only after he clears all the previous examinations.

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- 1.5 The division shall be awarded to the candidates at the end of even semester except 8th semester i.e. 2nd. 4th & 6th only after including the marks of the preceding odd semester.
- 1.6 The award of division for the B.E. degree i.e. after passing 8th semester shall be based on the marks secured in all the semester examination with weightage assigned as follows:-

First and Second Semester

10% of total score

Third and Fourth Semester

20% of total score

Fifth and Sixth Semester

20% of total score

Seventh and Eighth Semester -

100% of total score

- 1.7 The award of division shall be on the following basis:
 - a. Candidates securing 50% but less than 65% of the total marks shall be placed in the SECOND division.
 - b. Candidates securing 65% but less than 75% of the total marks shall be place in the FIRST Division.
 - c. Candidates securing 75% and above of the total marks shall be placed in FIRS f Division with HONOURS.
- 1.8 ELIGIBILITY OF ADMISSION IN A SEMESTER

A candidate shall be eligible for admission to V,VI, VII and VIII semesters, provided he/ she has passed I, II, III and IV semesters, respectively. Also, he will be allowed to appear in any three consecutive end semester examinations.

- 1.9 CARRY OVER: A candidate shall be allowed to carry over all the subjects, i.e. theory and practical of a semester in the higher semesters as per section 1.8 above.
- 1.10 Provision for deficiency condonation will be made to the extent of total five marks either in one or maximum two subjects in ESE only during final compilation of result.
- 1.11 Provisions of revised ordinance 77 shall be applicable only to the extant they are inconsistent with provisions of this Ordinance.