

19. TO BE FILLED BY BACKLOG STUDENTS ONLY.

(Separate form should be filled for separate semester).

(a) Did you appear in the same class/examination earlier for which you are applying. Yes No

(b) Give the details of the last examination **in which you failed**, in the column given below:

Class	Month & Year of Last Exam	Roll No.	Paper Code in which failed	Full Name of Subject in which the failure student wishes to appear	Marks Obtained	Result

Note : Head of Study Institute/UTD should check all the entries personally. For wrong entries University will not be responsible. The sole responsibility lies on Head of the Study Institute/UTD.

Signature of Head of the Department/Study Institute

Seal

**LIST OF COMPUTER/NON COMPUTER(MEDIA) COURSES/DURATION/ELIGIBILITY OF
ADMISSION FROM JULY 2007**

COMPUTER COURSE

S. No.	Course Name	Short Name	Course Code	Duration	Minimum qualification for Admission
1.	BACHELOR OF COMPUTER APPLICATIONS	BCA	14	3 Years	10+2(any discipline)
2.	POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS	PGDCA	16	1 Year	Graduation
3.	DIPLOMA IN COMPUTER APPLICATIONS	DCA	17	1 Year	10+2
4.	MASTER OF COMPUTER APPLICATIONS	MCA	101	3 Years	BCA or Graduate with Maths at 10+2 level
5.	MASTER OF SCIENCE (INFORMATION TECHNOLOGY)	MSc(IT)	103	2 Years	BE/B. Tech in Computers, BIT, BCA, BSc(IT), BSc (Computers) and Graduate
6.	BACHELOR OF SCIENCE (INFORMATION TECHNOLOGY)	BSc(IT)	104	3 Years	10+2 with maths at the +2 stage
7.	MASTER OF SCIENCE IN COMPUTER SCIENCE	MSc(CS)	129	2 Years	1. Any Graduate will get admission in the first yer of MSc(CS). 2. Any Graduate with PGDCA from a recognized University will directly get admission in 2 nd year of MSc(CS) but the student has to clear two additional papers one each in the 3 rd and 4 th semester.

MEDIA COURSES (INCLUDING LIB. SC. COURSE)

8.	MASTER OF JOURNALISM	MJ	105	2 Years	Graduation
9.	BACHELOR OF ARTS IN MASS COMMUNICATION	BA(MC)	110	3 Years	10+2
10.	MASTER OF ARTS IN ADVERTISING & PUBLIC RELATIONS	MA(APR)	116	2 Years	Graduation
11.	MASTER OF ARTS IN BROADCAST JOURNALISM	MA(BJ)	117	2 Years	Graduation
12.	MASTER OF ARTS IN MASS COMMUNICATION	MA(MC)	118	2 Years	Graduation
13.	BACHELOR OF JOURNALISM (1 YEAR)	BJ(1Year)	119	1 Year	Graduation
14.	BACHELOR OF LIBRARY & INFORMATION SCIENCE (1 YEAR)	BLIS(1Year)	120	1 Year	Graduation
15.	POST GRADUATE DIPLOMA IN MEDIA	PGDM	121	1 Year	Graduation
16.	BACHELOR OF JOURNALISM (THREE YEARS)	BJ(3Years)	122	3 Years	10+2
17.	MASTER OF SCIENCE (ELECTRONIC MEDIA)	MSc(EM)	123	2 Years	Graduation
18.	POST GRADUATE DIPLOMA IN DIGITAL VIDEOGRAPHY	PGDDVG	126	1 Year	Graduation
19.	MASTER OF ARTS (MARKETING AND MANAGEMENT COMMUNICATION)	MA(MMC)	127	2 Years	Graduation
20.	MASTER OF ARTS (AUDIO - VISUAL COMMUNICATION)	MA(AVC)	128	2 Years	Graduation
21.	BACHELOR OF SCIENCE (ELECTRONIC MEDIA)	BSc(EM)	130	3 Years	10+2
22.	POST GRADUATE DIPLOMA IN FILM JOURNALISM	PGDFJ	134	1 Year	Graduation
23.	POST GRADUATE DIPLOMA IN SCIENCE & TECH. JOURNALISM	PGDSTJ	135	1 Year	Graduation

Note: Students who have not cleared the supplementary or backlog exam should not be granted admission.

GENERAL INSTRUCTIONS AND DIRECTIVES FOR EXAMINATION.

1. Name of CLASS

The Classes are shown below:- To this list, BSc(IT), MSc(IT) & other classes should be added, if there by any.

- | | | | |
|-----|------------------|-----|--------------------|
| 1. | 1BCA NEW ENTRANT | 11. | 6BCA Fresh |
| 2. | 1 BCA Backlog | 12. | 6 BCA Backlog |
| 3. | 2 BCA Fresh | 13. | 1PGDCA NEW ENTRANT |
| 4. | 2 BCA Backlog | 14. | 1PGDCA Backlog |
| 5. | 3 BCA Fresh | 15. | 2PGDCA Fresh |
| 6. | 3 BCA Backlog | 16. | 2PGDCA Backlog |
| 7. | 4 BCA Fresh | 17. | 1DCA NEW ENTRANT |
| 8. | 4 BCA Backlog | 18. | 1DCA Backlog |
| 9. | 5 BCA Fresh | 19. | 2DCA Fresh |
| 10. | 5 BCA Backlog | 20. | 2DCA Backlog |

2. STUDY INSTITUTE CODE :

Student must ascertain the study institute code before filling in the form.

Code number allotted to UTD Bhopal 999.

Khandwa 997.

Noida 998.

3. EXAM CENTRE

- The proposed exams centres are given in the notification.
- Code numbers as well as name of the place should be mentioned.
- If an exam centre is set up at a place where the institute is situated, then all the students of the institute shall appear in exam from that place only.**
- The University reserves the right to allot/alter examination centre.
- No application for change of examination centre, once allotted by the University, shall be entertained until and unless there are exceptional circumstances.

4. Registration / Enrolment Form.

Students, registration/enrolment No.: The senior students must write carefully his/her registration /enrolment no. as allotted by the University, in the given space. The fresh students seeking admission to first semester should fill up the exam form and enrolment/registration form.

- Candidate's name : The student must write his/her name only in the space provided. Prefix like Shri/Smt./Kumari must not be written in the column. The name should infact, be written as per 10+2 marksheet.
- Fees once paid will neither be refunded nor adjusted for any succeeding exam in any case. Details of fees paid be submitted in the prescribed format.**
- If the last date fixed for any event falls on a Sunday or a Holiday declared by the Govt. of M.P. or this University the next working day/date will be deemed to be the last day/date. This shifting of day/date shall apply automatically and the university will not issue any notification.
- Roll Number of each semester is different. Therefore a student should fill up a separate exam form for separate semester. Application for more than one semester should not be made in one exam form. Separate exam forms should be filled for separate semesters. Such cases arise in case of Backlog students. A separate fees and late fee, if any, be paid with each exam form.**

9. The study institutes only shall be fully responsible to their candidates. The University office shall receive the exam forms from study institutes only. The candidates should not individually approach the university for submission of forms.
10. In case a study institute is closed, the students formerly at the study centre should submit their exam forms and DD of fees directly to the university within the time limit. Two self-addressed envelopes (NOT STAMPED) must also be attached with form, for an easy communication from university.
11. The last dates mentioned are for the receipt of forms in the university office. They do not indicate the last dates of despatch of forms from the Study Institutes/Students.
12. The university can not be held responsible by students or by any one, for the delays, omissions and commissions, of the study institutes.
13. The students of all courses, who have appeared in 1st semester exam of a course should seek admission immediately after the exam of 1st semester to 2nd semester. They should not wait for the declaration of the result. They will be FRESH CANDIDATES for 2nd semester. They should process exam forms and complete all formalities within the time schedule.
14. (a) Similarly the examinees of 2nd semester should complete formalities for admission to 3rd semester.
 (b) **BCA candidate shall not be admitted to the 5th Sem. (3rd year) unless he has fully cleared the first & second semesters (The entire I year including bridge course in Maths if the candidate has not studied Math at 10+2 level examination).**

15. Fresh Students and Backlog Students.

- 15.1 A student will be deemed to be a failure only if he fills in the exam form for appearing in the exam wherein the Roll No. is granted and admission card is issued to him, after due consideration of his eligibility and appears in one or more papers but fails.
- 15.2 The Backlog facility shall be available only to a candidate who has failed in the previous semester in one or more papers.
- 15.3 A student who does not fill up an exam form for exam of a class can not avail of backlog facility.
- 15.4 A student who fills up an exam form for a class but remains absent in all the papers shall be deemed to have not appeared in the exam. He can not avail of the backlog facility. He will not be treated as failure. He shall be marked ABSENT in result. Such students are not eligible to appear in both the semesters in the succeeding semester exam.
- 15.5 A fresh student is he who appears in an exam for the first time.

16. COMPUTER DATA SHEET

One photograph of the candidate appearing for exams will be affixed on the computer data sheet. This photograph will be scanned by the computer agency as it will be further embossed on the students admission card and attendance sheet. The admission card will also be transmitted to the study institute by E-Mail to the computer agency. The study institute will take a print-out of these admission cards. However it shall be the study institutes incharge's responsibility to ensure that admission cards are not passed on to students who do not fulfill the criteria of eligibility, attendance and examination fees.

17. CODE NO OF QUESTION PAPER

- a) A scheme of unique numerical code number allotted to each question paper has been introduced.
- b) This code number should be filled correctly because it will be used in preparation of admission cards, attendance sheets and results.

- c) The unique numerical code no. allotted to each question paper defines the paper for completely. It shall be useful for the setter, the candidate, the exam centre supdt., the study institutes, and the valuers. The admission card, the attendance sheet, the result sheet or T.R. and the marksheet shall mention these code numbers to specify papers.
 - d) The scheme of unique numerical code number has been introduced to avoid the confusion that may creep in the minds of students by the similarity in the names of the papers.
 - e) The student & his study institute should know and therefore mention the correct numerical code number in the relevant columns of subjects/papers.
 - f) The computer Agency shall prepare the paperwise numerical returns accordingly. The Admission cards & Attendance sheet will also be printed likewise. The Present - Absent daily statement for each shift will be computerised mentioning the code numbers of papers.
18. Candidate should keep a photocopy of all the sheet of the filled-up exam form in his record.
19. The study centre should retain in record the photocopies of all the sheets of the exam forms of all of his candidates.
20. **Fresh candidates must enclose the attested photocopies of marksheets of qualifying examination.**
21. **Backlog candidates must enclose the photocopies of marksheet of the exam not cleared and past admission card. If marksheets are not received marks mentioned in the T.R. may be written.**

22. SINGLE D.D. OF TOTAL FEES FOR ALL THE STUDENTS

Candidates must pay their fees to Study Institute. The study institute should send a single D.D. for consolidated sum. A list of candidates should be attached with each D.D. Details of DD be also mentioned on forwarding letter. Centre code and name of the study institute should be mentioned on the back of demand draft or a seal thereof affixed on the back of D.D. The prescribe Format is enclosed.

23. The format of exam-form coupled with Enrolment/Registration form prescribed for examinations, the instructions & directives for filling the form, rules & regulations, basic principles & policies have already been displayed on our **website – www.mcu.ac.in**.

The same may kindly be downloaded by the Study Institutes & students. The photocopies of the format, in A-4 size only may kindly be used by the students. The student should not change the size and the frame of format.

24. a) SINGLE DEMAND DRAFT FOR THE CONSOLIDATED AMOUNT OF TOTAL FEES OF ALL THE STUDENTS OF ANY STUDY INSTITUTE MAY KINDLY BE SENT TO THE UNIVERSITY ALONG WITH THE DULY FILLED UP EXAM. CLASS WISE ALPHABETICAL LIST OF NAMES OF STUDENTS SHOULD BE ENCLOSED WITHOUT FAIL.
- b) Heads of Study Institutes shall kindly collect the fees of all the students at one counter. All the students should submit the filled up forms and the fees at the counter in defined hours. Fees structure is attached separately
- c) In similar manner, fees for exam forms submitted late should be consolidated & sent by the study institute. Class wise alphabetical list of names of students should be enclosed.
- d) For fees of each DELAY - ZONE **a separate but single D.D. of total fees be sent.**
- e) Each time the class-wise Fresh and Backlog list of students, in Prescribed Format (Annexure-A) in alphabetical order, should be sent.
- f) Enclosing the annexure – B (Format for remittance of fees) send the fees in this format.
- g) Details of the Demand Draft should be mentioned in the forwarding letter. Name of Bank, No of D.D, Date of D.D. and Amount of D.D. should be mentioned.

- h) At the back of D.D., the seal of your study institute be kindly affixed revealing code number of the institute clearly. The impression of code numbers of the institute should be clearly visible.
- i) A class-wise alphabetical list of names of students should be necessarily attached with the Demand Draft. The amount of fee paid should be indicated against the name of student.

25. **GENERAL INSTRUCTIONS.**

- a) Send the Application forms and fees by Registered post or Speed Post.
- b) Late fees will be applicable for both regular & backlog students.
- c) Students whose marksheets are not dispatched due to non clearance of fees and enrolment objection they can attach the internet copy of marksheet with the form.
- d) As per annexure 'A' and 'B' exam forms and D.D. for exam fees of BCA, PGDCA, DCA should be prepared and sent simultaneously. On the top of the envelope "BCA, PGDCA, DCA exam form be mentioned."
- e) As per Annexure 'A' and 'B' exam form and D.D. for exam fees of BSc(IT), MSc(IT), MSc(CS) and PGDHM should be prepared and sent simultaneously. On the top of the envelope "BSc(IT), MSc(IT), MSc(CS) and PGDHM exam form be mentioned."
- f) As per Annexure 'A' and 'B' exam form and D.D. for exam fees of MEDIA COURSES should be prepared and sent simultaneously. On the top of the envelope "MEDIA exam form be mentioned."
- g) In case the students in the above three class in studying/enrolled at the study institute, D.D. should be prepared separately.
- h) The D.D. of exam fees should be prepared in favour of Registrar, Makhanlal Chaturvedi National University of Journalism and Communication, Bhopal.
- i) **The examination fees remitted by cheque will not be accepted.**
- j) **Examination forms in excess of the seats allotted for a particulars course shall be rejected.**
- k) **Exam forms without full exam fee or incomplete fee will not be accepted.**
- l) **The Study Institute which have been put under "No admission category" should forward only exam forms of eligible students. Non-eligible forms will be treated as cancelled.**
- m) **The exam forms forwarded by the Study Institute whose registration/association have been cancelled will not be accepted.**
- n) For exam forms, D.D. of exam fees, Provisional Certificate, Duplicate Mark Sheet and other letters concerning the examination and correspondence should be addressed to Shri Rajesh Pathak, I/c Dy. Registrar(Exams).
- o) For Enrolment / Registration and Degree / Diploma / Migration / Practical Exam correspondence should be made in the name of Smt. Poonam Patel, I/c Controller of Exams.

- Note:**
- a) In the absence of any Provision in the above instructions provision of Exams Manual/Hand Book of M.C.N.U.J.C., Bhopal as modified form time to time will apply in 'mutatis mutandis' manner.
 - b) **Vice Chancellors decision is final and binding under all circumstances and for all cases.**

Registrar

