

***ORDINANCE No. 14 RELATING TO THE AWARD OF M.A, M.Sc., B.A (HONS.) DEGREES.**

1. Definitions:

- 1.1 "Course" means a Semester Course.
- 1.2 "Credit" (c) is the weightage assigned to a course in terms of contact hours.
- 1.3 "Grade" means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.
- 1.4 "Grade Point" (g) means the numerical equivalent of a letter grade assigned to a student in the ten point scale.
- 1.5 "Semester Grade Point Average" (SGPA) is a grade point average of a student calculated in the following manner.

$$SGPA = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits offered by the student during the Semester}}$$

- 1.6 "Cumulative Grade Point Average" (CGPA) means a cumulative index grade point average of a student calculated in the following manner:

$$CGPA = \frac{(g_1 \times c_1) + (g_2 \times c_2) + \dots}{\text{Total number of credits offered by the student upto and including the Semester for which cumulative index is required.}}$$

- 1.7 "Final Grade Point Average" (FGPA) is the final index of a student at the time of award of a degree calculated in the following manner:

$$FGPA = \frac{\sum_i^n C_i G_i}{\sum_i^n C_i}$$

c_i = Credit of the i th course

g_i = Grade point secured by the student in the course

n = total number of courses prescribed for the student

- 1.8 Final Grade is the letter equivalent assigned to a student on the basis of his/her final grade point average at the time of the award of the degree.

2. Eligibility for Admission to the course

- ** 2.1 A candidate shall be eligible for admission to a 10 semester integrated programme if he/she has passed the Senior School Certificate Examination (10+2) of a recognized Board of Secondary Education or an examination recognized by the University as its equivalent.
- 2.2 Candidates may also be offered admission to the 7th semester of the 10 semester integrated course leading to the Master's degree of the University or to a regular 4 Semester Master's Degree Programme, provided they have obtained a Bachelor's degree under 10+2+3 pattern recognized by the University or a degree recognized as its equivalent and provided that they have attained minimum proficiency in the subject at the time of admission as decided by the University from time to time.

- 2.3 No candidate shall be eligible for admission to the programme unless he/she has attained the age of 17 years for admission to the 1st semester of the 10-Semester programme as on 22nd July, i.e. the day on which the new academic session commences.

3. Disciplines for Master's Degree

Candidates may seek admission to programmes of Studies leading to the award of Master's Degree in any of the disciplines as may be decided by the Academic Council on the recommendation of the School Board concerned.

4. Admission Procedure

Procedure for admission to the course leading to the Master's degree shall be laid down by regulations made in this regard under Statute 14(d).

5. Registration of Courses

- 5.1 Registration in the courses is the sole responsibility of a student. No student shall be allowed to do a course without getting registered or shall be entitled to any credits in the course unless he/she has been formally registered by the scheduled date to be announced by the University.

** 5.2 Registration will be allowed up to a maximum of two weeks after the beginning of a semester or as prescribed by the university from time to time.

- 5.3 No student shall be allowed to add a course or substitute a course for another course not later than three weeks from the date of commencement of the semester. A student wishing to drop a course must do so as early as possible but and in no case later than six weeks from the date of commencement of the semester. No student shall be permitted to drop a course after the six-week period.

Provided that a student may take more optional courses than prescribed in the programme, in which case in the calculation of Final Grade Point Average only the prescribed number of optional courses in the descending order of the grades obtained by the student shall be included. For example, if a programme has 12 compulsory courses and 4 optional courses and a student credits 6 optional courses, his/her Final Grade Point Average shall be calculated on the basis of 12 compulsory courses and the first four optional courses, when all the six are ranked according to descending order of grades obtained by him/her. However, no student shall be permitted to register in a semester only to take an additional optional course.

**** 6. Faculty Adviser**

The Centre/School may appoint an Adviser for students from among the members of the faculty concerned.

****7. Duration of the course**

- 7.1 The curricular work leading to the award of Master's Degree (integrated programme) shall be spread over a minimum of 10 semesters, five Monsoon semesters and five Winter semesters. Provided that the curricular work leading to the award of Master's degree in the case of students admitted under clause 2.2 shall be spread over a minimum of 4 semesters – 2 monsoon and 2 winter semesters.

Provided further that a semester or a year may be declared zero semester or zero year in the case of a student if he/she could not continue with the academic programme during that

period due to illness and/or hospitalization or due to accepting a foreign scholarship/fellowship, subject to the fulfillment of requirements as laid down by the regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

Provided further that in case of a foreign student who is compelled to leave the programme in between for getting their student visa/research visa extended, such period shall not be counted for the purpose of calculation of duration of the programme.

- ** 7.2** A student can take part in the curricular programme for the Five Year Master's Degree (integrated programme) of the University upto a maximum of 14 semesters.
Provided that a student admitted under clause 2.2 can take part in the curricular programme for Master's degree of the University upto a maximum of 6 semesters.
- 7.3** The Monsoon and the Winter semesters shall commence from and end on a date to be fixed by Academic Council. Provided that each semester shall ordinarily have 90 working days excluding the examination days.
- 7.4** A student who has taken the required curricular programme for a minimum of six semesters of the 10-Semester Programme will become eligible for the award of B.A.(Hons.) degree subject to his/her fulfilling the credit requirements and the grade point requirements prescribed in clauses 8.4 and 10.2 and 10.3.

8. Credit requirements

- ** 8.1** The actual credit requirements in the case of a student for the B.A (Hons.) degree shall be a minimum of 100 credits: 80 credits from core courses and 20 from non-core courses. The actual credit requirements in the case of a student for the Master's degree shall be 72 credits: 32 credits from 8 core courses, 32 credits from 8 optional courses and 8 credits from Field/Research Projects. A student can opt for a maximum of 16 credits (1 course of 4 credits in each semester) for courses offered in other Centres/Schools.
- 8.2** A student with the permission of the Centre/School concerned may be allowed to carry additional load not exceeding 50% of the credits/courses a student is normally expected to cover in a semester.
- 8.3** A student shall not be permitted to opt for a course if he/she has not cleared the previous course(s) prescribed as a pre-requisite.
- ** 8.4** A student supplicating for the B A (Hons.) degree of the University under clause 7.4 shall be required to secure a minimum of 100 credits as per Clause 8.1 above.

9. Evaluation

- 9.1** The system of evaluation for each course shall be laid down by the School Board on the recommendation of the Board of Studies of the Centre concerned.
- 9.2** For courses having a semester examination, sessional work shall carry the same weight as the semester examination. Field/Research Projects shall be evaluated on the basis of the report submitted on the projects.

9.3 The pattern and schedule of sessional work for each course of a semester shall be prescribed by the School Board on the recommendation of the Centre concerned and shall be made known to the students at the commencement of each semester.

** 9.4 The students shall be graded in each course on a 10-point scale, that is:

Letter Grade	Grade Point	Percentage Range
O (Outstanding)	10	≥80.00
A+ (Excellent)	9	70.00-79.99
A (Very Good)	8	60.00-69.99
B+ (Good)	7	55.00-59.99
B (Above Average)	6	50.00-54.99
C (Average)	5	45.00-49.99
P (Pass)	4	40.00-44.99
D (Promoted)	3	30.00-39.99
F (Fail)	0	<30.00
Ab (Absent)	-	-

Note :

1. There shall be no rounding off of SGPA/CGPA/FGPA.
2. The SGPA/CGPA/FGPA obtained by a student is out of a maximum possible 10 points.

** 9.5 "Clearing a Course" shall mean the following:

(a) For 6 semesters of a 10 semester integrated Masters programmes :

A student clears a course only if he/she has cleared both the components, namely, sessional work and end semester examination (for courses having end semester examination) by securing a grade equal to or higher than 'D' in both of them, or only if he or she secures an overall grade equal to or higher than 'D' (for courses having no end semester examination). A student who fails in a course either by not clearing the sessionals and consequently being not eligible to appear in the end semester examination, or by failing in the end semester examination, or by absenting from appearing in the end semester examination (for courses having end semester examination) or by failing to secure an overall grade equal to or higher than 'D' (for courses having no end semester examination), shall be required to repeat that course or clear another similar (core, optional, etc., as the case may be) course of the same credit in lieu thereof irrespective of his/her performance in the sessional work.

(b) For post-graduate level programmes :

A student clears a course only if he/she has participated in the sessional work and has secured an overall grade equal to or higher than 'D' in that course (for course having no end semester examination or for Field/Research Projects) or has participated in the sessional work and appeared in the end semester examination (for courses having end semester examination) and secured a weighted grade equal to or higher than 'D' in that course. A student who fails in a course either by not participating in the sessional work and thereby securing an overall grade of 'F' (for courses having no end semester examination or for Field/Research Projects) or consequently being not eligible to appear in the end semester examination or by absenting from appearing in the end semester examination or by failing to secure a weighted grade equal to or higher than 'D' (for course having end semester examination), shall be required to

repeat that course or clear another similar (core, optional, etc., as the case may be) course in lieu thereof.

- ** 9.6 A student who secures a grade equal to or higher than 'D' in a course may be permitted by the Centre, keeping in view its academic constraints, to improve his/her grade by repeating that course once, subject to proviso of Clause 10.3 of the Ordinance.

Provided that a student who wants to repeat a course to improve his/her performance shall be allowed to do so only if he/she surrenders his/her earlier grade in the course by 16th August in case of the Monsoon Semester courses and by 1st February in case of Winter Semester courses. Having surrendered his/her earlier grade by due date, it will be his/her repeat performance in the course which will be taken into account to compute the SGPA and the CGPA. His/her transcript will however, reflect appropriately both the performances and the fact that he/she has repeated the course/courses.

- ** 9.7 Examiners or Board of Examinations shall be appointed for each course by the School Board, on the recommendation of the School/Centre concerned to conduct and prepare the results of the end-semester examinations.

10. Grade Point Requirements/Minimum standard

- ** 10.1 A student joining the 1st semester of the 10 semester programme or the 1st semester of a regular 4th Semester Masters Programme will be required to maintain a CGPA of 3.00 at the end of second semester and thereafter.

A student joining the 7th semester of the 10 Semester Programme will also be required to maintain a CGPA of 3.00 at the end of the eighth semester and thereafter.

Provided that if a student has secured a CGPA equal to or greater than 3.00, but less than 4.00 at the end of sixth semester from the date of joining, he/she may use the additional 2 semesters to improve his/her grade at-least to 4.00 to get the B.A. (Hons.) degree and to continue in the Master's Programme as per the provisions of Clause 9.5 (a) and 9.6.

- 10.2 At the end of the 6th semester of the 10 semester programme, a student will be required to have a CGPA of 4.00 and also have cleared all the courses prescribed by the School/Centre from 1st to 6th semester to enable him/her to get B.A. (Hons.) degree and to continue in the Master's Programme.

- ** 10.3 A student in order to be eligible for the award of Master's Degree of the University must have fulfilled the following requirements: (i) he/she has taken and passed all the prescribed courses as laid down; (ii) he/she has obtained a CGPA of 4.00 at the end of the programme.

Provided that the students of Master's programme who are otherwise eligible for award of the degree, but have secured a CGPA less than 4.00 at the end of the permissible period of four semesters, may be allowed by the Centre/School concerned to repeat Master's level courses in the fifth and sixth semesters, as per provisions contained in Clause 9.5 (b) and 9.6 of the Ordinance, for improvement of CGPA.

- ** 10.4 a. The medium of instruction in respect of all Programmes of Studies offered by the Schools and Centres of Studies shall be English, except in cases of studies / research in Languages.

- b. Question Papers of all examinations shall be set and answered in English language, except in case of examinations in languages / literature, where the question papers may be set and answered in the respective languages either in totality or in part, depending upon the requirements of the course.
- c. The time-table of End-Semester Examination shall be notified as per the academic calendar of the University at least fifteen days prior to the commencement of the examinations.
- d. The End-Semester Examinations shall be conducted under the general supervision of the Dean/Chairperson, who shall act as School/Centre Superintendent for all examinations of the courses of his/her School/Centre. He/she shall arrange for the invigilation duties from amongst the faculty members and shall be responsible for the fair and orderly conduct of the examination.
- e. The paper setter for the End-Semester Examinations shall set the question paper in the prescribed format and shall submit the same in sealed cover marked as Confidential to the Controller of Examinations, at least fifteen days prior to the commencement of the End Semester Examination;
- f. Each examiner appointed by the School Board shall be required to evaluate the answer scripts of the End-Semester Examination within one week of the date of examinations and shall be required to return to Controller of Examinations, the evaluated answer scripts along with the mark list.
- g. Dean/Chairperson of the centre concerned, shall forward to the Controller of Examinations, the consolidated list of marks / grades awarded to the students in the sessional evaluation of each course offered by the Centre/School.
- h. The End- Semester Examinations results shall be placed before the Dean of the School for approval after they have been screened by the Committee consisting of the Head of the Centre and not more than three faculty members appointed by the Dean on the recommendations of the Head of the Centre concerned.
- i. The final results at the end of the sixth and tenth semesters of a 10 semester programme at the end of the 4th semester of a 4 semester programme, i.e. for the award of B.A. (Hons.) and of Master's Degree, would be considered by a Committee of the School consisting of the Dean of the School and Chairperson of the Centres concerned as members and would be approved by the Vice-Chancellor before being announced.
- j. A student may seek re-assessment of her/his answer scripts of the end-semester examinations for a particular course within seven working days of the declaration of results in a particular semester. Such re-assessment shall be done by a subject expert to be appointed by the Controller of Examinations on the recommendations of the Deans/ Chairpersons;

However, in such cases, where the difference in scores of the second examiner is more/ less than/ equal to 20% of the awarded score for a particular course, the Controller of Examinations shall send the answer script for assessment to a third examiner; further, in such cases, an average score shall be computed based on scores awarded by all the three examiners.

Provided that a student who has applied for reassessment, the marks obtained for such re-assessment will be taken into account to compute the SGPA and the CGPA;

Provided that such re-assessments shall not be sought exceeding 50% of the normal load of courses in a semester;

11. Courses of Study and Framing of the Syllabi:

**** 11.1** The syllabi shall be approved by the School Board, on the recommendations of the Board of Studies of the Centre concerned.

**** 11.2** The Syllabi for the courses shall be approved by the School/Centre concerned which shall also prescribe text books and other reading material.

12. Removal of the Name of a Student from the Programme:

**** 12.1** The names of students falling under following categories shall automatically stand removed from the Programme:

- (a) Those students who fail to fulfill the CGPA requirements as specific under clause 10.
- (b) Those students who have already exhausted the maximum period of eight semesters for the B.A (Hons.) programme and six semesters for the Masters programme and have not fulfilled the requirements for the award of B.A (Hons.) /Masters degree as prescribed in clauses 10.2 and 10.3 and subject to the provisions in Clause 7.1.

12.2 The School Board, on the recommendations of the Centre, may remove the name of a student from a programme of study if:

- (a) A student has still to clear courses which cannot possibly be cleared in the remaining period of study even if he/she is allowed to register the normal load for the remaining period plus 50% of this normal load.

13 Notwithstanding what is contained in the Ordinance, the Academic Council may, in exceptional circumstances and on the recommendations of the Department/Centre and School Board as well as on the merits of each individual case, consider at its discretion and for reasons to be recorded relaxation of any of the provisions, except those prescribing CGPA/FGPA requirements.

14 No candidate shall be eligible to register for the programme/courses if he/she is already registered for any full-time programme of study in the University or in any other University/ Institution.

***** Approved and adopted by the Executive Council vide item no.18 at its meeting held on 11.02.2012.

****** Amendments and updations (to be implemented from 2015-16 onwards) were approved and adopted by the Academic Council vide item no. 20/12/AC in its meeting held on 28.09.2015 and Executive Council vide item no. 39/15/EC in its meeting held on 09.11.2015.