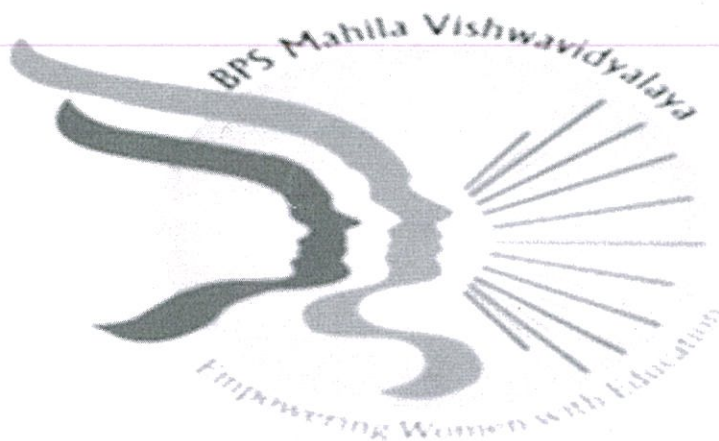


**BHAGAT PHOOL SINGH MAHILA, VISHWAVIDYALAYA
KHANPUR KALAN, SONEPAT, HARYANA**




DEPARTMENT OF ECONOMICS

ORDINANCE, SCHEME OF EXAMINATION AND COURSE CURRICULUM

B.A (HONOURS) ECONOMICS

(w.e.f July 2019-20)

***DEPARTMENT OF ECONOMICS
B.P.S. MAHILA VISHWAVIDYALAYA
KHANPUR KALAN, SONEPAT, HARYANA***


DEAN
Faculty of Social Sciences
B.P.S. Mahila Vishwavidyalaya
Khanpur Kalan, Sonapat
Hary

Department of Economics
B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan

**ACADEMIC ORDINANCE FOR DURATION, ADMISSION, FEE, TEACHING
METHODOLOGY, CREDIT WEIGHTAGE, EXAMINATION, EVALUATION & GRADING,
PROMOTION, ATTENDANCE, AND GENERAL.**

B.A (HONOURS) ECONOMICS

(W.e.f July 2019-20)

1. DEFINITIONS:


- 1.1. **Programme stands for:** B.A. (Honours) Economics
- 1.2. **Credit:** Credit is the weightage assigned to a paper in terms of contact hours.
- 1.3 **Grade:** Grade stands for a letter grade assigned to a student on the basis of evaluation on the 10 point scale.
- 1.4 **Grade Point:** Grade point stands for the numerical equivalent of the letter grade.

2. DURATION:

- 2.1. The duration of the programme leading to the B.A (Honours) Economics programme shall be of three academic years.
- 2.2. The minimum duration of the programme shall be **3 year (6 semesters)** for B.A. (Honours) Economics and maximum should not exceed and 5 years.
- 2.3. A candidate, who fails to pass B.A. (Honours) Economics examination within a period of 5 years of her admission to the programme, shall be required to repeat the paper *de novo*.

3. ADMISSIONS:

- 3.1. **Eligibility:** A person who possesses the following qualifications shall be eligible to join the **B.A. (Honours) Economics** Programme:
10+2 Examination of a recognized board with at least 45% marks in aggregate in addition to the criterion approved by the admission committee of the Bhagat Phool Singh Mahila Vishwavidyalaya (B.P.S.M.V). There shall be a relaxation of 5% marks in case of Minimum pass marks required in case of Scheduled Caste (SC) and Scheduled Tribe (ST) candidates/persons with disability.
- 3.2. No candidate who is in employment (whole-time, part-time, or honorary service) shall be eligible to take admission in the programme without taking leave from her institution/ office etc., from the date of admission to the termination of her examination. She has to submit an affidavit in this regard. If someone found in violation of these rules, her admission in the course shall stand cancelled.
- 3.3 **Procedure:** Admission shall be done on the basis of the Merit or any other criteria decided by university from time to time.


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4. **FEE:** The programme fee to be paid by the candidate shall be as such as prescribed by the university from time to time.
5. **TEACHING METHODOLOGY:** The methods of teaching shall include classroom instructions, assignments, Study tours, seminars, workshops, Field work, Lab work, presentations, Group discussions, exposure visits etc. The medium of instruction shall be English.
6. **CREDIT WEIGHTAGE:** Each paper has a certain number of credits which reflect its weightage. Credits of a paper are evaluated as under:
 - 6.1 Lecture: One credit per lecture per week per semester will generally be adopted.
 - 6.2 Tutorial: One credit per tutorial hour per week per semester will be adopted.
 - 6.3 Practical: One credit per tutorial hour per week per semester will be adopted.

7. **EXAMINATION:**

7.1. At the end of the each semester, there shall be an examination where each candidate shall be examined in the paper studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination and third semester examination and so on.

7.2. The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examination shall be appointed for each paper and shall be recommended by the Under Graduate Board of Studies (UGBOS).

7.3. The examination shall consist of theory papers, term papers, research report and viva-voce. Theory papers are to be set by the internal / external examiners appointed by the Vice Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the UGBOS of the concerned department.

7.4. For viva-voce shall be conducted jointly by the external and internal examiners. The internal examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned department with the intimation to the Controller of Examinations in the following preferential order: i) From outside: ii) From BPSMV, Khanpur Kalan.

7.5 The examination for all odd semesters will normally be held in November/ December and for all even semesters in April/ May on such date as provided by the University. The concerned teacher/ paper coordinator should ensure that 100% syllabus is covered besides a teaching of at least 15 weeks in each subject before the semester examination.

7.6. Every paper is coordinated by a member of the teaching staff of the department which is offering the paper in a given semester. This faculty member is called the paper coordinator. She has the full responsibility for conducting the paper, coordinating the work of the other members of the faculty involved in the paper, holding the sessional test and assignments. For any difficulty, the students are expected to approach the paper coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the paper-coordinator.

7.7 Every student has to appear in the sessional tests/internal examination. If a student does not take a sessional test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/ field work/lab work/research report /general proficiency are to be submitted to the examination /Branch.

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7.8 For holding the Sessional Tests during even and odd semester the schedule of sessional exam shall be laid down by teacher(s) concerned in consultation with the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.

7.9 For Sessional Test, the syllabus for Examination will be about 50 per cent to the entire syllabi in a particular term.

8. RE-APPEAR EXAMINATION:

The candidate may take re-appear examination as per the followings guidelines.

Reappear	1st	2nd	3rd	4th	5 th & all previous reappears if any	6 th
Along with	3rd	4th	5th	6th	6 th	immediate semester

9. EVALUATION AND GRADING:

9.1 The assessment will be 20% internal and 80% external.

9.2 The Minimum Passing Marks/ Grade for any semester examination shall be:

9.2.1 40 % marks in the aggregate (internal and external examination) by securing at least 40 % in external examination;

9.2.2 In case a student fails to acquire 40 % present in the aggregate of internal and external, she will be awarded re-appear in the theory (external) paper of that subject.

9.2.3 There will be no re-appear in the internal assessment. The marks obtained in the internal assessment of a subject shall be carry forwarded, if a student gets re-appear in the external examination

9.2.4 40 % in each term paper/ research report/viva-voce examination.

9.3 The weightage for internal evaluation is as follow

9.3.1) class test/sessional test/	10% i.e. 10 marks out of 100
9.3.2 Assignments/ quiz/ seminars/group discussion	5% i.e. 5 marks out of 100
9.3.3 Attendance:	5% i.e. 5 marks out of 100
Less than 75 %	00 marks
75% and above and less than 80%	02 marks
80% and above and less than 85%	03 marks
85% and above	05 marks

9.4 In case any student(s) fails to appear in internal examination/ sessional tests or the internal test for such student shall be arranged by the concerned chairperson /principal before the commencement of semester examinations and with the permission of the HOD with a fine of Rs. 500/-.

9.5 Ad hoc Grace:

If there is any discrepancy /out of syllabus/printing error/untoward incident during the examination, the matter be referred to a standing committee of

- I. Controller of examination.
- II. HOD of the concerned Department.
- III. One faculty member concerning the subject.

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The committee may recommend re-conduct of the paper or uniform grace marks to all that should not exceed 10% marks of that particular paper.

9.6 Moderation of Marks:

- a) Internal Examinations: If there are more than one teacher associated in any internal assessment, one of the member be made co-coordinator by concerned HOD and he along with the others can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage. It can be done by fixing criteria beforehand.
- b) External Examination: If there is unusual variation (very high or very low) in the awards, The COE may refer the matter to a moderation committee consisting of
 - I. Controller of examination.
 - II. HOD of the concerned Department.
 - III. One faculty member concerning the subject.

As per recommendation of the committee the result may be revised.

9.7 Grading : The academic performance of a student shall be graded on a scale prescribed by the Examination Branch of the University .The department shall only prescribe the pass grade which is 40% in case of both internal and External evaluations.

9.7.1. After finalization of the marks the same shall be displayed on the department notice board for a duration of two days for information of students .Students who have specific grievances against the marks awarded to her, may discuss the same with the concerned paper co-ordinator who after consideration of grievances of all the students shall finalize the marks to be awarded for the paper.

9.7.2 before submission of the finalized award list in a prescribed formation to the concerned administrative office the individual paper co-ordinator shall discuss the marks distribution for his/her faculty of study. However the final decision with regards to marks will vest with the paper co-ordinator.

9.7.3 The academic performance of a student shall be graded on a ten-point Scale.

The award of grades based upon marks obtained out of 100 shall be made as Follows:

Academic Performance	Letter Grades	Grade Points
Outstanding	O+	10
Excellent	A+	09
Very Good	A	08
Good	B+	07
Above Average	B	06
Average	C	05
Fail	D	04
Fail	F	00
Absent	Ab	00

Note: Pass Grade: Grade C and all Grades above C;

Fail Grade: Grade D and F

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The grades shall be awarded on the basis of absolute marks obtained by the Candidates as per the procedure given below:

<u>Marks</u>		<u>Grade</u>		<u>Marks</u>
90	≤	O+	≤	100
80	≤	A+	≤	89
70	≤	A	≤	79
60	≤	B+	≤	69
50	≤	B	≤	59
40	≤	C	≤	49
30	≤	D	≤	39
0	≤	F	≤	29
Ab				Ab

9.8.5 Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-

$$\text{GPA} = \frac{\sum (\text{Number of credits} \times \text{Grade Points})}{\sum (\text{Number of Credits Registered})}$$

For the purpose of calculation of GPA for SGPA and CGPA only those programmes (including projects) will be taken into account in which the student has been awarded one of the pass grades. Here S stands for the sum of

$$(i) \text{ SGPA} = \frac{\sum C_i P_i}{\sum C_i}$$

Where

C_i = Number of credits earned in the i^{th} programme of a semester for which SGPA is to be calculated.

P_i = Grade point earned in i^{th} programme

$I = 1, 2, 3, \dots, n$, represent the number of programmes in which a student is registered in the concerned semester.

$$(ii) \text{ CGPA} = \frac{\sum C_j P_j}{\sum C_j}$$

Where

C_j = Number of credits earned in the j^{th} programme upto the semester for which CGPA is to be calculated.

P_j = Grade point earned in the j^{th} programme. Any grade lower than the pass grade in a programme shall not be taken into account.

$j = 1, 2, 3, \dots, n$, represent the number of programmes in which student was registered and obtained a grade not lower than 'C' up to the semester for which CGPA is to be calculated.

**Note: Pass Grade is Grade C and higher grades
Grades D and E are fail grades**

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10 DIVISION: The successful candidates shall be classified in three divisions as under:

(i) Those who obtained 60% or more of the aggregate number of marks in all subject in all semesters mention total semesters of that course taken together shall be placed in first division.

(ii) Those who obtain less than 60% but not less than 50% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the second division.

(iii) Those who obtain below 50% and not less than 40% of the aggregate number of marks in all subjects in all semesters taken together shall be placed in the third Division.

11. PROMOTION:

11.1. A candidate will be promoted to 3rd and 5th semesters only if she will pass 50 per cent of papers of First year (1st & 2nd) and II year (3rd and 4th semesters) respectively.

11.2. The Vice-Chancellor may, however, in very exceptional cases and where she is satisfied that there are unavoidable circumstances e.g. serious illness, serious calamity like death of father or mother etc., allow a candidate who having been eligible could not appear in a semester examination, to study for the subsequent semester, provided that an intimation to this effect, accompanied by a documentary proof thereof, is received in the office of the Controller of Examinations through the Head, Department of Economics.

12. ATTENDANCE:

12.1 No candidate shall be considered to have pursued a regular paper of the study unless she has attended not less than 75% of the lectures in each papers, term paper, tutorials, research reports etc. This requirement shall be fulfilled separately for each paper of study. A deficiency up to 10% may be condoned in each paper by the Chairperson of the department. In some special cases the Hon'ble Vice-Chancellor may condone the further deficiency in attendance upto 15%.

12.2 If a student is absent (without genuine reasons) from the Department for more than 07 consecutive lectures (Days) in any paper, her name will be struck of from the department rolls with information to the R& S Branch. A fine of Rs. 500/- will in impose in the first instance and Rs. 1000/- in the second time in each semester.

12.3 In case the student name is struck of due to nonpayment of fee and is re-admitted later, her attendance shall not be counted for that period.

13. SCHOLARSHIP: A candidate while appearing in the re-appear examination shall not be eligible for a scholarship, a prize or a medal.

14. DECLARATION OF RESULTS: Six weeks after the termination of the examination or as soon thereafter as is possible, the controller of examination shall declare the result. After successful completion of the course, the candidate shall be awarded a degree mentioning the division.

15. RE-APPEAR/IMPROVEMENT CASE:

(i) A student who has qualified for the award of B.A. Economics (Honours) from this university may be allowed to re-appear as an ex-student in at the most two subject(s) in which she appeared earlier, with a view to improve her previous performance. The candidate shall be awarded only two consecutive chances along with the re-appear students in the subject(s) concern immediately after her passing for her degree.


(ii) No candidate shall be eligible for improvement after one year of passing the examination for the degree course.

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- (iii) The Candidate will have to deposit fee and form for each examination separately.
- (iv) The higher score in the subject(s) in which she re-appears for improvement will be taken into account towards the final result and the marks already obtained by the candidate in the subjects in which she has not opted to improve her result shall be carried forward. The candidate shall be awarded a new DMC clearly mentioning **'Improvement case'** subject(s) with improved marks, only and the new grand total.
- (v) In case the candidate does not improve her result, it shall be declared as **'Previous Result Stands'**.

16. GENERAL GUIDELINES:

- 16.1 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.
- 16.2 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
- 16.2.1 She has satisfied all the academic requirements as per the regulations;
 - 16.2.2 She has paid all fees due from her;
 - 16.2.3 There is no case of indiscipline pending against her.
 - 16.2.4 Satisfied the minimum academic and residence requirements;
 - 16.2.5 Satisfactorily completed the requirements for the short duration across-curricular paper, industry internship and NCC/NSS as may be prescribed by the Academic Council;
 - 16.2.6 A student who has completed all the graduation requirement listed above shall be eligible for award of degree/ certificate. However, under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Academic Council may recommend to withdraw the degree/PG diploma already awarded.
- 16.3 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.
- 16.4 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the Academic Council.
- 16.5 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean Academic Affairs.
- 16.6 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.


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