

**B.P.S. Institute of Teacher Training & Research**  
**B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**  
**ORDINANCE**

**Diploma in Education (D.Ed.)**  
**(W.e.f. Session 2015-17)**

**1. DEFINITIONS:**

- 1.1 **Programme** stands for Diploma in Education.(D.Ed.).
- 1.2 **Credit Weightage** is a weightage assigned to a paper in terms of contact hours.
- 1.3. **Grade** stands for letter grade assigned to students on the basis of Examination of a paper on 10<sup>th</sup> point scale.
- 1.4. **Grade points** stand for numerical equivalents of letter grade.

**2. DURATION:**

- 2.1 The duration of the programme leading to the Diploma in (D.Ed.) shall be of two academic year, comprising of Four semesters i.e. July to November/ December and January to May/June. There will be teaching/ instruction of 100 days in a semester, comprising 200 days in a year as per University Grants Commission (U.G.C.) /National Council for Teacher Education (NCTE) requirements.
- 2.2 The duration of the programme is two academic years (4 semesters) ,which can be completed in a maximum of three years from the date of admission to the programme.

**3. ADMISSIONS:**

**3.1 Eligibility:** A person who possesses the following qualifications shall be eligible to join the D.Ed. Programme. Only the candidates belonging to Haryana State can apply for admission to D.Ed. Course.

- 3.1.1 A candidate shall be eligible for admission to D.Ed.(Diploma in Education) programme if she has passed the senior secondary examination (10+2)with 50%marks in aggregate from a recognized Board of Secondary Education or an examination recognized by the University as its equivalent or as prescribed by Haryana State education board. Reservation in seats and relaxation in the qualifying marks shall be as per the rules of BPSMV/ State Government.

3.1.2 No candidate who is in employment (full time/ part time/ honorary service) shall be eligible to take admission in D..Ed. programme without taking leave from her institution/ office etc. from the date of admission to the termination of her examination including other essential requirements. She has to submit an affidavit in this regard. If found violation of this rules her admission shall stand cancelled.

**3.1 Procedure:** The admission shall be done on the basis of merit in entrance test/qualifying

Examination/interview as decided by the university time to time.

**4. FEE:** The programme fee shall be paid by the candidate shall be as such as prescribed by the university/government from time to time.

**5. TEACHING METHODOLOGY:** The Methodology shall include Classroom teaching, Assignments, Viva-voce, Practical Work, Seminar, Workshop, Project Work, Quiz, Group Discussion etc. The medium of instruction shall be English/Hindi.

**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 be adopted.

**6.2 Tutorial:** One credit per tutorial hour per week per semester will be adopted.

**6.3 Practical:** Half Credit per hour per week per semester will be assigned.

**7. EXAMINATION:**

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses 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 Panel of examiners shall be appointed for each course and shall be recommended by the Under Graduate Board of Studies (UG BOS).

7.3. The examination shall consist of theory papers and practical examination. Theory papers are to be set by the internal/external paper setters appointed by the Vice-

Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department. The medium of examination shall be as under:

7.3.1 The question-papers shall be set both in English and Hindi except for languages in which they will be set as under:

Teaching Subject	Medium
(a) Hindi	Hindi
(b) English	English

7.3.2 The candidates shall write their answers:

- (a) In English in the subject of Teaching of English
- (b) In Hindi in case of Teaching of Hindi
- (c) In English or Hindi in case of other subjects

7.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. 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 semester will normally be held in November/December and for the even semesters in April/May on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.6 Every course 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 course coordinator. He/She has the full responsibility for conducting the course, coordinating the work of the other members of the faculty involved in the course, holding the minor test and assignments. For any difficulty, the student is expected to approach the course coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the course-coordinator.

- 7.7 Every student has to appear in the minor tests. If a student does not take a minor test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination branch duly signed by the Chairperson of the department before the close of semester examination.
- 7.8 If a candidate, after attending the classes for the paper of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers as a re- appear student as per university rules.
- 7.9 For holding the Minor Tests during even and odd semester the schedule of minor 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.
- 7.10 For Minor Test, the syllabus for Examination will be what is covered in particular term. The end term examination will be based on the entire syllabus. Every teacher will submit in writing to the Chairperson at the end of term i.e. intervening period between Minor Tests and end term examination, the content of the syllabus covered during the term.
- 7.11 After finalization of the marks of internal assessment, the same shall be displayed on the department notice board for duration of two days for information of the students. Students, who have a specific grievance against the marks awarded to her, may discuss the same with the concerned Paper Co-ordinator who after consideration of the grievances of all the students shall finalize the marks to be awarded for the paper
- 7.12 The awards of all internal assessments be sent to the examination branch within seven days of last day of the classes for that semester.

#### 8. Promotion

A student will be eligible for promotion to the IIIrd Semester only when she has cleared/passed 50% of the total papers up to the third Semester.

## 9. Re-appear

- The candidates may take re-appear examinations as per the following guidelines:

Semester	When to appear
Ist	Along with Regular Ist Semester
✓ IInd	Along with Regular IInd Semester
IIIrd	Along with Regular IIIrd Semester
IVth	Along with Regular IVth Semester or immediate Semester

## 10. Evaluation and Grading

10.1. The assessment will be 20 % Internal and 80% External.

10.2. The minimum passing marks/grade for passing any semester Examination shall be:

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

10.2 40% in each practical Examination/Viva-Voice Examination.

10.3 The weightage for internal evaluation is as follows:

10.3.1. class tests/minor test/sessional tests 10% i.e. 10 marks out of 100

10.3.2. Assignments/Presentations/Seminars/Group Discussions 5% i.e. 5 marks out of 100

10.3.3. Attendance 5% i.e. 5 marks out of 100.

Less than 60% 0 marks

Up to 65% 1 marks

Up to 70% 2 marks

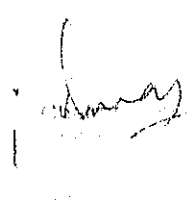
Up to 75% 3 marks

Up to 80% 4 marks

Above 80% 5 marks

## 11. Adhoc 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 Examinations.
- (ii) HOD of the concerned Department.
- (iii) One faculty member concerning the subject.

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

## 12. 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 the 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 before hand.
- (b) External examinations: 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 Examinations
  - (ii) HOD of the concerned Department
  - (iii) One faculty member concerning the subject.

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

## 13. Grading:

The academic performance of a student shall be graded on a ten point scale as prescribed by University Grants Commission.

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

- Note: 1. Pass Grade is Grade 'C' and above.  
2. Grades 'P', and 'F' are fail grades.

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

<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	≤	P	≤	39
0	≤	F	≤	29
Ab		Ab		

#### 15. 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  $\Sigma$  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  $i^{\text{th}}$  programme of a semester for which SGPA is to be calculated.

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

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

$$(ii) \quad CGPA = \frac{\sum C_i P_i}{\sum C_i}$$

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' upto the semester for which CGPA is to be calculated.

## 16. Attendance

16.1 No candidate shall be considered to have pursued a regular programme of the study unless she has attended not less than 80% of the lectures in each paper/seminar case discussion, field trips, tutorials AND 90% internship etc. This requirement shall be fulfilled separately for each paper of study. A deficiency upto 10% may be condoned by the Chairperson of the Department and a further 5% by the Vice-chancellor.

16.2 If a student remains absent from the Department for more than four weeks without intimating the Chairperson/In-charge of the Department, her name will be removed from the Department rolls with information to the Academic Branch of the university.

16.3 In case the student's name is struck off due to non-payment of fee and is re-admitted later, her attendance shall not be counted for that period.

## 17. General Guidelines:

17.1 Where this document is silent about any rule, the University policy regulation as framed from time to time will be applicable.

17.2 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.

17.3. A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:

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- a. She has satisfied all the academic requirements as per the regulations; and
- b. She has paid all fees due from her; and
- c. There is no case of indiscipline pending against her.
- d. Satisfied the minimum academic and residence requirements;
- e. Satisfactorily completed the requirements for the short duration across-curricular paper, industry internship and NCC/NSS as may be prescribed by the Academic Council;

17.4 A student who has completed all the requirements listed above shall be eligible for award of degree/ certificate. However, under extremely exceptional circumstances, where gross violation of the requirements is detected at any later stage, the Academic Council may recommend to the Executive Council to withdraw the degree already awarded.

17.5 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.

17.6 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 University.

17.7 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 of the faculty.

18. **Grace Marks:**

Grace Marks shall be provided as per university rules.