

**B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan (w.e.f. 2015)**  
**Department of Foreign Languages**

ORDINANCE NO. BPSMV/DFL/UG/CC/2015/1-1

**Certificate of Proficiency in French, German and Russian  
Languages**

**1. Definitions :**

- 1.1 **Programme** stands for Certificate of proficiency courses
- 1.2 **Course** stands for individual paper
- 1.3 **Credit** is the weightage assigned to a course in terms of contact hours.
- 1.4 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a course on the 10 point scale.
- 1.5 **Grade point** stands for the numerical equivalent of the letter grade.
- 1.6 **Part-time programme.** These part-time programmes are offered beyond normal class hours to the students who are already enrolled in any other programme in this or in any other University and to employees of this University as well.

**2. Duration :**

- 2.1 Certificate of Proficiency courses are of one semester duration.
  - 2.1.1 The curricular work leading to the award of Certificate of Proficiency shall be spread over a period of one semester i.e. 150- 180 hours duration.
  - 2.1.2 Twice the semester fee of a proficiency programme will be charged as the fee for intensive one semester programme.
  - 2.1.3 A student can take part in the curricular work of each of the programmes of the one semester certificate of proficiency programme for a maximum of four semesters.
  - 2.1.4 Provided that a semester or a year may be declared zero semesters or zero year in the case of a student if she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the relevant regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

- 2.1.5 The first and second semesters shall ordinarily commence as per the University regulations.

### **3. Admission:**

#### **3.1 Eligibility:**

A candidate shall be eligible for admission to the courses leading to the award of Certificate of proficiency only if she has passed Senior Secondary examination or equivalent with 50% marks.

#### **3.2 Procedure :**

- 3.2.1. Number of seats in a class is fixed at 20. Multiple groups of 20 may be conducted.
- 3.2.2 Staff of the University shall be eligible to seek admission to the programme depending on the availability of seats and considering the minimum eligibility criteria. University may decide number of seats allotted to staff members from time to time. Priority for admissions shall be as follows:
- First priority: students
  - Second priority: female staff of the University
  - Third priority: male staff of the University
- 3.2.3 The procedure for admission to the courses shall be laid down from time to time, by the University. In the absence of any new direction from the Academic Council, a merit –based system based on the marks scored by the candidate in the qualifying examinations will be applied as admission procedure for the courses
- 3.2.4 Registration of programme is the responsibility of the student. No student will be allowed to attend a programme without registration and she/he will not be entitled to any credit in the course unless she has been formally registered for the course on the scheduled dates prescribed by the University.
- 3.2.5 Registrations for the programmes shall begin after one week of last date of registration to full time programmes of the University. Registration shall be open for two weeks and is extendable to one more week with late fee.

#### **4. Fees :**

The Programme fee shall be paid by the candidate as prescribed by the University from time to time

#### **5. Teaching Methodology:**

The methods of teaching shall include Classroom Teaching, Assignments, Viva-voce, Practical Work, Seminars, Workshops, Project Work, quiz and projection of films etc.

## 6. Credit Weightage:

Each course has a certain number of credits which reflect its weightage. Credits of a course are evaluated as under :-

6.1 Lecture: One credit per lecture per week per semester will generally be adopted.

6.2 Tutorial: Half 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 half credit.

## 7. Examination: As prescribed by the examination branch of the university.

7.1 Considering the fact that the students of proficiency programme in foreign languages are also registered for other courses in BPS Mahila Vishwavidyalaya, Khanpur Kalan, date schedule of the semester examinations for the proficiency courses will be declared by the Controller of Examinations, without clashing with the time schedules of other exams in the BPS Mahila Vishwavidyalaya, Khanpur Kalan, on the recommendations from the department.

## 8. Evaluation & Grading:

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

8.2 Minimum marks for passing any examination is 40% in final examinations and 40% in aggregate of external and internal. The weightage for internal and external evaluation shall be assigned broadly as :-

Components	Weightage
8.3.1 Mid term/ class tests	= 10%
8.3.2 Assignments/ Quiz's/On the Spot test Seminars/Presentations/Group Discussions Case Studies/Minor Projects/Industry Interface	=5%
8.3.3 Attendance/ active class participation	= 5%
8.3.4 Endsemester examination (external)	=80%

8.4. 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 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.

#### 8.5. **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 alongwith 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 Department

(iii) One faculty member concerning the subject.

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

8.6 In case, the candidate is fail or has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the head of the department.

8.7 **Grace Marks:-** No grace marks shall be awarded in any internal, external, practical, viva-voce or other examination.

#### 8.8 **Grading :**

The academic performance of a student shall be graded on a scale as prescribed by the Examination Branch of the University. The department concerned shall only prescribe the pass grade.

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

8.8.2 Before submission of the finalized award list in a prescribed formation to the concerned administrative office the individual Course 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 Course Co-ordinator.

8.8.3 On receipt of the award lists for all courses offered by a given Faculty of Study the concerned administrative office shall put up the consolidated results for that Faculty for discussion and approval from the Departmental Staff Council (All Faculty Members).

8.8.4 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 (G)
Outstanding	A+	10
Extra ordinary	A	09
Excellent	B+	08
Very Good	B	07
Good	C+	06
Average	C	05
Poor	D	04
Very Poor	E	03

**Note:** 1 Pass Grade is Grade C and higher grades

2 Grades D and E are fail grades

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	≤	A+	≤	100
80	≤	A	≤	89
70	≤	B+	≤	79
60	≤	B	≤	69
50	≤	C+	≤	59
40	≤	C	≤	49
30	≤	D	≤	39
0	≤	E	≤	29

### 8.8.5 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  $i^{\text{th}}$  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.

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

Where

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

$P_j$  = Grade point earned in the  $j^{\text{th}}$  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.

## **9. Promotion :**

- 9.1 At the end of the semester a student is required to have a minimum cumulative Grade Point Average of 5.0 to enable her to be eligible for award of Certificate of Proficiency.

## **10. Attendance :**

- 10.1. No candidate shall be considered to have pursued a regular course of the study unless she has attended not less than 75% of the lectures in each paper/seminar, case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each course of study. A deficiency upto 10% may be condoned by the Chairperson of the department. In some special cases the Hon'ble Vice-Chancellor may condone a further 5%.
- 10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/ Course Co-ordinator of the department, her name will be struck off from the department rolls with information to the Academic Branch
- 10.3 In case the student name is struck off due to non-payment of fee and is re-admitted later, her attendance shall not be counted for that period.

## **11. General Guidelines:**

- 11.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.
- 11.2 Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.
- 11.3 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.
- 11.4 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
- 11.4.1 She has satisfied all the academic requirements as per the regulations; and
  - 11.4.2 She has paid all fees due from her; and
  - 11.4.3 There is no case of indiscipline pending against her.
  - 11.4.4 Satisfied the minimum academic and residence requirements;

- 11.4.5 Satisfactorily completed the requirements for the short duration across-curricular course, industry internship and NCC/NSS as may be prescribed by the Academic Council;
- 11.4.6 A student who has completed all the graduation requirement listed above shall be eligible for award of Certificate of Proficiency. However, under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Academic Council may recommend to the Executive Council to withdraw the Certificate already awarded.
- 11.5 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.
- 11.6 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 Academic Council.
- 11.7 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 Academic Affairs.
- 11.8 Students who fail to appear in any internal examination, due to bonafide reasons, may be permitted to appear in a Make-up Examination by the HOD on the recommendation of the Course-Coordinator as per the procedure laid/ to be laid down by the Academic Council.
- 11.9 A student admitted to any programme may be granted relaxation by the Academic Council from the prescribed minimum residence or academic requirement or both in view of work that may have been done by the concerned student either in the Vishwavidyalaya or at any other recognized Institution as considered appropriate on the merit of the case.
- 11.10 A Semester-wise Academic Calendar shall be adopted by the Vishwavidyalaya with the exact dates for important academic events scheduled during the academic session being specified in the Calendar. In particular, the dates of the following events shall be specified: "Orientation of New Students; Registration; Late Registration; Commencement of Classes; Adding & Dropping of Courses; Last Date for Submission of Documents by New Students; the two Mid-Semester Examinations; End of Classes; End-Semester Examination; Submission



of Grades by the Instructors-in-Charge; Conversion of 'I' grades; Authentication of Grades; Mid-Semester Recesses; and Vacations".

#### 11.11 Subjects for the Programmes

Candidates may seek admission to programme of study leading to the award of, Intensive Certificate of Proficiency in any of the following languages:

01 French

02 German

03 Russian

04 Spanish

and in such other languages as may be decided by the Vice-Chancellor on the recommendation of the Department of Foreign Languages from time to time.

#### 11.2 Courses of study and syllabi etc:

The courses of study shall be approved by the Board of Studies constituted for the same purpose, on the recommendations of the Department of Foreign Languages. The Board of Studies of the Department of Foreign Languages shall approve syllabi and prescribe text books for the courses.



**B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan (w.e.f. 2015)**

**Department of Foreign Languages**

**ORDINANCE NO. BPSMV/DFL/UG/CC/2015/1-3**

**Advanced Diploma of Proficiency in French, German, and Russian Languages**

**1. Definitions :**

- 1.1 **Programme** stands for Advanced Diploma of proficiency courses
- 1.2 **Course** stands for individual paper
- 1.3 **Credit** is the weightage assigned to a course in terms of contact hours.
- 1.4 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a course on the 10 point scale.
- 1.5 **Grade point** stands for the numerical equivalent of the letter grade.
- 1.6 **Part-time programme.** These part-time programmes are offered beyond normal class hours to the students who are already enrolled in any other programme in this or in any other University and to employees of this University as well.

**2. Duration :**

- 2.1 Advanced Diploma of Proficiency courses are of one semester duration.
  - 2.1.1 The curricular work leading to the award of Advanced Diploma of Proficiency shall be spread over a period of one semester i.e. 150-180 hours of duration.
  - 2.1.2 Twice the semester fee of the proficiency programme will be charged as the fee for one semester programme.
  - 2.1.3 A student can take part in the curricular work of each of the programmes of the one semester intensive advanced diploma of proficiency programme for a maximum of four semesters.
  - 2.1.4 Provided that a semester or a year may be declared zero semesters or zero year in the case of a student if she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfilment of requirements as laid down by the relevant regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.
  - 2.1.5 The first and second semesters shall ordinarily commence as per the University regulations.

### **3. Admission:**

#### **3.1 Eligibility :**

A candidate shall be eligible for admission to the courses leading to the award of Advanced diploma of proficiency only if she has passed Diploma of Proficiency examination held by the BPS Mahila Vishwavidyalaya or entrance examination as prescribed by the University and Senior Secondary exam or equivalent with 50% marks.

#### **3.2 Procedure :**

**3.2.1.** Number of seats in a class is fixed at 20. Multiple groups of 20 may be conducted.

**3.2.2** Staff of the University shall be eligible to seek admission to the programme depending on the availability of seats and considering the minimum eligibility criteria. The University may decide number of seats allotted to staff members from time to time. Priority for admissions shall be as follows:

- First priority: students
- Second priority: female staff of the University
- Third priority: male staff of the University

**3.2.3** The procedure for admission to the courses shall be laid down from time to time, by the University. In the absence of any new direction from the Academic Council, a merit –based system based on the marks scored by the candidate in the qualifying examinations will be applied as admission procedure for the courses

**3.2.4** Registration of programme is the responsibility of the student. No student will be allowed to attend a programme without registration and she/he will not be entitled to any credit in the course unless she has been formally registered for the course on the scheduled dates prescribed by the University.

**3.2.5** Registrations for the programmes shall begin after one week of last date of registration to full time programmes of the University. Registration shall be open for two weeks and is extendable to one more week with late fee.

#### **4. Fees :**

The Programme fee shall be paid by the candidate as prescribed by the University from time to time

## 5. Teaching Methodology:

The methods of teaching shall include Classroom Teaching, Assignments, Viva-voce, Practical Work, Seminars, Workshops, Project Work, quiz and projection of films etc.

## 6. Credit Weightage:

Each course has a certain number of credits which reflect its weightage. Credits of a course are evaluated as under :-

6.1 Lecture: One credit per lecture per week per semester will generally be adopted.

6.2 Tutorial: Half 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 half credit.

## 7. Examination: As prescribed by the examination branch of the university.

7.1 Considering the fact that the students of proficiency programme in foreign languages are also registered for other courses in BPS Mahila Vishwavidyalaya, Khanpur Kalan, date schedule of the semester examinations for the proficiency courses will be declared by the Controller of Examinations, without clashing with the time schedules of other exams in the BPS Mahila Vishwavidyalaya, Khanpur Kalan, on the recommendations from the department.

## 8. Evaluation & Grading:

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

8.2 Minimum marks for passing any examination is 40% in external and 40% aggregate in external and internal examinations. The weightage for internal external evaluation shall be assigned broadly as :-

8.3

Components	Weightage
8.3.1 Mid term/ class tests	= 10%
8.3.2 Assignments/ Quiz's/On the Spot test Seminars/Presentations/Group Discussions Case Studies/Minor Projects/Industry Interface	=5%
8.3.3 Attendance/ active class participation	= 5%
8.3.4 Endsemester examination (external)	=80%

8.4. 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 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.

**8.5. Moderation of Marks:**

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- (i) Controller of Examinations
- (ii) HOD of the Department
- (iii) One faculty member concerning the subject.

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

8.6 In case, the candidate is fail or has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the head of the department.

8.7 **Grace Marks:-** No grace marks shall be awarded in any internal, external, practical, viva-voce or other examination.

**8.8 Grading :**

The academic performance of a student shall be graded on a scale as prescribed by the Examination Branch of the University. The department concerned shall only prescribe the pass grade.

8.8.1. After finalization of the marks the same shall be displayed on the department notice board for a duration of two days for information of the students. Students who have a specific grievance against the marks awarded to her, may discuss the same with the concerned Course Co-

ordinator who after consideration of the grievances of all the students shall finalize the marks to be awarded for the course.

8.8.2 Before submission of the finalized award list in a prescribed formation to the concerned administrative office the individual Course 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 Course Co-ordinator.

8.8.3 On receipt of the award lists for all courses offered by a given Faculty of Study the concerned administrative office shall put up the consolidated results for that Faculty for discussion and approval from the Departmental Staff Council (All Faculty Members).

8.8.4 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 (G)
Outstanding	A+	10
Extra ordinary	A	09
Excellent	B+	08
Very Good	B	07
Good	C+	06
Average	C	05
Poor	D	04
Very Poor	E	03

**Note:** 1 Pass Grade is Grade C and higher grades

2 Grades D and E are fail grades

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	≤	A+	≤	100
80	≤	A	≤	89
70	≤	B+	≤	79
60	≤	B	≤	69

50	≤	C+	≤	59
40	≤	C	≤	49
30	≤	D	≤	39
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#### 8.8.5 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  $i^{\text{th}}$  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.

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

Where

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

$P_j$  = Grade point earned in the  $j^{\text{th}}$  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.

#### **9. Promotion :**

- 9.1 At the end of the second semester a student is required to have a minimum cumulative Grade Point Average of 5.0 to enable her to be eligible for award of Advanced Diploma of Proficiency.

#### **10. Attendance :**

- 10.1. No candidate shall be considered to have pursued a regular course of the study unless she has attended not less than 75% of the lectures in each paper/seminar, case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each course of study. A deficiency upto 10% may be condoned by the Chairperson of the department. In some special cases the Hon'ble Vice-Chancellor may condone a further 5%.
- 10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/ Course Co-ordinator of the department, her name will be struck off from the department rolls with information to the Academic Branch
- 10.3 In case the student name is struck off due to nonpayment of fee and is re-admitted later, her attendance shall not be counted for that period.

#### **11. General Guidelines:**

- 11.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.
- 11.2 Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.
- 11.3 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.
- 11.4 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
- 11.4.1 She has satisfied all the academic requirements as per the regulations; and

- 11.4.2 She has paid all fees due from her; and
  - 11.4.3 There is no case of indiscipline pending against her.
  - 11.4.4 Satisfied the minimum academic and residence requirements;
  - 11.4.5 Satisfactorily completed the requirements for the short duration across-curricular course, industry internship and NCC/NSS as may be prescribed by the Academic Council;
  - 11.4.6 A student who has completed all the graduation requirement listed above shall be eligible for award of Advanced Diploma 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 the Executive Council to withdraw the Advanced diploma already awarded.
- 11.5 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.
- 11.6 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 Academic Council
- 11.7 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 Academic Affairs.
- 11.8 Students who fail to appear in any internal examination, due to bonafide reasons, may be permitted to appear in a Make-up Examination by the HOD on the recommendation of the Course-Coordinator as per the procedure laid/ to be laid down by the Academic Council.
- 11.9 A student admitted to any programme may be granted relaxation by the Academic Council from the prescribed minimum residence or academic requirement or both in view of work that may have been done by the concerned student either in the Vishwavidyalaya or at any other recognized Institution as considered appropriate on the merit of the case.
- 11.10 A Semester-wise Academic Calendar shall be adopted by the Vishwavidyalaya with the exact dates for important academic events scheduled during the academic session being specified in the Calendar. In particular, the dates of the following events shall be specified: "Orientation of New Students; Registration; Late Registration; Commencement of Classes; Adding & Dropping of Courses; Last Date

for Submission of Documents by New Students; the two Mid-Semester Examinations; End of Classes; End-Semester Examination; Submission of Grades by the Instructors-in-Charge; Conversion of 'I' grades; Authentication of Grades; Mid-Semester Recesses; and Vacations".

#### 11.11 Subjects for the Programmes

Candidates may seek admission to programme of study leading to the award of Advanced Diploma of Proficiency in any of the following languages:

01 French

02 German

03 Russian

04 Spanish

and in such other languages as may be decided by the Vice-Chancellor on the recommendation of the Department of Foreign Languages from time to time.

#### 11.2 Courses of study and syllabi etc:

The courses of study shall be approved by the Board of Studies constituted for the same purpose, on the recommendations of the Department of Foreign Languages. The Board of Studies of the Department of Foreign Languages shall approve syllabi and prescribe text books for the courses.



# **B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

## **Department of Foreign Languages**

### **ORDINANCE**

#### **Diploma in Foreign Language Teaching in French, German and Russian Languages (w.e.f. 2015)**

##### **1. Definitions:**

- 1.1 **Programme** stands for Diploma in Foreign Language Teaching courses
- 1.2 **Credit** is the weightage assigned to a paper in terms of contact hours.
- 1.3 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a paper on the 10 point scale.
- 1.4 **Grade point** stands for the numerical equivalent of the letter grade.
- 1.5 **Diploma in Foreign Language Teaching** Programmes are regular, part time courses offered by Department of Foreign Languages, BPSMV.
- 1.6 **Part-time programme.** Part-time programmes are offered beyond normal class hours to the students who are already enrolled in any other programme in this or in any other University and to employees of this University as well.

##### **2. Duration:**

- 2.1 The Programme is of 2 years/ four semesters/ 360 days/ 10-12 hours per week duration.
- 2.2 A student can take part in the curricular work of each of the programmes of the four semesters Diploma in Foreign Language Teaching programme for a maximum of 6 semesters.
- 2.3 Provided that a semester or a year may be declared zero semesters or zero year in the case of a student if she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the relevant regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.
- 2.4 The first and second semesters shall ordinarily commence as per the University regulations.

### **3. Admission:**

#### **3.1 Eligibility:**

A candidate shall be eligible for admission to the courses leading to the award of Diploma in German language teaching only if she has passed Senior Secondary examination or equivalent with 50% marks. SC/ST candidate shall eligible for a relaxation as per the norms.

**3.1.1 Lateral Entry:** A candidate shall be eligible for lateral admission to second semester, leading to the award of Diploma in Foreign Language Teaching only if she has successfully completed Certificate of proficiency Examination held by the BPS Mahila Vishwavidyalaya or an Examination with 50% marks in aggregate, recognized by the university as its equivalent.

**3.1.2** A candidate shall be eligible for lateral Admission to third semester, leading to the award of Diploma in Foreign Language Teaching, only if she has successfully completed Diploma of proficiency Examination held by the BPS Mahila Vishwavidyalaya or an Examination with 50% marks in aggregate, recognized by the university as its equivalent.

**3.1.3** A candidate shall be eligible for lateral Admission to fourth semester, leading to the award of Diploma in Foreign Language Teaching only if she has successfully completed Advanced Diploma of proficiency Examination held by the BPS Mahila Vishwavidyalaya or an Examination with 50% marks in aggregate, recognized by the university as its equivalent.

#### **3.2 Procedure:**

**3.2.1.** Number of seats in a class is fixed at 20. Vacant seats might be adjusted with other courses of similar level in a given semester.

**3.2.2** The procedure for admission to the Programme shall be laid down from time to time, by the University. An Entrance /interview/ merit based procedure will be applied for an academic year as per the regulations of the University. A candidate who opts for a lateral entry to second semester/Third Semester/Fourth Semester of Diploma in Foreign Language Teaching programmes should pass through a screening test/entrance exam/or an interview whatever is decided by the University for that academic semester/year. Candidates who are successfully completed their Certificate/Diploma/ Advanced Diploma of proficiency from BPS Mahila vishwavidyalaya with 50% in aggregate are exempted from this test.

**3.2.4** Registration of programme is the responsibility of the student. No student will be allowed to attend a programme without registration and she/he will not be entitled to any credit in the paper unless she has been formally registered for the paper on the scheduled dates prescribed by the University.

#### **4. Fees:**

The Programme fee shall be paid by the candidate as prescribed by the University from time to time. Fee shall be paid annually, and with prior approvals from the Department, it can be paid per semester too.

#### **5. Teaching Methodology:**

The methods of teaching shall include Classroom Teaching, Assignments, Viva-voce, Practical Work, Seminars, Workshops, Project Work, quiz and projection of films etc.

#### **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: Half 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 half credit.

#### **7. Examination:**

7.1 At the end of the semester, there shall be an examination where each candidate shall be examined in the papers studied by her in that semester.

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

7.3 The papers are to be set by the internal/external paper setters appointed by the Vice- Chancellor from a panel of examiners submitted by the HOD/Chairperson of the Department duly approved by the BOS of the Department.

7.4 For a practical examination/ viva- voce shall be conducted jointly by external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the Department) may be appointed by the HOD/Chairperson of the 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 even & odd semester will normally be held in December/January and also in May/June on such date as provided by the university.

7.6 Every programme is coordinated by a Course Coordinator duly appointed by the Department. Course coordinator shall coordinate the work of other faculty members involved in the programme holding internal tests and

assignments. For any difficulty, student shall expected to approach Course coordinator for advice and clarification.

7.7 Every student has to appear in the internal tests. If a student does not appear for the internal Test, Zero marks will be awarded for the Internal Test. The Internal Marks of a paper, signed by the HOD/ Chairperson of the Department shall be submitted to the Examination Branch before the close of the semester examination.

7.8 If a candidate, after attending the classes for the papers of a Programme 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 at subsequent examinations without attending a fresh course of studies for that semester such a candidate may, in the meantime, prosecute his/her studies for the next semesters.

7.9 For holding internal tests during even and odd semester, the schedule of internal tests shall be laid down by teacher 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 The date of conduct of semester examinations shall not go beyond the first week of January so that the results are not delayed.

7.11 For internal Test, the syllabus for examination will be what is covered in particular term. Semester Examination will be based on the entire syllabus.

## 8. Evaluation & Grading:

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

8.2 Minimum marks for passing any examination is 40% in external and 40% aggregate in internal and external examinations. The weightage for internal evaluation shall be assigned broadly as :-

8.3

Components	Weightage
8.3.1 Mid term/ class tests	= 10%
8.3.2 Assignments/ Quiz's/On the Spot test	
Seminars/Presentations/Group Discussions	
Case Studies/Minor Projects/Industry Interface	=5%
8.3.3. Attendance/ active class participation	= 5%
Less than 60%	0 Marks
Upto 65%	1 Mark
Upto 70%	2 Marks
Upto 75%	3 Marks
Upto 80%	4 Marks
Above 80%	5 Marks



- 8.4. 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 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.

8.5. **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 alongwith 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 Department
- (iii) One faculty member concerning the subject.

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

- 8.6 In case, the candidate is fail or has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the head of the department.

8.7 **Grading :**

The academic performance of a student shall be graded on a scale as prescribed by the Examination Branch of the University. The department concerned shall only prescribe the pass grade.

8.7.1. After finalization of the marks 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 Course Co-ordinator who after consideration of the grievances of all the students shall finalize the marks to be awarded for the paper.

8.7.2 Before submission of the finalized award list in a prescribed formation to the concerned administrative office the individual Course 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 Course Co-ordinator.

8.7.3 On receipt of the award lists for all papers offered by a given Faculty of Study the concerned administrative office shall put up the consolidated results for that Faculty for discussion and approval from the Departmental Staff Council (All Faculty Members).

8.7.4 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 (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 'C' and above
2. Grades 'P' and 'F' are fail Grades

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

Marks		Grades		Marks
90	≤	O	≤	100
80	≤	A+	≤	89
70	≤	A	≤	79
60	≤	B+	≤	69
50	≤	B	≤	59
40	≤	C	≤	49
0	≤	F	≤	39
Ab	≤	Ab	≤	Ab

Note:

1. Pass Grade is Grade 'C' and higher grades
2. Grades 'P' and 'F' are fail grades

8.7.5 For papers having a semester examination, sessional work shall carry the same weight as the semester examination. The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of studies constituted for the department, on the recommendation of the department, and shall be made known to the students at the commencement of each semester.

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

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

$I = 1, 2, 3 \dots \dots \dots n$ , 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  $j^{\text{th}}$  programme upto the semester for which CGPA is to be calculated.

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

j = 1, 2, 3 .....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.

## **9. Promotion:**

### **9.1 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 the 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.

**9.2 Exit policy:** University shall award a Certificate of proficiency to the student who successfully completed the 1<sup>st</sup> semester of Diploma in Foreign Language Teaching Programme and wants to discontinue, provided that she has scored a minimum Cumulative grade point average of 4.0 in the end of the 1st semester of the Programme.

**9.2.1** University shall award a Diploma of proficiency to the student who successfully completed the second semester of Diploma in Foreign Language Teaching Programme, provided she has scored a minimum Cumulative grade point average of 4.0 in the end of the 2<sup>nd</sup> semester of the Programme.

**9.3** University shall award an Intensive Advanced Diploma of proficiency to the student who successfully completed the third semester of Diploma in Foreign Language Teaching Programme, provided she has scored a minimum Cumulative grade point average of 4.0 in the end of the third semester of the Programme.

## **10. Attendance:**

- 10.1.** 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 paper/seminar, case discussion, field trips, tutorials 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. In some special cases the Hon'ble Vice-Chancellor may condone a further 5%.

- 10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/ Course Co-ordinator of the department, her name will be struck of from the department rolls with information to the Academic Branch
- 10.3 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.

#### **11. General Guidelines:**

- 11.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.
- 11.2 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.
- 11.3 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
- 11.3.1 She has satisfied all the academic requirements as per the regulations; and
  - 11.3.2 She has paid all fees due from her; and
  - 11.3.3 There is no case of indiscipline pending against her.
  - 11.3.4 Satisfied the minimum academic and residence requirements;
  - 11.3.5 Satisfactorily completed the requirements for the short duration across-curricular programme, industry internship and NCC/NSS as may be prescribed by the Academic Council;
  - 11.3.6 A student who has completed all the programme requirement listed above shall be eligible for award of Diploma 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 the Executive Council to withdraw Diploma Certificate already awarded.
- 11.4 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.
- 11.5 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.
- 11.6 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.
- 11.7 Subjects for the Programmes

Candidates may seek admission to programme of study leading to the award of, Post graduate Diploma in Foreign Language Teaching in any of the following languages:

01 French

02 German

03 Russian

and in such other languages as may be decided by the Vice-Chancellor on the recommendation of the Department of Foreign Languages from time to time.

### **11.8 Improvement Case**

(i) A person who has qualified for the award of B.A./B.Sc./M.Sc. and other UG and PG course 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 alongwith 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.

(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'.

### **11.9 Scholarship**

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

### **11.10 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 competition of the course, the candidate shall award a degree mentioning the division.

**11.11 Courses of study and syllabi etc:**

The courses of study shall be approved by the Board of Studies constituted for the same purpose, on the recommendations of the Department of Foreign Languages. The Board of Studies of the Department of Foreign Languages shall approve syllabi and prescribe text books for the courses.

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**B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

**Department of Foreign Languages**

**ORDINANCE**

**Post Graduate Diploma in Foreign Language Teaching in French, German  
and Russian Languages (w.e.f. July 2015-16)**

**1. Definitions:**

- 1.1 **Programme** stands for Post Graduate Diploma in Foreign Language Teaching courses
- 1.2 **Credit** is the weightage assigned to a paper in terms of contact hours.
- 1.3 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a paper on the 10 point scale.
- 1.4 **Grade point** stands for the numerical equivalent of the letter grade.
- 1.5 **Post Graduate Diploma in Foreign Language Teaching** Programmes are regular, part time courses offered by Department of Foreign Languages, BPSMV.
- 1.6 **Part-time programme.** Part-time programmes are offered beyond normal class hours to the students who are already enrolled in any other programme in this or in any other University and to employees of this University as well.

**2. Duration:**

- 2.1 The Programme is of 2 years/ four semesters/ 360 days/ 10-12 hours per week duration.
- 2.2 A student can take part in the curricular work of each of the programmes of the four semesters Post Graduate Diploma in Foreign Language Teaching programme for a maximum of 6 semesters.
- 2.3 Provided that a semester or a year may be declared zero semesters or zero year in the case of a student if she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the relevant regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

- 2.4 The first and second semesters shall ordinarily commence as per the University regulations.

### **3. Admission:**

#### **3.1 Eligibility:**

A candidate shall be eligible for admission to the papers leading to the award of Post graduate Diploma in foreign language Teaching, only if she has successfully completed 3 year Graduation with 50% marks in aggregate in any stream or a post graduation with 45% marks in aggregate in any stream or an examination with 50% marks in aggregate, recognized by the university as its equivalent. A SC/ST candidate shall be eligible for a relaxation as per the norms.

**3.1.1 Lateral Entry:** A candidate shall be eligible for lateral Admission to second semester of the papers leading to the award of Post graduate Diploma in Foreign Language Teaching only if she has successfully completed Certificate of proficiency Examination held by the BPS Mahila Vishwavidyalaya or an Examination with 50% marks in aggregate, recognized by the university as its equivalent.

**3.1.2** A candidate shall be eligible for lateral Admission to third semester of the papers leading to the award of Post graduate Diploma in Foreign Language Teaching, only if she has successfully completed Diploma of proficiency Examination held by the BPS Mahila Vishwavidyalaya or an Examination with 50% marks in aggregate, recognized by the university as its equivalent.

**3.1.3** A candidate shall be eligible for lateral Admission to fourth semester of the papers leading to the award of Post graduate Diploma in Foreign Language Teaching only if she has successfully completed Advanced Diploma of proficiency Examination held by the BPS Mahila Vishwavidyalaya or an Examination with 50% marks in aggregate, recognized by the university as its equivalent.

#### **3.2 Procedure:**

**3.2.1.** Number of seats in a class is fixed at 10.

**3.2.2** The procedure for admission to the Programme shall be laid down from time to time, by the University. An Entrance /interview/ merit based procedure will be applied for an academic year as per the regulations of the University. A candidate who opts for a lateral entry to second semester/Third Semester/Fourth Semester of Post Graduate Diploma in Foreign Language Teaching programmes should pass through a screening test/entrance exam/or an interview whatever is decided by the University for that academic year. Candidates who are successfully completed their Certificate/Diploma/ Advanced Diploma of proficiency from BPS Mahila Vishwavidyalaya with 50% in aggregate are exempted from this test.

3.2.4 Registration of programme is the responsibility of the student. No student will be allowed to attend a programme without registration and she/he will not be entitled to any credit in the paper unless she has been formally registered for the paper on the scheduled dates prescribed by the University.

#### **4. Fees:**

The Programme fee shall be paid by the candidate as prescribed by the University from time to time. Fee shall be paid annually, and with prior approvals from the Department, it can be paid per semester too.

#### **5. Teaching Methodology:**

The methods of teaching shall include Classroom Teaching, Assignments, Viva-voce, Practical Work, Seminars, Workshops, Project Work, quiz and projection of films etc.

#### **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: Half 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 half credit.

#### **7. Examination:**

7.1 At the end of the semester, there shall be an examination where each candidate shall be examined in the papers studied by her in that semester.

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

7.3 The papers are to be set by the internal/external paper setters appointed by the Vice- Chancellor from a panel of examiners submitted by the HOD/Chairperson of the Department duly approved by the BOS of the Department.

7.4 For a practical examination/ viva- voce shall be conducted jointly by external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the Department) may be appointed by the HOD/Chairperson of the 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 even & odd semester will normally be held in November/December and also in April/May on such date as provided by the university.

7.6 Every programme is coordinated by a Course Coordinator duly appointed by the Department. Course coordinator shall coordinate the work of other faculty members involved in the programme holding internal tests and assignments. For any difficulty, student shall expected to approach Course coordinator for advice and clarification.

7.7 Every student has to appear in the internal tests. If a student does not appear for the internal Test, Zero marks will be awarded for the Internal Test. The Internal Marks of a paper, signed by the HOD/ Chairperson of the Department shall be submitted to the Examination Branch before the close of the semester examination.

7.8 If a candidate, after attending the classes for the papers of a Programme 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 at subsequent examinations without attending a fresh course of studies for that semester such a candidate may, in the meantime, prosecute his/her studies for the next semesters.

7.9 For holding internal tests during even and odd semester, the schedule of internal tests shall be laid down by teacher 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 The date of conduct of semester examinations shall not go beyond the first week of January so that the results are not delayed.

7.11 For internal Test, the syllabus for examination will be what is covered in particular term. Semester Examination will be based on the entire syllabus.

## 8. Evaluation & Grading:

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

8.2 Minimum marks for passing any examination is 40% in final examinations and 40% in aggregate of external and internal. The weightage for internal evaluation shall be assigned broadly as :-

Components		Weightage
8.3.1	Mid term/ class tests	= 10%
8.3.2	Assignments/ Quiz's/On the Spot test Seminars/Presentations/Group Discussions Case Studies/Minor Projects/Industry Interface	=5%
8.3.3.	Attendance/ active class participation	= 5%
	Less than 60%	0 Marks
	Upto 65%	1 Mark
	Upto 70%	2 Marks
	Upto 75%	3 Marks
	Upto 80%	4 Marks
	Above 80%	5 Marks

8.4. 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 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.

**8.5. 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 alongwith 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 Department
- (iii) One faculty member concerning the subject.

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

8.6 In case, the candidate is fail or has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the head of the department.

**8.7 Grading :**

The academic performance of a student shall be graded on a scale as prescribed by the Examination Branch of the University. The department concerned shall only prescribe the pass grade.

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

8.7.2 Before submission of the finalized award list in a prescribed formation to the concerned administrative office the individual Course 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 Course Co-ordinator.

- 8.7.3 On receipt of the award lists for all papers offered by a given Faculty of Study the concerned administrative office shall put up the consolidated results for that Faculty for discussion and approval from the Departmental Staff Council (All Faculty Members).

8.7.4 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 (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 'C' and above
2. Grades 'P' and 'F' are fail Grades

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

Marks		Grades		Marks
90	≤	O	≤	100
80	≤	A+	≤	89
70	≤	A	≤	79
60	≤	B+	≤	69
50	≤	B	≤	59
40	≤	C	≤	49
0	≤	F	≤	39
Ab	≤	Ab	≤	Ab

Note:

1. Pass Grade is Grade 'c' and higher grades
2. Grades 'P' and 'F' are fail grades

8.7.5 For papers having a semester examination, sessional work shall carry the same weight as the semester examination. The pattern and schedule of sessional work for

each course of a semester shall be prescribed by the Board of studies constituted for the department, on the recommendation of the department, and shall be made known to the students at the commencement of each semester.

#### 8.7.6 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  $i^{\text{th}}$  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.

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

Where

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

$P_j$  = Grade point earned in the  $j^{\text{th}}$  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.

## **9. Promotion:**

### **9.1 Division**

The successful candidates shall be classified in three division as under:

- (i) Those who obtained 60% or more of the aggregate number of marks in all the 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.

**9.2 Exit policy:** University shall award a Certificate of proficiency to the student who successfully completed the 1<sup>st</sup> semester of Post Graduate Diploma in Foreign Language Teaching Programme and wants to discontinue, provided that she has scored a minimum Cumulative grade point average of 4.0 in the end of the 1<sup>st</sup> semester of the Programme.

**9.2.1** University shall award a Diploma of proficiency to the student who successfully completed the second semester of Post Graduate Diploma in Foreign Language Teaching Programme, provided she has scored a minimum Cumulative grade point average of 4.0 in the end of the 2<sup>nd</sup> semester of the Programme.

**9.3** University shall award an Advanced Diploma of proficiency to the student who successfully completed the third semester of Post Graduate Diploma in Foreign Language Teaching Programme, provided she has scored a minimum Cumulative grade point average of 4.0 in the end of the third semester of the Programme

## **10. Attendance:**

10.1. 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 paper/seminar, case discussion, field trips, tutorials 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. In some special cases the Hon'ble Vice-Chancellor may condone a further 5%.

10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/ Course Co-ordinator of the department, her name will be struck off from the department rolls with information to the Academic Branch



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

## **11. General Guidelines:**

- 11.1 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.
- 11.2 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of the University.
- 11.3 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
- 11.3.1 She has satisfied all the academic requirements as per the regulations; and
  - 11.3.2 She has paid all fees due from her; and
  - 11.3.3 There is no case of indiscipline pending against her.
  - 11.3.4 Satisfied the minimum academic and residence requirements;
  - 11.3.5 Satisfactorily completed the requirements for the short duration across-curricular programme, industry internship and NCC/NSS as may be prescribed by the Academic Council;
  - 11.3.6 A student who has completed all the programme requirement listed above shall be eligible for award of Post Graduate Diploma 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 the Executive Council to withdraw Post Graduate Diploma Certificate already awarded.
- 11.4 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.
- 11.5 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
- 11.6 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.

### **11.7 Subjects for the Programmes**

Candidates may seek admission to programme of study leading to the award of, Post graduate Diploma in Foreign Language Teaching in any of the following languages:

01 French

02 German

03 Russian

and in such other languages as may be decided by the Vice-Chancellor on the recommendation of the Department of Foreign Languages from time to time.

### **11.8 Improvement Case**

(i) A person who has qualified for the award of B.A./B.Sc./M.Sc. and other UG and PG course 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 alongwith 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.

(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'.

### **11.9 Scholarship**

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

### **11.10 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 competition of the course, the candidate shall award a degree mentioning the division.

### **11.11 Courses of study and syllabi etc:**

The courses of study shall be approved by the Board of Studies constituted for the same purpose, on the recommendations of the Department of Foreign Languages. The Board of Studies of the Department of Foreign Languages shall approve syllabi and prescribe text books for the courses.

# **B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

## **Department of Foreign Languages**

### **ORDINANCE**

#### **Audit courses in French, German and Russian**

#### **Languages (w.e.f. 2012-13)**

#### **1. Definitions :**

- 1.1 **Programme** stands for Audit courses in French, German and Russian.
- 1.2 **Credit** is the weightage assigned to a paper in terms of contact hours.
- 1.3 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a paper on the 10 point scale.
- 1.4 **Grade point** stands for the numerical equivalent of the letter grade.
- 1.5 **Audit Programme:** Audit programme in foreign languages offered by Department of Foreign Languages, BPSMV is a non credit paper where by the **credits of the paper shall not be considered for calculation of SGPA ( semester grade point average)/CGPA ( cumulative grade point average)** of a particular semester result. The credits and Grade of the audit course shall be audited (mentioned) in the DMC (detailed Mark Certificate) of a student, in a semester in which she has appeared for the same.

#### **2. Duration :**

- 2.1 There shall be four levels for the Audit Programme in foreign languages. Level I, Level II, Level III and Level IV. Each of these levels is of one semester/45 hours/3 hours per week duration. On successful completion of the level IV, eligible students shall appear for Certificate of Proficiency Examination conducted by the University which shall lead to the award of certificate of Proficiency.

#### **3. Admission:**

##### **3.1 Eligibility:**

3.1.1. A candidate shall be eligible for admission to audit programm leading to the award of certificate of proficiency only if she is a registered student of the university.

3.1.2 These non credit/audit paper s are offered compulsorily in regular class hours for the level 1, to the students of post graduate& Professional programmes of the University as per the recommendations form a University Department. Undergraduate and other students shall voluntarily opt for the same as per the university regulations from time to time.

3.1.3 Level II, Level III and Level IV shall be opted by a candidate or prescribed by a department for the students only when the necessary lower level has been successfully completed

3.1.4 These programmes are designed to understand and communicate in the offered languages in a day to day life situation, to promote interdisciplinary approach in higher education and to provide a global perspective to university education.

### **3.2 Procedure:**

3.2.4 Registration of programme is the responsibility of the student. No student will be allowed to attend a programme without registration and she/he will not be entitled to any credit in the paper unless she has been formally registered for the paper on the scheduled dates prescribed by the University.

### **4. Fees:**

The Programme fee shall be paid by the candidate as prescribed by the University from time to time

### **5. Teaching Methodology:**

The methods of teaching shall include Classroom Teaching, Assignments, Viva-voce, Practical Work, Seminars, Workshops, Project Work, quiz and projection of films etc.

### **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: Half 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 half credit.

### **7. Examination:**

7.1 At the end of the semester, there shall be an examination where each candidate shall be examined in the papers studied by her in that semester.

7.2 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners shall be appointed.

for each paper and shall be recommended by the Undergraduate Board of Studies (UG BOS).

7.3 The papers are to be set by the internal/external paper setters appointed by the Vice- Chancellor from a panel of examiners submitted by the HOD/Chairperson of the Department duly approved by the BOS of the Department.

7.4 For a practical examination/ viva- voce shall be conducted jointly by external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the Department) may be appointed by the HOD/Chairperson of the 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 even & odd semester will normally be held in December/January and also in May/June on such date as provided by the university.

7.6 Every programme is coordinated by a Course Coordinator duly appointed by the Department. Course coordinator shall coordinate the work of other faculty members involved in the programme holding internal tests and assignments. For any difficulty, student shall approach the Course coordinator for advice and clarification.

7.7 Every student has to appear in the internal tests. If a student does not appear for the internal Test, Zero marks will be awarded for the Internal Test. The Internal Marks of a paper, signed by the HOD/ Chairperson of the Department shall be submitted to the Examination Branch before the close of the semester examination.

7.8 If a candidate, after attending the classes for the papers of a Programme 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 at subsequent examinations without attending a fresh course of studies for that semester such a candidate may, in the meantime, prosecute his/her studies for the next semesters.

7.9 For holding internal tests during even and odd semester, the schedule of internal tests shall be laid down by teacher 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 The date of conduct of semester examinations shall not go beyond the first week of January so that the results are not delayed.

7.11 For internal Test, the syllabus for examination will be what is covered in particular term. Semester Examination will be based on the entire syllabus.

## **8. Evaluation & Grading:**

8.1 The assessment will be 50% internal and 50% external.

8.2 The students will have to qualify internal and the external examinations separately.

- 8.3 Minimum marks for passing any examination is 40% in continuous evaluation and 40% in final examinations. The weightage for internal and external evaluation shall be assigned broadly as :-

Components	Weightage
8.3.1 Mid term/ class tests	= 40%
8.3.2 Assignments/ Quiz's/On the Spot test Seminars/Presentations/Group Discussions Case Studies/Minor Projects/Industry Interface	=40%
8.3.3. Attendance/ active class participation	= 20%

- 8.4. 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 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.

8.5. **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 alongwith 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 Department
- (iii) One faculty member concerning the subject.

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

8.6 In case, the candidate is fail or has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the head of the department.

8.7 Grading :

The academic performance of a student shall be graded on a scale as prescribed by the Examination Branch of the University. The department concerned shall only prescribe the pass grade.

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

8.7.2 Before submission of the finalized award list in a prescribed formation to the concerned administrative office the individual Course 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 Course Co-ordinator.

8.7.3 On receipt of the award lists for all papers offered by a given Faculty of Study the concerned administrative office shall put up the consolidated results for that Faculty for discussion and approval from the Departmental Staff Council (All Faculty Members).

8.7.4 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 (G)
Outstanding	A+	10
Extra ordinary	A	09
Excellent	B+	08
Very Good	B	07
Good	C+	06
Average	C	05
Poor	D	04
Very Poor	E	03

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	≤	A+	≤	100
80	≤	A	≤	89
70	≤	B+	≤	79
60	≤	B	≤	69
50	≤	C+	≤	59
40	≤	C	≤	49
30	≤	D	≤	39
0	≤	E	≤	29

- Note:**
1. Pass Grade is Grade C and higher grades
  2. Grades D and E are fail grades

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



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

$I = 1, 2, 3 \dots \dots \dots n$ , 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  $j^{\text{th}}$  programme upto the semester for which CGPA is to be calculated.

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

$j = 1, 2, 3 \dots \dots \dots n$ , 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.

## 9. Promotion:

### 9.1 Division

The successful candidates shall be classified in three division as under:

(i) Those who obtained 60% or more of the aggregate number of marks in all the subject in all semesters mention total semesters of that paper 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 First Division.

## **10. Attendance:**

- 10.1. 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 paper/seminar, case discussion, field trips, tutorials 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. In some special cases the Hon'ble Vice-Chancellor may condone a further 5%.
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  - 11.3.4 Satisfied the minimum academic and residence requirements;
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  - 11.3.6 A student who has completed all the programme requirement listed above shall be eligible for award of 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 the Executive Council to withdraw Certificate already awarded.
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02 German

03 Russian

and in such other languages as may be decided by the Vice-Chancellor on the recommendation of the Department of Foreign Languages from time to time.

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#### 11.10 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.

