

**Ordinance No.: BPSMV/ENG/PG/MA/2015/1**

**Department of English**

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

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

**Master of Arts (English)**

**1. Definitions:**

- 1.1. **Programme** stands for M.A. (English)
- 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.

**2. Duration:**


The duration of the Programme for M.A (Eng.) shall be two years comprising four semesters. Each Semester shall be of 90 working days. However, all the candidates will be required to complete the Programme within a maximum period of four years.

**3. Admission:**

3.1. **Eligibility:** A person who has passed B.A./B.Sc./B.Com degree from B.P.S. Mahila Vishwavidyalaya or an examination recognized as equivalent thereto with at least 45% marks or Grade 'C<sup>+</sup>' in the ten point scale shall be eligible to seek admission to M.A. (Eng.) Programme. In case of SC/ST categories the candidate shall be given 5% relaxation.

3.2. **Procedure:** Admissions will be on the basis of merit/ entrance test conducted by B.P.S. Mahila Vishwavidyalaya. The last date for the receipt of the admission forms shall be notified by the University.

3.2.1. A candidate's admission form may be accepted after the last date as per the policy of the University.

  
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- 3.2.2. The admission to the Programme shall be subject to the fulfillment of eligibility criteria.

#### 4. Fee:

The Programme fee shall be paid by the candidate as prescribed by the University 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.


#### 6. Credit Weightage:

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

- 6.1 **Lecture/ Practical Teaching:** One credit per lecture per week per semester will generally be adopted.
- 6.2 **Minor Project/Seminar:** One credit.
- 6.3 **Colloquium/Group Discussion:** Half credit
- 6.4 **Tutorial:** Half credit per tutorial per week per semester

#### 7. Examination:

- 7.1. The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of Examiners for each course shall be recommended by the Board of Studies.
- 7.2. The examination shall consist of theory papers and practical/oral examination. Theory papers are to be set by the external/internal paper setters.
- 7.3. For practical examination, the Viva-voce etc. shall be conducted jointly by the external and internal examiners.
- 7.4. The end-term examination (External examination) for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June, on such dates as may be fixed by the University.
- 7.5. The supplementary examination for the 1<sup>st</sup> and 2<sup>nd</sup> semesters will be held along with regular 3<sup>rd</sup> and 4<sup>th</sup> semester examinations. However 3<sup>rd</sup> semester supplementary examination will be held along with 4<sup>th</sup> semester regular examination and 4<sup>th</sup> semester supplementary examination will be held along with upcoming regular semester examination.

  
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7.6. The schedule for conducting internal examinations will be finalized by the faculty member(s) concerned in consultation with the Chairperson of the Department.

7.7. The Medium for instruction and examination shall be English.

7.8. Every student has to appear in the minor test/surprise test. 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. The examination branch/paper coordinator shall convert the marks in to equivalent grades as per the grading procedure.

## 8. Evaluation and Grading:

8.1. The assessment will be 20 marks Internal and 80 marks External.

8.2. The weightage for internal evaluation is as follows:

8.2.1. Attendance	5%
8.2.2 Surprise test	5%
8.2.3. Presentations/Seminars/ Assignments /Group Discussions	10%

### 8.3. Grading:

8.3.1. 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 (p)
Outstanding	A <sup>+</sup>	10
Extraordinary	A	09
Excellent	B <sup>+</sup>	08
Very Good	B	07
Good	C <sup>+</sup>	06
Average	C	05
Pass	P	04
Fail	F	03

**Note:** 1. Pass Grade is Grade 'C' and above.

2. Grades 'P', and 'F' are fail grades.

8.3.2 The award of grades based on absolute marks out of 100 shall be made as follows:

<u>Marks</u>		<u>Grades</u>		<u>Marks</u>
90	≥	A <sup>+</sup>	≤	100
80	≥	A	≤	89
70	≥	B <sup>+</sup>	≤	79
60	≥	B	≤	69
50	≥	C <sup>+</sup>	≤	59

  
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40  $\geq$  C  $\leq$  49

30  $\geq$  D  $\leq$  39

0  $\geq$  E  $\leq$  29

### 8.3.3. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-

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

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.

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

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.

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

  
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## 9. Promotion:

9.1. A student will be eligible for promotion to the second, third and fourth semester(s) who:-

9.1.1. Has been on the rolls of the Institute during the semester preceding the respective semester examination; and

9.1.2. Has attended not less than 75% of lectures in the respective semester; and

9.1.3. Has passed at least 50% of the papers in the preceding year examinations.

## 10. Attendance:

10.1. No candidate shall be considered to have pursued a regular programme 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.

10.2. 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.

10.3. 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.

## 11. General:

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 University.

11.4. A student is deemed to have completed the requirements for 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.

  
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11.5. The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total durations of the programme permissible under the regulations.

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 the Dean of Academics.

11.7. The calendar for the academic year will be framed and declared at the beginning of the session by the university.

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## COURSE CURRICULUM & SCHEME OF EXAMINATIONS FOR

### Pre-Ph.D. English (w.e.f. 2015-16)

#### Scheme of Examination of I<sup>st</sup> Semester

Sr. No.	Code	Course Title	Hours per Week			Max Marks		
			L	T+P	Credits	Internal Marks	External Marks	Total Marks
1	DOE-3101	Research Methodology	3	1	4	20	80	100
2	DOE-3103	Approaches to Literature and Language	3	1	4	20	80	100
3	DOE-3105	Critical Survey and Literature Review	3	1	4	20	80	100
Total Contact Hours/Credits			9	3	12	60	240	300

Pass Percentage: 40% in the external and 40% in the aggregate of external and internal examination.

  
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**Department of English**

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

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

**Master of Arts English (Integrated)**

**1. Definitions**

- 1.1. **Programme** stands for M.A. (English).
- 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.

**2. Duration**


The duration of the Programme for M.A (Eng.) shall be **five years** comprising ten semesters. Each Semester shall be of 90 working days. However, all the candidates will be required to complete the Programme within a maximum period of **seven years**.

**3. Admission**

3.1. **Eligibility:** : A candidate shall be eligible for admission to M.A. English (Integrated) Programme if she has passed the senior secondary examination (10+2) with 45% marks in aggregate of a recognized Board of Secondary Education or an examination recognized by the University as its equivalent or as prescribed by Haryana State education board. In case of SC/ST/Persons with Disabilities, categories, the candidate shall be given 5% relaxation (42.75 % marks in aggregate).

No candidate who is in employment (full time/part time/Honorary Service) will be eligible to take admission in the programme without taking leave from her institution/office from the date of admission to termination of the final semester examination including other essential requirements. She has to submit an affidavit in this regard. If at any stage it is found that she has violated this rule, her admission shall stand cancelled.

3.2. **Procedure:** Admissions will be on the basis of merit/ entrance test or any other criterion adopted by B.P.S. Mahila Vishwavidyalaya from time to time. The last date for the receipt of the admission forms shall be notified by the University.

  
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#### 4. Fee

The Programme fee shall be paid by the candidate as prescribed by the University 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.

#### 6. Credit Weightage

Each Paper has a certain number of credits which describe its weightage. Credits of a paper are evaluated as under:-


- 6.1 **Lecture/ Practical Teaching:** One credit per lecture per week per semester will generally be adopted.
- 6.2 **Minor Project/Seminar/ Colloquium/Group Discussion/ Assignment/Case Study:** Half credit
- 6.3 **Tutorial:** One credit per tutorial per week per semester

#### 7. Examination

- 7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the papers studied by her in that semester. Each semester examination shall be designated as first semester examination, second semester examination, third semester examination and so on.
- 7.2 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examiners shall be appointed for each paper and shall be recommended by the Under Graduate/Post Graduate Board of Studies.
- 7.3. The end-term examination (External examination) for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June, on such dates as may be fixed by the University.

7.4. Supplementary examinations will be held for re-appear/failed candidates as under:

Semester	When held
(a) First Semester	Along with the 1st Semester
(b) Second Semester	Along with the 2nd Semester
(c) Third Semester	Along with the 3rd Semester

  
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(d) Fourth Semester	Along with the 4 <sup>th</sup> Semester
(e) Fifth Semester	Along with the 5 <sup>th</sup> Semester
(f) Sixth Semester	Along with 6 <sup>th</sup> Semester
(g) Seventh Semester	Along with the 9 <sup>th</sup> Semester
(h) Eighth Semester	Along with the 10 <sup>th</sup> Semester
(i) Ninth Semester	Along with the 10 <sup>th</sup> Semester
(j) Tenth Semester	Along with the next immediate regular Semester examination.


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Note: If a candidate fails to clear/pass the re-appear paper(s) in the first chance, as per the above schedule, he/she will be required to re-appear in such paper(s) in the relevant semester examinations as the case may be.

- 7.5. The schedule for conducting internal examinations will be finalized by the faculty member(s) concerned in consultation with the Chairperson of the Department
- 7.6 The Medium of instruction and examination shall be English
- 7.7 Every student has to appear in the minor test/surprise test. 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. The examination branch/paper coordinator shall convert the marks in to equivalent grades as per the grading procedure.
- 7.8 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

- 8.1. A student will be eligible for promotion to the second, third and fourth semester(s) who:-
- 8.1.1. Has been on the rolls of the Institute during the semester preceding the respective semester examination; and
  - 8.1.2. Has attended not less than 75% of lectures in the respective semester; and
  - 8.1.3. Has passed at least 50% of the papers in the preceding year examinations.

  
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## 9. Exit Policy

There is exit policy for the students after the completion of three years. In such a case, the student shall be awarded B.A.(Hons.) Degree.

## 10. Evaluation

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:

10.2a. 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 carried forward, if a student gets re-appear in the external 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

10.4. **Attendance** 5% i.e. 5 marks out of 100.

75% to 80%	2marks
80% to 85 %	3 marks
85% and above	5 marks

10.4.1 No candidate shall be considered to have pursued a regular programme 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.

10.4.2 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.

10.4.3 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.

  
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## 11. 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 gets undue advantage or disadvantage. It can be done by fixing criteria beforehand.

(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.


## 12. 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

**Note:** 1. Pass Grade is Grade 'C' and above.

2. Grades 'P', and 'F' are fail grades.

  
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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		

### 13. 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

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

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 Government of Karnataka  
 Bangalore

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  $j^{\text{th}}$  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.


#### 14. General Guidelines:

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

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

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

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


  
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14.4 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.

14.5. 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.

14.6 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.

14.7 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.

  
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