

Ordinance No.: BPSMV/ECO/PG/MA/2017

Department of Economics

B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan

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

ORDINANCE

**Master of Arts Economics
(w.e.f July 2017-18)**

1. DEFINITIONS:

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

2. DURATION:

- 2.1. The duration of the programme leading to the Master of Economics shall be of two academic years, comprising of four semesters i.e. July to November/ December and January to May/June each year. There will be teaching/ instruction of 90 days in a semester, comprising 180 days in a year as per University Grants Commission (U.G.C.)
- 2.2. The minimum duration of the programme shall be 2 year (04 semesters) and maximum should not exceed 4 years. A candidate, who fails to pass MA Economics examination within a period of 4 years of her admission to the programme, shall be required to repeat the paper *de novo*.

3. ADMISSIONS:

- 3.1. *Eligibility:* A person who possesses the following qualifications shall be eligible to join the MA Economics Programme :
 - 3.1.1 Graduation with at least 45% marks in aggregate from a recognised university in addition to the criterion approved by the admission committee of the Bhagat Phool Singh Mahila Vishwavidyalaya (B.P.S.M.V). There shall be a relaxation of 5% marks in case of Minimum pass marks required in case of Scheduled Caste (SC) and Scheduled Tribe (ST) candidates/persons with disability..
 - 3.1.2 No candidate who is in employment (whole-time, part-time, or honorary service) shall be eligible to take admission in M.A Economics Programme without taking leave from her institution/ office etc., from the date of admission to the termination of her examination. She has to submit an affidavit in this regard. If found in violation of this rule her admission shall stand cancelled.

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- 3.1.3 *Procedure:* Admission shall be done on the basis of Merit/entrance/interview or any other criteria decided by university from time to time.
- 3.1.4 *Intake capacity:* A total number of 30 seats will be the intake of the course.
4. **FEE:** The programme fee to be paid by the candidate shall be as such as prescribed by the university from time to time.
5. **TEACHING METHODOLOGY:** The methods of teaching shall include classroom instructions, assignments, Study tours, seminars, workshops, presentations, Group discussions, exposure visits etc. The medium of instruction shall be English.
- 5.1. **MEDIUM OF EXAMINATION :** Medium of Examination will be both English and Hindi
6. **CREDIT WEIGHTAGE:** Each paper has a certain number of credits which reflect its weightage. Credits of a paper are evaluated as under:
- 7.1 Lecture: One credit per lecture per week per semester will generally be adopted.
- 7.2 Tutorial: One credit per tutorial hour per week per semester will be adopted.
7. **EXAMINATIONS:**
- 7.1. At the end of the each semester, there shall be an examination where each candidate shall be examined in the paper studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination and third semester examination and so on.
- 7.2. The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of examination shall be appointed for each paper and shall be recommended by the post Graduate Board of Studies (PGBOS).
- 7.3. The examination shall consist of theory papers and practical examination. Theory papers are to be set by the internal / external examiners appointed by the Vice chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department.
- 7.4 The examination for all odd semesters will normally be held in November/ December and for all even semesters in April/ May on such date as provided by the University. The concerned teacher/ paper coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.
- 7.5. Every paper is coordinated by a member of the teaching staff of the department which is offering the paper in a given semester. This faculty member is called the paper coordinator. He/She has the full responsibility for conducting the paper, coordinating the work of the other members of the faculty involved in the paper, holding the sessional test and assignments. For any difficulty, the student is expected to approach the paper coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the paper-coordinator.
- 7.6 Every student has to appear in the sessional tests. If a student does not take a sessional test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination Branch.
- 7.7 If a candidate, after attending the classes for the paper of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more

papers for that examination, she can appear for such papers at subsequent examinations without attending a fresh paper of studies for that semester such a candidate may, in the meantime, prosecute his/her studies for the next semesters. Supplementary examinations for the last two semesters will be held after six months i.e. for odd semester in the month of May and for even semester in the month of December/January.

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

7.10 For sessional Test, the syllabus for Examination will be what is covered in particular term.

7.11 The examination branch will design standardized proformas for maintaining the following records at the Department level:-

- 1 Sessional Test Awards
- 2 Awards and Co-curricular Activities with details of activities.
- 3 Consolidates Results.

7.12 The medium of Examination will be both Hindi and English.

8. **RE-APPEAR EXAMINATIONS:** Supplementary examination will be held for re-appear candidates as for even semester with even as for example 2nd semester's supplementary exams with 4th Semester and for odd semester supplementary with odd semester as for supplementary paper of first semester will be held along third semester.

Reappear	1st	2nd	3rd	4th
Along with	1st	2 nd	3rd	4 th or immediate semester

9. EVALUATION AND GRADING:

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

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

9.2.1) 40 % in the aggregated of internal and external examination. In case a student fails to acquire 40 % percent in the aggregate, she will be awarded re-appear in the theory (external) paper of that subject. There will be no re-appear in the internal assessment. The marks obtained in the internal assessment of a subject shall be carry forwarded, if a student gets re-appear in the external examination.

9.2.2} 40 % in each practical examination/ vivo-voice examination.

9.3) the weightage for internal evaluation is as follow:

- 9.3.1) Class test/sessional test 10% i.e. 10 marks out of 100
- 9.3.2) Assignments/ quiz/ seminars/group discussion 5% i.e. 5 marks out of 100
- 9.3.3) Attendance: 5% i.e. 5 marks out of 100

9.3.4) Attendance Marks

- | | |
|---------------------------------|----------|
| Less than 75 % | 00 marks |
| 75% and above and less than 80% | 02 marks |

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80% and above and less than 85%

03 marks

85% and above

05 marks

9.4 In case any student(s) fails to appear in internal test for valid reason and with the permission of the HOD the internal test for such student shall be arranged by the concerned chairperson /principal before the commencement of semester examinations.

9.5 Ad hoc Grace:

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

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

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

9.6 Moderation of Marks:

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

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

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

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

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

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

9.8.3 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).

9.8.4 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)

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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	00

Note: Pass Grade is Grade C and Above
Grade D and E are Fail Grade

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

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

The Grade Point Average is calculated as follows:-

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

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

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

Where

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

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

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

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

Where

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

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

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

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

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

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

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

11. PROMOTION:

11.1. A candidate who fails to appear in the internal assessment examination because of any valid reason as given in point 9.4 shall be allowed to appear in the internal assessment examination only before the commencement of the end term examination provided that an intimation to this effect, accompanied by a documentary proof thereof, is received in the office of the Controller of Examinations through the Head, Department of Economics within ten days after the expiry of the Internal assessment examination. However the late submission of the awards of such candidate(s) shall be condoned by the Controller examination.

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

12. ATTENDANCE:

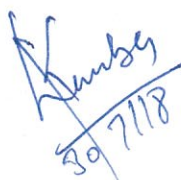
12.1 No candidate shall be considered to have pursued a regular paper of the study unless she has attended not less than 75% of the lectures in each paper/seminar, case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each paper of study. A deficiency up to 10% may be condoned by the Chairperson of the department. In some special cases the Hon'ble Vice-Chancellor may condone a further 5%.

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

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

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

14. Declaration of Results: Six weeks after the termination of the examination or as soon thereafter as is possible, the controller of examination shall declare the result. After

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successful competition of the course, the candidate shall be awarded a degree mentioning the division.

15. IMPROVEMENT CASE:

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

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

(iii) The Candidate will have to deposit fee and form for each examination separately.

(iv) The higher score in the subject(s) in which she re-appears for improvement will be taken into account towards the final result and the marks already obtained by the candidate in the subjects in which she has not opted to improve her result shall be carried forward. The candidate shall be awarded a new DMC clearly mentioning 'Improvement case' subject(s) with improved marks, only and the new grand total.

(v) In case the candidate does not improve her result, it shall be declared as 'Previous Result Stands'.

16. GENERAL GUIDELINES:

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

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

16.2.1 She has satisfied all the academic requirements as per the regulations;

16.2.2 She has paid all fees due from her;

16.2.3 There is no case of indiscipline pending against her.

16.2.4 Satisfied the minimum academic and residence requirements;

16.2.5 Satisfactorily completed the requirements for the short duration across-curricular paper, industry internship and NCC/NSS as may be prescribed by the Academic Council;

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

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

16.4 Absence of registered students from classes during a semester shall be discouraged.

However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the Academic Council.

16.5 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean Academic Affairs.

16.6 Where this document is silent about any rule, the University Ordinance from time to time will be applicable.

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