

Ordinance No.: BPSMV/PS/PG/MA/2015/1
Department of History and Archaeology
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 (History and Archaeology))

1. Definitions:


- 1.1. **Programme** stands for M.A. History and Archaeology
- 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:

- 1.1. The duration of the Programme (M.A History and Archaeology) 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:

- 1.2. **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⁺' in the ten point scale shall be eligible to seek admission to M.A. History and Archaeology Programme. In case of SC/ST categories the candidate shall be given proportional 5% relaxation.
- 3.2. **Procedure:** Admissions will be on the basis of merit in the qualifying examination. 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.


Chairperson
Deptt. of History & Archaeology
B.P.S.M.V Khanpur Kalan, Sonapat

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 Post Graduate Board of Studies. The Panel of Examiners for each course shall also 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 examiners.
- 7.4. The end-term examination (External examination) for the odd semesters shall ordinarily be held in the month of November/December 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 1st and 2nd semesters will be held along with regular 3rd and 4th semester examinations. However 3rd semester supplementary examination will be held along with 4th semester regular examination and 4th semester supplementary examination will be held along with upcoming regular semester examination.


Chairperson
Dept. of History & Archaeology
B.P.S.M.V. Kharpur Kalan, Sonapat

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 & Hindi both.

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. There will be no internal marks awarded in semester 4th only in paper entitled 'Principles and Methods of Archaeology' (Archaeology Group only) as it consist of 40 marks for practical and 60 marks theory examinations.

8.3. 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+	10
Extraordinary	A	09
Excellent	B+	08
Very Good	B	07
Good	C+	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:


Chairperson
Deptt of History & Archaeology
B.P.S.M.V. Khanpur Kalan, Sonapat

<u>Marks</u>		<u>Grades</u>		<u>Marks</u>
90	\geq	A ⁺	\leq	100
80	\geq	A	\leq	89
70	\geq	B ⁺	\leq	79
60	\geq	B	\leq	69
50	\geq	C ⁺	\leq	59
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^{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.

[Signature]
 Chairperson
 Dept. of History & Anthropology
 P. O. Box 10, Kalyan, S. 401 301

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


Chairperson
Dept. of History & Archaeology
B.P.S.M.V. Khanpur Kalan, Sonapat.