

1 211

B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan
Department of Laws

ORDINANCE
Post Graduate Diploma in Insurance Laws
(w.e.f. 2012-13)

1. Definitions :

1.1 Programme stands for Post Graduate Diploma in Insurance Laws.

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:

2.1 The Programme of the degree of P.G.D.I.L. one year shall be spread over one academic years consisting of **two semesters**.

2.2 A Candidate once admitted in P.G.D.I.L. 1st year must clear all her papers within 3 years from the date of her admission in the 1st year 1st semester. Otherwise she shall stand disqualified to obtain the degree of P.G.D.I.L.

3. Admission :

3.1 Eligibility :

3.1.1 Only a girl candidate having 50% (45% in case of S.C./S.T./ Persons with disability) or above marks in graduation or any equivalent examination shall be eligible to seek admission in the first semester of this one year programme.

3.1.2 A candidate who has got reappear/compartement in graduation examination shall not be eligible to seek admission to the Programme

3.1.3 No candidate who is in employment (full time/part time/honorary service) shall be eligible to take admission in this programme without taking leave from her institute /office from the date of admission to the termination of her final examination including other essential requirements. She has to submit an affidavit in this regard. In case of violation of these rules her admission shall stand cancelled.

3.2 Procedure :

3.2.1 The admission shall be made on the basis of merit in graduation exam/entrance test/interview etc. as decided by the University from time to time.

4. Fees :

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

5. Teaching Methodology:

5.1 Methods of Teaching shall include class room teaching, assignments, research papers, seminars, group discussion etc.

5.2 *The medium of instruction shall be English*

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 **Project work:** Half credit.

6.3 **Mid term examination:** Half credit.

7. Examination:

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination, and third semester examination and so on.

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

7.3 The examination shall consist of theory papers and/or practical papers. Theory papers are to be set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the BOS of the concerned department. *The medium of examination shall be English.*

7.4 The examination for even semesters will normally be held in December/January and odd semesters in May/June on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.5 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 subject/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 midterm examinations and assignments. For any difficulty, the student is expected to approach the subject coordinator for advice and clarification.

7.6 Every student has to appear in the midterm tests. If a student does not take the midterm test, she shall be awarded zero marks in the test. The marks obtained in midterm test/ seminars/projects/moots etc. 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/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.

7.7 If a candidate, after attending the classes for the course 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 course 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 Midterm Tests during even and odd semester the schedule of midterm test 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.

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

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

- Midterm Test Awards
- Awards of Project/seminar/Moots/research papers etc.
- Awards of Attendance.
- Consolidates Results.

7.11 Declaration of Results: Six weeks after the termination of the semester examination or as soon thereafter is possible, the controller of examination shall declare the result. After successful completion of the course, the candidate shall be awarded with a degree mentioning the division.

8. Reappear Examinations

The students having reappear in 1st & 2nd semester may reappear in both even and odd semester's regular examination.

9. Evaluation & Grading:

9.1 The University examination in each semester shall consist of papers according to the syllabus prescribed by the faculty. End semesters examination and Internal assessment shall carry 50% weight(50 marks) each for the final assessment of the student.

9.2 A student will have to clear both the components independently, namely, the Internal assessment and semester examination for clearing a course.

9.3 The Weightage of the sub components is as follows :-

Subcomponents	-	Weightage
a) Mid term exam.	-	40%
b) Project works/assignments/seminars-		55%
c) Attendance	-	05%

9.4. 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 Examinations.
- (ii) Head 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% of the total marks of that particular paper.

9.5 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-ordinator by the concerned HOD and he along with the others can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage. It can be done by fixing criteria beforehand.

(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 :-

- Controller of Examination
- Chairperson of the concerned department
- One faculty member concerning the subject

9.6 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.

9.7 Grading The academic performance of a student shall be graded on a scale as prescribed by the examination branch of the university. 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
Poor	D	04
Very Poor	E	03

9.7.1 For the award of grades in a subject, all component wise evaluation shall be done in marks. The award of grades based on absolute marks (irrespective of no students) out of 100 shall be made as follows:-

<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	$\leq$	D	$\leq$	39
0	$\leq$	E	$\leq$	29

Note: **Pass grade is C+ grade or Higher.**

C,D and E grade indicates fail

9.7.2 The minimum passing marks/grade for passing any semester Examination shall be 50% in internal and external examination separately.

9.7.3 Minimum pass grade in each paper is 'C+' grade. Grade will be awarded after adding the marks of internal assessment examination.

9.7.4 Grade C+ in General Proficiency.

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

9.7.6 Before submission of the finalized award list in a prescribed formation to the concerned administrative office of the individual course coordinator shall discuss the marks distribution for his/her faculty of study. However, the final decision with regards to marks will vest with the course coordinator.

9.7.7 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 staff members)

9.8 A candidate who fails to obtain the requisite marks/grade in any paper shall be required to appear in the concerned paper in the subsequent examinations.

9.9 'C', 'D' and 'E' Grades: The 'C', 'D' and "E" grades denote average, poor and very poor performance, i.e. failing a paper. A student has to repeat all papers in which she obtains either 'C', 'D' or 'E' grades, until a passing grade is obtained.

The candidate having C,D & E Grades in any Odd and Even semester's examination would be given a chance to improve the grade. On improving the C, D & E Grade, the improved grade will be counted towards calculation of SGPA/CGPA. The examinations for reappear in any subject(S) in the odd semester and that of in the even semester shall be held in the respective semesters along with the regular students. In addition to above, fifth year examination for reappear in the subjects in odd semesters will also be held during the even semester examinations and vice-versa.

9.10 The performance of students will be evaluated in terms of cumulative grade point average (CGPA) which is the grade point average for all the completed semesters at any point of time.

The CGPA is calculated of the basis of all pass grades, except audit courses obtained in all completed semesters.

CGPA=

$$\frac{(\text{Earned Credits} \times \text{Grade Point}) \text{ for courses with pass except audit courses Sem}}{(\text{Earned Credits}) \text{ of courses with pass grade except audit course Sem}}$$

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded one of A, B, C, D, E grade.

9.11 Pass Marks Pass marks are 50% both in internal and external assessment separately.

9.12 Division: The successful candidates shall be classified in two 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% of the aggregate number of marks in all subjects in all semesters taken together, shall be placed in the second division.

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

9.14 Improvement Case:

9.14.1 A person who has qualified for the award of P.G.D.I.L. 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.

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

9.14.3 The Candidate will have to deposit fee and form for each examination separately.

9.14.4 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.

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

10. Promotion

10.1 A candidate once admitted in P.G.D.I.L. 1st semester must pass all semesters within maximum time allowed to pass the programme.

10.2 The year/ session of passing the P.G.D.I.L. examination shall be the year/ Session in which the candidate clears all the semesters of the course.

11. Attendance :-

7 217

11.1. 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%.

In any case no student having less than 60% attendance will be allowed to appear in the examination by Head of the department.

11.2 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

11.3 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.

12. General Guidelines:

12.1 Where this document is silent about any rule, the University policies/regulations as framed time to time will be applicable.

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

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

12.3.1 She has satisfied all the academic requirements as per the regulations; and

12.3.2 She has paid all fees due from her; and

12.3.3 There is no case of indiscipline pending against her.

12.3.4 A student who has completed the entire 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 withdraw the degree/PG diploma already awarded.

12.5 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.

12.6 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

12.7 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.

