

**D.C.R. UNIVERSITY OF SCIENCE & TECHNOLOGY, MURTHAL, SONEPAT- 131  
039 (HARYANA)**

**ORDINANCE FOR CREDIT BASED SYSTEM**

*For*

**MASTER OF ARTS**

*(w.e.f. from the academic session 2008-09)*

**(Including amendment suggested by 2<sup>nd</sup> & 4<sup>th</sup> meeting of the Academic Council)**

**1 Preliminaries**

1.1 This ordinance shall apply to PG programme (M.A. ENGLISH) in the University.

**DURATION OF THE COURSE FOR M.A. DEGREE/DIPLOMA**

**M.A. ENGLISH & COMMUNICATION STUDIES**

<b>Courses</b>	<b>Normal duration</b>	<b>Extended duration</b>
M. A. (Degree)	Two Years (04 semesters)	Four Years
PG Diploma	one Year (02 semesters)	Two Years

- (a) However, a student, who having passed the second semester examination discontinues her/ his studies, for some justified reasons may be permitted to join the third semester within one year of her/his passing the second semester examination.
- (b) However, a student also has an option to exit at the end of first year with Diploma in Communication & Personality Development. The student will have to exercise this option within three months of joining the Programme and before the commencement of the end-term exams of the first semester. To acquire Diploma s/he shall to undertake a Project. However, within four years if s/he wants to upgrade her/his Diploma to a degree, s/he can join back with a new registration in the third semester to continue with the degree.
- (c) An academic year shall consist of two semesters (**odd & even**) of approximately **20** weeks duration inclusive of the period of examination and semester break. The eligibility criteria for admission to each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the prospectus.
- (d) **English shall be the medium of instructions & examination except in courses related to translation.**

**2. ORDINANCE: MASTER OF ARTS**

Notwithstanding anything contained in any other ordinance with regard to the matter hereunder, the courses of study for the Degree of Master of Arts and the conditions for admission thereto shall be as under:

## **2.1 ELIGIBILITY CRITERIA FOR ADMISSION**

- (a) Bachelor or Master's Degree in any discipline with not less than 50% marks in the aggregate of a recognized university or an examination recognized as equivalent thereto by this university. Relaxation up to 5% in the qualifying examination marks shall be provided to SC / ST candidates as per Haryana Govt. rules.
- (b) Before accepting the admission, the candidate must also ensure that s/he fulfills the minimum eligibility conditions as laid down herein and by the Univ. for admission to the respective course.
- (c) The admission would be made on the basis of the merit of the qualifying exam or of the merit of the entrance test conducted by the university.
- (d) Students with Honours in English in qualifying examination would be given weightage of additional 5%.
- (e) The reservation would be according to the Haryana Government//university norms notified in the admission brochure.
- (f) The reserved seats remaining vacant in the first counselling shall be carried forward to the second counselling and filled from respective categories of candidates. The above categories of reserved seats still remaining vacant shall be converted into general category seats in the third counselling and filled out of the merit list of general category candidates in the third counseling.
- (g) The details of counseling schedules, procedure for admission will also be given in prospectus.
- (h) Only those candidates who present themselves personally on the specified date and time along with the originals of all the documents will be considered for admission.
- (i) The admitted candidates will be required to deposit semester fees (non-refundable), securities (refundable) etc. of amount as decided by the Government/University in cash/ D.D. on the spot at the time of admission.

2.2 At the end of the each semester, there shall be an examination wherein candidates 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.

- 2.3 The Examination for all semester will normally be held in **December/January** and also in **May/ June** on such dates as may be fixed by the Controller of Examination as per the Schedule provided by the University. The date(s) of commencement of examination as well as the last date(s) for the receipt of examination forms and fees shall also be notified by the controller of Examinations to the concerned University Teaching Departments.
- 2.4 The courses of the study and the subjects of examinations shall be approved by the **Academic Council from time to time**. The medium of instructions and Examination shall ordinarily be **English** except otherwise decided by the Academic Council. The question paper will be set in English, except otherwise decided by the Board of Studies concerned and approved by the Academic Council. Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council from time to time. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.

**Evaluation Process:**

**a. Major Test (Theory Examination):**

The theory papers shall be set by external/internal paper setters. The evaluation of theory papers will be done by examiner(s) under the supervision of the Controller of Examinations. The panel of paper setters & examiners (evaluators) shall be supplied by the department approved by its B.O.S. If the examiner is more than one in a course, the grading will be done through mutual consultation among the examiners to maintain uniformity of grades.

**b. Practical Examination:**

Examination in practical and viva-voce shall be conducted jointly by the external and Internal Examiners. If an External Examiner is unable to come, alternate examiner (including those of the same University department) may be appointed by the Chairperson of the concerned department with the intimation to the Controller of Examinations in the following preferential order:

- i) From outside
- ii) From DCRUST Murthal

**c. Sessionals:**

Sessional (internal assessment)works shall be evaluated by the teachers of the various subjects based on the work done during semester on the basis of the following weightage:

S. no.	Components of Minors	Weightage
<b>A)</b>	<b>THEORY COURSES:</b>	
1.	Minor Test ó I	30 %
2.	Minor Test ó II	30%

3.	Assignment / Mini Project / Term paper	20 %
4.	Quiz/Tutorial/Class Test	20 %
<b>B)</b>	<b>LAB COURSES:</b>	
1.	Objective Tests/MCQ	20 %
2.	Lab. Work / Project	60 %
3.	Viva Voce/Test	20 %
<b>C)</b>	<b>DISSERTATION/PROJECT:</b>	
1.	Mid-Term Presentation	30 %
2.	Pre-submission Presentation	30 %
3.	Report	40 %

Wherever the evaluation is through presentation, it will be done by a Committee constituted by the Chairman of the concerned Department under his/her chairmanship.

**Every student has to appear in both the minor tests. If a student does not take a minor test, he/she shall be awarded zero marks in that test.** The marks obtained in sessional/practical/theory/seminar/dissertation are to be submitted to the Examination Branch duly signed by the Chairperson of the department before the close of semester examination or a date fixed by the COE. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.

## **2.5 DISSERTATION/ PROJECT:**

- (a) A candidate shall prepare her/his dissertation under the supervision of a teacher of the Department. Any joint supervisor (Intra-departmental, Inter-departmental, External Institution or Industry), may also be associated in supervision, if desirable, but the reasons for recommendation of Joint Supervisor will be recorded in the Dissertation Allotment proceedings. The inter-departmental or external supervisor can be appointed only as a joint supervisor and her/his prior written consent shall be submitted by the candidate to the Department.

The topic of dissertation wherever applicable, will be approved by a committee (**Project/Dissertation Monitoring Committee**) headed by the Chairperson of the department consisting of a Professor (Reader/senior teacher, if professor is not available in the department) and supervisor(s) of the candidate. The Supervisor shall be appointed by the Chairperson of the department in consultation with the faculty members.

- (b) The dissertation shall be based on empirical study, field work, and textual analysis in the field of language/s, literature, culture and communication studies. It should demonstrate candidate's capacity for analysis and judgment as also her/his ability to carry out independent viewpoint in interpretation. A dissertation may be supplemented by published work, if any. No part of the dissertation or supplementary published work should have been submitted elsewhere for the award of any other degree.
- (c) The dissertation shall present an orderly & critical exposition of existing knowledge of the subject or shall embody results of original interpretation and analysis & demonstrate

the capacity of the candidate to do independent research work. While writing the dissertation, the candidate shall lay out clearly the work done by her/him independently and the sources from which s/he has obtained other information.

- (d) A candidate shall submit her/his dissertation at the end of the IV semester in case of two-year degree programme and Project within two months after the semester exams of the II semester in case of Diploma in Communication and Personality Development. The result of Dissertation/Project shall be declared only after the candidate has passed all the courses. In case a candidate's Dissertation/Project is rejected or s/he is unable to complete it within the prescribed period for her/his category, s/he may be allowed extension by the Vice-Chancellor on the recommendation of the chairperson, up to the limits prescribed for completion of degree by a candidate. However, s/he has to register each semester depositing **Continuation fee** as decided by the University.
- (e) Every student will be required to submit three bound copies of his/her dissertation to the office of concerned Department out of these, one copy will be kept for departmental record and one copy shall be for the supervisor. A copy of it will be sent to external examiner by mail by the concerned department, after his/her appointment and intimation from the University.
- (f) The typing shall be done on both sides of the paper (instead of single side printing)
- (g) The font size should be 12 with Times Roman Format
- (h) The project report/dissertation may be typed in 1.5 (one and a half) space but the reference and bibliography should be typed in single space.
- (i) The paper to be used should be A-4 size.
- (j) Dissertation/Project will be evaluated by a committee of examiners consisting of Chairperson of the Department, senior most teacher of the department, dissertation/project supervisor(s) and one external examiner. There is no requirement of a separate evaluation report on the Dissertation/Project from the external examiner. Two external examiners shall be approved in an order of preference by the Vice-Chancellor from a panel of examiners submitted by the department. The first examiner shall be called by the Department to conduct the dissertation viva and in case of her/his refusal, the second examiner shall be called. In case of her/his refusal too, the Vice-Chancellor, on the recommendation of the Chairperson of the Department shall appoint, in an order of preference, another set of external examiners.
- (k) The student will defend her/his dissertation/project work through presentation before the committee of examiners and the committee will award marks in percentage. A student scoring  $\leq 50$  grade in the dissertation exam shall have to resubmit her/his Dissertation after making all corrections/improvements & this dissertation shall be evaluated as above.

## **2.6 The examination shall be open to a candidate:**

- has attended regularly the prescribed courses of studies for the relevant semester examination in the department recognized by the University for the degree of Master of Arts.
- has his/her name submitted to the Controller of Examinations by the Chairperson of the department.
- has a good moral character (certificate be issued by the chairperson of the department concern if required ).
- has attended **not less than 75% of the total classes held in each theory/lab/seminar/ dissertation etc.** This requirement shall be fulfilled separately for each subject of study. A deficiency up to **10% may be condoned by the Chairperson** of the department. A further condonation of **5% in attendance** may be allowed in severe/ Compassionate circumstances by the Vice-Chancellor. **However it may not be treated as a matter of right by the students.** (In case a student fails to fulfill the necessary requirement of the attendance in any subject(s) in any semester, he/she shall not be promoted to next semester and will have to repeat that academic semester in the next academic session along with regular students.)
- whose result declaration is delayed for no fault of her/his or has applied for revaluation may attend classes of the next higher semester provisionally at her/his own risk and responsibility subject to her/his passing the concerned semester examination. Such a candidate shall also be governed by the clause 2.7(second paragraph) given below. In case the candidate fails to pass the concerned Semester Examination, her/his attendance and studies in the next higher semester in which s/he was allowed to attend classes provisionally, shall stand cancelled.

2.7 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, examination for reappear in the subjects in odd semesters will also be held during the even semesters examinations and vice-versa.

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 paper(s) for that examination, s/he can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, prosecute her/his studies for the next semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).

A Candidate shall be eligible for Promotion to:

III Semester	if passed at least 1/2 papers of semesters I and II taken together
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IV Semester if passed at least 1/2 papers of semesters I, II and III taken together

The amount of Exam/Reappear/ Re-evaluation/ Improvement fee to be paid by the candidates shall be as prescribed by the University from time to time. A candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay his/her dues again on re-admission after fulfillment of above conditions.

Re-evaluation is permitted only for major tests (Theory course) as per University rules for re-evaluation.

A candidate who is unable to pass the Master of Arts Course within a maximum of **four consecutive academic years** from the date of his/her admission shall **lose the right to pursue the degree programme. In exceptional cases, mercy chance can be given by the Vice-Chancellor to a candidate if he/she applies.**

2.8 The minimum passing marks/grade for passing any semester Examination shall be:

- i. 40% in each major test (theory paper).
- ii. 40% in each Practical Examination/Viva-Voice Examination.
- iii. 40% marks in each Sessional (internal assessment).
- vi. SGPA of 4.0
- vii. Where a course is evaluated on the basis of sessional (internal assessment) marks only i.e. there is no end-semester examination, the candidate will be required to secure at least 40% marks to pass the course.

A candidate who fails to obtain the requisite marks/grade in any course shall **be required to appear** in the concerned course in the subsequent examination(s) as per the clause 2.6.

2.9 The result of a student at the end of each semester Examination and after completion of course shall be declared on the basis of the **SGPA & CGPA (cumulative grade point average)** obtained by the student..

2.10 At the end of each semester examination, the COE shall publish the result, provided that in a case where candidate who was permitted to take examination for higher semester but has not cleared the lower semester examination his/her result for the higher semester examination will be declared provisionally. Each successful candidate shall be issued a copy of the result card on having passed the semester examination.

2.11 Notwithstanding the integrated nature of the course wherever it is spread over more than one academic year, the Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of the semester and nothing in this Ordinance shall be deemed to debar the University from amending the Ordinance and the amended Ordinance, if any, shall apply to all students whether old or new.

### 3. SCHOLARSHIP:

Scholarship may be awarded to students as per the terms and conditions stipulated by the funding agencies. However, it should be mentioned in the prospectus.

#### 4. THE CREDIT SYSTEM:

Each Academic Program has a certain number of **credits** which describe its weightage. A student's performance is measured by the number of credits that he/she has completed satisfactorily. A minimum grade point average is required to be maintained for satisfactory progress.

Each subject (component) has a certain number of credits which reflect its weightage and is normally decided on the basis of effective contacts hours. It is mentioned in the scheme of studies and examinations.

- 4.1 The semester 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 University authority. The concerned teacher/ course coordinator should ensure that 100% syllabus is covered in each subject before the Semester Examination.
- 4.2 A faculty member shall be appointed as a **course-coordinator** by the **Chairperson** of the department who shall have the full responsibility for conducting the minor tests, evaluation work and awarding of grades.
- 4.3 The marks/grade awarded to a student in any particular subject will be based on the performance of the student evaluated throughout the semester. **The syllabus of the minor tests will be what is covered in that particular term.** The Semester Examination will be based on the entire syllabus.
- 4.4 The marks/grades will be displayed on the notice board of the department by the Chairperson before forwarding it to the Examination Branch.
- 4.5 The Chairperson of the department shall forward the awards/grades to the Examination Branch within a week after the semester ends and examination process starts. The evaluated answer sheets of minor tests are to be kept by the course coordinator for at least one year. The Examination Branch will keep the evaluated answer sheets of the semester examination for **at least one year**.

#### 5. GRADING SYSTEMS:

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:

##### 5.1 Award of Grades Based on Absolute Marks



The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (**after applying moderation if any**) as given below:

<u>Range of Marks (%)</u>			<u>Grade</u>
90	to	100	A+
80	to	89	A
70	to	79	B+
62	to	69	B
55	to	61	C+
46	to	54	C
40	to	45	D
Less than		40	F

**Note:**

- (i) The awards/grades shall be submitted by the teacher concerned through course coordinator to the Chairperson of the department. **The awards/grades should be finalized within 7 days** of the semester examination.
- (ii) In case of any difficulty/issue related to **courses/conduct/moderation of awards/grades/recon-duct of paper**, the matter will be referred to a **departmental monitoring** committee comprising of **Chairperson, senior most teachers by rotation, course coordinator and faculty nominee of the Dean**. The committee will be headed by the chairperson. The committee, on receipt of complaint either from the student or from the teacher, shall meet at the earliest or will give its decision within one week. The decision of the committee shall be final.
- (iii) While calculating percentage of marks to award grades, 0.5 or higher fraction may be raised to the next higher whole number.

## 5.2 Grade Points

The grading point of academic performance will be as under:

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Very Poor	F	0
Absent	G	-
Audit Pass	AP	-

Audit Fail	AF	-
Incomplete Dissertation	X	-

**Note:**

1. Pass Grade is Grade D and higher grades
2. Grades E and F are Fail grades

**‘F’ Grade**

The **F** grades denote poor performance, i.e. failing a subject (or subject component). A student has to repeat all those components of a subject(s), in which s/he obtains  $\neq\emptyset$  grades, **until a passing grade is obtained, within the stipulated time of completion of that programme as mentioned in clause 1(a)**

**‘G’ Grade**

If a student, who is otherwise eligible for appearing in the semester examination as per the ordinance, but can not appear in the semester examination then s/he will be awarded  $\neq\emptyset$  grade. The candidate will be allowed to take up the examination next time along with regular students and s/he will be awarded the grade as per grade system explained above.

**AP/AF Grade**

These grades are awarded to qualifying/Non-Credit subject(s) (as per scheme supplied by the concerned departments). The candidate **will not be eligible for award of degree** without qualifying these courses.

**Continuous Absence**

If a student is continuously absent from the Department for **more than four weeks** without intimation to the Chairperson of Department, her/his name will be struck off from the roll of the department. The re-admission shall not be allowed to the candidate during the same academic session.

**‘X’ Grade**

This grade is awarded for incomplete Dissertation work as per guidelines given below and will be converted to a regular grade on the completion of the Dissertation work and its evaluation.

A student who is unable to complete her/his Dissertation may be awarded an  $\neq\emptyset$  grade by the Chairman/Chairperson/chairperson on the recommendation of his/her supervisor.

A student who has been awarded  $\neq\emptyset$  grade shall be required to formally register for the next semester and pay the requisite fee.

–XØ grade will be awarded in exceptional circumstances beyond student’s/supervisor’s control. Normally, the following grounds may be considered for the award of –XØ grade:

- (i) Technical reasons/grounds such as Supervisor/equipment not being available.
- (ii) Any other reason to the satisfaction of supervisor.

### 5.3 Evaluation of Performance

The performance of a student 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 on the basis of all pass grades, except audit courses, obtained in all completed semesters.

- Regarding evaluation of performance.

The formula for calculating SGPA is as mentioned below:

$$SGPA = \frac{\sum_{SEM} (\text{Total credits earned in a subject} \times \text{Grade points out of total marks in a concerned subject}) \text{ except audit courses}}{\sum_{SEM} (\text{Total credits earned in a subject}) \text{ except audit courses}}$$

An example of these calculations is given below:

#### I Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	C+	5	6	30
CSLXXX	4	C	4	5	20
PHLXXX	4	A+	4	10	40
PHPXXX	1.5	B+	1.5	8	12
MELXXX	4	F	0	0	00
AMLXXX	4	B	4	7	28

Credits registered in the semester (total of column 2) = 22.5

Earned Credits in the semester

Total of column 4 (total of column 2 excluding F grade) = 18.5

Point secured in this semester in passed courses = 130

$$\text{SGPA/CGPA} = \frac{\text{Points secured in passed courses}}{\text{Credits earned}} = \frac{130}{18.5} = 7.027$$

## II Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	D	5	4	20
EELXXX	5	F	0	0	00
CYLXXX	4	B	4	7	28
CYPXXX	1.5	C+	1.5	6	09
MELXXX	4	A	4	9	36
HULXXX	2	AP	2	N.A.	00

Credits registered in the semester (total of column 2 ) = 21.5

Earned Credits in the semester

Total of column 4 (total of column 2 excluding F&AP grades ) =14.5

Cumulative Earned Credits (earned credits in previous semesters and current semester)  
= 18.5+14.5=33.0

Points Secured in this semester in passed courses = 93

Cumulative points secured (total of point secured in previous semesters and current semester)  
= 130 + 93 = 223

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit courses}} = \frac{130 + 93}{18.5 + 14.5} = 6.757$$

Each successful candidate shall be issued a copy of the result card on having passed the semester examination.

- **Regarding Conversion of CGPA into Marks**

**The CGPA if multiplied by 9.5 will give the equivalent marks in %age.**

Candidates who pass all the prescribed subjects for all the semesters, but obtained:-

- |                                     |  |
|-------------------------------------|--|
| (i) Less than CGPA of 5.26          | Pass class   |
| (ii) $5.26 \leq \text{CGPA} < 6.32$ | 2 <sup>nd</sup> Division   |
| (iii) $6.32 \leq \text{CGPA} < 7.9$ | 1 <sup>st</sup> Division   |
| (iv) CGPA of 7.9 or more            | 1 <sup>st</sup> Division with Honours provided that they have passed all the semester examinations in single |

sitting within the normal period of course and without reappear in any paper throughout the programme.

will be awarded aforesaid division.