

BUNDELKHAND UNIVERSITY

JHANSI (UP)

ORDINANCE

COURSE STRUCTURE

AND

SYLLABUS

FOR

PG COURSES

IN

FACULTY OF ARTS

UNDER NEP 2020

IN

HIGHER EDUCATION

FROM

SESSION 2022-23

ORDINANCE FOR POSTGRADUATE (SEMESTER SYSTEM) PROGRAMME (2022 onwards)

1. INTRODUCTION

1.1 Preamble

This ordinance governs all the rules and regulations as per the NEP 2020 for the traditional post graduate programs (M.A., M.Sc., M.Com, Management courses,. etc) which are not covered by any regulatory bodies (AICTE, BAR Council, PCI, NCTE etc) running in the University campus or its affiliated colleges in Bundelkhand University, Jhansi. This ordinance supersedes all the previous relevant ordinances, rules and regulations.

1.2 Duration

Bundelkhand University has adopted the semester system in various Postgraduate courses as per directives of Higher Education Department, Uttar Pradesh Government vide letter No 401/seventy-3-2022 dated 09-02-2022 to accelerate the teaching-learning process and enable vertical and horizontal mobility in learning from the academic session 2022- 23 onwards.

The duration of PG courses shall be two years comprising of four semesters. In case a student(s) exits from this programme after completion of the first year (2 semesters), he/she may take exit from the programme and shall be awarded the Degree of Bachelor in Research. After the successful completion of two years (4 semesters) a student shall be awarded the Master's degree in the concerned subject. The maximum duration to complete the course shall be four years.

1.3 Eligibility for Admission

- ❖ Candidate, who wishes to seek admission in a course of study prescribed for a post graduate degree of the University, shall be admitted to campus or an affiliated college unless he/ she has:
 - Passed the three years Bachelor's degree course Examination of the University of Uttar Pradesh or any other Indian University incorporated by any law in force at the time of admission.

or

 - Passed any other equivalent examination recognized by the University as equivalent thereto.
 - Passed any other equivalent examination recognized by a Foreign University as equivalent thereto.
- ❖ The date of admission shall follow the University academic calendar.

1.4 Choice of Subject and Course Structure

- I.** University/ College shall admit students as per the eligibility criteria and availability of seats decided by the university.
- II.** A student shall take admission to post graduation first year of fourth year of Higher Education program of NEP 2020 after successful completion of Graduate course from NEP 2020 or old course of Science/ Arts/ Commerce/ Management, etc. He/she shall have to choose respective faculty courses as per guidelines of NEP 2020 depending on the number of seats available in concerned subject and eligibility criteria. In case a candidate is willing to change the faculty, the following condition is required-
- III.** The candidate should have passed Bachelor degree in Science/ Commerce of NEP 2020 or old

courses may take admission in some subjects of Arts faculty (excluding practical subjects like geography, psychology etc). Similarly, the Student from Commerce of NEP or old course of commerce may also be eligible to take admission in Arts subjects. Arts, Management and Commerce candidates cannot be admitted in Science subjects.

- IV. Student(s) shall select subjects for Post graduation course from the major subjects that he / she had opted in the graduation course and shall continue with the same subjects in all the four semesters of the PG programme.
- V. The course structure shall be as follows:
- VI. There shall be four compulsory theory papers in the first semester. In the second and third semester there shall be two compulsory papers and one/two elective papers. The elective papers are the specialization papers.
- VII. Student(s) shall have to select one Minor Elective Course as **Minor subject** from any other faculty (except own faculty) or interdisciplinary subject in the first semester of the first year.
- VIII. Student(s) shall take a Research Project /Survey/ Industrial /Field training program in both the years (Semester II and IV). No pre-requisite shall be required for this.
- IX. List of Minor Elective Course: The candidate shall select any one subject other than its own faculty or interdisciplinary from the following table as minor subject in first semester of first year of post graduate course. This shall be four credit courses.

S No	Science	Arts	Commerce	Interdisciplinary
1.	Mathematical Biology	Tribal Culture and Heritage	Customer Relation Management	Ancient Medical Sciences
2.	Entrepreneurship with Microbes	Social Sector and Gender Economics	House Keeping and Hospitality	Traditional Medical Therapy
3.	Natural Resources and Conservation	Socio-Economic and Social Security	Share Market and Banking	Vedic Mathematics
4.	Pollution: Causes and Mitigation	Archeological Sites and Monuments	Retail Management and Accounting	Medicinal and Aromatic Plants Cultivation, extraction and nutraceutical Values
5.	Computational Research	Constitution of India	Insurance Policy and Finance	Disaster Management
6.	Organic Farming Management	Communication and Personality Development		Medicinal Biochemistry
7.	Computer Hardware Handling	Film, TV, Documentary Patkatha Lekhan		Soil and Water Testing
8.	Computer Software Handling	Urban Growth & Development Economics		Climate Change and Environmental Degradation
9.	Cyber Crime	Urban Economics and Planning		Spiritual Wellness
10.	Bee Keeping, Aquaculture and Fish Farming			

2. SEMESTER AND CREDIT DISTRIBUTION

An academic year for post graduate program is divided into four semesters. The Odd semester may be scheduled from July to December and Even semester from January to June.

Fourth Year

	VII Sem	Credits	VIII Sem	Credits
Major	Theory – 04 Papers Or Theory – 04 Papers Practical -02	5 Credits each Total Credits=20 Or 4 Credits each Total Credits=16 2 Credit each Total Credits=4 Total Credits=20	Theory – 04 Papers Or Theory – 04 Papers Practical -02	5 Credits each Total Credits=20 Or 4 Credits each Total Credits=16 2 Credit each Total Credits=4 Total Credits=20
Minor	Minor Elective- 1 paper of 04 credits	04 Credits Total Credits=04		
Research Project/ Industrial training/ Survey/ Field Training	One of each 04 Credits	04 Credits Total Credits=04	One of each 04 Credits	04 Credits Total Credits=04
Total Credits		28		24
Total in Both Semester	52 Credit			

Fifth Year

Semester	IX	Credits	X	Credits
Major	Theory – 04 Papers Or Theory – 04 Papers Practical -02	5 Credits each Total Credits=20 Or 4 Credits each Total Credits=16 2 Credit each Total Credits=4 Total Credits=20	Theory – 04 Papers Or Theory – 04 Papers Practical -02	5 Credits each Total Credits=20 Or 4 Credits each Total Credits=16 2 Credit each Total Credits=4 Total Credits=20
Research Project / Industrial training / Survey	One of each 04 Credits	04 Credits Total Credits=04	One of each 04 Credits	04 Credits Total Credits=04
Total Credits		24		24
Total in Both Semester	48 Credit			

3. ATTENDANCE

The expression "a regular course of study" wherever it is used in these Ordinances, means attendance of at least 75% of the lectures and other teaching in campus / affiliated college in the subject for the examination at which a candidate intends to appear and at such other practical work (such as work in a laboratory) as is required by any Statute, Ordinance or Regulation in force for the time being in the University.

A shortage up to 5% of the total number of lectures delivered or practical work done in each subject may be condoned by the Principal of the college/ Head of the Department (in case of University Campus) concerned.

A further shortage up to 10% may be condoned only by the Vice- Chancellor on the specific recommendation of the Principal of the college/Head of the Department concerned (in case of University Campus).

4. EXAMINATIONS

1. There shall be examinations at the end of each semester as, for odd and even semesters in accordance with the academic calendar of the university. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed course(s) in the subsequent examinations upto the maximum duration of the course.
2. A candidate should get enrolled/ registered for the first semester examination and is mandatory. If enrolment/ registration is not possible owing to shortage of attendance / rules prescribed OR belated joining or on medical grounds, such students shall not be permitted to proceed to the next semester. Such students shall re-do the first semester in the subsequent term of that semester as a regular student; however, a student of first semester shall be admitted in the second semester, if he/she has successfully completed the first semester.
3. It shall be mandatory for the student(s) to register for examination in each and every semester (i.e. to fill up the examination form with the requisite fee). If a student fails to register for the examination in any semester, he or she shall not be allowed to appear in that semester as a back paper student. Such student(s) shall appear in the (next) subsequent examination of that semester.

5. EVALUATION

The performance of a student in each course is evaluated in terms of percentage of marks with a provision for conversion to grade point. Evaluation for each course shall be done by a Continuous Internal Assessment (CIA) by the concerned course teacher as well as by end semester examination and will be consolidated at the end of course. The evaluation must be continuous and holistic and should be based on following parameters:

- i. Academic assessment
- ii. Skill assessment
- iii. Physical assessment
- iv. Personality assessment
- v. Extra-curricular assessment

5.1 THEORY PAPER

Semester Examinations shall be conducted by the university as mentioned in the academic calendar. The Question paper will be set by the examiners appointed by the Vice Chancellor based on the recommendation of the board of studies. The pattern of the question paper shall be as given in annexure II.

- i. Internal Assessment(C.I.A.) –25% weightage of a course
 - Test/ Mid-Term Assessment - 10 marks
 - Term paper/Presentation on given project/assignment - 10marks
 - Attendance/activities – 05marks
- ii. End Semester Exam (External examination)– 75% weight age of course

5.2 PRACTICAL PAPER

Practical examinations will be conducted by the examiners appointed by the Vice Chancellor on the recommendations of the Board of Studies. Each student has to present the practical records.

- i. Internal Assessment(C.I.A.)-25% weightage of a course
 - Test/ Mid-Term Assessment -10 marks
 - Term paper/Presentation on given project/assignment -10marks
 - Attendance/activities -05marks
- ii. End Semester Exam (External examination)-75% weight age of a course

MINIMUM PASSING STANDARD

1. The minimum passing standard for combined external and internal examinations for each subject/paper shall be 45%, i.e. 45 out of 100 marks for theory and practical courses. The minimum passing standard for Aggregate in a semester end Examination shall be 45%.
2. Continuous Internal Assessment (CIA) shall be ensured by the Principal of the colleges / HODs for the Campuses courses. The Principal of the colleges / HODs of the Campus shall provide the marks of the same to the university and it shall be mandatory to maintain the records of the same till the maximum duration of that course.
3. The internal assessment, field training and practical examination awards of a student who fails in any semester examination shall be carried forward to the next examination.
4. It shall be mandatory for a student to secure minimum 45% marks (i.e. 34/75) in the theory and practical paper separately.

PROVISION FOR BACK PAPERS AND EX-STUDENTS

A Back Paper (B.P.) candidate shall be promoted to next semester. The back paper facility in a semester provides promotion to the next semester and another opportunity to obtain a minimum of the pass marks assigned for an individual paper or in the aggregate. Following category of students of Bundelkhand University shall be eligible for back paper facility as under,

1. A student shall be required to pass in minimum two subject papers in each semester. However, at the end of each year, it shall be mandatory for a student to pass in at least two subjects papers and minor paper otherwise he/she shall be deemed as failed and will be treated as a year back / ex- student.
5. Students shall get the attempts to appear in the Back paper examination in the subsequent odd /even semester till the maximum duration of the said course.
6. Special back paper examination shall be held only for regular students of the final year of PG course.
7. The candidates, who fail in more than three of the total papers, will be deemed as failed. These candidates can appear only in subsequent examination of that semester as Ex- Students.

8. PROMOTION RULES

8.1 Semester Course & Examination:

The students who have taken admission in any post-graduation programme in a session and who have put in the minimum percentage of attendance for appearing at the Examination, presented himself/herself for internal assessment and have filled in the examination form in time for appearing at the End Semester Examination shall be allowed to appear at the respective examinations.

8.2 Declaration of results

After appearing in the Examination of both the semesters in a particular year, the student can be put in the following categories in the context of declaration of the results of the Semester Examination:

- ❖ Passed
- ❖ Promoted with Back Paper(s)
- ❖ Failed

8.3 Promotion to next Semester:

All students under category Passed and promoted with back papers shall be promoted to the next Semester.

“Failed” students may clear their UNCLEARED courses in subsequent examinations as ex-students.

Students promoted with back papers shall clear their back papers in subsequent examinations as ex-students.

A student who has failed in a course shall get two more chances to clear this course subject to the maximum duration for passing the course. Further, each candidate shall have to clear all the courses within the maximum period of seven years from the date of his/her latest admission.

A candidate who has qualified for the Degree shall be placed in the First / Second Division as per following table:

8. COMPUTATION OF SGP AND CGPA

The guidelines formulated by Bundelkhand University shall be followed in order to bring uniformity in evaluation system of every CBCS based Course and computation of the SGPA (Semester Grade Point Average) and CGPA (Cumulative Grade Point Average) based on students' performance in examination. The number of core, elective, open elective papers and foundation papers and the required credit for each paper shall be formulated by respective Board of Studies (BOS) and faculty board. For the purpose of computation of work load the UGC proposed mechanism is adopted i.e. one credit=1 Theory period of one hour duration, 1credit= 1Tutorial period of one hour duration, 1credit=1 Practical period of one hour duration. The credit(s) for each theory paper/practical/tutorial/dissertation will be as per the respective Board of Studies of departments.

Letter Grade	Numerical grade
O (Outstanding)	10
A+ (Excellent)	9
A (Very good)	8
B+ (Good)	7
B (Average)	6
F (Fail)	<5
Ab (Absent)	0

The minimum passing marks shall be 45% of the maximum marks as prescribed in the University Examination and 45% of marks in the aggregate marks in the subject including internal / Sessional marks i.e. Minimum Passing Grade is “B”.

A student who obtains Grades “O” or “B” shall be considered as PASSED. If a student secures “F” grade, he/she shall be considered as FAILED and shall have to re appear in the examination. It is mandatory for a student to earn the required SGPA as in each semester. If a student is not able to secure 45% / B grade in any theory / practical / internal / Sessional / viva-voce / internship / project examination, the awarded grade point shall be ZERO (0).

9.1 The University, adopts absolute grading system where in the marks are converted to grades, and every semester results will be declared with semester grade point average(SGPA) and year result will be declared with year grade point average (YGPA). The Cumulative Grade Point Average (CGPA) will be calculated in end of final semester. The grading system except pharmacy department will be with following letter grades and grade points scale as given below:

Table

Level	Outstanding	Excellent	Very Good	Good	Average	Fail
Letter Grade	O	A+	A	B+	B	F
Grade Points	10	9	8	7	6	0
Score (Marks)	≥90	<90, ≥80	<80, ≥70	<70, ≥60	<60, ≥45	<45
Range (%)	(90-100)	(80-89.99)	(70-79.99)	(60-69.99)	(45-59.99)	(0-44.99)

1.1 A student obtaining Grade “F” shall be considered failed and will be required to reappear in the examination. Such students after passing the failed subject in subsequent examination / will be awarded with grade respective of marks he/she scores in the subsequent examination/s.

1.2 The University has the right to scale/moderate the theory exam / practical exam / internal exam / Sessional marks of any subject when ever required for converting of marks into letter grades on the basis of the result statistics of university as in usual practice, i.e. marks obtained in decimal will be converted in nearest integer.

9. CONVERSION OF GRADES IN TO PERCENTAGE

1.3 Conversion formula for the conversion of CGPA into Percentage is

$$\text{CGPA Earned} \times 10 = \text{Percentage of marks scored.}$$

Illustration: CGPA Earned 8.2 $\times 10 = 82.0\%$

2. AWARD OF DIVISION

Division shall be awarded only after the final semester examination based on integrated performance of the student for all the semesters as per following details.

2.1 A student who qualifies for the award of the degree securing “B” or above grades in all subjects pertaining to all semesters, and in addition secure as a CGPA of 8.0 and above shall be declared to have passed the examination in **FIRST DIVISION WITH HONOURS**.

2.2 A student who qualifies for the award of the degree securing “B” or above grades in all subjects pertaining to all semesters, and in addition secures a CGPA of 7.0 and above shall be declared to have passed the examination in **FIRST DIVISION**.

2.3 A student who qualifies for the award of the degree securing “B” or above grades in all subjects pertaining to all semesters, and in addition secures a CGPA of 5.0 and above shall be declared to have passed the examination in **SECOND DIVISION**.

10. UNFAIR MEANS:

Cases of unfair means in the End Semester Examinations and Mid-Term Tests shall be dealt as per the rules laid by the University.

Note:

1. Those students who are NOT eligible for promotion to next year shall have to reappear in the coming examination as ex-students. However, the marks of internal assessment shall be carried forward in such cases.
2. Scrutiny facility and Challenge evaluation facility shall be available for those students who want to improve their grades.