



Pandit Deendayal Petroleum University
Gandhinagar-382007.Gujarat
School of Liberal Studies
RULES FOR TWO YEAR M. A. PROGRAMME
(For the Batch Year 2015 onward)

1. SEMESTER SYSTEM:

An academic year consists of two semester's viz. the *Autumn* semester in general is from July to November and the *Spring* semester generally is from December to April. During the teaching break period, Urban/Rural Internship, International Exposure or Workshops at leading organizations in India may be arranged.

2. ELIGIBILITY AND ADMISSION CRITERIA:

The applicants should have a minimum academic qualification of 10+2+3 or 10+2+4 pattern in India from any recognized University/College under UGC or its equivalent abroad, is eligible to fill up the form and should submit a separate application to School of Liberal Studies (SLS) in the prescribed Application Form. The admissions are offered on the bases of the performance by a student in the entrance test conducted by SLS, PDPU. School of Liberal Studies encourages multi-disciplinary studies. International admissions as SLS are conducted as per EdCIL, Govt. of India rules.

- The students seeking admissions to M.A. (English) / M.A. (Political Science- International Relations) / M.A. (Public Administration) should have passed Graduation examination from any discipline.
- Since the medium of instruction is English, candidate must have passed the preceding qualifying examinations; with English as one of the subjects.

3. REGISTRATION

Registration at the beginning of each semester, on the prescribed dates announced in the Academic Calendar, is mandatory for every student until s/he completes the program. No student is allowed

to attend a course without registration in that course. In case of compelling reasons, the School provides for Late Registration, whereby a student is allowed to register after the last date of registration on payment of a prescribed fine. The student registers for course(s) during a given semester, on the basis of the program as prescribed in the Curriculum.

Only those students can attend the academic sessions as per the class timetable of a semester, which fulfill the eligibility criteria for admission to the respective semester. The semester fees paid by a student shall be valid for the admission/registration to the respective semester only upon the fulfillment of the eligibility criteria for the same.

3.1 PROCEDURE FOR REGISTRATION

Registration is done in person, normally on the first day of each semester, for which the schedule is announced in advance. Students having outstanding dues to the School or Hostel will not be permitted to register; if a student fails to register during any semester, his/her studentship is liable to be cancelled.

4 CURRICULUM - COURSES AND CREDITS:

The program has a prescribed course structure, known as the Curriculum of Study, that specifies the course titles and content offered in each semester. The types of courses specified in the Curriculum:

1. Courses having theory only
2. Courses having theory and tutorials
3. Courses having theory and practical
4. Courses having theory, tutorials and practical
5. Laboratory courses

The credit (C) for a course is dependent on the number of hours of instruction per week in that course, and is obtained by using one credit for one hour lecture, one (1) for tutorial hours, and half (1/2) for laboratory hours. Thus, for example, a course having the structure of two lectures and one tutorial per week carries a credit of 4 and is designated as

3(L)-1(T)-0(P)-4(C) or simply as 3-1- 0-4

Master's Dissertation is a course requirement wherein under the guidance of a faculty member, a student is expected to carry out an in-depth study in a specialized area through study, literature survey, understanding different aspects of the problem, and writing a Dissertation. A student is required to defend the same before a panel constituted for the purpose.

5 CREDITS FOR TWO YEAR M.A. PROGRAMME

Four Semesters: 20 papers (04 credits each) = 80 Credits

Third / Fourth Semester Master's Dissertation (05 credits each) = 10 Credits

6 EVALUATION SYSTEM:

To assess the academic performance of students, a continuous evaluation system is followed. At the end of each semester, each student is awarded a letter grade in each of his/her courses by the concerned instructor, based on his/her performance in mid-semester examination, end-semester examination, tests, assignments, tutorials, laboratory work, seminars, projects, etc, and also on regularity of attendance in classes. The teacher will announce the mode of evaluation and distribution of marks at the beginning of the course. It is obligatory to maintain laboratory journal as prescribed by the course instructor. End-semester practical examinations for laboratory course are normally held at the end of the term before the final theory examination.

The percentage allocation for evaluating a Theory course will generally remain as given below:

30% for Mid Semester examination, 60% for End Semester and 10% for the Internal Assessment like Quiz, Class Assignments etc.

The percentage allocation for evaluating a Practical course will generally remain as given below:

50% for the Laboratory Work and 50% for the Laboratory related Examination.

For all examinations the evaluated answer books will be shown to the students, by the Course Coordinator within the prescribed time limit/as per the Academic Calendar.

6.1 LETTER GRADES

Each course is assigned a numerical weightage termed as credits for that particular course. A letter grade is awarded to students as the final evaluation in each course, and each letter grade carries numerical points, known as grade points, as shown below:

| Marks Obtained | Letter Grade | Grade Point |
|-----------------------|---------------------|--------------------|
| ≥80 | O (Outstanding) | 10 |
| 70-79 | A+(Excellent) | 9 |
| 60-69 | A(Very Good) | 8 |
| 55-59 | B+(Good) | 7 |
| 50-54 | B(Above Average) | 6 |
| 45-49 | C(Average) | 5 |
| 40-44 | P (Pass) | 4 |
| <40 | F(Fail) | 0 |
| | NA/Ab (Absent) | 0 |

In order to secure a passing grade in a course the students will be required to obtain minimum 40% marks in the respective course examination.

A student passes the course if s/he gets any grade in the range of O (Outstanding) to P (Pass), but fails if s/he gets the grade F or NP. A student is awarded fail grade F if his/her performance in the course is poorer than specified academic passing rules. S/he is eligible for re-examination as per the time-table announced.

Grade F in a course is may be awarded if a student does not maintain the minimum required attendance in Lecture/Tutorial classes. F grade may also be awarded to students having bad or incomplete in-semester records without valid medical reasons and/or inadequate attendance. Such students are not permitted to take the end-semester examination in that course. They are permitted to take re-examination subsequently.

6.2 RE-EXAMINATION:

The first re-examination of a semester would be held in subsequent semester during working days and/or on holidays. The second re-examination shall be held in continuation of the current end-semester examinations on working days and/or on holidays.

The number of attempts a student takes to pass the courses shall appear on the grade sheet/transcript. This re-examination shall be for the same portion of the course and same weightage of marks as that of the preceding end-semester examination in that course in the running academic session (Autumn and Spring Semesters), and on payment of prescribed fees.

Students are not permitted to re-register or take re-examination for courses in which they have already obtained a pass grade or P.

The students who appear in the re-examination will not be awarded one grade lower than they get for their re-examination because exceptional circumstances of re-examination and the spirit of Liberal education should be considered. Students would be awarded the grade that they achieve in re-examination. The number of attempts would be mentioned in the grade sheet.

Registration, Examination etc. for re-examination is to be carried out as per the Academic Calendar, and the evaluation is to be carried out in the same manner as done in the regular semester courses. It is necessary for a student to complete all the experiments in a Lab/Practical course as a requirement to appear in the practical examination at the respective end semester/reexaminations.

If a student having course-backlog/s and wants to improve his/her mid semester score can appear along with the respective regular students during their mid semester examinations of the same syllabus by applying for it to the respective School-Administration during the week previous to the exam, subject to the nullification of the previous mid semester score of the student in the respective course/s. Rs. 500/- shall have to be paid by the student as the fees to reappear in the mid semester examination irrespective of the number of courses-exam of a semester to re-appear. The School-Admin shall inform the concerned course/coordinator for such reappearance of the student/s.

The backlog-students opting for the repeat of the Mid Semester examination shall also have to appear at the subsequent end semester/re-examination to pass the respective course, as usual.

For the students appeared in the re-examinations held on the working days the condonation will be grantable for the course attendance missed out during the examination hours and if any prior to the starting time or due to the overlapping hours of Lecture/Laboratory teaching with the examination hours. The course-wise list of the students appeared in the re-examination will be provided to the Faculty members for the perusal in the matter.

6.3 RE-EVALUATION DUE TO ILLNESS OR ACCIDENT IN CASE OF MISSING MID-SEMESTER EXAMINATION:

If a student misses a mid-semester examination due to personal illness or accident, or death or serious illness of Parent or Guardian, the student must apply to the concerned faculty member either for re-test or for merging his/her performance with his/her end-semester examination provided that the student has maintained 80% attendance in the course (theory, tutorial and

practical separately) till that time. Student's application for re-test or merging his/her performance with his/her end semester examination must be supported by proper medical certificate duly approved by the Medical Authority of the University. In the event of death or serious illness of Parent or Guardian, the application should be supported by adequate evidence of the same. The concerned faculty member's decision for acceptance or denial in this regard shall be final.

In the above reference the student shall have to contact the concerned course coordinator/s with the medical certificate duly approved by the Medical Officer of the University within seven working days to the date of his/her Medical Fitness.

6.4 SPI and CPI:

Based on the Grades and their numerical equivalents, *Semester Performance Index* (SPI) and *Cumulative Performance Index* (CPI) of a student are calculated at the end of each semester. They are calculated up to the second decimal.

(i) **SPI:** The performance of a student at the end of every semester is evaluated in terms of the weighted average of grade points secured in all the courses for which the student registers in the semester, and is known as SPI.

(ii) **CPI:** It indicates the overall academic performance of a student in all the courses registered up to and including the last completed semester. It is computed in the same manner as the SPI, considering all the courses.

$$SPI = \frac{\sum_{i=1}^n C_i \cdot G_i}{\sum_{i=1}^n C_i}$$

where C_i = Credit for the course i

G_i = Grade points obtained for the course i (AA=10, AB=9, BB=8, etc.)

n = number of courses registered in a semester

$$CPI = \frac{\sum_{k=1}^m S_k \cdot C_k}{\sum_{k=1}^m C_k}$$

where m = total number of semesters under consideration

C_k = total number of credits registered for during a particular semester

S_k = SPI of the k th semester

Example: Suppose a student earns 210 Grade Points (SPI of 6.55) in semester 1 of total registered credit 32, and if he obtains the following grades in semester 2 of total registered credit 34; his SPI and CPI calculation is as follows:

Course 1 (credit=4): B+, Course 2 (credit=7): B+, Course 3 (credit=5): B+ Course 4 (credit=5): C, Course 5 (credit=6): A+, Course 6 (credit=5):C, Course 7 (credit=2): B+. Thus the Grade Points earned in semester 2 is 230.

$$SPI = (4X7 + 7X7 + 5X7 + 5X5 + 6X9 + 5X5 + 2X7) / (4 + 7 + 5 + 5 + 6 + 5 + 2) = 230/34 = 6.76$$

$$CPI = (230 + 210) / (34 + 32) = 6.67$$

The separate statement of Grades will be issued to the students for each examination in which he/she appears fully/partially.

6.5 IMPLICATIONS OF A FAIL GRADE ON CPI

CPI reflects all courses studied by the student including the courses if any wherein he/she has failed.

6.6 POLICIES ON DISCLOSING THE EVALUATED END-SEMESTER ANSWER BOOKS AND PERIOD OF RETENTION

The teacher will allow the students to see the evaluated answer scripts pertaining to them on the date/s specified in the Academic Calendar. Evaluated answer scripts of very examination will be preserved by the teacher for a minimum period of one year. It is the responsibility of a student to remain present on the dates specified in the Academic Calendar.

6.7 TREATMENT OF MALPRACTICE / UNFAIR MEANS

The students found/reported for malpractice/using unfair means in an Examination/Re-examination/Assessment will be called in front of a Special Committee constituted for the purpose, which will recommend to the Director its decision about penalizing the concerned students. The Director's decision in such matters shall be final and binding.

6.8 ELIGIBILITY FOR ADMISSION TO THE NEXT SEMESTER

- (1) A student shall be eligible for admission to Semester II, provided
 - (a) He has passed all prescribed courses of Semester I Examination. OR
 - (b) He has appeared and failed in all or some courses of Semester I Examination OR

- (c) He was eligible to appear but missed to appear at Semester I Examination.
- 2) A student shall be eligible for admission to Semester III, provided
He has passed all the examinations of the first semester, and further
- (a) He has passed all prescribed courses for Semester II Examination
OR
(b) He appeared and failed all or some courses for Semester II Examination
OR
(c) He was eligible to appear but missed to appear at Semester II Examination.
- (3) A student shall be eligible for admission to Semester IV, provided
He has passed all the examinations of the second semester, and further
- (a) He has passed all prescribed courses for Semester III Examination
OR
(b) He appeared and failed all or some courses for Semester III Examination
OR
(c) He was eligible to appear but missed to appear at Semester III Examination.

If a student having one or more backlog in a semester and wants to repeat a semester completely can be permitted upon the approval of the Board comprising of the School Director, the Dean & the Director (Academics); subject to the nullification of all the previous academic data of the semester to be repeated. Rs. 20,000/- shall have to be paid by the student as the tuition fees for repeating a semester.

7. PERFORMANCE REQUIREMENT

7.1 MAXIMUM PERIOD FOR COMPLETION OF PROGRAMME:

In any case, a student must fulfill the requirements of the M.A. degree within the maximum period of Three years, excluding withdrawal in exceptional circumstances; failing to which, his/her case will be referred to the Academic Council for consideration.

7.2 AWARD OF DEGREE

For award of the M.A. degree, a student must fulfill the following requirements:

- i. The student should have registered in and passed all the prescribed courses of semester I to Semester IV in the Curriculum.
- ii. The student must have his/her CPI that is equal to or more than 3.6.
- iii. The student should have satisfactorily fulfilled other academic requirements such as Rural/Urban Internships, as are specified by the School from time to time.
- iv. The student should have paid all the University dues.
- v. The student should have submitted both the dissertations as partial requirement for the degree to be awarded.
- vi. The student should have no pending case of indiscipline against him.

Although CPI will be shown in the semester grade reports and transcript, the final degree certificate will not mention any class. CPI of 6.5 or above is considered as First Class, and be indicated accordingly in the transcript.

8. FACULTY ADVISER:

On joining the School, every student is assigned to a Faculty Adviser. Students are expected to consult the Faculty Adviser on matters relating to their academic performance and the courses they may take in various semesters. The role of Faculty Adviser is to extend guidance to students, enabling them to complete their courses of study in a smooth and satisfactory manner. The Faculty Adviser is the person to whom the Parents/ Guardians should contact for performance related issues of their ward.

Specific role of Faculty Adviser includes:

Guidance about the rules and regulations governing the courses of study;

Registration of students for courses, within the scope of the regulations;

Special attention to weak students, including making revised plan of study for weak/ bright students based on their academic performance.

Guidance and liaison with Parents of students for their performances;

Emotional and adjustment issues.

9. ACADEMIC CALENDAR:

All academic activities of the School are carried out in accordance with the annual Academic Calendar declared in the beginning of the academic year, which is made available to the all in print and/ or electronic form.

10. CONDUCT AND DISCIPLINE

10.1 ATTENDANCE

Attendance in classes and laboratories is compulsory and will be monitored. Faculty members shall adopt appropriate measures to regulate attendance, penalize absence, and ensure smooth and undisturbed process of learning. A student with less than 80% attendance due to whatsoever reason, including medical ground and participation in extra-curricular activities, in a course will be barred by concerned faculty member from appearing in his/her course in the end-semester examination and given FF grade. The concerned faculty member shall notify in this regard.

It is to be noted that only those students can attend the academic sessions as per the class timetable of a semester who fulfill the eligibility criteria for admission to the respective semester.

Any absence during the semester teaching is to be reported to the concerned faculty/office bearer along with the supporting document/s within seven days to the date of being able to resume the classes.

It is to be noted that 50% overall attendance in a semester will be a requirement failing to which a student need to repeat the semester.

10.2 ACADEMIC CONDUCT & DISCIPLINE

- a. The University attaches the utmost importance to strict integrity and honesty in all segments of academic work.
- b. Any form of dishonesty including attempts to copy or help others copy in any manner is strictly prohibited. Unless specified otherwise by the teacher concerned, students must not collaborate/ syndicate in any manner in completion of home assignments and projects.
- c. Canvassing for grades is strictly prohibited.
- d. Penalty for breach of academic discipline includes expulsion from the University.

- e. Marking proxy attendance for others or having attendance marked by others will attract severe punishment.
- f. Cases of indiscipline or misconduct such as mass abstention from classes, irresponsible behavior inside or outside the classes, use of unethical practices during Internships, or violation of the rules and regulations of the Program will be severely dealt with.
- g. The University reserves the right to impose fines for acts of indiscipline. In more severe cases, a student may be placed on Disciplinary Probation for a semester. Repetition of indiscipline during Disciplinary Probation may result in a student being expelled from the University for a semester or academic year.
- h. In any case where the result of an examination has been ascertained and published, and it is prima facie found that such result has been affected by any malpractice, fraud or any other improper conduct on the part of a student, the Director General shall appoint an ad-hoc committee to examine the matter and seek its opinion. If the opinion of the Committee confirms the mal practice on the part of the student for seeking benefits, following the process of natural justice, the Director General shall amend the result as deemed necessary and order the withdrawal of the certificates/prizes/awards from the student.
- i. In any case where the result of an examination has been ascertained and published, and it is found within six months from the date of declaration of the result that such result has been affected by an error or omission, the Director General shall have power to amend such result in such manner as shall be in accordance with true position and to make such declaration as deemed necessary in that behalf.

10.3 GENERAL CONDUCT & DISCIPLINE

- a. The University attaches the utmost importance to strict integrity, honesty, and general conduct of the students.
- b. Every student shall conduct himself/herself in a manner befitting his/her association with an institution of national importance. He is expected not to indulge in any activity that is likely to bring down the prestige of the University.
- c. S/He should also show due respect and courtesy to the teachers, administrators, officers and employees of the School, and good neighborly behavior to fellow students. Due attention and courtesy is to be paid to visitors to the School and residents of the campus.

- d. Lack of courtesy and decorum, unbecoming conduct (both within and outside the campus), willful damage and/ or removal of the University's property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations, noisy and unseemly behavior, and similar other undesirable activities may result in Disciplinary Probation and expulsion/ dismissal from the University.
- e. Every student, while on the university premises, should observe a decent civilized dress code.
- f. Smoking and consumption of alcoholic drinks is strictly prohibited on the University Campus.
- g. Ragging in any form is a criminal offence and is strictly prohibited.
- h. Students are not permitted to run any commercial venture in or outside the University campus. They are also not permitted to associate/ help/advise any organizations on a commercial basis and to receive any honorarium for the services rendered during their studies. They are free to work on the campus only if such an opportunity is provided by the University.
- i. The students are required to keep themselves updated with different Notices, Circulars etc. & revisions in the rules if any from time to time informed through Email/Website/Notices. For this the students have to check their email Ids allotted to them through the University and also to check the University website/notice board regularly.

These rules are subject to change from time to time appropriately.