

Pandit Deendayal Petroleum University
School of Liberal Studies
RULES FOR TWO YEAR M. A. PROGRAMME
(For the Batch Year 2016 onward)

1. SEMESTER SYSTEM:

An academic year consists of two semester's viz. the *Odd/Autumn* semester in general is from July to November and the *Even/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 at 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 three 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:

25% for Mid Semester examination, 50% for End Semester and 25% for the Internal Assessment like Quiz, Test, Assignment, Attendance, Project, Viva, Responsiveness in class room, etc. but at least three components should be used to decide the internal assessment marks.

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 pass a course examination it is required to obtain overall minimum 40% of the maximum marks of the respective course examination. However to pass a theory course, it is required to obtain minimum 35% of the maximum marks separately in its End Semester Examination component, provided the total overall obtained is the minimum 40% of the maximum marks for the course.

A student passes the course if he gets any grade in the range of ‘**O to P**’ but fails if he gets the grade **F or NA/Ab**. A student is awarded fail grade **F** if his performance in the course is poor. He is eligible for re-examinations per the time-table announced.

The grade ‘**NA/Ab**’ is assigned to the students absent in the examination for any reason, as a mark of the absence.

For all students, who appeared for reexamination, the same grade will be awarded, which is evaluated by the examiner, without lowering.

- (a) The grade Ab/NA is assigned to the students absent in the examination.
- (b) If a student remains absent in any component of evaluations other than the End Sem. examination, his final grade will correspond to the total of weighted marks he obtained in remaining components of evaluation he appeared at. This is applicable for sem. 1 & 2.
- (c) For the students failed in a course, the resubmission and thereupon reevaluation of assignment under component of internal assessment will be permissible at the subsequent re-examinations.
- (d) The value of the final percentage marks after considering all the components of a course examination will be calculated in the integer value which is next to the fraction-point value e.g. 43.3 or 43.7 will be considered as 44 by the examiner.
- (e) Where a student fails in a course examination, he may be graced by not more than 3% marks in final overall result of the course to pass it. A minimum requirement if any to pass in a component/s of a course evaluation shall have to be fulfilled without gracing.

The above referred scopes of gracing and calculating the marks in terms of the next integer are applicable only to the final/overall percentage result of a course examination.

EXAMINATIONS

- i) At the end of every Odd/Even semester, there will be examinations of all eight semesters together, i.e. the end semester examination of the *current Odd/Even* semesters and the reexaminations for the *previous Even/Odd* semesters. The end semester examinations of *current Odd/ Even* semesters will be held on alternate day and the re-examination of *previous even /odd* semesters will be held in between those alternate days. In other words, there would be one reexamination for the eligible students failed/not appeared in the End Sem exam.

The examinations will be held on working days &/or also on holidays.

- ii) Registration, Examination etc. for re-examination is to be carried out as per the academic calendar/separate notice, and the evaluation is to be carried out in the same manner as done in the regular semester courses.
- iii) Generally, the examination question paper will be of 100 marks for 3 Hours duration and of 50 marks for 2 Hours duration.
- iv) Students are not permitted to re-register or take re-examination for courses in which they have already obtained a pass grade or 'P', **except particular provision mentioned if any in the rules.**
- v) The number of attempts a student takes to pass the courses shall appear on the grade sheet/transcript.
- vi) 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.
- vii) 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–Admin 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 no. 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.

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

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 QUIZ/MID- SEMESTER EXAMINATION:

If a student misses to appear at any component of evaluation other than the End Semester Examination of a course due to personal illness or accident, or death or serious illness of Parent or Guardian; the student have to apply to the concerned faculty member either for re-test of the respective component/s or for merging his performance with his end-semester examination provided that the student has maintained 80% attendance in the course (theory, tutorial and practical separately) till that time. His application for re-test or merging his performance with his end-semester examination must be supported by proper medical certificate duly approved by the Medical Authority of the University along with the supporting case papers/document/s within seven days to the date of being able to resume the classes. 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 (O=10, A+=9, A=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.

$$SPI = (4 \times 7 + 7 \times 7 + 5 \times 7 + 5 \times 5 + 6 \times 9 + 5 \times 5 + 2 \times 7) / (4 + 7 + 5 + 5 + 6 + 5 + 2) = 230/34 = 6.76$$

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

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 students can see their evaluated answer books including the assignments and such other documents related to the evaluation for all examinations with the Course Coordinator on the date/s specified by the course coordinator (faculty/teacher) or as specified in the academic calendar as the case may be. Thereafter no claim regarding it shall be grantable. The evaluated answer scripts of every examination will be preserved by the teacher for a minimum period of one year from the date of examination.

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

Semester	Conditions
II	-
III	Must not have failed in more than seven courses of I and II Semester, combined.
IV	Must not have failed in more than seven courses of I, II and III Semester combined.

The conditions regarding the no. of F grades are obviously inclusive of NA/Ab grades.

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 Controller of Examinations; 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, within the maximum period for completion of the programme.
- ii. The student must have his/her CPI that is equal to **or more than 5.0**.
- 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.

The students who passed all courses of the programme but not earned minimum 5.0 CPI can reappear at the ongoing exams in Theory course/s to earn minimum 5.0 CPI to become eligible for the award of the degree. For such students the actual grade (without lowering further) obtained by them upon reappearing in the examinations shall be the final grades and the previous grades shall be null & void.

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. 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.

10.1 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.

10.2 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.