



## **PANDIT DEENDAYAL PETROLEUM UNIVERSITY**

### **School of Liberal Studies**

### **RULES FOR FOUR YEAR UG PROGRAM**

#### **(For the Batch Year 2015 onward)**

#### **1. SEMESTER SYSTEM**

An academic year consists of two semester's viz. the Autumn semester is generally from July to November & the Spring semester is generally from December to April. During the teaching break period Internship: 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 or its equivalent pattern in India is eligible to fill up the form at SLS and should submit a separate application to School of Liberal Studies 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 B.A. (Hons.)/B.B.A. (Hons.) should have passed 12th standard examination from any discipline, while those who seek admissions to B.Com. (Hons.) should have passed 12th standard examination from Commerce stream.
- Candidate must have passed any of the following qualifying examinations; with English as one of the subjects
- The +2 level examination in the 10+2 pattern of examination of any recognized Central/State Board of Secondary Education, including Central Board of Secondary education, New Delhi, and Council for Indian School Certificate Examination, New Delhi.
- Intermediate Science or Two-year Pre-University Examination conducted by a recognized Board/University.
- Final Examination of the two-year course of the Joint Services Wing of the National Defense Academy.
- General Certificate Education (GCE) Examination (London/Cambridge/Sri Lanka) at the Advanced (A) level.
- High School Certificate Examination of Cambridge University

- Any Public School/Board/University Examination in India or in foreign countries recognized by the Association of Indian Universities as equivalent to 10+2 system.
- Senior Secondary School Examination conducted by the National Open School with a minimum of five subjects.
- H.S.C. Vocational Examination.

### **3. REGISTRATION**

Registration at the beginning of each semester, on the prescribed dates announced in the academic calendar, is mandatory for every student until she/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.

Generally, students are advised to consult their faculty advisors before selecting the courses of their choice and once the student fills up the registration form, change in the courses is discouraged. However, with the mutual agreement of Faculty and with the approval of the Academic Coordinator, the student may change the elective with in a week's time after the registration. Registration is to be done in person on a particular day as per the academic calendar announcement.

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. 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 a multiplier of one (1) for lecture hours, 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 3 and is designated as **2(L)-1(T)-0(P)-3(C) or simply as 2-1-0-3.**

Separate credits are specified for Urban/Rural/internship related to B.Com. (Hons.) students, Seminar, Project, Viva-voce, Dissertation, etc. However, Credits for Internships are not counted for CPI. Week end activities are non-credit courses but participation is mandatory for all students.

Seminar 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 report. A student is required to present the seminar report before a panel constituted for the purpose.

#### **5. CREDITS FOR FOUR YEAR B.A. (HONS.) / B.B.A. (HONS.)PROGRAMME**

- First Four Semesters: 30 papers (03 credits each) = 90 Credits
- Last Four Semesters: 12Papers (08 majors + 04 Minors: 06 credits each) = 72 Credits
- Undergraduate Research Dissertation: 06 Credits (mandatory)
- Seminar Hours: 08 Credits (mandatory)
- Rural/Urban Internship: 03 Credits
- Corporate Internship: 03 Credits (Voluntary)
- International Exposure Program: 03 Credits (Voluntary)
- Minimum Credits required to earn the Degree: 176

#### **6. CREDITS FOR FOUR YEAR B. COM. (HONS.) PROGRAMME**

- Academic Courses: 186 Credits
- Mandatory Internship: 03 Credits
- Corporate Internship: 03 Credits (Voluntary)
- International Exposure Program: 03 Credits (Voluntary)
- Minimum Credits required to earn the Degree: 186

#### **7. 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, quizzes, tests, assignments, tutorials, laboratory work, seminars, projects, etc, and also on regularity of attendance in classes.

The assessment in a laboratory course is based on turn-to-turn supervision of the student's work, performance in *viva voce* examinations, and group discussions.

**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.

The students' evaluation for Theory & Practical will be carried out separately wherever Theory &/or Practical components involved in the teaching scheme in a course/subject, wherein the Theory Head Grade will include the performance in the mid semester exam, end semester exam, class quiz, assignments & such other components as the case may be. Similarly the Practical Head Grade will include the performance in the practical exams, term work, lab assignments, Lab quiz & such other components as the case may be.

Generally, the examination question paper will be of 100 marks for 3 Hours duration and of 50 marks for 2 Hours duration.

## 7.1 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
	Ab (Absent)	0

A student passes the course if s/he gets any grade in the range of **O to P** but fails if S/he gets the grade **F or Ab**. A student is awarded fail grade **F** if her/his performance in the course is poor. S/he is eligible for re-examination as per the time-table announcement.

The grade Ab is assigned to the students absent in the examination, as a mark of not appeared.

Grade **F** in a course is also awarded if a student does not maintain the minimum required attendance in Lecture/ Tutorial/ Laboratory 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.

## 7.2 RE-EXAMINATION

The first re-examination of a semester would be held in subsequent semester during working days &/or on holidays. The second re-examination shall be held in continuation of the current end-semester examinations on working days &/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 get whatever grade 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 to complete all the experiments in a Lab/Practical course for a student as a requirement to appear in the respective end semester practical examination. For non-compliance to this requirement, if a student is not permitted to appear in the respective end semester practical examination by the

course coordinator, he/she will be permitted to appear in the subsequent re examinations provided he/she completes the practical work and thereupon be permitted by the course coordinator for the same.

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.

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.

### **7.3 RE-EVALUATION DUE TO ILLNESS OR ACCIDENT IN CASE OF MISSING QUIZ/MID SEMESTER EXAMINATION**

If a student misses a quiz or 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.

## 7.4 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<sup>+</sup>=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<sup>+</sup>, Course 2 (credit=7): B<sup>+</sup>, Course 3 (credit=5): B<sup>+</sup> Course 4 (credit=5): C, Course 5 (credit=6): A<sup>+</sup>, Course 6 (credit=5): C, Course 7 (credit=2): B<sup>+</sup>. 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.

## **7.5 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.

## **7.6 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.

## **7.7 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.

## **7.8 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/she does not have more than 2 F grades in the semester 1 examinations and,**

(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/she does not have more than 2 F grades in the semester 1 & 2 examinations altogether, and**

(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.

**(4) A student shall be eligible for admission to Semester V, provided he/she has no F Grade in Semester I, II & III examinations, and**

(a) He has passed all prescribed courses for Semester IV Examinations.

**OR**

(b) He appeared and failed all or some courses for Semester IV Examination.

**OR**

(c) He was eligible to appear but missed to appear at Semester IV Examination.

**(5) A student shall be eligible for admission to Semester VI, provided he has no F Grade in courses of Semester IV examination, and**

(a) He has passed all prescribed courses of Semester V Examination

**OR**

(b) He has appeared and failed in all or some courses of Semester V Examination.

**OR**

(c) He was eligible to appear but missed to appear at Semester V Examination.

**(6) A student shall be eligible for admission to Semester VII, provided he has no F Grade in courses of Semester V examination, and**

(a) He has passed all prescribed courses of Semester VI Examination.

**OR**

(b) He has appeared and failed in all or some courses of Semester VI Examination

**OR**

(c) He was eligible to appear but missed to appear at Semester VI Examination.

**(7) A student shall be eligible for admission to Semester VIII, provided he has no F Grade in courses of Semester VI examination, and**

(a) He has passed all prescribed courses of Semester VII Examination

**OR**

(b) He has appeared and failed in all or some courses of Semester VII Examination

**OR**

(c) He was eligible to appear but missed to appear at Semester VII Examination

If a student having one or more backlog in a semester wants to repeat a semester completely can be permitted upon the approval of the School Director or faculty/Staff nominated by him; 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.

The students who have not been able to pass the concerned semester/s even upon its 2nd re-examination/s and consequently further if they are about to lose their one more year for not getting admitted in the respective higher semester (e. g.\* fifth semester) may be permitted to admit into the same upon his request in the prescribed format, with the condition that they have to pass all the concerned previous semester/s

and to fulfill all other relevant conditions by the end of the semester in which the admission is sought, upon appearing at the routine re-examinations as scheduled in the academic calendar otherwise he shall not be eligible to move into the further higher semester (e.g.\* sixth semester).

## **8. PERFORMANCE REQUIREMENT**

### **8.1 MAXIMUM PERIOD FOR COMPLETION OF PROGRAMME**

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

### **8.2 AWARD OF DEGREE**

For award of the B.A. (Hons.)/B.B.A. (Hons.)/B.Com. (Hons.) 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 VIII in the Curriculum.
- II. The student must have his/her CPI that is equal to or more than 5.00.
- 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 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 indicated accordingly in the transcript.

To encourage multidisciplinary endeavors of students and reward them for skill-development internships and audit activities, the University shall award PDP Diploma in Liberal Studies. Student who has attended all specified Internship activities and who has submitted the reports would be eligible for the Diploma Certificate. Student who has not completed all eight semesters at SLS successfully will not be eligible for the Diploma Certificate.

## **9. 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

## **10. 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.

## **11. CONDUCT AND DISCIPLINE**

### **11.1 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 course in the end-semester examination and given FF grade. The concerned faculty member shall notify in this regard.

However with reference to the above rule for minimum 80% attendance requirement for appearing in the end semester examination, the respective faculty members are authorized by the University in condoning the absence of a student to an extent of 10% for his/her involvement under the faculty mentorship in organizing the institutional activities &/or for institutional representation outside the campus. For getting such condonation such student shall have to apply to the faculty members along with the evidences in support of his/her plea.

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.

## **11.2 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.

## **11.3 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 in a manner befitting his 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) 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.**