

Ordinance No.: BPSMV/DFL/UG/CC/2009/1

**Department of Foreign Languages
B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

Academic Ordinance for Duration, Admission, Fee, Teaching Methodology, Credit Weightage, Examination, Evaluation, Promotion Attendance and General.

**CERIFICATE OF PROFICIENCY, DIPLOMA OF PROFICIENCY AND
ADVANCED DIPLOMA OF PROFICIENCY IN FOREIGN
LANGUAGES.**

1. Definitions:

- 1.1 **Programme** stands for Proficiency courses.
- 1.2 **Course** stands for individual papers.
- 1.3 **Credit** is the weightage assigned to a course in terms of contact hours.
- 1.4 **Grade** stands for a letter grade assigned to a student on the basis of evaluation of a course on 10 point scale.
- 1.5 **Grade point** stands for the numerical equivalent of the letter grade.
- 1.6 **Part-time programme.** These part-time programmes are offered beyond normal class hours to the students who are already enrolled in any other programme in this or in any other University and to employees of this University as well. These programmes are designed to understand and communicate in the offered languages in day to day life situations.

2. Duration:

- 2.1 Two types of programmes are offered as regards duration:
 - i. One semester duration programme.
 - ii. Two semester duration programme.
- 2.1.1 The curricular work leading to the award of Certificate of Proficiency, Diploma of Proficiency and Advanced Diploma of Proficiency shall be spread over a period of two semesters i.e. 180 hours duration.
- 2.1.2 Department shall run an intensive programme of 180 hours with duration of one semester depending on the needs of the learners, and availability of the teachers for the same. Twice the semester fee of a proficiency programme will be charged as the fee for intensive mode one semester programme.

2.1.3 A student can take part in the curricular work of each of the programmes of the two semester proficiency programme for a maximum of four semesters and in the one semester programme for a maximum of two semesters.

2.1.4 Provided that a semester or a year may be declared zero semesters or zero year in the case of a student if she could not continue with the academic programme during that period due to illness and hospitalization or due to accepting a foreign scholarship/fellowship subject to the fulfillment of requirements as laid down by the relevant regulations. Such zero semester/year shall not be counted for calculation of the duration of the programme in case of such a student.

2.1.5 The first and second semesters shall ordinarily commence as per the University regulations.

3. Admission:

3.1. Eligibility:

3.1.1. A candidate shall be eligible for admission to the courses leading to the award of certificate/diploma/advanced diploma only if she has passed all the qualifying examinations and Senior Secondary exam or equivalent with 50% marks.

Name of the course	Eligibility Criteria.
Certificate of Proficiency	Senior Secondary exam or equivalent with 50% marks.
Diploma of Proficiency	Senior Secondary exam or equivalent with 50% marks. Certificate of Proficiency examination held by the BPS Mahila Vishwavidyalaya or entrance examination as prescribed by the Admission Committee.
Advanced Diploma of Proficiency	Senior Secondary exam or equivalent with 50% marks. Diploma of Proficiency examination held by the BPS Mahila Vishwavidyalaya or entrance examination as prescribed by the Admission Committee.

- 3.1.2. Number of seats in a class is fixed at 30. Multiple groups of 30 may be conducted.
- 3.1.3 Staff of the University shall be eligible to seek admission to the programme depending on the availability of seats and considering the minimum eligibility criteria. The admission committee may decide number of seats allotted to staff members from time to time. Priority for admissions shall be as follows:
- First priority: students
 - Second priority: female staff of the University
 - Third priority: male staff of the University
- 3.1.4 The procedure for admission to the courses shall be laid down from time to time, by the admission committee appointed by the Academic Council. In the absence of any new direction from the Academic Council, a merit – based system based on the marks scored by the candidate in the qualifying examinations will be applied as admission procedure for the courses.

3.2 Procedure

- 3.2.1 Registration of programme is the responsibility of the student. No student will be allowed to attend a programme without registration and she/he will not be entitled to any credit in the course unless she has been formally registered for the course on the scheduled dates prescribed by the University.
- 3.2.2 Registrations for the programmes shall begin after one week of last date of registration to full time programmes of the University. Registration shall be open for two weeks and is extendable to one more week with late fee.

4. Fees:

The programme fee shall be paid by the candidate as prescribed by the University from time to time.

5. Teaching Methodology:

The methods of teaching shall include Classroom Teaching, Assignments, Viva-voce, Practical Work, Seminars, Workshops, Project Work, quiz and projection of films etc.

6. Credit Weightage:

1 Credit =15 contact hours per semester.

“Grade” means a letter grade assigned to a student on the basis of evaluation of a course on the ten point scale.

“Grade point” [g] means the numerical equivalent of a letter grade assigned to a student on the ten point scale.

“Cumulative grade point average” [CGPA] means a cumulative index grade point average of a student calculated in the following manner:

$$\text{CGPA} = \frac{(g1 * c1) + (g2 * c2)}{\text{Total number of credits offered by the student up to and including the semester for which cumulative index is required.}}$$

Total number of credits offered by the student up to and including the semester for which cumulative index is required.

“Final grade point average” FGPA is the final index of a student at the time of award of a degree.

“Final grade” is the letter equivalent assigned to a student on the basis of her final grade point at the time of the award of the degree.

7. Examination:

- 7.1. The subject for the examination (both written papers and oral tests), the marks assigned to each and the time allowed shall be prescribed by the Board of Studies to the department on the recommendation of the department and shall be announced at the commencement of the courses.
- 7.2. The list of students eligible for the examinations shall be provided by the Department to the University examination branch on the basis of the following:
 - i. Clearance of all dues
 - ii. Clearance in internal assessment

- 7.3. Examinations shall be conducted under the direction of the Controller of Examinations, and in accordance with the rules and guidelines prescribed by the University in this regard from time to time.
- 7.4. Considering the fact that the students of proficiency programme in foreign languages are also registered for other courses in BPS Mahila Vishwavidyalaya, Khanpur Kalan, date schedule of the semester examinations for the proficiency courses will be declared by the Controller of Examinations, without clashing with the time schedules of other exams in the BPS Mahila Vishwavidyalaya, Khanpur Kalan, on the recommendations from the department.
- 7.5 List of Examiners shall be provided by the department for each course to the Controller of the Examinations.
- 7.6 The examiners shall be internal. It shall be the duty of the examiners, to set question papers for examination and to evaluate the scripts and to conduct the viva-voce examinations.
- 7.7 The end semester results would be placed before the Controller of Examinations for approval after they have been screened by the committee consisting of Head of the Department and not more than three faculty members appointed by the Controller of Examinations on the recommendations of the Head of the Department.
- 7.8 The results shall be announced after they have been approved by the Vice-Chancellor.
- 7.9 Revaluation is applicable only in case of written examinations. In case of non availability of an examiner other than the examiner appointed by the COE for the exam concerned, the department shall suggest the list of external examiners duly passed by the BoS.
- 7.10 In case of full time Proficiency programme being conducted, the candidate shall not be eligible to register for the programme if she is already registered for any full time programme of study in this University or in any other University.

8. Evaluation and Grading:

- 8.1 The evaluation consists of two aspects, namely continuous evaluation and final examinations. Minimum marks for passing any examination is 50% in continuous evaluation and 50% in final examinations. The ratio of continuous evaluation and final examination is 50:50.

- 8.2 In case of repeat or improvement exams the internal assessment shall be carried from the semester in which the students have attended class.
- 8.3 For courses having a semester examination, sessional work shall carry the same weight as the semester examination. The pattern and schedule of sessional work for each course of a semester shall be prescribed by the Board of Studies constituted for the department, on the recommendation of the department, and shall be made known to the students at the commencement of each semester.
- 8.4 Evaluation shall be through grades on 10 point scale with the corresponding grade value as under.

Letter Grade	Quality descriptor	Grade point (g)	Marks range in the traditional Scheme
A+	Outstanding	10	90% and above
A	Extra ordinary	9	80% to 89%
B+	Excellent	8	70% to 79%
B	Very good	7	60% to 69%
C+	Good	6	50% to 59%
C	Average	5	40% to 49%
D	Poor	4	30% to 39%
E	Very poor	3	20% to 29%
F	Fail	2	10% to 19%
I	Fail	1	0% to 9%

Notes:

- Pass grade is C+ and higher grades
- Grades, F and I are fail grades.
- There shall be no rounding of SGPA, CGPA, or FGPA.
- The SGPA/CGPA/FGPA obtained by a student is out of maximum possible 10 points.

9. Promotion

- 9.1 A candidate will be required to maintain a minimum cumulative grade point average of 3.0 at the end of the first semester of the concerned course, to continue to the next semester, failing which the Head of the Department, on the recommendation of the department may decide that her name be deleted from the register.
- 9.2 At the end of the second semester a student is required to have a minimum cumulative Grade Point Average of 6.0 to enable her to be eligible for award of Certificate of Proficiency / Diploma of Proficiency /Advanced Diploma of Proficiency.

10. Attendance:

A candidate should adhere to rules and regulations laid by the University on minimum attendance requirements for the courses on the recommendation of the department and shall be announced at the commencement of the courses.

11. General:

11.1. Subjects for the courses

Candidates may seek admission to programme of study leading to the award of, Certificate of Proficiency, Diploma of Proficiency and Advanced Diploma of Proficiency in any of the following languages:

- 01 French
- 02 German
- 03 Russian
- 04 Spanish

and in such other languages as may be decided by the Vice-Chancellor on the recommendation of the Department of Foreign Languages from time to time.

11.2. Courses of study and syllabi etc:

The courses of study shall be approved by the Board of Studies constituted for the same purpose, on the recommendations of the Department of Foreign Languages. The Board of Studies of the Department of Foreign Languages shall approve syllabi and prescribe text books for the courses.

