

# **Ordinance No. BPSMV/ENG/RES/M.Phil/2009/1**

## **Department of English B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

**ACADEMIC ORDINANCE FOR DURATION, ADMISSION, FEE, TEACHING METHODOLOGY, CREDIT WEIGHTAGE, EXAMINATION, EVALUATION & GRADING, PROMOTION, ATTENDANCE AND GENERAL.**

### **MASTER OF PHILOSOPHY (ENGLISH) (M. Phil. English)**

#### **1. Definitions:**

- 1.1. **Programme** stands for M. Phil. (English)
- 1.2. **Course** stands for Individual Paper
- 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 the 10 point scale.
- 1.5. **Grade point** stands for the numerical equivalent of the letter grade.

#### **2. Duration:**

The duration of the programme for M. Phil. (Eng.) shall be one year comprising two semesters. Each Semester shall be of 90 working days. However, all the candidates will be required to complete the programme within a maximum period of two years.

#### **3. Admission:**

- 3.1. **Eligibility:** A person who has passed Masters degree in English from B.P.S. Mahila Vishwavidyalaya or an Examination recognized as equivalent thereto with at least 55% marks or Grade 'C<sup>+</sup>' in the ten point scale shall be eligible to seek admission to M. Phil. (Eng.) programme. In case of SC/ST categories the candidate shall be given 5% relaxation.
- 3.2. **Procedure:** Admissions will be on the basis of merit/entrance test conducted by B.P.S. Mahila Vishwavidyalaya. The last date for the receipt of the admission forms shall be notified by the University.
  - 3.2.1. A candidate's admission form may be accepted after the last date as per the policy of the University.
  - 3.2.2. The admission to the Programme shall be subject to the fulfillment of eligibility criteria.

#### **4. Fee:**

The programme fee shall be paid by the student as prescribed by the university from time to time.

#### **5. Teaching Methodology:**

The Methodology shall include classroom teaching, assignments, viva-voce, seminar, workshop, dissertation work, project work, presentations, quiz, etc.

#### **6. Credit Weightage :**

Each Course has a certain number of credits which describe its weightage. Credits of a course are evaluated as under:-

- 6.1 **Lecture/ Practical Teaching:** One credit per lecture per week per semester will generally be adopted.
- 6.2 **Minor Project/Seminar:** One credit.
- 6.3. **Colloquium/Group Discussion:** Half credit
- 6.4. **Tutorial:** Half credit per tutorial per week per semester

#### **7. Examination:**

- 7.1. The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Board of Examiners for each course shall be recommended by the Board of Studies.
- 7.2. The examination shall consist of theory papers and practical examination. Theory papers are to be set by the external/internal paper setters.
- 7.3. For practical examination, the Viva-voce etc. shall be conducted jointly by the external and internal examiners.
- 7.4. The end-term examination (External examination) for the odd semesters shall ordinarily be held in the month of December/January and for the even semesters in the month of May/June, on such dates as may be fixed by the University.
- 7.5. The supplementary examination for the 1<sup>st</sup> semester will be held along with regular 2<sup>nd</sup> semester examinations. The supplementary examination for the 2<sup>nd</sup> semester will be held along with regular 1<sup>st</sup> semester examinations.
- 7.6. The schedule for conducting internal examinations will be finalized by the faculty member(s) concerned in consultation with the Chairperson of the Department.
- 7.7. The Medium for instruction and examination shall be English.
- 7.8. If a candidate fails in an examination, or having been eligible, fails to appear in an examination, the candidate shall be taken as an ex-student and shall be allowed to take the examination according to the syllabus prescribed for regular students appearing for that examination. Such examination shall be held along with the examination scheduled for the regular students.

## 8. Evaluation and Grading:

8.1. The assessment will be 50 marks Internal and 50 marks External.

8.2. The weightage for internal evaluation is as follows:

8.2.1. Attendance	5%
8.2.2. Quiz/on the spot test	5%
8.2.3. Minor-Test	50%
8.2.4. Presentations/Seminars/ Assignments /Group Discussions	40%

### 8.3. Grading:

8.3.1. The academic performance of a student shall be graded on a ten–point scale.

The award of grades based upon marks obtained out of 100 shall be made as follows:

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	A+	10
Extraordinary	A	09
Excellent	B+	08
Very Good	B	07
Good	C+	06
Average	C	05
Poor	D	04
Very Poor	E	03

**Note:** 1. Pass Grade is Grade 'C'+ and above.  
2. Grades 'C', 'D', and 'E' are fail grades.

8.3.2 The award of grades based on absolute marks out of 100 shall be made as follows:-

<u>Marks</u>		<u>Grades</u>		<u>Marks</u>
90	≥	A <sup>+</sup>	≤	100
80	≥	A	≤	89
70	≥	B <sup>+</sup>	≤	79
60	≥	B	≤	69
50	≥	C <sup>+</sup>	≤	59
40	≥	C	≤	49
30	≥	D	≤	39
0	≥	E	≤	29

### 8.3.3. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-

$$\text{GPA} = \frac{\text{S (Number of credits x Grade Points)}}{\text{S (Number of Credits Registered)}}$$

For the purpose of calculation of GPA for SGPA and CGPA only those programmes (including projects) will be taken into account in which the student has been awarded one of the pass grades. Here S stands for the sum of

$$(i) \text{ SGPA} = \frac{\sum C_i P_i}{\sum C_i}$$

Where

$C_i$  = Number of credits earned in the  $i^{\text{th}}$  programme of a semester for which SGPA is to be calculated.

$p_i$  = Grade point earned in  $i^{\text{th}}$  programme

$I = 1, 2, 3, \dots, n$ , represent the number of programmes in which a student is registered in the concerned semester.

$$(ii) \text{ CGPA} = \frac{\sum C_j P_j}{\sum C_j}$$

Where

$C_j$  = Number of credits earned in the  $j^{\text{th}}$  programme upto the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j^{\text{th}}$  programme. Any grade lower than the pass grade in a programme shall not be taken into account.

$j = 1, 2, 3, \dots, n$ , represent the number of programmes in which student was registered and obtained a grade not lower than 'C+' upto the semester for which CGPA is to be calculated.

#### 8.4. Dissertation:

8.4.1. The topic of dissertation of a candidate shall be approved by the M.Phil. Committee of the Department consisting of the teachers participating in the M.Phil. Programme. The applications regarding the same and the synopsis there of shall reach the Head of the Department by the date to be notified for the purpose. The Departmental M. Phil. Committee shall consider the topic/synopsis and approve the same with such modifications as it may deem fit. The Head of the Department shall appoint the internal supervisor(s) for the dissertation.

- 8.4.2. The candidate will be required to submit the dissertation in the office of the Registrar/Controller of Examination by the end of the academic year. However, the Head of the Department may grant a candidate, on genuine grounds, extension upto six months to submit the dissertation. The Vice-Chancellor may allow further extension in case the student is not able to complete her Dissertation in the extended time. The dissertation in such cases will be considered for the award of degree in the next academic year.
- 8.4.3. The written part of the dissertation shall account for 75% of the marks and the viva-voce to be conducted by a duly constituted examiners' board for the remaining 25% of the marks.
- 8.4.4. The Viva-voce of the dissertation shall be conducted by the following board of examiners:
- i) The Chairperson
  - ii) The Supervisor
  - iii) One external examiner
- 8.4.5. The marks obtained by the candidate for the dissertation shall be taken into account when she appears in any future examination under re-appear clause.
- 8.4.6. There will be no improvement facility for M. Phil. students.

## **9. Attendance:**

- 9.1. No candidate shall be considered to have pursued a regular programme of the study unless she has attended not less than 75% of the lectures in each paper/seminar case discussion, field trips, tutorials etc. This requirement shall be fulfilled separately for each course of study. A deficiency upto 10% may be condoned by the Chairperson of the Department.
- 9.2. If a student remains absent from the Department for more than four weeks without intimating the Chairperson/In-charge of the Department, her name will be removed from the Department rolls.
- 9.3. In case the student's name is struck off due to non-payment of fee and is re-admitted later, her attendance shall not be counted for that period.

## **10. General:**

- 10.1. Where this document is silent about any rule, the university ordinance from time to time will be applicable.
- 10.2. Eligibility Criteria, Fee Structure, Academic Calendar, Examination Schedule, Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.

- 10.3. Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in Academic Calendar of University.
- 10.4. A student is deemed to have completed the requirements for degree and is eligible for the award of degree if:
  - 10.4.1. She has satisfied all the academic requirements as per the Regulations; and
  - 10.4.2. She has paid all fees due from her; and
  - 10.4.3. There is no case of indiscipline pending against her.
- 10.5. The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total durations of the programme permissible under the regulations.
- 10.6. All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by the Dean of Academics.
- 10.7. The calendar for the academic year will be framed and declared at the beginning of the session by the university.