

**ORDINANCE No. BPSMV/Laws/UG/B.A.LL.B./2009/01**

**DEPARTMENT OF LAWS**

**B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

**Academic Ordinance For Duration, Admission, Fees, Teaching Methodology, Credit Weightage, Examination, Evaluation, Promotion, Attendance and General .**

**Five year Integrated Course Bachelor of Arts and Bachelor of Laws (Honours)  
B.A. LL.B. (Hons.)**

**1. Definitions:**

- 1.1 “Programme” means an academic programme leading to award of degree.
- 1.2 “Course” stands for an individual paper in a semester.
- 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 student on the basis of evaluation of a course on 10 point scale.
- 1.5 Grade point means the numerical equivalent of a letter grade assigned to a student in the 10 point scale.

**2. Duration of Programme:**

- 2.1 The Programme of the degree of B.A. LL.B. Hons , five year (integrated) shall be spread over five academic years consisting of ten semesters.
- 2.2 A student once admitted in LL.B. 1<sup>st</sup> year must clear all her courses within 7 years from the date of her admission is the 1<sup>st</sup> year. Otherwise she shall stand disqualified to obtain the degree of B.A. LL.B.

**3. Admission:**

**3.1 Eligibility:**

- 3.1.1 Only a female candidate having 50% or above marks in 10+2 examination or any equivalent examination shall be eligible to seek admission in the first semester of this five year programme.
- 3.1.2 The Candidate who has completed 20 years (22 years in the case of SC/ST) on or before 1<sup>st</sup> Aug. of the year in which admission is sought to the programme, shall not be eligible to seek admission in first semester of this 5 year programme.
- 3.1.3 A candidate who has got reappear/compartement in 10+2 shall not be eligible to seek admission to the programme.

**3.2 Procedure :**

- 3.2.1 The admission shall be made on the basis of merit in 10+2 exam/entrance test/interview as decided by the University from time to time.
- 3.2.2 Application forms may be accepted after the date as per the policy laid down by the University.

3.2.3 The admission to the programme shall be provisional and is subject to the fulfillment of eligibility criteria.

4. **Fee:** The programme fee etc. shall be paid by the candidate as prescribed by the University from time to time.

5. **Teaching Methodology:** 5.1. Methods of Teaching shall include class room teaching, assignments, research papers, moot courts, mock trials, seminars etc.

5.2. *The medium of instruction shall be English.*

6. **Credit Weightage:** 6.1 Each course has a certain number of credits which reflects its weightage.

6.2 Each course shall carry six credits in this programme.

6.3 Credits of a course are evaluated as under .

a. Lectures – 05

b. Research papers - ½

c. Assignments – ½

Total credits – 6

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

7.1 The examinations in each semesters shall be held according to the syllabi approved by the Board of Studies. The Board of Examiners for each course shall be recommended by the UG/PG 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 The answers books shall be evaluated by external/internal evaluator as decided by the University from time to time.

7.4 The end term examination for the odd semester shall be held in Dec./Jan and for even semester in May/June on such dates as may be fixed by the University.

7.5 The supplementary examination of odd semester will be held along with the regular odd semester and even semester will be held along with the regular even semester.

7.6 **If a candidate fails to clear a course in her penultimate/final semester examination. She can appear for the same with her final semester examination or succeeding examinations.**

7.7 The schedule of internal assessment will be finalized by the teacher concerned in consultation with the chairperson of the department.

7.8 *The medium of Examination shall be English.*

#### 8. **Scheme of Evaluation:**

8.1 The University examination in each semester shall consist of papers according to the syllabus prescribed by the faculty. End semester examination and Internal assessment shall carry 50% weight (50 marks) each for the final assessment of the student. End semester exam paper shall be divided into four units carrying equal weight (12.5% weight/12.5 marks)

8.2 A student will have to clear both the components independently, namely, the internal assessment and semester examination for clearing a course.

8.3 The weightage of the sub components is as follows:

- | <b>Subcomponents</b>                | - | <b>Weightage</b>      |
|-------------------------------------|---|-----------------------|
| a) Attendance                       | - | 5 % ( 5marks)         |
| b) 2 Assignments                    | - | 10% ( 5+5)(5+5 marks) |
| c) Research paper/project           |   |                       |
| (i) Research paper (written)        | - | 10 % (10 marks)       |
| (ii) Research paper (presentation)- |   | 10 % (10 marks)       |
| (d) Mid term exam.                  | - | 15% (15 marks)        |
- 8.4 Provided that if any case is noticed by the Controller of the Examination, where the grade awarded by the teacher, appear to be too high/low, the award will be moderated by the following committee.
- (a) Dean of the Faculty concerned  
(b) Head of the Dept. concerned  
(c) Subject expert from outside the University.
- 8.5 If considered necessary more members can be appointed on this committee by The Vice-Chancellor on the recommendations of the Dean of the Faculty concerned.
- 8.6 The minimum Grade required to pass shall be C+ (50%) in both in internal assessment and end semester examination separately in each course.
- 8.7 For the candidate who fails in any paper (s) of end semester examination, but passes in the internal assessment, the grade obtained of internal assessment shall be carried for subsequent end semester examination.
- 8.8 If a candidate fails is any paper (s) in the internal assessment, but passes in the end semester examination, the grade obtained in the University examination shall be carried for subsequent internal assessment. In that case the candidate will have to improve upon her grade by undergoing the internal assessment excepting attendance at the department.

## 9. Grading:

- 9.1 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
Extra ordinary	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 + (50%) and higher grades  
2 Grades C,D, and E are fail grades

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

Marks	≥	Grade	≤	Marks
90	≥	A+	≤	100
80	≥	A	≤	89

70	≥	B+	≤	79
60	≥	B	≤	69
50	≥	C+	≤	59
40	≥	C	≤	49
30	≥	D	≤	39
0	≥	E	≤	29

9.3 In case of Non-Credit Papers grades are to be awarded as per the grading formula. However, these grades will not be included in SGPA/CGPA.

9.4 Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-

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

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded one of A, B, C, D, E or F grade. 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  $i$ th course of a semester for which SGPA is to be calculated.

$p_i$  = Grade point earned in  $i$ th course

$I = 1, 2, 3 \dots \dots \dots n$ , represent the number of courses 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  $J$ th course upto the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j$ th course. A grade lower than the (i.e. grade point < 4) in a course shall not be taken into account.

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

Grade E & F shall not be considered for calculation of CGPA but shall be considered for CGPA.

## **10. Promotion :**

- 10.1 Subject to the fulfillment of other requirements as contained in these ordinances, a candidate for promotion from LL.B. 1<sup>st</sup> year to 2<sup>nd</sup> year must pass at least 50% of the papers of 1<sup>st</sup> & 2<sup>nd</sup> semester collectively. For promotion from 2<sup>nd</sup> year to 3<sup>rd</sup> year, the candidate must pass at least 50% of the papers of 3<sup>rd</sup> & 4<sup>th</sup> semester in total. For promotion from 3<sup>rd</sup> year to 4<sup>th</sup> year, the candidate must pass 50% of the papers of 5<sup>th</sup> & 6<sup>th</sup> semester in total & all papers of the 1<sup>st</sup> & 2<sup>nd</sup> semester. For promotion from LL.B. 4<sup>th</sup> year to 5<sup>th</sup> year, the candidate must pass at least 50% of the papers of 7<sup>th</sup> & 8<sup>th</sup> semester in total & all papers of 3<sup>rd</sup> & 4<sup>th</sup> semester. When a student clears all the courses within stipulated time period, she will be awarded degree of B.A. LL.B. (Hons.).
- 10.2 A Candidate once admitted in LL.B. 1<sup>st</sup> year must clear all the courses within 7 years from the date of her admission is the 1<sup>st</sup> year. Otherwise she shall stand disqualified to obtain the degree of B.A. LL.B.
- 10.3 The year/ session of passing the B.A. LL.B. (Hons) examination shall be the year/Session in which the candidate clears all the semesters of the course.

## **11. Attendance :**

- 11.1 The Student has to complete 75% of attendance in each course to become eligible to appear in the term examination.
- 11.2 If a student remains absent for four week without intimating the chairperson/incharge her name shall be struck off from departmental rolls.
- 11.3 The shortage in the attendance in lectures by the candidate will be condoned as per rules made by the University from time to time.
- 11.4 In case of student whose name is struck off from the rolls due to non-payment of fee or absence from classes & is readmitted later on, her attendance shall not be counted for that period.

## **12. General Guidelines:**

- 12.1 Where this document is silent, the rules framed by the University from time to time will be applicable.
- 12.2 Each academic year shall be divided into two semesters; each semester shall be of 90 working days.
- 12.3 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of University.
- 12.4 A student is deemed to have completed the requirements for degree and is eligible for the award of degree if:
- a) She has satisfied all the academic requirements as per the regulations; and
  - b) She has paid all fees due from her; and
  - c) There is no case of indiscipline pending against her.
- 12.5. In no case, the period of unauthorized absence will exceed one semester, otherwise student's name will be struck off from the rolls of the University.
- 12.6 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.

- 12.7 At the end of each semester (i.e. after end semester examination), students will be supplied a Grade card indicating the Grades secured in each course and upto date CGPA.
- 12.8 The calendar for the academic year will be framed and declared at the beginning of the session by the University.

# ORDINANCE No. BPSMV/Laws/PG/LL.M./2009/01

## Ordinance for Admission, Duration Fee, Teaching Methodology, Credit Weightage, Examination, Evaluation, Promotion and Attendance

### Master of Laws LL.M.

#### 1. Definitions:-

- 1.1 “Programme” means an academic programme leading to award of degree.
- 1.2 “Course” stands for an individual paper in a semester.
- 1.3 “Credit” (C ) is the weightage assigned to a course in terms of contact hours.
- 1.4 Grade stands for a letter grade assigned to student on the basis of evaluation of a course on 10 point scale.
- 1.5 Grade point means the numerical equivalent of a letter grade assigned to a student in the 10 point scale.

#### 2. Duration of Programme:-

- 2.1 The Programme of the degree of LL.M. two year shall be spread over two academic years consisting of four semesters.
- 2.2 A Candidate once admitted in LL.M. 1<sup>st</sup> year must clear all her courses within 4 years from the date of her admission is the 1<sup>st</sup> year. Otherwise she shall stand disqualified to obtain the degree of LL.M.

#### 3. Admission:-

##### 3.1 Eligibility:

- 3.1.1 Only a girl candidate having 50% or above marks in LL.B. examination or any equivalent examination shall be eligible to seek admission in the first semester of this two year programme.
- 3.1.2 A candidate who has got reappear/compartement in LL.B. shall not be eligible to seek admission to the Programme.

##### 3.2 Procedure :

- 3.2.4 The admission shall be made on the basis of merit in LL.B. exam/entrance test/interview as decided by the University from time to time.
- 3.2.5 Application forms may be accepted after the date as per the policy laid down by the University.
- 3.2.6 The admission to the programme shall be provisional and is subject to the fulfillment of eligibility criteria.

4. **Fee:-** The programme fee etc. shall be paid by the candidate as prescribed by the University from time to time.

5. **Teaching Methodology:-** 5.1 Methods of Teaching shall include class room teaching, assignments, research papers, seminars, group discussion etc.  
5.2 *The medium of instruction shall be English.*

6. **Credit Weightage:-** 6.1 Each course has a certain number of credits which reflects its weightage.  
6.2 The credit count of each course is six.  
6.3 Credit of a course are evaluated as under .

- a. Lectures – 05
- b. Research papers - ½
- c. Assignments – ½

Total credits – 6

However the credit count for dissertation will be nine and viva voce will be three.

## 7. Examination :-

- 7.1 The examinations in each semesters shall be held according to the syllabi approved by the Board of Studies. The Board of Examiners for each course shall be recommended by the UG/PG Board of Studies.
- 7.2 The Question papers of the each examination shall be set by external/internal paper setters as decided by the University from time to time.
- 7.3 The answers books shall be evaluated by external/internal evaluator as decided by the University from time to time.
- 7.4 The end term examination for the odd semester shall be held in Dec./Jan and for even semester in May/June on such dates as may be fixed by the University.
- 7.5 The supplementary examination of odd semester will be held along with the regular odd semester and even semester will be held along with the regular even semester.
- 7.6 **If a candidate fails to clear a course in her penultimate/final semester examination. She can appear for the same with her final semester examination or succeeding examinations**
- 7.7 The schedule of internal assessment will be finalized by the teacher concerned in consultation with the chairperson of the department.
- 7.8 ***The medium of examination shall be English.***

## 8. Scheme of Evaluation :-

- 8.1 The University examination in each semester shall consist of papers according to the syllabus prescribed by the faculty. End semesters examination and Internal assessment shall carry 50% weight( 50 marks) each for the final assessment of the student.  
End semester exam paper shall be divided into four units carrying equal weight. (12.5% weight / marks)
- 8.2 A student will have to clear both the components independently, namely, the internal assessment and semester examination for clearing a course.
- 8.3 The Weightage of the sub components is as follows :-
 

<b>Subcomponents</b>	-	<b>Weightage</b>
a) Attendance	-	5 % Weight (5 marks)
b) 2 Assignments	-	10% Weight ( 5+5) (5+5 marks)
c) Research paper/project		
(i) Research paper (written)	-	10 % Weight (10 marks)
(ii) Research paper (presentation)-		10 % Weight (10 marks)
(d) Mid term exam.	-	15% Weight (15 marks)
- 8.4 Provided that if any case is noticed by the Controller of the Examination, where the Grade awarded by the teacher, appear to be too high/low, the award will be moderated by the following committee.
  - (d) Dean of the Faculty concerned
  - (e) Head of the Dept. concerned
  - (f) Subject expert from out side the University.
- 8.7 If considered necessary more members can be appointed on this committee by

The Vice-Chancellor on the recommendations of the Dean of the Faculty concerned.

8.8 The minimum Grade required to pass shall be C+ in both in internal assessment and end semester examination separately in each course.

9.5 For the candidate who fails in any paper (s) of end semester examination, but passes in the internal assessment, the grade obtained of internal assessment shall be carried for subsequent end semester examination.

9.6 If a candidate fails is any paper (s) in the internal assessment, but passes in the end semester examination, the grade obtained in the University examination shall be carried for subsequent internal assessment. In that case the candidate will have to improve upon her grade by undergoing the internal assessment excepting attendance at the Dept.

## 9. Grading :

9.1 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: 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
Extra ordinary	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 + (50%) and higher grades  
2 Grades C,D, and E are fail grades

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

Marks	Grade	Marks
90 $\geq$	A+ $\leq$	100
80 $\geq$	A $\leq$	89
70 $\geq$	B+ $\leq$	79
60 $\geq$	B $\leq$	69
50 $\geq$	C+ $\leq$	59
40 $\geq$	C $\leq$	49
30 $\geq$	D $\leq$	39
0 $\geq$	E $\leq$	29

9.3 In case of Non-Credit Papers grades are to be awarded as per the grading formula. However, these grades will not be included in SGPA/CGPA.

9.4 Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-

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

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded one of A, B, C, D, E or F grade. 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  $i$ th course of a semester for which SGPA is to be calculated.

$p_i$  = Grade point earned in  $i$ th course

$I = 1, 2, 3 \dots \dots \dots n$ , represent the number of courses 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  $j$ th course upto the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j$ th course. A grade lower than the (i.e. grade point < 4) in a course shall not be taken into account.

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

Grade E & F shall not be considered for calculation of CGPA but shall be considered for CGPA.

## 10. Promotion :-

10.1 Subject to the fulfillment of other requirements as contained in these ordinances, a candidate for promotion from LL.M. 1<sup>st</sup> year to 2<sup>nd</sup> year must pass at least 50% of the papers of 1<sup>st</sup> & 2<sup>nd</sup> semester collectively. When a student clears all the courses within stipulated time period, she will be awarded degree of LL.M.

10.2 A Candidate once admitted in LL.M. 1<sup>st</sup> year must clear all the courses within 4 years from the date of her admission in the 1<sup>st</sup> year. Otherwise she shall stand disqualified to obtain the degree of LL.M.

10.3 The year/ session of passing the LL.M. examination shall be the year/Session in which the candidate clears all the semesters of the course.

## 11. Attendance :-

11.1 The Student has to complete 75% of attendance in each course to become eligible to appear in

the term examination.

- 11.2 If a student remains absent for four week without intimating the chairperson/in-charge her name shall be struck off from departmental rolls.
- 11.3 The shortage in the attendance in lectures by the candidate will be condoned as per rules made by the University from time to time.
- 11.4 In case of student whose name is struck off from the rolls due to non-payment of fee or absence from classes & is readmitted later on, her attendance shall not be counted for that period.

## **12. General Guidelines :**

- 12.1 Where this document is silent, the rules framed by the University from time to time will be applicable.
  - 12.2 Each academic year shall be divided into two semesters; each semester shall be of 90 working days.
- 12.3** Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of University.
- 12.4 A student is deemed to have completed the requirements for degree and is eligible for the award of degree if:
    - d) She has satisfied all the academic requirements as per the regulations. and
    - e) She has paid all fees due from her. and
    - f) There is no case of indiscipline pending against her.
  - 12.5 In no case, the period of unauthorized absence will exceed one semester; the student name will be struck off from the rolls of University.
  - 12.6 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.
  - 12.7 At the end of each semester (i.e. after end semester examination), students will be supplied a Grade card indicating the Grades secured in each course and upto date CGPA.
  - 12.8 The calendar for the academic year will be framed and declared at the beginning of the session by the University.

**ORDINANCE No. BPSMV/Laws/PG/P.G.D.C.L/2009/02**  
**Ordinance for Admission, Duration Fee, Teaching Methodology, Credit Weightage, Examination, Evaluation, Promotion and Attendance**

**Post Graduate Diploma in Cyber Laws and Ethics**  
**P.G.D.C.L.**

**1. Definitions:-**

- 1.1 “Programme” means an academic programme leading to award of degree.
- 1.2 “Course” stands for an individual paper in a semester.
- 1.3 “Credit” (C ) is the weightage assigned to a course in terms of contact hours.
- 1.4 Grade stands for a letter grade assigned to student on the basis of evaluation of a course on 10 point scale.
- 1.5 Grade point means the numerical equivalent of a letter grade assigned to a student in the 10 point scale.

**2 Duration of Programme:-**

- 2.1 The Programme of the degree of P.G.D.C.L. one year shall be of two semesters.
- 2.2 A Candidate once admitted in P.G.D.C.L. must clear all her courses within 2 years from the date of her admission. Otherwise she shall stand disqualified to obtain the P.G.D.C.L.

**3. Admission:-**

**3.1 Eligibility:**

- 3.1.1 Only a girl candidate having 50% or above marks in Graduation or any equivalent examination shall be eligible to seek admission in the first semester.
- 3.1.2 A candidate who has got reappear/compartement in Graduation shall not be eligible to seek admission to the programme.

**3.2 Procedure :**

- 3.2.1 The admission shall be made on the basis of merit in Graduate exam/entrance test/interview as decided by the University from time to time.
- 3.2.2 Application forms may be accepted after the date as per the policy laid down by the University.
- 3.2.3 The admission to the programme shall be provisional and is subject to the fulfillment of eligibility criteria.

- 4. Fee:-** The programme fee etc. shall be paid by the candidate as prescribed by the University from time to time.

- 5. Teaching Methodology:-** 5.1 Methods of Teaching shall include class room teaching, assignments, research papers, seminars, group discussion etc.

**5.2. *The medium of instruction shall be English***

- 6. Credit Weightage:-** 6.1 Each course has a certain number of credits which reflects its weightage.

6.2 The credit count of each course is four.

6.3 Credit of the course are evaluated as under .

- a. Lectures – 03
  - b. Research papers - ½
  - c. Assignments – ½
- Total credits – 4

## 7. Examination :-

- 7.1 The examinations in each semesters shall be held according to the syllabi approved by the Board of Studies. The Board of Examiners for each course shall be recommended by the UG/PG Board of Studies.
- 7.2 The Question papers of the each examination shall be set by external/internal paper setters as decided by the University from time to time.
- 7.3 The answers books shall be evaluated by external/internal evaluator as decided by the University from time to time.
- 7.4 The end term examination for the odd semester shall be held in Dec./Jan and for even semester in May/June on such dates as may be fixed by the University.
- 7.5 The supplementary examination of odd semester will be held along with the regular odd semester and even semester will be held along with the regular even semester.
- 7.6 **If a candidate fails to clear a course in her penultimate/final semester examination. She can appear for the same with her final semester examination or succeeding examinations**
- 7.7 The schedule of internal assessment will be finalized by the teacher concerned in consultation with the chairperson of the department.
- 7.8 *The medium of examination shall be English.*

## 8. Scheme of Evaluation :-

- 8.1 The University examination in each semester shall consist of papers according to the syllabus prescribed by the faculty. End semesters examination and Internal assessment shall carry 50% weight (50 marks) each for the final assessment of the student. End semester exam paper shall be divided into four units carrying equal weight. (12.5% weight/ marks)
- 8.2 A student will have to clear both the components independently, namely, the internal assessment and semester examination for clearing a course.
- 8.3 The Weightage of the sub components is as follows :-

<b>Subcomponents</b>	-	<b>Weightage</b>
a) Attendance	-	5 % Weight (5marks)
b) 2 Assignments	-	10% Weight ( 5+5) (5+5 Marks)
c) Research paper/project		
(i) Research paper (written)	-	10 % Weight (10 marks)
(ii) Research paper (presentation)-		10 % Weight (10 marks)
(d) Mid term exam.	-	15% Weight (10 marks)
- 8.4 Provided that if any case is noticed by the Controller of the Examination, where the Grade awarded by the teacher, appear to be too high/low, the award will be moderated by the following committee.
  - (g) Dean of the Faculty concerned
  - (h) Head of the Dept. concerned
  - (i) Subject expert from out side of the University.
- 8.5 If considered necessary more members can be appointed on this committee by The Vice-Chancellor on the recommendations of the Dean of the Faculty concerned.
- 8.6 The minimum Grade required to pass shall be C+ in both in internal assessment and end semester examination separately in each course.

- 8.7 For the candidate who fails in any paper (s) of end semester examination, but passes in the internal assessment, the grade obtained of internal assessment shall be carried for subsequent end semester examination.
- 8.8 If a candidate fails in any paper (s) in the internal assessment, but passes in the end semester examination, the grade obtained in the University examination shall be carried for subsequent internal assessment. In that case the candidate will have to improve upon her grade by undergoing the internal assessment excepting attendance at the Dept.

## 9. Grading :

- 9.1 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: 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)
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- Note: 1 Pass Grade is Grade C + (50%) and higher grades  
2 Grades C,D, and E are fail grades

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

Marks	Grade	Marks
90 $\geq$	A+ $\leq$	100
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40 $\geq$	C $\leq$	49
30 $\geq$	D $\leq$	39
0 $\geq$	E $\leq$	29

- 9.3 In case of Non-Credit Papers grades are to be awarded as per the grading formula. However, these grades will not be included in SGPA/CGPA.

## 9.4 Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point

Average (CGPA)

The Grade Point Average is calculated as follows:-

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

For the purpose of calculation of GPA for SGPA and CGPA only those courses (including projects) will be taken into account in which the student has been awarded one of A, B, C, D, E or F grade. 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  $i$ th course of a semester for which SGPA is to be calculated.

$p_i$  = Grade point earned in  $i$ th course

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

$$(ii) \text{ CGPA} = \frac{\sum C_i P_i}{\sum C_i}$$

Where

$C_j$  = Number of credits earned in the  $J$ th course upto the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j$ th course. A grade lower than the (i.e. grade point < 4) in a course shall not be taken into account.

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

Grade E & F shall not be considered for calculation of CGPA but shall be considered for CGPA.

## 10. Promotion :-

10.1 When a student clears all the courses with in stipulated time period, she will be awarded P.G.D.C.L.

10.2 A Candidate once admitted in P.G.D.C.L. must pass all her examination within 2 years from the date of her admission. Otherwise she shall stand disqualified to obtain the P.G.D.C.L.

10.3 The year/ session of passing the P.G.D.C.L. examination shall be the year/Session in which the candidate clears all the semesters of the course.

## 11. Attendance :-

11.1 The Student has to complete 75% of attendance in each course to become eligible to appear in the term examination.

11.2 If a student remains absent for four week without intimating the chairperson/incharge her name shall be struck off from departmental rolls.

11.3 The shortage in the attendance in lectures by the candidate will be condoned as per rules made by the University from time to time.

11.4 In case of student whose name is struck off from the rolls due to non-payment of fee or absence from classes & is readmitted later on, her attendance shall not be counted for that period.

## **12. General Guidelines :**

12.1 Where this document is silent, the rules framed by the University from time to time will be applicable.

12.2 Each academic year shall be divided into two semesters; each semester shall be of 90 working days.

**12.3** Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic calendar of University.

12.4 A student is deemed to have completed the requirements for degree and is eligible for the award of degree if:

g) She has satisfied all the academic requirements as per the regulations. and

h) She has paid all fees due from her. and

i) There is no case of indiscipline pending against her.

12.5 In no case, the period of unauthorized absence will exceed one semester, the student's name in such a case will be struck off from the rolls of institute.

12.6 The gap of one/two semesters missed by the student(s), as the case may be, will count towards the total duration of the programme permissible under the regulations.

12.7 The percentage of marks obtained by a student if so required can be calculated as = CGPA multiplied by 9.00.

12.8 At the end of each semester (i.e. after end semester examination), students will be supplied a Grade card indicating the Grades secured in each course and upto date CGPA.

12.9 The calendar for the academic year will be framed and declared at the beginning of the session by the University.

**ORDINANCE No. BPSMV/Laws/PG/P.G.D.I.L./2009/03**  
**Ordinance for Admission, Duration Fee, Teaching Methodology, Credit Weighted, Examination, Evaluation, Promotion and Attendance**

**Post Graduate Diploma in Insurance Laws**

**P.G.D.I.L.**

**1. Definitions:-**

- 1.1 “Programme” means an academic programme leading to award of degree.
- 1.2 “Course” stands for an individual paper in a semester.
- 1.3 “Credit” (C ) is the weightage assigned to a course in terms of contact hours.
- 1.4. Grade stands for a letter grade assigned to student on the basis of evaluation of a course on 10 point scale.
- 1.5 Grade point means the numerical equivalent of a letter grade assigned to a student in the 10 point scale.

**2.Duration of Programme:-**

- 2.1 The Programme of the degree of P.G.D.I.L. one year shall be of two semesters.
- 2.2 A Candidate once admitted in P.G.D.I.L. must clear all her courses within 2 years from the date of her admission. Otherwise she shall stand disqualified to obtain the P.G.D.I.L.

**3. Admission:-**

**3.1 Eligibility:**

- 3.1.1 Only a girl candidate having 50% or above marks in Graduation or any equivalent examination shall be eligible to seek admission in the first semester.
- 3.1.2 A candidate who has got reappear/compartement in Graduation shall not be eligible to seek admission to the programme.

**3.2 Procedure :**

- 3.2.1 The admission shall be made on the basis of merit in Graduate exam/entrance test/interview as decided by the University from time to time.
- 3.2.2 Application forms may be accepted after the date as per the policy laid down by the University.
- 3.2.3 The admission to the programme shall be provisional and is subject to the fulfillment of eligibility criteria.

4. **Fee:-** The programme fee etc. shall be paid by the candidate as prescribed by the University from time to time.

5. **Teaching Methodology:-** 5.1 Methods of Teaching shall include class room teaching, assignments, research papers, seminars, group discussion etc.

5.2 *The medium of instructions shall be English.*

6. **Credit Weightage:-** 6.1 Each course has a certain number of credits which reflects its weightage.

6.2 The credit count of each course is four.

6.3 Credit of the course are evaluated as under .

- a. Lectures – 03

- b. Research papers - ½
  - c. Assignments – ½
- Total credits – 4

## 7. Examination :-

- 7.1 The examinations in each semesters shall be held according to the syllabi approved by the Board of Studies. The Board of Examiners for each course shall be recommended by the UG/PG Board of Studies.
- 7.2 The Question papers of the each examination shall be set by external/internal paper setters as decided by the University from time to time.
- 7.3 The answers books shall be evaluated by external/internal evaluator as decided by the University from time to time.
- 7.4 The end term examination for the odd semester shall be held in Dec./Jan and for even semester in May/June on such dates as may be fixed by the University.
- 7.5 The supplementary examination of odd semester will be held along with the regular odd semester and even semester will be held along with the regular even semester.
- 7.6 **If a candidate fails to clear a course in her penultimate/final semester examination. She can appear for the same with her final semester examination or succeeding examinations**
- 7.7 The schedule of internal assessment will be finalized by the teacher concerned in consultation with the chairperson of the department.
- 7.8 *The medium of examination shall be English.*

## 8.Scheme of Evaluation :-

- 8.1 The University examination in each semester shall consist of papers according to the syllabus prescribed by the faculty. End semesters examination and Internal assessment shall carry 50% weight 50 marks each for the final assessment of the student. End semester exam paper shall be divided into four units carrying equal weight. (12.5% weight/ marks)
- 8.2 A student will have to clear both the components independently, namely, the internal assessment and semester examination for clearing a course.
- 8.3 The Weightage of the sub components is as follows :-
 

<b>Subcomponents</b>	-	<b>Weightage</b>
a) Attendance	-	5 % Weight (5 Marks)
b) 2 Assignments	-	10% Weight ( 5+5) (5+5 Marks)
c) Research paper/project		
(i) Research paper (written)	-	10 % Weight (10 marks)
(ii) Research paper (presentation)-		10 % Weight (10 marks)
(d) Mid term exam.	-	15% Weight (15 marks)
- 8.4 Provided that if any case is noticed by the Controller of the Examination, where the Grade awarded by the teacher, appear to be too high/low, the award will be moderated by the following committee.
  - (a) Dean of the Faculty concerned
  - (b) Head of the Dept. concerned
  - (c) Subject expert from outside the University.
- 8.5 If considered necessary more members can be appointed on this committee by The Vice-Chancellor on the recommendations of the Dean of the Faculty concerned.
- 8.6 The minimum Grade required to pass shall be C+ in both in internal

assessment and end semester examination separately in each course.

8.7 For the candidate who fails in any paper (s) of end semester examination, but passes in the internal assessment, the grade obtained of internal assessment shall be carried for subsequent end semester examination.

8.8 If a candidate fails in any paper (s) in the internal assessment, but passes in the end semester examination, the grade obtained in the University examination shall be carried for subsequent internal assessment. In that case the candidate will have to improve upon her grade by undergoing the internal assessment excepting attendance at the Dept.

## 9. Grading :

9.1 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:  
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
Extra ordinary	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 + (50%) and higher grades  
2 Grades C,D, and E are fail grades

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

Marks		Grade		Marks
90	≥	A+	≤	100
80	≥	A	≤	89
70	≥	B+	≤	79
60	≥	B	≤	69
50	≥	C+	≤	59
40	≥	C	≤	49
30	≥	D	≤	39
0	≥	E	≤	29

9.3 In case of Non-Credit Papers grades are to be awarded as per the grading formula.

However, these grades will not be included in SGPA/CGPA.

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

The Grade Point Average is calculated as follows:-

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