

- 1 -

**B.P.S. MahilaVishwavidyalaya, Khanpur Kalan**

**CENTRE FOR SOCIETY UNIVERSITY INTERFACE AND RESEARCH**

**ORDINANCE**

**Certificate of Proficiency (Folk Medicine, Micro Finance Practices and Women, Integrated Energy and Resource Management & Co-operative Management)**

**(w.e.f. session 2017-18)**

---

**1. Definitions:**

- 1.1 **Programme** stands for COP
- 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 courses offered under the programme (COP) shall be two-semesters each leading to the award on successful completion of Certificate of Proficiency. Each semester shall be of 90 working days. However, all candidates will be required to complete the Certificate of Proficiency within the maximum period of two years.


**3. Admission:**


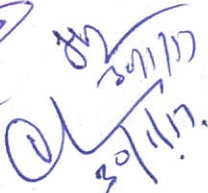
- 3.1 **Eligibility:** The admission to the 1<sup>st</sup> Semester of the various courses of Certificate of Proficiency shall be open to the registered students ( except school students ) of B.P.S. MahilaVishwavidyalaya, Khanpur Kalan under any programme offered by any department/institution/college of B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan and who have obtained 50% marks in the last passed examination subject to the availability of seats.

- 3.2 **Procedure:** Admission shall be done on the basis of first cum first serve basis and for the registered students of BPSMV.

**4. Fees:** The Programme fee shall be paid by the candidate as prescribed by the University form time to time.

  
Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
30/1/17

  
Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
30/1/17

  
30/1/17  
  
30/1/17

**5. Teaching Methodology:**

The Methodology shall include class room teaching, assignment, viva-voce, practical work, seminar, workshop, presentations, group discussions, quiz, filed work, and project work etc.

**6. Credit Weightage:**

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

**6.1 Lecture:** One credit per lecture per week per semester will generally be adopted.

**6.2 Field visit/Investigation/project:** One credit per hour per week per semester will be adopted.

**6.3 Project Work:** Three credits are fixed for Project work.

**6. Examination:**

6.3 The examination shall consist of theory papers and practical/research project/field work. Theory papers are to be set by the internal/external paper setters from a panel of examiners submitted by the chairman of the department duly approved by the Board of Studies.

6.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.

**7. Examination:**

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination and second semester examination.

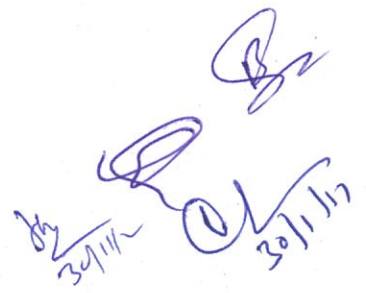
7.2 The examination in each semester will be held according to the syllabi approved by the Advisory Committee & Faculty of Social Sciences. The Board of examiners shall be appointed for each course and shall be recommended by the Advisory Committee.



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat



7.3 The examination shall consist of theory papers and practical examination/Field visits/Investigation/Project report. Theory papers are to be set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the Advisory Committee of the concerned department.

7.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.

7.5 The examination for all even & odd semester will normally be held in November/December and also in April/May on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.6 Every course is coordinated by a member of the teaching staff of the department which is offering the course in a given semester. This faculty member is called the course coordinator. He/She has the full responsibility for conducting the course, coordinating the work of the other members of the faculty involved in the course, holding the minor test and assignments. For any difficulty, the student is expected to approach the course coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the course-coordinator.

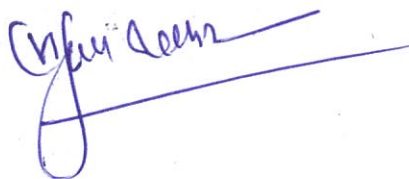
7.7 Every student has to appear in a minor test. If a student does not take a minor test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination branch duly signed by the Chairperson of the department before the close of semester examination. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.

7.8 If a candidate, after attending the classes for the paper of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers as a re-appear student as per university rules.

7.9 For holding the Minor Tests during even and odd semester the schedule of minor exam shall be laid down by teacher(s) concerned in consultation with



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat



30/1/17

the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.

7.10 For Minor Test, the syllabus for Examination will be what is covered in particular term. The Major Test (EXTERNAL EXAM) will be based on the entire syllabus. Every teacher will submit in writing to the Chairperson at the end of term i.e. intervening period between Minor Tests and Major Test, the content of the syllabus covered during the term.

7.11 After finalization of the marks of internal assessment, the same shall be displayed on the department notice board for duration of two days for information of the students. Students, who have a specific grievance against the marks awarded to her, may discuss the same with the concerned Paper Coordinator who after consideration of the grievances of all the students shall finalize the marks to be awarded for the paper

7.12 The awards of all internal assessments are sent to the examination branch within seven days of last day of the classes for that semester.

### 8. Promotion

A student shall be eligible for promotion to next year only if she passes at least 50% of the papers prescribed in the previous semesters taken together, of the programme.

### 9. Re-appear

The candidates may take re-appear examinations as per the following guidelines:

Semester	When to appear
Ist	Students who got Re- appear shall appear in the examination along with next end semester examination.
IInd	Students who got Re- appear shall appear in the examination along with next end semester examination.

### 10. Evaluation and Grading

10.1. The assessment will be 20 % Internal and 80% External.

10.2. The minimum passing marks/grade for passing any semester Examination shall be:

Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat  
3/11/17

Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat

10.2 a. 40% in external examination and 40% in the aggregate of internal and external. In case a student fails to acquire 40% in the aggregate of the internal and external, she will be awarded re-appear in the theory (external) paper of that subject. There will be no re-appear in the internal assessment. The marks obtained in the internal assessment of a subject shall be carry forwarded, if a student gets re-appear in the external examination.

10.2 b 40% in each practical Examination/Viva-Voice Examination.

10.3 The weightage for internal evaluation is as follows:

10.3.1. Class tests/minor test/sessional tests 10% i.e. 10 marks out of 100

10.3.2. Assignments/Presentations/Seminars/Group Discussions 5% i.e. 5 marks out of 100

10.3.3. Attendance 5% i.e. 5 marks out of 100.

Less than 60% 0 marks

Up to 65% 1 marks

Up to 70% 2 marks

Up to 75% 3 marks

Up to 80% 4 marks

Above 80% 5 marks

#### 11. Ad-hoc Grace

If there is any discrepancy/out of syllabi/printing error/untoward incident during the examination, the matter shall be referred to a standing committee of

- (i) Controller of Examination
- (ii) HOD of the concerned department
- (iii) One faculty member concerning the subject

The committee may recommend re-conduct of the paper or uniform grace marks to all but that should not exceed 10% marks of that particular paper.



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kaian  
Sonapat

30/11/17



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kaian  
Sonapat



**12. Moderation of Marks:**

(a) Internal Examinations:- If there are more than one teacher associated in any internal assessment, one of the member be made co-coordinator by the concerned HOD and he along with the others can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage. It can be done by fixing criteria before hand.

(b) External examinations: if there is unusual variation (very high or very low) in the awards, the COE may refer the matter to a Moderation Committee consisting of

- (i) Controller of Examinations
- (ii) HOD of the concerned Department
- (iii) One faculty member concerning the subject.

As per recommendation of the committee the result may be revised.

**13. Grading:**

The academic performance of a student shall be graded on a ten point scale as prescribed by University Grants Commission.

Academic Performance	Letter Grade	Grade Points (G)
Outstanding	O	10
Excellent	A+	09
Very Good	A	08
Good	B+	07
Above average	B	06
Average	C	05
Pass	P	04
Fail	F	00
Absent	Ab	00

*[Handwritten signature]*

Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat

*[Handwritten signature]*

Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat

*[Handwritten signature]*  
3/1/17

- Note: 1. Pass Grade is Grade 'C' and above.  
 2. Grades 'P', and 'F' are fail grades.

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

Marks		Grade		Marks
90	≤	O	≤	100
80	≤	A+	≤	89
70	≤	A	≤	79
60	≤	B+	≤	69
50	≤	B	≤	59
40	≤	C	≤	49
30	≤	P	≤	39
0	≤	F	≤	29
Ab		Ab		

**14. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

The Grade Point Average is calculated as follows:-

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

For the purpose of calculation of GPA for SGPA and CGPA only those 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

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

Where

*[Handwritten signature]*

*[Handwritten signature]*

*[Handwritten signature]*  
 30/11/17

Coordinator .....  
 CSUIR,  
 BPSMV Khanpur Kalan  
 Sonapat

Coordinator .....  
 CSUIR,  
 BPSMV Khanpur Kalan  
 Sonapat

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

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

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

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

Where

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

$P_j$  = Grade point earned in the  $j^{th}$  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.

**15. Attendance**

**15.1** 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 paper of study. A deficiency upto 10% may be condoned by the Chairperson of the Department and a further 5% by the Vice-chancellor.

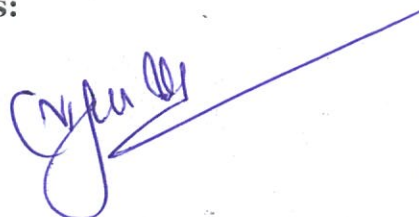
**15.2** If a student remains absent from the Department for more than four weeks without intimating the Chairperson/In-charge of the Department, her name will be removed from the Department rolls with information to the Academic Branch of the university.

**15.3.1** 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.

**16. General Guidelines:**



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat





16.1 Where this document is silent about any rule, the University policy regulation as framed from time to time will be applicable.

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

16.3 A student is deemed to have completed the requirements for the 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.
- d. Satisfied the minimum academic and residence requirements;
- e. Satisfactorily completed the requirements for the short duration across-curricular paper, industry internship and NCC/NSS as may be prescribed by the Academic Council;

16.4 A student who has completed all the requirements listed above shall be eligible for award of degree/ certificate. However, under extremely exceptional circumstances, where gross violation of the requirements is detected at any later stage, the Academic Council may recommend to the Executive Council to withdraw the degree already awarded.

16.5. 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.

16.6 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the University.

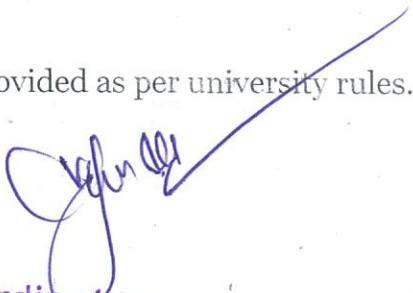
16.7 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean of the faculty.

#### 17. **Grace Marks:**

Grace Marks shall be provided as per university rules.



Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat

  
Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat

  
Date 30/11/20  
30/11/20

**B.P.S. MahilaVishwavidyalaya, Khanpur Kalan**

**CENTRE FOR SOCIETY UNIVERSITY INTERFACE AND RESEARCH**

**ORDINANCE**

**Diploma of Proficiency (Folk Medicine, Micro Finance Practices and Women, & Co-operative Management)**

**(w.e.f. session 2017- 18)**

**1. Definitions:**

- 1.1 **Programme** stands for DOP
- 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 courses offered under the programme (DOP) shall be two-semesters each leading to the award on successful completion of Diploma of Proficiency. Each semester shall be of 90 working days. However, all candidates will be required to complete the Diploma of Proficiency within the maximum period of two years.

**3. Admission:**

- 3.1 **Eligibility:** The admission to the 1<sup>st</sup> Semester of the various courses of Diploma of Proficiency shall be open to the registered students ( except school students ) of B.P.S. MahilaVishwavidyalaya, Khanpur Kalan who have successfully completed the first two semesters and have awarded Certificate of Proficiency shall be eligible for admission to the Diploma of Proficiency.

- 3.2 **Procedure:** Admission shall be done on the basis of first cum first serve basis and for the registered students of BPSMV as per the eligibility mentioned above.

**4. Fees:** The Programme fee shall be paid by the candidate as prescribed by the University form time to time.

*[Handwritten signature]*

Coordinator.....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat

*[Handwritten signature]*  
20/11/17

*[Handwritten signature]*

## 5. Teaching Methodology:

The Methodology shall include class room teaching, assignment, viva-voce, practical work, seminar, workshop, presentations, group discussions, quiz, filed work, and project work etc.

## 6. Credit Weightage:

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

**6.2 Lecture:** One credit per lecture per week per semester will generally be adopted.

**6.2 Field visit/Investigation/project:** One credit per hour per week per semester will be adopted.

**6.3 Project Work:** Three credits are fixed for Project work.

## 6. Examination:

6.3 The examination shall consist of theory papers and practical/research project/field work. Theory papers are to be set by the internal/external paper setters from a panel of examiners submitted by the chairman of the department duly approved by the Board of Studies.

6.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.

## 8. Examination:

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination and second semester examination.

7.2 The examination in each semester will be held according to the syllabi approved by the Advisory Committee & Faculty of Social Sciences. The Board of examiners shall be appointed for each course and shall be recommended by the Advisory Committee.

7.3 The examination shall consist of theory papers and practical examination/Field visits/Investigation/Project report. Theory papers are to be

*[Handwritten signature]*

*[Handwritten signature]*

Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat

set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the Advisory Committee of the concerned department.

7.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.

7.5 The examination for all even & odd semester will normally be held in November/December and also in April/May on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.6 Every course is coordinated by a member of the teaching staff of the department which is offering the course in a given semester. This faculty member is called the course coordinator. He/She has the full responsibility for conducting the course, coordinating the work of the other members of the faculty involved in the course, holding the minor test and assignments. For any difficulty, the student is expected to approach the course coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the course-coordinator.

7.7 Every student has to appear in a minor test. If a student does not take a minor test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination branch duly signed by the Chairperson of the department before the close of semester examination. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.

7.8 If a candidate, after attending the classes for the paper of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers as a re-appear student as per university rules.

7.9 For holding the Minor Tests during even and odd semester the schedule of minor exam shall be laid down by teacher(s) concerned in consultation with the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.

Coordinator ...  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat

7.10 For Minor Test, the syllabus for Examination will be what is covered in particular term. The Major Test(EXTERNAL EXAM) will be based on the entire syllabus. Every teacher will submit in writing to the Chairperson at the end of term i.e. intervening period between Minor Tests and Major Test, the content of the syllabus covered during the term.

7.11 After finalization of the marks of internal assessment, the same shall be displayed on the department notice board for duration of two days for information of the students. Students, who have a specific grievance against the marks awarded to her, may discuss the same with the concerned Paper Coordinator who after consideration of the grievances of all the students shall finalize the marks to be awarded for the paper

7.12 The awards of all internal assessments be sent to the examination branch within seven days of last day of the classes for that semester.

**8. Promotion**

A student shall be eligible for promotion to next year only if she passes at least 50% of the papers prescribed in the previous semesters taken together, of the programme.

**9. Re-appear**

The candidates may take re-appear examinations as per the following guidelines:

Semester	When to appear
Ist	Students who got Re- appear shall appear in the examination along with next end semester examination.
IInd	Students who got Re- appear shall appear in the examination along with next end semester examination.

**10. Evaluation and Grading**

10.1. The assessment will be 20.% Internal and 80% External.

10.2. The minimum passing marks/grade for passing any semester Examination shall be:

10.2a. 40% in external examination and 40% in the aggregate of internal and external. In case a student fails to acquire 40% in the aggregate of the internal

*Major Parnas*

*[Handwritten signatures]*

Coordinator  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat

and external, she will be awarded re-appear in the theory(external) paper of that subject. There will be no re-appear in the internal assessment. The marks obtained in the internal assessment of a subject shall be carry forwarded, if a student gets re-appear in the external examination.

10.2b 40% in each practical Examination/Viva-Voice Examination.

10.3 The weightage for internal evaluation is as follows:

10.3.1. class tests/minor test/sessional tests 10% i.e. 10 marks out of 100

10.3.2. Assignments/Presentations/Seminars/Group Discussions 5% i.e. 5 marks out of 100

10.3.3. Attendance 5% i.e. 5 marks out of 100.

Less than 60%	0 marks
Up to 65%	1 marks
Up to 70%	2 marks
Up to 75%	3 marks
Up to 80%	4 marks
Above 80%	5 marks

#### 11. Ad-hoc Grace

If there is any discrepancy/out of syllabi/printing error/untoward incident during the examination, the matter shall be referred to a standing committee of

- (iv) Controller of Examination
- (v) HOD of the concerned department
- (vi) One faculty member concerning the subject

The committee may recommend re-conduct of the paper or uniform grace marks to all but that should not exceed 10% marks of that particular paper.

#### 12. Moderation of Marks:

- (a) Internal Examinations:- If there are more than one teacher associated in any internal assessment, one of the member be made co-coordinator by the concerned HOD and he along with the others can moderate the marks to maintain uniformity so that no student get

*Handwritten signature*

*Handwritten signatures*

Coordinator .....  
CSUIR,  
BPSMV Khanpur  
Sonepat  
12/01/17  
Kaian

undue advantage or disadvantage. It can be done by fixing criteria before hand.

(b) External examinations: if there is unusual variation (very high or very low) in the awards, the COE may refer the matter to a Moderation Committee consisting of

- (i) Controller of Examinations
- (ii) HOD of the concerned Department
- (iii) One faculty member concerning the subject.

As per recommendation of the committee the result may be revised.

**13. Grading:**

The academic performance of a student shall be graded on a ten point scale as prescribed by University Grants Commission.

Academic Performance	Letter Grades	Grade Points (G)
Outstanding	O	10
Excellent	A+	09
Very Good	A	08
Good	B+	07
Above average	B	06
Average	C	05
Pass	P	04
Fail	F	00
Absent	Ab	00

- Note:
1. Pass Grade is Grade 'C' and above.
  2. Grades 'P', and 'F' are fail grades.

*[Handwritten signature]*

*[Handwritten signatures]*

Coordinator .....  
CSUIR,  
BPSMV Khanpur Kajan  
Sonepat  
21/11/17

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

<u>Marks</u>		<u>Grade</u>		<u>Marks</u>
90	≤	O	≤	100
80	≤	A+	≤	89
70	≤	A	≤	79
60	≤	B+	≤	69
50	≤	B	≤	59
40	≤	C	≤	49
30	≤	P	≤	39
0	≤	F	≤	29
Ab		Ab		

**14. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

The Grade Point Average is calculated as follows:-

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

For the purpose of calculation of GPA for SGPA and CGPA only those 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

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

Where

C<sub>i</sub> = Number of credits earned in the i<sup>th</sup> programme of a semester for which SGPA is to be calculated.

p<sub>i</sub> = Grade point earned in i<sup>th</sup> programme

*Signature*  
 Coordinator .....  
 CSUIR,  
 BPSMV Khanpur  
 Sonapat  
*Date*  
 11/11/17

*Signature*  
*Signature*  
*Signature*  
*Signature*



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

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

Where

C<sub>j</sub> = Number of credits earned in the j<sup>th</sup> programme upto the semester for which CGPA is to be calculated.

P<sub>j</sub> = Grade point earned in the j<sup>th</sup> programme. Any grade lower than the pass grade in a programme shall not be taken into account.

j = 1, 2, 3 ..... 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.

**15. Attendance**

15.1 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 paper of study. A deficiency upto 10% may be condoned by the Chairperson of the Department and a further 5% by the Vice-chancellor.

15.2 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 with information to the Academic Branch of the university.

15.3.2 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.

**16. General Guidelines:**

16.1 Where this document is silent about any rule, the University policy regulation as framed from time to time will be applicable.

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

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

*[Handwritten signature]*

Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat

*[Handwritten signatures]*

- f. She has satisfied all the academic requirements as per the regulations; and
- g. She has paid all fees due from her; and
- h. There is no case of indiscipline pending against her.
- i. Satisfied the minimum academic and residence requirements;
- j. Satisfactorily completed the requirements for the short duration across-curricular paper, industry internship and NCC/NSS as may be prescribed by the Academic Council;

16.4 A student who has completed all the requirements listed above shall be eligible for award of degree/ certificate. However, under extremely exceptional circumstances, where gross violation of the requirements is detected at any later stage, the Academic Council may recommend to the Executive Council to withdraw the degree already awarded.

16.5. 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.

16.6 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the University.

16.7 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 a committee constituted by the Dean of the faculty.

**17. Grace Marks:**

Grace Marks shall be provided as per university rules.



Coordinator .....  
CSUIR,  
BPSMV Khanpur Khas  
Sonapat

  
20/01/17

B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan

CENTRE FOR SOCIETY UNIVERSITY INTERFACE AND RESEARCH

ORDINANCE

Advanced Diploma of Proficiency (Folk Medicine, Micro Finance Practices  
and Women)

(w.e.f. session 2017- 18)

1. Definitions:

- 1.1 **Programme** stands for ADOP
- 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 courses offered under the programme (ADOP) shall be two-semesters each leading to the award on successful completion of Certificate of Proficiency. Each semester shall be of 90 working days. However, all candidates will be required to complete the Certificate of Proficiency within the maximum period of two years.

3. Admission:

- 3.1 **Eligibility:** The admission to the 1<sup>st</sup> Semester of the various courses of Advance Diploma of Proficiency shall be open to the registered students ( except school students ) of B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan who have successfully completed the two semesters of Diploma of Proficiency and have awarded Diploma of Proficiency shall be eligible for admission to the Advanced Diploma of Proficiency. On successful completion of two semesters of Advanced Diploma of Proficiency the student shall be awarded with Advanced Diploma of Proficiency.

- 3.3 **Procedure:** Admission shall be done on the basis of first cum first serve basis and for the registered students of BPSMV as per the eligibility mentioned above.

*hazrat*

*Dr. Jyoti Bhatnagar*

Coordinator  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat

**4. Fees:** The Programme fee shall be paid by the candidate as prescribed by the University form time to time.

**5. Teaching Methodology:**

The Methodology shall include class room teaching, assignment, viva-voce, practical work, seminar, workshop, presentations, group discussions, quiz, filed work, and project work etc.

**6. Credit Weightage:**

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

**6.3 Lecture:** One credit per lecture per week per semester will generally be adopted.

**6.2 Field visit/Investigation/project:** One credit per hour per week per semester will be adopted.

**6.3 Project Work:** Three credits are fixed for Project work.

**6. Examination:**

6.3 The examination shall consist of theory papers and practical/research project/field work. Theory papers are to be set by the internal/external paper setters from a panel of examiners submitted by the chairman of the department duly approved by the Board of Studies.

6.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.

**7. Examination:**

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination and second semester examination.

7.2 The examination in each semester will be held according to the syllabi approved by the Advisory Committee & Faculty of Social Sciences. The Board of examiners shall be appointed for each course and shall be recommended by the Advisory Committee.

7.3 The examination shall consist of theory papers and practical examination/Field visits/Investigation/Project report. Theory papers are to be set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairman of the department duly approved by the Advisory Committee of the concerned department.

7.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University dept.) may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.

7.5 The examination for all even & odd semester will normally be held in November/December and also in April/May on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

7.6 Every course is coordinated by a member of the teaching staff of the department which is offering the course in a given semester. This faculty member is called the course coordinator. He/She has the full responsibility for conducting the course, coordinating the work of the other members of the faculty involved in the course, holding the minor test and assignments. For any difficulty, the student is expected to approach the course coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the course-coordinator.

7.7 Every student has to appear in a minor test. If a student does not take a minor test, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination branch duly signed by the Chairperson of the department before the close of semester examination. The examination branch/course coordinator shall convert the marks in to equivalent grades as per the grading procedure.

7.8 If a candidate, after attending the classes for the paper of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more papers for that examination, she can appear for such papers as a re-appear student as per university rules.

7.9 For holding the Minor Tests during even and odd semester the schedule of minor exam shall be laid down by teacher(s) concerned in consultation with

*[Handwritten signatures and initials in blue ink]*

Coordinator  
CSUIR,  
BPSMV Khanpur Kalan  
Sonepat  
*[Handwritten signature]*  
11/17

the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.

7.10 For Minor Test, the syllabus for Examination will be what is covered in particular term. The Major Test(EXTERNAL EXAM) will be based on the entire syllabus. Every teacher will submit in writing to the Chairperson at the end of term i.e. intervening period between Minor Tests and Major Test, the content of the syllabus covered during the term.

7.11 After finalization of the marks of internal assessment, the same shall be displayed on the department notice board for duration of two days for information of the students. Students, who have a specific grievance against the marks awarded to her, may discuss the same with the concerned Paper Coordinator who after consideration of the grievances of all the students shall finalize the marks to be awarded for the paper

7.12 The awards of all internal assessments be sent to the examination branch within seven days of last day of the classes for that semester.

**8. Promotion**

A student shall be eligible for promotion to next year only if she passes at least 50% of the papers prescribed in the previous semesters taken together, of the programme.

**9. Re-appear**

The candidates may take re-appear examinations as per the following guidelines:

Semester	When to appear
Ist	Students who got Re- appear shall appear in the examination along with next end semester examination.
IInd	Students who got Re- appear shall appear in the examination along with next end semester examination.

**10. Evaluation and Grading**

10.1. The assessment will be 20 % Internal and 80% External.

10.2. The minimum passing marks/grade for passing any semester Examination shall be:

*Handwritten signatures and initials in blue ink, including a large signature that appears to read 'K. S. ...' and several other initials.*

Coordinator .....  
 AIR,  
 BPSMV Khampur Kaliah  
 Sonapat

10.2a. 40% in external examination and 40% in the aggregate of internal and external. In case a student fails to acquire 40% in the aggregate of the internal and external, she will be awarded re-appear in the theory(external) paper of that subject. There will be no re-appear in the internal assessment. The marks obtained in the internal assessment of a subject shall be carry forwarded, if a student gets re-appear in the external examination.

10.2b 40% in each practical Examination/Viva-Voice Examination.

10.3 The weightage for internal evaluation is as follows:

10.3.1. class tests/minor test/sessional tests 10% i.e. 10 marks out of 100

10.3.2. Assignments/Presentations/Seminars/Group Discussions 5% i.e. 5 marks out of 100

10.3.3. Attendance 5% i.e. 5 marks out of 100.

Less than 60% 0 marks

Up to 65% 1 marks

Up to 70% 2 marks

Up to 75% 3 marks

Up to 80% 4 marks

Above 80% 5 marks

#### 11. Ad-hoc Grace

If there is any discrepancy/out of syllabi/printing error/untoward incident during the examination, the matter shall be referred to a standing committee of

(vii) Controller of Examination

(viii) HOD of the concerned department

(ix) One faculty member concerning the subject

The committee may recommend re-conduct of the paper or uniform grace marks to all but that should not exceed 10% marks of that particular paper.

#### 12. Moderation of Marks:

(a) Internal Examinations:- If there are more than one teacher associated in any internal assessment, one of the member be made co-coordinator by the concerned HOD and he along with the others

*Handwritten initials*

*Handwritten signatures*

Coordinator .....  
CSUIR,  
BPSMV Khanpur Kalan  
Sonapat  
*Handwritten signature and date: 10/10/17*

can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage. It can be done by fixing criteria before hand.

(b) External examinations: if there is unusual variation (very high or very low) in the awards, the COE may refer the matter to a Moderation Committee consisting of

- (i) Controller of Examinations
- (ii) HOD of the concerned Department
- (iii) One faculty member concerning the subject.

As per recommendation of the committee the result may be revised.

**13. Grading:**

The academic performance of a student shall be graded on a ten point scale as prescribed by University Grants Commission.

Academic Performance	Letter Grades	Grade Points (G)
Outstanding	O	10
Excellent	A+	09
Very Good	A	08
Good	B+	07
Above average	B	06
Average	C	05
Pass	P	04
Fail	F	00
Absent	Ab	00

- Note:
- 1. Pass Grade is Grade 'C' and above.
  - 2. Grades 'P', and 'F' are fail grades.

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

*rajiv*

*[Handwritten signature]*

*30/01/17*

Coordinator .....  
CSUIR,  
BPSMV Khanpur  
Sonapat

*[Handwritten signature]*  
30/01/17



<u>Marks</u>		<u>Grade</u>		<u>Marks</u>
90	≤	O	≤	100
80	≤	A+	≤	89
70	≤	A	≤	79
60	≤	B+	≤	69
50	≤	B	≤	59
40	≤	C	≤	49
30	≤	P	≤	39
0	≤	F	≤	29
Ab		Ab		

**14. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)**

The Grade Point Average is calculated as follows:-

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

For the purpose of calculation of GPA for SGPA and CGPA only those 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

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

Where

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

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

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

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

Coordinator .....  
SUIR,  
BPSMV Khanpur  
Sonepat  
20/10/17

*Handwritten signatures and initials in blue ink.*

$$\sum C_i$$

Where

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

$P_j$  = Grade point earned in the  $j$ 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.

### 15. Attendance

15.1 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 paper of study. A deficiency upto 10% may be condoned by the Chairperson of the Department and a further 5% by the Vice-chancellor.

15.2 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 with information to the Academic Branch of the university.

15.3.3 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.

### 16. General Guidelines:

16.1 Where this document is silent about any rule, the University policy regulation as framed from time to time will be applicable.

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

16.7 A student is deemed to have completed the requirements for the 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

Coordinator .....  
SUIR,  
BPSMV Khanpura  
Sonepat

*Handwritten signature and date:*  
3/4/17

*Handwritten signatures and initials:*  
Vijay Kumar  
S.P.  
K. Panna  
D.S.

- c. There is no case of indiscipline pending against her.
- d. Satisfied the minimum academic and residence requirements;
- e. Satisfactorily completed the requirements for the short duration across-curricular paper, industry internship and NCC/NSS as may be prescribed by the Academic Council;

16.4 A student who has completed all the requirements listed above shall be eligible for award of degree/ certificate. However, under extremely exceptional circumstances, where gross violation of the requirements is detected at any later stage, the Academic Council may recommend to the Executive Council to withdraw the degree already awarded.

16.5 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.

16.6 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such as illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the University.

16.7 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 a committee constituted by the Dean of the faculty.

**17. Grace Marks:**

Grace Marks shall be provided as per university rules.

30/11/17

*Handwritten signatures and initials in blue ink, including a large signature that appears to read "Khanpur" and another that appears to read "Khanpur".*

Coordinator  
SUIR,  
BPSMV Khanpur Kalan  
Barnala