# ORDINANCE

## Post Graduate Diploma in Computer Applications (Two-Semester Course)

### (Effective from Academic Session 2024-2025)
### For UTD/ Affiliated Colleges



## Bhagat Phool Singh Mahila Vishwavidyalaya
## Khanpur Kalan-131305 (Sonepat) Haryana

Chairperson
Department of Computer Science &
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BPS Mahila Vishwavidyalaya,Khanpur Kalan, Sonepat (HR.)

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## POST GRADUATE DIPLOMA IN COMPUTER APPLICATIONS

## (w. e. f. Academic Session 2024-2025)

### 1. Definitions

**1.1 Programme** stands for PGDCA (Post Graduate Diploma in Computer Applications).

**1.2 Course** stands for Individual Paper

**1.3 Credit** is the weightage assigned to a paper in terms of contact hours.

**1.4 Grade** stands for a letter grade assigned to a student on the basis of evaluation of a paper on the 10 scale.

**1.5 Grade point** stands for the numerical equivalent of the letter grade.

### 2. Duration

The duration of the Programme for PGDCA (Post Graduate Diploma in Computer Applications) 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

**Eligibility:** Graduate or an equivalent degree with having at least 50% marks (45% for SC/ST candidates of Haryana only) in aggregate.

No candidate who is in employment (full time/part time/Honorary Service) shall be eligible to take admission in the programme without taking leave from her institution/office from the date of admission to termination of the final semester examination including other essential requirements. She has to submit an affidavit in this regard. If at any stage it is found that she has violated this rule, her admission shall stand cancelled.

**Procedure:** Admissions will be on the basis of merit/entrance test or any other criterion n adopted by B.P.S. Mahila Vishwavidyalaya from time to time. The last date for the receipt of the admission forms shall be notified by the University.

### 4. Fee

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

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time.

## 5. Teaching Methodology

The Methodology shall include Classroom teaching, Assignments, Viva-voce, Practical Work, Seminar, Workshop, Project Work, Quiz, Group Discussion etc.

## 6. Credit Weightage

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

**6.1 Lecture/ Tutorial Practical Teaching**: One credit per lecture per week per semester will generally be adopted.

**6.2 Practical Teaching**: Half credit per tutorial per week per semester.

## 7. Examination

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

7.2. The examination in each semester will be held according to the syllabi approved by the Post Graduate Board of Studies. The Board of examiners shall be appointed for each paper and shall be recommended by the Post Graduate Board of Studies.
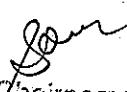
7.3. The examination shall consist of theory papers and practical examination. Theory papers are to be set by the internal/external paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the Chairman of the department duly approved by the BOS of the concerned department.

7.4. For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is unable 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 odd semesters will normally be held in November/December and for the even semesters in April/May on such dates as provided by the University. The concerned teacher/paper coordinator should ensure that 100% syllabus is covered in each subject before the semester examination.

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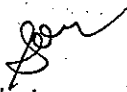BPS Mahila Vishwavidyalaya,Khanpur Kalan, Sonepat (HR.)

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

7.7. 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 and failed in one or more papers for that examination, she can appear for such papers as a re- appear student as per university rules.

7.8. 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. For each semester there will be two minor exams and both will be compulsory

7.9. 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.

7.10. After finalization of the marks of internal assessment, the same shall be displayed on the department notice board for the information of the students. Students, who have a specific grievance against the marks awarded to her, may discuss the same with the concerned Paper Co-ordinator, who after consideration of the grievances of all the students shall finalize the marks to be awarded for the paper. The awards of all internal assessments shall

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be sent to the examination branch within seven days of last day of the classes for that semester.

### 7.11 Re-appear

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

| Semester | When to appear |
|---|---|
| Ist | Along with Regular Ist Semester |
| IInd | Along with Regular IInd Semester |

## 8. Evaluation and Grading

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

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

8.1. 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.

8.2. (40% in each practical Examination /Viva-Voice Examination.

The weightage for internal evaluation is as follows:

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

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

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 | 85% | 5 marks |

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## 9. Adhoc Grace:

If there is any discrepancy/ out of syllabus/ printing error/ untoward incident during the examination, the matter be referred to a Standing Committee of

    (i)     Controller of Examinations.

    (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.

## 10. Moderation of Marks:

10.1. 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/she 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 beforehand.

## 11. 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 |

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

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| Marks | | Grades | | Marks |
|---|---|---|---|---|
| 85 | $\geq$ | O | $\leq$ | 100 |
| 75 | $\geq$ | A+ | $\leq$ | 84 |
| 65 | $\geq$ | A | $\leq$ | 74 |
| 55 | $\geq$ | B+ | $\leq$ | 64 |
| 50 | $\geq$ | B | $\leq$ | 54 |
| 41 | $\geq$ | C | $\leq$ | 49 |
| | | P | $=$ | 40 |
| | | F | $\leq$ | 40 |
| | | AB | | AB |

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

The Grade Point Average is calculated as follows:

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

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) $SGPA = \dfrac{\sum C_i P_i}{\sum C_i}$

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

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

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

Where

$C_j$ = Number of credits earned in the jth programme upto the semester for which CGPA

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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 .....................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.

## 12. Attendance:

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.

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.

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.

## 13. General:

13.1 Where this document is silent about any rule. the university ordinance from time to time will be applicable.

13.2 Eligibility Criteria. Fee Structure, Academic Calendar, Examination Schedule. Sports Calendar and Cultural Calendar for the academic year shall be given in the University Prospectus.

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

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

13.4.1    She has satisfied all the academic requirements as per the regulations; and She has paid all fees due from her; and

13.4.2    There is no case of indiscipline pending against her.

13.5 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.

13.6 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.

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

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