

POST GRADUATE REGULATION

Under Choice Based Credit
System (CBCS)

**FOR FULL TIME TWO-YEAR (FOUR-SEMESTER)
DEGREE COURSE LEADING TO THE
AWARD OF**

M.A. in Education

Effective from Academic Session 2020-22



for

University Department of
Education

**Binod Bihari Mahto Koyalanchal University
Dhanbad- 828130 (Jharkhand)**

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University Department of Education
Binod Bihari Mahto Koyalanchal University,
Dhanbad, Jharkhand – 828130

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1. **Aims and Objectives:** In accordance with the guidelines issued by the University Grants Commission, this regulation provides procedure of admission, basic frame work of curriculum, examination, evaluation, and award of **M.A in Education** to students opting for full time Two Years Degree Course under choice based credit system under semester mode of teaching in Binod Bihari Mahto Koyalanchal University, Dhanbad

2. **Short Title, Extent & commencement**

- (a) This regulation shall be known as 'Two Years (four-semester) Degree Course Regulation 2020.
- (b) Extent: The regulation shall extend to the territorial jurisdiction of the University and the teaching of the course for this degree shall be carried out through the University Department
- (c) This shall come into force from the academic session 2020-2022.

3. **Definition:**

- (a) 'Course' means a subject.
- (b) 'Project/Dissertation': 'Project' means work undertaken to acquire special/advanced knowledge in a particular field under the supervision of a teacher; the report of the details of the project is 'Dissertation'.
- (c) 'Credit': The term 'credit' refers to the weightage given to a course, usually in terms of the number of instructional hours per week assigned to it. It is a fixed teaching hour course. 'Credit Hours' means hours of teaching. **Contact Hour (CH)** is in correspondence to the **Credit value**. For example, a theory paper having 4 Credits shall have a minimum of 4 Contact Hours in a week. For Practical classes and Field Work every Two Hours shall make 1(one) Contact Hour. One Contact Hour shall normally be of 60 minutes duration.

- One credit = 15 Hours of teaching i.e., 15 Credit Hours

- One credit = 30 Hours of Practical work

Illustration: in 15 working weeks in a semester, a paper having 4 Credits shall have a total of $15 \times 4 = 60$ CH.

- (d) 'Week' means a 6 days working week consisting of minimum 30 working hours.
- (e) 'Academic Year' means program session from July to June divided into two semesters.
- (f) 'Semester' means six months teaching and evaluation as part of the total program. A semester normally comprises 15 teaching weeks and 5 weeks for the conduct of examinations and evaluation.

An academic year comprising 180 working days in the least is divided into two semesters, each semester having at least 90 working days. With six working

days in a week this would mean that each semester will have $90 / 6 = 15$ teaching/ working weeks. Considering that each teaching day has 5 teaching/ working hours, a teaching week would have $5 \times 6 = 30$ working /teaching hours and each semester will have $30 \times 15 = 450$ teaching hours available for each student.




4. Name of the course: In Binod Bihari Mahto Koyalanchal University, Dhanbad, The following courses :

Master of Arts (M.A.) Course in Humanities and Social Science faculties; Master of Science (M.Sc.) Course in Science faculty and Master of Commerce (M.Com.) in Commerce faculty. The Hindi equivalent of M.A., M.Sc., M.Com., will be [उच्च शिक्षा, विज्ञान शिक्षा एवं वाणिज्य शिक्षा] respectively is running here.

*Now M.A in Education is also going to start from the current session. The Hindi equivalent of M.A in Education is शिक्षा विज्ञान

Subject in which Masters Programme will be imparted:

Table-1

SLNo.	Faculty	Subjects	Degree Awarded
1.	Education	Education	M.A in Education

4.1 Duration of the Course:

The duration of the course for Master's degree in M.A in Education shall cover a period of two academic sessions divided into four semesters, each semester of six months duration.

4.2 Fee Structure:

The candidate shall have to pay all kinds of fees fixed by the Academic Council of the University at the commencement of each semester, the examination fee for end semester examinations shall have to be paid if the candidate is found fit to take the end semester examination. The University shall have rights to revise/charge any kind of fee any time. The fee structure for NRI and Foreign Nationals shall be fixed in terms of U.S. dollar separately through notification.




5.(A) Eligibility Criteria for Admission in M.A. in Education

Table-1A

COURSE	SUBJECT/ DEPARTMENT	ELIGIBILITY
M.A. in Education	Education	The candidate should have done Graduation in any faculty with Education as a Paper/Subject with minimum 50% aggregate Marks (for General & obc) while 45% for Sc & ST or Bachelor of Education from a recognized University/Institutions

- No candidate who holds a whole-time employment shall be admitted as a regular student.

No student shall be permitted to take admission in two Post-graduate courses of the University belonging to the same or overlapping sessions.

5. (B) Eligibility Criteria for Admission in 2nd /3rd/4th Semester:-

All candidates who have passed or been promoted in the previous semester may take admission in the next semester.

6. Method of Admission:

The admission to the 1st Semester of Master's Course will be made in general on the basis of a merit list of the application prepared on the basis of marks obtained in the last qualifying examination (which is mention in the Eligibility) or on the basis of the written entrance test conducted by the university for the purpose. However, a P.G. Department may be directed or allowed if the Departmental Council so resolves, to conduct a written entrance test for preparing the merit list.

6.1 Reservation and Weightage:

1) RESERVATION:

A) The reservation of seat will as per the following table:

Unreserved (Open Merit)	40%			15%	Open to All
				25%	Those applicants whose qualifying degree is from College/Institut e under BBMKU
Reserved	60%	(i)	SC	10%	
		(ii)	ST	26%	
		(iii)	BC-I	08%	
		(iv)	BC-II	06%	
		(v)	Economically Weaker Section (Excluding from Categories (i), (ii), (iii) & (iv) of above)	10%	

B) The Caste and other Certificates on the basis of which the student claims reservation should be issued by relevant authorities of Jharkhand.

C) The vacant reserved seats shall be filled up in the following manner –

- Against the vacant seats of ST, the SC candidates if available, be admitted.
- Against the vacant seats of SC, the ST candidates if available, be admitted.
- If no candidates of SC and ST are available for admission, the vacant seat will be filled in the following preference:
 - BC-I
 - BC-II
 - General

Against the vacant seats of EWS, general candidate will be admitted.

D) Reserved category applicants selected on the basis of open merit will be counted against the 40% unreserved seats, not against the reserved seats.

E) Criteria of Income for EWS:

- Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs.8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e. salary, agriculture, business, profession, etc. for the financial year prior to the year of application.
- persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-
 - 5 acres of agricultural land and above:

- (b) Residential flat of 1000 sq. ft. and above,
 (c) Residential plot of 100 sq. yards and above in notified municipalities;
 (d) Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

- iii) The property held by a "Family" in different locations or different places/ cities would be clubbed while applying the land or property holding tax to determine EWS status.
 iv) The term "Family" for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

2) MERIT POINTS:

- A) For preparing merit list, percentage of marks will be added to the relevant marks obtained by the eligible candidate in the subject concerned as per the following table:

Girl Student		3%
Ward of the Teaching and Non-teaching Staff of the University/College under privilege of the University		7%
N.C.C.	N.C.C. Cadet having Camp Certificate	1%
	N.C.C. Cadet having State Camp Certificate	2%
	N.C.C. Cadet having National Camp Certificate	3%
	N.C.C. B-Certificate	4%
	N.C.C. C-Certificate	5%
N.S.S.	N.S.S. Special Camp Certificate (Unit Level)	1%
	N.S.S. Zonal Level	2%
	PRD-Camp N.S.S. National Level Camp	3%
	RD Parade/National Award	5%
Sports/Cultural Activities/Fine	Olympic or Equivalent	20%
	Asian Level	15%
Art/Music/Drama	National Level	10%
	Inter-University/State Level	5%
	Inter College/Inter School Level	2%

- B) No candidate shall be provided two or more benefits at the same time.

3) SUPERNUMERARY QUOTA

A) Persons with Disabilities (PWD Quota)

- i) 3% Seats over and above the sanctioned strength, shall be reserved for differently abled persons (Persons with Disability) which will be distributed as below:

- (a) Persons with vision impairment : 1%
 (b) Persons with hearing impairment : 1%
 (c) Persons with locomotors disability or cerebral palsy : 1%

- ii) The distribution in the clause i) above is interchangeable in case of non-availability of

candidates in the sub-categories.

iii) The disability to avail the PWD quota should not be less than 40%.

B) Children/Widows of the eligible Armed Forces Personnel (CW Quota)

i) 5% Seats over and above the sanctioned strength, shall be reserved for CW quota.

ii) The seats will be awarded in the following priorities:

(a) Widows/Wards of Defence personnel killed in action;

(b) Wards of serving personnel and ex-servicemen disabled in action;

(c) Widows/Wards of Defence personnel who died in peace time with death attributable to military service;

(d) Wards of Defence personnel disabled in peace time with disability attributable to the military service; and

(e) Wards of Ex-servicemen personnel and serving personnel including personnel of police forces who are in receipt of Gallantry Awards.

C) Foreign Nationals

i) 5% seats over and above the sanctioned strength in each course shall be reserved for Foreign Nationals.

ii) The foreign nationals seeking admission in the University/its colleges shall have to get themselves registered with the Foreign Students Registry (FSR) in compliance with the schedule notified by the FSR.

D) QUALIFYING DEGREE FROM FOREIGN BOARD:

i) 3% seats over and above the sanctioned strength in each course shall be reserved for Foreign Nationals.

ii) Applicants who have passed the qualifying examination (12th or Equivalent) should bring a Certificate from the respective Embassy mentioning the equivalence of their examination to the Indian Secondary Examination.

The total number of seats allotted to a University Department/College P.G. Department shall be fixed as per the University Laws.

7. Attendance Rule:

All students must attend every lecture, practical classes and other activities of the Department. However, the attendance requirement will be a minimum of 75% of the classes held.

7.1 Absence during the Semester-

(a) A student must inform the HOD concerned immediately of any instance of continuous absence from classes.

(b) A student who is absent due to illness should approach the teachers concerned for makeup quizzers, assignment and laboratory work.

(c) A student who has been absent from a sessional test due to illness shall approach the teacher concerned for the test immediately on return to class. The request should be supported with a medical certificate issued by a registered medical practitioner.

(d) In case the period of absence on medical grounds or more than 20 working days during the Semester a student may apply for withdrawal from the semester. Such application must be

made as early as possible. No applications for semester withdrawal will be considered after End Semester examination has commenced. Partial withdrawal in a semester is not allowed.

- (e) If a student is continuously absent from the institute for more than four weeks without permission of the Head of the Department concerned, his/her name will be removed from the institute rolls.
- (f) If a candidate represents his/her institution/University/Jharkhand State/Nation in Sports/ NCC/ NSS/Cultural or any officially sponsored activity, he/she may be permitted to claim attendance for the actual number of days participated including the congruent journeys, based on the recommendation of the Head of the Institution concerned. If a candidate is selected to participate in national level events such as Republic Day Parade etc, he/she may be permitted to claim attendance for the actual number of days participated (including journey days) based on the recommendation of the head of the Institution concerned.
- (g) In extraordinary cases the Vice-Chancellor can utilize his discretionary power to condone the shortage of attendance.

8. Syllabic

8.1 The syllabus in each subject and in each paper shall be demarcated into well-defined units/areas of content along with a topic-wise break up. The Board of Studies of the subject concerned constituted by the Vice-Chancellor shall be responsible for framing the Syllabus subject to the provisions of this regulation.

8.2 The syllabus of one semester shall comprise topics the teaching and examination of which may be completed in six months duration of the earmarked academic session. Subjects where practical have not been prescribed shall have **four papers** of 100 marks, a written examination of 70 marks to be taken in **three hours** in one sitting, at the end of the semester comprising all the topics of the paper concerned, by the University, the remaining 30 marks of each paper shall be allotted to seasonal work (Internal Evaluation) to be evaluated by the Departmental Council concerned in the form of written component (20 marks) of the topics of the paper taught, 05 marks pertaining to his/her performance at the extracurricular activities, and 05 marks for attendance.

8.1.1 The Course content of sem I (all four paper, each carrying 100 marks) are compulsory.

8.1.2 The course content of sem II Constitute three (03) theory papers, each carrying 100 marks and the practicum works are: (a) preparation of a Research proposal and (b) Construction & standarization of a research tools, each carrying 50 marks.

8.1.3 The course content of semester III constitute of One (1) compulsory paper carrying 100 marks and Two elective papers carrying 100 marks each and rest, these are two practicum for skill development of the student which carry 50 marks each.

8.1.4 The course content for IV Semester constitute two compulsory papers carrying 100 marks each and two practicum (1) Preparation of dissertation carries 100 marks and (2) Internship programme carries 100 marks each. For Internship program 50 marks meant for attending & preparing Internship report and 50 Marks will be meant for submission of report and Viva voice. For Ten (10) days Internship programme students will be divided into five (05) groups to visit the secondary school / Teacher education Institution /

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DIET/SCERT/Any other Institution or organization related to text book preparation /pedagogical and other innovative practices in education /educational policies /educational research and accordingly they will prepare an internship report.

8.3 Medium of Instruction and Examination:

Medium of instruction/examination shall be Hindi/English.

9. Scheme of Examination of a Semester

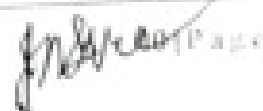
The following are the detailed schemes of examination of a Semester:

Table-2
(A) Non-Practical Subjects:

Item	Written End Semester Examination	Sessional Work	
		Written component	Day to Day assessment includes extracurricular activities (5 marks) + Attendance (5 marks)
(a) Frequency	Once at the End of Semester	After Completion of a portion; 2 examinations in each Paper	
(b) Duration	3 Hours	1.5 Hours	-----
(c) Number of Papers	04	04	-----
(d) Full Marks	70	20	5+5 = 10
(e) Full marks in all papers	280	80	40
(f) Pass marks	112 (Pass marks in each paper will be 28)	32 (Pass marks in each paper will be 08)	16

Curriculum Structure of M.A. in Education**Table: Curriculum Organisation for Master of Arts in Education**

	SEM-I	SEM-II	SEM-III	SEM-IV
Papers (courses)	Philosophical Foundation of Education (5 Credit)	Development of Education System in India(5 Credit)	Educational Technology (5 Credit)	Inclusive Education (5 Credit)
	Sociological Foundation of Education (5 Credit)	Educational Measurement and Evaluation (5 Credit)	Special Papers (Any Two) 1. Educational Management, Administration and Leadership 2. Guidance and Counselling 3. Environmental Education 4. Value Education&Human Rights Education 5. Yoga Education 6. Population Education 7. ICT in Education (5+5= 10 Credit)	Teacher Education (5 Credit)
	Advanced Educational Psychology (5 Credit)	Curriculum Studies (5 Credit)		Dissertation with Viva (5 Credit)
	Educational Research and Statistics (5 Credit)	A: Identification of Research Problem and Preparation of Research Proposal (2.5 credits) B: Construction & standardization of a research tool for data collection (related to the research problem identified) (2.5 credits)	A: Organizing weekly Departmental Seminar and preparation, preparation of brochure, identification of theme and sub themes for each weekly seminar (group work) & presentation of at least two papers on any two themes in any two seminars by each student(individual work) (2.5 Credits) B: Communication & Expository Writing (2.5 credits)	A: 10 day Internship in a Secondary School/Teacher Education/DIET/SCERT/Any other institution or organization related to text-book preparation/pedagogical & other innovative practices in education/educational policy/educational research & B: preparation of internship report (5 credits)



	20 Credit	20 Credit	20 Credit	20 Credit

Curriculum Structure M.A. in Education
Theory courses
Semester-I

Paper	Name of the paper	Course code	Teaching (in hours) per Week	No. of Credits	Minimum Teaching required (in hours)	Full Marks IA EA	Total Marks
I	Philosophical Foundation of Education	MAEC 01	5	5	60	30 70	100
II	Sociological Foundation of Education	MAEC 02	5	5	60	30 70	100
III	Advanced Educational Psychology	MAEC 03	5	5	60	30 70	100
IV	Educational Research and Statistics	MAEC 04	5	5	60	30 70	100

Semester-II

Paper	Name of the paper	Course code	Teaching (in hours) per Week	No. of Credits	Minimum Teaching required (in hours)	Full Marks IA EA	Total Marks
V	Development of Education System in India	MAEC 05	5	5	60	30 70	100
VI	Educational Measurement and Evaluation	MAEC 06	5	5	60	30 70	100
VII	Curriculum Studies	MAEC 07	5	5	60	30 70	100
PRACTICUM							
VIII	A: Identification of Research Problem and Preparation of Research Proposal	MAEC 08	2.5	2.5	30/60	50	50

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(2.5 credits) B. Construction & standardization of a research tool for data collection (related to the research problem identified) (2.5 credits)		2.5	2.5	30/60	50	50
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Semester-III

Paper	Name of the paper	Course code	Teaching (in hours) per Week	No. of Credits	Minimum Teaching required (in hours)	Full Marks		Total Marks
						IA	EA	
IX	Educational Technology	MAEC 09	5	5	60	30	70	100
X & XI	Special Papers (Any Two)	MAEC 10	5	5	60	30	70	100
	1. Educational Management, Administration and Leadership 2. Guidance and Counselling 3. Environmental Education 4. Value Education & Human Rights Education 5. Yoga Education 6. Population Education 7. ICT in Education	MAEC 11	5	5	60	30	70	100
PRACTICUM								
XII	A: Organizing weekly Departmental Seminar and preparation, preparation of brochure, identification of theme and sub themes for each	MAEC 12	2.5	2.5	30/60	50		50

weekly seminar (group work) & presentation of at least two papers on any two themes in any two seminars by each student(individual work) (2.5 Credits) B: Development of Academic Writing skill (2.5 credits)		2.5	2.5	30/60	50	50
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Semester-IV

Paper	Name of the paper	Course code	Teaching (in hours) per Week	No. of Credits	Minimum Teaching required (in hours)	Full Marks		Total Marks
						IA	EA	
XIII	Inclusive Education	MAEC 13	5	5	60	30	70	100
XIV	Teacher Education	MAEC 14	5	5	60	30	70	100
PRACTICUM								
XV	Dissertation with Viva	MAEC 15	5	5	60/120	50	50	100
XVI	A: 10 day Internship in a Secondary School/Teacher Education/DIET/SCERT/Any other institution or organization related to text-book preparation/pedagogical & other innovative practices in education/educational policy/educational research&B: preparation of internship report & Viva (5 credits)	MAEC 16	5	5	60/120	100 (IA) (internship-50 & internship report & Viva 50) No report can be submitted if a student does not perform internship)		100

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Practicum Courses at a glance

Paper	Name of the paper	Course code	Instructional hours (per Week)	Credit hours	Tutorials	Maximum marks IA EA	Total Marks
VIII	A: Identification of Research Problem and Preparation of Research Proposal (2.5 credits)	MAEC (EPC) 08	2.5	2.5	30/60	50 (IA)	50
	B: Construction & standardization of a research tool for data collection (related to the research problem identified) (2.5 credits)		2.5	2.5	30/60	50(IA)	50
XII	A: Organizing weekly Departmental Seminar and preparation, preparation of brochure, identification of theme and sub themes for each weekly seminar (group work) & presentation of at least two papers on any two themes in any two seminars by each student(individual work) (2.5 Credits)	MAEC (EPC) 12	2.5	2.5	30/60	50(IA)	50
	B: Communication & Expository Writing (2.5 credits)		2.5	2.5	30/60	50 (IA)	50
XV	Dissertation with Viva	MAEC 15	5	5	60/120	50 50	100
XVI	A: 10 day Internship in a Secondary School/Teacher Education/DIET/SCERT/Any other institution or organization related to text-book preparation/pedagogical & other innovative practices in education/educational policy/educational research & B: preparation of internship report (A+B- 5 credits)	MAEC (EPC) 16	5	5	60/120	100 (IA) (internship- 50 & internship report & Viva 50) No report can be submitted if a student does not perform internship)	100

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Total Marks Internal & External Assessment

Semester	Internal Assessment	External Assessment
Semester-1	120	280
Semester-2	190	210
Semester-3	190	210
Semester-4	190	210
TOTAL	710	890

10. Course structure and credit:

This course shall have a specified number of credits. These credits describe the weightage of the concerned courses. The number of credits that a student has satisfactorily completed measures the performance of the student. Satisfactory progress of a student is subject to his/her maintaining a minimum Cumulative Grade Point Average (CGPA). A certain minimum number of credits as specified in the syllabus must be earned by the student to qualify for the degree.

Course	Credits
(i) Core Courses	50
(ii) Elective (Discipline Centric)	10
(iii) Skill Development & Practicum	05
(iv) Practicum	10
(v) Dissertation/ Project	05
Total:	80

One theory paper shall have teaching content of minimum of 60 contact hours.

• **Assignment of credits:**

- For theory/tutorial lecture one credit shall be assigned for one contact hour per week in a semester (15 week duration).
- For laboratory/field work, two contact hours per week in a semester shall be assigned one credit.

11. Examination, Evaluation and Declaration of Results:

- The duration of a paper of an end-semester examination shall normally be three hours and that of a Mid-Sem. examination shall be one and half hours.

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(b) **Assessment and Progression:** The performance of a student shall be evaluated through Internal Assessment that will include the best of two mid-semester examinations in each paper on the pattern of the end-semester examination, regularity of attendance and other activities, carrying 30% marks in all. The end-semester examination shall carry 70% marks.

(c) Each written component of 1.5 hours of sessional work shall comprise four questions of ten marks each, out of which the candidate will have to answer only two questions. Two midterm examinations will be held in each semester.

Note: The Departmental Council of the university department/Post Graduate College concerned shall be responsible for the conduct of the sessional examination. Normally the test of a portion shall be conducted by the teacher who has imparted the teaching of the relevant portion and he shall evaluate the answer books and submit the result to the HOD within a week from the date of the conduct of examination/test. The best of two internal assessments shall be taken as the score of the internal assessments

(d) **Activities for Internal Assessments:** The Internal Assessment for 30% marks of a paper shall be made in the following categories of activities:

- | | |
|--|--------------|
| (i) Mid-semester examination (best of two written internal examinations) | = 20% |
| (ii) Day to day assessment including extra-curricular activities | = 05% |
| (iii) Attendance | = 05% |
| Total | = 30% |

Classroom Attendance Incentive: Those having greater than 75% attendance will be awarded Continuous Comprehensive Assessment marks within 05%.

Evaluation of Day to Day Assessment including Extracurricular Activities: The student's performance shall be examined by the staff in-charge of extension activities along with the Head of the respective department and a senior member of the Department on the following parameters.

- 20% of marks for quizzes/assignments/participation in seminars, behave our, etc.
- 60% of marks for active participation in classes/camps/games/special camps/programmers in the college/district/state/ University activities.
- 10% of marks for exemplary awards/certificates/prizes.
- 10% of marks for other social components such as blood donation, Fine Arts, etc. The

above activities shall be conducted outside the regular working hours of the college.

If a differently able student is unable to participate in any of the above activities, he/she shall be required to take a test in the theoretical aspects of any one of the above.

(a) The assessment (seasonal) in theory courses shall comprise two tests of 1.5 hours duration each for 20 marks, 5 marks for attendance and 5 marks for day to day assessment including extracurricular activities.

The concerned Head of the Department shall fix the programme of the internal examination; and the class tests (including evaluation) shall be conducted by the teacher (or group of teachers) teaching the course,




the evaluated answer papers shall be shown to the student, and the marks shall be displayed on the Notice Board.

- (b) At the discretion of the concerned Head of the post-graduate department, a student who has not appeared in the internal test(s) already conducted on account of some cogent reasons, such as late admission, illness etc., may be allowed to appear in the internal assignment/test held for such a student.
- (c) A tabulation register shall be maintained in each department in which these marks shall be tabulated, marks foil containing the amalgamated marks of all the portions of a paper of the internal assessment (paper-wise) shall be sent to the Examination Department of the University prior to the commencement of End Semester Examination.
- (a) Internal assessment marks shall be shown separately in the marks card of final examination after the end-semester examination. A candidate, who has failed or rejected the result, shall retain the internal assessment marks for the next examination.
- (b) A student, who is successful in the internal examination, shall only be allowed to fill up the examination form of end semester, provided the attendance criteria is fulfilled and nothing is found against his/her character.
- (g) The University Head of the Department shall have powers to review the whole process and marks awarded in internal assessments of students of post graduate departments of colleges under the privilege of the University.

12. End Semester Examination and Evaluation (for 70 marks):

12.1 Admit Card (for End Semester Examinations):

Admit Card for end semester examination shall be issued to only a student who clears the internal assessment, fulfills attendance criteria, has nothing against his/her character, filled in examination form within stipulated time, and deposited the prescribed examination fees.

A candidate may not be admitted into examination room unless he/she produces his/her admit card to the officer conducting the examination or satisfies such officer that it will be subsequently produced.

The Controller of Examinations may, if satisfied that an examinee's admit card has been lost or destroyed, issue a duplicate admit card on payment.

12.2 The Nature and Type of Questions:

In all usually **nine** questions of equal value will be set, out of which a student shall have to answer **five** questions. Q. No. 1 will be compulsory, consisting of seven very short answer type questions (each of two marks) covering the entire syllabus and the candidates shall be required to give their answers in maximum 50 words. Rest will be of subjective nature. The setter shall set the question to test the analytical and descriptive skill of the student through the paper.

Question Paper shall show Full Marks (FM), Pass Marks (PM) & Max. Time allowed (in Hrs.) at the top of the Question Paper. The duration of a theory and practical papers of an end-semester examination shall be three hours.

Distribution of marks in practical paper of an end-semester examination will be of 60% in performance of experiment, 20% in record/note book and 20% in viva-voce.

Moderation of Question Papers: The questions set by setters may be subjected to moderation

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by a moderation board of the subject specially constituted for the purpose by the Vice-Chancellor.

The purpose of moderating an examination is to help ensure that it achieves the normal goals of end-of-course assessment. Obvious things to check include the following:-

1. Do the questions unambiguously communicate the examiner's intentions? i.e., could a student sitting the exam reasonably be expected to know what is required of him?
2. Are the questions completable in the time allotted?
3. Is the marking scheme sufficiently detailed to allow efficient and consistent marking?
4. Does the examination fairly cover the material examined?
5. Are there any technical (e.g. mathematical) errors?
6. Could the writing style be improved?

12.3. There shall be No Provision for Re-evaluation. All theory or practical papers in each semester shall be treated as a separate paper and the examinees will be required to pass in theory or practical both papers separately. If examinees fail in theory or practical or in both papers, he/she will appear in the next University end-semester examination. There will be no supplementary examination in any semester.

12.4 Concession given to the Persons with Disability (PWD) in Examination (Internal & External)

The following concessions are admissible to the Persons with Disability (PWD):

1. Permission to use an amanuensis;
2. The amanuensis should be a student of class lower and different discipline than the one for which the candidate will be taking the examination;
3. The Centre Superintendent of the Examination Center shall choose a suitable amanuensis and forward his/her particulars to the DSW /controller of Examination for consideration and approval;
4. The candidate shall pay the fee as prescribed for use of the amanuensis. However, the Dyslexic, Blind, Physically Handicapped or Spastic or Candidate should be provided services of an amanuensis free of cost;
5. The amanuensis shall be paid remuneration as prescribed from time to time by the university;
6. The candidate may be permitted to use the services an amanuensis in all or any of the papers.

Additional time of 30/60 minutes in each paper in internal & external examination, respectively;

7. The Center Superintendent shall make the sitting arrangements for the Dyslexic, Blind, Physically Handicapped and Spastic candidates on the ground floor, as far as possible;
8. Any other special arrangement, as necessary, shall be made by the Centre Superintendent(s) under intimation to the DSW / Controller of Examination.

13. Promotion Rule in Examination/Semester:

13.1 Promotion to the First Semester Course & Examination:

The candidates who have taken admission in the First Semester of a 2-year P.G. programme in a session can be put in the following two categories on the basis of their attendance in the Semester:

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(i) Those who have put in the required minimum percentage of attendance for appearing in the First Semester Examination and filled up the examination form in time for appearing at the First Semester Examination.

(ii) Those who did not put in the required minimum percentage of attendance for appearing at the First Semester Examination or did not fill up examination form in time for appearing at the First Semester Examination.

Candidates under Category I (i) are eligible for appearing at the examination of First Semester, while candidates under Category I (ii) are not allowed to appear at the examination of the Semester. However, category I (ii) candidates are allowed to take readmission in the 1st semester afresh.

13.2 After appearing at the examination of First Semester the candidates can be put in the following categories in the context of declaration of the results of the First Semester Examination:

(i) **Passed**, i.e., those who have passed in examinations of all courses of the Semester.

(ii) **Promoted**, i.e., those who have not passed in examinations of all the courses of the Semester.

(iii) **Minimum Passing Grade**- Grade 'P' for all courses. However, candidates with grade 'P' in a course shall also be considered as passed in that course.

14. Promotion to the Second Semester:

All Students who have put in the minimum percentage of attendance in Semester I and filled up the examination form in time shall be promoted to the Semester II.

14.1. Second Semester Course & Examination:

As in the First Semester, in all subsequent Semesters, all the candidates who have put in the minimum percentage of attendance for appearing at the End Semester Examination shall be allowed to appear at the respective examinations. However, students who have

not put in the minimum percentage of attendance or did not fill up the Examination form in time in Semester shall be allowed to take re-admission in that Semester.

14.2. Declaration of Results after IInd Semester (based on the results of Ist and IInd Semester Examination):

After declaration of results of the First & Second Semesters, a candidate can be put in the following categories:

(i) **Passed**: A candidate who has passed in examinations of all the courses of the First & Second Semester.

(ii) **Promoted**: A student, who has not passed in all the courses of Either Ist or IInd semester or both, shall be promoted to the IIIrd semester if he/she has obtained at least 4.0 CGPA. All such students shall have the option to clear the courses, in which they had failed, in the subsequent available examination(s) of the concerned semester as ex-students.

(iii) **Failed**: A candidate who has failed in one or more courses or failed to appear at any of the examinations of Ist and IInd Semesters taken together, and has obtained less than 4.0 CGPA shall be treated as failed.




14.3. Promotion to the Third Semester:

- (i) A candidate who comes under the category 'Passed or Promoted' is eligible to be promoted to the third Semester, if otherwise eligible.
- (ii) Failed candidates shall not be promoted to the IIIrd Semesters. However, they shall be promoted to the third semester when they become eligible to come under the category of either 'Passed' or 'Promoted' as explained above after passing the failed courses in the subsequent available examination(s) as ex-students.

14.4 Promotion to the Fourth Semester:

All students who have put in the minimum percentage of attendance in IIIrd Semester and filled in the examination form in time shall be promoted to the IVth Semester.

14.4.1 .Declaration of Results after Fourth Semester (Based on the results of the I, II, III and IV Semester Examination):

After declaration of results of III and IV Semesters, a candidate can be put in the following two categories

- (i) **Passed:** A candidate who has passed in all the courses of I, II, III and IV Semesters and obtained at least CGPA of 5.0.
- (ii) **Failed:** All those students who have not "Passed" shall be categorized as "Failed".

A student who has failed in a course shall get two more chances to clear this course subject to the maximum duration for passing the course. Further, each candidate shall have to clear all the courses within the maximum period of 4 years from the date of his/her latest admission. Such candidates shall be eligible for the degree only after completion of all the lower semester examinations within the stipulated maximum time period. Such candidate shall be admitted to the Degree of the year in which he/she has finally cleared all the papers, but the name of such a student shall not be incorporated in the merit list.

15. Maximum Duration for Passing the PG Programme:

The maximum duration for passing the 2-years PG programme shall be 4 years, which shall be counted from the year of latest admission in the Ist semester of the PG programme. No student shall be allowed to take further admission in the programme after the expiry of four years.

16. Preparation of Results

An examinee's performance shall be evaluated in terms of Letter Grades, Grade and SGPA in a semester and CGPA in all the semesters taken together. Students' final marks and the result will be based on the marks obtained in Mid Semester and End Semester Examination organized taken together.

16.1 Each semester result shall be declared in terms of grades. The score card of each semester shall comprise paper wise number of credits, letter grade, grade point and SGPA. A ten point grading system which is based on the actual absolute marks scored as described below shall be adopted.

Table-4

Grades and Grade Points Conversion for Undergraduate Programme

Class interval of Marks %	Grade Point	Letter Grade	Conventional Equivalent
90 and above	10	O (Outstanding)	First Class with Exemplary
75 to less than 90	9	A+ (Excellent)	First Class with Distinction
60 to less than 75	8	A (Very Good)	First Class
55 to less than 60	7	B+ (Good)	Second Class
50 to less than 55	6	B (Above Average)	
45 to less than 50	5	C (Average)	
40 to less than 45	4	P (Pass)	Pass
Below 40	0	F (Fail)	Fail
Absent	0	Ab (Absent)	

© In case of fractional marks, 0.5 will be considered as higher whole number.

- # A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

17. Computation of SGPA and CGPA

(17.1) Calculation of Semester Grade Point (SGPA)

- a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$SGPA (S_i) = \sum(C_i \times G_i) / \sum C_i$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

- b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme i.e.

$$CGPA = \sum(C_i \times S_i) / \sum C_i$$

where S_j is the SGPA of the j^{th} semester and C_j is the total number of credits in that semester.

c) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcript.

d) Illustration of Computation of SGPA and CGPA and Format for Transcripts

Table-5
Illustration for SGPA Calculation

Course	Credit	Grade Letter	Grade Point	Credit Point
Course 1	3	A	8	$3 \times 8 = 24$
Course 2	4	B+	7	$4 \times 7 = 28$
Course 3	3	B	6	$3 \times 6 = 18$
Course 4	3	O	10	$3 \times 10 = 30$
Course 5	3	C	5	$3 \times 5 = 15$
Course 6	4	B	6	$4 \times 6 = 24$
	20			= 139

Thus, $SGPA = 139/20 = 6.9$

Illustration for CGPA Calculation

Table -06

Semester1	Semester2	Semester3	Semester4	Semester5	Semester6
Credit: 20	Credit: 22	Credit: 25	Credit: 26	Credit: 26	Credit: 25
SGPA: 6.9	SGPA: 7.8	SGPA: 5.6	SGPA: 6.0	SGPA: 6.3	SGPA: 8.0

$$\text{Thus, CGPA} = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.7$$




(17.2) Grace Rule: Tabulators shall award grace marks as per the following guidelines:

- (1) A student who fails in not more than 3 theory courses by total marks of not more than $\frac{1}{2}$ the number of total theory courses of the semester (any) fraction is rounded off to the next higher number), shall be awarded grade "P" (in place of grade "F") of Grade Point 4 in the concerned courses.
- (2) Grace Mark will not be awarded for making up shortfall in minimum SGPA/CGPA or improving the grade.

18. Announcement of Results: The University shall announce results on the recommendation of the concerned Head of the Department institution- or college-wise under following classification:

(18.1) A candidate shall be declared to have passed the UG program if he/she secures at least an aggregate CGPA of 4.0.

(18.2) Declaration of Classes on the Basis of CGPA grade shall be announced. (Table-4)

Note: The SGPA and CGPA shall be computed up to 2 places of decimals (truncated at the second place).

19. Ranking to the Candidates

Ranking shall be given to only those candidates who pass all the courses of the programme in one attempt. Notwithstanding any provision in the ordinances to the contrary, the following category of examinee is also eligible for ranking: The student who, having been duly admitted to a regular examination of the programme, was unable to take that examination in full or in part due to some disruption of examination, and took the next following examination of that programme and passed the course(s). The marks obtained by him/her at the examination shall be considered as the basis for the University Ranking, Scholarships and other distinctions. In order to get the benefit of this provision, the student should claim that he/she is eligible for this benefit and get a decision in writing after proving his/her eligibility therefore.

20. Re-admission to the Programme/Semester

A student who does not put in at least the minimum percentage of attendance required in the Ist semester shall not be promoted to the higher semesters. However, such students can take fresh admission in the PG programme on supernumerary seats if normal seats are not available. All such students of IInd, IIIrd, IVth, semesters who have not put in the required minimum percentage of attendance or not filled in the examination form in time shall have the option to be re-admitted in the concerned semester available in the subsequent year(s).

21. Further Clarification

A student who is promoted to a higher semester or readmitted to a semester due to shortage of attendance shall be required to study the same syllabus as being taught in that year.

22. Break in the Course

Any student taking admission in any of the P.G. programmes of the Faculty shall not be allowed to pursue any other full time programme/course in the Faculty or elsewhere in the entire period of the programme meaning thereby that if a student leaves the programme after passing some of the semesters/courses and takes up a full-time programme/course elsewhere, then he/she shall not be allowed to continue the programme further in the Faculty.

23. Improvement in the Past Result

A candidate who has qualified for the award of the degree may be allowed to reappear at later examinations with a view to improving the previous performance. Such a candidate will be allowed to reappear at the examination (as an ex-student) once only within a period of five years from the date of his/her first admission to Master's Course. Such a candidate may reappear either in 50% of the written (theory) papers prescribed for I, II, III and IV semesters or all the four semesters either in one year or two years. A candidate will be neither free to appear in the papers of any semester in practical courses, nor will be permitted to submit fresh dissertation, etc. and marks obtained previously in the same will be taken into account while determining his/her result of the examination taken under provisions of the clause. Such candidate will be required to follow the scheme of the examination and the syllabus prescribed for the year in which the examination is currently held.

24. Credit Transfer Policy

Recognition/Accumulation (Credit Bank)/Transfer of Credits

BBMKU facilitates transfer of credits through an evaluation process. Requests for Transfer of Credits can be categorized as below:

1. Taking Courses Outside while Enrolled in BBMKU (Under Collaboration)

Current BBMKU students who are considering taking course(s) at another institution should obtain permission from their Principal/HOD. The information has to be sent to Dean, Students' Welfare (DSW). However, such arrangements require prior collaboration at the University level. Only the institutions signing MoUs for the purpose shall be admissible for the provision.

2. Taking a Break/Dropping out (due to unavoidable circumstances) during Studies at BBMKU



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If a student has to take a break due to unavoidable circumstances during studies at BBMKU (with due permission from the competent authority) but wishes to complete his/her studies at BBMKU may also get the benefit of transfer of credits earlier earned. Such individuals may route the application through their Principal/HOD. The Principal/HOD shall then arrange for necessary approval from DSW/competent authority.

3. Course Completed/Done at UGC Accredited Institutions and Other Reputed Institutions

A Candidate can get the benefit of transfer of credits for graduate level courses completed at UGC accredited institutions and other reputed institutions such as IITs, IIMs, central, other state universities/deemed universities NITs, BITs, etc. provided that a grade of at least C of BBMKU (equivalent to 5.0 or above grade point) is earned and the course is similar in content as compared to what is offered at BBMKU.

4. Course Completed/Done at An/A Institute/University Abroad

Credit earned due to the courses attended in the universities/institutes abroad as part of exchange/mobility/scholarships, etc. can be transferred based on the comparison with the equivalent courses at BBMKU. Generally, the institutions/universities should be recognized by the Association of Indian Universities (AIU) or UGC. Such universities abroad should have the best accreditation of their country. All grade-cards/transcripts and course syllabi must be translated from the original language into English and certified by a committee (Credential Transfer Committee of BBMKU) and ratified by the Equivalence Committee of BBMKU.

5. Maximum Credits Allowed to be Transferred

BBMKU will allow a maximum of 2 semesters' credits for 2 years programme from accredited institutions (of highest accreditation of their country, in case of foreign Universities). Courses must be academic in nature and be similar in scope and content to the courses offered at BBMKU.

25. Transfer of Admission: Transfer of admissions permissible only for IIIrd semester for the students of other universities and within the University.

(25.1) Conditions for Transfer of Admission of Students within the University:

- His/Her transfer/admission shall be within the intake permitted to the college.
- Availability of same combination of subjects studied in the previous college.
- He/she shall fulfill the attendance requirements as per the University Regulation.
- He/She shall complete the programme as per the regulation governing the maximum duration of completing the programme.

(25.2) Conditions for Admission of Students of Other Universities for Transfer

- A Candidate migrating from any other university may be permitted to join IIIrd semester of the degree programme provided he/she has passed all the subjects of previous semesters/years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulations of the University.




- (b) His/Her transfer/admission shall be within the intake permitted to the college.
- (c) He/she shall fulfill the attendance requirements as per the University Regulation.
- (d) The candidate who is migrating from another university is eligible for overall class and not for ranking.
- (e) He/She shall complete the programme within stipulated period. Foreign Nationals Eligible foreign nationals who have either:
- (i) been selected for award of Government assistantship/fellowship, or
 - (ii) been permitted by the Government of India to undergo studies as self-financing foreign student may also be admitted to any of the courses subject to acceptance of the academic standard of the applicants by the University.
 - (iii) However, a foreign national/Non Resident Indian who has passed the qualifying degree examination from any Indian university/institute and is desirous of admission to any of the courses either with Government of India assistantship/fellowship or as a self financing foreign student may also be eligible under Students outside Jharkhand category.

26. Removal of Difficulties

If any difficulty arises in implementing any of the clauses, the Vice-Chancellor shall remove the difficulties.

27. Repeal and Savings

- (i) **Repeal:** The earlier regulation pertaining to Two-year Course leading to M.A./M.Sc./M.Com/ M.A.in Education is hereby repealed.
- (ii) **Saving:** Notwithstanding such repeal anything done or any action taken in exercise of the power conferred by or under the said regulation shall be deemed to have been done or taken in exercise of the powers conferred by or under this regulation, as if this regulations wherein force on the date on which such thing was done or action taken.

28. Board of Moderators

There will be a BOM for moderation of question papers and examination results. The Board of Moderators will consist of the following:

- (i) The Dean of concerned faculty.
- (ii) The Head of the Department concerned.
- (iii) Two persons nominated by the Vice Chancellor (one external and one internal), in the subject concerned.

29. Review

The University can, at any time, review, alter, substitute, amend or delete any of the provisions of this regulation subject to such conditions as may be prescribed by the UGC and as per any special situation arising during the operation of these regulations as felt by Academic Council of the University.

