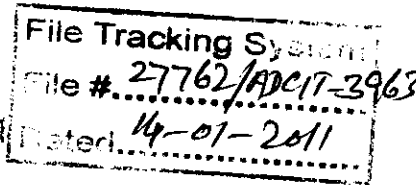


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Office of the Registrar



No. AC-5(7)/RO/2011

12.01.2011

NOTIFICATION

This is to notify for information of all concerned that the Executive Council in its meeting held on 20.12.2010 vide Resolution no. EC-2010 : Reso.-12 on the recommendation of the Academic Council vide its Resolution no. AC-2010(V). Reso.-10 dated 15.12.2010 had approved the Ordinance (Academic) 15-A (XV-A) concerning University Examination in 'Postgraduate Programmes under Credit-Based Semester System' as per annexure enclosed.

(Prof. S.M.Sajid)
Registrar

Copy for information to:

- 1 All Deans of the Faculties, JMI
- 2 The Dean, Students' Welfare, JMI
- 3 The Heads of the Departments, JMI
- 4 The Directors/Hony. Directors of the Centres, JMI
- 5 The Controller of Examination, JMI
- 6 The Dy. Registrar(Admn.)/(HRD), JMI
- 7 The OSD(Establishment), JMI
- 8 The Asstt. Registrar(Legal/Ordinance), JMI
- 9 Secretary to Vice-Chancellor, JMI
- 10 P.A to Pro-Vice-Chancellor, JMI
- 11 Sr. P. A. to Registrar, JMI
- 12 The Hony. Director, FTK CIT, JMI - With the request to incorporate in the appropriate place of the University's Ordinance for display on Jamia's Website.
- 13 File.

Mr. A.U. Khan

Pt. put/uploaded
Ord. 15-A in the
website. A softcopy
is being sent separately.

Libra
14/1/11

Ordinance 15-A (XV-A)

University Examinations in Postgraduate Programmes under Credit-based Semester System

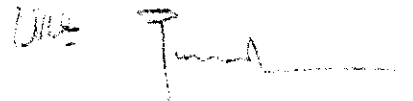
(Effective from the Academic Session 2010-2011)

1. Definitions

- 1.1. 'Programme' means the entire course of study and examinations.
- 1.2. Unless otherwise provided for, 'Semester' means a term consisting of a minimum of 90 working days including examinations.
- 1.3. 'Course' means a segment of subject matter to be covered in a semester.
- 1.4. 'Grade' in a course is a letter symbol (A⁺, A, B⁺, B, C⁺, C, F) which indicates the comparative level of performance of a student in a course.
- 1.5. Each letter grade is assigned a 'Grade Point' (G) which is an integer indicating the numerical equivalent of the performance of a student in a course.
- 1.6. 'Credit' (Cr) of a course is a measure of the weekly unit of the work assigned for the course.
- 1.7. 'Credit Point' (P) of a course is the value obtained by multiplying the grade point (G) by the credit (Cr) of the course: $P = G \times Cr$.
- 1.8. 'Semester Grade Point Average (SGPA) is the value obtained by dividing the sum of credit points (P) obtained by a student in the various courses taken in a semester by the total number of credits taken by him/her in that semester. The grade point shall be rounded off to two decimal places. SGPA determines the overall performance of a student at the end of a semester.
- 1.9. 'Cumulative Grade Point Average' (CGPA) is the value obtained by dividing the sum of credit points in all courses taken by the student for the entire programme by the total number of credits and shall be rounded off by two decimal places.
- 1.10. 'Grade Card' is a card containing absolute marks and grades secured by a student in each course in a semester-based programme, together with his/her SGPA and CGPA, and Division.

2. General

- 2.1. Notwithstanding anything contained to the contrary, the following Ordinance shall apply to the Master level Degree Programmes offered by the University under the 'semester system'.
- 2.2. An academic year will consist of two semesters.
- 2.3. The odd and even semesters will commence from July and January, respectively, or as decided by the Academic Council from time to time.
- 2.4. This Ordinance shall be applicable to the programmes as incorporated in Annexure-I, which may be modified by the Academic Council from time to time.
- 2.5. The programmes governed by respective regulatory councils such as Council of Architecture, All India Council for Technical Education, Dental Council of India, NCTE, etc. shall be governed by the rules of respective councils. Provided that, if the detailed rules



are not provided for by the respective councils, the provisions contained herein shall apply to such courses also.

- 2.6. A student shall be allowed to complete a programme within a maximum period of four semesters if the duration of the programme is of two semesters, within eight semesters for a programme of four semesters, and within ten semesters if the programme is of six-semester duration.

3. Attendance

- 3.1 A Candidate shall be deemed to have undergone a regular course of study in the University in each semester, if he/she has attended at least 75% in the aggregate of lectures, tutorials, practicals etc. in order to be eligible to appear at the Examination. However, in programmes where 'field work' is the evaluative component of a curriculum, a candidate is separately required to obtain the requisite 75% of attendance.
- 3.2 A relaxation to the maximum extent of 15% of the total attendance may be accorded to a student on account of sickness, participation in co-curricular and extra-curricular activities, provided that the attendance record, duly counter signed by the Programme Incharge, is sent to the concerned Dean of the Faculty/ Head of the Department/ Director of the Centre.

Provided that the Majlis-i- Talimi (Academic Council) may, in special circumstances, condone any shortage in such attendance except otherwise provided by the Academic Council.

Provided further that in case of sickness/ medical disability, an application for the condonation in attendance shall be supported by a medical certificate issued by a registered medical practioner/ public hospital and duly authenticated by the Ansari Health Centre of the University. Such applications must be submitted either during the period of treatment/ hospitalisation or within two weeks following recovery.

4. Evaluation

- 4.1. A programme may be comprised of some of the following components: theory courses, laboratory courses, field work, block placement, project, dissertation, seminar, industrial training etc. as prescribed by the concerned Board of Studies/ Committee of Studies and approved by the Academic Council on recommendation of the concerned Board of Studies/ Committee of Studies. For various components, the weightage of marks will be as follows:

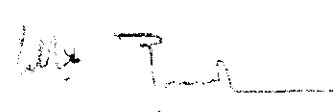
For Theory Course

Internal Assessment	25% of allocated marks
End Semester Examination	75% of allocated marks

For Laboratory/ Practical Course

Internal Assessment	50% of allocated marks
Practical Examination and Viva Voce Examination	50% of allocated marks

- 4.2. In case of other components, such as Project/ *Dissertation*/ Industrial Training/ Field Work/ Teaching Practice etc., the distribution of marks may be decided by the concerned Board of Studies/ Committee of Studies.



4.3. Internal Assessment

- 4.3.1. The Internal Assessment in a theory course may comprise of written tests, assignments, presentations, seminars, tutorials, term papers etc. as prescribed by the concerned Board of Studies/ Committee of Studies from time to time.
- 4.3.2. In a laboratory course, each practical performed by a student will be evaluated by the concerned teacher(s). Evaluation will involve documentation of the practical exercise/ experiment, precision in the performance of experiment, viva voce examination etc.
- 4.3.3. In the case of Industrial Training/ Project, the Internal Assessment will include periodical progress report.
- 4.3.4. In the case of field work, the Internal Assessment will include: Professional Development, Record Keeping, Use of Supervision, Regularity in Field Work, Individual and Group Conferences, Rural Camp, Behavioural Laboratory, Skill Laboratories etc.
- 4.3.5. The modalities of evaluation of various components in para # 4.3.1 - 4.3.4 shall be decided by the concerned Board of Studies/ Committee of Studies from time to time and shall be duly approved by the concerned Faculty/Board of Management.
- 4.3.6. The concerned Department/ Centre shall maintain the complete record in respect of the Internal Assessment and display it in the respective departments/centres.

4.4. End Semester Examination

The End Semester Examination will ordinarily commence during the first week of December/ first week of May for the Odd Semester/ Even Semester courses, respectively or as decided by the Academic Council from time to time.

5. Award of Grades

5.1. Letter Grades and Grade Points

Students will be awarded letter grades on 10-Points Scale for each course on the basis of their performance in that course. The procedure for award of grades is as follows:

- 5.1.1. All evaluations will be done in marks.
- 5.1.2. The marks obtained by a student in the End Semester Examination and Internal Assessment in a theory/ laboratory course/ Field work/ Industrial Training/ Teaching Practice/ Project, as the case may be, will be added together. These combined marks would be converted to a 100-Point Scale. The rounding off (if required) will be done to the nearest integer.
- 5.1.3. Letter grades will now be awarded for each course as per the following table:

Grade	Range of Marks (M)#	Grade Point (G)
A+	$M \geq 90$	10
A	$80 \leq M < 90$	9
B+	$70 \leq M < 80$	8
B	$60 \leq M < 70$	7
C+	$50 \leq M < 60$	6
C	$40 \leq M < 50$	5
F	$M < 40$	0

M : marks obtained by a student on the 100-point scale

The lowest passing grade in a course and also for awarding a degree will be 'C', whereas the minimum passing marks in a course will be 40%. A candidate having obtained the 'F' grade in a course shall be declared as failed in that particular course.

5.2. Credit Point (P)

It is the value obtained by multiplying the grade point (G) by the credit (C) of the course:

$$P_n = G_n \times Cr_n.$$

where,

- 'P_n' is the Credit point for the 'n'th course,
- 'G_n' is the Grade point awarded in the 'n'th course,
- 'Cr_n' is the number of credits assigned to the 'n'th course,
- 'n' is the number of course in which a student is appearing in a semester.

5.3. Semester Grade point Average (SGPA)

It is the weighted average of the grade points of all courses during the semester. After the successful completion of a semester, Semester Grade Point Average (SGPA) of a student in that semester is calculated using the formula given below.

$$SGPA = \frac{P_1 + P_2 + \dots + P_n}{Cr_1 + Cr_2 + \dots + Cr_n}$$

5.4. Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) of a student is calculated at the end of a programme. For the computation of CGPA, only the best performed courses with maximum credit points (P) alone shall be taken subject to the minimum credits requirements. The CGPA of a student determines the overall academic level of the student in a programme and is the criterion for ranking the students. CGPA can be calculated by the following formula:

$$CGPA = \frac{(SGPA)_1 S_1 + (SGPA)_2 S_2 + \dots + (SGPA)_n S_n}{Cr_1 + Cr_2 + \dots + Cr_n}$$

where (SGPA)_n is the SGPA of the n-th semester and Cr_n is the total credits taken in the n-th semester.

6. Pass Percentage and Promotion of Candidates

6.1. A student of 1st semester of any programme who is detained due to shortage of attendance, his/her admission shall stand cancelled and he/she will no longer remain a student of the University.

6.2. The pass percentage in aggregate of Internal Assessment and End-Semester Examination of a Theory Course shall be 40%. However, for Laboratory/ Practical Course/ Field Work/

Teaching Practice, the candidate will have to score 40% of marks in each component separately.

- 6.3. A student will automatically be promoted from the odd semester to the even semester, provided that he/she has fulfilled the minimum requirement of attendance and field work wherever applicable, failing which he/she may be permitted to appear as an ex-student in the next odd/even semester examination, as the case may be.
- 6.4. A student who failed in a semester examination or could not appear in the examination for reasons other than shortage of attendance, will not be readmitted. However, he/she may be allowed to reappear as an ex-student in the next odd/even semester examination, as the case may be.
- 6.5. A student of other than 1st semester of any programme who has not taken examinations due to shortage of attendance may be given re-admission in the consecutive concerned semester of the programme. In case, he/she fails to fulfil the requirement of attendance after being given re-admission, his/her admission shall stand cancelled.
- 6.6. No candidate shall be permitted to move to the third semester if he/she has a backlog of more than 50% of the courses of the first and second semesters combined. For the programmes of the duration of six semesters, promotion from the fourth semester to the fifth semester, a student will be required to clear at least 75% of the courses upto 4th semester. In case the value of 50% or 75% of the courses comes out to be a non-integer, it will be rounded off to the nearest integer.
- 6.7. In case a student is unable to clear the required number of courses in the second semester (in a programme of four semester duration) or fourth semester ((in a programme of six semester duration) in accordance with para # 6.6 above, he/she shall be declared as failed. However, such a student may appear as an ex-student in the ensuing semester examinations.
- 6.8. An ex-student will be required to appear only in such courses in which he/she has failed to obtain the minimum passing grade, with the odd/even semester examination as the case may be.
- 6.9. A candidate will be declared as passed in a programme if his/her CGPA is not less than 5 and that he/she has obtained the minimum passing grade in any course.

7. Division

Division will be awarded in the following manner (with maximum CGPA of 10 as base)

$CGPA \geq 8.5$	I Division with Distinction
$6.5 \leq CGPA < 8.5$	I Division
$5.5 \leq CGPA < 6.5$	II Division
$5.0 \leq CGPA < 5.5$	Pass without Division

8. Re-evaluation of Answer Scripts

No request for re-evaluation of the result declared in any shall be entertained. However, the retotalling of marks of an answer book will be permitted on submission of an application along with the prescribed fee by the candidate to the Controller of Examinations.

9. Moderation of Examination Results and Redressal of Grievances

- 9.1. For each Faculty there shall be an "Examination Results Moderation-cum-Grievance Committee" comprising of the following members:



- (a) Dean of the Faculty (Chairperson),
- (b) Head of the concerned Department,
- (c) One faculty member of the concerned department to be nominated by the Head of the Department,
- (d) One faculty member of the concerned Faculty to be nominated by the Vice-Chancellor.

9.2. In the case of *AJK-Mass Communication Research Centre*, the composition of the committee shall be as follows:

- (a) Director of AJK-MCRC,
- (b) One faculty member of the centre to be nominated by the Director.
- (c) Two faculty members of Jamia to be nominated by the Vice-Chancellor.

9.3. For Other *Centres*, the composition of the Committee shall be as follows:

- (a) Dean, Faculty of Humanities and Languages/ Dean, Faculty of Natural Sciences/ Dean, Faculty of Social Sciences (Chairperson)
(for centres engaged in study and research in the fields of Languages & Culture/ Sciences/ Social Sciences, respectively).
- (b) Director of the concerned Centre,
- (c) One faculty member of the Centre nominated by the Director of the Centre.
- (d) One faculty member from amongst the Centres to be nominated by the Vice-chancellor.

9.4. The quorum for holding a meeting of the Committee shall be $\frac{3}{4}$ th of the total number of committee members.

9.5. Before the examination results are declared, the committee shall ensure that there are no discrepancies and internal inconsistencies in the results. In case of minor discrepancies, involving upto 10% of marks leading to change in the result, the committee will be empowered to moderate the results by recording the reasons thereof. In case of major discrepancies noticed by the Committee, the matter shall immediately be brought to the notice of the Vice-Chancellor for further action.

9.6. The Committee shall forward the moderated results to the Controller of Examinations for their declaration.

9.7. In exceptional circumstances, the committee, either on its own initiative or any complaint received, may inspect the answer books of a candidate or that of the entire class and look for discrepancies in marks awarded and submit its recommendations to the Vice-Chancellor.

10. Improvement Examination

10.1. A student may be allowed to improve his/her marks in any two of the courses in the next semester. However, the improvement of the odd/even semester course will be permitted in the next odd/even semester examination only.

10.2. Improvement examination will be held in Theory courses only.



10.3. The appearance at such an examination in the course will be allowed only once. No further chance will be given under any circumstances.


10.4. For the purpose of determining the division/ grade, the marks obtained by the candidate in the improvement examination only will be taken into consideration.

11. Ranking of Successful Students

The ranking of successful students of a programme shall be determined on the basis of the aggregate marks obtained by them in all semester examinations within the minimum prescribed period of the programme. In the case of tie, the students shall be awarded ranking on the basis of the maximum marks obtained in theory courses. In case there is still a tie, the students will be awarded the same ranking.

12. Grade Card

At the end of each semester, a student will be given a 'Grade Card' which will contain absolute marks and grades secured by him/her in each course, together with his/her SGPA in that semester. On the completion of the programme, a Final Grade Card will be issued to the student, giving full semester-wise details about the absolute marks and grades obtained by him/her in each course together with his/her SGPA and also the CGPA and Division awarded to him/her.



List of Postgraduate Programmes under Credit-based Semester System

1. Master of Arts (M.A.)
2. Master of Science (M.Sc.)
3. M.Sc. Tech.
4. Master of Technology (M. Tech) Nanotechnology
5. Master of Computer Applications (M. C.A.)
6. Master of Education (M.Ed) / M.Ed. (Elementary Education)/ M.Ed. (Special Education)
7. Master of Fine Arts (M.F.A.)
8. Master of Commerce (M.Com.)
9. Master of International Business (M.I.B)
10. Master of Business Administration (M.B.A.)
11. Master of Law (LL.M.)
12. Master of Physiotherapy
13. *Any other course added to this list from time to time*