

ORDINANCE 20 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR MASTER'S DEGREE PROGRAMME IN HUMAN RESOURCE PLANNING & DEVELOPMENT

APPLICABILITY : This ordinance shall apply to Master's degree programme in Human Resource Planning & Development.

1. DEFINITIONS:

- a. **Institution** shall mean an affiliated institution / college conducting Master's degree programme in Human Resource Planning & Development.
 - b. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to Master's degree in Human Resource Planning & Development.
 - c. **An Academic Year** is a period of nearly 12 months devoted to completion of requirements specified in the Scheme of Teaching and the related examinations.
 - d. **Semester System** - a programme wherein each academic year is apportioned into two or more semesters.
 - e. **Academic Programme Committee (APC)** shall mean the Academic Programme Committee of the institution.
 - f. **Course** means a component of the academic programme, carrying a distinctive code no. and specific credits assigned to it.
 - g. **External examiner** shall mean an examiner who is not in the employment of the institution.
 - h. **Student** shall mean a person admitted to the institution for any of the academic programmes to which this Ordinance is applicable.
 - i. **University** shall mean Guru Gobind Singh Indraprastha University.
2. Exams shall be conducted by the Institution under the overall supervision of the University for all such academic programmes as are approved by the Academic Council and as it may notify from time to time for awarding Master's degrees, as per the prescribed Schemes of Teaching & Examinations and Syllabi as are approved by the Academic Council.
3. Admissions of the students shall be made by the institute, under the overall supervision of the University, as per the guidelines decided by the Academic Programme Committee, in accordance with the Govt. of India / University policy, and for the programmes/intake for which the University has granted affiliation. Examinations shall be open to regular students so admitted, who have undergone a course of study in the institution, for a period specified for that programme of study in the Scheme of Teaching & Examination and Syllabi.

Provided that the Academic Council may allow any other category of candidates to take the University Examination for any specified academic programme subject to the

fulfillment of such conditions as may be laid down by the Academic Council from time to time.

Provided further that a student may be debarred from appearing in the examination of one or more courses as provided in Clause 8 of this Ordinance or as provided in any other Ordinance of the University.

4. PROGRAMME CONTENT & DURATION

- (a) A Master's degree programme shall comprise of a number of courses and/or other components as specified in the Scheme of Teaching & Examination and Syllabi of the concerned programme, as are approved by the Academic Council. Each course shall be assigned a weightage in terms of specified Credits.
- (b) The minimum period required for completion of a programme shall be the programme duration as specified in the Scheme of Teaching & Examination and Syllabi for the concerned programme.
- (c) The maximum permissible period for completing a programme for which the prescribed programme duration is n semesters, shall be $(n + 4)$ semesters. All the programme requirements shall have to be completed in $(n + 4)$ semesters.
- (d) (i) A student may be allowed to "audit" a course(s) not included in the Scheme of Teaching & Examination, or one of the elective course(s) in the Scheme of Teaching & Examination and Syllabi, which the student is not opting for as a credit course.
 - (ii) The University may ask a student to audit one or more courses, so as to make up any pre-requisite deficiency.
 - (iii) Such audited course(s) shall be shown in the final mark-sheets under a distinct head of "Audited Course(s)" provided the attendance requirement of the course is duly certified to have been met by the concerned teacher(s). However, a student shall neither be entitled to any credits for such course(s), nor these shall be considered for the purposes of declaration of results.

5. SEMESTER

An academic year shall be apportioned into four semesters. Each of the four semesters shall be of a working duration of about 13 weeks without break.

The Academic Calendar shall be notified by the University each year, before the start of Academic Year.

6. ACADEMIC PROGRAMME COMMITTEE

- (a) There shall be an Academic Programme Committee in the institution comprising of the following :-
 - (i) Director/ Principal of the college / institution – *Chairman*
 - (ii) Head of the Post Graduate course.

- (iii) Three teachers of the institution, by rotation, on the basis of seniority of service in the institution, for a period of two years.
- (iv) Two outside experts representing – eminent Academicians/ Technocrats / Professionals in the field, to be nominated by the Vice Chancellor for a period of three years.
- (v) Dean / Deans of the Concerned Schools of Studies of the University.
- (vi) Three teachers of the University to be nominated by Vice Chancellor for a period of two years.

(b) Functions of the Academic Programme Committee

- (i) This Committee shall coordinate the implementation of the courses for optimum utilisation of resources and shall also coordinate with the concerned Schools of Studies of the University.
- (ii) To give recommendations regarding methods of instruction, evaluation and research or improvement in academic standards.
- (iii) To decide in regard to details of continuous assessment, end-term examination, panel of examiners and paper setters, schedule of examinations, evaluation etc.
- (iv) The Academic Programme Committees shall also perform other tasks as assigned to it by the Governing body of the institution.
- (v) The Academic Programme Committee shall meet as and when required but at least once every semester. The Chairman of the Committee will convene the meetings.

7. EXAMINATION FEES

The University shall notify the fees payable by the students for enrolment and various examinations and the institute shall ensure to deposit it in the University. The result of such students shall not be declared till all the dues are cleared.

8. ATTENDANCE

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in a semester, provided that the Principal/Director of the institute may condone attendance shortage upto 5% for individual student for reasons to be recorded. However, under no condition, a student who has an aggregate attendance of less than 70% in a semester shall be allowed to appear in the semester end examination.

9. EVALUATION & EXAMINATION

- (a) The overall weightage of a course in the Syllabi and Scheme of Teaching & Examination shall be determined in terms of credits assigned to the course.
- (b) The evaluation of students in a course shall have two components unless specifically stated otherwise in the Scheme of Teaching & Examination and Syllabi:

- (i) Evaluation through a semester-end examination
 - (ii) Continuous evaluation by the teacher(s) of the course.
- (c) The distribution of weightage for various components of evaluation shall be as below:
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| (i) Semester-end examination | - | 40% |
| (ii) Continuous evaluation by the teachers | - | 60% |
- (d) Conduct of semester-end examinations
- (i) All semester-end examinations shall be conducted by the Director of the institution.
 - (ii) The schedule of examination shall be notified by the Director of the institution under intimation to the Controller of Examinations at least 10 days prior to the first day of the commencement of semester-end examinations.
 - (iii) All examiners shall be appointed by the Director of the institution on the recommendations of the Academic Programme Committee.
- Where there is an exigency and the Academic Programme Committee cannot meet, the Chairman of the Committee may decide the names, stating clearly why the meeting of the Committee could not be convened. The Panel of Examiners shall be also sent for the information of Vice Chancellor, through Controller of Examinations.
- Provided that the Controller of Examinations shall be authorised to add one or more names in the panel of examiners finalised by the Academic Programme Committee.
- (iv) The Page Setters appointed by the Director, out of the approved panel, shall set the question papers, using the last year question papers as a guide. The question papers shall be set out of the entire syllabus of the course.

(e) Teacher's Continuous Evaluation:

<u>COURSE COMPONENTS</u>	<u>APPORTIONED WEIGHTAGE</u>
(i) Unit Test	20%
(ii) Exercise / Tutorial	10%
(iii) Group Discussion	10%
(iv) Term Paper	20%

- (f) The University shall have the right to call for all the records of teacher's continuous evaluation and moderate the teacher's evaluation, if it deems fit in any specific case(s).

(g) For any other type of examination, not covered by sub-clause (e) above, the mode of conduct of examination shall be as specifically provided in the syllabus/scheme of examination and in the absence of such a provision shall be decided by the Academic Programme Committee of the institute.

10. CRITERIA FOR PASSING COURSES, GRADES, DIVISIONS & PERFORMANCE RATING

- (a) The marks obtained by the student in course will be converted into a ten point scale.
- (b) These points will be subsequently converted into grades according to the following grade scale.

Above 8.0	-	A+
7.6 – 8.0	-	A
7.1 - 7.5	-	A-
6.6 - 7.0	-	B+
6.1 - 6.5	-	B
5.6 - 6.0	-	B-
5.1 - 5.5	-	C+
4.6 - 5.0	-	C
4.0 - 4.5	-	C-
Below 4.0	-	Fail

- (c) The result of every course will be declared in terms of grade. However a Grade Point Average of each semester combined result, based on the credit assigned to each course will be determined as below.

$$\text{Grade Point Average (GPA)} = \frac{\sum_{n=1}^N C_n \times P_n}{\sum_{n=1}^N C_n}$$

where C_n is the number of credits earned for each course n in any semester, P_n is the Points obtained by the student for the course n . N is the total number of courses over which the performance is being measured.

A cumulative grade point average (CGPA) will be calculated at the end of the session for all the four semesters and indicated in the award list, based on the average of GPA obtained by the student in each semester.

- (d) A student obtaining less than 4 points in a course shall have to appear again for reexamination within 15 days of the declaration of the result.
- (e) A student has to obtain a minimum Grade Point Average (GPA) of 4 points in each semester and a Cumulative Grade Point Average (CGPA) of 4.5 points. A candidate who secures a CGPA of less than 4.5 points shall be deemed to have failed in the programme.
- (f) The performance of the student will be rated as follows, based on his CGPA score.

Above 8.5	-	Distinction
7.5 – 8.4	-	High First Class
6.5 – 7.4	-	First Class
5.5 – 6.4	-	High Second Class
4.5 – 5.4	-	Second Class
- (g) The results of a semester (including both the semester-end examinations and teacher's continuous evaluation) shall be sent to the Controller of Examinations for declaration, duly certified by the Director of the institution.
- (h) The award list in terms of the Grade Point average obtained by a student in various courses shall be issued by the Director of the institute, at the end of each semester, after the declaration of the result.

11(a) USE OF UNFAIR MEANS

All cases regarding reported use of Unfair Means in the examination shall be placed before a Standing Unfair Means Committee to be constituted by the Director of the institution for decision in individual cases, and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Programme Committee and procedure for dealing with cases of suspected/alleged/reported use of unfair means shall also be approved by the Academic Programme Committee.

(b) STUDENTS GRIEVANCE COMMITTEE

In case of any written representation / complaints received from the students within seven days after completion of the examination regarding setting up of question paper etc. along with specific recommendations of Director of the institution, the same shall be considered by the Students Grievance Committee to be constituted by the Vice Chancellor. The Vice Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee, before the declaration of result(s) of the said examination.

12. AWARD OF DEGREE

A student shall be awarded a degree if:

- (i) He/she has registered himself/ herself, undergone the course of studies, as specified in the curriculum of his/ her programme within the stipulated time, and secured the cumulative grade points prescribed for award of the concerned degree.
 - (ii) There are no dues outstanding in his/her name to the Institution; and
 - (iii) No disciplinary action is pending against him/ her.
- 13.** Subject to the provisions of the Act, the Statutes and the Ordinances such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issue of duplicate degrees/diplomas, instructions to examiners, superintendents, invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.
- 14.** Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising, and not covered by this Ordinance, or in the event of differences of interpretation, the Vice-Chancellor may take a decision, after obtaining if necessary, the opinion/advice of the Academic Programme Committee. The decision of the Vice-Chancellor shall be final.

BOM Resolution – 21st meeting dated 11.03.2003

Gazette Notification No. F.2(29)/Ord/IPU/DRP/2005/2431 dated 10.03.2005