

**ORDINANCE 21 : CONDUCT AND EVALUATION OF EXAMINATIONS FOR MASTER'S DEGREE PROGRAMMES IN (I) ARCHAEOLOGY & HERITAGE MANAGEMENT (II) CONSERVATION, PRESERVATION & HERITAGE MANAGEMENT**

**APPLICABILITY :** This ordinance shall apply to Master's degree programmes in (i) Archaeology & Heritage Management and (ii) Conservation, Preservation & Heritage Management.

**1. DEFINITIONS:**

- a. **Institution** shall mean affiliated institutions conducting Master's degree programmes in Archaeology, Conservation, Preservation & Heritage Management.
  - b. **Academic Programme/Programme** shall mean a programme of courses and/or any other component leading to Master's degree in Archaeology & Heritage Management and Conservation, Preservation & Heritage Management.
  - 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 semesters.
  - e. **Academic Programme Committee (APC)** shall mean the Academic Programme Committee of the institute.
  - 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. policy/ University, 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 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 semester end examination 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, or as prescribed in Clause 14.
  - (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**

- (a) An academic year shall be apportioned into two semesters. Each of the two semesters shall be of a working duration of about 21 weeks. There shall be a break of about 2 weeks after the first semester and a vacation of approximately 6 weeks after the second semester.

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

- (b) The academic break-up of the semesters devoted to instructional work shall be as below:

Imparting of instructions and/or laboratory work - (including class tests)	17	Weeks
Preparatory Leave	01	Week
Semester-end Examination, including Practical/ Laboratory Examination	03	Weeks

## 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) All heads of departments in the college / institution
- (iii) Three teachers of the college or institution, by rotation, on the basis of seniority of service in the college, 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.

Student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next semester and he/she will be required to take re-admission and repeat all courses of the said semester with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programme in a maximum permissible period of (n+4) semesters as mentioned in clause 4(c).

Director / Principal shall announce the names of all such students who are not eligible to appear in the semester-end examination, at least 5 calendar days before the start of the semester-end examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his / her result shall be treated as null and void.

## **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:

(a) 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:

Master's degree

- A. THEORY COURSES
  - (i) Semester-end examination 60%
  - (ii) Continuous evaluation by the teachers 40%
- B. PRACTICAL/LABORATORY COURSES
  - (i) Semester-end examination 60%
  - (ii) Continuous evaluation by the teachers 40%
- C. DISSERTATION/THESIS
  - (i) Assessment by External Examiner 60%
  - (iii) Assessment by Internal Examiner 40%
- D. For any other component of a programme not covered by the above, the weightage shall be prescribed by the Academic Programme Committee of the institute under intimation to the Vice-Chancellor, through the Controller of Examinations.

(d) Conduct of semester-end examinations

- (i) All semester-end examinations shall be conducted by the Director of the institution.
- (i) 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.
- (ii) For theory as well as practical examinations and dissertation/thesis/project report/training report 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 Programme Coordination 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.

- (iii) The Paper setters appointed by the Director, out of the approved panel, shall set the question paper, using the last year question papers, wherever applicable, as a guide. The question paper shall be set out of the entire syllabus of the course.

(e) Teacher's Continuous Evaluation:

COURSE COMPONENTS	APPORTIONED MARKS
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(Master's degree)

(i) Theory Courses: The teacher's continuous evaluation shall be based on the following:

- |   |                        |
|---|------------------------|
| • Two Class Tests (Best of three)                                     | 10 Marks for each Test |
| • Assignment/Group Discussion/Viva-Voce/Additional Test/Quizzes, etc. | 20 Marks               |

(ii) Practical/Laboratory Courses:

The teachers continuous evaluation shall be based on performance in the laboratory, regularity, practical exercises/ assignments, quizzes, etc.

The assessment shall be given at three nearly equi-spaced intervals.

10, 10 and 20 Marks

(f) Dissertation/Thesis

For dissertation/thesis for Master's degree programmes, wherever specified in the syllabus, the evaluation shall be done and marks awarded by a Committee comprising of an internal examiner, who will ordinarily be the supervisor, and one or more external examiners. The internal examiner shall award marks out of 40%, and the external examiner(s) out of 60%.

(g) 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).

(h) Semester-end practical examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more examiners. One of the examiners in that case may be designated as Head Examiner. The Head Examiner shall draw the guidelines for the conduct of examinations to be followed by various Boards to ensure uniformity of evaluation.

(i) For any other type of examination, not covered by sub-clauses (e) and (f) 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.

- (j) 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. However, after scrutiny of the detailed result, if it is observed by the Director, that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee, specially constituted for the purpose by Vice Chancellor.
- (k) The award list containing the marks 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.

## 10. CRITERIA FOR PASSING COURSES, MARKS AND DIVISIONS

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each course including the semester-end examination and the teacher's continuous evaluation shall be essential for passing the course and earning its assigned credits. A candidate who secures less than 50% of marks in a course, shall be deemed to have failed in that course.
  - (ii) A student may apply, within two weeks from the date of the declaration of the result, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Rechecking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totalling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in both the result as well as marks-sheet of the concerned semester-end examination.
- (b) (i) **A student obtaining less than 50% of maximum marks (including semester end examination and Teacher's Continuous Evaluation) assigned to a course and failing in the course shall be allowed to re-appear in a semester end examination of the course in a subsequent semester(s) when the course is offered, subject to maximum permissible period of (n+4) semesters as mentioned in clause 4(c). The re-appearing students who secured less than 50% marks in the teacher's continuous evaluation have the option to repeat and improve the two class tests performance with the next batch of students, in such cases the student will request for such improvement in the beginning of the said semester to the Dean / Director of the School / Institute and the improved internal marks, if received from the school/institution concerned at least 7 days before the commencement of semester end-term examination shall be considered, otherwise the previous internal marks already obtained by the student shall be taken into account without any modification. In such cases where the students opt to improve the two class tests performance with the next batch of students, the marks obtained in two class tests will be proportionately increased to include the component of assignment / group discussion / viva voce/additional test/quizzes etc.**

No extra fee shall be charged from the students in this regard.

- (ii) A student who has to reappear in a semester end-term examination in terms of clause (b)(i) above shall be examined as per the syllabus which will be in operation

during the subsequent semester(s). However, in case the student(s) claimed that there are major modifications in the syllabus which is in operation as compared to the syllabus which was applicable at the time of his/her joining the concerned programme and the Director of the institution is satisfied, the examination may be held in accordance with the old syllabus, provided that Controller of Examination shall be informed at least 3 weeks prior to commencement of semester end-term examination.

Students who are eligible to reappear in an examination shall have to apply to the Director of the Institution to be allowed to reappear in an examination and pay the fees prescribed by the University.

- (iii) **A student will be promoted to the next academic year only if such student has obtained at least,**
- **50%, (accurate upto two decimal digits) of the total credits of the ensuing academic year from which the promotion to next academic year is being sought, and**
  - **90%, (accurate upto two decimal digits & rounding of thereafter to full digits) of the total credits of all previous years excluding the credits of the ensuing academic year from which the promotion to next academic year is being sought.**

**All such students who fail to get promoted to next academic year for the reason of deficiency in required credits as stated here in above will automatically be declared to have taken academic break to reappear in such examinations of previous semesters in which the student has failed, so as to obtain sufficient credits to be promoted to the next academic year.**

**Only two academic breaks are permissible for a student for the completion of the academic programme/course. In no situation a student will be allowed to take more than two academic breaks, for any reason whatsoever, including for the reasons of detention for shortage of attendance or deficiency of credits during the whole term of completion of the course/programme. A student who has exhausted two academic breaks and a further occasion arises for him or her to take academic break because of non promotion or detention, in such cases the admission of such student would automatically stand cancelled right at the time such an occasion of more than two academic breaks arise.**

- (c) **A candidate who has earned the minimum number of credits prescribed in the concerned Scheme of Teaching & Examination and Syllabi, either entirely from the concerned University School of Studies/ Affiliated Institute/ Centre for Learning & Education or including those credits which have been transferred after earning them for one semester/ semesters from any other University operating in and outside India and with which MoU has been done by the GGS Indraprastha University, shall be declared to have passed the programme, and shall be eligible for the award of the relevant degree or diploma. The Scheme of Teaching & Examination and Syllabi shall clearly specify the minimum credits to be earned to qualify for a degree or diploma. The credits included in the Scheme of Teaching &**



**Examination and Syllabi of a programme shall generally be 5-10% more than such minimum specified credits subject to prescribed guidelines of the concerned statutory or regulatory authority, if any.**

Further, the successful candidates will be placed in Divisions as below:

- Second Division : A candidate obtaining a Cumulative Performance Index (CPI) at the end of the programme of 50 and above but below 60, shall be placed in Second Division.
- First Division: A candidate obtaining a CPI at the end of the programme of 60 and above but below 75 shall be placed in the First Division
- First Division with Distinction: A candidate obtaining a CPI at the end of the programme of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the programme with exemplary performance provided he/she has passed all the courses for which he has earned the credits, in the first attempt. Such candidates will be awarded a special University Certificate to this effect.
- For the above, Cumulative Performance Index (CPI) shall be calculated as in Clause 14 and shall be based only on marks obtained in courses for which credits have been earned.

#### **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, completed the project report/ dissertation specified in the curriculum of his/ her programme within

the stipulated time, and secured the minimum credits prescribed for award of the concerned degree/diploma.

- (ii) There are no dues outstanding in his/her name to a School of the University/ Affiliated Institution; and
- (iii) No disciplinary action is pending against him/ her.

### 13. PERFORMANCE INDEX

The overall performance of a candidate will be determined at any stage as follows:

$$\text{Cumulative Performance Index (CPI)} = \frac{\sum C_n M_n}{N \sum C_n}$$

Where  
C<sub>n</sub> is  
the  
nu

number of credits earned for the course n in any semester and M<sub>n</sub> is the marks obtained by the student for the course n. N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100, irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account, the other courses in which the students have appeared but secured less than 50% marks shall be treated as “Audit Courses” and the same shall be reflected in the Final mark sheet accordingly.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each programme considering his/her performance in the subjects, wherein he/she has secured highest marks. However in the mark sheet, the maximum credits earned by the candidate shall also be reflected.

- 14. 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.
- 15. 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 – 21<sup>st</sup> meeting dated 11.03.2003

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

BOM resolution : 41.03 dated 29.06.2009

**Gazette Notification No. F.2(29)/Ord./IPU/ADRP/2009/11727 dated 20.10.2009**

*[(Partial amendment in Clause 10(b) (i), 10(b)(iii) and 10(c)]*