

**B.P.S. Mahila Vishwavidyalaya, Khanpur Kalan**

**Department of Education**

**ORDINANCE**

**MASTER OF EDUCATION**

**(W.e.f. academic session 2024-25)**

**1. DEFINITIONS:**

- 1.1. Programme stands for Master of Education (M.Ed.)
- 1.2. Credit Weightage is a weightage assigned to a course in terms of contact hours.
- 1.3. Grade stands for letter grade assigned to students on the basis of examination of a paper on 10<sup>th</sup> point scale.
- 1.4. Grade points stand for numerical equivalents of letter grade.
- 1.5 Course Stand for Paper

**2. DURATION:**

- 2.1 The duration of the M.Ed. programme shall be two academic years comprising four semesters. Each academic year shall be divided into two semesters i.e. July to November/ December and January to May/ June. The semesters in first academic year are referred to as Semester I and Semester II. The Semesters in second academic year are referred to as Semester III and Semester IV. Each semester shall comprise 100 working days of class transaction, practicum, field study and conduct of examination. There shall be 200 working days in each year as per National Council for Teacher Education (NCTE) requirements.
- 2.2 The normal duration of the programme is two year (4 semesters) and maximum duration of M.Ed. programme offered by Department of Education in four years (n+2). A candidate, who fails to pass M.Ed. examination within a period of four years of her admission to the programme, shall be required to repeat the Programme *de novo*.

**3. ADMISSIONS:**

- 3.1 *Eligibility:* A candidate who possesses the following qualifications shall be eligible to join the M.Ed. Programme:

- 3.1.1 Bachelor Degree of Education (B.Ed.) after graduation or B.A. B.Ed. /B.Sc. B.Ed or B.El.Ed. or D.El.Ed. with an undergraduate degree (with 50% marks in each) with at least 50% marks in aggregate. Reservation

and relaxation for SC/ST/OBC/PWD and other applicable categories shall be as per the rules of state government/ BPSMV rules are applicable.

3.1.2 No candidate who is in employment (full time/ part time/ honorary service) shall be eligible to take admission in M.Ed. programme without taking leave from her institution/ office etc. from the date of admission to the termination of her examination including other essential requirements. She has to submit an affidavit in this regard. If found violation of this rules her admission shall stand cancelled.

3.2 Procedure: The admission shall be done on the basis of merit in entrance test/qualifying examination merit as decided by the university from time to time.

**4.FEE:**

The programme fee shall be paid by the candidate as such as prescribed by the university from time to time.

**5. TEACHING METHODOLOGY:**

The methods of teaching shall include classroom instructions, practical work, assignments, seminars, workshops, dissertations, fieldwork, projects etc. The medium of instruction shall be English/Hindi.

**6.CREDIT WEIGHTAGE:**

Each course has a certain number of credits which reflect its weightage. Credits of a course are evaluated as under:-

6.1 Lecture: One credit per hour per lecture per week per semester will generally be adopted.

6.2 Practical: Half Credit per hour per week per semester will be assigned.

**7. EXAMINATION:**

7.1 At the end of the each semester, there shall be an examination where each candidate shall be examined in the courses studied by them in that semester. Each semester examination shall be designated as first semester examination, second semester examination, and third semester examination and so on.

7.2 The examination in each semester will be held according to the syllabi approved by the Board of Studies. The Panel of examiners shall be appointed for each course and shall be recommended by the Post Graduate Board of Studies (PGBOS).

7.3. The examination shall consist of theory courses and practical examination. Theory courses are to be set by the external/internal paper setters appointed by the Vice-Chancellor from a panel of examiners submitted by the chairperson of the department duly approved by the PGBOS of the concerned department. The medium of examination shall be as under:

7.3.1 The question-papers shall be set both in English and Hindi Language.

7.3.2 The candidates shall write their answers in English or Hindi language.

7.4 For practical examination viva-voce shall be conducted jointly by the external and internal examiners. If an external examiner is not able to join, alternate examiner (including those of the same University department may be appointed by the Chairperson of the concerned dept. with the intimation to the Controller of Examinations in the following preferential order: i) From outside ii) From BPSMV, Khanpur Kalan.

7.5 The examination for the odd semester will normally be held in November/December and for the even semester in April/May on such date as provided by the University. The concerned teacher/course coordinator should ensure that 100% syllabus is covered in each course before the semester examination.

7.6 Every programme is coordinated by a member of the teaching staff of the department which is offering the programme in a given semester. This faculty member is called the programme coordinator. He/ She has the full responsibility for conducting the programme, coordinating the work of the other members of the faculty involved in the course holding the mid term exam and practicum/projects/assignment/presentation. For any difficulty, the student is expected to approach the programme coordinator for advice and clarification. All the responsibilities from teaching to the award of final grade will be of the programme coordinator.

7.7 Every student has to appear in the mid term exam. If a student does not take a mid term exam, she shall be awarded zero marks in the test. The marks obtained in sessional/practical/theory/drawing/general proficiency are to be submitted to the examination branch duly signed by the Chairperson of the department before the close of semester examination.

7.8 If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more courses for that examination, she can appear for such courses at subsequent examinations without attending a fresh course of studies for that semester such a candidate may, in the meantime, prosecute her studies for the next semesters. Supplementary examinations for the last two semesters will be held after six months i.e. for odd semester in the month of May and for even semester in the month of December/January.

7.9 For holding the Mid term exam during even and odd semester the schedule of mid term exam shall be laid down by teacher(s) concerned in consultation with the Chairperson of the Department as the case may be and shall be made known to the students at the commencement of each semester.



7.10 If any of the department wants to alter the dates due to some reason to the satisfaction of the Chairperson of the Department, the date for conduct of mid term exam should not go beyond the 1<sup>st</sup> week of January so that the results are not delayed.

7.11 For Mid term exam the syllabus for Examination will be what is covered on the entire syllabus. Every teacher will submit in writing to the Chairpers on at the end of term i.e. intervening period between Mid Term Exam the content of the syllabus covered during the semester.

7.12 Dissertation and field work report shall be submitted by one month before the start of second semester examination of that academic year. In exceptional cases (serious illness, serious calamity etc. accompanied by a documentary proof) the Chairperson of the Department in consultation with the Dean, Faculty of Education may extend the date as per the policy of the university.

#### 8. RE-APPEAR EXAMINATION:

The examination for first semester shall ordinarily be held in the month of November/December and for the second semester in the month of April/May or such dates as may be fixed by the Controller of Examinations. Supplementary examination will be held for re-appear candidates as under:

Semester	when held
(a) First Semester	Along with second semester in April/May of the academic year.
(b) Second Semester	Along with first semester in November/December of next academic year.

#### 9. EVALUATION AND GRADING:

9.1 The assessment will be 20% internal and 80% external for all papers.

9.2 The students will have to qualify internal as well as external examination separately.

9.3. The weightage for internal evaluation /sessional evaluation will be done according to the following break-down of marks:

The internal assessment/ sessional evaluation for courses (except Field work, Community Survey and Dissertation work) will be done according to the following break-down of marks:

A. Assignment/seminar/presentation/project	=5 marks
B. Mid term exam	= 10 marks
C. Attendance	=5 marks

##### Details of Attendance Marks:

• Less than 60%	0 marks
• Up to 65%	1 marks
• Up to 70%	2 marks

- Up to 75% 3 marks
- Up to 80% 4 marks
- Above 80% 5 marks

**9.4. Ad-hoc Grace:**

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

- (i) Controller of Examinations.
- (ii) Chairperson of the concerned Department.
- (iii) One faculty member concerning the course.

The Committee may recommend re-conduct of the course or uniform grace marks to all but that should not exceed 10% marks of that particular course.

**9.5 Moderation of Marks:**


- (a) Internal Examinations:- If there are more than one teacher associated in any internal assessment, one of the member will be made co-coordinator by the concerned Chairperson and he/she along with the others can moderate the marks to maintain uniformity so that no student get undue advantage or disadvantage.
- (b) External Examinations: - if there is unusual variation (very high or very low) in the awards, the COE may refer the matter to a Moderation Committee consisting of
  - (i) Controller of Examinations.
  - (ii) Chairperson of the Department.
  - (iii) One faculty member concerning the course.

As per recommendation of the committee the result may be revised.

- 9.6** In case, the candidate is fail or has failed in the internal examination, the internal examiner may conduct the re-examination as and when feel suitable with prior approval of the Chairperson of the department.

**9.7 Grading:**

The academic performance of a student shall be graded on a scale as prescribed by the university. The award of grades based upon marks obtained out of 100 shall be made as follows:

  
 Chairperson  
 Department of Education  
 BPS Mahila Vishwavidyalaya  
 Khahpur Kalan (Sonipat)

Academic Performance	Letter Grades	Grade Points (p)
Outstanding	O	10
Excellent	A+	09
Very Good	A	08
Good	B+	07
Above average	B	06
Average	C	05
Pass	P	04
Fail	F	00
Absent	Ab	00

- Note:** 1. Pass Grade is Grade 'C' and above.  
2. Grades 'P', and 'F' are fail grades.

9.8. For the award of grades in a course, all component wise evaluation shall be done in marks. The award of grades based on absolute marks (irrespective of no students) out of 100 shall be made as follows:-

<u>Marks</u>		<u>Grade</u>		<u>Marks</u>
90	≤	O	≤	100
80	≤	A+	≤	89
70	≤	A	≤	79
60	≤	B+	≤	69
50	≤	B	≤	59
40	≤	C	≤	49
30	≤	P	≤	39
0	≤	F	≤	29
Ab		Ab		

9.9. Calculation of Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

The Grade Point Average is calculated as follows:-

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

For the purpose of calculation of GPA for SGPA and CGPA only those programmes (including projects) will be taken into account in which the student has been awarded one of the pass grades. Here SGPA stands for the sum of

$$(i) \text{ SGPA} = \frac{\sum C_i P_i}{\sum C_i}$$

Where

$C_i$  = Number of credits earned in the  $i^{\text{th}}$  programme of a semester for which SGPA is to be calculated.

$p_i$  = Grade point earned in  $i^{\text{th}}$  programme

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

$$(ii) \text{ CGPA} = \frac{\sum C_j P_j}{\sum C_j}$$

Where

$C_j$  = Number of credits earned in the  $j^{\text{th}}$  programme upto the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned in the  $j^{\text{th}}$  programme. Any grade lower than the pass grade in a programme shall not be taken into account.

$j = 1, 2, 3, \dots, n$ , represent the number of programmes in which student was registered and obtained a grade not lower than 'C' upto the semester for which CGPA is to be calculated.

## 10. ATTENDANCE:

10.1 No candidate shall be considered to have pursued a regular programme unless she has attended not less than 80% in theory courses and practicum, seminar, presentation etc. and 90% for field attachment. A deficiency up to 10% may be condoned by the Chairperson of the department. In some special cases the Vice-Chancellor may condone a further 5%.


10.2 If a student is absent from the Department for more than four weeks without intimating to the Chairperson/Programme -Coordinator of the department, her name will be struck off from the department rolls with information to the Academic Branch.



- 10.3 In case the student name is struck off due to non-payment of fee and is re-admitted later, her attendance shall not be counted for that period.

## **11. GENERAL GUIDELINES:**

- 11.1 Where this document is silent about any rule, the University policy regulation as framed time to time will be applicable.
- 11.2 Admission, teaching schedule, preparatory holidays, examination, winter, summer vacation, shall be followed as specified in academic Calendar of the University.
- 11.3 A student is deemed to have completed the requirements for the degree and is eligible for the award of degree if:
- 11.3.1 She has satisfied all the academic requirements as per the regulations;
- 11.3.2 She has paid all fees due from her; and
- 11.3.3 There is no case of indiscipline pending against her.
- 11.3.4 A student who has completed the entire graduation requirement listed above shall be eligible for award of degree/certificate. However, under extremely exceptional circumstances, where gross violation of the graduation requirements is detected at any later stage, the Academic Council may recommend to the Executive council to withdraw the degree/PG diploma already awarded.
- 11.4 The gap of one/two semesters missed by the student (s), as the case may be, will count towards the total duration of the programme permissible under the regulations.
- 11.5 Absence of registered students from classes during a semester shall be discouraged. However, for bonafide reasons such illness, maternity a student may be granted leave of absence as per provision of leave rules for students framed by the Academic Council.
- 11.6 Grace Marks shall be provided as per university rules.
- 11.7 All academic problems of the students other than those affecting the University rules and regulations framed from time to time may be looked into by a committee constituted by the Dean Academic Affairs.

  
Chairperson  
Department of Education  
BPS Mahila Vishwavidyalaya  
Khahpur Kalan (Sonipat)