M.C.E. SOCIETY'S

ABEDA INAMDAR SENIOR COLLEGE

OF ARTS, SCIENCE & COMMERCE, PUNE.

NAAC Re-Accredited 'A' Grade

(AUTONOMOUS)

Affiliated to

SAVITRIBAI PHULE PUNE UNIVERSITY (SPPU)

(Formerly University of Pune)

HANDBOOK OF EXAMINATION

For Choice - Based Credit System (CBCS) Under Autonomy
(SEMESTER PATTERN)

POST GRADUATE PROGRAMME

Under Faculty of Arts (**2021 Pattern**)

With effect from June 2021

CONTENT

I. INTRODUCTION :

Under autonomy, the college is implementing Choice Based Credit System at the Post Graduate Level under the Faculty of Arts. The P.G Degree Course (2021 Pattern) will be introduced in the following order :

- ✓ M.A Part – I   : 2021 - 2022
- ✓ M.A Part – II   : 2022 - 2023

- M.A Degree Course will consist of **Four Semesters** divided into **Two Years.**
- The first year will consist of Semester I and II and Second Year will consist of Semester III and IV.
- Semester End Examination (SEE) will be held at the end of each semester.

II. ELIGIBILITY :

The student who has passed any Bachelor's degree from any recognized University shall be held eligible to take admission in the said course.

III. MEDIUM OF INSTRUCTION :

The medium of instruction for all the Arts PG courses will be English except Urdu specialization.

IV. SCHEME OF CREDIT (CGPA / ACADEMIC CREDITS) :

The Post - Graduate Degree (Arts) will be awarded to those students who earn the minimum number of credits as follows :

Faculty	Total Credits	Average Credits Per Semester
Arts (Regular Credits) (CGPA)	64	16
Arts (Extra Credits) (Non – CGPA)	12	03

V. COURSE - WISE CLASSIFICATION OF CGPA & NON - CGPA / ACADEMIC CREDITS :

Semester	No. of Courses	Course Credits	Extra Credits (Non – CGPA)
I	4	4 * 4 = 16	3
II	4	4 * 4 = 16	3
III	4	4 * 4 = 16	3
IV	4	4 * 4 = 16	3
Total	**16**	**64**	**12**

- One credit will be equivalent to 15 clock hours of teacher-student classroom contact in a semester. There will be no mid-way change allowed from Credit System to Non-credit (external) System or vice versa.

VI. SCHEME OF EXTRA CREDIT (Non – CGPA) (Total 12 Credits) :

Semester	I	II	III	IV
Course	Human Rights	Cyber Security	Human Values & Professional Ethics	Departmental Skill Development Course
Credits	3	3	3	3

> **DETAILS OF SKILL DEVELOPMENT COURSES OFFERED BY DEPARTMENTS :**

Name of Department	Title of Course	Course Code
Economics	Web Designing	21DSDWD24M
Political Science	Web Designing	21DSDWD24M
Sociology	Prevention of Child Abuse	21DSDPC24M
English	Enhancing Communication Skills & Personality	21DSDEC24M
Urdu	Desk Top Publishing	21DSDDP24M

VII. SCHEME OF NUMBER OF COURSES :

Structure of Choice Based Credit System for Postgraduate Programme to be implemented from Academic year 2021 - 2022.

Semester	Core Courses (CC)	Credits	Choice Based Optional Paper	Credits per Semester	Total Credits
I	CC – 1	4	CBOP - 4	4	16
	CC – 2	4			
	CC – 3	4			
II	CC – 5	4	CBOP – 8	4	16
	CC – 6	4			
	CC – 7	4			
III	CC – 9	4	CBOP - 12	4	16
	CC – 10	4			
	CC – 11	4			
IV	CC – 13	4	CBOP - 16	4	16
	CC – 14	4			
	CC – 15	4			
		48		**16**	**64**

● **The Following Subjects Are Offered At Post Graduate Level.**

Faculty	BOS	Subjects Offered
ARTS	Languages	● English ● Urdu
	Social Sciences	● Economics ● Political Science ● Sociology

● **COURSE & PROGRAMME CODES :**

Class	Subject	Semester	Credits	Codes
M.A. Part I	English Paper I	1	4	21AME111
M.A. Part I	English Paper II	1	4	21AME112
M.A. Part I	English Paper III	1	4	21AME113
M.A. Part I	English Paper IV	1	4	21AME114
M.A. Part I	Urdu Paper I	1	4	21AMU111
M.A. Part I	Urdu Paper II	1	4	21AMU112
M.A. Part I	Urdu Paper III	1	4	21AMU113
M.A. Part I	Urdu Paper IV	1	4	21AMU114
M.A. Part I	Economics Paper I	1	4	21AMEC111
M.A. Part I	Economics Paper II	1	4	21AMEC112
M.A. Part I	Economics Paper III	1	4	21AMEC113
M.A. Part I	Economics Paper IV	1	4	21AMEC114
M.A. Part I	Political Science Paper I	1	4	21AMPO111
M.A. Part I	Political Science Paper II	1	4	21AMPO112
M.A. Part I	Political Science Paper III	1	4	21AMPO113
M.A. Part I	Political Science Paper IV	1	4	21AMPO114
M.A. Part I	Sociology Paper I	1	4	21AMSO111
M.A. Part I	Sociology Paper II	1	4	21AMSO112
M.A. Part I	Sociology Paper III	1	4	21AMSO113
M.A. Part I	Sociology Paper IV	1	4	21AMSO114
EXTRA CREDITS (Non – CGPA)				
M.A. Part I	Human Rights	1	3	21PGHUR11M
M.A. Part I	English Paper I	2	4	21AME121
M.A. Part I	English Paper II	2	4	21AME122
M.A. Part I	English Paper III	2	4	21AME123
M.A. Part I	English Paper IV	2	4	21AME124
M.A. Part I	Urdu Paper I	2	4	21AMU121

M.A. Part I	Urdu Paper II	2	4	21AMU122
M.A. Part I	Urdu Paper III	2	4	21AMU123
M.A. Part I	Urdu Paper IV	2	4	21AMU124
M.A. Part I	Economics Paper I	2	4	21AMEC121
M.A. Part I	Economics Paper II	2	4	21AMEC122
M.A. Part I	Economics Paper III	2	4	21AMEC123
M.A. Part I	Economics Paper IV	2	4	21AMEC124
M.A. Part I	Political Science Paper I	2	4	21AMPO121
M.A. Part I	Political Science Paper II	2	4	21AMPO122
M.A. Part I	Political Science Paper III	2	4	21AMPO123
M.A. Part I	Political Science Paper IV	2	4	21AMPO124
M.A. Part I	Sociology Paper I	2	4	21AMSO121
M.A. Part I	Sociology Paper II	2	4	21AMSO122
M.A. Part I	Sociology Paper III	2	4	21AMSO123
M.A. Part I	Sociology Paper IV	2	4	21AMSO124
EXTRA CREDITS (Non – CGPA)				
M.A. Part I	Cyber Security	2	3	21PGCYS12M
M.A. Part II	English Paper I	3	4	21AME231
M.A. Part II	English Paper II	3	4	21AME232
M.A. Part II	English Paper III	3	4	21AME233
M.A. Part II	English Paper IV	3	4	21AME234
M.A. Part II	Urdu Paper I	3	4	21AMU231
M.A. Part II	Urdu Paper II	3	4	21AMU232
M.A. Part II	Urdu Paper III	3	4	21AMU233
M.A. Part II	Urdu Paper IV	3	4	21AMU234
M.A. Part II	Economics Paper I	3	4	21AMEC231
M.A. Part II	Economics Paper II	3	4	21AMEC232
M.A. Part II	Economics Paper III	3	4	21AMEC233
M.A. Part II	Economics Paper IV	3	4	21AMEC234
M.A. Part II	Political Science Paper I	3	4	21AMPO231
M.A. Part II	Political Science Paper II	3	4	21AMPO232
M.A. Part II	Political Science Paper III	3	4	21AMPO233
M.A. Part II	Political Science Paper IV	3	4	21AMPO234
M.A. Part II	Sociology Paper I	3	4	21AMSO231
M.A. Part II	Sociology Paper II	3	4	21AMSO232
M.A. Part II	Sociology Paper III	3	4	21AMSO233
M.A. Part II	Sociology Paper IV	3	4	21AMSO234

EXTRA CREDITS				
M.A. Part II	Human Values & Professional Ethics	3	3	21PGHPE23M
M.A. Part II	English Paper I	4	4	21AME241
M.A. Part II	English Paper II	4	4	21AME242
M.A. Part II	English Paper III	4	4	21AME243
M.A. Part II	English Paper IV	4	4	21AME244
M.A. Part II	Urdu Paper I	4	4	21AMU241
M.A. Part II	Urdu Paper II	4	4	21AMU242
M.A. Part II	Urdu Paper III	4	4	21AMU243
M.A. Part II	Urdu Paper IV	4	4	21AMU244
M.A. Part II	Economics Paper I	4	4	21AMEC241
M.A. Part II	Economics Paper II	4	4	21AMEC242
M.A. Part II	Economics Paper III	4	4	21AMEC243
M.A. Part II	Economics Paper IV	4	4	21AMEC244
M.A. Part II	Political Science Paper I	4	4	21AMPO241
M.A. Part II	Political Science Paper II	4	4	21AMPO242
M.A. Part II	Political Science Paper III	4	4	21AMPO243
M.A. Part II	Political Science Paper IV **OR** Dissertation	4	4	21AMPO244 21AMPO245
M.A. Part II	Sociology Paper I	4	4	21AMSO241
M.A. Part II	Sociology Paper II	4	4	21AMSO242
M.A. Part II	Sociology Paper III	4	4	21AMSO243
M.A. Part II	Sociology Paper IV **OR** Dissertation	4	4	21AMSO244 21AMSO245
EXTRA CREDITS				
M.A. Part II	Departmental Skill Development Course	4	3	21DSD_ _ 24M

VIII. <u>DURATION</u> :

- Post Graduate program will be of Two Years duration consisting of two parts. i.e. Part I and Part II. Each part is having two Semesters. Thus the M.A. Program is of Four Semesters. For each Semester, there will be Four Papers of 100 marks each.

IX. <u>TERM OF COURSE</u> :

a. The existing relevant ordinance will be applicable i.e. N+2
b. The maximum duration to complete the Masters of Arts Program will be (N + 2), i.e (2 + 2) years to complete the M.A. Program.
c. The student will have to take fresh admission if the student fails to complete the M.A. degree in 4 years.

X. ATTENDANCE :

Minimum 75% attendance is compulsory in each semester.

XI. COLLEGE TERMS :

The dates for the commencement and conclusion of the first and the second terms shall be defined by the College Authorities. Only duly admitted students can keep the terms. The present relevant Ordinances pertaining to grant of terms will be applicable.

XII. <u>METHODS OF EVALUATION AND PASSING CRITERIA</u> (Standard Of Passing) :

1. Assessment shall consist of Continuous Internal Evaluation (CIE) and Semester End Examination (SEE) with an equal weightage of 50%.

2. The concerned teacher is responsible for conduct and evaluation towards CA and shall announce at the beginning of the course about the mechanisms under which CA would take place. However, the Semester End Examination (SEE) shall cover the entire syllabus prescribed for that course.

3. The CA towards 50% marks will be a continuous activity.

4. It is mandatory for a teacher to hand over the assessed answer sheets to the respective students well before the commencement of the Semester End Examination (SEE).

5. It is also mandatory to declare the score gained by all the students in a course towards CA on the notice board duly signed by the concerned teacher of the course and the HoD / Principal.

6. ESE for the remaining 50% marks will be conducted by the College.

7. A student will have to obtain a minimum aggregate of 40% marks in each course to be counted for the minimum number of credits required for the completion of the programme.

8. If a student misses an internal assessment examination, he/she will have a second chance in the same semester itself with the endorsement of the HoD / Principal in consultation with the concerned teacher. Such a second chance shall not be the right of the student.

9. A Student must obtain a minimum of 40% Marks in Continuous Internal Evaluation (CIE) and minimum 40% marks in Semester End Examination.

10. It means Passing separately in Internal Assessment and Semester End Examination is compulsory.

11. In an exceptional case, if there are sufficient number of students who wish to register for a course for CA and Semester End Examination (SEE) both in which they are failed, then such a course can be conducted in the immediate following semester only, in addition to the courses conducted in that semester. However, there cannot be more than two such courses at a time in that semester.

12. The student will be finally declared as failed if the minimum numbers of credits are not earned within a total period of Four years for 2 years PG Program. After that, such a student will have to seek fresh admission as per the admission rules prevailing at that time.

XIII. CONTINUOUS INTERNAL EVALUATION (CIE) :

● Each course of 4 credits will be evaluated in the form of 50 marks for CIE and 50 marks for Semester End Examination (SEE).

CIE - Continuous Internal Evaluation (50 Marks)

Activity	Number	Marks	Total
Written Test	1	10	10
Mid – Semester Examination	1	20	20
Assignment	2	05 Each	10
• Seminar • Presentation • Group Discussion • Open Book Test • Report / Note on research paper/s • Study tours • Extension work	Any 2	05 Each	10
Total			**50**

XIV. PATTERN OF SEMESTER END EXAMINATION (External) :

Semester End Examination for SOCIAL SCIENCES (50 Marks)

Question	Number	Marks	Total
Short Notes (100 Words)	4 out of 8	05 Each	20
Descriptive Answers (200 Words)	2 out of 4	7 Each	14
Essay (300 Words)	1 out of 2	16	16
Total			**50**

SEE - Semester End Examination for LANGUAGES (50 Marks)

Question	Number	Marks	Total
Q1) Descriptive Answers (With Internal Choice)	Any 1 out of 2	10 Each	10
Q2) Descriptive Answers (With Internal Choice)	Any 1 out of 2	10 Each	10
Q3) Descriptive Answers (With Internal Choice)	Any 1 out of 2	10 Each	10
Q4) Descriptive Answers (With Internal Choice)	Any 1 out of 2	10 Each	10
Q5) Short Notes (100 Words)	2 out of 4	5 Each	10
Total			**50**

EVALUATION PATTERN OF EXTRA CREDIT (Non – CGPA) : (Total - 12 Credits)

Sr. No	Semester	Name of the paper	Credits	Marks	Evaluation
1	1	Human Rights	3	75	3 Assignments of 10 Marks each Total – 30 Marks
					MCQ test - 30 Marks
					Project / Case study / Report Writing – 15 Marks
2	2	Cyber Security	3	75	3 Assignments of 10 Marks each Total – 30 Marks
					MCQ test - 30 Marks
					Project / Case study / Report Writing – 15 Marks
3	3	Human Values & Professional Ethics	3	75	3 Assignments of 10 Marks each Total – 30 Marks
					MCQ test - 30 Marks
					Project / Case study / Report Writing – 15 Marks
4	4	Department Skill Development Course	3	75	**Refer to Note given below**

Note : In Semester IV Each PG departments has the freedom to run the course of their choice equivalent to 3 credits. The framing of syllabus of this course, assessment, evaluation & mark entry will be done by individual departments.

XV. COMPLETION OF DEGREE :

The class in respect of M.A. Examination will be awarded on the basis of aggregate marks obtained by the candidates in all the sixteen papers at the Semester I, II, III, and IV together.

XVI. A.T.K.T. RULES & GRADE IMPROVEMENT :

1. If a student is declared as "PASS" in a course (Grade other than F), then the student cannot choose / reappear that course unless appearing under "CLASS / GRADE IMPROVEMENT" for Semester End Examination only.

2. CA is not available for a course in which the student has been declared as "PASS". If a student is declared as "FAIL" (Grade F) in a course, then the student is allowed to choose such a course with CIE and Semester End Examination (SEE) both only in a semester in which the course is conducted, irrespective of the previous score in CIE.

3. A student cannot register for the third / fourth semester, if she / he fails to complete 50% credits of the total credits expected to be ordinarily completed within one and two semesters.

4. Students who are failed in Semester End Examination of any odd semester can re-appear for the same only in the next odd semester and vice versa. Eg : students failed in 1st semester can reappear in 3rd Semester only and students failed in 2nd Semester can appear in 4th Semester only.

XVII. PERFORMANCE INDICES, ILLUSTRATION OF RESULT AND PERCENTAGE CALCULATION OF A GIVEN CGPA :

- The student will get a Grade Sheet with total grades earned and a Grade Point Average, after earning the minimum number of credits towards the completion of a PG program.

Marks / Grade / Grade Point : (10 Point Scale)

Marks	Grade	Grade Point
80 – 100	O : Outstanding	10
70 – 79	A+ : Excellent	9
60 – 69	A : Very Good	8
55 – 59	B+ : Good	7
50 – 54	B : Above Average	6
45 – 49	C : Average	5
40 – 44	P : Pass	4
0 – 39	F : Fail	0
-----	Ab : Absent	0

Final Grade (10 Point Scale)

Grade Point Average	Grade
09.00 – 10.00	O
08.50 – 08.99	A+
07.50 – 08.49	A
06.50 – 07.49	B+
05.50 – 06.49	B
04.25 – 05.49	C
04.00 – 04.24	P
00.00 – 03.99	F

Remark : B+ is equivalent to 55% Marks and B is equivalent to 50% marks.

> **The description for the grades is as follows :**

a) O : OUTSTANDING :   Excellent analysis of the topic **(80% and above)**

Accurate knowledge of the primary material, wide range of reading, logical development of ideas, originality in approaching the subject, neat and systematic organization of content, elegant and lucid style.

b)   A+ : EXCELLENT :   Excellent analysis of the topic **(70 to 79%)**

Accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, neat and systematic organization of content, effective and clear expression.

c) A : VERY GOOD :   Good analysis and treatment of the topic **(60 to 69%)**

Almost accurate knowledge of the primary material, acquaintance with seminal publications, logical development of ideas, fair and systematic organization of content, effective and clear expression.

d) B+ : GOOD :   Good analysis and treatment of the topic **(55 to 59%)**

Basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, effective and clear expression.

 e) B : ABOVE AVERAGE :   Some important points covered **(50 to 54%)**

Basic knowledge of the primary material, logical development of ideas, neat and systematic organization of content, good language or expression.

f) C : AVERAGE :   Some points discussed **(45 to 49%)**
Basic knowledge of the primary material, some organization, acceptable language or expression.

g) P : PASS : Any two of the above **(40 to 44%)**

h) F : FAIL : None of the above **(0 to 39%)**

XVIII. <u>VERIFICATION, MODERATION AND REVALUATION :</u>

1. There shall be a revaluation of the answer scripts of Semester End Examination (SEE) as per College Ordinance but not of CA.

2. There will be bar coding and masking of the answer sheets of Semester End Examination (SEE) prior to assessment. The examination panels will be finalized by the respective Board of Studies.

3. There will be moderation for all papers after the assessment by concerned subject teachers.

4. The rule for moderation will be : 14 – 19 = 100%, 20 – 29 = 5% on random basis and 30 - 50 = 100%.

5. If a moderator finds some problems with the assessment of a paper, the option to increase the number of papers moderated could be exercised in consultation with the Principal / CEO.

6. If 30% or more of the moderated papers assessed by a particular examiner of a subject have a change of more than 15% of total marks assigned to the paper, a blind moderation will be required by a second moderator. If the change is upheld, all the answer papers of that group will have to be

re-evaluated blind by the second moderator. The re-evaluated marks will be the final score awarded.

XIX. <u>STRUCTURE OF TRANSCRIPT :</u>

1. While marks will be given for all examinations, they will be converted into grades.

2. The Semester End Grade sheets will be generated by using marks and grades and the final grade sheets and transcripts shall have grade points average and total percentage of marks (up to two decimal points).

3. The final grade sheet will also indicate the PG Department/Center to which the candidate is registered.

4. At the end of each semester, student will be given a mark sheet showing the performance and result in each course.

5. The transcript shows, for each course the title of the course, credit values, grade in End Semester Examination, grade in Internal Assessment, Grade Point Index, result as Pass or Fail.

6. Also, the semester grade point average (SGPA) and cumulative grade point average (CPGA) will be shown in the result.

THE END