

**ORDINANCES AND OUTLINES OF TESTS, SYLLABI AND COURSES OF READING**

FOR

**BACHELOR OF ARTS (B.A.)**

Programme Code: **BASSD**

(SEMESTER SYSTEM)

PART-I

(Semester I and II)

FOR

SESSION 2024-25



**SHRI SANATAN DHARAM GIRLS' COLLEGE, BATHINDA**

An Autonomous College

Re-Accredited 'A' Grade by NAAC

(Under Aegis of SSD Sabha(Regd.), Bathinda)

## ORDINANCES FOR BACHELOR OF ARTS

Applicability of Ordinances for the time being in force.

Notwithstanding the integrated nature of a course spread over more than one academic year, the Ordinances in force at the time a student joins a course shall hold good only for the examination held during or at the end of the academic year. Nothing in these Ordinances shall be deemed to debar the College from amending the ordinances subsequently and the amended ordinances, if any, shall apply to all the students whether old or new.

1. B.A. is an integrated course comprising of three parts spread over three years. Each part will consist of two semesters. The course of study of B.A. shall be divided in six semesters and the final examination will be held at the end of every semester in the months of November/December (for semester I,III &V) and April/May (for semester II, IV & VI) or as fixed by the Academic council.
2. The examination in B.A. Part-I shall be open to a student who produces the following certificates to the Principal of the college.
  - (i) Has passed 10+2 examination of the Punjab School Education Board, C.B.S.E. or any other Board Examination recognized as equivalent thereto.
  - (ii) Has been declared to have reappear in one subject in 10+2 examination of Punjab School Education Board or any examination recognized as equivalent thereto. But such a candidate shall have to clear reappear/compartament subject in the supplementary examination of the same year, failing which his/her admission to B.A. Part-I course shall automatically stand cancelled.

*Subject to the restrictions contained in the Ordinances, a candidate for B.A. +3 Scheme shall be required to take up the following subjects from B.A. I (Semester-I) consistently in B.A. II and B.A. III*

Besides English (Communication Skills) and Punjabi Compulsory/Elementary Punjabi (Mudhla Gian), a student can take up the combination of required three elective subjects, taking up one subject from a group, out of following groups of elective subjects:

Group-A	:	Punjabi Literature/Hindi Literature/English Literature
Group-B	:	History/Mathematics/Fashion Designing
Group-C	:	Home Science/Physical Education/Psychology
Group-D	:	Economics/Office management/Home management /Sociology
Group-E	:	Political science/Computer Application/Music(Vocal)/Public Administration

- Note**
- (i) A student cannot opt for more than two practical subjects.
  - (ii) Candidates who have studied mathematics in +2 will only be eligible to opt mathematics in B.A.
  - (iii) Candidate has to pass papers of Drug Abuse in B.A. Part I (2nd Semester) as qualifying paper and paper of Environment and road safety awareness in B.A .Part II ( 3rd Semester) as compulsory paper.
  - (iv) The students of B.A. Sem-I class is allowed to change subjects within a period of 3 weeks from the date of their admission
  - (v) A student will produce proof for opting ( Mudhla Gyan)Elementary Punjabi. This can be opted only under the following conditions:
    - (a) Those students who have passed their Matriculation Examination outside the State of Punjab and have not opted for Punjabi Subject.
    - (b) Wards of Defense Personnel/Para-Military Personnel can opt for Elementary Punjabi.
    - (c) Children of NRI, NRE and Foreign Students.

3. A candidate must complete and pass the whole course of three years within a maximum of six years from the date of admission in B.A. First Semester.

- 3.1 To qualify for admission to 3rd semester of the course, the candidate must have passed 50% of total papers of the two semesters of the 1st year. In case, the result of 2nd semester is not declared at the time of admission to 3rd semester, the student may be admitted provisionally and will be allowed to take examination of 3rd semester if she has passed in 50% of the total papers of first year (i.e. 1st and 2nd semester). Similarly, to qualify for admission to 5th semester of the course, the student may be admitted provisionally if the result of the previous semester has not been declared and will be allowed to take examination of 5th semester, if she has passed 50% of the total papers of previous semesters.

## **Ordinance for Examination**

### **4 Rules for examination**

- 4.1 Paper Setting/Evaluation will be done by an External Examiner or as decided by the Examination Cell.
- 4.2 Viva Voce/ Practical examination shall be conducted by a Committee consisting of the following:
- (i) One external examiner
  - (ii) One internal examiner
- 4.3 The supplementary (re-appear) examination will be held along with the routine Semester exams. The supplementary paper would be from the syllabi prescribed for that session in which the candidate is appearing. The student can re-appear in the theory/practical paper on the payment of the required fee. The candidate will have consecutive two attempts to clear the supplementary examination, marks of practical and internal assessment will be carried forward as original. The examination of reappear papers of odd semester will be held with regular examination of the odd semester and reappear examination in even semester with the even semester. But if a candidate is placed under reappear in the last semester of the course, he/she will be provided chance to pass the reappear with the examination of the next semester, provided his/her reappear of lower semester does not go beyond next semester.
- 4.4 Re-evaluation of answer sheet in two subjects is allowed after paying the requisite fee. The application for Re-evaluation should be submitted within 15 days of the declaration of the results. In case there is a difference of more than 10% between the marking of the first evaluator and the second evaluator, then the paper would be sent to a third evaluator. The mean of the marks of the second and third evaluators is then considered as the final marks. The re-evaluated marks will be considered final irrespective of the increase or decrease in marks.
- 4.5 A candidate placed under reappear in any paper, will be allowed two chances to clear the reappear, which should be availed within consecutive two years i.e. to pass in a paper the candidate will have a total of three chances, one as a regular student and two as reappear candidate.
- 4.6 Semester examination will be open to those candidates who have been on the rolls of the college and meet the attendance and other requirements as prescribed in the ordinances of the course.
- 4.7 The students who have reappear in the 5<sup>th</sup> semester only of three year degree course at undergraduate level, will be allowed to appear in their Reappear examination along with the Final Semester Examinations of their respective courses.
- 4.8 The Principal can provide Golden Chance (with special chance fee) to students who have been unable to clear their exams even after two attempts.

### **5. IMPROVEMENT EXAMINATIONS:**

- 5.1. A student who has been declared 'pass' in the Undergraduate course he/she was admitted to, may apply for improvement within a year from the declaration of the result of the final semester and he/she can take maximum of 50% of the total papers for that course for improvement.
- 5.2. A student shall have to appear in End semester examination of the paper chosen for improvement along with the regular students. No special exam shall be held for him/her.
- 5.3. If a student fails to improve upon the original marks obtained in the paper chosen for improvement, his/her original marks shall be retained and he/she shall not get a second chance for improvement.
- 5.4. Improvement examination in practical/MST paper shall not be allowed.
- 5.5. A student taking improvement examination shall have to pay a fee decided by the college.

**Grading System:**

The grades and their description, along with equivalent numerical grade points are listed in the Grading Assignment Table below:

**Grade Assignment Table**

Range of Marks	Description	Grade	Grade Point
91-100	Outstanding	O	10
81-90	Excellent	A+	9
71-80	Very Good	A	8
61-70	Good	B+	7
51-60	Above Average	B	6
41-50	Average	C	5
35-40	Pass/Fair	P	4
0-34	Fail	F	0
Otherwise	Absent/Detained	Ab/D	0

A student obtaining Grade F shall be considered failed and will be required to reappear in the examination.

**Computation of SGPA and CGPA**

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA):

- a. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.  
$$SGPA (S_i) = \frac{\sum (\text{Earned Credits } C_i \times \text{Grade Point } G_i)}{\sum \text{Earned Credits } C_i};$$
Where  $C_i$  is the number of credits of the  $i$ th course and  $G_i$  is the Grade Point Scored by the student in the  $i$ th course.
- b. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.  
$$CGPA (C_i) = \frac{\sum (\text{Earned Credits } C_i \times SGPA S_i)}{\sum C_i};$$
Where  $S_i$  is the SGPA of the  $i$ th semesters and  $C_i$  is the total number of credits in that semester.
- c. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.  
Illustration of the computation of SGPA and CGPA and Format for Transcripts

i. Computation of SGPA and CGPA

Illustration for SGPA

Course	Credits	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	3	A	8	3 X 8 = 24
Course 2	4	B+	7	4 X 7 = 28
Course 3	3	B	6	3 X 6 = 18
Course 4	3	O	10	3 X 10 = 30
Course 5	3	C	5	3 X 5 = 15
Course 6	4	B	6	4 X 6 = 24
	20			139

Thus, SGPA =  $139/20 = 6.95$

Illustration for CGPA

Semester 1	Semester 2	Semester 3	Semester 4
Credit : 20	Credit : 22	Credit : 25	Credit : 26
SGPA : 6.9	SGPA : 7.8	SGPA : 5.6	SGPA : 6.0
Semester 5	Semester 6		
Credit : 26	Credit : 25		
SGPA : 6.3	SGPA : 8.0		

Thus, CGPA =  $\frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$

ii. Transcripts (Format):

Based on the above recommendations on Letter grades, grade points, SGPA and CGPA, the College may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

Division and Position:

Division shall be awarded in the following manner, to the candidates on the basis of their respective CGPA:

CGPA 7.5 or more	1st	Division with Distinction
CGPA 6.0 or more	1st	Division
CGPA 5.0 or more	2nd	Division
CGPA 3.5 or more	3rd	Division
Otherwise	Fail	

However, First, Second or Third position shall be awarded to the candidates, provided they meet the following conditions:

- Rank shall be solely decided on the final CGPA, on completion of degree credit requirement.
- The candidate has completed all the prescribed requirements, in the prescribed programme duration.
- The candidate has passed / secured valid grades in all the prescribed courses, in the first attempt.

- d) No disciplinary action is pending or has ever been lodged against her.  
In case of an exceptional tie, both candidates shall be awarded the same rank.

**The following shall be deemed to be unfair means:**

- I. Leaving the Examination Hall without submitting the answer book to the invigilator or taking away, tearing off or otherwise disposing off the same or any part thereof.
- II. Using abusive language in the examination hall or writing the same in the answer sheet.
- III. Making an appeal to the evaluator through answer sheet.
- IV. Possession by examinee or having access to books, notes, papers, mobile or any other electronic material which can prove to be helpful in the exam.
- V. Any action on the part of candidate at an examination trying to get undue advantage in the performance at examinations or trying to help another, or derive the same.
- VI. Case of Impersonation in the examination.
- VII. Intimidating, threatening, manhandling, using violence, show of force in any form against any invigilator or any person on duty, creating disturbance to the smooth conduct of the examination.
- VIII. Any other action which the Controller Examination/Chief Controller deem fit to be a case of UMC.

In case the student is found to have used any of the above Unfair means:

- I. Her answer book shall be seized and she will be given a new answer sheet.
- II. Invigilator shall submit a detailed report along with the answer book of the student and the related material, if any, to the Centre Superintendent who will subsequently hand it over to Controller Examination.
- III. Written statement to this effect shall be obtained from the student by the Centre Superintendent. In case the student refuses to do the same, the fact of refusal must be recorded.
- IV. The student reported to have used unfair means shall be allowed to appear in the subsequent papers. However, no marks would be awarded for the paper in which unfair means were used.
- V. The Principal shall refer the cases of malpractices in Mid Semester tests, House Tests and End Semester Examinations, to an Unfair Means Committee, constituted by her for the purpose. Such committee shall follow the approved scales of punishment. The Principal shall take necessary action, against the erring students based on the recommendations of the committee.

The involvement of the Staff, who are in charge of conducting examinations, evaluating examination papers and preparing/keeping records of documents relating to the examinations if involved in such acts (inclusive of providing incorrect or misleading information) that infringe upon the course of natural justice to one and all concerned at

the examination shall be viewed seriously and recommended for award of appropriate punishment after enquiry.

**6. Attendance Regulations & Condonation:**

A student shall be eligible to appear for end semester examinations, if he/she acquires a minimum of 75% of attendance in each subject.

Request to the Principal for Condonation of shortage of attendance after the recommendation of the HOD will be forwarded to Lecture Shortage Condonation Committee. The committee can finally condone the shortage in aggregate up to 15% on medical grounds in each semester.

Any student representing the Institute/ University/ State/ Nation in any Academic/ Sports/ Cultural/Extra Co curricular/ NSS/NCC or any other event shall be considered on duty. Her shortage of lectures shall be condoned, provided that the student is permitted in writing by the Principal/HOD concerned and a certificate to this effect signed by the competent authority where the student attended the event is taken.

A Student will not be promoted to the next semester unless he/she satisfies the attendance requirement of the present semester as applicable.

Students whose shortage of attendance is not condoned in any semester are not eligible to take their end semester examination of that particular semester and their registration for examination shall stand cancelled and no fee shall be refunded.

7. Late college students: A candidate, who has completed the prescribed course of instructions for a semester but has not appeared in the examination or having appeared, has failed in the examination, may appear as a late college student within the prescribed period.
8. Applications for admission to the examination shall be made on the prescribed form attested by the competent authority as per the college rules.
9. Amount of examination fee to be paid by a candidate for each semester shall be as fixed by the College from time to time.
10. The last date by which examination forms and fees must reach the College Office shall be as follows.

Semester	Without late fee	With late fee of Rs. 1000/-	With late Fee of Rs. 2000/-	With late fee of Rs. 5000/-	With late Fee of Rs.10,000
Nov./Dec. (Odd)	Sept. 30	Oct.15	Oct. 21	Oct. 31	Nov. 10*
April/May(Even)	Feb. 28	March 15	March 21	March 31	April 15*

**\*Note:** No Examination Form will be accepted after the prescribed date.

11. College medal will be awarded to a candidate who secures first position in the College on the basis of the marks of all the six semesters taken together. The general rules and conditions of the College/University for the Award of medal/prizes etc. will be applicable in the award of College medal to the topper of this examination.

**12.** All the question papers except Punjabi Language Paper and English Language Paper will be set both in English and Punjabi (as per requirement of the course) and candidates can answer the questions either in English or Punjabi or Hindi.

**13.** The minimum number of marks required to pass each semester examination will be 35% in each paper of the semester examination. Provided, that in papers with practicals, the percentage shall be required separately in written and practical/lab work.

**14. Assessment:**

B.A. Course will be run on Credit Based Semester System (CBSS) as described in the Introduction.

The Assessment in each semester of B.A. Course will be 30% internal and 70% external for each Theory paper. The result of the Internal Assessment shall be conveyed to the examination branch by the Head of the Department according to prescribed schedule.

Internal Assessment of 30% will be based on Continuous Comprehensive Assessment (CCA) pattern and the breakup of 30% will be as under:

(i)	Mid Semester Test	:	40%
(ii)	Assignment/Seminar/Class Test/Tutorial/Quiz etc.	:	40%
(iii)	Attendance	:	20%

Papers having practical/viva, the marks of theory and practical/viva will be reduced equally percentage wise to make room for 30% internal assessment.

A candidate is required to secure at least 35% marks both in external examination (Theory and Practical/ Project work) and in internal assessment separately in each paper in order to qualify in an examination.

**15. End-Semester Examination:**

End-semester examination(s) of each theory course shall be of three hours duration and will be conducted as per norms and schedule notified by the Controller of Examination. The end semester examinations of laboratory/practical courses and other courses such as seminar, colloquium, field work, project, dissertation etc. shall be conducted as notified by the HOD.

**16. Degree Requirement:**

The result of all the examinations will be declared through the College website.

A student who earns total specified credits according to the curriculum and fulfills such other conditions as may be mentioned in the curriculum of the programme, shall be issued the DMC and Degree by Punjabi University Patiala. She must also pay all College dues as per rules. Moreover, there should be no case of indiscipline pending against her.

**17.** If any student gets admission after concealing any fact or her certificates are found fake after verification or he/she misleads the institution as any front or because of any other reason, her admission will stand cancelled/her result cancelled though she



may have been declared pass.

- 18.** In case the ordinance is silent about any issue, it will be decided by the College Principal in consultation with the Academic Advisory Committee of the college in the anticipation of approval of the same by Academic Council of the College.

**Note: The College may from time to time revise, amend and change the regulations or the curriculum, if found necessary.**