

**PANDIT LAKHMI CHAND
STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, ROHTAK
(A State University established under Haryana Act No. 24 of 2014)**



**Common Ordinance
POSTGRADUATE PROGRAMMES
Academic Session 2019-20 onwards
Based on CBCS**

This ordinance of Postgraduate Programmes will be effective from the session 2019-20 and shall be applicable to all the Postgraduate Programmes offered in the University. The Provisions in the Ordinance are general other than scheme of examination and course curriculum etc.

1 DURATION OF THE PROGRAMME(S)

All the postgraduate programmes shall be of two years duration comprising four semesters. Teaching in each academic year shall be divided into two semesters each extending to about Sixteen Weeks to Eighteen Weeks duration. Teaching for odd semesters will normally be from July to November and for even semesters from January to May. The programmes shall be conducted under Choice Based Credit System (CBCS) and the examination will be CGPA based. A student shall complete a programme within a maximum period of four years from the date of admission to the first semester, failing which he/she shall be declared as disqualified.

2 ELIGIBILITY FOR ADMISSION

2.1 A candidate shall be admitted to first semester of a course only if, he/she has 50% marks in the graduate programme in a relevant or allied discipline from recognized University (for SC/ST candidate, it shall be 47.50%); provided that the percentage of 49.50% and above shall be rounded off to 50%.

2.2 Before accepting the admission, the student must ensure that she/he fulfills the minimum eligibility conditions as laid down herein by the University for admission to the programme.

2.3 The admission would be made on the basis of the merit or as per the criteria decided by the University from time to time.

2.4 The reservation would be according to the Haryana Government/University norms notified in the admission brochure.

3 FEES & FUNDS

The admitted students will be required to deposit total amount of semester fees (non-refundable), securities (refundable) etc. as per University rules at the time of admission.

4 ATTENDANCE

4.1 A student shall be admitted for examination, if he/she has attended not less than 75% of the total classes held in each theory/studio/seminar/ dissertation/thesis etc. This requirement shall be fulfilled separately for each subject of study. Any deficiency may be condoned as per university rules.

4.2 A student not having seventy-five percent (75%) attendance in aggregate and sixty percent (60%) in individual subject in a semester shall be detained from appearing in the semester end exam/jury.

4.3 Relaxation in shortage of lectures up to 5% will be allowed by the HOD/Incharges and 10% by the Dean, Academic Affairs of the University on the grounds of : Self-illness; Illness/death of parents, brother, sister or any of the close family member; any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department.

4.4 If a student is continuously absenting from the classes/ department for more than 15 continuous working days without intimation to the Chairperson/Head of Department, her/his name will be struck off from the roll of the department. His/her re-admission shall be with the approval of Vice-Chancellor with re-admission fee as per University rules.

4.5 A student, who is unable to appear in an examination of a particular semester owing to shortage of attendance in the lectures etc. of prescribed course etc. in a subject or subjects, may be allowed to appear in that examination in the following year in a particular semester (in the following examination, if he/she is a candidate for an examination for which a supplementary examination is held for failed students), if he/she attends classes in the Department/Faculty for at least one semester to make up the deficiency in the subject(s); provided that the deficiency in attendance is not more than 15% of the total number of studio, lectures, tutorials, seminars, practical, and any other prescribed requirements held in a semester to reach overall 75% attendance for which he/she was unable to appear in an examination due to shortage of attendance, subject to condition that the individual subject attendance is not less than 60%.

4.6 A student, who is unable to attain 60% attendance in individual studio, lectures, tutorials, seminars, practical, and any other prescribed requirements held in a semester and overall 75% attendance, shall stand detained for that academic session and will be required to repeat the semester as a regular student as and when the classes of that semester begin in the forthcoming academic session.

Such a student(s) shall be charged tuition fee for each full semester in which he/she attends classes. The promotion of student in the next higher semester will be subject to criteria listed in Clause 7.3.

4.7 The student is not allowed to appear in a jury/examination, if he/she has not cleared the dues. He/she will not be allowed to appear before jury for examination or sit in theory examination without hall ticket or roll no. slip issued by Controller of Examination.

5 EXAMINATION: INTERNAL EVALUATION AND SEMESTER END EXAMINATION

5.1 The papers will be set by the internal/external paper setters as per recommendation of PGBOS to the Controller of Examinations. The division of internal assessment and semester mark will be as per scheme of examination of respective programmes.

5.2 The performance of a student shall be assessed on a continuous basis in each semester for each subject, separately. The Subject Co-coordinator may, in consultation with the Head of the Department/ Chairperson, adopt any of the methods, viz. studio work, written test, viva-voce, tutorial assignments, seminar, practical, term paper, etc. for assessing the performance of student. The method of assessment shall be announced by the Subject Coordinator at the beginning of the Semester.

5.2.1 The marks obtained in the sessional work shall be compiled as awarded by the teacher concerned and duly countersigned by the Head/Chairperson of Department who shall forward awards to the Controller of Examinations at least seven days before the commencement of examination of that semester. If a student does not take a minor test, he/she shall be awarded zero marks in that test. The awards of internal assessment shall be displayed on students' notice board at least 10 days before the commencement of examination.

5.2.2 The Chairperson/ Head of the Department shall appoint a faculty member as Coordinator PG; who shall have the full responsibility for coordinating the minor tests, evaluation work, awarding of grades and attendance compilation etc. The segregation of Internal marks shall be as under:

S. No.	Components	Weightage
	Theory Courses	
1.	Minor Test / Written test (Internal Evaluation)	40%
2.	Assignment / Mini Project (Internal Evaluation)	40%
3.	Attendance *	20%

*Bifurcation of Attendance - upto 75% - nil
 (Of Total Classes held) 76% - 80% - 40% of 20% weightage
 - 81% - 85% - 60% of 20% weightage
 - 86% - 90% - 80% of 20% weightage
 - 91% - 100% - 100% of 20% weightage

5.3 Portfolio:

In the subjects conducted in the Studio/Lab/ Planning studio requiring drawing work, there will be no theory examination. The Sessional work shall be evaluated in the following manner (as relevant to the concern subjects):

S. No.	Components	Weightage
	Planning Studio Courses	
	I, II, III semesters	
1.	Stage -1 Theoretical framework	10%
2.	Stage-2 Data collection	10%
3.	Stage -3 Preliminary analysis	10%
4.	Stage -4 Final analysis	30%
5.	Stage-5 Proposals	20%
6.	Attendance	20%

OR

S. No.	Components	Weightage
	Studio based Courses	
	I, II, III semesters	
1.	Stage -1 Practice of Live Drawing in classroom	10%
2.	Stage-2 Based on Theory	20%
3.	Stage -3 Based on Concepts	20%
4.	Stage -4 Final portfolio	30%
5.	Attendance	20%

OR

S. No.	Components	Weightage
	Lab based Courses	
	I, II, III semesters	
1.	Stage -1 Assignment based on demonstration	30%
2.	Stage-2 Portfolio exercise based on theory/research	10%
3.	Stage -3 Classroom presentation	20%
4.	Stage -4 Interpersonal skill and mentorship	10%
5.	Attendnace	20%

5.4 Design Thesis/Dissertation

5.4.1 The Chairperson/ Head of the department shall also appoint a faculty member as ‘Thesis Coordinator’, who shall have the full responsibility for coordinating the thesis work.

5.4.2 Every student shall prepare a thesis/dissertation under the supervision of a guide on a topic approved by the Departmental Committee. The thesis/dissertation shall be submitted to the Department in the form of research output, report, plans, projections etc.

5.4.3 The evaluation of the thesis/dissertation will be through sessional and portfolio evaluation. The sessional work made up of numerous stages, will be evaluated through viva-voce by the jury comprising the Thesis Coordinator, the guide and an external examiner. The external final portfolio evaluation will be conducted by a jury of two external members. The recommendations of the jury shall be incorporated by the student in the thesis/dissertation and certified by the guide before declaration of the result.

5.4.4 The design thesis/dissertation shall be evaluated on the following basis:

S. No.	Components	Weightage
1.	Internal Evaluation	30%
2.	External Jury Evaluation	70%

5.4.5 The criteria for internal evaluation will be as following:

S. No.	Components	Weightage
1.	Stage-1 Literature review	15%
2.	Stage-2 Data collection	15%
3.	Stage-3 Preliminary Analysis	20%
4.	Stage-4 Detailed Analysis	

5.	Stage-5 Proposals	20%
6.	Stage-6 Recommendations	30%

6 SEMESTER END THEORY EXAMINATION

- 6.1** At the end of the each semester, there shall be an examination wherein students 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 so on.
- 6.2** The Examination for all odd semesters will normally be held in November/December and for all even semesters in May/ June on such dates as may be fixed by the Controller of Examination as per the Academic Calendar approved by the University. The date(s) of commencement of examination as well as the last date(s) for the receipt of examination forms and fees shall also be notified by the Controller of Examinations to the concerned University Teaching Departments.
- 6.3** The courses of study and the subjects of examinations shall be as approved by the Academic Council from time to time. The medium of instruction and examination shall ordinarily be English except otherwise decided by the Academic Council. The question paper will be set in English, except otherwise decided by the Board of Postgraduate Studies concerned and approved by the Academic Council. Every student shall be examined in the subjects as laid down in the syllabus approved by the Academic Council from time to time. The credits for each subject as also the contact hours per week will be mentioned in the Scheme of Examination approved by Postgraduate Board of Studies and the Academic Council.

7 PROMOTION

- 7.1** The minimum passing marks/grade for passing any semester Examination shall be as under:
- For Theory (Internal and External end semester):** 40% in each examination as well separately in internal and semester end.
 - For Portfolio and Thesis (Internal and External end semester):** 40% each examination as well separately in internal and end semester.

A student who fails to obtain the requisite marks/grade in any course shall be required to appear in the concerned course in the subsequent examination(s). However, a student who fails to pass internal assessment shall not be allowed to take semester end examination of that paper.

- 7.2** For promotion to the next higher semester, a student must have passed all Theory, Practical/Lab and Portfolio Subjects offered to him/her in semester examination as per criteria laid under Clause 7.3. A student shall be promoted to 2nd semester, if he/she has attended the requisite classes in the 1st semester.

If a student has, after attending the course of studies either not appeared or appeared in any semester examination but failed in one or more examination(s) of courses, he/she will be allowed to appear in subsequent examinations of such course(s) without attending classes in the next semester(s) along with the examination for the lower semester(s) as per the criteria listed below for Studio, Theory and Practical (Workshop) Subjects ; provided that a student shall not be allowed to attend classes and appear in that semester examination(s) as mentioned in column(A) unless he/she has passed in the semester examination mentioned in column(B) below

A	B
3 rd Semester onwards	1 st semester
4 th Semester onwards	2 nd semester

Note: For MURP students - A student shall not be permitted to enroll for the next higher semester unless he/ she has completed the Planning studio course of the previous semester. However for theory papers, the criteria listed above shall be applicable.

7.3 Grace marks will be granted at the end of programme in end semester theory papers only as per university rules.

7.4 A candidate, who has passed the final examination of this University and is desirous of improving his/her performance, shall be allowed to improve subject to the following:

- (i) He/she will be allowed to improve in written external examination for Theory subject(s) only.
- (ii) He/she will be allowed to appear as an ex-student in even/odd semester examinations, as and when held, twice within a period of five years.
- (iii) Only those candidates, who have obtained overall CGPA “B” or “C” grade, will be allowed to improve performance.
- (iv) Current/Latest syllabus will be applicable for improvement of performance.
- (v) Such a candidate, in the first instance, shall be required to intimate all the paper(s) in which he/she would like to improve his/her performance. He/she will then be allowed to appear in the respective paper(s) at the concerned semester examinations simultaneously as and when held.
- (vi) If he/she does not improve his/her performance, he/she shall be eligible to do so in the following examinations which would be treated as second chance.

8 PRACTICAL TRAINING

The Chairperson shall appoint one faculty as ‘Training Coordinator’. After the 2nd semester,

the students shall be required to undergo practical training of six (06) weeks under any practicing planner, planning department and organization/ renowned designer, research organization working in area of Apparel/ Textile/ Craft or Apparel/ textile Industry. Every student shall submit three copies of representative work done and study report during this period together with a certificate from the organization through Training Coordinator(s) to the Chairperson of the Department. The practical training work will be evaluated, through seminar/viva-voce by a jury consisting of one external examiner and the training coordinator. The student will be required to repeat the training, if:

- (i) the report from the employer/ supervisor/ mentor/trainer is not satisfactory, and/or
- (ii) the attendance in the office is less than 75% of the number of working days required for training.

9. NOMENCLATURE OF GRADES

Computation of SGPA and CGPA etc. shall be as per Common Examination Ordinance.

Credit: A unit by which the course work is measured. One credit is equivalent to one period of teaching equivalent to 25 marks (M.M)

Marks Based on 10: It is the subject total marks obtained out of 10

$$= \frac{\text{Total Marks Obtained in subject} \times 10}{\text{Maximum Marks of the subject}}$$

Grade Points (GP): It is the product of subject marks based on 10 and subject credits

$$= \text{Subject marks Based on 10} \times \text{Subject Credits}$$

Semester Grade Points Average (SGPA): It is the ratio of total grade points (GP) scored by the student in a semester and total of credits in that semester.

$$\frac{\text{Total of Grade Points (GP)}}{\text{Total of Semester Credits}}$$

Cumulative Grade Point Average (CGPA): It is the ratio of the sum of the SGPA of all semesters and total no of semesters.

$$\frac{\text{Total of SGPA of all Semesters}}{\text{Total No. of Semesters}}$$

Formula for calculating percentage of marks:

$$\text{CGPA} \times 10$$

➤ Calculation will be done in two decimal points but denoted in one decimal point.

Grade Value:

Range	Grade	Description	Range
9 to 10	O	Outstanding	90% and above
8 to 8.9	A+	Excellent	80% and above but less than 90%
7 to 7.9	A	Very Good	70% and above but less than 80%
6 to 6.9	B+	Good	60% and above but less than 70%
5 to 5.9	B	Satisfactory	50% and above but less than 60%
4.1 to 4.9	C	Average	41% and above but less than 50%
4	P	Pass	40% only
Below 4	F	Fail	Below 40 %

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