

ORDINANCE No. 11

for

Master of Education

(Ordinance prepared as per the provisions given in Statute 28(1) (b) of
The Central Universities Act, 2009)

1. TITLE AND COMMENCEMENT:

- 1.1: The Ordinance shall be called as Common Ordinance for Two-Year (Four Semesters) **Master of Education** Degree programme.
- 1.2: This ordinance will come into force from the Academic Session commencing after the date of notification issued by the university and shall replace the existing ordinance.

2. DEFINITION & KEY WORDS:

- 2.1: “*Vishwavidyalaya*” or “*University*” means Guru Ghasidas Vishwavidyalaya (A Central University established by the Central Universities Act, 2009 No. 25 of 2009) located at Koni, Bilaspur, Chhattisgarh;
- 2.2: “*Student*” means one who has been admitted in the Two-year M. Ed., programme of this University through Vishwavidyalaya Entrance Test (VET) or by any other procedure notified by the University from time to time; they may also be referred as Prospective teacher educator.
- 2.3: “*Academic Year*” means two consecutive (one odd and one even) semesters;
- 2.4: “*Choice Based Credit System (CBCS)*” means a program that provides choice for students to select from the prescribed courses as per the guidelines issued by UGC/regulatory bodies where ever applicable and as approved by the appropriate bodies of the University;
- 2.5: “*Course*” means “papers” through different modes of delivery and is a component of a programme as detailed out in the respective programme structure;
- 2.6: “*Credit Point*” means the product of grade point and number of credits for a course;
- 2.7: “*Credit*” means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture, seminar or tutorial) per week or two hours of practical work/ Professional Enrichment and Field Engagement/ project etc. per week. The number of credits for each course shall be defined in the respective examination scheme;
- 2.8: “*Cumulative Grade Point Average (CGPA)*” means a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points

secured by a student in various courses in all semesters and the sum of the total credits of all courses in all semesters. It is expressed up to two decimal places;

- 2.9: “*Grade Point*” means a numerical weight allotted to each letter grade on a 10 point scale or as prescribed by the UGC/University from time to time;
- 2.10: “*Letter Grade*” means an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, and F;
- 2.11: “*Semester Grade Point Average (SGPA)*” means a measure of performance of a student in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total credits of all courses during the semester. It shall be expressed up to two decimal places;
- 2.12: “*Semester*” means an academic session spread over 15-18 weeks of teaching work with minimum 90 teaching days. The odd semester may normally be scheduled from July to December and even semester from January to June;
- 2.13: “*Grade Card*” means a certificate based on the grades earned. Grade certificate shall be issued to all registered students after every semester. The grade certificate will contain the course details (code, title, number of credits, grade secured) along with SGPA of the semester and CGPA earned till that semester. The final semester grade certificate shall also reflect the cumulative total of marks obtained by the student in all semesters out of maximum marks allocated for which the grades of the program were evaluated. However, the final result will be based on the grades/CGPA;
- 2.14: “*Transcript*” means a certificate issued to all enrolled students in a program after successful completion of the program. It contains the SGPA of all semesters and the CGPA;
- 2.15: “*Ex-student*” means a student failing to clear the backlog paper /s of I/II Semester/s after appearing in the full length special examination conducted after fourth semester.
- 2.16: The meaning of “programme”, “course work”, “internship”, “course”, “engagement with field” etc., are as per the NCTE regulation, 2014 given from time to time.

3. DURATION:

- 3.1: The duration of **Master of Education** (M. Ed.) degree programmes shall be of Four semesters (Two academic years). The maximum duration for completing the course shall be of Three consecutive academic years from the date of admission to the programme. If a student is unable to clear all the semesters of the programme within the maximum duration (as specified above), he/she will automatically exit from the programme.

- 3.2: The maximum total duration shall include the period of absence, withdrawn and different kinds of leave permissible to a student but it shall exclude the period of rustication/suspension/or any other penalty period imposed by the University.
- 3.3: The student after successful completion of the four semesters of the programme shall be awarded degree of Master of Education, for which he/she was enrolled.

4. NUMBER OF SEATS

Number of seats in each programme will be as approved and notified by the Academic Council of the University and as advertised for admission to the programme. The total number of seats shall be determined as per the norms of the NCTE, given from time to time.

5. ADMISSION PROCEDURE AND ELLIGIBILITY

- 5.1: Admission to the M. Ed. programme shall be made through the VET conducted by the Vishwavidyalaya or any other procedure as notified by the university from time to time. The minimum qualification for admission to the specific programme will be as notified by the university from time to time, based on the NCTE norms for M. Ed. Programme.
- 5.2: Reservation and relaxation in minimum eligibility for admission for OBC/SC/ST/PWD (Person With Disability) and Kashmiri migrant candidates, as specified by Government of India/UGC and notified by the university shall be followed.
- 5.3: Foreign nationals either residing in India or abroad or Indian nationals residing abroad may be admitted to the programme according to the policy guidelines laid down by the Government of India/ University from time to time as per the number of seats available for this category. These seats will be supernumerary and shall be advertised seperatly in addition to the seats approved for each program.

6. ENROLMENT IN THE UNIVERSITY

Every student admitted to the programme shall be enrolled before appearing in the first semester examination through the procedure prescribed by the competent authority from time to time.

- 7. PROGRAMME STRUCTURE & TYPES OF COURSES:** The Programme structure of the M.Ed. Programme shall be as approved or modified by the Board of Studies of the Department/ Competent authority of Vishwavidyalaya, from time to time. The Choice Based Credit System (CBCS) system shall be followed. The M.Ed. curriculum shall comprise of three groups of courses as depicted below:

- Group I** – Perspectives and Tool Courses : *Courses in Group I shall enhance the conceptual understanding of the discipline of education in the philosophical, sociological, historical, political context. They will also deepen the understanding of the psychological foundation of Education, and shall aim at enhancing capacity of curriculum construction and conducting research as well as understanding the requirements of teacher education. These are core courses, which is to be studied compulsorily by a candidate as a core requirement.*
- Group II** – Specialization Courses: *Courses in Group II shall enable the prospective teacher educators to have specialized understanding of elementary education or secondary education to be able to set achievable goals, developing competencies to envision and design curriculum, pedagogy and assessment, inclusive strategies, Guidance and counselling services, using educational technology for improving learning and education as a whole. The courses under this are elective in nature.*
- Group III** – Professional Enrichment and Field Engagement : *The Group III provides the prospective teacher educators a context of hands on experience to practice their professional skills in effective communication, expository and academic writing and conducting educational research. It shall also provide a context of getting a holistic understanding of various complexities in the process of teacher education.*

8. ATTENDANCE AND ELIGIBILITY TO APPEAR IN THE EXAMINATION

A prospective teacher must secure 90% of attendance in the internship as prescribed in any semester. A prospective teacher must also attain 80% attendance in aggregate in all coursework and practicum to appear in the end-semester examination including lectures, practicals / tutorials etc. The attendance requirement should be determined as per the requirements of NCTE norms.

- 8.1. A prospective teacher educator must secure 90% of attendance in the internship as prescribed in any semester. Candidates, who has failed to attend internship or failed to secure at least 90% of attendance in the internship, must complete the internship in the same academic session. Failing this, the prospective teacher educator will be considered to be not eligible to sit in the respective end-semester examination. In such case, he/she will have to take readmission in the respective odd or even semesters of the following academic session as a re-admitted prospective teacher educator. This provision can be exercised only once as restricted by the clause no. 03.
- 8.2. A prospective teacher educator, who has failed to submit the dissertation or has failed in examination of performance in dissertation and has failed in the examination on that account only, will be considered as failed and the marks obtained by him/her in the theory papers/practicum shall not be carried to the next examination. In such cases, the candidate shall have to take readmission in the respective semester of the following academic session.

- 8.3. If a prospective teacher educator failed or failed to appear in any part/s of practical, or any other prescribed activities, other than the theory coursework and internship of any semester, even if secured 80% of total attendance in that semester, he/she will not be allowed to appear as an ex-student in that part/s of practical activities in the respective odd or even end-semester examination of the following session and no subsequent examination shall be conducted for the same.
- 8.4. A prospective teacher educator must attain 80% attendance in aggregate in all the coursework and practicum to appear in the end-semester examination. In case he/she fails to fulfill the minimum attendance criteria (80%), the prospective teacher educator may be given a chance of readmission in the respective odd or even semester of the following academic session without appearing in the VET, provided he/she takes readmission to the course paying the required fee for the semester. This kind of prospective teacher educator will be considered as 'readmitted' prospective teacher educator. This provision can be exercised only once during the entire duration of the programme. However, this should not affect the intake of fresh prospective teacher educators in respective courses on the basis of seats available for that particular academic session.
- 8.5. In case a student does not clear the first semester due to any rule stated above and fall under the criteria of readmission in the following session, he/she will be given admission in the programme structure applicable for that session as per clause no.6.
- 8.6. However, the students may get condonation of 10% of (i) the minimum requirement of attendance in the internship for evaluation of the respective part and (ii) average of minimum attendance for all courses for end semester examination, if they apply to the respective Dean of school through the Head of Department. The Dean of School may condone aforesaid shortage in attendance after due consideration of one or more of the following reasons:
- Participation in NCC/NSS Camps, duly supported by a certificate from the Commanding Officer;
 - Participation in University Team(s)/Games or Inter-state or Inter-University tournament(s) duly supported by a certificate from appropriate authority of the University;
 - Participation in educational excursion conducted on working days certified by the Dean or Head of the department. These excursions shall not include those organized for the class as a whole;
 - Participation in any of co-curricular activities organized by the Institute/ Department/ School, duly certified by competent authority;
 - Prolonged illness duly certified by the Registered Medical Practitioner;
 - Any other cognate reason up to the satisfaction of the Head of Department/ Dean.

The application must be supported by such documents as considered to be fit for granting such condonation.

9. MEDIUM OF INSTRUCTION

The medium of instruction shall be English or as instructed by the Vishwavidyalaya/ UGC/ NCTE. The medium of instructions for examinations shall be Hindi or English.

10. EXAMINATION AND EVALUATION

- 10.1. The academic performance of a candidate shall be evaluated in respect of the courses of study prescribed for each semester through the following ways of evaluation: (a) End Semester Examinations, and (b) Continuous Internal Assessment.
- 10.2. Out of the total marks, 70% shall be allotted for the end semester examinations and 30% shall be allotted to continuous internal assessments during the semester. The scheme of internal assessment shall be as notified from time to time by the university in the academic calendar. The scheme of internal assessment shall include two compulsory internal examinations of 15 marks each. If a student fails to appear in the internal examination due to some unforeseen situations, the Dean of the School may permit the student to appear in the special internal examination on the satisfaction of the reason mentioned by the student for not appearing in the regular internal examination.
- 10.3. The end semester examinations will be held on such dates as may be notified by the appropriate authority of the University.
- 10.4. The viva-voce of the dissertation will be conducted by a board consisting of the following members: (i) The concerned supervisor as an internal examiner, (ii) external examiner and the (iii) Head of the Department as the Chairperson. Such examination will be conducted only in the presence of an external examiner. In the absence of the supervisor, the Head of the Department shall act as internal examiner, but in the absence of both, the Dean/Vice-Chancellor may appoint any one whosoever he/she deems fit.
- 10.5. The prospective teacher educator will be required to submit the dissertation at least 20 days before the last working day of the fourth semester as announced by the university. The prospective teacher educator will be required to submit three copies (excluding his/her own copy) of the dissertation with three copies of summary to the Head of Department only after the supervisor concerned certifies that it is worthy of consideration in partial fulfillment of Master of Education degree.
- 10.6. To pass in theory, practical, internship, Dissertation or any other prescribed activities, a prospective teacher educator must obtain 50% or above marks in aggregate in every individual course.
- 10.7. All Programme shall have a specified number of credits in each semester. The number of credits along with grade points that the student has satisfactorily cleared shall

measure the performance of the student. Satisfactory progress of a student is subject to his/ her maintaining a minimum Cumulative Grade Point Average (CGPA), as well as minimum grades in different courses of the programme as given in table-1 which a student if obtains is eligible for the award of degree.

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

- I. 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

$$SGPA (S_i) = \Sigma(C_i \times G_i) / \Sigma C_i$$

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.

- II. 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.

$$CGPA = \Sigma(C_i \times S_i) / \Sigma C_i$$

where, S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

- III. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Grading System: The grading system, as detailed here under in Table 1 shall be applicable for each course:

Table - 1: Award of Grades Based on Absolute Marks on a 10 point scale

Range of % of marks	Grade points	Letter Grade	GRADE
> 90- ≤ 100	10	O	Outstanding
>80- ≤ 90	9	A+	Excellent
>70- ≤ 80	8	A	Very Good
>60- ≤ 70	7	B+	Good
>50- ≤ 60	6	B	Above Average
= 50	5	C	Pass
<50	0	F	Fail
Absent	0	Ab	Fail

Description

- Letter grades **O**, **A+**, **A**, **B+**, **B** and **C** in a course mean that the student has passed that course.
- The grade **F** and **Ab** denote **FAIL**; a student fails in the course due to poor performance or non-appearance/incomplete appearance in the examination of the course. A student has to appear at subsequent examination(s), if provided under the ordinances in all such courses, until a passing grade is obtained.
- One (01) grace mark will be given only once to improve the grade in overall result at the time of award of degree and “G” will be mentioned against the CGPA.

Declaration of Semester Examination Results up to Third Semester

Semester examination results will have in the followings categories:

- I. **Passed**, i.e., those who have passed in all courses of the semester examination.
- II. **Promoted**, i.e., those who have not passed in all the courses of the Semester examination but have passed $n/2$ courses if n is even and $(n+1)/2$ courses if n is odd, where n stands for the total number of courses in the concerned semester.
- III. **Detained**, i.e., those who are not promoted as per the above provisions will be detained. Such students have to rejoin the course of study in regular mode in the same semester in next session subject to not crossing maximum duration of the programme as defined in the ordinance.

11. PROMOTION TO NEXT SEMESTER:

11.1. Students who have been promoted to the next semester as per the provisions mentioned in Clause 10 shall avail the chance of clearing the back log papers only in the next ATKT examination held along with the main examination (Odd Semester in Odd Examination and Even Semester in Even Examination). A Student who even fail to clear the backlog even in the ATKT examination will be promoted to the next semester if he/she clears the requisite number of papers as per the provisions mentioned in Clause 10 in the main examination of next semester upto the second semester.

At the end of the second semester one full ATKT examination will be conducted in which students have to clear all the backlog of first semester.

Any student who fails to clear his/her backlog in this examination shall not be promoted to the third Semester and shall have to take readmission in the first semester in the following academic session, subject to being eligible as per maximum duration of the course.

11.2 In case, a student fails/ fails to appear in the end semester exam for II Semester in the number of courses as applicable for the provisions of ATKT, he/she can take attempt in the next ATKT examination for requisite number of courses as per clause 10. A student will also be allowed to take the Special ATKT examination to be conducted after the last semester of his/her study, to clear the backlog of II, III and IV semester of his/her study.

11.3 In case, a student fails to clear the backlog, he/she will held up till the back log papers are cleared for which he/she can take attempt in the next appropriate examination as an Ex-student subject to the completion of degree upto maximum duration allowed for the course. Internal marks of such Ex-students will be carried forwarded for the corresponding course in which he/she is appearing as Ex-student.

Declaration of Results after IV Semester Examinations

After declaration of results of IVth Semester as per the procedure described in clause 11, a candidate can be put in the following two categories:

I. **Passed:** A candidate who has passed in all the courses (including Practicum/ Project/ Elective/ Professional Enrichment and Field Engagement, etc.) of four semesters and obtained at least a CGPA of 5.00.

The students who have passed $n/2$ courses if n is even and $(n+1)/2$ courses if n is odd, where n stands for the total number of courses in the IVth Semester shall be given ATKT chance just after the declaration of IVth semester result (as far as possible within one month). Those who are unable to clear the courses in ATKT examination shall be revert back to IVth semester in the next session if permitted by clause 03.

II. **Failed:** All those students who have not passed minimum $n/2$ courses if n is even and $(n+1)/2$ courses if n is odd, where n stands for the total number of courses in the IVth semester shall be categorized as *Failed*. These student will not get ATKT chance and have to get readmission in the IVth semester in next session.

12. DECLARATION OF DIVISION:

A student who has passed in all the courses of each I, II, III and IV Semesters and obtained at least CGPA of 5.00 shall be declared as '**Passed**'. The division will be awarded after successful completion of fourth semester according to the following criteria:

- | | |
|-------------------------------------|----------------------------------|
| (i) First Division with distinction | : CGPA \geq 7.50 |
| (ii) First Division | : CGPA \geq 6.00, but $<$ 7.50 |
| (iii) Second Division | : CGPA \geq 5.00, but $<$ 6.00 |

13. TRANSCRIPT:

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

14. CONVERSION TO PERCENTAGE:

The conversion formula for converting CGPA to the corresponding Percentage (P) of Marks will be as follows:

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

15. RANKING

Only such candidates who complete successfully all courses in the programme in single attempt shall be considered for declaration of ranks, medals, etc. declared and notified by the university, if any.

16. INTERPRETATION OF REGULATION

In any matter of interpretation of the provisions of this ordinance, the matter shall be referred to Vice-Chancellor who is the chairman of Academic Council. His/her decision shall be final.

17. RE-ADMISSION PROCEDURE:

17.1 A student of First Year (Semester I/II) of a programme (enrolled in the University) found not eligible to appear in the End- Semester Examination of Odd or Even Semester of the programme due to shortage of attendance *less than 80% or* those who fail in either Odd or in Even Semester shall be permitted to take readmission to I-Semester of the same programme in the following academic year.

17.2 Students of III Semester to last Semester of all programmes, disallowed to appear in the End- Semester Examination due to shortage of attendance (< 80%) or those who fail in either Odd or in Even Semester shall be permitted to take re-admission in the following academic year in the appropriate semester. However, students declared as Ex-student shall not be allowed to seek re-admission.

18. POWER TO REMOVE DIFFICULTIES

If any question arises related to the matters not covered in these provisions, the relevant provisions made in appropriate Act/Statute/Ordinance/Regulations/Rules/Notifications issued by the university shall prevail.