

**•Chapter – XXIII - M**  
**M.A. / M.Sc. / M.A.M./ M.Tech. (Agri. Proc. & Food Engg.) / M.Com./M.F.C./M.T.A.**  
**(Under Choice Based Credit System (CBCS)**  
**(Effective from the Session 2015-2016)**

**1. Introduction**

(a) Aligarh Muslim University offers full-time graduate programs leading to the M.A. in the Faculty of Arts / Social Sciences / Theology, M.Sc. in the Faculty of Science / Life Sciences\*\*M.Sc. Polymer Science and Technology in Faculty of Engineering and Technology MAM/M.Sc./M.Tech. in Agricultural Sciences and M.Com./M.F.C. / M.T.A. in the Faculty of Commerce. In these Ordinances, the word “graduation” means obtaining Master’s degree as per provision of these Ordinances.

(b) One of the following may be taken as subject for M.A. degree:

1. Arabic
  2. Bengali
  3. English
  4. English Language Teaching
  5. Hindi
  6. Hindi Translation
  7. Linguistics
  8. Malayalam
  9. Persian
  10. Philosophy
  11. Sanskrit
  12. Tamil
  13. Telugu
  14. Urdu
- } F/o Arts

15. Economics
  16. Education
  17. History
  18. Public Administration
  19. Islamic Studies
  20. Mass Communication
  21. Political Science
  22. Psychology
  23. Human Rights
  24. Sociology
  25. Social Work
  26. West Asian Studies
  27. Women’s Studies
- } F/o Social Sciences

28. Sunni Theology
  29. Shia Theology
- } F/o Theology

(c) One of the following may be taken as subject for the M.Sc. degree:

1. Physics
  2. Chemistry
  3. \*Mathematics
  4. \*Geography
  5. Applied Geology
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- 6. \*Statistics
- 7. Industrial Chemistry
- 8. Computer Applications
- 9. \*Operations Research
- 10. Remote Sensing and G.I.S. Applications

F/o Science

\*May also be taken as subject for the M.A. degree.

- 11. Biochemistry
- 12. Biotechnology
- 13. Botany
- 14. Zoology
- 15. Museology
- 16. Wildlife Sciences
- 17. Biodiv. Studies & Management

F/o Life Sciences

- 18. \*\*Polymer Science and Techology

F/o Engineering and Technology

- 19. Home Science
- 20. (Agriculture) Microbiology
- 21. (Agriculture) Plant Protection
- 22. Master of Agribusiness Management
- 23. M.Tech. (Agricultural Process and Food Engineering)

F/o Agricultural Sciences

(d) One of the following may be taken for Master degree in Faculty of Commerce

- 1. M.Com.
- 2. M.F.C.
- 3. M.T.A.

F/o Commerce

(e) The medium of instruction as also examination in these programs is English, except for those courses taught in various languages departments and in the Faculty of Theology.

## 2. Eligibility

A candidate will be eligible for admission to M.A. / M.Sc. / M.Com. / Master degree program if he/she has passed the relevant B.A. / B.Sc. / B.Com. / Bachelor degree Examination of this University or an examination recognized by this University as its equivalent with results as specified by the Academic Council and notified in the Guide to Admission.

## 3. Admission

The admissions to the Master's Degree (M.A./M.Sc./M.Com., etc) programs will be made normally in the Autumn Semester as per the admission policy approved by the Academic Council of the University from time to time. The admission of each student will be made in a particular Subject, wherever applicable.

## 4. Academic Session

The academic session is divided into two regular semesters – Autumn and Spring, each of which shall be of approximately 20 weeks duration. The Autumn semester will normally commence in the month of July/August every year, and the Spring in the month of December/January. In the beginning of every session the Dean, in consultation with the Chairperson of the departments

concerned, shall notify a detailed academic calendar indicating the schedule of teaching, examination and other activities.

## 5. Duration of the Program

### 5.1 Minimum Duration

The minimum duration of the program shall be four consecutive semesters after admission.

### 5.2 Maximum Duration

The maximum duration of the program shall be eight consecutive semesters after admission.

## 6. Credit System and Curriculum

### 6.1 Credit System

Each program will have a curriculum in which every course will be assigned certain credits reflecting its weight and contact periods per week, as given below:

- 1 Lecture period (L) per week = 1 Credit
- 1 Tutorial period (T) per week = 1 Credit
- 1 Practical period (P) per week = 0.5 Credit

Normally, every theory course will be of 4 credits and every laboratory course will be of 2 credits (1 tutorial and 2 practical periods per week).

In addition to theory and laboratory courses there may be other courses such as seminar, colloquium, project, etc., which will be assigned credits as per their contribution in the program without regard to contact periods.

### 6.2 Course Categories

The curriculum for each program will contain courses in the following categories having credits in the ranges given below in such a way that the total of all credits shall be equal to that required for the award of degree as specified below:

Course Category	Total credits in the category	Type of courses	Credits	Explanation
Main / Major Subject	92	Core	64	Courses related to the subject including Lab. Course, if any
		Elective (Discipline Centric)	16-20	Each course be provided 2 or more alternatives
		Ability enhancement (Discipline Centric)	12-08	Project / field work/ Self study / presentation /Seminars/Term papers/Skill Enhancement/ outreach activities/social responsibility/ communication skills / viva / vocational training, etc. or a combination of some of these
Open elective	04	Ability Enhancement: Inter-departmental courses within the faculty. For single department faculty	04	May be a single course of 4 credits Or

		courses from allied faculty may be taken. Courses to be designed by the respective.		Two courses of 2 credits each
<b>Total Credits</b>	<b>96</b>			<b>The required credits for graduation are 96</b>

**Note:** The curriculum may be prepared by the respective Department / Faculty so that the above requirements are met in terms of credits required in each category and each type of courses in such a way that the total credits in the curriculum add up to 96.

### **6.3 Coordinators and Curriculum Development Committee**

There shall be a Chief Coordinator - Master Programs in each Faculty, to be nominated by the Dean, and a Coordinator - Master Program in each Department, to be nominated by the Chairman of the Department concerned. There shall also be a Standing Curriculum Development Committee (CDC) in each Faculty, to be constituted by the Faculty.

### **6.4 The Curriculum Structure**

- (a) The curriculum for each program will contain a listing of all courses, with each course having a course category, course number, course title, number of contact periods per week, number of credits assigned and the marks assigned to various Components of evaluation. It will also have a list of alternative courses in the new curriculum for the old curriculum courses and filler courses to compensate for the shortfall in credits earned by taking alternative courses in any category, if needed. It will also specify all other conditions required for the award of degree.
- (b) The total credits required for the award of degree will be, as far as possible, equally spaced among four semesters.

### **6.5 Approval of the Curriculum**

The curriculum for each Master program will be prepared by the department concerned and will be approved by the Board of Studies of the department. It will then be vetted by the CDC and will then be placed in the Faculty along with the recommendations of the CDC for approval. Once approved by the Faculty, the Curriculum will be implemented. The same procedure shall be used for any modification in the Curriculum.

## **7. Registration**

### **7.1. Registration Procedure and Schedule**

- (a) Every student is required to register, in each semester, for the courses that he/she has to pursue in that semester. The registration schedule and procedure will be announced by the Dean/Chairman for every semester.
- (b) A student will normally register for higher semester courses only if he has also registered for un-cleared courses of previous semesters.
- (c) No student will be allowed to register for more than 40 credits in a semester.
- (d) A student may be denied registration in a course due to reasons of paucity of staff or space or other facilities especially in elective courses.
- (e) If a student fails to register in two consecutive semesters without specific permission from the Dean, his/her name may be removed from the rolls of the faculty. Such a student may apply to the Dean for re-admission stating the reasons for not being able to register for two consecutive semesters and the Dean will take suitable decision on the merit of the case.

## 7.2. Graduating Course

A student may be allowed to register for one course of not more than 4 credits if he/she is able to graduate by passing such a course, provided that the student has fulfilled the attendance requirement earlier. Such a course shall be known as a graduating course.

## 8. Attendance

Attendance of a student will be governed by Chapter XVII of the Academic Ordinances. Students whose attendance in a course is short of requirement will not be eligible to appear in the End-Semester Examination of that course and will be awarded grade “Y” in that course and all marks obtained in any component of the course-evaluation will stand cancelled. However, in case a student is repeating a course and the student has already fulfilled the attendance requirement in that course, he/she will not be detained due to shortage of attendance in that course during the repeating semester.

## 9. Examination & Evaluation (in lieu of Clause (9) of Chapter XV of the Academic Ordinances) Examination.

Each semester examination shall comprise of End Sem. written papers and Sessional /Assignment/Course Work, etc. as may be prescribed from time to time.

### 9.1 Components of Evaluation

Each course will be evaluated out of 100 marks. The courses will normally have the following components of evaluation:

- (i) Theory courses:
- |  |      |
|--|------|
| Sessionals/Assignment/Course work, etc.        | 30 % |
| End-Semester Examination of two hours duration | 70 % |
- (ii) Laboratory courses including Seminar, Colloquium, Project, etc.
- |                          |      |
|--------------------------|------|
| Continuous Evaluation    | 40 % |
| End-Semester Examination | 60 % |

However, for special academic reasons, some courses may have different weight for different components of evaluation from that given above. Such special reasons will be spelt out clearly in the curriculum.

### 9.2. Grading System

The combined marks obtained by a student in various components of evaluation of a course shall be converted into regular letter grades with their equivalent grade points as specified below:

#### Award of Grades Based on Absolute Marks

Marks Range (Out of 100)	Grade	Grade Points	Description
90 – 100	O	10	Outstanding
80 – 89	A <sup>+</sup>	9	Excellent
70 – 79	A	8	Very good
60 – 69	B <sup>+</sup>	7	Good
50 – 59	B	6	Above Average
40 – 49	C	5	Average
35 – 39	P	4	Pass
00 – 34	F	0	Fail
Incomplete	Ab	0	Absent
Incomplete	X	0	Incomplete
Detained	Y	0	Short of attendance
Cancelled/Withheld	Z	0	Due to other reasons

However, maximum of 2 Grace Marks will be awarded for passing a course and 1 Grace Mark will be awarded to elevate the grade. Any fraction in any component of evaluation should be rounded off to the next whole number.

**Explanation:**

Letter grades **O**, **A<sup>+</sup>**, **A**, **B<sup>+</sup>**, **B**, **C** and **P** in a course mean that the candidate has passed that course.

The **F Grade** denotes poor performance, i.e., failing in the course. A student has to appear at subsequent examination(s), if provided under the ordinances in all courses in which he/she obtains “F” grade, until a passing grade is obtained during maximum duration allowed for completion of the program.

The **Ab Grade**: is awarded, when a student does not appear in the examination of the course.

The **X Grade**: is awarded to a student if he/she does not complete Project / Dissertation / Training or such other assignment(s) prescribed in the curriculum. This will be converted to a regular grade on the completion of the requirement(s).

The **Y Grade**: is awarded to a student if he/she has been detained in that course due to shortage of attendance.

The **Z Grade**: is awarded to a student if his/her result is withheld / cancelled due to other reason(s).

### **9.3. Evaluation**

To pass a course, the student has to compulsorily appear in the End-Semester Examination of that course and secure atleast 30% marks (18 out of 60 marks) in the End-Semester Examination component so as to secure a minimum of 35% marks in aggregate of all the components of evaluation as required in Clause 9.2.

### **9.4. Evaluation of a Graduating Course**

A graduating course shall be evaluated on the basis of the End-Semester Examination component of the course alone. The student shall appear only in the End-Semester Examination of the graduating course. Grade “P” shall be awarded if the student concerned obtains 35% or more of the marks allotted to End-Semester Examination alone. In case the marks obtained are less than 35% (including 2 grace marks), grade “F” will be awarded.

### **9.5 Earned Credits (EC)**

If a student passes a course he/she earns the credits assigned to that course.

### **9.6. Performance Indices**

The performance of a candidate in a semester and upto a semester shall be measured by SGPA and CGPA respectively, details for which are as below:

SGPA : Semester grade point average.

CGPA : Cumulative grade point average.

**Calculation of SGPA:**

$$SGPA = \frac{\sum_{i=1}^n C_i.P_i}{\sum_{i=1}^n C_i}$$

where,

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

$P_i$  = Grade point earned for the  $i^{\text{th}}$  course.

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

**Calculation of CGPA:**

$$CGPA = \frac{\sum_{j=1}^m C_j.P_j}{\sum_{j=1}^m C_j}$$

$C_j$  = Number of credits assigned for the  $j^{\text{th}}$  course, up to the semester for which CGPA is to be calculated.

$P_j$  = Grade point earned for the  $j^{\text{th}}$  course.

$j = 1, \dots, m$ , represent the number of courses in which a student was registered up to the semester for which CGPA is to be calculated.

**9.7 Conduct of Examinations**

- (a) For fifty percent of core courses offered in different programmes across the disciplines, the assessment of the theoretical component towards the End of the Semester (End Semester Examination) may be undertaken by external examiners, not in the service of the University at the time of examination, who may be appointed by the Board of Studies (BOS) of the Department to set the question papers and assess them.
- (b) The laboratory and project/seminar report etc. courses will be examined by the teacher(s) associated with the course and an external examiner not in service of the University at the time of examination. In case, the external examiner is unable to join the board, the Chairperson of the Department concerned, in consultation with the Course Incharge, shall call another person to act as an external examiner, even from within the University, if necessary.
- (c) The End-Semester Examination of all post-graduating courses shall be conducted simultaneously after declaration of the Fourth Semester Examination result.

**9.8 Repetition of a failed course**

For backlog courses (where the attendance requirements has already been fulfilled), the student shall appear only in the End-Semester Examination and his/her sessional and mid-semester examination marks already obtained in concerned previous semester shall be counted.

## **9.9 Moderation Committee**

Question Paper Moderation Committee: There shall be a Moderation Committee of the concerned Department consisting of the following members to moderate the Question Papers of the End-Semester Examination.

- (i) Chairman of the Department concerned - (Convener)
- (ii) One senior teacher of the Department in each broad area of specialization (to be appointed by the BOS).

**Note:** The Paper Setter(s) may be invited, if necessary, to clarify the necessary details of the question paper.

## **10. Degree Requirements**

A student who undergoes two years of regular study in the program, earns required credits as mentioned in 6.2 subject to the break up in various course categories and fulfils such other conditions as may be mentioned in the curriculum will be awarded the degree. He/she must also pay all University dues as per rules. Moreover, there should be no case of indiscipline pending against him/her.

## **11. Semester Course & Examination (Promotion Rules)**

After appearing at the examination of the first semester the candidate will be awarded the grades earned in various papers registered for.

### **11.1 Promotion from First to Second Semester**

A student of First Semester shall be eligible to continue to Second Semester if he/she completes the attendance requirements of at least 75% of the prescribed courses of First Semester, else his/her result will be declared as “detained” and he/she shall not be allowed to continue to the Second Semester.

### **11.2 Declaration of results after Second Semester (based on the results of First & Second Semester Examinations)**

After declaration of results of the First and Second Semester, a candidate can be put in one of the following categories:

- (i) **Passed:** A candidate who has passed in examination of all the courses of First and Second semester.
- (ii) **Promoted:** A student, who does not pass in all the courses of either First or Second semester or both, shall be promoted to the Third Semester, if he/she has obtained at least 4.00 CGPA.
- (iii) **Failed:** A candidate who has failed in one or more courses or failed to appear at any of the examinations of First and Second Semesters taken together, and he/she obtained less than 4.00 CGPA shall be treated as failed.

#### **11.2(A) Promotion from Second to Third Semester**

A student of Second Semester shall be eligible to be promoted to Third Semester if he/she gets passed or promoted after the Second Semester Examination.

#### **11.2(B) Continuation of Failed/Detained students**

A failed student may appear in the subsequent examination(s) of concerned semester(s) to pass backlog paper(s) by re-registering himself/herself for such courses, if his/her name has not been removed from the rolls of the University as per Clause 12 of these Ordinances.

A student detained in a course due to shortage of attendance has to re-register the course and repeat the course afresh.

After getting passed/promoted, he/she may again get registered as a regular student in the next higher semester, if required.

### 11.2(C)

Every student will be entitled for hostel accommodation only for the duration of the program. However, in exceptional circumstances the Vice-Chancellor may permit only an additional year of hostel stay beyond the duration of the program on a case to case basis.

### 11.3 Promotion from Third to Fourth Semester

A student of Third Semester shall be eligible to continue to Fourth Semester if he/she completes the attendance requirements of at least 75% of the prescribed courses of Third Semester, else his/her result will be declared as "detained" and he/she shall not be allowed to continue to the Fourth Semester.

## 12. Name Removal

The earned credits (EC) of every student will be checked at the end of even number of semesters and if the total credits earned by the student are less than the minimum required as given below, his/her admission to the program will be cancelled and his/her name will be removed from the rolls of the University.

Check Point (No. of semesters after admission)	Minimum EC requirement
2 semesters	0
4 semesters	24
6 semesters	48
8 semesters	96

## 13. Mercy Appeal

If the name of a student is removed from the rolls of the University as per provision of clause 12 of these ordinances, he/she may appeal to the Vice-Chancellor stating the reasons for not being able to earn the required credits and the Vice-Chancellor, if satisfied with the reasons, may allow the continuation of admission of the student only once during the tenure of the program, extending the total duration of the program by two semesters, at the maximum beyond 8 consecutive semesters, if required. Under no circumstances a student will be allowed to complete the program after the lapse of 10 consecutive semesters after admission.

## 14. Result

- If a student passes all the examinations and fulfills all the requirements for the award of degree his/her result will be shown as "Graduated".
- The division awarded to "Graduated" students will be based on CGPA as given below:

First Division (with Distinction)	CGPA 8.001 and above
First Division	CGPA 6.001 to 8.000
Second Division	CGPA 5.001 to 6.000
Pass Degree	CGPA 5.000 and below

However, the Division awarded to M.Tech. ( Agricultural Process and Food Engineering) students will be based on CGPA as under :-

First Division (with Distinction)	CGPA 8.001 and above
First Division	CGPA 6.5 to 8.000
Second Division	CGPA 5.00 to 6.499
Fail	CGPA below 5.00

The equivalent percentage (%) of marks Y will be calculated as:

$$Y = 10 \text{ CGPA}$$

- (c) If the name of a student is removed from the rolls of the University as per provision of clause 12 of these ordinances his/her result will be shown as "Name Removed".
- (d) Ranks/Positions will be determined at the end of even semesters. Only those students who fulfill the following conditions will be eligible for ranks/positions:
  - (i) They do not have any break in their studies;
  - (ii) They have passed every scheduled course in first attempt;
  - (iii) They have passed every course on time as per the curriculum;
  - (iv) They have earned credits as per the schedule given in the curriculum;

The students who violate any of the above conditions will not be awarded any rank/position. The ranks/positions will be determined on basis of CGPA.

#### **15. Improvement of Results**

A candidate who has graduated and wishes to improve his/her division, may be allowed to do so in terms of Clause 14 of Chapter XVII/Academic Ordinances.

#### **16. Transitory Ordinance**

All attempts shall be made to transfer students admitted under previous Ordinances into these Ordinances. All cases, where such transfer is not possible, will be dealt on a case to case basis.