



PG Dept. of Political Science & Public Administration  
Sambalpur University

PG Diploma in Human Rights Education (PGDHR) /  
Certificate Course in Human Rights Education (CCHRE)

Semester I

PGDHR 01/CCHR 01 – History & Basis Theories of Human Rights	05 Credits
PGDHR 02/CCHR 02 – Indian Constitution & Human Rights	05 Credits
PGDHR 03/CCHR 03 – International Instruments & Machinery for the Protection of Human Rights	05 Credits
PGDHR 04/CCHR 04 – Changing Dimensions of Human Rights	05 Credits

PG Diploma in Human Rights Education (PGDHR)

Semester II

PGDHR 05 – Dissertation	20 Credits
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The revised Regulation has been submitted earlier may be placed in Academic Council. The present Course Structure with Course Credit is as per the revised Regulation. This may be given effect from 2015-16 academic session to regularise the discrepancies.

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**REGULATION OF GENERAL ACADEMIC MATTERS & COURSE STRUCTURE  
FOR THE EXAMINATION UNDER COUESE CREDIT SEMESTER SYSTEM IN  
P.G. DEPLOMA IN HUMAN RIGHTS AND CERTIFICATE COURSE IN HUMAN  
RIGHTS OF SAMBALPUR UNIVERSITY, JYOTI VIHAR.**

*(Effective from the academic session of 2015-16)*

**CHAPTER- I**

**Regulation of General Academic Matter**

**1.1. THE P.G DIPLOMA COURSE AND THE CERTIFICATE COURSE IN HUMAN  
RIGHTS SHALL OFFER COURSE CREDIT CUM - SEMESTER SYSTEM OF  
TEACHING AND EXAMINATION WITH PERIODIC ASSESSMENT.**

**1.1.1. ACADEMIC YEAR :**

The Academic Year of the course shall ordinarily be from June to May.

**1.1.2. SEMESTER:**

The Academic Year shall have two semester, each of which shall be of 6th Months duration and the course shall be of one academic year covering two semester for the P. G. Diploma Course, and one semester of 6 months' duration for the Certificate Course.

**1.2. THE MINIMUM WORKING DAY IN A SEMESTER:**

A Semester shall have a minimum of 90 instructional days excluding examination days/ Sundays/ Holidays etc. There will be the minimum of 30 hours of teaching per week in a semester which would be cover both credit and non- credit component of the course. Tutorials and proctorials shall be treated as non credit components.

**1.3 CREDIT HOURS:**

One credit hour shall signify the Quantum of teaching impacted corresponding to one hour of Theory class. The field study, where applicable, should not exceed 30 days (including Sunday) in one semester. Field work shall be credit based, and for one credit hours (CH) field work, it shall be maximum of one week duration. Number of classes for every CH course in theory in each semester shall not be less than 12 classes of one hours duration. For

every course there shall be one tutorial and one proctorial class of one hour duration per week.

- One Credit Hour Essay/ Dissertation/ Project- 1 Hour per Week.

Note: The syllabus may be so designated that the total of CHs for every semester shall be of 20 CHs.

- All theory papers shall be of 4 CHs, and the Dissertation shall be of 20 CHs.

#### 1.4. COURSE

A course is an unit of instruction under any discipline carrying a specific number of credit hours describing its weightage. Those courses that a student must take as compulsory requirement are, called **Core Courses**. Those courses, that a student takes out of a list of specialised courses offered by the department are called **elective/special courses**.

##### 1.4.1. GRADE:

The Grade awarded to a student in any particular course shall be based on his/her performance in all the tests conducted during the semester and shall be awarded at the end of the semester. The Grade in each course is expressed in numerical values in 10 point scale. The marks of the student shall be converted to 10.00 point scale and the points scored there shall be called the '**Grade Point**' (GP) in that course. Respective '**Grade Point Average**' (GPA) and '**Overall Grade Point Average**' shall be awarded at the end of each semester and all semesters respectively. In order to pass in a semester examination a candidate must secure a minimum 4.0 GPA in theory, Practical and other credit components combinedly with a minimum of 3.00 GP in individual theory, Practical and other credit components.

##### 1.4.2. GRADE POINT AVERAGE (G.P.A)

Grade Point Average (G.P.A) of a semester shall be calculated as;

$$G. P. A = \frac{\text{Summation of [Credit in each Course] x [Grade Point in that course]}}{\text{Total No. of Credits in that Semester}}$$

Where the summation is taken all over courses in a given semester. G. P. A. shall be rounded upto 2 decimal points.

(15)

### 1.4.3. OVERALL GRADE POINT AVERAGE (O.G.P.A.):

It is the Average of accumulated grade point of a student, worked out by dividing the cumulative total of grade point by the cumulative total of credit hours of all the course covered and completed by a student during all the semesters.

$$\text{O.G.P.A.} = \frac{\text{Summation of [G.P.A. of each course]} \times [\text{Total credit in that semester}]}{\text{Total No. of credits in all the semester}}$$

Where the summation is taken over all semesters in a given programme, OGPA shall be rounded upto 2 decimal points. For merit list, in case of equality, the OGPA shall be calculated beyond two decimal places if necessary.

$$\text{O.G.P.A.} = [(20 \times 7.49) + (24 \times 8.3) + (22 \times 7.87) + (14 \times 8.8)] / 80 = 8.06.$$

### 1.4.4. CONVERSION OF GRADES TO MARKS AND CLASSIFICATION OF RESULTS UNDER COURSE CREDIT SYSTEM:

The OGPA can be converted to percentage of marks in the following manner

$$\text{Percentage of Marks} = \text{O.G.P.A.} \times 10$$

A student after successful completions of all the semesters, Degree shall be awarded in the following manner.

OGPA	6.5 and above	FIRST CLASS
OGPA	5.5 < 6.5	SECOND CLASS
OGPA	4.0 < 5.5	THIRD CLASS
OGPA	< 4.0	FAIL

### 1.5. ACADEMIC CALENDER:

The Teachers' council of the department shall prepare the schedule of semester Registration and other academic activities at the start of the academic session with due consideration of the academic calendar of the University.

#### 1.5.1. REQUIREMENT OF AWARD OF DEGREE:

The credit hour requirement for the P.G. Diploma Course shall be either of 40 (Forty) spread equally over two semesters and for the Certificate course shall be 20 (twenty) for one semester.

### **1.6. REQUIREMENT FOR THE ATTENDENCE:**

A candidate shall be required to attend 75% of lecturers, tutorial and practical class separately during the semester. Condonation may be granted by the teachers council only to the extent of 15% in exceptional cases. (Illness, accident, mishap in the family, deputation by the University/ Department). When a candidate has been deputed by the university to represent the university/ state towards the calculation of attendance provided the student submits a certificate to the effects from the appropriate authority.

### **1.7. COVERAGE OF SYLLABUS:**

The course teacher/ instructor shall be responsible to the teachers council for the coverage of syllabi of the course including fulfilment of the prescribed requirement. The head of the department shall co-ordinate the teaching programme. In case a teacher fails to cover the course within time due to unforeseen circumstances, he shall take extra classes to cover the course. The Head of the Department shall get a course completion certificate from every course teacher(s) at the end of the semester.

### **1.8. ADMISSION NOTICE & ADMISSION POLICY:**

The chairman, P.G. Council shall issue notice of admission into department through news papers. The reservation policy shall be that as decided by the authority of Sambalpur University. The minimum eligibility for admission, maximum numbers of students to be admitted, and the selection procedure for admission shall be decided by the P.G. Council/University Authority on recommendation of the teachers Council. In the absence of any specific recommendation by the P. G. Deptt., the admission policy formulated by P.G. Council and as approved by Vice-Chancellor shall be followed.

#### **1.8.1. ACADEMIC COMMITTEE :**

The Teacher Council (TC) of each P.G. Deptt. shall be the academic committee (the HOD will act as convenor) to monitor the programme. This committee shall review the courses in the department periodically with a view to ensure quality, relevance and viability the pedagogic content in an all India context.

### **1.9. REGISTRATION IN A SEMESTER:**

A student has to register his/her name at the beginning of the every semester in the prescribed form, for the course he/she wants to take in that semester. The HOD shall notify the

(13)

registration dates and the list of registered students or the semester shall be sent to the Controller of examination and the chairman, P.G Council within two weeks of the commencement of the semester a copy of the list of registered student shall remain with teacher in-charge examination of the department.

## **2.0. STUDENTS DECIPLINE:**

All matters regarding students' discipline and students' attendance in the department and hostel shall be same as the that of the regulation of Sambalpur university.

## **CHAPTER-II**

### **REGULATION ON EXAMINATION MATTERS**

#### **3.1. EXAMINATION:**

Examination system for the P.G. Diploma Course in Human Rights shall be based on periodic assessment of student's performance in two semesters and, that for the certificate course in human rights shall be based on periodic assessment of the students performance in one semester in every year. For both the P.G. Diploma and Certificate Courses, the first semester examination shall be conducted in the following five common papers.

#### **Paper of First semester**

**PGDHRE/CCHRE – 101**

**PGDHRE/CCHRE – 102**

**PGDHRE/CCHRE – 103**

**PGDHRE/CCHRE – 104**

For the PG Diploma Course, the second semester examination shall be conducted only in PGDHRE – 201 entitled Dissertation in every academic year. The system shall be such that each numbered course shall be taught by teachers and the question for these papers of this semester shall be set by External paper setters, and be subsequently moderated by Board of Moderators recommended by the Teachers' Council (TC). The list of question-setters and Examiners shall be forwarded to the Controller of Examinations within four week of the commencement of a Semester. This list shall be recommended by the TC. The seminars/internal assessment test shall be evaluated by internal

examiners only. Dissertation paper No. HR-201, of the second semester of the P.G. Diploma Course shall be evaluated both by the internal and external examiners. The external examiner shall be appointed from outside Sambalpur university.

### **3.2. MODERATION BOARD.**

For each academic session the TC shall recommend the formation of a moderation board consisting of three members for moderating question papers. One member shall be from among the departmental faculty members where as the other members shall be from outside Sambalpur university. The list of members shall be forwarded to the controller of examinations for approval of the vice chancellor. At least two members shall constitute the Quorum for the board meetings. The university shall pay TA/DA to the members of the board as admissible, for attending the moderation board meeting. Each member shall get remuneration as per rule. The moderation board shall ensure that questions have been set covering the whole course unit wise in a particular paper. The moderation board can modify the question if it so desires.

### **3.3. TEACHER INCHARGE OF EXAMINATION:**

To assist the Head, TC shall appoint a teacher of the department as the teacher in-charge of examination for two academic session. He/She shall be responsible for maintaining all the norms and confidentiality of examination. He/ She shall prepare the draft schedule of semester examination of the department in consultation with the controller of examinations and incorporate it in the academic calendar when it is finalised by the teachers council. The teacher in-charge of examination shall act as a bridge between the department and the examination wing of the university, ensuring monitoring and smooth conduct of the semester examination. The HOD shall make alternative arrangement if the teacher in-charge of examination remain absent.

### **3.4. PERIODIC TESTS FOR CONTINUOUS EVALUATION :**

In the first semester there shall be two periodical evaluation, One through written periodical test (60 minutes duration) and /or the other a home assignment /seminar for each paper. For which evaluation shall be done by the teacher concerned. Both shall carry a weightage of 10% each in a total marks/ Grade of the course. The periodical test shall be conducted during the class hours of the respective course teachers in a particular day. However, other classes shall not be suspended on that day. marks/grades of the periodical and home assignment /seminar shall be submitted, triplicate to the teacher in-charge of examination within five

12

days of the test, the teacher in-charge of examination shall forward this marks /grades in duplicate to the controller of examination at least one week ahead of the end-term semester examination. The dates of periodical examination and of submission of home assignment / conducting seminar shall be responsible for the conduct of periodical examination and giving home assignment in time. A student, if so desires, may be allowed to see his/her periodical answer scripts only. A periodical test cannot be improved or repeated.

### 3.5 SEMESTER EXAMINATION :

For both the PG Diploma and Certificate Courses, the first semester examination shall be conducted in four papers, such as stated in 3.1, each carrying 05 credit hours. All the four papers shall be theory papers. The total marks in each theory paper shall be 100 only, out of which 20 marks shall be for periodical tests, that can be seminar presentation or written tests. For the PG Diploma Course, examination for the second semester shall be conducted in Dissertation paper only, i.e PGDGHRE - 201 Dissertation and the total marks shall be 100 x 20 credit hours.

### 3.6. CENTRE SUPERINTENDENT:

The Head of the Department or his nominee shall be the Ex-officio Centre Superintendent of all semester examinations of the Department. The Controller of Examination with the approval of the Vice- Chancellor shall appoint an observer outside the department for each theory paper examination will shall be present in the examination room at least for one hour and shall give a report on the conduct of the examination in the proforma given in the University. The observer shall get remuneration as per the university rule. Ordinarily, the answer script shall be sent to the Controller of Examination on the same day.

### 3.7. EVALUATION OF ANSWER SCRIPT:

The teacher-in-charge of Examination shall furnish a course-wise list of examiners to the controller of Examination before the commencement of each Semester Examination. The list of Examiners shall prepared and recommended by the Teachers' Council and shall be forwarded to the Controller of Examinations for approval of the Vice-Chancellor.

### **3.8. CONDUCTING BOARD:**

Two Senior most Teachers & the Head shall be the members of the Conducting Board. Controller of Examination shall convene the meeting of the Board as and when required.

### **3.9. RESULTS OF EXAMINATIONS:**

After the passing of the result by the Conducting Board, the Controller of Examination shall submit two copies of list of successful candidates along with their grades for approval of the Vice-Chancellor in each semester. A Semester Cell shall be created under one Assistant Controller of Examination to publish the result and issue the Grade sheet and Provisional Certificate at the end of 2nd Semester Examination of the P.G. Diploma Course, and first semester examination of the Certificate Course. The results shall be declared ordinarily within four weeks of completion of the Examinations. The Candidate shall have to appear in all the papers of a semester examination to be eligible to be declared pass provided he/she secures minimum pass grade. The final result of a student of the P.G. Diploma Course shall not be published unless he/she has passed in the second semester examination.

### **4.0. PROMOTION TO THE NEXT SEMESTER:**

For the P.G. Diploma Course a student shall be admitted to the next higher semester only when he/she has appeared in all the course of the previous semester examination. However, a student failing to appear semester examination in some or all papers due to some reasons as mentioned in point 4.1 below may be admitted to next semester. Such a student shall produce sufficient proof in favour of his/her reason for not being able to appear in some or all papers of the semester examination. Such case can be considered by the TC of the Department for giving permission for admission into next semester. Such student shall appear the repeat semester examination of the next academic session provided the no student shall be allowed admission to second semester of the P.G. Diploma Course if he/ she has not passed in the First Semester Examination.

### **4.1. ABSENCE FROM EXAMINATION:**

If a student is unable to appear a semester examination in some or all papers, the TC of the Department shall consider his/ her case for admission into the next higher semester only in the following cases.

- a. When he/ she is hospitalised.

- 112
- b. When he/ she is not able to appear in the examination due to serious illness or death of parents, brothers, sisters, spouse or children
  - c. When he/ she met an accident of serious nature.
  - d. When the Department / University or any official directive deposes him.

#### **4.2. PROCEDURE FOR REPEAT/IMPROVEMENT:**

##### **4.3. REPEAT:**

A student shall repeat all the theory papers in which he/ she has failed in the semester examination within two years from the date of first registration. Such student shall have to apply to the Head of the department in plain paper before one week of the form fill-up of the ensuing semester examinations. If allowed, he/she shall deposit the fees as prescribed by the University.

##### **4.4. IMPROVEMENT:**

After the publication of first semester result, a student may be allowed to improve his/ her performance in not more than two theory paper of the first semester in the concerned examination within two years from his first registration in the programme. Such students shall have to apply to the Head of the Department in plain paper before one week of the form fill-up of the ensuing semester examination. If allowed, he/she shall be deposit the fees as prescribed by the University. In such a case the highest mark secured in each paper will be considered for computing the marks.

#### **5.0. ISSUE OF GRADE SHEET, PROVISIONAL CERTIFICATE-cum- GRADE SHEET AWARD OF DEGREE:**

The Controller of Examination shall issue the grade sheet of each semester (Appendix - 1) PCG (Provisional Certificate cum Grade Sheet) (Appendix - 2) to the candidate in the prescribed format against a prescribed fee. A degree certificate under the seal of the University and signed by the Vice-Chancellor (Appendix -3) shall be presented at the convocation or in absentia to each of the successful students of particular degree on submission of application and fee as prescribed.

#### **6.0. DISCIPLINE IN THE EXAMINATION:**

##### **6.1. LATE COMERS:**

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A student arriving in the examination hall/ room fifteen minute after the commencement of the examination shall not be ordinarily allowed to sit for the examination. No examinee shall be allowed to go out of the examination hall/room within one hour of commencement of the examination. The invigilators shall keep a record of temporary absence of student from the examination hall/ room during the examination.

## **6.2. ADOPTION OF UNFAIR MEANS IN THE EXAMINATION:**

Possession of unauthorised materials and using it copying from script of other student or for any other source, sharing his/her answer script with other during an examination creating any disturbance or acting in a manner so as to cause inconvenience to other students in the examination hall/room or near about shall be treated as adoption of unfair means or malpractice.

## **6.3. DISCIPLINARY ACTION FOR ADOPTION OF UNFAIR MEANS IN THE EXAMINATION:**

In case of adoption of unfair means by an examinee in the examination hall, the invigilators shall immediately report to the Centre Superintendent in writing along with the incriminating material (if any) collected from the examinee signed by both the concerned examinee and the invigilator. Superintendent shall refer it to the Controller of Examination for necessary disciplinary action as per the rule and regulation of the University.

## **7.0. EXAMINATION FEES:**

The Examination fees shall be collected by the University before each Semester Examination at a rate prescribed by the University from time to time.