



REGULATIONS FOR DEGREE OF BACHELOR OF ARTS

1.0 PRELIMINARY DEFINITIONS & NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i) **“Programme”** means Degree Programme that is B.A. Degree Programme
- ii) **“Branch”** means specialization or discipline of B.A. Degree Programme like Islamic Studies , Theology etc.
- iii) **“Course”** means a theory or practical subject that is normally studied in a semester, like Tafseer, Hadeeth, Islamic Jurisprudence, Law of inheritance, Islamic philosophy etc.,
- iv) **“University”** means B.S.Abdur Rahman University.
- v) **“Dean Academic Courses”** means the Dean Academic courses of B.S.Abdur Rahman University.
- vi) **“Dean Students”** means the Dean Students of B.S.Abdur Rahman University.
- vii) **“Controller of Exams”** means the controller of Examination of B.S.Abdur Rahman University, who is responsible for conduct of examinations and declaration of results.

2.0 ADMISSION

- 2.1 Candidates for admission to the first semester of the Six/Seven semesters B.A. Degree programme shall be required to have passed the Higher Secondary Examination of the (10+2) curriculum (Academic stream, vocation) prescribed by the appropriate authority or any other examination of any University or authority accepted by the University as equivalent thereto.
- 2.2 The eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the University from time to time.

3.0 BRANCHES OF STUDY

- 3.1 Regulations are applicable to the following B.A. Degree Programmes.

B.A. Degree Programmes:

- * Islamic Studies (From Academic year of 2010-11)
- * Comparative Religion (Proposed).
- * Islamic Banking and Finance (Proposed).

Full time B.A. Degree programme is distributed over six semesters with 2 semesters per academic year and Part time programme is distributed over seven semesters.

4.0 STRUCTURE OF PROGRAMMES:

- 4.1 Every Programme will have a curriculum with syllabi consisting of theory and practical courses such as
 - i) Foundation course comprising Arabic and English Languages
 - ii) Core courses like Comprising Quran, Hadeeth, Islamic Jurisprudence, Usool etc.,

- iii) Allied courses like Islamic History, Arabic Grammar, Rhetoric, Islamic Finance, Interest free banking, etc.,
- iv) NCC\NSS\NSO\DAWA activities for character development.

4.2 Each course is normally assigned certain number of credits with one credit per lecture period per week, one credit per tutorial period per week, or seminar or project work per week (two credits for three or four periods of practical).

4.3 Each semester curriculum shall normally have a blend of lecture courses and practical courses.

4.4 For the award of the degree, a student has to earn certain minimum total number of credits specified in the curriculum of the relevant branch of study. This minimum shall be 120 credits.

4.5 The medium of instruction, examination and project report will be Arabic for the programme of Arabic medium and English for the programme of English medium except for the language courses.

5.0 DURATION OF THE PROGRAMME:

A full time student is ordinarily expected to complete the B.A. Degree Programme in six semesters but in any case not more than eight semesters. Each semester shall normally consist of 80 working days or 335 periods of each 50 minutes. A part time student is ordinarily expected to complete the B.A. Degree Programme in seven semesters but in any case not more than nine semesters. Each semester shall normally consist of 68 working days or 272 periods.

End semester examination will normally follow immediately after the last working day of the semester.

6.0 FACULTY ADVISOR

To help the students in planning their courses of study and for general counseling on the academic programme, the Head of the Department who shall function as Faculty Advisor for the students throughout their period of study. Such faculty Advisor shall advise the students and approve the courses to be taken by the students during registration and enrolment every semester.

7.0 COMMON COURSE COMMITTEE

Each common theory course offered to more than one discipline or group, shall have a course committee comprising all the teachers teaching the common course with one of them nominated as course coordinator. The nomination of the course Co-ordination shall be made by the Head of the Department / Head of the Institution depending upon whether all the teachers teaching the common course belong to a department / different departments.

8.0 CLASS COMMITTEE

Class committee will be constituted by the respective Heads of the Department of the students.

8.1 The composition of the class committee for each branch will be as follows:

- i) One senior faculty member preferably not teaching to the concerned class, appointed as chairman by the Head of the department
- ii) Teachers of individual courses
- iii) Two students of the class per group of 30 students or part thereof, to be nominated by the Head of the department in consultation with the faculty advisors.
- iv) All faculty advisors of the class

- v) Teachers- in- charge of UG programme
- vi) Head of the department

- 8.2 The class committee shall meet at least thrice during the semester. The first meeting will be held within two weeks from the date of class commencement, in which the type of assessments, like test, assignment, and assignment based test etc., will be decided for the first and second assessments. The second meeting will be held within a week after the dates of first assessment report, to review the students' performance and for follow up action. The third meeting will be held within a week after the date of second assessment Report, to review the students' performance and for follow up action.
- 8.3 During these three meetings the student members representing the entire class, shall meaningfully interact and express opinions and suggestions of the class students to improve the effectiveness of the teaching- learning process.
- 8.4 The class committee, excluding the student members and the invited members, shall meet within 10 days from the last day of the end- semester examination to analyze the performance of the students in each course. The grades in a common course shall be decided by the concerned course committee and shall be presented to the class committee(s) by the concerned course coordinator.

9.0 REGISTRATION AND ENROLMENT

- 9.1 Except for the first semester, every student shall register for the ensuing semester during a specified week before the end semester examination of the current semester. Every student shall submit a completed Registration form indicating the list of courses intended to be credited during the ensuing semester. Late registration with the approval of Dean Academic Courses along with a late fee will be permitted up to last working day of the current semester.
- 9.2 From the second semester onwards, all students shall pay the prescribed fees for the semester on a specific day at the beginning of the semester confirming the registered courses. Late enrolment, with the approval of Dean Academic Courses along with a late fee, will be permitted up to two weeks from the date of commencement of classes. If a student does not enroll, his\her name will be removed from rolls.
- 9.3 The students of first semester shall register and enroll at the time of admission by paying the prescribed fees.
- 9.4 A student should have registered for all preceding semesters before registering for a particular semester.

10.0 WITHDRAWAL FROM A COURSE

A Student can withdraw from a course at any time before the second assessment for genuine reasons with the approval of Dean, Academic Courses on the recommendation of the Head of the Department of the student.

11.0 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

A student can take a one time temporary break of study covering the current semester and/or next semester period with the approval of the Dean Academic Courses at any time before the start of second assessment of current semester, within the maximum period of 8 semesters for full time and 9 semesters for part time as the case may be. If any indiscipline it will not be considered as break.

12.0 CREDIT LIMIT FOR ENROLMENT & MOVEMENT TO HIGHER SEMESTER

- 12.1 A student can enroll for a maximum of 30 credits during a semester period including arrears courses.
- 12.2 The following minimum credits should be earned by a student to become eligible for movement to next higher semester.

To move to	Minimum credits to be earned
2 nd Semester	No minimum
3 rd Semester	10 in 1 st Semester courses alone
4 th Semester	12 in 2 nd Semester courses alone
5 th Semester	12 in 3 rd Semester courses alone
6 th Semester	12 in 4 th Semester courses alone

Those who do not satisfy the above minimum credit requirements, may register and enroll for arrear courses only.

- 12.3 Those who do not satisfy the NCC\NSS\DAWA requirements would not be eligible to register for fifth Semester courses, even though he/she satisfy all other requirements.

13.0 SUMMER TERM COURSES

- 13.1 A student can register for a maximum of two courses during summer term, if the concerned department during the summer term offers such courses.
- 13.2 The Head of the department, in consultation with the department consultative committee and with the approval of Dean Academic Courses may arrange for the conduct of a few courses during summer term, depending on availability of teachers during summer and subject to a minimum of five students registering for such courses.
- 13.3 However in the case of a student completing six semesters and having arrears in the earlier semesters in a maximum of two courses, summer courses may be offered, even if less than five students are registering for a course.
- 13.4 The number of contact hours and the assessments for any course during summer term will be the same as those during regular semesters except that there is no provision either for withdrawal from a summer term course or for substitute examination.

14.0 ASSESSMENT PROCEDURE AND PERCENTAGE WEIGHTAGE OF MARKS

14.1 Every theory course shall have a total of THREE assessments during a semester as given below.

Assessment No.	Course coverage in weeks	Duration	Weightage of marks
Test 1	1 to 6	1 Hour 30 Min	25
Test 2	7 to 14	1 Hour 30 Min	25
End – Semester Examination	1 to 17 (Full course)	3 hours	50

14.2 The pattern of question for at least one of the tests shall be the same as stipulated for the end-semester examination by the Board of Studies / Academic Council.

14.3 In the case of Industrial training, the student shall submit a report, which will be evaluated along with an oral examination by a committee of teachers, constituted by the Head of the department. A progress report from the industry will also be taken into account for evaluation.

14.4 In the case of project work, a committee of teachers constituted by the Head of the department will carry out three periodic reviews. Based on the project report submitted by the student, an oral examination will be conducted as the end-semester examination, for which one external examiner approved by the Controller of Examinations will be included. The weightage for periodic review will be 50% and remaining 50% for the end semester examination.

14.1.0 SUBSTITUTE EXAMINATION

14.1.1 A student who has missed for genuine reasons any one of the assessments of a course may be permitted to write substitute examinations. However, permission to take up a substitute examination will be given under exceptional circumstances, such as accident or admission to a hospital due to illness.

14.1.2 A student who misses any assessment in a course shall apply in a prescribed form to the Institution through the Head of the department within a week from the date of missed assessment. However the substitute examinations will be conducted within two weeks after the last day of the end- semester examination with the approval of the Head of the Institution.

15.0 PASSING AND DECLARATION OF RESULTS AND GRADE SHEET

15.1 All assessments of a course will be made on absolute marks basis. However, the class committee without the student members and the invited members, shall meet within 10 days after the end-semester examinations and analyze the performance of students in all assessments of course and award letter grade. The letter grades and the corresponding grade points are as follows:

Letter grade	Grade points
S	10
A	9
B	8
C	7
D	6
E	5
U	0
I	-
W	-

“W” Denotes withdrawal from the course

“I” Denotes inadequate attendance in the course and hence prevention from writing end-semester examination.

“U” denotes unsuccessful performance in the course.

- 15.2 A student who earns a minimum of five grade points in a course is declared to have successfully completed the course. Such a course cannot be repeated by the student.
- 15.3 The results, after awarding of grades, shall be signed by the Chairman, class committee and Head of the department and declared by the Controller of examinations.
- 15.4 Within two weeks from the commencement of classes for the next semester a student can apply for revaluation of his end semester examination answer paper in a course, on payment of a prescribed fee, through proper application to the Head of the Institution. Dean Academic Courses shall constitute a revaluation committee consisting of Chairman of the class committee as convener, the teacher of the course and a senior member of faculty knowledgeable in that course. The committee shall meet within a week to revalue the answer paper and submit its report to the controller of examination for consideration and decision.
- 15.5 After results are declared, grade sheets shall be issued to each student, which will contain the following details. The list of courses enrolled during the semester including summer term courses, if any, and the grade scored. The Grade Point Average (GPA) for the semester and The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards, GPA is the ratio of the sum of the products of the number of credits of courses registered and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester, including summer courses if any.

Where C_i , is the number of credits assigned by for i^{th} course

GP_i - Grade point obtained in the i^{th} course

$$GPA = \frac{\sum_i (C_i) (GP_i)}{\sum_i C_i}$$

The Cumulative Grade Point Average CGPA shall be calculated in a similar manner, considering all the courses enrolled from first semester “U”, “I” and “W” grades will be excluded for calculating GPA and CGPA.

- 15.6 After successful completion of the programme, the Degree will be awarded with the following classification based on CGPA.

Classification	CGPA
First Class with Distinction	8.50 and above and passing all examinations in the first appearance
First Class	6.50 and above but below 8.50 and completing the programme within maximum 8 semesters for full time and 9 semesters for part time.
Second Class	All others

16.0 ATTENDANCE REQUIREMENT AND COURSE REPETITION:

- 16.1 A student shall put in 100 % attendance of the contact periods of the course, subject to a maximum relaxation of 25 % for genuine reasons like Hospitalization, ailment & etc.
- 16.2 Instructor of each course shall cumulate the attendance details for the semester and furnish the names of students who have put in less than 75% of attendance in the course to the Dean Academic Courses through the Head of the department. There upon the Head of the Institution shall announce the names of all students prevented from writing the end- semester examination in various courses.
- 16.3 A student should repeat a core course wherein “U” or “I” or “W” grade was awarded. If the student is awarded “U”, or “I” or “W” grade in an elective course either the same elective course may be repeated or a new elective course may be taken.
- 16.4 Every student should have been certified by the Head of the department that his/her conduct and discipline have been satisfactory.

17.0 PERSONALITY AND CHARACTER DEVELOPMENT

- 17.1 All students shall enroll, on admission in any one of the personality, character development programmes, NCC/NSS/NSO/DAWA. All Students shall undergo practical training for about 40 hours and attend a camp of about seven days.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme (NSS) will be social service activities in and around Chennai.

National Sports Organization (NSO) will have sports, games, drills and physical exercises.

DAWA : Practical training to reach the people and share views on Islam.

- 17.2 While the training activities will normally be during weekends, the camp will normally be vacation period. Every student shall put in a minimum of 75% attendance in the practical training and attend the camp compulsorily. Normally this is to be completed during the final year.

18.0 DISCIPLINE

- 18.1 Every student is required to observe disciplined and decorous behavior both inside and outside the campus and not to indulge in any activity which will tend to bring down the prestige of the institution
- 18.2 Any act of indiscipline of student reported to the Dean Students will be referred to a Discipline and Welfare Committee nominated by the governing body from time to time, for taking appropriate action.

19.0 ELIGIBILITY FOR THE AWARD OF DEGREE

- 19.1 A student shall be declared to be eligible for the award of the B.A. Degree provided the student has:
- (i) Successfully completed all the required courses in the programme curriculum and earned the number of credits prescribed for the specialization within a maximum period of 8 semesters for full time and 9 semesters for the part time from the date of admission, including break of study.
 - (ii) Completed the NCC/NSS/NSO/DAWA requirements.
 - (iii) No dues to the Institution, library, Hostels, NCC, NSS, NSO, DAWA CAMP and
 - (iv) No disciplinary action pending against him.
- 19.2 The award of the Degree must have been approved by the University.

20.0 POWER TO MODIFY

Notwithstanding all that has been started above, the Academic Council has the right to modify the above regulations from time to time.
