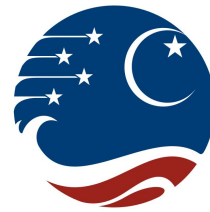


**B.S.ABDUR RAHMAN
UNIVERSITY**
B.S.ABDUR RAHMAN INSTITUTE OF SCIENCE & TECHNOLOGY
(Estd. u/s 3 of the UGC Act, 1956)



REGULATIONS - 2012

FOR

DEGREE OF MASTER OF ARTS

M.A. ISLAMIC STUDIES

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FOR DEGREE OF MASTER OF ARTS

M.A.ISLAMIC STUDIES

1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires

- i) "**Programme**" means Post Graduate Degree Programme - M.A.
- ii) "**Course**" means a theory or practical subject that is normally studied in a semester, like Tafseer, Hadeeth, Uloomul Quran and Uloomul Hadeeth etc.
- iii) "**University**" means B.S.Abdur Rahman University, Chennai, 600048.
- iv) "**Institution**" unless otherwise specifically mentioned as an autonomous or off campus institution means B.S.Abdur Rahman University.
- v) "**Academic Council**" means the Academic Council of the University.
- vi) "**Dean (Academic Courses)**" means Dean (Academic Courses) of B.S.Abdur Rahman University.
- vii) "**Dean (Students)**" means Dean(Students) of B.S.Abdur Rahman University
- viii) "**Controller of Examinations**" means the Controller of Examinations of B.S.Abdur Rahman University who is responsible for conduct of examinations and declaration of results.

2.0 PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. Programmes Offered & Qualification for admission

The Programme offered is M.A. Islamic Studies

Qualification: B.A. in Arabic/ Islamic Studies / Afzal Ul Ulama /

A Bachelor Degree in any discipline containing four Arabic Language papers.

2.2 MODES OF STUDY

2.2.1 Full-time

Candidates admitted under "Full-Time" shall be available in the institution during the complete working hours for curricular, co-curricular and extra-curricular activities assigned to them.

2.2.2 Part time - Day time

In this mode of study, the candidates are required to attend classes for the courses registered along with full time students.

2.2.3 Part time - Evening

In this mode of study, the candidates are required to attend only evening classes.

A part time student is not permitted to convert to the full time mode of study.

2.3. ADMISSION REQUIREMENTS

2.3.1 Candidates for admission to the first semester of the Master's Degree Programme shall be required to have passed an appropriate degree examination of this University as specified in above or any other examination of any University or authority accepted by the University as equivalent thereto.

2.3.2 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme/courses as prescribed by the institution from time to time.

2.3.3 Eligibility conditions for admission such as class obtained, number of attempts in qualifying examination and physical fitness will be as prescribed by the Institution from time to time.

2.3.4 All part-time candidates should satisfy other conditions regarding experience, sponsorship etc., which may be prescribed by the institution from time to time.

2.3.5 A candidate eligible for admission to M.A. Part Time - Day Time programme shall have his / her permanent place of work within a distance of 65km from the campus of the institution.

3.0 DURATION AND STRUCTURE OF THE P.G. PROGRAMME

3.1. The minimum and maximum period for completion of the P.G. Programmes are given below:

M.A. Full Time:

Min. No. of Semesters = 4

Max. No. of Semesters = 8

M.A. Part Time:

Min. No. of Semesters = 6

Max. No. of Semesters = 12

3.2 The P.G. programmes will consist of the following components as prescribed in the respective curriculum

- i. Core courses
- ii. Allied courses
- iii. Project work / thesis / dissertation
- iv. Seminars

3.3 The curriculum and syllabi of all the P.G. programmes shall be approved by the Academic Council.

3.4 The number of credits to be earned for the successful completion of the programme shall be specified in the curriculum of the respective specialization of the P.G. programme.

3.5 Each academic semester shall normally comprise of 75 to 80 working days spread over sixteen weeks. End-semester examinations will follow immediately after these working days.

3.6 The curriculum of P.G. programme shall be so designed that the minimum prescribed credits required for the award of the degree is: 70 - 80

3.7 Credits will be assigned to the courses for all P.G. programmes as given below:

- * One credit for one lecture period per week
- * One credit for one tutorial period per week
- * One credit each for seminar/practical session of two or three periods per week

3.8 The number of credits registered by a candidate in non-project semester and project semester should be within the range specified below:

M.A. Full Time:

| | |
|----------------------|-------------------|
| Non project Semester | = 15 – 23 Credits |
| Project Semester | = 12 – 20 Credits |

M.A. Part Time:

| | |
|----------------------|-------------------|
| Non project Semester | = 6 – 12 Credits |
| Project Semester | = 12 – 16 Credits |

3.9 The electives from the curriculum are to be chosen with the approval of the Head of the

Department.

- 3.10** A candidate may be permitted by the Head of the Department to choose electives offered from other P.G. Programmes either within a Department or from other Departments up to a maximum of three courses during the period of his/her study, provided the Heads of the Departments offering such courses also agree.
- 3.11** To help the students to take up special research areas in their project work and to enable the department to introduce courses in latest/emerging areas in the curriculum, "Special Electives" may be offered. A candidate may be permitted to register for a "Special Elective" up to a maximum of three credits during the period of his/her study, provided the syllabus of this course is recommended by the Head of the Department and approved by the Dean (AC) before the commencement of the semester, in which the special elective course is offered. Subsequently, such course shall be ratified by the Board of Studies and Academic Council.
- 3.12** The medium of instruction, examination, seminar and project/thesis/ dissertation reports will be Arabic / English.

3.13.0 PROJECT WORK/THESIS/DISSERTATION

- 3.13.1** Project work / Thesis / Dissertation shall be carried out under the supervision of a qualified teacher in the concerned Department.
- 3.13.2** The Project Report/Thesis / Dissertation report / Drawings prepared according to approved guidelines and duly signed by the supervisor(s) and the Head of the Department shall be submitted to the Head of the Institution.
- 3.13.3** The deadline for submission of final Project Report / Thesis / Dissertation is 30 calendar days from the last working day of the semester in which Project / Thesis / Dissertation is done.
- 3.13.4** If a candidate fails to submit the Project Report / Thesis / Dissertation on or before the specified deadline he / she is deemed to have not completed the Project Work / Thesis / dissertation and shall re-register the same in a subsequent semester.
- 3.13.5** A student who has acquired the minimum number of total credits prescribed in the Curriculum for the award of the Masters Degree will not be permitted to enroll for more courses to improve his/her cumulative grade point average (CGPA).

4.0 FACULTY ADVISER

To help the students in planning their courses of study and for getting general advice on

academic programme, the concerned department will assign a certain number of students to a faculty member who will be called the Faculty Adviser.

5.0 CLASS COMMITTEE

5.1 Every class of the P.G. Programme will have a Class Committee, constituted by the Head of the Department as follows:

- i. Teachers of all courses of the programme
- ii. One senior faculty preferably not offering courses for the class, as chairperson.
- iii. One or two students of the class, nominated by the Head of the Department.
- iv. Faculty Advisers of the class - Ex-Officio Members
- v. Professor in-charge of the P.G. Programme - Ex-Officio Member.

5.2 The Class Committee shall be constituted on the first working day of a semester or earlier.

5.3 The basic responsibilities of the Class Committee are to review periodically the progress of the classes, to discuss problems concerning curriculum and syllabi and the conduct of the classes. The type of assessment for the course will be decided by the teacher in consultation with the Class Committee and will be announced to the students at the beginning of the semester. Each Class Committee will communicate its recommendations to the Head of the Department and the Head of the Institution. The class committee, **without the student members**, will also be responsible for finalization of the semester results.

5.4 The Class Committee is required to meet at least thrice in a semester, once at the beginning of the semester, another time after the end-semester examination to finalise the grades, and once in between.

6.0 COURSE COMMITTEE

Each common theory course offered to more than one group of students 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 coordinator 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 single department or to several departments. The Course Committee shall meet as often as possible and ensure uniform

evaluation of the tests and arrive at a common scheme of evaluation for the tests. Wherever it is feasible, the Course Committee may also prepare a common question paper for the test(s).

7.0 REGISTRATION AND ENROLMENT

- 7.1** For the first semester every student has to register and enroll for the courses he/she intends to undergo on a specified day notified to the student. The concerned Faculty Adviser will be present and guide the students in the registration/enrolment process.
- 7.2** For the subsequent semesters registration for the courses will be done by the student during a specified week before the end-semester examination of the previous semester. The curriculum gives details of the core and elective courses, project and seminar to be taken in different semester with the number of credits. The student should consult his/her Faculty Adviser for the choice of courses. The Registration form is filled in and signed by the student and the Faculty Adviser.
- 7.3** Late registration will be permitted with a prescribed fine up to two weeks from the last date specified for registration.
- 7.4** From the second semester onwards all students shall pay the prescribed fees and enroll on a specified day at the beginning of a semester. A student will become eligible for enrolment only if he/she satisfies clause 9 and in addition he/she is not debarred from enrolment by a disciplinary action of the Institution. At the time of enrolment a student can drop a course registered earlier and also substitute it by another course for valid reasons with the consent of the Faculty Adviser. Late enrolment will be permitted on payment of a prescribed fine up to two weeks from the date of commencement of the semester.
- 7.5** Withdrawal from a course registered is permitted up to one week from the date of the completion of the first assessment test.
- 7.6** Change of a course within a period of 15 days from the commencement of the course, with the approval of Dean (AC) ,on the recommendation of the HOD, is permitted.
- 7.6.1** Courses withdrawn will have to be taken when they are offered next if they belong to the list of core courses.

7.7 SUMMER TERM COURSES

- 7.7.1** Summer term courses may be offered by a department on the recommendation by the Departmental Consultative Committee and approved by the Head of the Institution. A summer term course may not be offered if the number of candidates enrolled is less than five. No student should register for more than two courses during a summer term.
- 7.7.2** Summer term courses will be announced by the Head of the Institution at the end of the even semester before the commencement of the end semester examinations. A student will have to register within the time stipulated in the announcement. A student has to pay the fees as stipulated in the announcement.
- 7.7.3** The total number of contact hours in any summer term course will be the same as in the regular semester course. The assessment procedure in a summer term course will also be similar to the procedure for a regular semester course.
- 7.7.4** Withdrawal from a summer term course is not permitted. No substitute examination will be held for the summer term courses.

8.0 TEMPORARY WITHDRAWAL FROM THE PROGRAMME

A student may be permitted by the Head of the Institution to temporarily withdraw from the programme up to a maximum of two semesters for reasons of ill health or other valid grounds. However the total duration for completion of the programme shall not exceed the prescribed number of semesters (vide clause 3.1).

9.0 MINIMUM REQUIREMENTS TO REGISTER FOR PROJECT / THESIS / DISSERTATION

- 9.1** A candidate is permitted to register for project semester, if he/she has earned the minimum number of credits specified below:
- M.A. Full Time:**
Minimum number of credits to be earned to enroll for project semester = 18 (III Sem)
- M.A. Part Time:**
Minimum number of credits to be earned to enroll for project semester = 18 (V Sem)
- 9.2** If the candidate has not earned minimum number of credits specified, he/she has to earn the required credits (at least to the extent of minimum credit specified in clause 9.1) and then register for the third / fourth semester.

10.0 DISCIPLINE

- 10.1** Every candidate is required to observe discipline and decorous behaviour both inside and outside the campus and not to indulge in any activity, which will tend to bring down the prestige of the institution.
- 10.2** Any act of indiscipline of a candidate reported to the Head of the Institution will be referred to a Discipline and Welfare Committee for taking appropriate action.
- 10.3** Every candidate should have been certified by the HOD that his / her conduct and discipline have been satisfactory.

11.0 ATTENDANCE

- 11.1** Attendance rules for all Full Time Programme and Part time - day Time Programmes are given in the following sub-clauses.
- 11.2** A student shall earn 100% attendance in the contact periods of every course, subject to a maximum relaxation of 25% for genuine reasons like on medical grounds, representing the University in approved events etc., to become eligible to appear for the end-semester examination in that course, failing which the student shall be awarded "I" grade in that course. If the course is a core course, the candidate should register for and repeat the course when it is offered next.

12.0 ASSESSMENTS AND EXAMINATIONS

- 12.1** The following rule shall apply to all full-time and part-time P.G. programmes.

For lecture-based courses, normally a minimum of two assessments will be made during the semester. The assessments may be combination of tests and assignments. The assessment procedure as decided at the Class Committee will be announced to the students right at the beginning of the semester by the teacher and informed to Dean (AC).

- 12.2** There shall be one end semester examination of three hours duration in each lecture based course.

12.3 The evaluation of the Project work will be based on the project report and a VivaVoce Examination by a team consisting of the supervisor concerned, an Internal Examiner and External Examiner to be appointed by the Controller of Examinations.

13.0 WEIGHT AGES

13.1 The following shall be the weightages for different courses:

i) Lecture based course

| | | |
|---------------------------|---|-----|
| Two sessional assessments | - | 50% |
| End-semester examination | - | 50% |

ii) Project work

| | | |
|---|---|-----|
| Periodic reviews | - | 40% |
| Evaluation of Project Report by External Examiner | - | 20% |
| Viva-Voce Examination | - | 40% |

13.2 The markings for all tests, tutorial assignments (if any), laboratory work and examinations will be on absolute basis. The final percentage of marks is calculated in each course as per weightages given in clause 14.1.

14.0 SUBSTITUTE EXAMINATION

14.1 A student who has missed for genuine reasons anyone of the three assessments including end-semester examination of a course may be permitted to write a substitute examination. However, permissions to take up a substitute examination will be given under exceptional circumstances, such as accident or admissions to a hospital due to illness.

14.2 A student who misses any assessment in a course should apply in a prescribed form to the Head of 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 COURSEWISE GRADING OF STUDENTS AND LETTER GRADES:

15.1 Based on the semester performance, each student is awarded a final letter grade at the

end of the semester in each course. The letter grades and the corresponding grade points are as follows, but grading has to be relative grading

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

Flexible range grading system will be adopted

"W" denotes withdrawal from the course.

"I" denotes inadequate attendance and hence prevention from End-Semester examination.

"U" denotes unsuccessful performance in a course.

15.2 A student is considered to have completed a course successfully and earned the credits if he / she secure five grade points or higher. A letter grade U in any course implies unsuccessful performance in that course. A course successfully completed cannot be repeated for any reason.

16.0 METHOD OF AWARDING LETTER GRADE:

16.1 A final meeting of the Class Committee without the student member(s) will be convened within ten days after the last day of the end-semester examination. The letter grades to be awarded to the students for different courses will be finalized at the meeting.

16.2 Three copies of the results sheets for each course, containing the final grade and three copies with the absolute marks and the final grade should be submitted by the teacher to the concerned Class Committee Chairman. After finalisation of the grades at the class committee meeting the Chairman will forward two copies of each to the Controller of Examinations and the other copies to the Head of the Department in which course is offered.

17.0 DECLARATION OF RESULTS:

17.1 After finalisation by the Class Committee as per clause 17.1 the Letter Grades awarded to the students in the each course shall be announced on the departmental notice board after duly approved by the Controller of Examinations. In case any student feels aggrieved, he/she can apply for revaluation after paying the prescribed fee for the purpose, within two weeks from the commencement of the semester immediately following the announcement of results. A committee will be constituted by the Controller of Examinations comprising the Chairperson of the concerned Class Committee (Convener), the teacher concerned and another teacher of the department who is knowledgeable in the concerned course. If the Committee finds that the case is genuine, it may jointly revalue the answer script and forward the revised mark to the Controller of Examinations with full justification for the revision if any.

17.2 The U grade once awarded stays in the grade sheet of the students and is not deleted when he/she completes the course successfully later. The grade acquired by the student later will be indicated in the grade sheet of the appropriate semester.

18.0 REPETITION OF COURSES AND ARREARS EXAMINATION:

18.1 A student who secured a U grade in any course, which is listed as a core course, shall repeat it when the course is offered next. If it is an elective course, the student has the option to repeat it when it is offered next or to choose a new elective if he/she so desires in order to get a successful grade.

18.2 If a student secures U grade in the project work, he/she shall re-register for the same in the subsequent semester.

18.3 If a student secures U grade in the practical training, he/she shall re-register for the same in the subsequent semester.

19.0 GRADE SHEET

19.1 The grade sheet issued at the end of the semester to each student will contain the following:

- (i) the credits for each course registered for that semester.
- (ii) the performance in each course by the letter grade obtained.
- (iii) the total credits earned in that semester.
- (iv) the Grade Point Average (GPA) of all the courses registered for that semester and the Cumulative Grade Point Average (CGPA) of all the courses taken up to that semester.

19.2 The GPA will be calculated according to the formula

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

where C_i is the number of credits assigned for i^{th} course GP_i

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

For the cumulative grade point average (CGPA) a similar formula is used except that the sum is over all the courses taken in all the semesters completed up to the point in time. For both GPA and CGPA calculations, U, I & W grades will be excluded.

19.3 Classification of the award of degree will be as follows:

| CGPA | Classification |
|--|------------------------------|
| 8.50 and above ,having completed in first appearance in all courses. | First class with Distinction |
| 6.50 and above, having completed within a period of 2 semesters beyond the programme period. | First Class |
| All others | Second Class |

However, to be eligible for **First Class with Distinction**, a candidate should not have obtained U or I grade in any course during his/her study and should have completed the P.G. Programme within a minimum period covered by the minimum duration (clause 3.1) plus authorized break of study, if any (clause 8).

To be eligible for **First Class**, a candidate should have passed the examination in all

courses within the specified minimum number of semesters reckoned from his/her commencement of study plus two semesters. For this purpose, the authorized break of study will not be counted.

The candidates who do not satisfy the above two conditions will also be classified as **Second Class**.

For the purpose of classification, the CGPA will be rounded to first decimal place. For the purpose of comparison of performance of candidates and ranking, CGPA will be considered up to three decimal places.

20.0 ELIGIBILITY FOR THE AWARD OF THE MASTERS DEGREE

20.1 A student shall be declared to be eligible for the award of the Masters Degree if he/she has

- i) Registered for and undergone all the core courses and completed the Project Work,
- ii) Successfully acquired the required credits as specified in the Curriculum corresponding to his/her programme within the stipulated time,
- iii) has no dues to the Institution, Hostels and Library.
- iv) No disciplinary action is pending against him/her, and

20.2 The award of the degree must be approved by the University.

21.0 POWER TO MODIFY:

Notwithstanding all that have been stated above, the Academic Council has the right to modify any of the above regulations from time to time.
