

**B.S.ABDUR RAHMAN
UNIVERSITY**

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



Regulations 2013

(Amendments updated upto June 2015)

B.A. Islamic Studies Degree Programme

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(Estd.u/s 3 of the UGC Act, 1956)

(FORMERLY B.S.ABDUR RAHMAN CRESCENT ENGINEERING COLLEGE)
Seethakathi Estate, G.S.T. Road, Vandalur, Chennai - 600 048.



**REGULATIONS 2013
FOR
B.A. ISLAMIC STUDIES
(FULL TIME AND PART TIME)**

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REGULATIONS - 2013 FOR B.A. DEGREE PROGRAMMES

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 Affairs)"** means the Dean (Academic Affairs) of B.S. Abdur Rahman University.
- vi) **"Dean Students (Affairs)"** means the Dean (Students Affairs) 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
- * 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: Arabic and English Languages
- ii) Core courses: Quran, Hadeeth, Islamic Jurisprudence, Usool etc.,
- iii) Allied courses: Islamic History, Arabic Grammar, Rhetoric, Islamic Finance, Interest free banking, Comparative religion etc.

4.2 Each course is normally assigned certain number of credits :

one credit per lecture period per week

one credit per tutorial period per week

one credit for two periods of seminar / project work per week

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:

5.1 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.

5.2 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.

5.3 Semester end examination will normally follow immediately after the last working day of the semester.

6.0 CLASS ADVISOR AND FACULTY ADVISOR

6.1 CLASS ADVISOR

A faculty member will be nominated by the HOD as Class Advisor for the whole class (2nd to final semester).

He/she is responsible for maintaining the academic, curricular and co-curricular records of all students throughout their period of study.

However, for the first semester alone the class advisors and faculty advisors will be nominated by first year coordinator.

6.2 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 of the students will attach a certain number of students to a faculty member of the department who shall function as Faculty Advisor for the students throughout their period of study. Such Faculty Advisor shall offer advice to the students on academic and personal matters, and guide the students in taking up courses for registration and enrolment every semester.

7.0 COURSE COMMITTEE

Common course offered to more than one discipline or group, shall have a "Course Committee", comprising all the faculty members 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 / Dean (Academic Affairs), depending on whether all the faculty members teaching the common course belong to the same department / different departments.

8.0 CLASS COMMITTEE

The Class Committees will be constituted by the respective Head of the Department of the students

- 8.1** The composition of the class committee 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) Faculty members 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 and the class advisor of the class
 - v) 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 commencement of classes, in which the nature of continuous assessment for various courses and the weightages for each component of assessment will be decided for the first and second assessments. The second meeting will be held within a week after the date 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 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 semester end examination to analyze the performance of the students in all the components of assessments and decide the grades for students in each course. The grades for 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 semester end examination of the current semester. Every student shall submit a completed Registration form indicating the list of courses intended to be enrolled during the ensuing

semester. Late registration with the approval of Dean (Academic Affairs) along with a late fee will be permitted up to the last working day of the current semester.

- 9.2** From the second year onwards, all students shall pay the prescribed fees for the year on a specific day at the beginning of the semester confirming the registered courses. Late enrolment 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 and enrolled for all preceding semesters before registering for a particular semester.**

10.0 WITHDRAWAL FROM A COURSE

A student can withdraw from an enrolled course at any time before the second assessment for genuine reasons, with the approval of the Dean (Academic Affairs), on the recommendation of the Head of the Department of the student.

11.0 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

A student can avail a onetime temporary break of study covering the current semester and/or next semester period with the approval of the Head of the Institution 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 student is debarred for want of attendance or suspended due to any act of indiscipline it will not be considered as break of study.

A student availed break of study has to rejoin only in the same semester from where he left.

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 including arrears courses.
- 12.2** The minimum credit requirement to move to the higher semester is
- Not less than a total of 20 credits, (16 credits for part-time) to move to the 3rd semester.

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- Not less than a total of 40 credits, (32 credits for part-time) to move to the 5th semester.
- Not less than a total of 48 credits for part-time, to move to the 7th semester.

12.3 However, a student who has secured "I" grade (due to shortage of attendance) in all the courses of a particular semester is not eligible to move to the next higher semester.

13.0 ASSESSMENT PROCEDURE AND PERCENTAGE WEIGHTAGE OF MARKS

13.1 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
Assessment 1	1 to 6	1.5 hours	25%
Assessment 2	7 to 14	1.5 hours	25%
End-Semester Exam	1 to 17 (full course)	3 hours	50 %

13.2 Appearing for semester end examination for each course is mandatory and a student should secure a minimum of 40% marks in each course in semester end examination for the successful completion of the course.

13.3 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 faculty members, constituted by the Head of the department. A progress report from the industry will also be taken into account for evaluation.

13.4 In the case of project work, a committee of faculty members constituted by the Head of the Department will carry out three periodic reviews. Based on the project report submitted by the student(s), an oral examination (viva-voce) will be conducted as the semester end 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 project report and Viva Voce examination.

13.5 Assessment of seminars and comprehension will be carried out by a committee of faculty members constituted by the Head of the Department.

13.6 The continuous assessment marks earned for a course during his/her first appearance will be used for grading along with the marks earned in the semester-end examination / arrear examination for that course until he/she completes.

14.0 SUBSTITUTE EXAMINATIONS

14.1 A student who has missed, for genuine reasons, a maximum of one of the two assessments of a course may be permitted to write a substitute examination. 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, etc. by a committee constituted by the Dean of School for that purpose.

14.2 A student who misses any assessment in a course shall apply in a prescribed form to the Head of the department / Dean within a week from the date of missed assessment. However the substitute tests and examination for a course will be conducted within two weeks after the last day of the semester-end examinations.

15.0 ATTENDANCE REQUIREMENT AND SEMESTER / COURSE REPETITION

15.1 A student shall earn 100% attendance in the contact periods of every course, subject to a maximum relaxation of 25% (for genuine reasons such as medical grounds or representing the University in approved events etc.) to become eligible to appear for the semester-end 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.

15.2 The faculty member of each course shall cumulate the attendance details for the semester and furnish the names of the students who have not earned the required attendance in that course to the class advisor. The class advisor will consolidate and furnish the list of students who have earned less than 75% attendance, in various courses, to the Dean (Academic Affairs) through the Head of the Department. Thereupon, the Dean (Academic Affairs) shall announce, course-wise, the names of such students prevented from writing the semester end examination in each course.

- 15.3** A student should register to re-do a core course wherein "I" or "W" grade is awarded. If the student is awarded, "I" or "W" grade in an elective course either the same elective course may be repeated or a new elective course may be taken.
- 15.4** A student who is awarded "U" grade in a course will have the option of either to write semester end arrear examination at the end of the subsequent semesters, or to redo the course during summer term / regular semester. Marks earned during the redo period in the continuous assessment for the course, will be used for grading along with the marks earned in the end-semester (re-do) examination. If any student obtained "U" grade during summer term course, the marks earned during the redo period for the continuous assessment for that course will be considered for further appearance as arrears.
- 15.5** If a student with "U" grade prefers to redo any particular course fails to earn the minimum 75% attendance while doing that course, then he/she will be awarded "I" grade in that course.
- 15.6** The students who have not attended a single hour in all courses in a semester and awarded 'I' grade are not permitted to write the examination and also not permitted move to next higher semester. Such students should repeat all the courses of the semester in the next Academic year.
- 16.0 SUMMER TERM COURSES**
- 16.1** A student can register for a maximum of three courses during summer term, if such courses are offered by the concerned department during the summer term. Students may also opt to redo such courses during regular semesters.
- 16.2** The Head of the Department, in consultation with the department consultative committee may arrange for the conduct of a few courses during the summer term, depending on the availability of faculty members during summer and subject to a specified minimum number of students registering for each of such courses.
- 16.3** However, in the case of students who have completed sixth (seventh for part-time) semester, but having arrears in the earlier semesters in a maximum of two courses, summer courses may be offered, even if less than minimum students are registering for the course.

16.4 The number of contact hours and the assessment procedure 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.

17.0 PASSING AND DECLARATION OF RESULTS AND GRADE SHEET

17.1 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 semester-end examination and analyze the performance of students in all assessments of a 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	--
AB	--

"W" denotes withdrawal from the course.

"I" denotes inadequate attendance in the course and hence prevented from writing semester-end examination.

"U" denotes unsuccessful performance in the course.

"AB" denotes Absent for the semester end examination

17.2 A student who earns a minimum of five grade points ('E' grade) in a course is declared to have successfully completed the course. Such a course cannot be repeated by the student.

The results, after awarding of grades, shall be signed by the Chairman of the Class Committee and Head of the Department and declared by the Controller of Examinations.

- 17.3** Within one week from the date of declaration of result, a student can apply for reevaluation of his / her semester-end theory examination answer scripts of courses, on payment of prescribed fees, through proper application to Dean (Academic Affairs), who shall constitute a reevaluation committee consisting of Chairman of the class committee as convener, the faculty member of the course and a senior member of faculty knowledgeable in that course. The committee shall meet within a week to revalue the answer scripts and submit its report to the Controller of Examinations for consideration and decision.
- 17.4** 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.
- 17.5** If C_i is the number of credits assigned for the i th course and GP_i is the Grade Point in the i th course

$$GPA = \frac{\sum_{i=1}^n (C_i)(GP_i)}{\sum_{i=1}^n C_i} \quad \text{Where } n = \text{number of courses}$$

The Cumulative Grade Point Average CGPA shall be calculated in a similar manner, considering all the courses enrolled from first semester.

"I" and "W" grades will be excluded for calculating GPA .

"U", "I", "AB" and "W" grades will be excluded for calculating CGPA

17.6 After successful completion of the programme, the Degree will be awarded with the following classifications based on CGPA.

Classification	CGPA
First Class with Distinction	8.50 and above and passing all the courses in the first appearance and completing the programme within the normal 6 (or 7 for part-time) semesters
First Class	6.50 and above and completing the programme within a maximum of 8 (or 9 for part-time) semesters
Second Class	All others

18.0 PERSONALITY AND CHARACTER DEVELOPMENT

18.1 All students shall enroll, on admission, in any of the personality and character development programmes, NCC / NSS / NSO/ DAWA'H and undergo practical training.

- **National Cadet Corps (NCC)** will have to undergo specified number of parades.
- **National Service Scheme (NSS)** will have social service activities in and around Chennai.
- **National Sports Organization (NSO)** will have sports, games, drills and physical exercises.
- **DAWAH:** Practical training to reach the people and share views on Islam.

19.0 DISCIPLINE

19.1 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 University.

19.2 Any act of indiscipline of a student, reported to the Dean (Student Affairs), through the HODs will be referred to a Discipline and Welfare Committee, nominated by the Vice-Chancellor, for taking appropriate action.

20.0 ELIGIBILITY FOR THE AWARD OF DEGREE

20.1 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) No disciplinary action pending against him/her.

20.2 The award of the Degree must have been approved by the University.

21.0 POWER TO MODIFY

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