



B.S. Abdur Rahman

Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

Regulations 2017

**M.A. Islamic Studies
Degree Programme**



B.S. Abdur Rahman

Crescent

Institute of Science & Technology

Deemed to be University u/s 3 of the UGC Act, 1956

GST Road, Vandalur, Chennai 600 048

REGULATIONS 2017

CURRICULUM AND SYLLABUS

M.A. ISLAMIC STUDIES

REGULATIONS - 2017
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, Hadith, Uloomul Quran and Uloomul Hadith, Islamic History, Islamic Science and Arabic Language and Literature etc.
- iii) "**Institution**" means B.S. Abdur Rahman Crescent Institute of Science & Technology, Chennai- 600048.
- iv) "**Academic Council**" means the Academic Council of the Institution.
- v) "**Dean (Academic Courses)**" means Dean (Academic Courses) of B.S. Abdur Rahman Crescent Institute of Science & Technology.
- vi) "**Dean (Students)**" means Dean(Students) of B.S.Abdur Rahman Crescent Institute of Science & Technology.
- vii) "**Controller of Examinations**" means the Controller of Examinations of B.S. Abdur Rahman Crescent Institute of Science & Technology 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 Full Time - Evening

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

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 Institution as specified in above or any other examination of any University or authority accepted by the Institution 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.

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

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

- i. Core courses
- ii. Elective courses

3.3 The curricula 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 80 working days spread over 16 weeks. End-semester examinations will follow within a week after the

last working day.

- 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 60.
- 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 a semester should be within the range specified below:

M.A. Full Time:

Per Semester = 15 – 20 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 The medium of instruction, examination, seminar and project/thesis/dissertation reports will be Arabic / English.

3.12.0 PROJECT WORK / THESIS / DISSERTATION

3.12.1 Project work / Thesis / Dissertation shall be carried out under the supervision of a qualified teacher in the concerned Department.

3.12.2 A student who has acquired the minimum number of total credits prescribed in the Curriculum for the award of the Master Degree will not be permitted to enrol for more courses to improve his/her cumulative grade point average (CGPA).

4.0 CLASS ADVISOR AND FACULTY ADVISOR

4.1 CLASS ADVISOR

A faculty member will be nominated by the HOD as Class Advisor for the class

throughout the period of study.

The Class Advisor shall be responsible for maintaining the academic, curricular and co-curricular records of students of the class throughout their period. However, for the first semester alone the class advisors and faculty advisors will be nominated by first year coordinator.

4.2 FACULTY ADVISOR

To help the students in planning their courses of study and for general counselling, the Head of the Department of the students will attach a maximum of 20 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 guide the students in taking up the elective courses for registration and enrolment in every semester and also offer advice to the students on academic and related personal matters.

5.0 COURSE COMMITTEE

Any course commonly offered to more than one discipline or group, shall have a "Course Committee", comprising all the faculty members teaching the common course with one among 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 or different departments.

6.0 CLASS COMMITTEE

A Class Committee comprising faculty members handling the classes, student representatives and a senior faculty member not handling the courses as chairman will be constituted branch-wise and semester-wise

6.1 The composition of Class Committees for first and second semester will be as follows:

- i) The first semester Coordinator shall be the Chairman of the class committee
- ii) Faculty members of all individual courses of first / second semester
- iii) Six student representatives (male and female) of each class nominated by the First Year Coordinator
- iv) All the class advisors and faculty advisors of the class.

6.2 The composition of the class committee for each branch from 3rd to 4th semester will be as follows:

- i) One senior faculty member preferably not handling courses for the concerned semester, appointed as Chairman by the Head of the Department.
- ii) Faculty members of all courses of the semester.
- iii) Six student representatives (male and female) of each class nominated by the Head of the department in consultation with the relevant faculty advisors.
- iv) All faculty advisors and the class advisors.
- v) Head of the Department.

6.3 The class committee shall meet at least four times 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 assessment. 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.

6.4 During these three meetings the student members representing the entire class, shall meaningfully interact and express opinions and suggestions to improve the effectiveness of the teaching-learning process.

6.5 The fourth meeting of the class committee, excluding the student members, shall meet within 10 days from the last day of the semester end examination to analyse the performance of the students in all the components of assessments and decide their grades 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.

7.0 REGISTRATION AND ENROLMENT

7.1 Except for the first semester, every student shall register for the ensuing semester during a specified week before the semester end examination of the ongoing 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 the Dean (Academic Affairs) along with a late fee will be permitted up to the last working day of the current semester.

7.2 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.

7.3 The students of first semester shall register and enroll at the time of admission by paying the prescribed fees.

7.4 A student should have registered for all preceding semesters before registering for a particular semester.

8.0 WITHDRAWAL FROM A COURSE

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

9.0 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 first assessment of the ongoing semester, within the maximum period of 10 or 12 semesters 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 who has availed break of study has to re-join in the same semester only.

10.0 MINIMUM REQUIREMENTS TO REGISTER FOR PROJECT / THESIS / DISSERTATION

10.1 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/ Full Time – Evening Programme:

Minimum number of credits to be earned to enroll for project semester = 18 (III Sem)

10.2 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.

11.0 DISCIPLINE

11.1 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.

- 11.2** 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.
- 11.3** Every candidate should have been certified by the HOD that his / her conduct and discipline have been satisfactory.

12.0 ATTENDANCE REQUIREMENT AND SEMESTER / COURSE REPETITION

- 12.1** 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 Institution 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. The cases in which the student is awarded “I” grade, shall register and repeat the course when it is offered next.
- 12.2** 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.
- 12.3** 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 with the approval of Head of the Department / Dean of School.
- 12.4** A student who is awarded “U” grade in a course will have the option to either write the semester end arrear examination at the end of the subsequent semesters, or to redo the course in the evening when the course is offered by the department. Marks scored in the continuous assessment during the redo classes shall be considered for grading along with the marks scored in the semester-end (redo) examination.
- If any student obtained “U” grade in the redo course, the marks scored in the continuous assessment test (redo) for that course will be considered as internal mark for further appearance of arrear examination.
- 12.5** If a student with “U” grade, who prefers to redo any particular course, fails to earn the minimum 75% attendance while doing that course, then he / she will not be permitted to write the semester end examination and his / her earlier “U” grade and continuous assessment marks shall continue.

12.6 A student who has obtained 'I' grade in all the courses in a semester is not permitted to move to next higher semester. Such student shall repeat all the courses of the semester in the subsequent academic year.

13.0 REDO COURSES

13.1 A student can register for a maximum of two redo courses per semester in the evening after regular college hours, if such courses are offered by the concerned department. Students may also opt to redo courses offered during regular semesters.

13.2 The Head of the Department with the approval of Dean Academic Affairs may arrange for the conduct of a few courses during the evening, depending on the availability of faculty members and subject to a specified minimum number of students registering for each of such courses.

13.3 The number of contact hours and the assessment procedure for any redo course will be the same as those during regular semesters except that there is no provision for any substitute examination and withdrawal from an evening redo course.

14.1 ASSESSMENT PROCEDURE AND PERCENTAGE WEIGHTAGE OF MARKS

14.2 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 12	1.5 hours	25%
End-Semester Exam	Full course	3 hours	50 %

14.3 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.

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

14.5 For the first attempt of the arrear examination, the internal assessment marks scored for a course during first appearance will be used for grading along with

the marks scored in the arrear examination. From the subsequent appearance onwards, full weightage shall be assigned to the marks scored in the semester end examination and the internal assessment marks secured during the course of study shall be ignored.

15.0 SUBSTITUTE EXAMINATIONS

15.1 A student who has missed, for genuine reasons, a maximum of one of the two continuous assessments of a course may be permitted to write a substitute examination paying the prescribed substitute examination fees. However, permission to take up a substitute examination will be given under exceptional circumstances, such as accidents, admission to a hospital due to illness, etc. by a committee constituted by the Dean of School for that purpose. However there is no Substitute Examination for Semester End examination.

15.2 A student who misses any continuous assessment test in a course shall apply for substitute exam in the prescribed form to the Head of the Department / Dean of School within a week from the date of missed assessment test. However the Substitute Examination will be conducted after the last working day of the semester and before Semester End Examination.

16.0 PASSING AND DECLARATION OF RESULTS AND GRADE SHEET

16.1 All assessments of a course will be made on absolute marks basis. However, the Class Committee without the student 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 grades. The letter grades and the corresponding grade points are as follows:

Letter Grades	Grade Points
S	10
A	9
B	8
C	7
D	6
E	5
U	0
I	0
W	0

AB	0
----	---

"W" denotes withdrawal from the course

"I" denotes inadequate attendance and hence prevention from semester- end examination.

"U" denotes unsuccessful performance in the course.

"AB" denotes absence for the semester-end examination.

- 16.2** 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 for improvement of grade.
- 16.3** The results, after awarding of grades, shall be signed by the Chairman of the Class Committee and Head of the Department/Dean of Schools and the results shall be declared by the Controller of Examinations.
- 16.4** 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 one or more courses, on payment of prescribed fee, through proper application to Controller of Examination. Subsequently the Head of the Department/ Dean of School offered the course 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.
- 16.5** 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 redo 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. 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

$$GPA = \frac{\sum_{i=1}^n (C_i)(GP_i)}{\sum_{i=1}^n C_i}$$

Where n = 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.

The formula for the conversion of CGPA to equivalent percentage of marks shall be as follows:

Equivalent Percentage of Marks = CGPA X 10

16.6 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

However, to be eligible for First Class with Distinction, a student should not have obtained 'U' or 'I' grade in any course during his/her study and should have completed the U.G. programme within a minimum period (except break of study). To be eligible for First Class, a student should have passed the examination in all the courses within the specified minimum number of semesters reckoned from his/her commencement of study. For this purpose, the authorized break of study will not be counted. The students who do not satisfy the above two conditions will be classified as second class. For the purpose of classification, the CGPA will be rounded to two decimal places. For the purpose of comparison of

performance of students and ranking, CGPA will be considered up to three decimal places.

17.0 Online / Self Study Courses

Students are permitted to undergo department approved online/ self-study courses not exceeding a total of six credits with the recommendation of the Head of the Department / Dean of School and with the prior approval of Dean Academic Affairs during his/ her period of study. In case of credits earned through online mode ratified by the respective Board of Studies, the credits may be transferred following the due approval procedures. The students shall undergo self-study courses on their own with the mentoring of a member of the faculty. The online/ self-study courses can be considered in lieu of elective courses.

18.0 SUPPLEMENTARY EXAMINATION

Final Year students can apply for supplementary examination for a maximum of three courses thus providing an opportunity to complete their degree programme. Likewise students with less credits can also apply for supplementary examination for a maximum of three courses to enable them to earn minimum credits to move to higher semester. The students can apply for supplementary examination within two weeks of the declaration of results.

19.0 ELIGIBILITY FOR THE AWARD OF THE MASTERS DEGREE

19.1 A student shall be declared to be eligible for the award of the Master 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.

19.2 The award of the degree must have been approved by the Institution.

20.0 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.
