

KONERU LAKSHMAIAH EDUCATION FOUNDATION

(A DEEMED TO BE UNIVERSITY U/S 3 OF UGC ACT)

K L University

Vaddeswaram – 522 502 (A.P) INDIA



ACADEMIC REGULATIONS

MASTER OF ARTS (ENGLISH)

1.0 INTRODUCTION TO THE PROGRAM

The Master of Arts program is designed for students who wish to develop career interests related to social research or who intend to pursue further academic research degrees. The degree is expected to attract students from traditional arts, commerce, management and science disciplines of undergraduate courses.

The aim of the postgraduate program in English is to provide an environment for individuals to develop the skills to become leaders in social research and education, capable of making original contributions to the advancement of English language and Literature and other related disciplines.

2.0 BRANCHES OF STUDY

M.A (English)

3.0 PROGRAM MODEL

- A Candidate after securing admission must pursue the M.A course of study for four semesters duration.
- Each semester shall be of 90 instructional days.
- A candidate admitted to a programme should complete it within a period equal to twice the prescribed duration of the programme from the date of admission.

4.0 PROGRAM OBJECTIVES

The Program Educational Objectives (PEOs) are the statements that describe the expected achievements from the program. They are guided by global and local needs, vision of the Institution, long term goals etc. The Program Educational Objectives of M.A Program include –

- I. To mould the students to become effective global students in the competitive environment of modern society.
- II. To provide students with strong foundation in contemporary practices of studies of Arts in different functional areas and research environment.
- III. To emphasize on application oriented learning.
- IV. To develop communication, analytical, decision-making, motivational, leadership, problem solving and human relation skills of the students.
- V. To inculcate professional and ethical attitude in students.
- VI. To pursue lifelong learning as a means of enhancing knowledge and skills necessary to contribute to the betterment of profession.

5.0 PROGRAM OUTCOMES

The program of M.A is designed to meet the following outcomes:

- a. Ability to practically apply various research concepts.
- b. Demonstrate knowledge of contemporary practices of studies of Arts.
- c. Ability to communicate effectively and professionally.
- d. Develop professional and ethical attitude and become socially responsible citizens.

- e. Ability to conduct research studies and present report.
- f. Demonstrate the knowledge of studies of Arts nationally and globally.
- g. Recognition of the need for and an ability to engage in life-long learning.

6.0 COURSE STRUCTURE

M.A

Semester – I

S.No.	Course	L	T	P	Credits
1	Core-1				
2	Core-2				
3	Core-3				
4	Core-4				
5	Core-5				
6	Elective-1	3	0	0	3
7	Seminar	0	0	4	2
	Total				24-26

Semester – II

S.No.	Course	L	T	P	Credits
1	Core-6				
2	Core-7				
3	Core-8				
4	Core-9				
5	Core-10				
6	Elective-2	3	0	0	3
7	Term Paper	0	0	4	2
	Total				24-26

Semester – III

S.No.	Course	L	T	P	Credits
1	Core-11				
2	Core-12				
3	Core-13				
4	Core-14				
5	Elective-3	3	0	0	3
6	Elective-4	3	0	0	3
	Mini project	0	0	4	2
	Total				22-24

Semester – IV

S.No.	Course	L	T	P	Credits
1	Dissertation	0	0	36	18
	Total	0	0	36	18

Total Credits = 85-90

6.3 Specialization Streams

A student will be awarded a *Degree with Specialization* if he/she completes 5 courses from a particular stream within the discipline. By a careful selection of electives within a particular stream, a student can get a degree with specialization. That is, a student can get a Degree with Specialization during regular M.A program, without overloading himself / herself.

7.0 ELIGIBILITY CRITERIA

Admission to the M.A programme shall be made subject to the eligibility and qualifications prescribed by the University for each stream from time to time.

- A degree from any recognized University with 50% and English as a second language.
- Admissions shall be made on the basis of merit rank obtained by the qualifying candidates at an Entrance Test conducted by the University.

Eligibility to write comprehensive examination

- A candidate shall be deemed to have eligibility to write Comprehensive examinations if he has put in at least 75% of attendance and 40% of internal marks in each course/courses in the semester and detention will be course based.
- Condonation of shortage of attendance up to 10% i.e., from 65% and above and less than 75% may be given by the university on the recommendation of the Dean (Academics).
- Condonation of shortage of attendance maybe granted only on genuine and valid medical reasons on representation by the candidate with supporting evidence.
- If the candidate does not satisfy the attendance requirement he is detained for want of attendance and shall reregister again for that course.
- For the theory courses 60% of the marks will be for comprehensive Examination while 40% of the marks will be for continuous Internal Evaluation.
- For practical courses, 60 marks shall be for the Comprehensive examinations and 40 marks will be for internal evaluation based on the day to day performance.
- A candidate shall be deemed to have secured the minimum academic requirement in a course if he secures a minimum of 40% of marks in the End Examination (separately in the theory and lab components). The same is applicable for laboratory courses also.
- In case the candidate does not secure the minimum academic requirement in any of the courses he has to reappear for the Comprehensive Examination either supplementary or regular in that course, or repeat the course when next offered or do any other specified course as may be required.

9.0 ACADEMIC CALENDER

The University offers semester programs and each semester has a minimum of 90 instruction days. Students are evaluated on a continuous basis throughout the semester. The academic structure offers a lot of flexibility for students. Research is a part of the curriculum at both undergraduate and higher degree programs.

The Academic Council will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-semester, and End-semester/comprehensive examinations; inter-semester breaks etc well in advance of start of a semester. The academic calendar shall usually provide for at least 90 working days (including/excluding examination dates) in each semester, excluding holidays and days when classes are suspended. Unlike many traditional Universities in India, K L University's academic programme is based on a direct contact between the faculty and the student. The faculty enjoys considerable freedom in deciding the contents and method of instruction, evaluation and grading. The printed syllabus is a guideline, rather than a legally enforced constraint.

10.0 ATTENDANCE AND DETENTION

- a) It is mandatory for a student to attend all the theory classes, tutorials, laboratories and other evaluation components conducted by the University in both credited and audited courses. It is mandatory to attain 75% attendance and 40% of internal marks to be eligible to appear for the comprehensive examination in a course. Else the student will be detained from appearing for the comprehensive examination on grounds of shortage of attendance and/or internal marks. The student has to re-register in that course whenever it is offered next.
- b) In each course attendance will be treated as evaluation component and marks are awarded as shown below:

% of Attendance in Theory & Practical classes	Marks awarded (%)
≥ 95	5
≥ 90 and < 95	4
≥ 85 and < 90	3
≥ 80 and < 85	2
≥ 75 and < 80	1

- c) 75% attendance is mandatory to attain eligibility to appear for the comprehensive examination in a course. If a student fails to maintain 75% attendance in a course he/she will be awarded with *Not Attended (NA)* Report in that course. In such cases, student will not be permitted to attend the comprehensive examination of that course(s) where he/she has obtained NA Report.
- d) However, some relaxation to this rule is possible in the case of students participating in extra-curricular activities as identified below:
- One week for state level competitions,
 - Two weeks for National level competitions, and
 - Three weeks for International events.
- This relaxation is applicable irrespective of the number of events and the number of participations in a semester.
- e) If the period of absence in a semester is for a short duration (of not more than one week) prior application for leave should be submitted to the HOD clearly stating the reasons for absence along with supporting documents. The HOD will grant such leave at his/her discretion. In appropriate cases, the Dean (Academics) is authorized to permit make-up test.
- f) Absence for a period not exceeding one week in a semester due to sickness or any other unavoidable reason for which prior application could not be made may be condoned by the Dean (Academics) provided he is satisfied with the explanation.
- g) If the period of absence is likely to exceed one week, a prior application for grant of leave should be submitted to the HOD.
- h) In special cases and for sufficient cause shown, the Dean (Academics) on the recommendation of the HOD may condone the deficiency not exceeding 10% in attendance due to ill-health, when the application submitted at the time of the actual illness is supported by a certificate from an authorized medical officer.
- i) A student must intimate his/her absence to the Superintendent/Warden of the Hostel in which he/she is residing, before availing of any leave. Failing to do so will be construed as breach of discipline.

11.0 REGISTRATION

A student (newly admitted or on rolls) has to register for the course on the day of registration for each semester. Students failing to register for the course will not be permitted to attend classes.

Students will be permitted to register only if they have:

1. Cleared all the fees, outstanding dues of University and / or hostel of previous semesters, paid all prescribed fees for the current semester, and not been debarred from registering for a specified period on disciplinary or any other ground.

2. Normally, no late registration shall be permitted. However, considering any compelling reason, a student may be permitted for late registration (within one week of commencement of semester) with prior approval from the Director (Academic Registration). Late registration may be done with payment of requisite fine.
3. The University reserves the right to cancel the registration of a student from a course or semester or debar from the degree on disciplinary grounds.
4. Registration of students in each semester will be organized by the Academic Section. The registration will be done in respective departments; the course details being verified by the faculty mentor of the batch. Payment of dues etc., will be verified by the Academic Section.
5. A student who does not register on the day announced for the purpose may be permitted by Dean (Registration), in consideration of any compelling reason, late registration within next 5 working days on payment of an additional fee as prescribed by the University. Normally no late registration shall be permitted after the fifth working day from the scheduled date, except in special cases, a serious medical problem, a family calamity or participation in a national event, to be approved by the Director on recommendation of Dean (Registration). However, under no circumstances late registration after 45 calendar days from the scheduled date of registration is allowed.
6. In the rare case of transfer from other Universities after the semester commences, such a student must produce his/her attendance statement from the concerned institution in each course at the time of admission.

11.1 Prerequisites

Admission to the M.A programme shall be made subject to the eligibility, qualifications and specialization prescribed by the University for each programme, from time to time.

Admissions shall be made either on the basis of merit rank obtained by the qualifying candidates at an Entrance Test conducted by the University or on the basis of PGECET score, subject to reservations prescribed by the University or Government policies from time to time.

12.0 PROGRAM DELIVERY SYSTEM

- For the theory courses 60% of the marks will be for Comprehensive Examination while 40% of the marks will be for continuous Internal Evaluation as given in the table below.
- The candidate shall be deemed to have secured the minimum academic requirement in a course if he secures a minimum of 40% of marks in the End Examination (separately in the theory and lab components).
- In case, the candidate does not secure the minimum academic requirement in any of the courses, he has to reappear for the Comprehensive Examination either supplementary or regular in that course, or repeat the course when next offered or do any other specified course as may be required.

13.0 BACKLOG COURSES

A course is considered to be a backlog if the student has obtained 'F' grade or 'NA' Report or 'NR' Report in the course. The following regulations apply to a student who has backlog(s):

- a) A student having backlogs has to clear backlog courses first.
- b) If the backlog course(s) become(s) pre-requisite for any other course, he/she cannot register for those prescribed courses.
- c) A student, who has backlog courses, when he/she appears in Academic Counseling Board, shall come under all regulations mentioned in ACB.
- d) A student can avail any number of chances to clear backlog course(s). However, the student may be asked to register for a regular course or to do a substitute course if the same course becomes obsolete and is not being offered any more.
- e) A student must clear all backlog courses before he/she opts for Internship Program in the penultimate semester of the program.

14.0 GRADES AND REPORTS

A candidate shall be eligible for the award of the respective degree if he satisfies the minimum academic requirements in every course and secures 'satisfactory' or higher grade in the courses/report on his dissertation/dissertation and viva-voce.

For the award of M.A degree a student must have earned stipulated credits (as approved by respective B.O.S) and obtained a minimum CGPA of 5.5.

- M.A Degree with Second class will be offered to those having $CGPA < 6.5$.
- M.A Degree with First class will be offered to those having $CGPA \geq 6.5$.
- First class with distinction will be offered to those having $CGPA \geq 7.5$ provided the student has cleared all the courses in first attempt (Regular) within the stipulated time.

At the end of all evaluation - components based on the performance of the student in courses and seminars, each student is awarded with **letter grade** on a **relative scale**. The list of letter grades and its connotation are given below:

Grade	Qualitative Meaning	Grade Point
<i>X</i>	Excellent	10
<i>A</i>	Very Good	8
<i>B</i>	Good	7
<i>C</i>	Fair	6
<i>D</i>	Satisfactory	5
<i>E</i>	Pass	4
<i>F</i>	Fail	0

The grades '*X*' and '*F*' will be earned and remaining grades will be awarded. A student scoring 80% or more of overall score will earn an '*X*' grade.

A student getting less than 50% of overall score and 40% in the comprehensive examination will be considered to have earned *F* grade.

15.0 ACADEMIC COUNSELING BOARD

- A student will be put under Academic Counseling Board under the following circumstances:
 - (i) Has *CGPA* of less than 6.0
 - (ii) Has '*F*' grade in any one or more courses.
- The students under Academic Counseling Board may not be allowed to register for all regular courses in the semester based on the recommendation of Academic Council Board.

16.0 OVERLOADING AND UNDERLOADING

A student is permitted to overload himself/herself (registering for more courses) in a semester subject to certain restrictive conditions.

18.0 ELECTIVE COURSE

The University offers a pool of electives in all disciplines. A student is permitted to choose the elective courses of his/her choice within his own discipline and across the discipline. M.A degree student can do 10 / 12 elective courses within or across

the discipline. The University also offers flexibility for undergraduate students to register for higher degree courses subject to certain conditions.

19.0 RE-APPEARANCE

A candidate having low SGPA / CGPA can reappear in the end examination when he has obtained C or D grade for improvement before the completion of M.A programme. The internal evaluation components in such case will be carried forward and grading will be done with the current batch of students. However the grades obtained out of improvement will not be considered for award of distinction or Gold medal.

20.0 WITHDRAWAL AND SUBSTITUTION OF COURSE

The University offers flexibility for a student to withdraw from a registered elective course within a specified time and permits the student to substitute with another course of his/her choice.

21.0 GRADUATION REQUIREMENTS

A student must fulfill the following requirements for graduating in a Program:

- a) Must have cleared stipulate credits for the Program.
- b) Obtained a minimum *CGPA* of 5.50 for undergraduate program.
- c) A student having cleared all the courses and met all the requirements for the award of degree with $CGPA < 6.5$ will be awarded second class; $CGPA \geq 6.5$ will be awarded first class and with $CGPA \geq 7.5$ will be awarded first class with distinction (provided the student has cleared all the courses in first attempt within the stipulated time).
- d) Must have finished all the above mentioned requirements in less than twice the period mentioned in the Academic structure for each program which includes deceleration period chosen by the student, deceleration imposed by University or debarred from the University. Student in either case of (deceleration or getting detained due to poor academic performance or debarred from the University), has to study the current syllabus prescribed by the University.

22.0 EXAMINATIONS

The Examination office of the Academic Section will centrally conduct the Mid-semester and End-semester Examinations in respect of theory courses unless otherwise arranged. The University shall provide sick room facility inside the University building or in a nearby hospital as deemed convenient by the University to assist students who may fall sick during the examinations. The examinations will normally be “closed book type”, where the students are not permitted to bring any material. It is the responsibility of the course faculty to recommend the material to be provided, and to check with the examination office that the arrangement has indeed been done. Any exception to these provisions must be specially approved by the Academic Council.

All question papers submitted by the faculty will be treated as “confidential documents” till the end of the examination of the course concerned. It is an open document after the examination is over. The University will archive question papers in physical and electronic form, and make them available to all students.

23.0 EVALUATION

The performance of the candidate in each semester shall be evaluated course wise on the basis of continuous Internal Evaluation and Semester end comprehensive Examination.

- For the theory courses 60% of the marks will be for comprehensive Examination while 40% of the marks will be for continuous Internal Evaluation as given in the table below.
- For practical courses, 60 marks shall be for the Comprehensive examinations and 40 marks will be for internal evaluation based on the day to day performance.

- A candidate shall be deemed to have secured the minimum academic requirement in a course if he secures a minimum of 40% of marks in the End Examination (separately in the theory and lab components). The same is applicable for laboratory courses also.
- In case the candidate does not secure the minimum academic requirement in any of the courses (as specified in 4.3.) he has to reappear for the Comprehensive Examination either supplementary or regular in that course, or repeat the course when next offered or do any other specified course as may be required.

Distribution of Weightage

S.No	Nature of examination	Marks %	Type of examination and mode of Assessment		Scheme of examination
1	*Theory	60	Comprehensive examination (Semester end examination)		This examination question paper in theory courses will be for a maximum of 60 marks.
		40	20	Test - 1	2 mid - exams each for 20 marks and of 1 1/2 hr duration are to be conducted. For a total of 20 marks, 75% of better of the two and 25% of the other are added and reported.
				Test - 2	
			5	Assignment Test	6 Questions to be released in advance. 2 Questions allotted by Examiners choice to be answered. duration 45 min
			5	Home Assignments	Average of Home Assignments minimum 2 per course
			5	Surprise Quiz/Test	Average of a maximum of two surprise quizzes per course
		5	Attendance/Class notes	5 marks are allotted for attendance and class notes	
2	*Practical	60	semester - end Lab examination		60 marks are allotted for semester end laboratory/drawing examination.
		40	20	Internal evaluation	Mid term Lab Tests in lab experiments/drawing/Job works and Record
			15	Internal evaluation	Continuous Viva Voce evaluation
			5 marks		Attendance.
3	Dissertation work Semester-IV	100%	300	Internal evaluation External evaluation	Two Status reports and two seminars in first semester-50 marks Two Status reports and two seminars in second semester-50 marks Final report-100marks Viva-voce-100 m

- *Note: 1. For pure Theory & pure Lab courses follow the above evaluation
2. For Combined Theory & Lab courses follow the proportion rule as given below
a) 3-0-2 nature Theory Credits & Lab Credits are in 3:1 ratio Hence the Internal marks evaluated for Theory & Lab as above to be divided in the ratio 3:1 and clubbed
b) 3-1-2 nature Theory & Lab credits are in 4:1 ratio. Hence the Internal marks evaluated for Theory & Lab as above to be divided in the ratio 4:1 and clubbed.

24. EVALUATION OF DISSERTATION

Every candidate shall be required to submit dissertation after taking up a topic approved by the Department /University.

- An Internal Departmental Committee (I.D.C) consisting of HOD and Supervisor shall monitor the progress of the dissertation.
- The duration of the dissertation shall be two semesters. The candidate shall submit dissertation with the approval of I.D.C. at the end of 4th semester.
- A candidate shall be allowed to take viva voce examination only after completion of all the course papers. The Viva-voce examination may be conducted once in two months for all the candidates submitted during that period.
- Three copies of the dissertation in the prescribed format certified by the supervisor & HOD shall be presented to I.D.C. One copy which is sent to the examiner will be forwarded to the dept. library after adjudication and one copy to the supervisor.
- Besides the supervisor, one senior faculty from the Department of English will adjudicate the dissertation.
- If the report of the examiner is favorable, Viva-voce examination shall be conducted by a board consisting of the Supervisor, HOD and an external examiner. The board shall jointly report on candidate's work based on the total marks obtained in dissertation through both internal evaluation and external evaluation.

If the report of the Viva-voce is not satisfactory the candidate will retake the Viva-voce examination after three months.

25.0 RUSTICATION

A Student may be rusticated from the University on disciplinary grounds based on the recommendations of a committee constituted by the Vice Chancellor.

26.0 AWARD OF DEGREE

A candidate shall be eligible for the award of respective degree if he/she satisfies the minimum academic requirements in every course and secures 'satisfactory' or higher grade in the courses/report on his/her Dissertation/dissertation and viva-voce.