



**KOLHAN UNIVERSITY  
CHAIBASA  
Draft  
Syllabus for Two-year  
Master of Education  
M.Ed. Programme**

*(Effective from Academic Session 2016-2018)*

*Offered by*  
**DEPARTMENT OF  
EDUCATION**

# DRAFT REGULATION FOR MASTER OF EDUCATION (M.ED.) PROGRAMME

## **1. INTRODUCTION:**

In these Regulations, unless the context otherwise requires:

"University" means Kolhan University Chaibasa.

"Master of Education programmes" means Master of Education degree courses in the Department of Education.

"Student" means student admitted to M.Ed. programme under these Regulations.

"Degree" means M.Ed. Degree

"Board of Studies" means Board of Studies of the University in the discipline / subjects concerned.

"Academic Council" means Academic Council of Kolhan University

"Fee" means the fee under self finance scheme prescribed by the University for the programmes from time to time

## **2. ACADEMIC SESSION**

- i. **Background & Guiding Principles:** Preparation of the curriculum for two-year M.Ed. Programme is primarily based on the NCTE's Teacher Education Regulations 2014 Norms & Standards and New Curriculum Framework; National Curriculum Framework for Teacher Education 2009, New Delhi; UGC guidelines for designing curricula for Choice Based Credit System (CBCS) of Higher Education .
- ii. The Master of Education programme shall be of a minimum duration of 2 academic years consisting of four semesters each of six month duration: Odd semester (July-December) and Even semester (Jan-June).
- iii. A Co-ordination Committee shall prepare the Academic Calendar at the beginning of each Academic Year which shall include schedule of academic activities for a Academic Year. The dates of Registration, Mid-Semester & End-Semester Examinations, Inter Semester Breaks etc., shall be laid down in the Academic Calendar for the Academic year. The Academic Calendar shall strive to provide for a total of about 110 Working Days in each Semester .

## **3. INTAKE, ELIGIBILITY AND ADMISSION PROCEDURE**

(a) Intake: There shall be a basic unit of 50 students.

(b) Eligibility:

- (i) Candidates who have obtained at least 50% Marks or an equivalent grade in B.Ed, B.A B.Ed, B.Sc.B.Ed., B.El.Ed., and D.El.Ed. with an undergraduate degree (with 50% marks in each)

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(ii) The reservation for SC/ST/OBC and other categories shall be as per the rules of State Government.

**(c) Admission:**

- i. Admission shall be made on merit on the basis of marks obtained in the qualifying examination and/or in the entrance examination or any other selection process as per the policy of the NCTE and State Government Guidelines or Kolhan University.
- ii. Admission to M.Ed. Course will be made in the First Semester of each Session.
- iii. All Students admitted to the Course shall be required to pay prescribed tuition & other fee at the time of admission & and at the beginning of each subsequent Semester. Prevalent Tuition & other fees as prescribed by the University till they are on Roll.
- iv. The Institution reserves the right to cancel the admission of any Student, & ask him/her to discontinue his/her Studies at any stage of his/her Career on grounds of unsatisfactory Academic performance, irregular Attendance in Classes or Indiscipline.

**4. MEDIUM OF INSTRUCTION:**

The medium of instruction shall be English and Hindi both.

**5. ATTENDANCE:**

- i. The minimum attendance of students shall be 80% of all course work including practicum and 90% for school internship.
- ii. If a student represents his/her institution, University, State or Nation in Sports, NCC, NSS or Cultural or any other officially sponsored activities, he/she shall be eligible to claim the attendance for the actual number of days participated subject to a maximum of 20 days in a Semester based on the specific recommendations of the Head of the Department and Principal of the College concerned.
- iii. A student who does not satisfy the requirements of attendance shall not be permitted to appear in the end Semester.

**6. CONDUCT & DISCIPLINE**

- i. Conduct of the students within & outside the Premises of their Institution must be according to Rules laid down by the concerned Institution.
- ii. Detailed Rules regarding Conduct & Discipline along with prospectus of the institution shall be made available to the Students.

**7. REGISTRATION**

- i. Every Student of the M.Ed. Course is required to enroll / Register in the beginning of the 1<sup>st</sup> semester of the corresponding academic session.
- ii. A Student who does not Register on the day announced for the purpose may be permitted, in consideration of any compelling reason, Late Registration within next Three Working Days on payment of a prevalent additional Late fine as prescribed by

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the University. Normally no Late Registration shall be permitted after the Third Working Day from the scheduled date.

- iii. (a) To be promoted in the Second Year & continue his/her Study in the Institution at the end of the First Year a Student must obtain at least **30 credits, out of 40 credits.**
- (b) Only those students will be allowed to appear in the second semester exam who have secured at least **16 credit out of 20 credit.**
- (c) To obtain a Semester Grade Point Average (SGPA) of not lower than 4.0 calculated on the basis of some combination of the best Grades obtained by him/her to attain the minimum requirements of credit in each Semester.
- (d) Before appearing in the final end semester examination a candidate must clear all the back semester paper and obtain **80 credits.**
- iv. (a) A Grade will be awarded to the Student in a Subject based on his performance in Mid/End-Semester Examinations, Practical Examinations & Internal Assessment through Class Tests, Home Assignments. Marks will be awarded for each component. Grades will be assigned & associated point value will be as follows:

Percentage Obtained	Marks	Performance	Letter Grade	Point Value Per Credit
>=90		Excellent	Ex	10
<90 & >=80		Very Good	A	9
<80 & >=70		Good	B	8
<70 & >=60		Fair	C	7
<60 & >=50		Average	D	6
<50 & >=40		Pass	P	5
<40		Fail	F	0

(b) In order to pass a candidate shall required to obtain 40 % marks in theory and 50% marks in practical examination/ projects/records/internal assessment. Provided that he had obtained at least 40/32/16 marks in each theory paper out of full marks of 100/80/40 respectively. Minimum pass marks must be obtained separately both in theory as well as internal/practical portion.

**Failed in one or more Subjects:**

If any candidate is failed to obtain required credit & SGPA then he /she will have to appear in all papers in insuring coming examination.

- v. A Student who has been debarred from appearing at an Examination either (i) on account of unsatisfactory Attendance or (ii) by the University as a measure of disciplinary action or (iii) for adopting malpractice at an Examination, & consequently awarded a Grade 'X'. may Re-register for the Subject(s) after the term of the debarment expires. Provided that other provisions of this Regulations do not prevent him.

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## 8. CREDITS, GRADE LETTER GRADE POINTS, CREDIT POINTS

**Credit** is a unit of academic input measured in terms of the weekly contact hours assigned to course in a semester.

**Grade Letter** is an index to indicate the performance of a student in a particular course (Paper). It is the transformation of actual marks secured by a student in a course /paper. It is indicated by a Grade letter Ex, A, B, C, D, P, F. There is a **range of marks** for each Grade Letter.

**Grade Point** is weightage allotted to each grade letter depending on the marks awarded in a course/paper

Subject Code	Credits	% of marks	Letter Grade	Grade Point	Credit Points = Credit x Grade Points
Paper I	4	60	C	7	4X 7= 28
Paper II	4	50	D	6	4 X 6=24
Paper III	4	80	A	9	4 X 9=36
Paper IV	4	70	B	8	4 X 8=32
Paper V	4	60	C	7	4X 7=28

Total Credit Points: ,148

Total Credits : 20

GPA =  $\frac{\text{Total Credit Points}}{\text{Total Credits}} = \frac{148}{20} = 7.4$

Total Credits

GPA = 7.4

Final Result

Semester	Credit	Grade Point
I	20	148
II	20	140
III	20	160
IV	20	150
	80	598

CGPA =  $\frac{598}{80} = 7.4$

Final Grade = B

## 9. GRADING SYSTEM

- As a measure of Students' Performance a 7 - Scale Grading System using the Letter Grades (vide Clause 7.6) & corresponding Grade Points per Credit, shall be followed.
- A Semester Grade Point Average (SGPA) will be computed for each Semester. The SGPA will be calculated as follows:

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

a. n  
b. i=1 i=1

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where 'n' is the Number of Subjects registered for the Semester, 'Ci' is the Number of Credits allotted to a particular Subject, & 'gi' is the Grade-Points carried by the Letter corresponding to the Grade awarded to the Student for the Subject. SGPA will be rounded off to the Second Place of Decimal & recorded as such. The SGPA would indicate the performance of the Student in the Semester to which it refers.

- iii. Starting from the Second Semester at the end of each Semester S, a Cumulative Grade Point Average (CGPA) will be computed for every Student as follows:

$$CGPA = \frac{\sum_{i=1}^m C_i g_i}{\sum_{i=1}^m C_i}$$

where 'm' is the Total Number of Subjects the Student has registered from the First Semester onwards up to & including the Semester S, 'Ci' is the Number of Credits allotted to a particular Subject's & 'gi' is the Grade-Point carried by the Letter corresponding to the Grade awarded to the Student for the Subject's;. CGPA will be rounded off to the Second Place of Decimal & recorded as such.

The CGPA would indicate the cumulative Performance of the Student from the First Semester up to the end of the Semester to which it refers.

The CGPA, SGPA & the Grades obtained in all the Subjects in a Semester will be communicated to every Student at the end of every Semester.

For determining the Inter se Merit Ranking of a group of Students, only the rounded off values of the CGPAs will be used.

- iv. When a Student gets the Grade 'F' in any Subject during a Semester, the SGPA & the CGPA from that Semester onwards will be tentatively calculated, taking only 'Zero Point' for each such 'F' Grade. After the 'F' Grade(s) has/have been substituted by Letter, Grades during a subsequent Semester, the SGPA & the CGPA of all the Semesters, starting from the earliest Semester in which the 'F' Grade has been updated, will be recomputed & recorded to take this Change of Grade into account.

## **10. ASSESSMENT OF PERFORMANCE**

- i. There will be continuous assessment of a Student's Performance throughout the Semester & Grades will be awarded by the Subject Teacher/Co-ordination Committee formed for this purpose.
- ii. Master of Education (M.Ed.) Programme would follow Semester system with continuous and comprehensive assessment as an integral part.
- iii. The duration of Semesters shall normally be as follows: **Semester I: July to December, Semester II: January to June, Semester III: July to December and Semester IV: January to June**
- iv. (a) In each theory course/paper, 20% of the total marks (20 marks out of 100) will be earmarked for continuous assessment. The 20 marks out of 100 will be distributed

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- equally into three parts for Internal test, Sessional activities including practicum of each paper and Assignment followed by presentation and Attendance.
- v. (b) The Internal test for each paper in Semester I & III shall be held in the first week just after Puja Vacation. Similarly, the internal test for each paper in Semester II & IV shall be held in last week of March.
  - vi. Department shall offer a Course on Dissertation in Semester - III and in Semester IV. The students shall have to complete and submit their dissertation two weeks before starting of the Semester Examination of Semester - IV.
    - a. Maximum eight students can be guided by a qualified & eligible faculty for teaching in M.Ed. course as per NCTE qualifications.
    - b. The supervisor (internal examiner), the Head and One External Expert will evaluate 100 marks through presentation of the synopsis by the candidate on calculating average marks given by Internal Examiner, Head & External Expert. This has to be completed before commencement of end semester examination of Semester - III.
    - c. A set of two (02) examiners, the supervisor (internal examiner) and the external examiner, recommended by the Board of Studies in Education will evaluate the dissertation for 50 marks on calculating average marks given by both internal & external examiner and Viva-Voce Examination on dissertation for 50 marks (on average basis).
  1. Paper setters, examiners, and review examiners of theory papers shall be recommended by the Departmental Committee Meeting ratified by Board of Studies (BOS) in Education.
  2. (a) The Departmental Committee having all faculty members eligible for teaching in M.Ed. course and Head as its chairperson shall appoint the supervisors immediately after starting of third semester to the students of third semester to carry out their dissertation work, the appointment will be subject to the ratification in Board of Studies (BOS) in Education.
    - (b) For evaluating the Dissertation not more than ten students per external examiner be given, therefore for one unit of M.Ed. programme total five external examiners shall be invited of which preferably at least two external examiners shall be invited from Central Universities of India in context to the NCTE's thrust on professionalism and to give our students a varied exposure.
    - (c) Medium of dissertation shall be in English and Hindi both.
    - (d) Five names to be given for inviting them as external experts along with five alternative names in case any examiner from the first set does not agree or give consent to act as an external examiner. All the names will be discussed in Departmental Committee Meeting and will be ratified in BOS in Education. For appointment of external examiners clause 5(b).
  3. The Department will announce at the beginning of each Academic Year details of the courses / papers [Core Course (CC), Elective course (EC) and Practicum] that will be offered under each Semester. Students shall be required to formally apply and enroll themselves for the courses they intend to take in any Semester at least one week before

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the commencement of the classes of the said Semester. Students wanting to change the course opted once by them will have to do so on consultation with the Head of the Department (HOD) within 7 days after the initial enrollment in the concerned semester.

4. The duration of each theory paper in the Semester Examination will be of three (03) hours for total marks of 80 except Dissertation.
5. There will be a provision for Review System and the assessment will be done internally. The Board of Studies in Education will recommend the names of three members consisting the HOD and other two members (for assessment of Review Examinations.
6. There shall be a Departmental Internals Assessment Committee (DIAC) which will meet periodically to carry out the following functions:
  - (a) To assist the Head of the Department in implementing the programme of Internal Assessment.
  - (b) To receive marks from the Head of the Department and tabulate them.
  - (c) To maintain a Marks Register.
7. Within 7 days of the internal tests, respective teachers shall submit their marks in the prescribed format to the HOD.
8. The HOD will call a meeting of the faculty members at least two times in a semester in order to evaluate the programme of assessment and review the progress of individual student.
9. (a) Marks obtained in continuous assessment per course / paper is to be awarded separately in the mark sheet.  
(b) In the case a candidate fails to appear in the terminal examination of a given Semester but appears in continuous assessment of the courses / papers, his / her marks of continuous assessment will remain valid during his/her next chances. But if a candidate remains absent or scores low or nil marks in continuous assessment, s/he will not be permitted to reappear for continuous assessment after the Semester is over.

## **11. EXAMINATIONS**

- i. The Examination Section of the University will centrally conduct the Odd & Even Semester Examinations in respect of the Theory component of the Subjects unless otherwise permitted.
- ii. (A) A Student will be issued an Admit Card for appearing in an Examination, only if he/she has:
  - a. Attendance Record to the satisfaction of the Co-ordination Committee in the Theory & teaching Practice Classes & has completed the Assignment Works given.
  - b. Paid all dues of the Semester.
  - c. Has not been debarred from appearing in the examination as a result of Disciplinary proceedings.

(B) A Student may be debarred from appearing at the Mid-Semester or End-Semester Examination on the report of a Teacher/Head of Department, if his/her:

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- a. Attendance at Lecture/Tutorial/Laboratory Classes has not been satisfactory during the period, and/or,
  - b. Performance in the Assignment Works during the Semester has not been satisfactory.
- iii. a. Class Tests, Mid-Semester Examinations, Assignments, Tutorials, Viva-Voce, Laboratory Assignments, etc., are the constituent components of continuous assessment process, & a Student must fulfill all these requirements as prescribed by the concerned Teacher/Co-ordination Committee. If due to any compelling reason (such as his/her illness, calamity in the family, etc.) a Student fails to meet any of the requirements within/on the scheduled date & time, the Teacher/Co-ordination Committee in consultation with the concerned Head of the Department may take such steps (including conduction of Compensatory Tests/Examinations) as are deemed fit.
- iv. Students will be permitted to appear in the Examinations in only those Subjects for which they have Registered at the beginning of the Semester & have not been debarred.
- v. The Final Grades awarded to the Students in a internal assesment must be submitted by the Teacher, within Seven Days from the date of holding the Examination to the Programme Co-ordinator. The programme co-ordinator will submit the marking of internal assesment within 2 days from receiving of the makrs from the concerned teachers.
- vi. The Evaluation of Performance in the General Proficiency (GP) will be done by the Authorities conducting these. The Grades will be communicated to the Course Co-coordinator.
- vii. Any change of Grade of a Student in a Subject, consequent upon detection of any genuine error of omission &/or commission on part of the concerned Teacher, must, by approved by & must be forwarded by the Course Co-ordination Committee, within 20 (Twenty) Days from the date of commencement of the next Semester.
- Vii. For the benefit of & as a process of learning by the Students, the Scripts after correction of all Class Tests, Mid-Semester Examinations, Assignments etc., would be shown to the Students within 4 Weeks from the date of Tests/Examinations.

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**Semester wise marks distribution of Core and Optional Papers  
(w.e.f. 2015- 17)**

**1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> Semester Exam  
Full Marks : 80  
Time : 3 Hours**

**Instruction :  
Question 1 is compulsory;**

<b>1.Objective multiple choice questions</b>	<b>10 X 1= 10</b>
<b>2.Short Answer type Question (300 words)</b>	<b>4 x 5 = 20</b>
<b>3 Long Answer type Question (600 words)</b>	<b>4 x 12 1/2 = 50</b>

**1<sup>st</sup> / 2<sup>nd</sup> / 3<sup>rd</sup> / 4<sup>th</sup> Semester Exam  
Full Marks : 40  
Time : 1 1/2 Hours**

**Instruction :  
Question 1 is compulsory;**

<b>1.Objective multiple choice questions</b>	<b>10 X 1 = 10</b>
<b>2.Short Answer type Question (300 words)</b>	<b>2 x 5 = 10</b>
<b>3 Long Answer type Question (600 words)</b>	<b>2 x 10 = 20</b>

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