

**CHILDREN'S UNIVERSITY, GANDHINAGAR - 382021**

(for the candidates to be admitted from the academic year 2020-2021 onwards)

**Ordinance for PG Diploma= O. P. G. D. & Regulations for PG Diploma= R. P. G. D.****Ordinances****O. P. G. D. 1: Eligibility**

**I For Admission:** Minimum Graduate in any subject as specified by respective BOS of any University, accepted as equivalent thereto by the Executive Council/relevant authority, subject to such conditions as may be prescribed. The university will follow the criteria for admissions with reference to the minimum marks or its equivalent grade for various categories of students, as prescribed by the Government of Gujarat/UGC/MHRD.

**II For the P.G. Diploma:** The candidates shall have subsequently undergone the prescribed course of study in the university department or a college affiliated to this University for a period of not less than one academic year, passed the examinations prescribed and fulfilled such conditions as have been prescribed.

**O. P. G. D. 2: Course of Study:**

The syllabus for the course of study will be prescribed from time to time by BOS/relevant body.

**O. P. G. D. 3: Intake:**

As the nature of the work of this university is unique and teaching is one of the parts of the work assigned in the act of the university, maximum intake shall be 30 after that there shall be 5 seats on self-finance bases or as decided by respective regulatory body.

**O. P. G. D. 4: Credit:**

The term 'Credit' refers to the weightage given to a course, usually in relation to the instructional hours assigned to it. PGD programme will be divided into two semesters. Each semester will consist of Minimum twenty credits. In every semester minimum 03 Core Course (CC), 01 Elective Course (EC) and 01 Foundation Course/Soft Skill or Generic would be there. One theory credit = 01 hour and one practical credit = 02 hours per week could be allocated. Distribution of the total credits should be allocated as given below Table no.1

**Table no.1**

Semester	Papers	Credits
I & II	Paper-1 (Core Course)	4 Credits
	Paper-2 (Core Course)	4 Credits
	Paper-3 (Core Course)	4 Credits
	Paper-4 (Elective Course)	4 Credits
	Paper-5 (Skill Development/Foundation/Generic Course)	4 Credits

**Note: Theory 1 credit = 16 hours & practical and work experience 1 credit = 32 hours Per semester**

**Note:** If dissertation or any other work is introduced in any semester, the same credit courses would be reduced from the above table.

**O. P. G. D. 5: Duration :**

The P.G.Diploma programme comprise of two semesters. At the end of the semester there will be an examination. The student will be allowed to complete all the theory courses and the dissertation work/practical work within a period of additional/extended one year.

<b>Semester – 1, 2</b>	40 credits = 24 credit Theory + 8 Practical + 8 Work experience	Total courses (papers) – 6
<b>Or</b>		
<b>Semester – 1</b>	20 credits = 12 credit Theory + 4 Practical + 4 Work experience	Total courses (papers) – 3
<b>Semester – 2</b>	20 credits = 12 credit Theory + 4 Practical + 4 Work experience	Total courses (papers) – 3

**O. P.G.D. 6. Admission procedure:** The admission process will be carried out by respective departmental admission committee of the university.

**O. P. G.D. 7. Subjects offered at P.G.D. Programme:**

1. Psychology
2. Education
3. Home Science
4. Social Work
5. Gujarati
6. Sanskrit

or any relevant subjects

**O.P.G.D. 8. The CBCS System:**

Programmes shall run on **Choice Based Credit System (CBCS)** pattern.

**O.P.G.D. 9 Courses in Programmes:**

The PG Diploma Programme consists of a number of courses. The term 'course' is applied to indicate a logical part of the subject matter of the programme and is invariably equivalent to the subject matter of a "paper" in the conventional sense. The following are the various categories of Courses suggested for the PG Diploma programmes. Core, Elective Courses and Foundation/Generic/Soft skill Courses and such other courses deemed necessary for the programme.

The number of courses per semester would be minimum five comprising of minimum twenty credits, including practical courses and work experience. However, the number of courses may be reduced to accommodate the dissertation/project work etc. as per the requirement.

**O. P.G.D. 10 Extension and Co-Curricular Activities:**

Extension and co-curricular activities would be carried out at affiliated *Vidhyaniketan* (School), *Tapovan centers* (Grabhsanskar Programme), Shishuparmarshan centers and Shishuniketan centers and else where wherever is decided by the university department. These should be carried out outside the class hours like training and internship, Industrial tours, study tours, field tours, field work, participation in Youth Welfare activities / Sports at University, National or International Level etc. will be counted as Extension and Co-curricular Activities.

**O. P.G.D. 11. Semesters:**

An academic year is divided into two semesters. In each semester, courses are offered in 16 teaching weeks and the remaining time to be utilized for conduct of admission, examinations and evaluation purposes.

**O. P. G. D. 12: Course fees:**

As decided by the university from time to time.

**O. P. G. D.13: Medium of Instruction:**

The medium of instructions shall be Gujarati.

**O. P. G. D. 14: Medium of Answering:**

The medium of answering in examination shall be Gujarati/Hindi/English.

**O. P. G. D.15: Medium of Examination of paper:**

The medium of examination of paper would be as decided by the respective department.

**O. P. G. D. 16: Transaction of the Course Course:**

Each Course is to be designed under lectures / tutorials /laboratory or field work / seminar / practical training / assignments / term paper /report writing etc., to meet effective teaching and learning needs.

**O. P. G. D. 17: Examinations:**

(i.) There shall be examinations of each course at the end of each semester. A candidate who does not pass the examination in any course(s) shall be permitted to appear in such failed or not appeared course(s) in the subsequent examinations to be held in next semester examinations.

(ii.) A candidate should get registered for the first semester examination. If registration is not possible owing to shortage of attendance beyond condonation limit/ regulations prescribed OR on medical grounds OR on any other relevant ground, the candidate is not permitted to move to the next semester.

**O. P. G. D. 18: Attendance:**

Students must have 75% of attendance for appearing in the examination. Students who have 74% to 50% of attendance, shall apply for exams in special conditions with submitting assignments or any other work assigned by departments. Students who have 74% to 50% of attendance shall apply for condonation along with the Medical Certificate or relevant proof. Students

who have below 50% of attendance are not eligible to appear in the examination. It is further clarified that marks of attendance would be given in proportion to the attendance of the students.

**O. P. G. D. 19: Question Paper Pattern:**

As attached herewith.

**O. P. G. D. 20: Evaluation:**

It will be decided by BOS / relevant body

**O. P. G. D. 21: Minimum Passing Standards:**

The minimum passing for Internal and external Assessment shall be 40% in each course and exam, where the candidate is required to appear for the internal test also. Failed candidates in the Internal Assessment are permitted to redo their Internal Assessment marks by writing test, by submitting Assignments etc. with the permission of the respective Head of Department.

**O. P.G.D. 22. Classification of Final Results:**

Classification of the final result is as given in the regulations.

**O. P.G.D. 23. Conferment of the Post Graduate Diploma:**

(i) A candidate shall be eligible for the conferment of the Post Graduate Diploma only if he/she has earned the minimum required credits for the programme prescribed (i.e. 40 credits).

(ii) A candidate shall be required to pay the amount decided by the university towards the conferment of the Post Graduate Diploma.

**O. P.G. 24. End Semester Examinations:**

(i) The University shall conduct the External (End Semester) Examinations for both semesters.

(ii) The examination fees for all end semester examinations shall be as decided by the university.

**O. P.G. 25. Self - Financing Programme:**

The above Ordinances shall be applicable for the candidates undergoing the programmes in Self-Financing also except the fees and other charges as decided by the university for self-financing would be applicable.

**O. P.G. 26. Grievance Redressal Committee:**

The University Department(s)/Centre/affiliating colleges shall form a grievance redressal committee for each programme, with the programme in-charge and the HOD as the member.

**O. P.G. 27. Transfer of Credits:**

As decided by BOS for respective programmes.

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## Regulations

### R. P. G. D. 1 – Classification of Final Result

Percentage	Classification of Final Result
70 & above	First class with Distinction
60 - 69.99	First Class
50 - 59.99	Second Class
40 – 49.99	Pass Class
Below 40	Fail/Not Qualified

### R.P.G.D. 2 Admission procedure

Admission will be granted by respective departmental admission committee of the university.

### R.P.G.D. 3 Intake:

As the nature of the work of this university is unique and teaching is one of the parts of the work assigned in the act of the university, maximum intake shall be 30. After that there shall be 5 seats on self-finance bases.

### R.P.G.D. 4 Programme

Each programme shall be based on CBCS pattern recommended by the concerned Board of Studies and approved by the Academic Council. Departments shall follow the rules and regulations decided by examination department.

### R.P.G.D. 5 Eligibility criteria for Admission:

Any candidate having graduate degree in the concerned discipline/ in the discipline given by the **R.P.G.D.** and given by concerned council shall be eligible to apply for the course. Admission would be given based on merits (Marks of Graduation in concerned subject) following the reservation rules of state Government. All the rules and regulations made by the Children's University from time to time shall be applicable to all candidates.

**R.P.G.D. 6 Duration of the Course:**

The duration of the course shall be of two Semesters (One year) from the commencement of the academic year. The student will be allowed to complete all the theory courses and the dissertation work/practical work within a period of additional one year after getting permission from the Department. If the candidate fails to do so then after he/she has to do the procedure as a fresh candidate.

**R.P.G.D. 7. Programme Fees**

Fees for various courses shall be applicable as decided by the university from time to time.

**R.P.G.D. 8 Reservation Policy for Seats:**

The rules and regulations regarding the admissions with respect to the policy of the Government reservation will be followed as given by the Government from time to time.

**R.P.G.D. 9. Medium of Instruction:**

The medium of instruction for this programme shall be Gujarati.

**R.P.G.D. 10. Medium of Answering in Examination:**

The candidate appearing for the examination will have the option of answering all papers either in English/Gujarati/Hindi provided that the option is exercised paper wise only and not section wise or question wise. The candidates are permitted to make their submissions including dissertation either in English/Gujarati/Hindi.

**R.P.G.D. 11. Attendance:**

Students must have 75% of attendance for appearing in the examination. Students who have 74% to 50% of attendance, shall apply for exams in special conditions with submitting assignments or any other work assigned by departments. Students who have 74% to 50% of attendance shall apply for condonation along with the Medical Certificate or relevant proof. Students



who have below 50% of attendance are not eligible to appear in the examination. It is further clarified that marks of attendance would be given in proportion to the attendance of the students.

**.P.G.D. 12 Programme:**

University shall conduct PG Diploma programs in following disciplines.

1. Psychology
2. Education
3. Home Science
4. Social Work
5. English
6. Gujarati
7. Sanskrit.

Or any other relevant subjects.

**R.P.G.D. 13. Evaluation pattern:**

The performance of the candidate shall be evaluated into two parts.

1. 50% of marks: Theory papers examination to be conducted by the University.
2. 50% of marks: Internal assessment by way of continuous evaluation for each theory course by selecting a minimum of three from the following each shall contain 10 marks and 20 marks of internal test:-

**Table no. 2**

1) Term Paper	2) Extension work	3) Poster Presentation
4) Project Based Learning	5) Journal/Lecture/Library notes	6) Field Work
7) Seminar Presentation	8) Research Paper Writing	9) Short Quizzes
10) Panel discussion	11) Assignments	12) Group discussion

- 1) The respective course in charges will give the assessment plan at the commencement of the year to the course coordinator.

2) The entire record of the assessment (question paper, marking scheme, mark lists, activity description etc.) will be maintained by the course in-charge and submitted to the course coordinator/HOD at the end of the term.

**R. P. G. D. 14 - Course Structure:**

- I. The P.G. Diploma course is of one year Post Graduate Diploma Programme. The medium of instructions shall be Gujarati. The students are allowed to write the answers in examination in English/Gujarati/Hindi.
- II. The programme consists of two Semesters / One Year.
- III. The total programme consists of minimum 40 credits.

**R. P. G. D. 15 - Clearing and carrying forward the Semesters:**

Rules for carrying forward the semesters are:

- I. A candidate must have at least 75% overall attendance in the program (As explained in Ordinance) and should have satisfactory performance in class participation of each course and must have appeared in internal written test to be eligible for grant of term.
- II. In case, a candidate obtains below 40% marks in any one course / all courses in the first semester, he / she shall be allowed to continue to proceed to the second semester.
- III. The candidate shall be eligible for the award of the PG Diploma after successful clearance of all the courses of semester I & II examination of the one year programme or till expiry of registration (1+1 Year).
- IV. Whenever a candidate fails in a course due to failure of obtaining minimum marks in the internal component of the examination, the marks obtained in attendance and class participation shall be carried forward for the consideration of the repeat examination. The student has to appear in the internal test.
- V. Student who fails to complete course in stipulated time, will be given 1 year more to clear

all remaining examination + thesis / Dissertation (If Any)

**R. P. G. D.16 - Assessment and Evaluations:**

As to be decided by BOS/Exam Department/ Relevant body.

**R. P. G. D. 17: Question Paper Pattern:**

As attached herewith.

**R. P. G. D. 18 - Revision of Syllabi:**

- I. Syllabi of every course should be revised whenever needed.
- II. All formalities for revisions in the syllabi should be completed before the end of the 2<sup>nd</sup> semester for implementation in the next academic year.

**Revision of Ordinances and Regulations:**

The University may from time to time revise, amend and change the Ordinances and the Regulations if found necessary.

**R. P.G.D. 17 - Format of Question paper (if not notified otherwise in particular course / Program):**

CHILDREN'S UNIVERSITY, GANDHINAGAR

P.G. D. ( )

Examination Nov – Dec 20\_\_/May-June 20\_\_

First/Second Semester

Subject Code & Name

Time: **Hours**

Total marks :**50 marks**

Both the sections A and B are compulsory. Write in separate answer sheet.

Section A

Que.1. Answer the following question in about 400 words. (Unit 1) (10)

A.

Or

B.

Que.2. Answer the following question in about 400 words. (Unit 2) (10)

A.

Or

B.

Que.3. Answer the following questions (any five) in very brief. (Unit 1&2) (5)

1.

2.

3.

4.

5.

6.

Section -B

Que.4. Answer the following question in about 400 words. (Unit 3) (10)

A.

Or

B.

Que.5. Answer the following question in about 400 words. (Unit 4) (10)

A.

Or

B.

Que.6. Answer the following questions (any five) in very brief. (Unit 3&4) (5)

1.

2.

3.

4.

5.

6.