

**DECCAN COLLEGE**  
**Postgraduate & Research Institute**  
**(Deemed to be a University)**  
**PUNE 411 006**

**ACADEMIC BYE-LAWS FOR THE MASTER OF ARTS DEGREE**  
**PROGRAMMES IN**  
**AIHC & ARCHAEOLOGY / LINGUISTICS / SANSKRIT AND LEXICOGRAPHY**

**I. ADMISSION**

**A) General**

1. The M.A. Degree course will be of two years' duration and will consist of four semesters. In each semester students will offer four papers. For examination each paper will consist of 100 marks. The detailed paper structure is given in the syllabus, which should be obtained separately.
2. Admission to the M.A. degree programme at this Institute is open to full-time regular students only. External students are not eligible for admission. The Departmental Committee shall grant admission to a student to the course (i.e. M.A. Semester – I). Admission to M.A. Semesters II, III & IV shall be done by the HOD of the Department concern as per rules in the matter.
3. Wherever a reference is made to 'he' it shall also mean 'she'.
4. The yearly intake of students to the M.A. degree programme is as follows:  
A.I.H.C. and Archaeology - 60  
Linguistics - 60  
Sanskrit and Lexicography - 60  
(Subject to relaxation by the Departmental Committee during a particular academic year)
5. A student will be admitted on the basis of merit of Common Entrance Test(CET) written and interview and basic minimum qualification (55% for general category and 5% relaxation for the Reserved category candidates) for admission to MA and M.Phil in all the three subject.
6. This being a course for regular students, 75% overall attendance at lectures during a Semester is compulsory. The attendance muster will be maintained and submitted to the Head of the Department by the teacher-in-charge of the paper after the teaching for the semester ends. The H.O.D. shall inform the Academic Section whether or not a student has fulfilled the attendance criteria. In case a student does not fulfill the attendance criteria, the Academic Section shall forbid the student, even if he has paid the exam fees, from appearing for the semester examination. However, in a very exceptional case a student may be permitted to appear at the semester examination on medical ground by the H.O.D.

7. A student shall take fresh admission to every academic year. He will be permitted to carry over a backlog of not more than two papers to the next semester. However, in exceptional cases the Head of the Department may waive this condition and permit the student to enroll for the next semester provided that the attendance given by the student during the semester has been satisfactory.
8. The name of the student shall be recorded in all records of the Institute as it appears in the qualifying degree certificate, or in serial order as follows: Name\_\_\_\_\_ Middle Name \_\_\_\_\_ Surname\_\_\_\_\_ or as per his wish declared in the Affidavit. Upon the request of the student, his mother's name may also be added in the records in the middle name column i.e. Name\_\_\_\_\_ Father's Name\_\_\_\_\_ Mother's Name\_\_\_\_\_ Surname\_\_\_\_\_. The online application form also includes third gender as "other" as an option given there of (Mr/Ms//other) which is mandatory and also Adhar number is mandatory.
9. An M.A. student shall be entitled to Winter Vacation of two weeks and Summer Vacation of six weeks. The dates for these vacations for the Academic year will be declared from time to time.
10. Admission to the M.A. degree shall be summarily cancelled by the Vice Chancellor at any time of the degree course in case of misconduct on the part of a student.
11. The Departmental Committee, which is empowered to grant admissions, reserves the right to accept or reject applications without assigning any reasons thereof.
12. If any matter pertaining to the M.A. degree programme is not covered by the Academic Bye-laws or the existing rule requires some urgent change, the same shall be referred to the Vice Chancellor and his decision in the matter shall have the standing of a rule. The rule shall be effective till such time that the matter is referred to the Academic Council / Management Council for consideration and necessary orders.
13. In case of conflict of opinion in the interpretation of any rule or part thereof pertaining to the M.A. degree programme, the decision of the Vice Chancellor of the Institute shall be final and binding on all concerned.

## **B) Eligibility**

### **1. Archaeology**

- a. Bachelor's degree, with Ancient Indian History, Culture and / or Archaeology / History / Sanskrit / Prakrit / Pali / Anthropology / Geography / Fine Arts / Architecture with a minimum of 55% marks or B+ or equivalent grade of a recognized University; or

- b. Bachelor's degree, with Anthropology / Geography / Geology / Zoology / Botany / Physics / Chemistry as a major subject with a minimum of 55 % marks or B+ or equivalent grade of a recognized University.

## **2. Linguistics**

- a. Bachelor's degree, with a classical or modern Indian or foreign language as a major subject, with a minimum of 55% marks or B+ or equivalent grade of a recognized University; or
- b. Bachelor's degree with Physics / Biology / Anthropology as a major subject with a minimum of 55% marks or B+ or equivalent grade of a recognized University; or
- c. Bachelor's degree in Engineering or Medicine.

**NOTE :** i) *The Bachelor's degree should be as specified by the University Grants Commission* ii) *The University/Institute should be recognised by the University Grants Commission/Association of Indian Universities.* iii) *The percentage of marks will be relaxed in the case of reserved category students by 5%. It may also be relaxed by the Departmental Committee in other deserving cases.*

## **C) Procedure for Admission**

### **1. Indian Students**

- a. A student seeking admission to the M.A. degree course at this University shall apply online in the prescribed form. The downloaded online application form is to be submitted with a passport-size photo affixed on it together with attested copies of the documents listed below, must reach the Academic Section by the due date.
  - i) Marks-lists of the following qualifying examinations: SSC, HSC, and Graduation.
  - ii) Character certificate from the Head of the Department/Institution from which the student has obtained his qualifying degree.

**NOTE:** a. *Incomplete applications will not be considered.*

b. *If a student while applying for admission is unable to submit statement of marks of the final Bachelor's degree examination because the result is not declared, he shall submit copies of previous year's degree examination (i.e. S.Y.) marksheet.*

- b. Admission to a course will initially remain provisional. It will be confirmed when all the documents (original and xerox) specified below are submitted alongwith the eligibility application and they are accepted. Eligibility

applications will be submitted by the students after the provisional admission process is over. Failure to submit the eligibility application along with these documents will lead to withholding permission to appear for the semester-end examination/withholding declaration of the examination result / cancellation of the admission at any time of the degree course or any other measure to be decided by the authorities.

- i. Migration Certificate.(no objection certificate from the University last attended)
- ii. Mark-list of the last qualifying examination.
- iii. Degree/Passing certificate.
- iv. Character certificate from the Head of the Department/Institute from which the student has obtained his qualifying degree.
- v. Gap certificate.(if applicable)
- vi. Documentary proof regarding date of birth.

## **2. For foreign students**

- a. A foreign student seeking admission to the M.A. degree course shall apply for admission in the prescribed form. The downloaded online application form is to be submitted with a passport size photo affixed on it and accompanied by attested copies of following documents must reach the Academic Section by the due date.
  - i. Statement of Marks of the last qualifying degree examination (Bachelor's degree)
  - ii. Degree/Passing certificate
  - iii. Migration certificate (No objection certificate from the University / Institute last attended)
  - iv. Character certificate from the Head of the Department/Institute from which the student has obtained his last qualifying degree.
  - v. Documentary proof regarding date of birth.

*NOTE : Incomplete applications will not be considered.*

- b. Having been found prima facie eligible for admission to the M.A. degree course, the student will be given a provisional admission letter by which he/she can obtain Student Visa for study at this University. (admission will not be granted to the course without a proper Student Visa).
- c. On obtaining the Student Visa the student shall arrive at the Deccan College and submit original copies of the certificates listed in (a) above as also the Student Visa.

### **d. English Language Test :**

i. The medium of instruction for the M.A. degree programme at this Institute is English. It is therefore essential that the student has a sound knowledge of English Language. He shall therefore appear for an English Language Test. Only those students who pass the Test shall be admitted to the M.A. degree programme.

ii. The following students shall however be exempted from appearing for this Test:

- a. who are native speakers of English language or have graduated with English as the medium of instruction.
- b. who hold a scholarship of the Indian Council for Cultural Relations
- c. who have migrated from an Indian University and have passed an English Language test of that University
- d. Who have successfully completed a English language course (of minimum 3 months duration) from a recognized Institute.
- e. who have passed the test conducted by this Institute during their admission to an earlier degree course

iii. The English Language Test shall be conducted once a year, preferably in the beginning of the academic year or as convenient to the University.

iv. The Test shall be of two and half hours duration and shall contain objective type questions in general English and grammar. The paper will be of 100 marks. To be eligible to pass a student must secure 40 marks.

v. Help of the following staff shall be taken in conduct of the Test.

- a. Examiner
- b. Supervisor
- c. Hall Attendant

vi. A member of the teaching staff of the Department of Linguistics may be appointed by the Director of the Institute, to work as an Examiner for the Test. The Examiner, the Supervisor and Hall Attendant appointed for the Test shall be paid remuneration as per rules from the Admission fee collected from the foreign students.

**e. Medical Test :**

To ensure that a student admitted to the M.A. degree has sound health, all foreign students shall undergo a medical fitness test as detailed below. However, students who have already appeared for the medical test, conducted by this Institute, during their earlier admission to a degree course of this Institute, shall be exempted from appearing for this Test.

For medical fitness the students shall be subjected to a general medical check-up which shall include HIV Test, chest X-ray and other tests essential for the medical check-up.

- ii. Till such time that the Institute is able to provide medical facility of its own, the medical test shall be carried out at Inlaks and Budhrani Hospital. Expenditure on these tests including incidental expenses shall be made

- from the Admission fee collected from the foreign students.
- iii. Only those students who are found medically fit shall be admitted to the M.A. degree programme.

## **II. TEACHING:**

### **IMPLEMENTATION OF THE CBCS IN THE, DECCAN COLLEGE POSTGRADUATER & RESEARCH INSTITUTE, (DEEMED UNIVERSITY), PUNE**

The university has implemented **CHOICE BASED CREDIT SYSTEM (CBCS)** since the academic year of 2015-16 and following pattern which includes number of credits and clock hours as per the subjects taught in this university.

Following is the table that enumerates as under:

## Course offerings and Time table

The MA degree in AIHC&Archaeology is an 80 credit course taught over 4 semesters. There are 4 papers, each for 4 credits in each semester.

The courses in the first year of MA are all core courses and no choice is offered to the students.

In the second year only one compulsory course, on research methodology is offered and all the other papers are core electives.

One open elective from Linguistics or Sanskrit department can be opted in semester 3 and semester 4 so that upto 8 credits can be taken from other departments. It is not however required that this is done.

### Semester I

Semester 1 L= lecture, T=Tutorial P=Practical

#### Teaching schedule of 1<sup>st</sup> semester.

Semester	Course Code	Course Title	Hard core/Soft core/ open	L:T:P	Credits
1	Arc 101	Political History of India (Upto 700 C. E.)	HC	3:1:1	5
1	Arc 102	Science In Archaeology	HC	1:1:3	5
1	Arc 103	Introduction to Archaeology	HC	3:1:1	5
1	Arc 104	Prehistory of South Asia	HC	3:1:1	5

### Semester II

Semester II L= lecture, T=Tutorial P=Practical

## Teaching schedule of 2<sup>nd</sup> semester.

Semester	Course Code	Course Title	Hard core/Soft core/ open	L:T:P	Credit
2	Arc 201	Religious History of India.	HC	3:1:1	5
2	Arc 202	Methods in Archaeology	HC	3:1:1	5
2	Arc 203	Protohistory of South Asia	HC	3:1:1	5
2	Arc 204	Social and Economic history of India upto 1200 CE	HC	3:1:1	5

ARC 201, 203 204, one hr lecture in the morning of weeks 1-6 and 11-16. One tutorial/practical Mon-Wed for each paper. Thursday afternoon, lectures missed due to holidays can be taken.

ARC 202: Completely taught during weeks 7-10 with final evaluation on last day of week 10. (19 teaching days, equivalent to 133 hrs of which 15 hr lecture for 1 credit and  $4 \times 15 \times 2 = 120$  hrs required for tutorial practical component of 4 credits.) Mid term for 1<sup>st</sup> semester students for ARC 201,202,204 could be on the first day and final for ARC 203 could be on the final day of week 10.

## Semester III

### Teaching Schedule for Semester III

Semester	Course Code	Course Title		L:T:P	Credit
3	Arc 301	Art and Architecture of India I (up to 600 C.E.)	SC	3:2:0	5
3	Arc 302	Ancient Indian Iconography	SC	3:2:0	5
3	Arc 303	Ancient Indian Epigraphy and Palaeography	SC	3:1:1	5
3	Arc 304	Archaeology and Literature	OPEN	3:1:0	5
3	Arc 305	Introduction to World Prehistory	SC	3:2:0	5
3	Arc 306	Environmental	SC	3:1:1	5

		Archaeology (Bioarchaeology)			
3	Arc 308	Research methodology and Quantitive Method	HC	3:2:0	5
3	Arc 309	History of Indian Archaeology	SC	3:2:0	5
	Arc 310	Harappan Civiliztion	SC	3:2:0	5
3	Arc 311	Introduction to Museology	Sc	3:1:1	5

#### Semester IV

#### Teaching Schedule for Semester IV

Semester	Course Code	Course Title	HC/SC/ open	L:T:P	Credit
4	Arc 307	Biological Anthropology	SC	3: 1: 1	5
4	Arc 401	Art and Architecture of India II (600 C.E. to 1200 C.E.)	SC	3:2:0	5
4	Arc 402	Ancient Indian Numismatics	SC	3:1:1	5
4	Arc 403	Ethnoarchaeology	SC	3: 2: 0	5
4	Arc 404	Early Iron Age of India	SC	3: 1: 1	5
4	Arc 405	Historical Archaeology of India	SC	3:1:1:	5
	Arc 406	Archaeological Chemistry	SC	3: 1: 1	5
4	Arc 312	Cultural Heritage Management	SC	3:1:1	5
4	Arc 408	Environmental Archaeology (Geoarchaeology)	SC	3:1:1	5
4	Arc407	Quantitative Methods and Information Science	sC	3:2:0	5
4	Arc 409	Dissertation	SC	0:3:2	5

### III. EXAMINATION

#### A) Mode of Assessment

1. The M.A. course shall consist of four terms (semesters) spread over two years. In each semester the students shall be required to undergo examination in four papers (three in Semester IV, in the case of students opting for a dissertation) in which they have received instruction. Thus at the end of two years a student will have successfully completed the process of examination in 16 papers for qualifying himself for the award of M.A. degree.
2. The medium of Instruction for the M.A. degree course is English. Students shall write the Internal and University examination papers in English. However, if a student wants to write the answer paper in Marathi or in Hindi medium, he shall seek the permission of the teacher concerned (for internal assessment) and shall give the medium option in the examination application form (for the University examination).
3. The examination for each paper shall be of 100 marks. It shall consist of two modes of assessment: Internal Assessment (40 marks) and Semester-end Examination (60 marks). To be eligible to pass in a paper a student should secure minimum pass marks i.e. 40% marks in the Internal and Semester-end examinations taken together.
  - a. Internal Assessment shall consist of the performance of the student in one or more tests. It could be in the form of Home Assignment / Class Test / Field or Laboratory Report, as part of continuous assessment to be undertaken by the teacher according to the needs of the paper he is teaching. It shall be completed by the teacher who is actually imparting instruction in a particular paper and shall prepare and hand over the Internal Marksheet to the Academic Section on the completion of the term. A student shall attempt the Internal Assessment only once.
  - b. Semester-end examination shall be a written test of Two and half hours duration for each paper. The student shall answer four out of six or eight questions (with or without provision for organization under two sections). The answer-books will be evaluated by an examiner who is appointed for this purpose.
  - d. The concept of continuous assessment of students throughout the academic year includes: weekly/twice in a semester Internal assessment focussing upon, MCQ, Short answers, Book review and/or critique, quiz, debate etc. I have also designed the question papers for semester end examinations which have A,B & C Sections with a distribution of marks being 30, 15 & 15 respectively. 'A' deals with 5 essay like questions, ;B; with 5 short answers while 'C' is exclusively objective type questions. The section 'C' is a real litmus test for the students as it again has three categories i.e. easy, semi-difficult and difficult type of questions.

- e. The dissertation prepared by a student in Semester IV shall carry 100 marks. Internal Assessment does not apply in this case. Its evaluation shall form part of the Semester-end examination.
4. A student shall appear for his backlog papers of the semester-end examination as an external student. Examination for the backlog papers of a particular semester will be held only when that particular semester-end examination is being held for regular students.

## 5. Award of Grace Marks

- a. Grace Marks shall be awarded to a student as follows:
- i. A maximum of 4 (four) grace marks, to clear the semester in one or more papers (during first or later attempts) at a semester examination;
  - ii. A maximum of 10(ten) grace marks to enable him to secure a second class or a higher second class or a first class in the overall final result
- b. Grace Marks shall be awarded by the Chairman, under his signature, at the meeting of the Board of Examiners convened by him to moderate the semester examination and/or final degree examination result.
- c. The award of grace marks shall be mentioned in the student's semester marksheet or the final marksheet as the case may be.
- d. A student is entitled to the award of grace marks as per rules in cases of Verification/Revaluation of papers, but he shall not be entitled to grace marks if he has appeared for the examination under Class Improvement Scheme.
6. The final result of all four semesters of the M.A. degree examination will be based on the marks, Grade and Grade point obtained by him in all 16 papers covering Internal Assessment and Semester-end examination, and will be ranked with reference to the grades given below:

<b>Marks Obtained</b>	<b>Grade</b>	<b>Grade Points</b>
75-100	O : Outstanding	6
65-74	A : Very Good	5
55-64	B : Good	4
50-54	C : Average	3
45-49	D : Satisfactory	2
40-44	E : Pass	1
39 and less	F : Fail	0

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<b>GPA Obtained</b>	<b>Final Grade</b>
05.00-06.00	O
04.50-04.99	A
03.50-04.49	B

02.50-03.49	:	C
01.50-02.49	:	D
00.50-01.49	:	E
00.00-00.49	:	F

7. Before their formal declaration the results will be moderated by the Board of Examiners in consultation with Controller of Examinations (CoE) in the respective subject. Grace marks will be awarded as per rules.

## **B) Verification & Revaluation of Results**

1. There shall be a provision for Verification & Revaluation of answer books of the Semester-end examination. The Verification & Revaluation shall be undertaken separately subject to the conditions mentioned below.
  - a. Verification and revaluation will be undertaken for the semester examination answer paper(s) those who want to apply.
  - b. The application, along with the prescribed fees, shall be submitted within 21 days of the declaration of the results.
  - c. A Student who fails to get minimum required marks (i.e. 40) in the dissertation shall revise and resubmit it for evaluation as per the comments of the examiner. Revised dissertation shall be submitted for evaluation at any semester-end examination.
  - d. Revaluation of the dissertation shall be done only when a student gets 40 and above marks.
2. **Verification Cases:** In cases of verification, the Controller of Examinations (CoE), Chairman of the Board of Examiners shall check whether the student has been given marks for all the answers pertaining to the paper and he shall also check the total marks obtained by the student in that paper. He will then note his remarks on the answer paper accordingly.
3. **Revaluation Cases:** The Academic Section will forward the applications and list of the students to the Controller of Examinations (CoE), making sure that the marks/grade obtained by the student in the first assessment have been properly noted and then covered. The CoE shall then assign the work of revaluation to a Member of the Board of Examiners other than the one who has already examined the concerned answer book(s).
4. The marks obtained by a student at the verification/revaluation will supercede the evaluation marks and a revised marksheet will be issued, only when:
  - a. with the help of verification/revaluation marks he passes in the paper, or
  - b. At the evaluation he has already passed in the paper and at the verification/revaluation he has scored 10 (ten) or more marks higher than the evaluation marks.

5. Except in cases mentioned in 4. a. & b. above, in all other cases, even if the marks scored by the student at the verification/revaluation are higher by 3 or less marks, the marks scored by the candidate at the first evaluation will be taken into account and the marksheet issued to him earlier will be valid.
6. A student, having obtained 10 or more marks more at the verification/revaluation, still fails to pass in the paper after adding the internal assessment marks, the marks obtained by him in the first evaluation will be taken into account and the marksheet issued to him earlier will be valid.
7. If a student at the verification/revaluation obtains less marks than the first evaluation, the marks obtained by him earlier will be taken into account and the marksheet issued to him earlier will be valid.

### **C) Class Improvement Scheme (CIS)**

A Student who has already passed M.A. examination held by the Institute in A.I.H.C. and Archaeology / Linguistics but wishes to improve class obtained by him by way of re-appearing for the same examination will be permitted under following circumstances:

1. The student will not be required to keep any terms.
2. He shall be permitted to improve his class in two attempts and within three academic years of his having passed the M.A. degree final examination. The two attempts shall be treated separately for calculating the improvement of class. A student will improve his Grade as shown below:
  - i. from Grade E to a higher grade (D,C,B,A,O,)
  - ii. from Grade D to higher Grade (C,B,A,O,)
  - iii. from Grade C to Higher Grade (B,A,O,)
  - iv. from Grade B to Higher Grade (A,O,)
  - v. from Grade A to Higher Grade (O)
3. A student shall be permitted to improve his earlier performance of the semester examination (out of 60 marks) only. He will choose and appear for the papers, from the semester end examination combination in which regular examination is being held at one given time, i.e. the combination of papers shall be from Sem. I and III and/or Sem. II and IV. He shall not repeat the semester options. The Internal Assessment marks shown in the M.A. degree final examination marksheet (out of 40 marks) shall be carried forward for calculating marks out of 100.
4. The examination will be held according to the syllabus currently in existence. He shall appear in at least three papers (excluding dissertation) from amongst the papers he has appeared earlier. In case there is a change in the syllabus the student will opt for a new paper from the existing syllabus. In such a case the marks for the Internal Assessment for that particular paper will be

calculated on average, based on the marks scored by him at the semester examination under the Class Improvement Scheme.

5. While accounting for the class obtained by the student under this scheme, the overall result shall be calculated on the following basis:
  - a) marks (out of 60) obtained by him in the semester examination in all the papers he has reappeared;
  - b) marks (out of 40) obtained by him in the Internal Assessment as shown in the M.A. degree final marksheet for all the papers he has reappeared in (a) above;
  - c) marks (out of 100) obtained by him in the rest of the papers as shown in the M.A. degree final marksheet.
6. In case a student does not improve his class, he will be declared to have failed under the Class Improvement Scheme. The M.A. degree final marksheet, passing and degree certificates issued to him earlier will be valid.
7. If in the overall result at the Class Improvement examination, a student obtains a higher grade/class, he shall be given a revised marksheet, passing and degree certificates. In the revised statement of marks mention shall be made of his having improved the class under this category.
8. In the Class Improvement Scheme a student will not be entitled to the benefit of grace marks nor will he get the benefit of verification / revaluation of the answer paper. He shall also not be entitled to get any prize, medal, award etc.

#### **D) Preservation of Answer Books**

Due to constraint of space it will not be possible to preserve, for long, the answer books of the semester examinations. In view of this and in view of the fact that rules require an M.A. student to apply for verification/revaluation of his answer paper within 21 days of the declaration of the semester examination result, the following rules shall be observed in the preservation/destruction of the semester examination documents:

##### **a. Preservation :**

1. The answer books of a semester examination shall be preserved for a minimum period of two years.
2. The dissertations shall be kept in the Institute's Library for reference.
3. The various marksheets of the semester examination shall be preserved permanently.

##### **b. Destruction:**

1. On completion of two years of the semester examination, the answer books of that examination shall be destroyed by burning or pulping or shredding the paper.

2. Destruction of the answer books shall be carried out by the Academic Section in the presence of the Chairman, Board of Examiners.
3. Before being destroyed, the answer books shall be well recorded. The record certifying the destruction of the answer books shall be signed by the Chairman, Board of Examiners and the Incharge Academic Section.

### **III . RESULTS**

A student will be required, as per rules, to appear and pass (obtain minimum 40 marks) in the required papers at the Internal and the University semester-end examinations taken together. The procedure for the preparation of various marksheets involved in the declaration of the results is detailed below:-

#### **A. Internal Marksheet :-**

It will be prepared and signed by the teacher imparting instruction in the paper. In case more than one teacher is involved in teaching the paper, the teacher-in-charge of the paper shall prepare and sign the marksheet. It shall be completed and submitted to the Head of the Department on completion of the term. This marksheet will contain the marks obtained by a student (out of 40) at the test held as per rules during the semester teaching.

#### **B. Examiner's Marksheet :-**

This marksheet will be prepared and signed by the examiner evaluating the answer book written by the student at the University semester-end examination. It will contain the marks obtained by the student out of 60. The examiner will hand over this marksheet to the CoE along with the evaluated answer papers and related documents.

#### **C. Chairman's Marksheet :-**

This mark/gradesheet will be prepared by the Academic Section on the basis of the Internal marksheet and Examiner's marksheet. It will show the marks obtained by the student in all the papers that he has appeared at a particular semester or in all the four semesters in the Internal and University Examination. The CoE shall convene a meeting of the Board of Examiners to moderate the results. All original papers including Internal and External marksheets will be provided at the meeting to the members. The BOE shall award grace marks as per rules in force to enable a student to pass in one or more papers to clear the Semester end examination as per the rules for grace marks to get a higher class. After being approved by the CoE and BoE the marksheet will be verified, signed and forwarded by the Chairman, BoE concerned to the Academic Section for further action.

#### **D. Student's Marksheet:-**

It will be prepared by the Academic Section on the basis of the Chairman's Marksheets. It will show the grade and grade points obtained by a student in the papers he has appeared at the Internal and University examination in a Semester or a consolidated marksheet showing marks obtained by the student in all four Semesters. The students's marksheet shall be verified and signed by the CoE of the University.

**E. Passing Certificate :-**

Students who have successfully completed the degree programme shall be issued a Passing Certificate alongwith the Students Final Marksheet. It will show the overall grade obtained by the candidate. It will be signed and issued by the Registrar or by a person authorised to sign.

**F. Degree Certificate :-**

The conferment of the degree on the student and the award of the degree certificate shall be done at the Convocation ceremony of the Institute upon request by the student and on payment of necessary fees by him. The Degree Certificate shall be signed and issued by the Vice Chancellor of this University.

As per the UGC notification, the University will issue the degree certificates within 6 months of declaration of results.

**G. Transcript Certificate:-**

It shall be signed and issued by the Incharge, Academic Section or by a person authorised to sign. It shall be issued to the student after he successfully completes the M.A. degree programme. It shall be prepared on the basis of the students final marksheet and shall mention in detail all the 16 papers offered at the four semesters, the grades/percentage scored at the Internal and University exam in all these papers of each semester, the lectures held per paper per week, the length of each semester, etc. Request for the transcript certificate should be accompanied by the necessary fees.

**H. Migration Certificate:**

A no objection certificate shall be issued to the student, to enable him to migrate to another recognised University/Institute for higher studies, upon his request and on payment of the necessary fees by him. Once a migration certificate is issued to student by this Institute, he shall not be eligible for immediate admission to another degree course of this Institute. It shall be signed and issued by the Registrar or by a person authorised to sign.

**IV. PAYMENT OF FEES**  
**FEE STRUCTURE**

**I : M.A. degree programmes in A.I.H.C. & Archaeology and Linguistics/Post-Graduate Diploma in Archaeology**

**M.A. Degree & M.Phil Courses:**

The revised fee structure for the M.A. Degree and M Phil courses of the University.

**FEE STRUCTURE**

**M.A. Courses:**

<b><u>Particulars</u></b>	<b><u>WM</u></b> (Rs.)	<b><u>OM</u></b> (Rs.)	<b><u>For.</u></b> (Rs.)
<b>1. Tuition</b>	1500/-	1500/-	3500/-
<b>Compulsory</b>			
<b>2. Admissio</b>	500/-	1000/-	US\$600/350*+3500/-**
<b>3. Other Compulsory fees</b>			
Laboratory	200	450	450
Gymkhana	150	200	200
Library	150	300	300
Internal Examination	200	200	200
Identity & Lib Card fee	100	150	150
<b>4. Students Welfare Fund</b>	150	250	250
<b>5. Development Fund</b>	200	300	300
<b>Total Sem.I</b>	<b>3150</b>	<b>4350</b>	
US\$600/350*+5350/-			
<b>Sem.II</b>	<b>3050</b>	<b>4200</b>	
US\$600/350*+5200/-			
<b>Sem.III</b>	<b>3050</b>	<b>4200</b>	<b>3500+5200</b>
<b>Sem.IV</b>	<b>3050</b>	<b>4200</b>	<b>3500+5200</b>
-----			
	<b>12300/-</b>	<b>16950/-</b>	
	<b>US\$1200/700*+27950/-</b>		

**Deposit:**

<b>6. Library</b>	<b>700</b>	<b>700</b>	<b>700</b>
<b>7. University exam Fee (per Paper)</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>8. Backlog (per Paper)</b>	<b>300</b>	<b>300</b>	<b>300</b>
<b>9. Dissertation</b>	<b>600</b>	<b>600</b>	<b>600</b>
<b>10. Marks Verification (per Paper)</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>11. Marks Revaluation (per Paper)</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>12. Convocation &amp; Degree Certificate</b>	<b>500</b>	<b>500</b>	<b>500</b>
<b>13. Migration Certificate</b>	<b>200</b>	<b>200</b>	<b>200</b>
<b>14. Duplicate Certificate</b>			
a) Statement of Marks	<b>250</b>	<b>250</b>	<b>250</b>

	b) Passing Certificate	200	200	200
15.	Transcript Certificate (per Copy)	200	200	200
16.	Deposit: ( Hostel Deposit)	5000	5000	5000
17.	Hostel Fee (per sem.)	4200	4200	4200

**Abbreviations:**

**Inst. Installment** - Period of six months

**Ind.** – Indian: Citizen of India

**For** - Foreigner: Citizen of a foreign country/who holds a foreign passport/Non-resident Indian.

**WM** – Within Maharashtra: Domicile of Maharashtra

**OM** – Outside Maharashtra: Domicile outside Maharashtra

**FOR-** Foreign : Citizen of a foreign country/who holds a foreign passport/  
Non-resident Indian.

\*US\$ - 600 for foreign students who have migrated from an foreign University

\*US\$ - 350 for foreign students who have migrated from an Indian University

\*\*3500/- III & IV Insts for foreign students.

**Qualifying exam:**

For M.A. any bachelor degree.

**M.Phil. Courses:**

<b><u>Particulars</u></b>	<b><u>WM</u></b> (Rs.)	<b><u>OM</u></b> (Rs.)	<b><u>For.</u></b> (Rs.)
<b>1. Tuition (I-III)</b>	2000/-	2000/-	3500/-
<b>Compulsory</b>			
<b>2. Admissio</b> 700/400*+5000/-**	1500/-	3000/-	US\$
<b>3. Other Compulsory fees</b>			
Laboratory	400	800	1000
Gymkhana	150	250	300
Library	250	400	500
Computer	300	500	600
Identity & Lib Card fee	200	200	200
<b>4. Students Welfare Fund (I-III)</b>	200	300	300
<b>5. Development Fund</b>	500	500	500
<b>Total I Insts.</b>	<b>5500</b>	<b>7950</b>	
<b>US\$700/400*+6900/-</b>			
<b>II Insts.</b>	<b>5300</b>	<b>7750</b>	
<b>US\$700/400*+6700/-</b>			
<b>III Insts.</b>	<b>5300</b>	<b>7750</b>	<b>Rs. 5000+Rs. 6700</b>
	<b>16100</b>	<b>23450</b>	<b>US\$1400/800(5000+25300)</b>

**Deposit:**

6.	Library	1000	1000	1000
7.	University exam Fee (per Paper)	200	200	200
	Backlog (per Paper)	300	300	300
8.	Dissertation	600	600	600
9.	Marks Verification (per Paper)	100	100	100
10.	Marks Revaluation (per Paper)	500	500	500
11.	Convocation & Degree Certificate	500	500	500
12.	Migration Certificate	200	200	200
13.	Duplicate Certificate			
	c) Statement of Marks	250	250	250
	d) Passing Certificate	200	200	200
14.	Transcript Certificate (per Copy)	200	200	200
15.	Deposit: ( Hostel Deposit)	5000	5000	5000
16.	Hostel Fee (per sem.)	4200	4200	4200

**Abbreviations:**

**Sem. Semester:** - Period of six months

**Ind.** – Indian: Citizen of India

**WM** – Within Maharashtra: Domicile of Maharashtra (Within Maharashtra)

**OM** – Outside Maharashtra: Domicile outside Maharashtra

**FOR-** Foreign : Citizen of a foreign country/who holds a foreign passport/  
**Non-resident Indian.**

**\*US\$ - 1400** for foreign students who have migrated from an foreign University

**\*US\$ - 800** for foreign students who have migrated from an Indian University

**\*\*5000/-** III & IV Insts for foreign students.

**Qualifying exam:**

For M.Phil. any master degree.

**NOTE:**

- a. *The fees prescribed above are subject to change.*
- b. *All fees shall be paid by a regular student in full and by the due date. Late payment of fees shall be accompanied by a late fee of Rs. 25/-, the period for which shall be specified separately in each case. Students whose fees are being paid by any Government or University or any other agency shall be exempted from paying late fee.*
- c. *An ex-student will not be required to pay the tuition and other compulsory fees. He shall pay the examination fee for the backlog papers he is appearing at. Payment of hostel and Library fees will be governed by relevant rules in the matter.*

- d. *A backward class student shall be exempted from paying tuition fees. It shall be claimed by him, from the Government, as part of his scholarship, and paid to the Institute when the claim is sanctioned.*
- e. *Students getting scholarship from the Indian Council for Cultural Relations shall be exempted from paying Admission fee.*
- f. *For converting the US\$ to Indian rupees the rate given in reputed daily newspapers may be used to determine the exchange rate.*
- g. *Admission fee shall be paid by a student only once i.e. at his first admission to a Degree/Diploma course at the Institute. He shall be exempted from paying admission fee during admission to later degree/diploma courses at the Institute.*
- h. *A foreign student shall appear for the English Language Test and Medical Test as per rules governing these tests. Since these tests are a part of the admission procedure, fees for the same have been included in the admission fee. No separate fee will be charged for these tests.*
- i. *If a student decides to discontinue the course after paying all the fees, the tuition and other compulsory fees paid by him will be refunded after deducting 25% of the total amount of these fees paid, towards administrative charges, provided he submits a written application within one month (30 days) from the date he takes admission to the course. Application for refund shall not be considered after the due date.*
- j. *As part of the admission procedure if a foreign student fails to pass the English Language Test or is found medically unfit, his admission to the degree programme shall be cancelled by the Institute. In such a case the tuition and other compulsory fees paid by him will be refunded after deducting 25% of these fees as administrative charges.*
- k. *With exception to clauses (i) and (j) mentioned above, all fees paid shall be non-refundable.*
- l. *Library and Hostel deposits will be refunded as per relevant rule in the matter after the student submits No Dues certificates from the concerned authorities. Refund of Hostel fees shall be governed by relevant rules.*
- m. *If a scholarship holder of the Indian Council for Cultural Relation (ICCR) abstains himself from the Institute, without permission, for a period of more than six months, the Institute shall recommend to the ICCR the cancellation of his scholarship. But since the Institute had admitted him as a student to a degree programme:*
  - i. *it shall retain the tuition and other compulsory fees and hostel fees for the remaining part of the Semester covering his period of absence, and*
  - ii. *shall return to the ICCR the unclaimed amount of stipend, ACA, etc.*

- n. *If a student fails to follow the schedule specified for the various academic activities of the Institute such as admission to a degree course; continuation/completion of the degree course; filling up eligibility / examination forms; payment of various fees or for any other activity covered by the Academic Rules, and requests for a special permission, to carry out any of the above activities at a later date, the Director may, depending upon the administrative convenience of the Academic Section, use his discretionary power and grant special permission to carry out the activity on payment of a special fine of Rs.100/-.*

## V. SCHOLARSHIPS

### 1. Award of Scholarships :

#### a. For Foreign Students:

The Indian Council for Cultural Relations, Government of India, New Delhi offers scholarships to student/s, under the cultural exchange programme between India and other countries, to undertake studies for the M.A. degree at this Institute. For further enquiries the student should approach the Council through the Indian Embassy in his country.

## VI. AWARDS

The Institute offers the following awards:

#### **1. Professor H.D. Sankalia Memorial Gold Medal:**

This medal has been instituted out of funds donated by the late Professor H.D.Sankalia's students and admirers. It is awarded every year to the student who stands first in order of merit at the M.A. examination in Ancient Indian History, Culture and Archaeology held by this University.

#### **2. Dr. Malti Nagar Award for Ethnoarchaeology:**

This Award, of the value of Rs. 1000, has been instituted out of a donation given by Dr. Malti Nagar, a former Reader in Asian Archaeology at the Institute, for the promotion of ethnoarchaeological studies. It will be given every year to the student who obtains the highest marks in Ethnoarchaeology paper at the M.A. examination in A.I.H.C. and Archaeology. In case no M.A. student is eligible for the Award in a particular year, it may be given for the best Ph.D. thesis in Ethnoarchaeology.

#### **3. The Late Shri K.Y. Kale Award:**

This Award, of the value of Rs. 1000, has been instituted by Prof. B.K. Kale, U.G.C. Emeritus Fellow, Department of Statistics, University of Pune, in memory of his father Late Shri K.Y. Kale, a former student of the Deccan College to be given every year to the student who stands first in order of merit at the M.A. examination in Linguistics held by this University.

#### **4. Prof. S.N. Rajaguru Award for Geoarchaeology:**

This award, of the value of Rs.500/-, has been instituted by Prof. V.S. Kale in the name of his guru Prof. S.N.Rajaguru, a former Professor of Geoarchaeology at this University, for the promotion of Geoarchaeological studies. The award will be given annually to the student who obtains highest marks in Geoarchaeology paper at the M.A. examination in A.I.H.C. & Archaeology held by this University.

**5. Dr. Mrs. Madhur Mohini Mathur Award for Palaeography and Epigraphy:**

This award, of the value of Rs.500/-, has been instituted by Dr. Mrs. M.M. Mathur, a past student of this University, for the promotion of Palaeographical and Epigraphical studies. The award will be given annually to the student who obtains highest marks in Ancient Indian Palaeography and Epigraphy paper at the M.A. final examination in A.I.H.C. & Archaeology held by this University.

**6. Late Shri Katragadda Subbaiah Award for Protohistory of South Asia:**

This award, of the value of Rs.500/-, has been instituted by Prof. K. Paddayya, Professor of Geoarchaeology and Director of the University, in memory of his father. The award will be given annually to the student scoring highest marks in Protohistory of South Asia, at the M.A. final examination in A.I.H.C. & Archaeology held by this University.

**7. Late Shri Katragadda Chinahanumantha Rao Award for Environmental Archaeology:**

This award, of the value of Rs.500/-, has been instituted by his niece, K. Vijayalakshmi. The award will be given annually to the student scoring highest marks in Environmental Archaeology (Bioarchaeology), at the M.A. final examination in A.I.H.C. & Archaeology held by this University.

**8. Prof. Iravati Karve Award for Social and Economic History:**

This award, of the value of Rs.500/-, has been instituted out of funds donated by the students and admirers of Late Prof. Iravati Karve. The award will be given annually to the student scoring highest marks in Social and Economic History of India (upto 1200 A.D.), at the M.A. examination in A.I.H.C. & Archaeology held by this University.

**9. Prof. S.M. Katre Award for Languages of South Asia:**

This award, of the value of Rs.500/-, has been instituted out of funds donated by the students and admirers of Prof. S.M.Katre. The award will be given annually to the student scoring highest marks in Languages of South Asia, at the M.A. examination in Linguistics held by this University.

## **VII. RECOGNITION AS A POST-GRADUATE TEACHERS BY PAPERS**

In accordance with Rule No.13.B.c) of the Revised Rules (2000) of the University the Academic Council on the recommendation of the respective Board of Studies shall approve recognition of teachers by papers in subjects of Archaeology and Linguistics.

- a. A regular teaching faculty member that is Professor or a Associate Professor or a Assistant Professor of this University is considered ex-officio member of the recognized Teaching Staff.
- b. Other qualifications to remain the same as listed by the University Grants Commission for teachers.
- c. A research staff of this Institute or a person invited as a contributory teacher may be recognized on the following conditions:
  - i. A person teaching at the M.A. degree course in Ancient Indian History, Culture and Archaeology or Linguistics should possess a Masters or equivalent degree in this or a related subject with three years standing.
  - ii. Ph.D. or equivalent degree in the related subject would be essential.

## VIII. APPOINTMENT AND DUTIES OF EXAMINATION STAFF

### A. Examiner

1. The term 'Examiner' shall also mean 'Paper-setter' and 'evaluator' unless otherwise specified.
2. An examiner shall set the question paper for the semester and for the papers for which the examination is being held and evaluate the answer papers. He shall also evaluate dissertations submitted by students in part fulfillment of M.A./M. Phil. Examinations.  
The University will organise Central Assessment Programme (CAP) for each semester examination for paper setting and evaluation of each paper. The papers set by examiner will be handed over to the CoE for final printing prior to its moderation in consultation with the Head of each subject and one subject expert.
3. The Boards of Studies in AIHC and Archaeology / Linguistics /Sanskrit & Lexicography shall suggest the panels of examiners in the respective subjects for the final approval of the Academic Council. The panel shall contain list of Internal and External examiners. It will also suggest the name of a person from this panel (from amongst the Internal examiners other than the Head of the Department) to work as the Chairman. The panels shall be approved for a period of three academic years and shall continue to function till a new panel is approved.
4. The panel of Internal examiners shall constitute the Board of Examiners, and it will be headed by the Chairman. The meetings of the Board of Examiners shall be convened by the Chairman as and when required. In case the number of Internal Examiners is large, then only a few examiners, as decided by the Chairman, may be invited for the meetings of the Board.
5. While suggesting names for examinership the authorities referred to above shall include Internal and External Examiners as follows:
  - a. **Internal Examiners:** shall include teachers recognized for teaching by papers from the respective Departments of the Institute, who have post-graduate teaching experience of at least five years.
  - b. **External Examiners:** shall make provision for associating a few persons from other recognized institutions of higher learning and teaching in Pune or outside. An external examiner must possess requisite qualifications in the subject concerned. He/she may be a postgraduate teacher having teaching experience of at least ten years of actually teaching the subject or a person who has won reputation as a research worker. Retired teachers on the panel of Internal Examiners prior to their retirement may be included in the panel.

6. Examiners who have been entrusted with the evaluation of dissertations shall fill up the form prescribed by the University.

7.If a person is a student for any examination at the Institute he shall be considered non-eligible for appointment as an examiner till the completion of his examination.

**8.**

**A.** person will also not be eligible to be appointed as an examiner if he has one or more relations specified below who are students for an examination to be conducted by the Institute:

"Father, Mother, Wife, Husband, Son, Daughter, Grandson, Granddaughter, Brother, Sister, Niece, Nephew, Grand- niece, Grandnephew, Uncle, First Cousin, Son-in-law, Daughter-in- law, Sister-in-law", or other near relations, as the case may be.

**B. COE The Controller of Examinations:** The Controller of Examinations shall be appointed by the Board of Management of the university. His term shall be of three years but shall continue to function till a new Chairman is appointed.

The CoE shall convene meetings of the BOE to co-ordinate all examination related activities such as appointing paper-setters and evaluators for the examination; moderating and finalising the question papers; moderating the answer papers; moderating the results; awarding grace marks as per rules; permitting the declaration of results; appointing examiners for revaluation work; etc.

The Chairman shall take all necessary steps to ensure strict confidence of the examination work. He shall receive sealed packets of the manuscript question papers from the Custodian; shall moderate the question papers, make required number of copies and hand over sealed question paper packets to the Custodian.

**C. Chairman, Board of Examiners:** The Chairman, Board of Examiners (BOE) shall be appointed by the respective Board of Studies from amongst the panel of Internal Examiners. His term shall be of three years but shall continue to function till a new Chairman is appointed. He shall not be eligible for immediate reappointment. In the absence of the Chairman for a particular semester examination, or part thereof, a senior faculty member, on the panel of Internal Examiners, shall be appointed by the Chairman BOS to co-ordinate the examination work. The Chairman shall be easily available on the campus during the semester examination for work in connection with the examination.

**D. Custodian:** CoE shall be the Custodian for the work related to the examination. He shall keep in custody the sealed manuscript question paper packets received from the paper-setters he will provide the sealed answer paper packets to the examiners coming for CAP and will receive from them and shall remain the custodian even after evaluation. and hand them to the Chairman, BoE as and when required by him; he shall keep in his custody the question paper sealed packets received from the Chairman, BoE and hand them to the Senior Supervisor of the

examination the same day or a day before the commencement of the examination; and the sealed answer paper packets received from the Senior Supervisor to be sent to the respective examiners for evaluation work. He shall also see that the stationary such as answer papers, supplements, envelopes, sealing material, etc. is available for the examination. The work shall be carried out by the Academic Section.

- E. Senior Supervisor:** One Senior Supervisor shall be appointed by the authorities from amongst the administrative staff of the Institute to carry out the work of a particular semester-end examination. He shall co-ordinate all the examination work and ensure that the work goes on smoothly. He shall have overall control over the examination staff and the examinees. He shall receive sealed question paper packets from the Custodian and hand them over to the Supervisors at the examination centre. He shall also collect sealed answer papers packets from the examination centre and hand them over to the Custodian. He shall make surprise visits to the examination hall during the session and shall report cases, if any, of use of unfair means by the students to the authorities and take suitable and prompt action as per rules.
- F. Supervisor:** The supervisor shall supervise the day-to-day proceedings of the examination work. The Supervisors shall accept sealed question paper packets from the Senior Supervisor and handover sealed packets of the answer books immediately after the examination to the Senior Supervisor. Two Supervisors shall be appointed for one examination hall from amongst the staff of the Institute and they shall work under the general control of the Senior Supervisor.
- G. Despatch Section:** The Despatch Clerk shall do all postal work related to Ph.D and M.Phil thesis dispatch as well as related correspondenc examinations.
- H. Stores Section:** The Stores Clerk shall provide the stationary as and when requested by the Custodian for examination and shall keep all record of the stationary purchased and issued for examination work.
- I. Accounts Section:** Shall prepare and process all accounts work related to examination such as examiners honorarium bills, TA/DA bills, honorarium bills of the examination staff, issue exam related forms etc., pertaining to examination. He shall keep record of all examination accounts. This work shall be carried out by the Accounts Section of the Institute.
- J. Hall Attendant:** Two or more hall attendants shall be appointed for one examination hall ordinarily from the Class IV staff of the Institute. They shall arrange and re-arrange the furniture as per requirement, shall sweep the hall and keep it clean and tidy everyday, shall provide drinking water to the staff and students in the hall, shall open and close the halls before and after the examination, and shall work under the general supervision of the supervisors.
- K. Lab Attendant:** Two or more Lab Attendants shall be appointed to help the supervisor in carrying out the practical examinations. They shall arrange and re-arrange furniture as per requirement, keep the hall clean and tidy, provide drinking

water to the examination staff and students, open and close the examination halls and shall work under the general supervision of the Supervisors.

REMUNERATION TO EXAMINERS TO EXAMINERS/STAFF

	<b>Nature of Examination Work</b>	<b>Honorarium Rates</b>
<b>A.</b>	<b><u>Examiner:-</u></b>	
1	Setting question paper ( per paper)	500/-
2	Marathi Version of the question paper	100/-
3	Evaluation of answer paper ( per paper Minimum 100/-)	30/-
4	Evaluation/Revaluation of M.A. dissertation	500/-
5	Revaluation of answer paper ( Minimum 100/-)	30/-
<b>B.</b>	<b><u>Controller of Examiners</u></b>	
1	Honorarium per Examination	700/-
<b>C.</b>	<b><u>Chairman, Board of Examiners</u></b>	
1	Honorarium per Examination	700/-
<b>D.</b>	<b><u>Custodian:-</u></b>	
1	Honorarium per Examination	250/-
2	Honorarium for pre and post exam work ( two sessions extra)	500/-
<b>E.</b>	<b><u>Senior Supervisor:-</u></b>	
1	Honorarium per session	250/-
2	Honorarium for pre and post exam work ( two sessions extra)	500/-
<b>F.</b>	<b><u>Supervisor:-</u></b>	
1	Honorarium per session	200/-
2	Honorarium for pre and post exam work ( two sessions extra)	400/-
<b>G.</b>	<b><u>Accounts Section:-</u></b>	
1	Lumpsum per semester exam	1500/-
<b>H.</b>	<b><u>Dispatch Section:-</u></b>	
1	Lumpsum per semester exam	300/-
<b>I.</b>	<b><u>Stores Section:-</u></b>	
1	Lumpsum per semester exam	300/-
<b>J.</b>	<b><u>Hall Attendants/ Lab Attendants:-</u></b>	
1	Honorarium per session	100/-
2	Honorarium for pre and post exam work ( two sessions extra)	200/-
<b>K.</b>	<b><u>Miscellaneous:-</u></b>	
1	Writer`s fee, per paper ( to be recovered from The Candidate)	80/-
2	Typing – per paper	25/-
3	Xeroxing copies – per paper	20/-
	Hall attendant ( For CAP ) Per day	100/-
	Masking Work (Per packet)	100/-

**Note :**

1. The postal expenditure incurred by the Examiner in connection with examination work shall be reimbursed to him on production of documentary evidence.
2. The Examiner, the Senior Supervisor, the Supervisors and the Hall/Lab Attendants, mentioned in A,D,E, and I above shall be appointed for a particular Semester-end examination and shall be paid remuneration as shown above for the services rendered by them in the conduct of that examination.
3. The sections/persons mentioned in columns B, C, F, G, H and J will be rendering their services for every semester-end examination conducted by the Institute and hence they shall be paid remuneration, as shown above, for every examination.

## X. DISCIPLINARY ACTION FOR USE OF UNFAIR MEANS AT THE EXAMINATION

### A. FOR USE OF UNFAIR MEANS BY A STUDENT

1. Competent Authority: The Management Council of the Institute shall be the competent authority to take appropriate action, as per the provision of the Rules of the Institute, against the student (s) using, attempting, aiding, instigating, or allowing to use unfair means at the semester-end examinations. The Academic Council shall, on the basis of the Sub-Committee report, recommend to the Management Council appropriate steps to be taken regarding use of unfair means at the examination.
  
2. Definition : Unless the context otherwise requires -
  - a. "Student" means and includes a person who is enrolled as such by the Institute for receiving instruction, qualifying for any degree or certificate or diploma course awarded by the Institute.
  
  - b. "Unfair means" includes one or more of the following acts on the part of the student during the examination period:-
    - i. Possessing unfair means material.
    - ii. Transcribing any unauthorised material or any other use thereof.
    - iii. Intimidating or threatening use of violence against person on duty in the examination or manhandling him / her or leaving the examination hall without permission of the supervisor.
    - iv. Leaving the examination hall with answer book/s and or supplement or any part thereof either written or blank.
    - v. Unauthorisedly communicating with other student/s or any one else inside or outside the examination hall.
    - vi. Making any sign on the answer-book to the effect that directly or indirectly his identity may be revealed or communicated to the examiner.
    - vii. Causing disturbances in any manner in the examination proceedings.
    - viii. Persuading, instigating, coercing students to leave or walk out from the examination hall or to do anything against the examination procedure or orders of the examination authorities, or not to do anything required to be done in connection with Examination or intimidating them for such purpose.
    - ix. or any other similar act/s which may be considered as unfair by the Competent Authority.
  
  - c. "Unfair means relating to examination" means and includes directly or indirectly committing or threatening to commit any act of coercion, undue influence or fraud with a view to obtaining wrongful gain to him or to any other person or causing wrongful loss to other person/s.

- d. "Unfair means material" means and includes any material whatsoever, related to the subject of the examination, printed, typed, written or otherwise on the person of the student or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or Electronic aid etc. which is not-allowed in the examination hall.
  - e. "Possession of unfair means material by a student" means having any unauthorised material on his person or desk or chair or table or at any place within his reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
  - f. "Student found in possession", means a student, reported in writing, as having been found in possession of unfair means material, by Supervisor, Senior Supervisor or any other authorised persons, even if the unfair means material is not produced as evidence because of its being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the student or by any other person acting on his behalf to such an extent that it has become illegible. Provided report to that effect is submitted by the Senior Supervisor to the Registrar or an authorised- officer.
  - g. "Material related to the subject of examination" means and includes, if produced as evidence, the material certified as related to the subject of the examination by a competent person, but if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the subject of the examination.
3. During Examination, the students shall be under disciplinary control of the Supervisor/Senior Supervisor(s).

4. Procedure to be followed by Supervisory Staff :

Supervisor/Senior Supervisor/s of the Examination Centre shall, in the case of unfair means, follow the procedure as under :

- i. The student shall be called upon to surrender the unfair means material found in his or her possession, if any and his/her answer book and a list shall be made of all this material.
- ii. Signature of the student concerned shall be obtained on the relevant papers. The Supervisor and the Senior Supervisor shall sign all the relevant documents.
- iii. Statement of the student and of the concerned Supervisor shall be recorded in writing by the Senior Supervisor. If the student refuses to sign any such material or refuses to make statement, the Senior Supervisor shall record the same accordingly, under his signature.

- iv. Senior Supervisor shall take one of the following decisions in consultation with the authorities of the Institute depending upon seriousness/gravity of the case.
  - a. Expel the concerned student from the Examination and not allow him to appear for the remaining papers, if any.  
OR
  - b. Expel the concerned student from the Examination and not allow him to complete the paper/practical etc. during the course of which he was caught. OR
  - c. Confiscate his answer-book(s), mark it as "suspected answer-book(s)" and issue him fresh answer-book duly marked.
- v. All the material and list of material mentioned in subclause (i) and the statement of the student and that of the Supervisor as mentioned in Clause No. (ii) and (iii) and the answer-book's shall be forwarded by the Senior Supervisor, along with his report, to the Registrar, in a separate and confidential sealed envelope marked 'suspected unfair means'
- vi. In case of unfair means of oral type the Supervisors and Senior Supervisor shall record the fact in writing and shall report the same to the Registrar of the Institute.

5. Procedure to be followed by Examiner during Assessment :

If the examiner at the time of assessment of answer- books suspects, that there is a prima-facie evidence that the student whose answer-book/s he is assessing appears to have resorted to unfair means in the Examination he shall forward his report along with the evidence to the Registrar with his opinion in separate confidential sealed envelopes, marked 'suspected unfair means'.

6. Result of the concerned examination of the student involved in such case may be held in reserve till the competent authority takes final decision in the matter.

7. Cases of Unfair means reported to the Registrar by the Senior Supervisor and or Examiners or from any other source shall be inquired into by a Sub-Committee consisting of:

- 1. Pro-Vice Chacellor, Deccan College (Chairman)
- 2. Head, Deptt. of Archaeology (Member)
- 3. Head, Deptt. of Linguistics (Member)
- 4. Incharge, Academic Section (Secretary)

8. Procedures to be followed by the Inquiry Committee:

- i. The Secretary of the Inquiry Committee shall inform the student, in writing, act of unfair means alleged to have been committed by him.
- ii. The student charged, shall be required to submit his or her written explanation, within 10 days, from receipt of the letter and to state in writing whether or not he admits the charge/s leveled against him.

- iii. If the student fails to submit the written explanation within the stipulated period, the Committee may proceed further with the enquiry.
  - iv. An opportunity for making oral hearing may be granted.
  - v. The documents that are being taken into consideration or are to be relied upon for the purposes of proving the charges, against the student may be shown to him if he presents himself before the Committee.
  - vi. The Committee shall submit its report to the Academic Council along with its recommendations regarding punishments to be imposed or otherwise.
  - vii. The recommendation should be in the spirit of principles of natural justice.
10. The procedure laid down in Clause No.9 may not be followed and all or any of its provisions may be waived in the following circumstances:
- i. When the student charged admits the charge/s in writing.
  - ii. When the order of punishment is to be passed on facts, which have led to the conviction of the student charged in criminal court.
  - iii. When the student has absconded and it is not possible to contact him.
11. The Academic Council after taking into consideration report of the enquiry Committee, shall recommend to the Management Council appropriate steps to be taken regarding use of unfair means.
12. The Management Council may impose any one or more of the following punishment/s on the student, found guilty of using unfair means:
- i. Cancellation of the performance of the student in that paper at the examination
  - ii. Debarring the student from appearing for any examinations of the Institute for a stipulated period not exceeding 5 years, or
  - iii. Debarring the student from taking admission for any course at the Institute for the stipulated period not exceeding 5 years.
  - iv. Cancellation of Scholarship/s or award/s, prize/s, medal/s, etc. awarded to him by the Institute in that Examination.

**REPORT ON THE  
Unfair Means at an Examination**

**(To be filled in by the Supervisors)**

1. Name of the Examination: \_\_\_\_\_ held in: \_\_\_\_\_
2. Candidate's Name & Address : -----  
-----  
-----
3. Candidate's Seat No: -----Subject: -----
4. Exam: Day:-----Date:-----Time:-----
5. Paper code: -----Title: -----
6. Nature of the Unfair Means: -----  
-----
7. Material used for Unfair Means : -----  
-----
8. Details of action taken by the Supervisory Staff after the student was found to use unfair means :  
-----  
-----
9. The student has appeared for the following papers before this incident:  
  
Paper Code:-----Title:-----  
Paper Code:-----Title:-----  
Paper Code:-----Title:-----
- 10 . Has a representation of the student been attached to this form :  
-----

(Supervisor)

(Supervisor)

(Senior Supervisor)

## **B. FOR MALPRACTICE BY THE STAFF**

1. The Management Council of the Institute shall be the competent authority to take disciplinary action for malpractices committed in the Examination, against :

- i. Paper-Setter/s, Examiner/s, and any other supervisory staff to whom the work in respect of the Examination is assigned. Provided charge(s) are made within a period of six months of the conduct of the examination

2. The act of malpractice means and includes:

- i. Supply of question paper or a copy thereof or communication of the contents of such paper to any person or giving publicity thereto in any manner except in accordance with the instructions given by the Competent Authority/person for consideration or otherwise.
- ii. Supply of answer/s fully or partly to the question/s set in question paper/s before or during the Examination to the Student.
- iii. Performing the assigned duty in respect of examination in negligent manner or not taking reasonable care and caution in the performance thereof such as not submitting the manuscript/s, assessed answer-book of the examination within the prescribed time.
- iv. Assessment of the answer book/s of the student on the basis of any consideration other than merit.
- v. Use of any other unfair means.

3. Cases of malpractice reported to the Registrar shall be inquired into by the Inquiry Committee consisting of :

- a. Pro-Vice Chancellor, Deccan College (Chairman)
- b. Head, Department of Archaeology / Linguistics
- c. One subject expert (other than a staff Member)
- d. Incharge, Academic Section (Secretary)

**Note:** If the enquiry for committing of malpractice is against any of the above persons, then he shall not remain a member of that Committee.

4. The Academic Committee, after taking into consideration the report of the Inquiry Committee, shall recommend to the Management Council appropriate steps to be taken regarding malpractice.

5. The following punishment /s may be imposed by the Management Council :

- i. Debarring the person/s from participating in any manner in the Examination for a stipulated time or permanently.
- ii. Forfeit the amount of remuneration of the Examination in part or full.
- iii. Fine not exceeding the total amount of remuneration to be paid to the concerned person.

6. Procedure for imposing penalty :

- i. Due notice shall be given to the person about his alleged act of malpractice/unfair means.
- ii. The Person charged shall be required to submit his/her written representation within 15 days of the receipt of the notice.
- iii. If he fails to submit his written representation within the time stipulated above, the enquiry authority may proceed with the enquiry ex-party.
- iv. If the person requests for an opportunity for making any oral statement, in addition, to any written representation submitted by him and if the Committee deems it necessary, the opportunity of oral hearing may be given to him.

7. The procedure laid down in clause No. 6 above may not be followed and all or any of its provisions may be waived in the following circumstances:

- i. When the person charged admits the charges in writing.
- ii. When the order of punishment is to be on facts which have led to the conviction of the person charged in criminal court.

Schedule of deductions:-

1. Cases where any of the mistakes committed by Paper- setters or Examiners, is such as affects the result of the examination, shall be individually considered on their merits by the Management Council on the recommendation of the Academic Council.
2. In Cases where the result is not affected Rs.50/- shall be deducted for every irregularity from the remuneration payable to Examiners and Supervisory staff (such irregularity shall be reported by the Chairman, Board of Examiners or the In-charge Academic Section:-

- a) Late submission of Manuscript Question Paper; Not submitting the Manuscript in properly sealed cover; Violation of any of the instructions given to Examiners; Setting a question outside the prescribed syllabus; Giving insufficient Instructions; Mistakes in transferring marks from answer-books to mark-sheet; Omission to value a question; Late delivery of results; Mistake in totaling; Mistake in grading; Any other irregularity committed by the examiner.
- b) Any irregularity committed by the supervisory staff.

## **XI. CONVOCATION**

1) The University shall hold a convocation ceremony every year or after every alternate year. It shall be held with the approval of the Academic Council and the Management Council of the University. Degree certificates shall be awarded at the Convocation ceremony to the students who have successfully completed the M.A. degree course conducted by this University. The student shall apply for award of the degree certificate at the Convocation in the prescribed application form and pay the necessary fee. Those students who apply for award of the degree certificate in-presentia shall be awarded the same at the convocation ceremony while students who apply for it in-absentia shall be sent the degree certificates by post.

2) The degree shall be conferred on the student with the approval of the President, the Director, the Management Council and the Academic Council. It shall be signed by the President and/or the Director.

3) As laid down in the Rules, the President shall preside over the Convocation ceremony and deliver the Presidential Address. The Chief Guest for the function shall be selected by the Management Council on the recommendation of the Academic Council. He shall be an eminent personality. He may be an eminent scholar in the subjects being studied at the Institute, or an administrator in the State or Central Governments such as a ministerial person, secretary, etc. He shall deliver the Convocation Address.

4) Since the degree certificate is very essential for a student in advancement of his career, the University shall be prompt in holding the Convocation and awarding degree certificates to the students in time. In case, during a particular year, it is not possible for the University to hold a Convocation, in order to avoid delay in the award of degree certificates to the students, the University may present the certificates directly to the students. This provision may be made use of only under exceptional circumstances.

## **XII. EMERGENCY MATTERS**

All academic matters shall normally be referred, as per rules, to the Committee concerned for decision. But, in case where:

1. The academic matter pertaining to admission, examination, appointment of examiners, etc. is urgent ; and/or
2. Delay is anticipated in conducting meeting(s) of Committee(s);

then, under the above circumstances the matter shall be referred to the Chairman of the Committee concerned for necessary decision. The decision taken by the Chairman will be deemed to have been taken by the Committee concerned and the matter will be processed accordingly. The Chairman's action will be kept for confirmation before the Committee when it meets next. His decision shall ordinarily be respected by the Committee members.

## ***M.Phil. Rules (as per the UGC notification of May 2016)***

### Admission

Candidates holding postgraduate degree in AIHC & Archaeology and History and any other discipline apart from Ancient Indian History, Culture and Archaeology are eligible to apply. The candidate from open category holding minimum 55% or 'B' Grade is eligible while those from reserve category should have minimum of 50% or 'C' Grade obtained in Master's degree which is the basis for admission to M.Phil. Degree in this university. Admission to candidates seeking admission on the basis of last performance of II year of Master's degree will be provisional only until he/she has not submitted the mark list of the last (i.e. bachelors exam), certifying that the eligibility criteria of minimum percentage is acquired.

The candidate will have to appear in written test and an interview (150 marks) which have equal weightage in securing admission. Written test will comprise Aptitude and subject test (100 marks total) while the interview will have 50 marks.

### Duration of the course

The duration of the course of M Phil will be of 1.5 years of which first semester will consist of Research Methodology course and three subject papers suggested by the research guide. However, the course is extendible to another semester of 6 month on paying one semester fee by the candidate. The students will be assigned a topic of research of their interest and capabilities to write a dissertation and submit on the day assigned as part of schedule of the M.Phil examination coinciding with the November Term end examination. In failing to meet the deadline of thesis submission, the candidate will be allowed to submit it only during the May Term end examination.

In case of relocation of an M.Phil/Ph.D. woman scholar due to marriage or otherwise, the research data shall be allowed to be transferred to the University to which the scholar intends to relocate provided all the other conditions in these regulations are followed in letter and spirit and the research work does not pertain to the project secured by the parent institution/ supervisor from any funding

agency. The scholar will however give due credit to the parent guide and the institution for the part of research already done.

The women candidates and Persons with Disability (more than 40% disability) may be allowed abrelaxation of one year for M.Phil and two years for Ph.D. in the maximum duration. In addition, the women candidates may be provided Maternity Leave/Child Care Leave once in the entire duration of M.Phil/Ph.D. for up to 240 days.

**COURSE FORMAT:**

**M.Phil. Degree in Archaeology /Linguistics/ Sanskrit & Lexicography**

**Credits 30**

**Duration 18 months (3 semesters)**

**Research Advisory Committee:**

The student's RAC will consist of not more than two members who have expertise in the student's area of research. Ideally one of the two members will be from outside the department.

**The Course Format:**

Semester	Course Code	Course Title	Credits
1	ARC/LNG/SL - 501	Research Methodology	5
1/2	ARC/LNG/SL - 502	Course from MA syllabus OR Readings in Archaeology/Linguistics/Sanskrit & Lexicography (to be decided in consultation with supervisor)	5
1/2	ARC/LNG/SL - 503	Course from MA syllabus OR Recent Trends in Archaeology/Linguistics/Sanskrit & Lexicography (to be decided in consultation with the supervisor)	5
1/2	ARC/LNG/SL - 504	Term Paper: Topic to be decided in consultation with the supervisor	5
1/2	ARC/LNG/SL - 505	Basic Course -1	75% attendance

1/2	ARC/LNG/SL - 506	Basic Course -2	75% attendance
3	ARC/LNG/SL - 507	Dissertation	10

### Semesters 1 and 2:

#### Compulsory courses for all M.Phil. Students

1. Research Methodology
2. ARC/LNG/SL- 502,
3. ARC/LNG/SL- 503 and
4. ARC/LNG/SL- 504

#### Additional coursework for students without a previous degree in parent disciplines.

These will be from among the core compulsory courses offered at MA level and will be decided in consultation with the Research Advisory Committee (RAC) of the student. All coursework will be completed within the first and second semesters of the course.

1. Two MA courses  
ARC/LNG/SL -505 and  
ARC/LNG/SL -506

### Semester 3:

All M.Phil students will work on a dissertation in the third semester of the course. The topic of the research would have been approved by the student's RAC with final approval of the Departmental Committee in the first year of the M.Phil. The dissertation will be completed within the third semester. An extension of up to six months may be granted to the student if needed and if recommended by the student's RAC and if approved by the Departmental Committee.

#### ASSESSMENT FORMAT

Course Code	Nature of Assessment	Marking Scheme
ARC/LNG/SL - 501	As decided for RM course	
ARC/LNG/SL - 502	An essay-type assignment of maximum 2000	3 assignments of 100 marks each. Passing: 50% All members of the student's RAC will mark the assignment and the average mark will be the final mark
ARC/LNG/SL - 503	N.B. If the assignment involves reporting on an experiment or original data analysis, the word limit may be lower as long as the work done is equivalent to 5 credits, subject to approval by the RAC	
ARC/LNG/SL - 504		

ARC/LNG/SL - 505	75% attendance and an assignment to be decided by the course teacher	The assignment will be graded by the course teacher
ARC/LNG/SL - 506		
ARC/LNG/SL - 507	<p>[A] Mid-term evaluation: At the end of the first month of the third semester the student will submit a write-up on the research undertaken.</p> <p>[B] Final dissertation submission: The student's dissertation will be evaluated by the external examiner.</p> <p>[C] Viva voce before the RAC</p>	<p>The mid-term report will be assessed as follows: RAC – 10 Marks Supervisor – 15 Marks</p> <p>External examiner – 50 Marks</p> <p>RAC – 25 Marks</p>

**Notes on the final assessment of the student's written assignments:**

1. At the end of each semester, soft copies of all the student's written assignments will be sent to the members of the RAC.
2. The RAC will meet two weeks after the soft copies are sent to grade the written work for each course by consensus.
3. In the absence of consensus, the grades will be referred to the Departmental Committee.
4. The following will be the grading system for all written submissions:

GRADE	MARKS
O	80-100
A	71-79
B	60-70
C	50-59
F	Less than 50

5. The passing mark for all written work will be 50%.

**Guidelines for submission and assessment of M.Phil. Dissertation**

1. The M.Phil. dissertation will contain a maximum of 150 pages typed in Font-size 12, 1.5 spacing, normal margins, excluding bibliography and photos as per the University guidelines
2. The student will submit a detailed synopsis of the proposed research including a literature review and methodology at the end of the first month

in the second year of the M.Phil. This synopsis will be evaluated by the out of 10 marks and by the supervisor out of 15 marks.

**Assessment for Detailed Synopsis [A]**

Max. Marks given by	
RAC	10
Supervisor	15
<b>Total</b>	<b>25</b>

3. After the final dissertation is submitted, the research supervisor will propose a panel of three examiners through the Head of the Department. One member of the proposed panel will be nominated by the Academic Council/RR Committee as the examiner. This examiner will assess the dissertation on the following parameters:

**Assessment by the External Examiner [B]: 50 marks. (Passing marks 25)**

Name of the candidate			
Name of the Degree			
Subject			
Name of the examiner			
Sr. no.	Parameters of evaluation	Maximum marks (50)	Marks allotted
1	The level of understanding of the problem of research and aptitude of the candidate	10	---
2	General awareness of the candidate with regard to the current trends in the field with special reference to the topic of research he/she has opted	10	--
3	Originality of the data and methods of data collection	15	--
4	Level of Research and Interpretation of the data	15	--

4. Once the external examiner's report is received, the student will make an oral presentation of the dissertation before the RAC which will evaluate the dissertation and presentation out of 25 marks.

The **RAC** will assess the oral presentation on the following parameters:  
**[C]: 25 marks.**

Sl.	Parameter	Max. Marks
1	Content of the presentation	10

2	The student's ability to address questions raised by the external examiner and the RAC in the oral examination	10
3	Overall presentation	05

**Overall assessment pattern:**

**A + B + C**

**25 + 50 + 25 = 100 marks**

5. All grades/marks/assessment reports will be received by the Academic Section of the University.

Dissertation Format:

1. The dissertation prepared by a student in Semester III shall also carry 25 marks for detailed assessment of synopsis, 50 marks for thesis evaluation and 25 Marks for open defence shall form part of the semester –end examination. The internal assessment does not apply in this case. Candidate will defend his/her dissertation as part of the examination process, i.e. open defence as per the examination time table. In case of failure in any of the exams i.e. open defence or external evaluation of dissertation, the result will be considered as fail.
2. The text of the dissertation should not exceed more 150 pages excluding references, illustrations, acknowledgements, table of contents, certificate, tables and photographs (plates). The running text should be in Times New Roman with font size of 12 with line spacing option of 1.5 only, and should be justified.
3. The pagination of all the pages prior to the Chapter one should bear Roman numbering and Reference list will also have Roman numbering in continuation.
4. Only the references which have been cited in the text should include the list of references. Any other publication which is not referred to in the text should be included in Bibliography. The pattern of referencing should be as follows:
  - i. Spelling: For the sake of uniformity, spelling should conform to the Oxford English Dictionary.
  - ii. References: Should be followed alphabetically at the end of the thesis.

**Books:** Sankalia, H.D. 1974. *Prehistory and Protohistory of India and Pakistan* (second edition). Pune: Deccan College.

**Journals:** Misra, V.N., Shinde, V., Mohanty, R.K., Dalal, K., Mishra A., Pandey, L., and Kharakwal, J. 1995. Excavations at Balathal: Their Contribution to the Chalcolithic and Iron Age Cultures of Mewar, Rajasthan. *Man and Environment* **20** (1), 57-80.

**Edited volume:** Boessneck, J. 1969. Osteological differences between Sheep (*Ovis aries*) and Goats (*Capra hircus*), pp. 331-358 in Brothwell D. and Higgs E. Higgs (eds.), *Science in Archaeology*, II Edition. London: Thames & Hudson.

**Monograph:** Clason, A.T. 1979. *Wild and Domestic Animals in Prehistoric and Early Historic India*. Lucknow: Ethnographic and Folk Culture Society.

5. The jacket of the dissertation should be in Black with cover page in golden embossing. No other matter including photographs or art work is allowed on this page. The spine of the bound volume of dissertation will bear the dissertation title, name of the candidate and year of submission only. The logo of this University has to appear on the centre top of the front page in golden embossing.
6. Three copies of the dissertation should be submitted to the university. One copy is for evaluation which along with another copy will be submitted to the University Library. Third copy will go to the respective dissertation supervisor and in case of a co-guide candidate will have to submit an extra copy for the co-guide.
7. The candidate will submit the soft copy of his/her thesis to the Controller of Examination for verification through PLAGIARISM SOFTWARE prior to final submission. After receiving NOC from the COE, candidate will submit three hard copies to the Academic Section. If thesis is supervised by the Co-guide, four number of copies will be submitted. The copies for Guide and Co-Guide will be handed over to the respective faculty through Academic Section after the candidate has submitted all the required number of copies to the former.

8. The Candidate has to submit final version of thesis in Soft copy to COE for submitting the same to UGC.