

**ORDINANCE FOR POST-GRADUATE DIPLOMAS, DEPARTMENT OF ENGLISH  
(UNDER CHOICE BASED CREDIT SYSTEM)**

**COURSES OUTCOMES:**

By the end of the course, students shall be able to:

- Understand the fundamentals of functional English.
- Learn the fundamental principles of translation, communication Skills and foreign languages.

**COURSES OBJECTIVE:** The crucial role of language skills in personal and professional life is universally proven. In the contemporary era of globalization, it has become imperative to be proficient in both native and foreign languages. Therefore, with the objective of equipping students with the vital communication skills to succeed in the highly competitive international arena, the Department of English proposes to offer four diplomas i.e. The PG Diploma in Translation, Communication Skills, French Language & Culture, Spanish Language & Culture, will provide comprehensive and practical exposure to the usage of foreign languages. With a strong career orientation, these courses open opportunities for general employment, teaching and translation jobs in the central government sector and in private and public organizations around the globe.

**STRUCTURE AND DURATION OF THE PROGRAMME:**

<b>Intake</b>	Minimum: 10	Maximum:30 ( Translation and Communication Skills) Maximum: 20 ( French & Spanish )
<b>Mode of Teaching</b>	(Offline)	
<b>Duration of Course</b>	1 year	
<b>Fee of the Course</b>	Rs.8,000/- (for Translation & Communication Skills) Rs. 12,000/- (for French & Spanish Languages)	
<b>Eligibility</b>	Bachelor's Degree( with minimum 45%) or higher qualification (in any discipline)	

**Note:**

- i) The duration of the course leading to the award of Post Graduate Diploma in Translation, Communication Skills, French Language & Culture and Spanish Language & Culture shall be of one academic year (semester system).

- ii) Minimum student intake will be 10 and maximum intake will be 30.
- iii) The last date by which the examination forms and fee must be submitted to the Controller of Examination shall be as per schedule, notified by the University from time to time.
- iv) The outline of the syllabi shall be such as prescribed by the academic council from time to time.

### **1. ELIGIBILITY FOR ADMISSION:**

- i) A person who has passed Bachelor's degree in any discipline with 45% marks in aggregate (42.75% in aggregate for SC/ ST/ Blind/ Visually Impaired/ Differently Abled, etc.).

### **2. SCHEDULE FOR EXAMINATION:**

- i) Candidate will be required to pay examination fee for one year as prescribed by the University time to time.
- ii) Examination for the course shall be held on dates as may be fixed by Controller of Examination.

### **3. EVALUATION:**

- i) Examination will be conducted at the end of the year, the minimum marks required to pass the examination shall be as under:
  - a) 40% in each theory paper
  - b) 40% in Project work theory
  - c) 40% in Project work viva voce
- ii) While re-appearing in the examination the candidate shall be exempted from appearing in papers or Project work in which she / he has obtained at least 40% marks.
- iii) Candidates who have passed in all papers in the first attempt and within the normal duration of the course i.e., one year,
  - a) obtained 75% or above marks in aggregate shall be declared to have passed with "distinction"
  - b) obtained 60% or above marks in aggregate shall be declared to have 1<sup>st</sup> division
  - c) obtained 50% or less than 60% marks in aggregate shall be declared to have 2<sup>nd</sup> division
  - d) obtained less than 50% marks in aggregate shall be declared to have 3<sup>rd</sup> division
- iv) Every candidate shall be required to submit 2 copies of her or his Project Work on the topic as approved by the faculty of the department in consultation with the Chairperson of Department of English.

- v) Candidate who fails to score minimum passing marks in Project Work shall be required to submit his Project Work on a fresh topic to be assigned by the faculty of the department in consultation with the Chairperson of Department of English.
- vi) Marks for the entire course would be 600 with 5 theory papers (100 marks each) and Project Work (60 + 40 = 100 marks). All papers would be compulsory.

Internal Assessment: 20 marks

Project Work (theory + Viva voce): 100 marks

**Note:** Internal Assessment:

- a) 5 marks for attendance
- b) 5 for sessional test
- c) 5 for assignment
- d) 5 for oral presentation

#### **4. MINIMUM REQUIREMENTS TO CONTINUE PROGRAMME:**

- i) When a candidate has failed or placed under "re-appear" in the university examination but passes the internal assessment, the marks in the internal assessment shall be carried for subsequent examination.
- ii) Minimum duration to complete the course is 1 year and candidate will have 3 chances to qualify the PG Diploma.

#### **5. ELIGIBILITY FOR EXAMINATION:**

- i) Candidate will be allowed to appear for examination if she or he fulfills the following requirements:
  - a) who has been on the rolls of department throughout the year preceding the examination.
  - b) Every candidate will be required to have at least 60% attendance in each paper.
  - c) If a student fails to attend his/her classes continuously for seven teaching days, his/her name shall be struck off from the rolls. He may get readmission with the permission of the Chairperson within 7 days of striking off the name with a re-admission fee of Rs. 1000/-. The student may be readmitted twice in an academic year.
  - d) The shortage in attendance if any may be condoned as per rules laid by the university from time to time.

#### **6. GRACE MARKS:**

The grace marks shall be allowed according to University rules.