

Post Graduate Diploma in Development  
and Management of Rural Organisations

**Distant Education Programme**

Mahatma Gandhi Department of Rural Studies  
Veer Narmad South Gujarat University, Surat.

Academic Term  
September : 2006 - May : 2007

Dr. Dilip R. Shah, Professor & Head, Department of Rural Studies, Veer Narmad  
South Gujarat University, Surat-395 007.

---

August- 2006.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## Post Graduate Diploma in Development and Management of Rural Organizations

### Post Graduate Diploma in Capacity Building of Rural Organisations Concept:

The proposed Post Graduate Diploma in Development and Management of Rural Organisation is conceptualised on the basis of the long experience and involvement of the department in management of Rural Development Programmes in Gujarat and other states. It has been realised that people centric, committed and credible organisation are great instrument of targeted rural development.

(I) **Rural Organisations** really committed to rural poor and for their development are great instrument of the successful Rural development projects as they could be the mainspring of capacity building and also capable of building participatory rural development process. However, unfortunately, these organisations themselves need specific inputs of capacity building without which they can not serve the purpose the present administrative and infrastructure arrangements for such capacity building is owefully poor inadequate and ineffective partly due to centralisation and partly due to piecemeal approach and mainly due to non available appropriate trainees staff. The present programme has addressed to the needs of (a)well trained panchayat Raj Institutions (12000); NGOs (5000) and cooperatives (5000) in Gujarat and specialised Institutional structures like village water development committee: village water and sanitation committee. Join forest management committees and irrigation water users associations etc.

(II) **TARGET GROUPS OF THE PROGRAMME**

It is observed that a large no of educated / postgraduate / graduates working or willing to work for developing rural organisations finds no programme of this kind to educate and trained themselves. Those specialised graduates like Bachelor of Rural Studies (B.R.S. and M.R.S.) courses out of 28 colleges and 4 institution in M.R.S. also do need to promote their skill and competence in this area of development and management of rural organisations. It is very clear that in view of Increasing role of Institutionalised people's participatory rural development. This kind of

demand driven programme will certainly achieve both employment of Youth in rural development and acceleration of people's participatory successful rural development programme. (However, we may start with external programme as part of Distant education this year).

**(III) ARRANGEMENT FOR INTERNAL / REGULAR P.G. DIPLOMA AND EXTERNAL STUDY PROGRAMME:**

To accelerate and facilitate the needs of aspiring youth, this programme is designed to be conducted at both the level, other things will remain the same the duration of the programme for external examination will be 12 months (three semester) while Regular Programme will be done within 9 months (two semester). Moreover, the external students will have to appear for qualifying test exam also at the end of the year for university examination.

**Eligibility:**

A person holding Bachelors Degree in any subject is eligible for enrolment in one year or 18 months P.G. Diploma. However, Post Graduates in Rural Studies will be given Priority by weightage of 20% - 25%. Similarly, experience in rural development will be provided weightage of 25% on the length of the experience.

**Admission Procedure:**

Those who want to study on Regular Programme, they will have to appear for written test or entrance test and personal interview also. The students choosing the external programme by distant education will not be required to appear in the entry test.

**Intake of Students :**

100 students in external programme and 25 students for regular programme will be maximum intake subject to 10% extra admission on payment basis.

**Medium of Instruction:**

The medium of instruction for regular programme will be English and for external programme. Students will be allowed to write papers in Gujarati or English but once option is chosen, no change will be allowed.

**Duration:**

This programme is of 9 months duration (two semester) for regular batch and 12 months (three months) external students.

### Structure and Courses of Study

| NO              | SEMESTER - I   | NO              | SEMESTER - II   |
|-----------------|--|-----------------|---|
| <b>Paper- 1</b> | Training for Rural Development                               | <b>Paper- 4</b> | Development and Management of Co-operatives                                       |
| <b>Paper- 2</b> | Development and Management of Panchayati Raj Institution     | <b>Paper- 5</b> | Development and Management of Self Help Groups and other grassroots organisations |
| <b>Paper- 3</b> | Development and Management of Non Governmental Organisations | <b>Paper- 6</b> | (a) Dissertation based on Project work<br>(b) Placement Work'                     |

**Notes:**

- The details of Syllabus is enclosed in Appendix- 1.
- Total credit of the programme is of Six credit course involving.
- 180 hours of study each credit amount 30 hours of study and listening and watching. audios and vidioes and the consultation with faculty for Assignments etc.

### III

#### **APPENDIX:- DETAILED SYLLABUS :**

##### **(III) General Objectives of the Programme**

The 'Papers' are designed to develop understanding of the students regarding development of the rural organisations. The specific 'Skills' are also expected to be developed in the relevant areas of development and management of the rural organisation. The techniques of participatory approach in development and technical knowledge right from legal registration to identify the Project funding agencies and complete set of inputs of Project design and its execution are essential aspects to be developed among the students. Over and above all the efforts will be made to develop communication skill with capacity building and ability for imparting training also will be promoted.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## Post Graduate Diploma in Development and Management of Rural Organizations

### Semester - I

#### Credit Course - I

#### TRAINING FOR RURAL DEVELOPMENT

##### Objective:

This paper is basic course. The focus is on the development of understanding with regard to theoretical concept and processes as well as deterrents and measures of Rural development and empirical base development regarding Rural development strategies, Policies and Programme of Government of India and role of Training in their implementation.

The Training is the basic Input for capacity building for rural organisation aiming for 'Rural Development'. It is expected to cover all dimensions of ' Training ' with reference to training in rural development.

##### Unit : 2

- ❖ Concept of Training
- ❖ Training and education
- ❖ Training and HRD
- ❖ Importance of Training in capacity building.
- ❖ Training related limitation.

##### Unit : 3

- ❖ Training process
- ❖ Misconceptions about Training
- ❖ Prerequisite for Training in Rural Development
- ❖ Types of Training
- ❖ Training phases
- ❖ Levels of Training (Five level)
- ❖ Pre-training
- ❖ Training phase
- ❖ Post Training phase

##### Unit : 4

- ❖ Training needs assessment
- ❖ Rationale of Training Needs Assessment (TNA)
- ❖ Methodology of TNA
- ❖ Steps for TNA.
- ❖ Steps Adopted in Practice.

##### Unit : 5

- ❖ 'Modules' preparation and its basic guiding principles
- ❖ Steps in Module Designing
- ❖ Role and profile of Master Training
- ❖ Training Methodology
- ❖ Evaluation and follow up of Training

Unit : 6

- ❖ Concept, Nature, determination and measurement of Rural development.
- ❖ Role of Rural organisations in Rural Development
- ❖ Rural development Training Policy and Strategies.
- ❖ Institutional Arrangement for Rural development Training and their impacts issues and alternatives.
- ❖ Training Inputs Identified in Rural development programmes and its process of imparting it and its limitations.

**Selected Reading List**

1. NARWANI  
Training for Rural Development, Rawat Publishers, 2002
2. Rolf Lynton - Udai Parekh  
Training for organisations Transformation  
vol. I and II SAGE, 2000.
3. UNDP  
Manual of Training for Rural Development- 2000.
4. John Harrish - Rural Development, 2006 (New Edition)
5. K. Singh - Rural Development
6. Dilip R. Shah- SAGE- 2006  
Alternatives in Rural Development- Sterling 1990.

**VEER NARMAD SOUTH GUJARAT UNIVERSITY**  
**Post Graduate Diploma in Development and Management of**  
**Rural Organizations**  
**Semester - I**  
**Credit Course- II**

**Development and Management of Non Governmental**  
**Organisations (NGOs)**

**Objective:**

The objective of the course is to provide academic, technical and practical Inputs for development and management of NGO. It focuses not only to create competence and confidence to execute the NGOs effectively and efficiently but also to develop the quality of initiative for new NGOs and capacity for its establishment and development and management.

**Unit : 1**

- ❖ Theoretical overview of changing context of Development.
- ❖ Concept and Rationale of NGO based Rural development, characteristics of an excellent NGO: Limitation of NGOs
- ❖ Evolution of NGOs in India. NGO policy of India; NGOs and Rural development programme in India.

**Unit : 2**

- ❖ Legal frame work of NGOs in India.
- ❖ Formation of an NGO as a Trust
- ❖ Formation of An NGO as Society
- ❖ Formation of An NGO as Company licensed U / S 25<sup>th</sup> Company Act.
- ❖ Income Tax- Exemption for NGOs
- ❖ NGOs and Tax liabilities
- ❖ Approval for Deduction U/S 80 G
- ❖ Laws Assisting NGOs
- ❖ Registration for donation from foreign funding sources
- ❖ Registration with Indian Funding Agencies.
- ❖ Specific Areas of Participation of NGOs in Rural development
- ❖ Mapping of NGOs in India

**Unit : 3**

- ❖ Basic principle of Management and its application in NGO Management, Development and Organisation.
- ❖ Techno-Economic issues in managing NGOs.
- ❖ Financial Management / Human Resources Management
- ❖ Functioning of NGOs and its appropriate documents.
- ❖ Process documentation, Monitoring and Evaluation reporting.
- ❖ Report Writing / Documentation.

**Unit: 4**

- ❖ Conceptualisation of Project
- ❖ Identification of the Issues
- ❖ Finding solution
- ❖ Building consensus pinion

- ❖ Identification of funding agency
- ❖ Objectives, Organisational Mechanism of the Project
- ❖ Core comprseonce and supporting line organisations
- ❖ Demand driven projects
- ❖ Financial implications and budget.
- ❖ Expected output, utilisation, Impact of the project.

**Unit: 5**

- ❖ Indian non-governmental sources
- ❖ Indian governmental sources
- ❖ International development sources
- ❖ International non-governmental sources
- ❖ Objectives Methods of Finances, Reservations areas and commitments and limits of period and funds etc of each of the sources in detailed.

**Unit: 6**

- ❖ Capacity building in NGOs
- ❖ Modules of N.G.O. training.
- ❖ Methods / Process of imparting training
- ❖ Methods of Assessment of training needs and their actual utilisation

**Reference Reading**

1. Nabhi  
Hand book of NGOs  
Nabhi Publications, New Delhi- 2006
2. Nabhi  
Directory of Funding and other helpful agencies for NGOs  
Nabhi Publication, New Delhi- 2006
3. IRMA  
Governance of non-governmental organisations silver-jubilee symposiums,2004
4. CAF- INDIA - 2000  
Dimensions of voluntary sector in India  
CAFI Charities Aid Foundation of India
5. Noor Jahan NGOs in Development Theory and Practice KANISKA 2005
6. Government of India reports  
(a) Ministry of Rural Development (2006)  
(b) Planning Commission (2006)
7. Dilip Shah  
Gandian Voluntary NGOs and Rural Development in Gujarat.
8. Padaki  
Management of Non Profit Organisation- SAGE 2006.
9. Planing Commission  
Working Group Report on NGOs in India, 2006.
10. Harsh Sheth
11. Rajani Kothari
12. Indira Hirway

13. Anil Bhatt  
 14. Sudarsan Iyanger  
 15. N.R. Sheth

## FACULTY

| <u>Course</u>                     | <u>Internal Lead Teachers (Department)</u>  | <u>Local Visiting Faculty</u>  | <u>External Visiting Faculty.</u>  |
|-----------------------------------|---|--|--|
| 1. Training for Rural Development | 1. Dr. Dilip Shah<br>2. Dr. Patel   | 1.   | 1. Dr. Vinod Agrawal<br>2. HRD<br>3. NGOs -BYAF<br>4. - AKRSP<br>5.  |
| 2. Devt. and Mgt. of NGOs         | 1. <u>Dilip Shah</u><br>2. V.J. Somani  | 1. Dass.<br>2. Venkatraman   | 1. Dr. Hirway<br>2. Dr. Anil Shah<br>3. Dr. Anil Gupta<br>4. Dr. Iyanger<br>5. Dr. Dubbe   |
| 3. <u>PRIs</u>                    | 1. <u>Dilip Shah</u><br>2. Deepak   | 1. Satyakarm<br>2. Arjun Patel   | 1. Rameshbhai<br>2. Vaishnav<br>3. Praveen<br>4.<br>5. Sheth   |
| 4. <u>SHGs/Others</u>             | 1. <u>Dilip Shah</u><br>2. V.J.Somani<br>3. Smitaben<br>4. Satishbhai<br>5.<br>6. | 1. DGM, NABARD<br>2. DRRAS<br>3. Dass<br>4. _____<br>5. Saguna Pathi<br>6. | 1. Dr. Borany (MSU)<br>2. Dr. Tiwari (NICM)<br>3. Arvind, HR (IRMA)<br>4. (CMA)<br>5. B.M. Desai<br>6. Sathye (NABARD)<br>7. Amita Shah<br>8. Mr. Shailesh |
| 5. <u>Co-operatives</u>           | 1. <u>Dilip Shah</u><br>2. Deepak<br>3. Bhandari<br>4. Smitaben<br>5. Patel       | 1. Abani<br>2. Acharya<br>3. Rao<br>4. Joshi                               | 1. Arvind<br>2. Parmar CMA<br>3. NICM-Director<br>4. Tripathi<br>5. Dilip<br>6. Dilip M.   |
| Placement Co-ordinator            | Dr. Darshan Bhandari  |  |  |
| Project Supervisors               | 1.<br>2.<br>3.<br>4.<br>5.  |  |  |

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## Post Graduate Diploma in Development and Management of Rural Organizations Semester - I

### COURSE : III

#### DEVELOPMENT AND MANAGEMENT OF PANCHAYATIRAJ Institution

The objective of the present programme is to enlighten the students with theoretical and historical back ground of Panchayati Raj System. To help developing and identifying the Techno / Managerial issues as well as issues in capacity building of Panchayati Raj Functionaries and their appropriate solutions.

#### Theoretical Aspects

##### Unit : 1

- ❖ Decentralisation for the development
- ❖ Principles of people's centric decentralisation including Gandhiji's Views on Panchayati Raj.
- ❖ Role and Responsibility of Local self help Government in Indian federal system.
- ❖ Historical legacies of local government
- ❖ Rural Development and Panchayati Raj based system

##### Unit : 2 Evolution of Political- legal system of Panchayati Raj in India and Gujarat.

- ❖ Brief Review of Relevant Panchayati Raj Related committees prior to 1993.
- ❖ Constitutional Amendments of 1993.
- ❖ Gujarat State Panchayati Raj Acts.
- ❖ Structure of Panchayati Raj Institutions with particular reference to Gujarat.

##### Unit : 3 Development and PRIS for Constitutional Provisions Development of Villages through Panchayati Raj.

- ❖ Development Responsibilities of PRIs under PRI Act.
- ❖ Financial and Fiscal supports for the PRIs.
- ❖ Rural Development Programmes and PRIs.
- ❖ Decentralised development and Role of GRAM SABHA / PRIs etc.

##### Unit : 4 Operational Management of PRI

- ❖ Administrative and Executive Management of PRIs.
- ❖ Financial Management
- ❖ Planning of Villages includes social mapping
- ❖ Local Resources Management
- ❖ Participatory Management

##### Unit : 5 Capacity Building of PRIs

- ❖ Training and PRIs
- ❖ Material, Methods and Modules
- ❖ Monitoring and Evaluation instruments.
- ❖ For Training impact and follow up succeeds stories - case studies

**Reading List**

1. D.Bandhyopadhyay, Amitava Mukhesh, Mitali Sen Gavai  
Empowering Panchayat  
Handbook for Master Trainers  
using participatory approach  
Rajiv Gandhi Foundation, New Delhi- 2005.
2. S.P. Jain (Edit)  
Emerging Institutes for Decentralised Rural Development  
Vol- I and II - NIRD, Hyderabad, 2001
3. Amitava Mukarjee  
Capacity Building for Panchayati Raj in decentralisation and Rural  
Development
4. I.R.M.A.  
Decentralisation and local governance Silver Jubilee Symposies- 2004
5. I.R.M.A.  
Decentralisation and local governance in key paper on Governance in  
Development- 2004
6. Unnati  
Gujarat Panchayati Raj- 2002.
7. Vaisnav  
Panchayati Raj in Gujarat.
8. N.I.R.D.  
R.C. Chaudhari and S.P. Jain  
Strengthening Village Democracy N.I.R.D.- 2000.
9. Ministry of Panchayati Raj  
Round Table Conference of Panchayat Functionaries- 2004.
10. Amitava Mukarjee  
Decentralisation- Panchayats SAGE-1999.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## Post Graduate Diploma in Development and Management of Rural Organizations

### Semester - II

#### Paper- IV

### Development and Management of Self Help Groups and other Grass Root Organisations.

#### Objective and Approach

The present policy and process of Rural development is based on in built arrangement of participation institutional support for the success for infrastructure for the really dynamic power for and participatory organisations essential to achieve the objective. The key minor organisation for (a) Self-help groups (b) Watershed development Association (c) Participatory irrigation organisation or water Co-operatives and (d) Joint Forest Management Organisations.

#### (1) Self-Help Groups

Unit : 1        Pre-History of development of Self Group of approach and  
Evolution of self -help groups development in India.

- ❖ Concept and types of SHGs
- ❖ Methodology of developing and standardisation of SHGs.
- ❖ Performance of SHGs.
- ❖ SWOT analysis of SHGs.
- ❖ Capacity building areas and Instruments.
- ❖ Case studies of model SHGs.

Unit : 2        Watershed Development Associations

- ❖ Pre-history of watershed development
- ❖ Present status and performance
- ❖ Role of Institutional support in successful watershed development and association.
- ❖ Watershed Development Association its role. Functions and Responsibilities.
- ❖ Area and Instruments of capacity building of watershed development association officers and members.
- ❖ Case studies of successful WDAS

Unit : 3        Participatory Irrigation Management Organisation

- ❖ Concept, Tupes and Roles.
- ❖ Background history and present status and performance and issues.
- ❖ Pre-conditions of successful participatory organisation.
- ❖ Areas and Instruments in capacity building
- ❖ Case studies of successful of P.I.M.S.

Unit : 4        Joint Forest Management Organisations

- ❖ Forest Management Methods and Issues
- ❖ Concept, Role and Condition for Participatory Joint Forest Management
- ❖ Present status and performance of J.F.M.
- ❖ Swot Analysis
- ❖ Areas and instruments in capacity Building of Joint Forest Management
- ❖ Success Cases.

### **Reading List:**

- (1) IRMA  
- Vallabha  
Joint Forest Management:- Working Paper.
- (2) Development Support Centre:-  
Training Manuals in Participatory Irrigation Co-operatives.
- (3) Agha Khan Foundation  
Training Management of Participatory Joint Forest Management
- (4) NABARD  
Manual for Training of Self help Group Development
- (5) MYRADA  
A Manual for Capacity Building of \_\_\_\_\_ Institutions Management  
Watershed- 2004.
- (6) MYRADA  
A Manual for Capacity Building of Self-Help Affinity Groups(2001)
- (7) Ministry of Rural Development  
Guidelines of Watershed Development and SKST.

# VEER NARMAD SOUTH GUJARAT UNIVERSITY

## Post Graduate Diploma in Development and Management of Rural Organizations Semester - II

### Paper : V

#### Development and Management of Co-operative Organisation

- ❖ Concept, Types and Forms of Co-operatives in Agri / Rural Development.
- ❖ Historical Review of Co-operative Development in India / Gujarat.
- ❖ Present performance and problems of Co-operatives sector and policy alternatives.
- ❖ Procedure of Registration of Co-operative Institution of projects support.
- ❖ Areas and instruments of capacity building in development of Co-operatives.
- ❖ Case Studies of Successful Co-operatives.

Objective of the paper is to provide comprehensive idea, insight and understanding of Co-operatives in India and to develop Capacity Building in Development and Management of Co-operatives including man power human development.

#### References :

1. Tushar Shah  
Making Farmers Co-operatives work design governance and management  
Vol- I / II SAGE-1996.
2. Dilip Shah  
Co-operatilisatlon, liberalization and Dairy Industry in India ABD  
Publication, Delhi.
3. Dilip Shah  
Co-operative Development in Gujarat.  
A Key Paper Gujarat Economic Conference. Vol (2004) Gujarat  
Economic Association
4. IRMA  
Governance issues in Co-operatives - silver jubilee papers, 2004
5. Arvind Gupta  
Governance Issues in Co-operatives S.J.S.P.
6. Bhagvati Prasad  
Changing Dimensions of Co-operative Education and Training  
IRMA Discovering Co-operatives Vol- 2000
7. Gujarat Co-operative Milk Marketing Federation Manual Co-operatives education
8. All India Institute of Co-operative Education. A manual of Co-operatives.
9. N.D.D.B.

Manual of Co-operative Education in Dairy.

10. IRMA  
Manual of Co-operative Education Training Programme of International Co-operative Alliance.
11. David Kobia  
Co-operative in Agriculture, Department of Agriculture, Dakota State University, USA.
12. Raj Gopalan  
Rediscovering Co-operatives Vol- I and II TRMA-1996

# **VEER NARMAD SOUTH GUJARAT UNIVERSITY**

## **Post Graduate Diploma in Development and Management of Rural Organizations Semester - II**

### **Paper- VI**

#### **Placement and Project**

The objective of placement will be entirely focussed on total work experience based on the functioning, developing and stabilisation process of rural organisation. A special emphasis will be on development of capacity building to mobilise and traing peoples and leaders to promote efficient and powerful rural organizations.

For the purpose of fruitful Placement the prestigious institution from Western India will be Identified , Invited and declared as Designated Institutions. A plan of work of the students placement will be developed in consultation with Institution. faculty and participating students well in advanced.

The duration of the placement will be 4 weeks.

Project work report will be compulsory and expects to be based on the placement experience and issues observed for alternative suggestions.

A guideline will be prepared to execute the placement and project work.

(II)

RULES RELATING TO ADMISSION EXAMINATION AND AWARD OF THE POSTGRADUATE DIPLOMA IN DEVELOPMENT AND MANAGEMENT OF RURAL ORGANISATIONS (PGDDMROS)

- Rule- 1 This Post Graduate Diploma should be one year external programme.
- Rule- 2 Admission requirements : Candidate seeking admission to this course must be a graduate in any faculty with 2 years experience. However, for M.R.S./B.R.S. no experience will be required. However, all the graduate must have II<sup>nd</sup> class from recognised Institution (50%)
- Rule- 3 eligible candidate shall be admitted on the basis of Personal Interview and Merit order.
- Rule- 4 The Programme is Distant education of external programme. Hence, students will have to attend counseling lecture in I<sup>st</sup> week of the commitment and last week of the end period of the programme.
- Rule- 5 The students will have to undergo placement and submit a certificate of attendance.
- Rule- 6 The student will have to complete Assignment and Project Report and Evaluation Report.  
The Post Graduate Programme shall be a credit course system where in each paper shall be assigned 40 credit.
- Rule- 7 Each paper shall have a total of 40 credits and placement and desertion shall carry 40 credit each. Thus, the entire PGDDRO will have a total 280 credits and semester wise distribution will be equal in two semester.
- Rule- 8 Out of the 40 credits for each course except placement and project 10 credit shall be for Assignments and the balance 20 credit shall be for the end semester examination.
- Rule- 9 10 credits will be allotted as follows.  
- Assignments - 05  
- Viva Voce - 05
- Rule- 10 A student shall obtain a minimum of 4 credit in assignment and oral exam and 8 credit in university examination including project report / placement work.
- Rule-11 Annual University Examination

- (1) There shall be one end semester examination of 3 hours duration in each paper. The end semester examination shall be evaluated for 20 credits in each paper. A student shall obtain minimum (8) credits to clear or pass a paper at two end semesters examinations.
- (2) The mode of end semester examination and evaluation shall be decided by faculty in consultation with department committee.
- (3) A students who fails in any paper's in the end semester examination can repeat. End semester examination in that paper/s along with the subsequent end semester examination with maximum of 3 attention only.
- (4) Students who due to unavoidable circumstances, complete their programme beyond the stipulated period of four semester ( but not later than if year or 8 semester from the date of their admission to the course) will also be graded and awarded class.
- (5) Attendance:

The Students shall be required to attend 75 % of the special contact programmes and counseling visits to the department as prescribed in time scheduled.

Rule-12 Passing and award of the P.G. Diploma

- (a) A candidate shall obtain minimum credit in each of the paper and project report to clear or pass paper.
- (b) In order to be consider for the award of the P.G. Diploma, a candidate shall obtain a minimum of credits in all the papers and project / placement.
- (c) The class consideration will be as follow:  
Credit - 250            Pass Class  
Credit - 251-300      Second Class  
Credit - 301-350      First Class  
Credit - 351 and above First / Distinction

Rule-13 Grading of the papers

A seven points scare is used for the evaluation of the preference of the students to provide grading for each of the paper along with grading points, % (percentage) evaluation of marks and credits (Table enclosed).

Rule-14 The letter grade would be awarded on the basis of the number of credits obtained by the candidate for the entire cumulative credit earned in the two semester.

**Declaration of Results**

(1) After the finalisation of results by the Board of Examiner, two credits, letter, grades and grade point awarded to the students in each paper (without the absolute marks) will be announced by the department.

(2) In case a student aggravation he/she can contact the concerned teacher for recheck of his/her performance within a week after the notification by the department. The aggrieved student may be shown his/her answerbook by the teacher concern and rechecking if needed or shall be done by a committee of two teachers ( that also includes the teacher concerned ) appointed by Board of Examination.

(3) The Marksheet showing the cumulative grade statement along with credit shall be issued by the Controller of the Examination of the University.

Rule-15 Department Committee:

The Department committee could comprise of all the Faculty Member of the Department. The Head of the Department shall be the Chairperson of the Committee.

Rule-16 Board of Examiners:

The Board of Examiners would comprise of the Head of the Department as Chairperson and all other faculty members of the department are members of the Board.