

Bye-Laws (Admission and Examination)

For the Degree of M.A. in Islamic Studies

1. Name of the Programme:

M.A. in Islamic Studies (It may also be written in the certificate as M.A.in Muslim History and Culture, M.A. in Islamic Shairah, M.A. in Fiqh Studies and M.A. in Sufi Studies.) During an academic year, a candidate should be enrolled only in one programme of study and shall not appear in any other examination of this or any other University.

M.A. in Islamic Studies, M.A. in Muslim History and Cultural/M.A.inIslamic Shariah, M.A. in Fiqh Studies and M.A. in Sufi Studies may be obtained in the following way:

It may be pursued as a full time regular course. Further candidates who have done four years undergraduate course in Islamic Studies or Arabic may opt for dissertation (400 marks) in lieu of the four final year papers and their specialization such as Muslim History and Culture, Islamic Shari'ah, Fiqh Studies and Sufi Studies may be mentioned in their degrees only. It will not be mentioned in the marksheet. The dissertation will be written under the supervision of the teacher appointed by the HoD, and will be evaluated by an examiner appointed by the Board of Studies. All the candidates, regular as well as the ones opting for dissertation will be required to appear in the viva voce examination of 100 marks

2. Duration of the Programme:

Two academic years, which will be designated as under:

1 st year	M.A. Previous
2 nd year	M.A. Final

3. Medium of Instruction and Examination:

Besides English/Urdu, it may also be in Arabic/Persian/Hindi.

4. Eligibility for Admission:

A candidate seeking admission to this programme of study must have:

- (a) Passed BA or equivalent examination of a recognized university with Islamic Studies or Arabic or Persian or Theology, as a subject or have obtained *Fazlilat* from a *Madrasa* recognized by Jamia Hamdard, securing atleast 50% marks in the aggregate.

- (b) Appeared in the written entrance test

5. Admission of Foreign Nationals/NRIs:

As prescribed by Jamia Hamdard from time to time. They will not be required to appear in the written entrance test.

6. Commencement of the Classes: July of every academic year.

7. Course Structure:

There will be four papers of 100 marks each (80 marks for annual examination and 20 marks for sessionals) in M.A. Previous and four papers 100 marks each (80 for annual examination and 20 for sessionals) and a viva voce examination of 100 marks in M.A. final. In addition to four papers in M.A. (Previous) and four papers in M.A. (final) and viva voce, there shall be a compulsory language paper. Students admitted in M.A. after passing Fazeelat (or equivalent madrasa degree) will have to undertake a course in English, and students seeking admission in M.A. after passing B.A. will undertake a course in Arabic. The marks of these papers will be counted in determining the division. The detailed contents of the courses of studies will be prescribed by Board of Studies. Foreign/NRI candidates will also be required to clear the English/Arabic paper, as may be the case.

8. Sessional Examination:

For M.A. previous as well as final year there will be three written sessionals in each course. For awarding sessional marks average of the best of two will be counted. There will be no minimum passing marks in sessionals. A candidate who fails in any paper will, however, not be required to appear in sessional test and his/her previous sessional marks will be counted. There will be no sessional for students opting for dissertation in final year.

9. Attendance:

- (a) All students are supposed to attend every lecture. However, the attendance requirement for appearing in the examination shall be a minimum of 75% of the classes actually held. Students opting dissertation in the final year shall be exempted from attending classes.
- (b) Each period of teaching shall account for one attendance unit.
- (c) The teachers shall maintain and consolidate the attendance recorded, which would be submitted to the Head, in the first week of next month.

- (d) The statements of attendance of each month shall be displayed on the Departmental Notice Board.
- (e) Notice displayed, in respect of shortage of attendance on Notice Board shall be deemed to be a proper notification and no individual notice shall be sent to students.
- (f) In case a student is found to be continuously absent from the classes without information for a period of 30 days, the teacher incharge shall report it to the Head of the Department. The Head will report to the Registrar through the Office of the Dean. Registrar will issue a notice to such a student as to why his/her admission should not be cancelled? The Registrar will take a decision on cancellation of admission within 30 days of issue of this notice. A copy of the order shall be communicated to the concerned students.
- (g) A student with less than 75% attendance, in aggregate, shall not be allowed to appear in the annual examination. The Head shall inform the Dean about such cases who in turn shall inform the Registrar.
- (h) The students with less than 75% attendance of the lectures in aggregate shall be detained from appearing in annual examination. The Dean of the concerned Faculty may consider application for the condonation of the attendance up to 5% on account of sickness provided the application for condonation of attendance, duly certified by registered medical practitioner/public hospital had been submitted within ten days of the recovery from the illness. Condonation of attendance upto 5% on account of any other extenuating circumstance may also be considered provided the request is duly supported by documentary evidence.
- (i) A student detained on account of shortage of attendance will start afresh in the same class in the next academic year on payment of current fee except enrolment fee, identity fee and security deposits etc.

10. Scheme of Annual Examination:

- (a) There will be an annual examination of each course at the end of previous and final years.
- (b) Each paper in the annual examination will be of 80 marks. (This will not apply to the candidates opting for dissertation in the final year.
- (c) There will be viva voce examination of 100 marks in the final year. The viva voce examination will be conducted by a committee consisting of Head of the Department, an internal as well as an external examiner. The internal and external examiners are to be appointed by the Board of Studies of the Department. Candidates opting for dissertation in the final

year will be required to appear in viva voce examination.

11. Pattern of the Paper-setting:

- (a) Paper setters will usually be 50% internal and 50% external.
- (b) Paper setters will be decided by the Board of Studies.
- (c) The Board of Studies may relax the rule pertaining to external examiners.

12. Promotion to Next Class:

- (a) For promotion to M.A. final a student will be required to clear atleast three of the four compulsory papers of M.A. Previous.
- (b) A student must get atleast 40% marks in each paper (it includes the marks of sessionals and annual examination) and viva voce in order to be declared as passed.

13. Classification of Successful Candidates:

- (a) A student getting atleast 50% and above marks but below 60% in the annual examination will be declared as passed in second division.
- (b) A student getting atleast 60% and above marks in the annual examination will be declared as passed in the first division.
- (c) A student getting 75% and above marks in any paper of the annual examination will be declared passed with distinction in the concerned paper.

14.Span Period:

- (a) All M.A. Islamic Studies students shall have to pass the first year examinations within two years; otherwise admission of such candidates shall be deemed as cancelled.
- (b) All the students shall have to complete all the requirements for the award of M.A. degree within a total period of four years.