

**Appendix-03**

**P.G. Diploma in Archival Studies and Museology (Self Finance)**

**1. INTRODUCTION:-**

The Course is known as P.G. Diploma in Archival Studies and Museology. It aims at teaching about Archives and Museums, their History, Organization, Functioning, Conservation of objects, display, research and publication. Visits of Archives and Museums and practical of the course.

**2. DURATION:-**

The course shall be of one year duration divided into two semesters.

**3. SEATS:-**

The Maximum number of admission in one academic year shall be not more than 30. However, the Vice-Chancellor may extend the number of seats, if he deems it proper on the recommendation of Head of the Department.

**4. ADMISSION:-**

The P.G. Diploma in Archival Studies and Museology is open to such student as have passed graduation examination in any discipline in any division.

Those seeking admission to P.G. Diploma in Archival Studies and Museology will have to apply on the prescribed application form available in the Publication Department of the University on payment of the price of this application form, either cash or through Demand Draft in favour of Finance Officer, Dr. B.R. Ambedkar University, Agra as decided by the University. In case total no of application are more then 30, written test followed by interview shall be held in the department.

**5. FEE:-**

Fees shall not be refundable (except securities deposit)

Tuition and other Fee are:-

Tuition Fees	-	Rs. 6000/- per semester
Department of Library Fee	-	Rs. 120/-
Games Fee	-	Rs. 96/-
Cultural Activities Fees	-	Rs. 25/-
Student's Welfare Fund	-	Rs. 7/-
Identity card	-	Rs. 25/-
Examination Fee	-	Rs. 1500/- per Semester
Re-examination/Special examination Fee.	-	As decided by the Department/University.
Special Fee	-	As decided by the Department/Academic Committee/University

All fee and other charges shall be decided by the department/University in the beginning of the each session or at any time, whenever necessary, the Department/University can decide amend and change the existing fee structure in accordance with the university procedure.

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6. **ATTENDANCE:-**

75% attendance shall be compulsory, No student shall be permitted to appear in the semester examination unless he/she has attended in that semester at least 75% of all lectures. Provided that for special reasons the shortage in the percentage of attendance not exceeding 15% of the total number of lectures and other academic work may condoned by the Head of the Department

7. **EXAMINATION:-**

(a) There shall be written examination after the close of each semester. In each semester there shall be four theory papers of 100 marks each.

1. In the First semester there shall be dissertation of 100 marks on topic given by the Head to the students. Dissertation shall be of 100 marks and shall be evaluated by the head. In case student fails to submit the dissertation on the prescribe date she/he shall not be allowed to appear in the first Semester Examination. In the Second Semester there shall be a viva-voce of 100 Marks along with four theory papers of 100 marks each. There shall be grading at the end of final examination. Those who scores 60% or above shall be awarded A grade. Those who scores 50% or above shall be awarded B grade. The Grand Total shall be of 1000 marks. The Minimum pass Marks in each theory papers shall be of 40% and aggregated of 50% of the total.

2. The student shall have to follow strict discipline if there is any breach the immediately informed to the Vice-Chancellor. The punctuality and decent demeanor are expected from the students of the department.

3. If a student fails to clear a semester in accordance with the ordinance there in above. He/She shall be given an opportunity to reappear in one paper. The opportunity of re-examination shall be given with the next usual semester examination after filling re-examination form and paying re-examination fee and fulfilling other eligibility conditions.

4. The names of paper setters and examiners of vice-voce shall be decided by the Vice-Chancellor form the panel suggested by the Head of the Department.

Handwritten signatures and dates: 9/4/12, 9/4/12, 9.4.12, 9/4/2012