

Lucknow university Centre for online and Distance Education

UNIVERSITY OF LUCKNOW

LUCKNOW



Two-Year Master's Degree Programme Ordinances 2023-24

(LUCODE)

(Under CBCS)

1. Applicability

These ordinances shall apply to all two-year, four semester, Post Graduate (PG) Degree Programmes in the LUCODE from the session 2023-24.

2. Definitions of Key Words

- a) **Academic Year:** Two consecutive semesters, one odd and one even semester shall constitute one academic year.
- b) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses (core, elective, value added).
- c) **Course:** Sometimes referred to, as 'papers' is a component of a programme. A course is designed to comprise e-contents, video lectures, assignments/ term papers/ self-study, Discussion forum etc. or a combination of some of these.
- d) **Credit:** A unit by which the weightage of course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to eight hours of learning per paper per week.
- e) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative academic performance of a student.
- f) **Grade Point:** It is a numerical value allotted to each marks obtained.
- g) **Grade/Score Card:** The grade cards will be given to all students at the end of any semester of a program and also on improvement of grades. It shall display the course details (code, title, number of credits) grade points obtained in each course, and SGPA/CGPA.
- h) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters A+, A, B+, B, C, D, P, F and Ab.
- i) **Programme:** An academic programme leading to award of a Degree.
- j) **Semester Grade Point Average (SGPA):** It is a measure of academic performance in a semester.
- k) **Semester:** Each semester will consist of academic work equivalent to as per UGC guidelines. The odd semester will be from July/August to December and even semester from January to May in every academic year.
- l) **Transcript:** The Transcript issued on successful completion of all semesters of a program shall display the course details (code, title, number of credits) and grade points obtained in each course, and CGPA.

3. Types of Courses

- a) Core Course:-** Core course is a course which is compulsory for a student to study.
- b) Elective Course:-** Elective course is a course which can be chosen from a pool of elective courses offered in the programme.
- c) Credited Value-Added Course:** These courses add value through enhanced employability skills and have credits assigned to them.
- d) Non-credited Value-Added Course:** These courses add value through enhanced employability skills but do not have credits assigned to them. The performance in these courses shall not be counted for computation of 'SGPA' and 'CGPA'.
- e) Inter-departmental Course (in other Faculties):** These courses will be open to master's students which are being offered and decided by BOS, LUCODE.
- f) Inter-departmental Course (within own Faculty):** These courses will be open to master's students which are being offered and decided by BOS, LUCODE.
- g) Internship Programme:** All students of Post Graduate Programmes shall be required to undertake an Internship as per UGC guidelines during the summer vacation carrying credits as specified.
- h) Master's Thesis/Dissertation:** All students of PG Programmes shall be required to submit a Dissertation/Thesis in the final semester.

4. Minimum Eligibility for Admission

A Bachelor's degree or equivalent in any field of study as laid down in the respective regulations, awarded by a University or Institute established as per law and recognised as equivalent by this University, shall constitute the minimum requirement for admission to the post graduate degree programmes. The respective regulations may lay down additional or higher requirements for only National Indians.

5. Program Duration and Credit Requirements

- a)** The post graduate degree programmes shall be spread over four semesters (2 academic years).
- b)** The maximum duration for completing the post graduate master degree programme, shall be four consecutive academic sessions.
- c)** Total number of credits required to be completed will be 96 (24 per semester).

6. Fees

The fee charged from the students enrolled under LUCODE of post graduate degree programmes shall be as approved by the Finance Committee.

7. Course Structure

The course structure and course outlines of the post graduate degree programmes shall be as per the Regulations recommended by the Board of Studies of LUCODE and ratified by the competent bodies.

8. Attendance Requirement

Students with less than 75% attendance shall not be eligible to appear in the End of Semester Examination. However, in exceptional cases, the Director / Coordinator may grant a relaxation in the minimum attendance requirement by not more than 5%+5% (by Programme co ordinator) on the basis of genuine reason.

9. Examination(s) and Assessment /Evaluation:

9.1a The evaluation of Summer Internship Report will be done in the third semester carrying four credits. The student is required to submit the project report along with the requisite certification from the concerned institute/organization. The panel for the evaluation of internship report (carrying 50 percent weightage) and, presentation by the student and viva-voce (carrying 50 percent weightage) shall have an external examiner and one or two internal examiners as recommended by the Board of Studies (the Head /Director shall convene and coordinate the process).

9.1b Dissertation/Thesis will be evaluated prior to the declaration of result of the fourth semester carrying eight credits. The student is required to submit the dissertation/thesis along with the requisite certification from the concerned supervisor. The evaluation of dissertation/thesis (carrying 50 percent weightage) and, the presentation by the student and viva-voce (carrying 50 percent weightage) shall have two examiners as recommended by the Board of Studies (Director shall convene and coordinate the process).

9.2 In all other credit courses (other than Summer Internship report and Thesis/Dissertation), there shall be continuous internal assessment of the students and semester end examination as per the scheme of examination.

9.3 The semester end examination shall have a weightage of 70 marks. Questions for this examination shall be set by a panel of examiners approved by the Board of Studies and duly moderated by the Moderation Committee. The scheme of examination shall ensure that no student has to appear for examinations in more than two courses on any single day.

9.4 The continuous internal assessment shall have a weightage of 30 marks and shall be based on assignments.

9.5 For the ease of computation, the assessment/evaluation of each course will be out of a maximum of 100 marks (30 for internal assessment and 70 for end of semester examination) irrespective of number of credits

allotted to the course. The marks will be converted to grades as per table 9.6A in case of MBA, and table 9.6B in case of MA, MCom, MSW and other similar Programmes:

Table 9.6A

Marks obtained	Numeric Grade	Letter Grade	Meaning
85 and above	8.5 to 10.0	A+	Outstanding
70 to 84.9	7.0 to 8.49	A	Excellent
60 to 69.9	6.0 to 6.99	B+	Very Good
55 to 59.9	5.5 to 5.99	B	Good
50 to 54.9	5.0 to 5.49	C	Above Average
40 to 49.9	4.0 to 4.99	D	Average
Less than 40	0.0	F	Failed

Table 9.6B

Marks obtained	Numeric Grade	Letter Grade	Meaning
85 and above	8.5 to 10.0	A+	Outstanding
70 to 84.9	7.0 to 8.49	A	Excellent
60 to 69.9	6.0 to 6.99	B+	Very Good
55 to 59.9	5.5 to 5.99	B	Good
50 to 54.9	5.0 to 5.49	C	Above Average
40 to 49.9	4.0 to 4.99	D	Average
33 to 39.9	3.3 to 3.99	P	Just Pass
Less than 33	0.0	F	Failed

9.7 Computation of SGPA and CGPA

The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) will be computed as follows:

a) Semester Grade Point Average (SGPA)

The Semester Grade Point Average (SGPA) is a weighted average of the grade points earned by a student in all the courses credited in a semester and describes his/her academic performance in that particular semester. If the numeric grade points associated with either marks or letter grades awarded to a student are $g_1, g_2, g_3, \dots, g_n$ in n courses and the corresponding credits of the courses are $w_1, w_2, w_3, \dots, w_n$, the SGPA is given by:

$$\text{SGPA} = (g_1.w_1 + g_2.w_2 + \dots + g_n.w_n) / (w_1 + w_2 + \dots + w_n) \quad \text{b)}$$

Cumulative Grade Point Average (CGPA)

The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in **all the courses across semesters**. It shall be

computed in the same manner as the SGPA, considering all the courses (say, n) and is given by:

$$\text{CGPA} = (g1.w1 + g2.w2 + \dots + gn.wn) / (w1 + w2 + \dots + wn)$$

c) Whenever a student is permitted to repeat a course, the better grade of the two, will be taken for the computation of SGPA and CGPA.

d) Rounding off of Grade Point Average

Rounding off of the numeric value of the grades obtained shall be done to two places of decimal while calculating SGPA and CGPA.

9.8 Examination, Promotion and Reappearing Rules:

a) A student obtaining grades 'P' to 'A+' (numeric grade 4 or higher) in any credit course shall be considered PASS in that course (in case of MBA a student shall be considered PASS on achieving any grade between A+ and D).

b) For non-credit courses 'Satisfactory' (grades 'P' to 'A+') or 'Unsatisfactory' (Grade 'F' or 'Ab') shall be indicated instead of the letter grade and these will not be counted for the computation of SGPA/CGPA.

c) A student shall be granted a maximum of 7 grace marks (by dividing of grace marks of 07 if required to grant in more than one course ie. to say paper here or grand total) if the student is able to clear all courses in the Semester with the help of grace marks.

d) All students shall be promoted automatically from Semester I to Semester II and from Semester III to Semester IV.

e) A student shall be promoted from first year (Semester II) to second year (Semester III) if he/she has passed in at least fifty percent credit courses in Semester I and Semester II combined.

f) Those students who are NOT eligible for promotion shall have to reappear in the end semester examination of those courses in the semester(s) in which the student has failed along with those courses in which he/she wishes to improve, within the maximum stipulated time period allowed to complete the program. The grades of internal assessment shall carry forward in such cases.

g) Those students who are eligible for promotion and wish to improve their grades, may avail a maximum of two consecutive opportunities to improve their grades in the end of semester examination, within the maximum stipulated time period allowed to complete the program. The grades of internal assessment shall carry forward in such cases.

h) A Student may be allowed to re-register for a semester, within the maximum stipulated time period allowed to complete the program, provided he/she satisfies

one of the following conditions. In such a case there shall be fresh assessment of internal evaluation:

- (i) The student is declared fail.
 - (ii) The student did not appear in a semester examination or he/she was not granted permission to appear in the examination.
 - (iii) The student had been detained by as per the recommendation of LUCODE and subsequently has been permitted to take re-admission.
 - (iv) The student has own desire to abandon the performance of the semester and wishes to repeat.
- i) Those students who reappear in any course/s in any semester or re-register for a semester, shall have to pay the prescribed fee.
 - j) Cases of use of unfair means in the examination shall be dealt with as per the rules and regulations of the University.
 - k) Challenge evaluation shall be permitted as per rules/orders of the Chancellor.

9.9 Grade Card:

A grade card shall be issued to each student at the end of every semester.

9.10 Transcript:

A Transcript shall be issued to a student on successful completion of the programme on request as per rules.

9.11 Withholding of Grade Card/Transcript

The Grade Card/Transcript of a student shall be withheld if he/she has not paid his/her dues, or if there is a case of indiscipline pending against him/her.

10. Exit option and award of Post Graduate Diploma

10.1 In case the student wishes to leave after completion of one year of any Post Graduate Master's Degree Programme, he/she shall be eligible for award of a Post Graduate Diploma in the respective subject, provided the student fulfils the following conditions:

- a) Has pursued the prescribed courses of study and has earned 48 credits as prescribed under the relevant regulations within three academic years without 'F' or 'Ab' in any course.

- b)** obtained a minimum CGPA of 5.00 in case of MBA and other professional PG Programmes or minimum CGPA of 3.6 in case of MA, MCom, MSW and other similar Programmes.
- c)** Paid all the dues of the University.
- d)** No disciplinary proceedings are pending against him/her.
- (e)** Any other condition, as notified by the competent authority of the university.

10.2 Students holding a one-year Post Graduate Diploma can apply for lateral entry into the second year of a Master's Degree Programme through the laid down admission process for the purpose as notified by the university.

11. Award of Post Graduate Degree and Class/Division

11.1 A student shall be deemed to have completed the degree requirements, if the student has:

- a)** pursued the prescribed courses of study and has earned 96 credits as prescribed under the relevant regulations without 'F' or 'Ab' in any course.
- b)** obtained a minimum CGPA of 5.00 in case of MBA, and other professional PG Programmes or minimum CGPA of 3.6 in case of MA, MCom, MSW and other similar Programmes.
- c)** Paid all the dues of the University and has no pending case of indiscipline.
- d)** No disciplinary proceedings are pending against him/her.
- (e)** Any other condition, as notified by the competent authority of the university.

11.2 Division shall be awarded to the students as per the following table:

CGPA Range	Division
6.00 <= CGPA < 10.00	First
4.50 <= CGPA < 6.00	Second
3.60 <= CGPA < 4.50	Third

11.3 The merit rank of the students shall be determined on the basis of the CGPA obtained by them. However only those students who have passed all courses in the first attempt, shall be eligible for the award of medals.

11.4 In programmes governed by professional councils such as AICTE, MCI, BCI and NCTE etc the norms decided by Board of Studies and other competent bodies in light of recommendations by the statutory councils shall apply.

12. Conversion of CGPA to equivalent marks

There is no direct method of conversion of CGPA to percentage marks, however, the CGPA may be multiplied by 10 to get the overall indicative percentage marks for comparison with conventional marks system.

13. Interpretation clause

In case of any issue of interpretation arising during the course of implementation of these ordinances or in case of any unforeseen circumstance, decision of the Vice Chancellor shall be final.