

Lucknow university Centre for online and Distance Education

UNIVERSITY OF LUCKNOW

LUCKNOW



First-degree Programme Ordinances 2024

(LUCODE)

1. Applicability

These ordinances shall apply to all four-year, eight semester, First-degree Programmes in the LUCODE, University of Lucknow from the session 2023-2024.

2. Definitions of Key Words

a) Academic Year: Two consecutive semesters, one odd semester 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).

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 forums 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 8 hours per paper of learning in a 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 marks obtained in a course.

g). Grade/Score Card: The grade cards will be given to all students at the end of any semester of a programme 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 Certificate, Diploma, Degree or Degree with Research.

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 including examination/evaluation. 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 any programme.

C) Vocational Course: These courses will be offered by the Departments/ Institutes in different Faculties of the University/College as value added courses for enhancing employability. There will be a capping on the maximum number of students in a particular course as specified by the department/ institute concerned.

d) Co-curricular Course: These courses will be offered by the Departments/ Institutes in different Faculties of the University/College as value added courses for overall personality development. There will be a capping on the maximum number of students in a particular course as specified by the department/ institute concerned.

e) Internship: All students of First Programmes shall be required to undertake an Internship/Term-Paper during the summer vacation between fourth and fifth semester, carrying credits as specified.

f) Dissertation/ Major Project: All students of UG Programmes shall be required to prepare a Dissertation/Major Project in the eighth semester carrying credits as specified.

4. Minimum Eligibility Requirement and process of Admission

4.1 Admission Procedure: The admission of students who are Indian Nationals, shall be based on the minimum eligibility of the program they have opted for.

4.2 Minimum Eligibility Requirement: No student shall be eligible for admission to a first-degree programme in any of the faculties unless he/she has successfully passed the examination conducted by a Board/University at the +2 level (Class XII) of schooling with 40% marks in aggregate (36% for SC/ST/PH) either through formal schooling for 12 years or through open school system or its equivalent.

However, the respective regulations may lay down additional or higher requirements.

5. Program Duration and Credit Requirements

a) The first-degree programmes shall be spread over eight semesters (4 academic years). In addition, there shall be an Internship/Term Paper after the fourth semester.

b) The maximum duration for completing the first-degree programme, shall be six consecutive academic years (N+2 as per UGC guidelines).

6. Fees

The fee charged from the students of the First-Degree programmes shall be as decided by the Finance Committee and approved by the Executive Council.

7. Course Structure

The course structure and course outlines of the first-degree programmes shall be as per the Regulations of the respective programmes as recommended by the respective Board of Studies of LUCODE and approved/passed by the competent bodies.

8. Attendance Requirement

The minimum number of lectures, tutorials, seminars and practicals which a student shall be required to attend for eligibility to appear at the examination shall be 75%. However, in exceptional cases, the Director/Programme co-ordinator 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:

9.1 In all credit courses (other than Internship/ term paper report and Dissertation/ major Project), there shall be continuous internal assessment of the students and Semester-end Examinations as per the scheme of Examination.

9.2 The Semester-end Examination shall have a weightage of 75 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.

9.3 The question papers for the examinations shall be set in such a manner as to ensure that they cover the entire syllabus of the concerned course. The tests and examinations shall aim at evaluating not only the student's ability to recall information, but also his / her understanding of the subject and ability to synthesize scattered bits of information into a meaningful whole. Some of the questions shall be analytical and invite original thinking or application of theory.

9.4 While the actual process of evaluation shall be confidential, the system of evaluation shall be sufficiently transparent, and a student may be given a photocopy of his / her answer sheet, if requested as per procedure laid down in this regard.

9.5 The continuous internal assessment shall have a weightage of 25 marks and shall be based on assignments.

9.6 (a) The evaluation of Internship/Term Paper Report will be done in the fifth semester carrying four credits. The student is required to submit the report along with the requisite certification from the concerned Institute/Organization. The panel for the evaluation of internship/ term paper report (carrying 75 percent weightage) and, presentation by the student and viva-voce (carrying 25 percent weightage) shall be as recommended by the Board of Studies.

9.6 (b) Dissertation/ Major Project Report will be evaluated in the eighth semester carrying twenty-four credits. The student is required to submit the dissertation/ Major Project Report along with the requisite certification from the concerned supervisor. The panel for evaluation of Dissertation (carrying 75 percent weightage) and, the presentation by the student and viva-voce (carrying 25 percent weightage) shall be as recommended by the Board of Studies (the Dean/Head /Director/Co-ordinator shall convene and coordinate the process).

9.7 For the ease of computation, the assessment/evaluation of each course will be out of a maximum of 100 marks (25 for internal assessment and 75 for end of semester examination) irrespective of number of credits allotted to the course. The marks shall be converted to grades as per the table 9.7A in case of BBA and other professional UG Programmes, and the table 9.7B in case of BCom and other similar Programmes:

Table 9.7A

Marks obtained	Numeric Grade	Letter Grade	Meaning
85 and above	8.5 to10.0	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 9.7B

Marks obtained	Numeric Grade	Letter Grade	Meaning
85 and above	8.5 to10.0	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

9.9 Computation of SGPA and CGPA

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

a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \Sigma(\text{Ci} \times \text{Gi}) / \Sigma \text{Ci}$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

b) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$\text{CGPA} = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

c) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the grade cards and transcripts.

d) 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.

9.10 Examination, Promotion and Reappearing Rules:

a) A student obtaining grades 'P' to 'A+' (numeric grade 4 or higher) in any course shall be considered PASS in that course (in case of BBA and related programmes it shall be from D to A+).

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 may be granted a maximum of 7 grace marks (by dividing grace marks of 07 if required to grant in more than one course i.e. to say paper here or in 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 odd to even semesters.

e) A student shall be promoted from any year to the next if he/she has passed in at least fifty percent credit courses in previous two semesters 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 programme. 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 choose to reappear in the end of semester examination to improve their grades, within the maximum stipulated time period allowed to complete the programme. 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 failed.
- (ii) The student did not appear in a semester-end examination or he/she was not granted permission to appear in the examination.
- (iii) The student had been detained by the University 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/reappear.

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.

9.11 Grade Card:

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

9.12 Transcript:

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

9.13 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 First Degree

10.1 In case the student wishes to leave after completion of one year of the first-degree Programme, he/she shall be eligible for award of a Certificate, 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 4.5 in case of BBA, professional UG Programmes, and 3.6 in case of BCom 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 In case the student wishes to leave after completion of two years of the first-degree Programme, he/she shall be eligible for award of a Diploma, provided the student fulfils the following conditions:

- a)** Has pursued the prescribed courses of study and has earned 96 credits as prescribed under the relevant regulations within four academic years without 'F' or 'Ab' in any course.
- b)** obtained a minimum CGPA of 4.5 in case of BBA and other professional UG Programmes, and 3.6 in case of BCom 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.

10.3 In case the student wishes to leave after completion of three years of the first-degree Programme, he/she shall be eligible for award of a Bachelor's Degree, provided the student fulfils the following conditions:

- a)** Has pursued the prescribed courses of study and has earned 146 credits as prescribed under the relevant regulations within five academic years without 'F' or 'Ab' in any course.
- b)** obtained a minimum CGPA of 4.5 in case of BBA and other professional UG Programmes, and 3.6 in case of BCom 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.

10.4 On completion of four years of the first-degree Programme, he/she shall be eligible for award of a Bachelor's Degree with Research, provided the student fulfils the following conditions:

- a)** Has pursued the prescribed courses of study and has earned 192 credits as prescribed under the relevant regulations within five academic years without 'F' or 'Ab' in any course.
- b)** obtained a minimum CGPA of 4.5 in case of BBA, and other professional UG Programmes, and 3.6 in case of BCom 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.

11. Award of Class/Division/Rank

11.1 Class/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

11.2 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 without grace marks, shall be eligible for the award of medals.

11.3 In professional programmes governed by statutory councils, the norms decided by Board of Studies and other competent bodies in light of recommendations by the respective statutory council 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.