INTEGRAL UNIVERSITY
LUCKNOW

Ordinance

For

Master of Arts

Effective from session-2019-20 onwards

Faculty of Humanities and Social Sciences

Faculty of Humanities & Social Sciences
Dean
Integral University Lucknow

Scanned with CamScanner

Master of Arts

1. **Admission**

1.1 M.A. program will be of two years /four semester duration. The admission will be carried out in the beginning of academic year as per rules prescribed from time to time by the Academic Council of the University.

1.2 The University can take upto 10% additional admissions, in view of the expected short fall in 2nd year due to failure of students or leaving the University.

2. **Mode of Admission:**

100% of the total intake shall be filled on the basis of the merit of the qualifying examination.

3. **Eligibility:**

Candidates must have passed B.A. with 50% marks from a recognized University. **(Annexure-I)**

4. **Duration:**

4.1 The Two years curriculum has been divided into four semesters and shall include lectures, tutorials, seminars, and a dissertation as defined in the evaluation and examination schemes and executive orders issued by the University from time to time.

4.2 The curriculum shall also include such other curricular, co-curricular and extracurricular activities as prescribed by the University from time to time.

4.3 The maximum time allowed for completing the M.A. course shall be of four years. If a candidate at any stage of his/her study is found unable to complete it within the said time, he/she shall not be allowed to continue the course further.

5. **Registration:**

Each student has to register in every semester of M.A. Programme.

6. **Attendance:**

6.1 The attendance of student shall be reckoned from the date of his/her registration in the class.

6.2 Each student is normally required to attend all the lectures, tutorials and lab classes. However, a minimum attendance of 75% will be necessary. The Dean of the concerned faculty may condone the absence on medical reasons, further upto a maximum 15%.

6.3 The Academic Section will consolidate the attendance record for the lectures and practical etc. Attendance on account of participation in the prescribed functions of NCC, NSS, Inter University Sports and functions, Educational Tours, Field Work, Training and curricular/co-curricular activities sponsored by the University shall be credited to aggregate, provided the attendance record duly countersigned by the Teacher Incharge is sent to the Academic Section within two weeks of the function/activity etc

Scanned with CamScanner

6.4 Head of the Department shall display statement of attendance of students on the notice board of the faculty regularly. Notice displayed on the notice board shall be deemed to be an official notification for all concerned. No separate notification to individuals shall be issued.

6.5 If student is found to be continuously absent from the classes without proper application and sanction for a period of 30 days or his/her attendance is less than 30% then appropriate action shall be taken against him which may include striking off his name from the rolls. Such a student whose name has been struck off may, however, apply for readmission within 10 days from the date of issue of the notice of striking off his name. The request may be considered by the Dean for readmission. Such a student shall not be readmitted after the prescribed period. The readmission shall be affected on payment of prescribed readmission fees.

6.6 A student, who fails to achieve the prescribed minimum attendance as per the provisions of article 6.2 above, shall not be allowed to appear at the End Semester/Annual Examinations and, shall be deemed to have been detained.

6.7 Notwithstanding any of the above provisions, under very special circumstances, the Hon'ble Vice Chancellor in consultation with Deans of the Faculty, has the power to amend or condone all or any of the above said clauses or the prescribed percentage in the interest of the academics and the University.

7. Curriculum and Credit System:

7.1 The 2 year curriculum has been divided into 4 semesters and shall include lectures, tutorials, seminars, and dissertation as defined in the scheme of instructions and examinations and executive instructions issued by the University from time to time.

7.2 The curriculum will also include such other curricular, co-curricular and extra-curricular activities as may be prescribed by the University from time to time.

7.3 **Credit System:**

Each M.A. programme will have a curriculum in which every course will be assigned certain credits reflecting its weight and contact periods per week, as given below:

1 Lecture period (L) per week = 1 Credit

1 Tutorial period (T) per week = 1 Credit

1 Practical period (P) per week = 0.5 Credit

In addition to theory and laboratory courses there may be other courses such as seminar, project/industrial training and project evaluation etc., which will be assigned credits as per their contribution in the program without regard to contact periods.

7.4 **Minimum Credit Requirements:**

The credit required for award of a M.A. degree is **92**. This is normally divided into Theory courses, tutorials, laboratory courses, seminars and projects in duration of four semesters. The credits are distributed semester wise as shown in the structure and

Scanned with CamScanner

syllabus manual of each programme. Courses generally progress in sequences, building competencies and their positioning indicates certain academic maturity on the part of the learners. Learners are expected to follow the semester wise schedule of courses given in the syllabus manual of respective programmes.

7.5 Course Categories:

The curriculum for each branch will contain courses in the following categories having credits in the ranges given below in such a way that the total of all credits will be equal to that required for the award of degree as specified elsewhere in these ordinances.

i.	Core (C)	:	66-72 credits
ii.	Electives (E)	:	16-22 credits
iii.	Seminar (S)	:	2-6 credits

7.6 Curriculum Structure:

The curriculum for each branch will contain a listing of all courses, with each course having a course category, course number, course title, number of contact periods per week, number of credits assigned, and the marks assigned to various components of evaluation.

7.7 Course/Subject codes:

M.A. Programme:

In the syllabus manual of each programme of a particular discipline, subject code is assigned for each course. The subject code consists of seven digits First digit indicates level of the programme, next two three digits (letters) indicate specific branch; next digit (letter) indicates course is either core/compulsory or elective or laboratory or seminar or Project. A fifth and sixth digit (number) indicates year and semester of a program & seventh digit (number) indicates serial number of course.

7.8 Approval of the Curriculum:

The curriculum for M.A. program will be prepared by the department concerned and will be approved by the Board of Studies of the department. It will then be placed in the Faculty board for approval. Once approved by the Faculty board, it will be placed in the Academic Council for final approval and then the Curriculum will be implemented. Same procedure shall be used for any modification in the Curriculum.

8. Examination / Assessment and Grading

8.1 Components of Evaluation

Each course will be evaluated out of 100 marks. The courses will normally have the following components of evaluation:

Scanned with CamScanner

Theory/ Laboratory courses:

Continuous Assessment (CA)	:	25 Marks
End-Semester Examination (ESE)	:	75 Marks

8.2 Grading of Performance:

8.2.1 Letter Grade and Grade Point Allocation:

The Credit and Grading system will be effective from the academic year 2015-2016 for Faculty of Sciences. In every course, based on the combined performance in all assessments in a particular semester as per the curriculum/syllabus, the student is awarded a letter grade. These letter grades not only indicate a qualitative assessment of the learner's performance but also carry a quantitative (numeric) equivalent called the Grade Point. The letter grades and their equivalent grade point applicable for **postgraduate** programmes are given below:

Percentage of Marks Obtained	Letter	Grade Points	Performance
85.00 and above	O	10	Outstanding
75.00 – 84.99	A	9	Excellent
70.00 – 74.99	B	8	Very Good
60.00 – 69.99	C	7	Good
50.00 – 59.99	D	6	Fair
45.00 – 49.99	E	5	Average
41.00 – 44.99	P	4	Pass
Less than 41.00	F	0	Fail

A learner who remains **absent** in any form of **evaluation/examination, letter grade** allocated to him/her should be **AB** and corresponding **grade point** is **zero.** She/he should reappear for the said evaluation/examination in due course.

8.2.2 SGPI/ CGPI Calculation:

8.2.2.1 Semester Grade Performance Index (SGPI):

The performance of a learner in a semester is indicated by a number called Semester Grade Performance Index (SGPI). The SGPI is the weighted average of the grade points obtained in all the courses by the learner during the semester. For example, if a learner passes five courses (Theory/labs./Projects/ Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and learners grade points in these courses are G1, G2, G3, G4 and G5 respectively, then learners' SGPI is equal to:

$$SGPI = (C_1G_1 + C_2G_2 + C_3G_3 + C_4G_4 + C_5G_5)/(C_1 + C_2 + C_3 + C_4 + C_5)$$

Scanned with CamScanner

The SGPI is calculated to two decimal places. The SGPI for any semester will take into consideration the "*F*" or "*AB*" grade awarded in that semester. For example if a learner has failed in course 4, the SGPI will then be computed as:

$$SGPI = (C_1G_1 + C_2G_2 + C_3G_3 + C_4 * Zero + C_5G_5)/(C_1 + C_2 + C_3 + C_4 + C_5)$$

8.2.2.2 Cumulative Grade Performance Index (CGPI):

An up to date assessment of the overall performance of a learner from the time s/he enrolled the University is obtained by calculating a number called the Cumulative Grade Performance Index (CGPI), in a manner similar to the calculation of SGPI. The CGPI therefore considers all the courses mentioned in the curriculum/syllabus manual, towards the minimum requirement of the degree learner have enrolled for. The CGPI is calculated at the end of every semester to two decimal places and is indicated in semester grade report cards.

The CGPI will reflect the **failed status** in case of **F grade(s),** till the course(s) is/are **passed**. When the **course(s)** is/are **passed** by obtaining a **pass grade** on subsequent examination(s) the **CGPI** will only reflect the **new grade** and not the **fail grades** earned earlier. Example: Up to semester ***r*** a learner has registered for ***n*** courses, among which he/she has "*F*" grade in ***ith*** course. The semester grade report at the end of semester ***r*** therefore will contain a CGPI calculated as:

$$CGPI = (C_1G_1 + C_2G_2 + C_3G_3 \ldots\ldots\ldots + C_i * Zero \ldots\ldots + C_nG_n)/(C_1 + C_2 + C_3 \ldots + C_i \ldots + C_n)$$

Even if a learner has **failed** in a course **more than once,** the course will figure **only once** in the **numerator** as well as the **denominator**. At the end of semester ***r+1*** s/he has appeared for examination for ***k*** number of courses including the ***ith*** **backlog course** and has cleared all the courses including the **backlog course,** the CGPI at the end of this semester is calculated as,

$$CGPI = (C_1G_1 + C_2G_2 + C_3G_3 \ldots\ldots\ldots + C_iG_i \ldots\ldots + C_nG_n)/(C_1 + C_2 + C_3 \ldots + C_i \ldots + C_n)$$

There will also be **a final CGPI** calculated which considers **all the credits earned** by the learner specified for a particular programme.

8.3 Heads of Passing:

Continuous Assessment (CA) and End Semester Examination (ESE) should be two separate heads for passing.

8.3.1 Award of Continuous Assessment (CA):

Award of Continuous Assessment (CA) for theory subject, practical and project shall be done as per the provisions in the schemes of examinations. The break-up of CA shall be as follows:

(A) **Theory Subjects:**

i. **Class Test**

(Two mid-term tests of equal weightage) : 15 Marks

Scanned with CamScanner

(ii) **Teacher's Assessment (TA):**

a. Surprise test /Assignment/Quiz : 05 Marks

b. Attendance : 05 Marks

8.3.2 Marks in Seminars, Dissertation and Viva-Voce shall be awarded by a committee consisting of following members constituted by the Head of the concerned department:

i. Head of the Department or his/ her nominee
ii. Senior Faculty Member of the department nominated by the Head of Department.
iii. One external subject-expert in case of viva-voce.

8.4 Promotion of Learner and Award of Grades

A student will be declared **PASS** if,
He/She secures at least 45% marks in CA & 35% marks in ESE.

OR

If He/She fails in Continuous Assessment but secures 50% or more in the total (Continuous Assessment + End Semester Examination) in that subject, he/she will be declared as PASS.

A learner will be declared **PASS** if,

- She/he secures **at least 50% (Continuous Assessment) & 35% marks in End Semester Examination** mentioned in clause 8.3.

OR

- If she/he **fails** in **Continuous Assessment** but secures **50% or more in the total (Continuous Assessment + End Semester Examination)** in that course.

8.5 Carry Forward of Marks:

In case of a learner who does not fulfill criteria mentioned in section 8.4 and fails in the **Continuous Assessment** and/or **End Semester Examination** in one or more courses:

i. A learner who **PASSES** in the **Continuous Assessment** but **FAILS** in the **End Semester Examination** of the course shall reappear for the **End Semester Examination** of that course. However his/her marks of the **Internal Assessment** shall be **carried over** and he/she shall be entitled for grade obtained by him/her on passing.

ii. A learner who PASSES in the **End Semester Examination** but **FAILS** in the **Continuous Assessment** of the course shall **reappear** for the **Continuous Assessment** of that course. However his/her marks of the **End Semester Examination** shall be **carried over** and he/she shall be entitled for grade obtained by him/her on passing.

8.6 Re-examination of Continuous Assessment and End Semester Examination:

8.6.1 **Re-examination** for **Continuous Assessment** should be completed before the commencement of next semester theory examination.

Scanned with CamScanner

Example: A learner who is supposed to reappear for Internal Assessment in semester-I course will appear for the reexamination before commencement of End Semester Examination of semester -II. Re-examination of Continuous Assessment will be based on single examination having same marks as of original assessment. A learner who supposed to reappear for Continuous Assessment will be given some work by the concerned teacher. The work assigned can be of the form of a course project/ assignment problems/ test/ tutorials etc. A learner will do the submission of the assigned work in the predefined period. Records should be maintained properly for all the re-examinations as well as Continuous Assessments.

8.6.3 **Re-examination of End Semester Examination** will be conducted as per the schedule planned by the University

8.7 Allowed to Keep Terms (ATKT):

i. A learner shall be allowed to keep term for Semester II irrespective of grades obtained in each course of Semester I.

ii. A learner shall be allowed to keep term for Semester III if she/he passes each of Semester I and Semester II

OR

She/he fails in not more than **eight heads** of passing of which not more than **five** shall be in End Semester Examinations of Semester I and Semester II taken together.

iii. A learner shall be allowed to keep term for Semester IV irrespective of grades obtained in each course of Semester III.

Note: Grade **AB** should be considered as **failed** and treated as one head for deciding **ATKT**

9. Re-admission in the University:

A candidate who has failed and has not been promoted to the higher class will have to repeat the year as a regular student. He will be allowed for re-admission on payment of prescribed fees provided he/she satisfies one of the following conditions.

9.1 A candidate is declared failed.

9.2 A candidate did not appear in a semester examination and or he/she was granted permission for not to appear in the examination on his/her own request.

9.3 A candidate has been detained by the University and has also been permitted to take re-admission.

9.4 A candidate promoted with carry over subjects and he /she opted for re-admission.

10. Result:

i. If a student passes all the examinations and fulfills all the requirements for the award of degree his/her result will be shown as "Post graduated".

ii. The Division awarded to "Post graduated" students will be based on CPI as given below:

First Division (Honours) CPI ≥ 8.5

Scanned with CamScanner

First Division $6.5 \leq CPI < 8.5$

Second Division $CPI < 6.5$

iii. Ranks/Positions will be determined at the end of even semesters. Only those students who fulfill the following conditions will be eligible for ranks/positions:

a. They do not have any break in their studies;

b. They have passed every scheduled course in first attempt;

c. They have passed every course on time as per the curriculum;

d. They have earned credits as per the schedule given in the curriculum;

e. They have not improved grade in any course after passing the course.

The students who violate any of the above conditions will not be awarded any rank/position. The ranks/positions will be determined on the basis of CPI.

11. Grace Marks:

11.1 A candidate may be awarded grace marks up to a maximum of total 10 marks distributed in maximum four subjects including theory papers, Practical, project, seminar, industrial training and/or aggregate marks in each academic year provided he/she can be declared to have passed the academic year by the award of these marks.

11.2 The grace marks shall not be added to the aggregate marks.

11.3 No grace marks shall be awarded in carry over.

12. Scrutiny:

12.1 Scrutiny shall be allowed in only theory papers for which the candidate has to apply within 15 days after declaration of semester result.

12.2 Re-evaluation is not permitted.

13. Cancellation of Admission:

The admission of a student at any stage shall be cancelled if:

a. He/She is not found qualified as per guidelines or the eligibility criteria prescribed by the University.

Or

b. He/She is found unable to complete the course within the stipulated time as prescribed in clause 5.

Or

c. He/She is found involved in creating indiscipline in the University.

Or

d. He/She is found involved in any criminal case/ has given any false statement.

Scanned with CamScanner

14. **Amendments / Relaxation Clause:**

The Academic Council shall have the power to relax or amend any provision provided in the ordinance in any specific matter / situation subject to the approval of Executive Council of the University.

Scanned with CamScanner