UNDERGRADUATE ARTS AND SCIENCE PROGRAMME (ONLINE LEARNING), REGULATIONS 2020

CENTRE FOR DISTANCE AND ONLINE EDUCATION

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ONLINE LEARNING MODE PROGRAMME REGULATIONS – 2020
(For all Under Graduate Arts and Science Programmes)

(Applicable to students admitted in the Academic year 2020 and later)

R.1.0 Definitions

R.1.1 Credit means the Unit award gained by a learner with study efforts of a minimum number of hours required to acquire the prescribed level of learning in respect of that Unit.

R.1.2 A study effort for one Credit shall mean time required by a learner to understand the contents equivalent to 30 hours of self-learning, including the time required to complete the assessments, and acquire the prescribed level of learning in respect of that Unit.

R.1.3 E-Learning Material means and includes contents in the form of structured course material, in digital format delivered through Learning Management System, which is inter alia self-explanatory, self-contained, self-directed at the learner, and amenable to self- evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books; as defined in these regulations

R.1.4 Online Learning Mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet and e-Learning Materials. The learning resources can be categorized into 4 quadrants: e-Tutorial, Learning material, Assessments, and Discussion Forum.

R.1.5 Proctored Examination means the examination conducted under the supervision of approved person or technology enabled proctoring which ensures the identity of the test taker and the integrity of the test taking environment, either in pen-paper mode or in computer-based testing mode or in full-fledged online mode; as permissible in Online Learning mode under these regulations

R.1.6 SWAYAM (Study Webs of Active Learning for Young Aspiring Minds) means the learning management system as specified in the UGC (Credit Framework for online learning courses through SWAYAM) Regulations, 2016.

R.2.0 Admissions

R.2.1 Announcement for admission to all Online Learning mode Arts and Science Programmes, will be made by the KARE and the candidates are required to submit their applications in the prescribed application form on or before the dates specified in the announcement by the University.

R.2.2 Eligibility:

Candidates who have passed in 12th Std. Examination (10+2) in relevant stream are eligible to apply for admission to the Online Learning mode in Arts and Science Programmes offered by Centre for Distance and Online Education (CDOE) of Kalasalingam Academy of Research and Education (KARE).

R.2.3 Admission to Online Learning mode Arts and Science will be made by the procedure given below:

i) The applicants should meet all the Eligibility criteria.

ii) The final selection will be based on the marks obtained in the 12th Std. Examination

R.2.4 The Admissions Committee constituted by the Chairman; Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.

R.2.5 In all matters concerning selection of candidates, the decision of the Admission Committee is final.

R.2.6   In addition to the conditions given in the Information Brochure for Online Learning mode Arts and Science Programmes, the selected candidates should satisfy the other admission requirements indicated in the Letter of Offer for Admission. Only then, he/she will be admitted to the Online Learning mode Arts and Science Programmes, after payment of the prescribed fees. However, if at any time the Director (Centre for Distance and Online Education) finds any of the requirements are not fulfilled by the candidate, the Director (CDOE) may revoke the admission of the candidate and report the same to the Academic Council.

R.3.0   The Structure of the Online Learning mode Arts and Science Programmes

R.3.1.   The curriculum of the Online Learning mode Arts and Science Programmes is designed to have similar Credit Structure as the same programmes offered in the conventional mode.

R.3.2   For the award of the Online Learning mode Arts and Science Programmes degree, a candidate shall

(i)   Satisfy all the requirements prescribed by the Regulations of the Academic Council,

(ii)   Earn not less than the minimum credit as described in the conventional mode of the corresponding Programmes and

(iii)   Complete all courses (as specified in the curriculum and syllabus of the programme), within a minimum period of *three years* or a maximum Period of Six years (including the duration of withdrawal from the course on medical grounds or for other valid reasons, if any, as per the regulation from the date of his/her enrolment).

R.3.3   The Online Learning mode Arts and Science Programmes will have a Curriculum and Course content (Syllabus) approved by the Academic Council.

R.3.4   No semester shall have more than seven lecture-based courses as prescribed in the curriculum, adding up to not more than 26 CGPA credits per semester.

However, students are permitted to register for an additional course (backlog) from the second semester onwards, subject to the following conditions:

(i)   The maximum number of CGPA credits registered in any semester shall not exceed 32, and

(ii)   The student's Faculty Advisor and the Head of the Department concerned recommend the same.

R.4.0   Academic Counsellors

R.4.1   To help the students in planning their courses of study and for getting general advice on the academic programme, a certain number of students will be assigned to a faculty member who will be called their Academic Counsellors.

The Mentor/Counsellors will help the students in all their endeavors during their period of study. If the Mentor/Counsellor finds that any of his/her wards is showing poor performance for whatever reason(s), he/she will bestow special care and attention on him/her.

R.5.0   Registration and Enrolment

R.5.1   Except for the first semester, registration for the courses in a semester will be done, through the portal, during a specified week before the end of the previous semester.

R.5.2   A student will be eligible for enrolment only if he/she fulfil the requirements of Regulation R.6.0, with the choice of courses decided in consultation with the assigned Mentor/counsellor.

R.5.3   The curriculum for any semester normally carries 22 - 26 credits. In any case, the student should ensure that the total number of courses registered by him in any semester enables him/her to earn the minimum number of credits.

R.6.0   Registration Requirement

R.6.1   The students can register for a maximum of 32 CGPA credits. For registration of course, the students should have passed the pre-requisite course. A student who secures U grade (fail) in an elective course will have the option for registering the same elective course or a different elective course.

R.7.0   Maximum Duration of the Programme

R.7.1   A student is ordinarily expected to complete the Online Learning mode Arts and Science Programmes in six semesters. However, a student may complete the programme at a slower pace, but in any case, not exceeding ten semesters, including the semesters withdrawn on medical grounds or for other valid reason(s), failing which the registration is liable to be cancelled.

R.8.0   Temporary Withdrawal from the Programme

R.8.1   A student may be permitted by the Director (Centre for Distance and Online Education) to withdraw from the programme for a semester or longer for reasons of ill health or on any other valid grounds. Normally, a student will be permitted to discontinue the programme for a maximum period of two semesters.

A student who is permitted to discontinue may rejoin the programme at the appropriate semester, but only along with the students of the next batch at the time of commencement of that semester.

R.8.2   A student who discontinues and rejoins the programme shall be governed by the rules, regulations, courses of study and syllabus in force at the time of his/her rejoining the programme.

R.9.0   Discipline

R.9.1   Every student is required to observe discipline and decorous behavior in all activities related to academic programmes and not indulge in activities that would bring disrepute to the University.

R.9.2   Any instance of indiscipline related to the academic activity of a student will be referred to a Discipline Committee; likewise, any instance of malpractice by a student in connection with the examination process will be referred to an Examination Monitoring and Grievance Redressal Committee (EMGRC).

These Committees will inquire into the issues and make recommendations, along with suggesting suitable punishment for the offenders (if the charges against them are substantiated), to the Staff Council. The Staff Council will consider the recommendations of these committees and decide on the appropriate action to be taken.

R.10.0   Participation in Learning activities

R.10.1   For Online Learning mode: the learner has to maintain a minimum participation of 75 percent in all the activities of Online Learning programme prior to end semester examination.

R.10.2   If a learner has a participation percentage less than 75% in a course, his/her performance in that course will be treated as not satisfactory, and he/she shall be awarded "W" grade ('W' meaning failure for want of the minimum attendance) in that course. This grade shall be mentioned in his/her grade card till the course is successfully completed. A student who is awarded "W" grade for a course must repeat the course.

R.11.0   Assessment Procedure–Tests and examinations

R.11.1   The Academic Council will decide on the system of tests and examinations in each course in each semester from time to time. The Academic Council will decide on the mode of examinations such as online proctored tools based on the recommendations of the BoS.

R.12.0   System of Tests

R.12.1   In the lecture / tutorial-based courses, assignment, one mid-semester examination and one end semester examination will be conducted for each course. The details of weightage of marks for the mini-projects, assignments and External Examinations (only for laboratory courses only) will be announced by the course teacher, in consultation with the Class Committee, and the Director (Centre for Distance and Online Education), at the beginning of the semester.

R.13.0   End-Semester Examinations

R.13.1   There will be End-Semester Examination of three hours duration in each lecture-based courses/laboratory-based courses.

R.14.0   Evaluation of Project Work

R.14.1   The progress of the students in their Project Work will be assessed through three periodical reviews by a Project Review Committee, constituted by the Head of the Department concerned/Director (Centre for Distance and Online Education).

Upon completion of the Project in VI semester, the student will have to submit the Project Report, which will be evaluated by duly appointed examiner(s). The evaluation will be based on the report, the assessments during the periodical reviews, and a viva-voce examination on the Project Work.

R.15.0   Weightages

R.15.1   Weightages of Mid-semester Examinations and End Semester Examinations for the different courses:

Table 1: Weightages for Various Courses

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S.No	Type of Course	Component	Internal / External	Weightage
1	Theory Course (T)	a) One mid-semester examination	Internal	10 %
		b) Two Assignments		20 %
		c) End Semester Examinations	External	70 %
2	Laboratory Course (L)	a) Mini-project	Internal	15 %
		b) Model Examination		15 %
		c) External Examination	External	70%
3	Integrated Course (IC)	a) One mid-semester examination	Internal	10 %
		b) One Assignment		10%
		c) Model Examination		10%
		d) End Semester Examinations	External	50 % T + 20 % L Or 20 % T + 50 % L
4	Theory with Practical (TP)	a) One mid-semester examination	Internal	10 %
		b) Mini project/model practical		10 %
		c) One Assignment		10 %
		d) End Semester Examination	External	70 %

R.15.2   The evaluation for all the Mid-semester, assignments (if any) and end semester examinations will be on an absolute basis. The final marks in each course are calculated as per the Weightages mentioned in the Regulation R.15.1. The equivalent letter grading is on a relative basis, taking into consideration of the marks scored by the students of the particular class in the particular course.

R.15.3   The minimum pass percentage to be secured in all the courses is being set to 35%.

R.16.0   Make-up Examination

R.16.1   Students who have missed the Mid-semester Examination or End-Semester Examination for valid reasons are eligible to appear for Make-up Examinations.

Students who have missed either Mid-semester Examination or the End-Semester examination in the same course for genuine reasons, such as illness, may be permitted to write only one Make-up Examination for the missed Mid-semester Examination or End-Semester Examination, provided they satisfy the attendance requirements.

Such students should submit an application, recommended by the Faculty Advisor and Head of the Department concerned, and to the COE within one week of the date of the examination missed, explaining the reason(s) for their absence. Applications received after this period will not be entertained.

R.16.2   Official permission to take a Make-up examination will be given under exceptional circumstances, such as admission to a hospital on account of illness.

R.16.3   A single Make-up examination will be held about two weeks after the End-Semester examination for those who are permitted to appear for the Make-up Examination.

The question paper will be common to all students taking the Make-up Examination in a

given course. The question paper will cover the entire syllabus.

R.17.0   Course-wise Grading of Students

R.17.1   Letter Grades

Based on the marks obtained by a student in the internal and end semester examination in each theory and practical course, he/she is awarded with a letter grade.

(a)   For Theory courses

At the end of each semester, based on the individual performance in a theory course relative to the performance of the class in a particular course, each student is awarded a final letter grade. The letter grades and the corresponding grade points are shown in Table 2.

Table 2: Grade Conversion Table
(For relative grading)

Grade	Grade Points	Result
S	10	Pass
A	9	Pass
B	8	Pass
C	7	Pass
D	6	Pass
E	5	Pass
P	4	Pass
U	0	Fail
AB	0	Failure for not writing End Semester Examination
W	0	Failure for want of the minimum attendance
I	0	Incomplete

(b)   For practical courses and Project/Thesis work

At the end of each semester, based on the individual performance in a particular course, each student is awarded a final letter grade based on the marks obtained by him/her on an absolute basis. The letter grades and the corresponding grade points are shown in Table 3

Table 3: Grade Conversion Table
(For absolute grading)

Grade	Grade Points	Mark Range (out of 100)	Result
S	10	> 90	Pass
A	9	> 80 but < 90	Pass
B	8	> 70 but < 80	Pass
C	7	> 60 but < 70	Pass
D	6	> 55 but < 60	Pass
E	5	> 45 but < 55	Pass

P	4	>35 but < 45	Pass
U	0	<35	Fail
AB	0	----	Failure for not writing End Semester Examination
W	0	----	Failure for want of minimum attendance
I	0	----	Incomplete

The "I" grade, awarded in a course to a student for failing to complete the prescribed formalities relevant to that course, will be subsequently changed to a pass grade (i.e., S/A/B/C/D/E/P) or a "U" grade in the same semester on completion of those formalities.

R.17.2 A student is considered to have completed a course successfully and earned the associated credits if he/she secures a letter grade other than a "U", "W" or "I" in that course. The grade "U" or "W" in any course implies a failure in that course. A course successfully completed cannot be repeated for the improvement of the grades.

R.18.0 Method of Awarding Letter Grades

R.18.1 The letter grades to be awarded to the students for the different courses will be finalized by the course faculty, in a summary sheet.

R.18.2 Along with the Summary Sheet, a copy of the Result Sheet (Grade Sheet) for each course, also containing the absolute marks, will be submitted by the course faculty, to the Director (CDOE).

R.19.0 Declaration of Results

R.19.1 After finalization of the grades by the Class Committee, the Grade Sheets of the individual courses and Grade Summary Sheets will be submitted by the Director (CDOE), for approval, to a Grade Approval Committee. After the verification by the Grade Approval Committee, the Grade Sheets of the individual courses and Grade Summary Sheet will be endorsed and forwarded to the COE.

R.19.2 With the approval of the Grade Approval Committee, the results of all the examinations conducted in a semester will be placed before the Result Passing Committee.

With the approval of the Result Passing Committee, letter-grades awarded to the students in each course will be released by the office of the COE on the website.

R.19.3 The "U" or "W" grade, once awarded, stays in the record of the student, and is replaced with a pass grade when he/she completes the course successfully later; the CGPA will be accordingly revised.

R.20.0 Course Repetition

R.20.1 A student who has secured "U" grade in a Core course will have the option of either repeating the course (when it is offered next) or reappearing only for the End- Semester Examination (as arrear examination), conducted in the subsequent semester, to secure a pass grade. A student securing a "W" grade in a Core course has to repeat the course compulsorily when it is offered next.

R.20.2   A student securing "U" grade in an Elective course may repeat the course, if he/she so desires or reappear for the End-Semester Examination in the course, conducted in the subsequent semester, to secure a pass grade; otherwise, he/she may register for another Elective course (in place of the one for which he/she is awarded the "U" grade) and successfully complete the same.

A student securing "W" grade in an Elective course may repeat the course, if he/she so desires, to secure a successful grade; otherwise, he/she may register for another Elective course (in place of the one for which he/she is awarded the "W" grade) and successfully complete the same.

R.20.3   Arrear examinations for failed candidates (those securing "U" grade) in a course will be conducted only along with the regular End-Semester Examinations in the subsequent semester(s), with a question paper common to them and the regular students of that semester. Question Papers for all arrear examinations in a course will be on the basis of the regulations and syllabus then in force.

The student's letter grade will be determined, on a relative basis, along with the class of students for whom the said course is offered in that semester

R.20.4   A course successfully completed cannot be repeated for the improvement of the grades.

R.21.0 Grade Card

R.21.1   The grade card issued at the end of each semester to the students will contain the following:

(i)   The list of Cumulative Grade Point Average (CGPA) courses registered by the student along with credits for each course registered for in that semester,

(ii)   the letter grade obtained in each of the CGPA course,

(iii)   the total credits earned under the CGPA category in that semester,

(iv)   the cumulative credits earned under the CGPA up to the end of that semester,

(v)   the Grade Point Average of all the courses taken in that semester -Semester Grade Point Average (SGPA) and

(vi)   the CGPA of all the courses taken from the first semester up to the end of that semester

Separate grade cards with the above-mentioned details are issued to students for all the Summer Term Courses they will have undergone during their period of study.

R.21.2 SGPA will be calculated according to the following formula

$$SGPA = \frac{\sum(C \times GP)}{\sum C}$$

where C   =   Credit(s) for the CGPA course registered

GP   =   Grade Point, as per the Grade Conversion Table (Table 4), given under R.18.1, for the letter grade obtained by the candidate for the course,

$\sum C$ =   Sum of credits from all the courses taken
In that semester, including those in which
the student has secured U and W grades.

For the Cumulative Grade Point Average (CGPA) a similar formula is used where $\sum C$, the sum of credits, is from all the courses registered in all the semesters completed up to the end of that semester.

R.22.0   **Eligibility for Award of the Degree for Online Learning mode Arts and Science Programmes.**

R.22.1   A student shall be declared to be eligible for award of Degree for the Online Learning mode Arts and Science Programmes. Degree if he/she has

  (i)   registered for and successfully completed all the required Core courses, Discipline Specific Elective, Skill Enhancement Courses, Ability Enhancement courses, etc.

  (ii)   successfully earned the minimum required credits as specified in the curriculum corresponding to the branch of his/her study within the stipulated time,

  (iii)   earned the specified credits in all the categories of courses,

R.22.2   Degree Classification: For Online Learning mode Arts and Science Programmes. degree shall be awarded in three categories:

  (i)   First Class with Distinction
  (ii)   First Class
  (iii)   Second Class
  (iv)   Pass Class

For a First Class with Distinction, the student must have mandated CGPA credits and obtained a minimum CGPA of **7.5** and above for all the courses passed in the first attempt.

For a First Class, the student must have mandated CGPA credits and obtained a minimum CGPA of 6.0 and above, but below 7.5 for all the courses passed.

Students who earn mandated credits and obtained a minimum CGPA of 5.0 and above, but below 6 will be awarded Second Class.

Students who earn mandated credits and obtained a minimum CGPA of 4.0 and above, but below 5.0 will be awarded Pass Class.

R.22.3   The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

R.23.0   **Power to Modify**

R.23.1   Notwithstanding all that has been stated above, the Academic Council reserves the right to modify any/all of the above Regulations from time to time.