



Dr. M.G.R.
EDUCATIONAL AND RESEARCH INSTITUTE
DEEMED TO BE UNIVERSITY



University with Graded Autonomy Status
(An ISO 21001 : 2018 Certified Institution)
Periyar E.V.R. High Road, Maduravoyal, Chennai-95, Tamilnadu, India.

CENTRE FOR ONLINE PROGRAMS

REGULATIONS





These Regulations lay down the minimum standards of instruction for the grant of Certificate or Diploma or Degree, through online mode, delivered through interactive technology using the internet



(i) FOREWORD

Aiming to bring about change and progress through education, Dr. M.G.R. Educational and Research Institute is committed in providing quality assured educational service through technology and innovative interventions. We are one among the top 52 Higher Education Institutions across the country with the special Graded Autonomy Status. Dr. M.G.R. Educational and Research Institute is accredited by NAAC with A+ grade and recognized by all statutory bodies including UGC, NAAC, NBA, AICTE, ABET, MHRD etc.

Adapting to transformation in education through the internet, Centre for online programs was launched in the year 2021 in line with New Education Policy 2020. The NEP 2020 has a special focus on online education. Online education allows students to attend classes from any location of their choice overcoming geographical boundaries. Students can clarify their doubts through live chats or forums by staying at the comfort and safety of their homes. It also allows working professionals to expand their horizon of education with a seamless balance between work and academics.

Our Vision is to impart high quality online learning opportunities to aspiring learners with customized, engaging and interactive modules supported by a Transformative Innovative Instructional Technology for next generation learners and shaping future leaders towards becoming effective National and Global citizens. We ensure to provide world-class online teaching learning platform for contemporary knowledge delivery, Digital learning through innovation driven instructional technology, Flexible support services for aspiring learners in the global community, Creative problem solving through higher order thinking skills, Hybrid and web enhanced classes through non-traditional delivery modes.

“Best in Class, Seamless Quality Education – Anywhere, Anytime”

The curriculum and syllabus of various Under Graduate and Post Graduate Programmes under Centre for Online Programs aim at developing the technical and behavioral competencies of the students. As per the recommendations of UGC, AICTE and MHRD the Institutions of higher education need to carry out academic reforms in all aspects including admission policy, academic calendar, introduction of choice-based credit system, continuous assessment, grading system and skill development for the holistic empowerment of the students. In accordance with the recommendations of the statutory bodies, Dr. M.G.R. Educational and Research Institute, new regulations come into force with effect from the Academic year 2021-2022 and are subject to such modifications as may be approved by the apex bodies of the University from time to time.

The curriculum regulation 2021 enables supervised learning with a more practical approach, chooses electives from a wide range of courses, adopts an interdisciplinary approach in learning, enhance technical skills/employability by taking up project work motivates for entrepreneurial ventures and undergo more courses to earn additional credits.

(ii) ABOUT US

VISION

To provide for contemporary knowledge delivery of global standards, excellence in knowledge creation in emerging areas and mutually rewarding university - societal interaction.

MISSION

- Our Mission is to make the Institution as a Resource Centre for Higher Level Teaching - Learning Process, in the fields of Engineering, Dental Surgery, Medicine, Allied Health Sciences, Humanities & Sciences, Architecture, Management and Education.
- We wish to impart relevant training and education to the youth to make them technically qualified, practically competent and skilled human resources, to suit the needs and demands of the modern industries, business or research and development organizations.
- We also wish to promote ethical values and encourage creative ideas among the younger generation and thereby to develop their entrepreneurial skills which will ultimately benefit the Society and Nation.

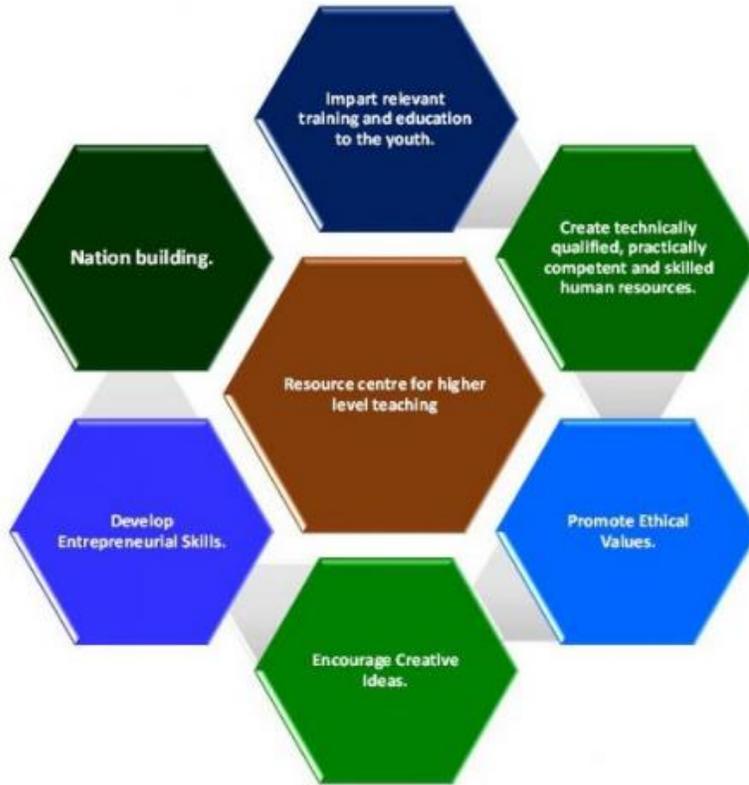
"Our Students are to be Job Creators and not Job Seekers"

QUALITY POLICY

We strive to make our University as a Centre of Excellence for Quality Education and Research in the fields of Engineering and Technology, Dentistry, Medicine & Allied Health Sciences, Architecture, Science & Humanities. We aim to impart technological competence and inculcate dignity, discipline and humaneness to all our students.

MANAGEMENT POLICY

Constantly strive to achieve Academic Excellence and provide Conducive Environment to students through knowledge inputs, practice and Industrial Interaction to face future challenges in Technology. The faculty by virtue of research and industrial interaction will train and enlighten students to serve better the society at large.



**Our Students are to be
Job Creators and not Job Seekers**

Download

(iii) STRUCTURE OF THE REGULATIONS

The regulations are divided into four parts as follows:

Part I - Common Regulations applicable to all Faculties

Part II – This part deals with the specified regulations for the Faculty of Management Studies –MBA programme

Part III – This part deals with the specified regulations for the Faculty of Humanities and Science – M.Sc Statistics Programme.

Part IV – This part deals with the specified regulations for the Faculty of Commerce – M.Com. Programme

Part V - This part deals with the specified regulations for the Faculty of Commerce – B.Com. Programme

Part VI - This part deals with the specified regulations for the Faculty of Management Studies – BBA Programme

(iv) VISION, MISSION, QUALITY POLICY (Centre for Online Programs)

VISION
To impart high quality online learning opportunities to aspiring learners with customized, engaging and interactive modules supported by a Transformative Innovative Instructional Technology for next generation learners and shaping future leaders towards becoming effective National and Global citizens
MISSION
<ul style="list-style-type: none"> • Provide world-class online teaching learning platform for contemporary knowledge delivery • Digital learning through innovation driven instructional technology • Flexible support services for aspiring learners in the global community • Creative problem solving through higher order thinking skills • Hybrid and web enhanced classes through non-traditional delivery modes
QUALITY POLICY
Continuous Improvement of Quality through an empowered learning community



(v) CENTRE FOR INTERNAL QUALILTY ASSURANCE (CIQA)

- The CIQA follows the Quality Assurance guidelines on learning materials in multimedia, curriculum and pedagogy, as specified by the commission and post its quality assurance mechanism in the website
- The CIQA also takes adequate measures for training and capacity building of its teaching and administrative staff and counsellors/co-ordinators/mentors at regular intervals
- It also ensures that the quality of programmes of study is maintained at par with the standards defined for the conventional mode of teaching
- The CIQA needs to exhibit the copies of the approval letters duly obtained or received from the concerned statutory or regulatory authority or council to offer programmes under its domain on the website as well as against the name of each programme in the brochure or bulletin of the Institution and inform the same to UGC from time to time

(vi) FUNCTIONS OF CIQA

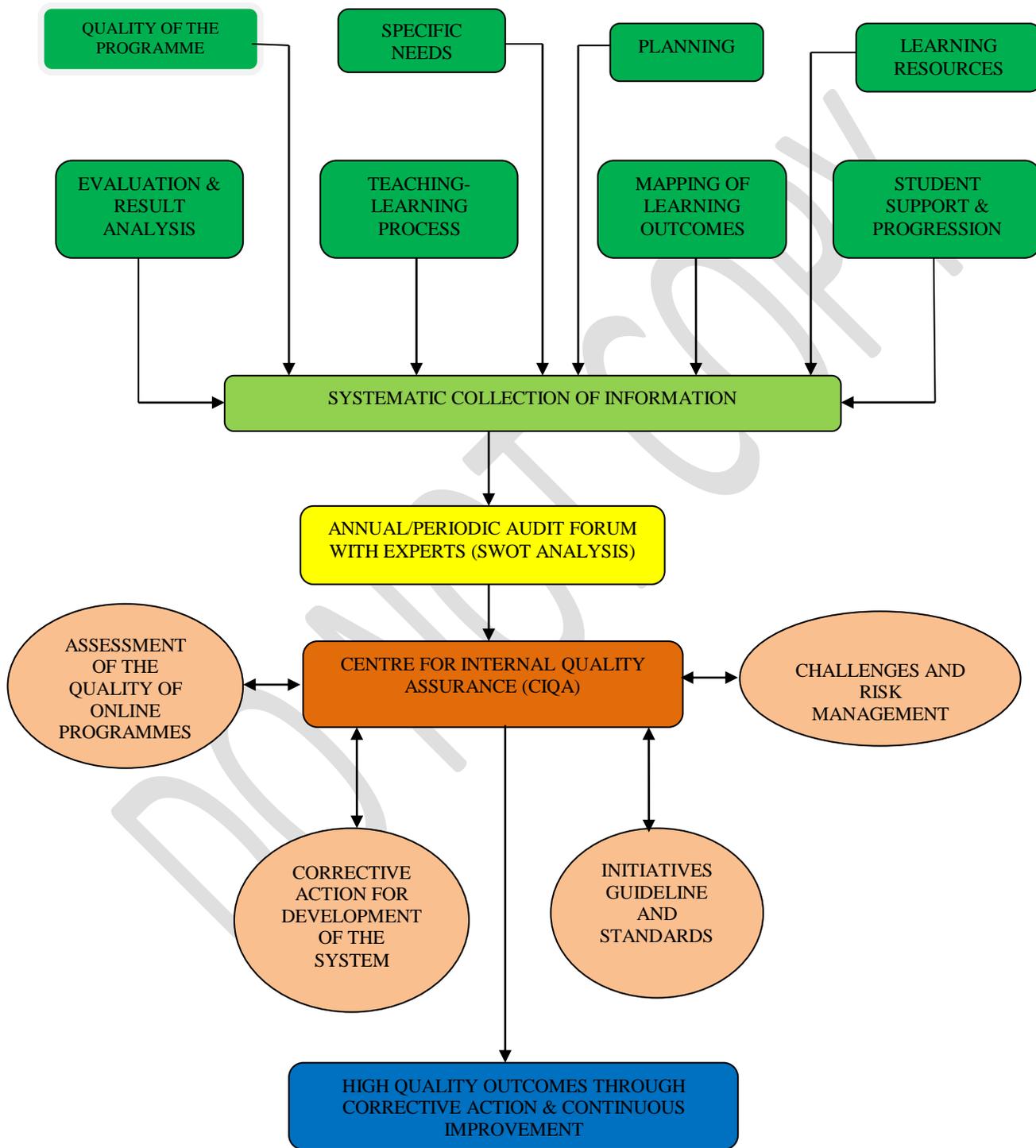
- To maintain quality in the services provided to the learners
- To undertake self-evaluative and reflective exercises for continual quality improvement in all the systems and processes
- To contribute in the identification of the key areas in which quality should be maintained
- To devise mechanism to ensure that the quality of Online programmes matches with the quality of relevant programmes in conventional mode
- To devise mechanisms for interaction with and obtaining feedback from all stakeholders namely, learners, teachers, staff, parents, society, employers, and Government for quality improvement
- To suggest measures to the authorities for qualitative improvement
- To facilitate the implementation of its recommendations through periodic reviews
- To organize workshops/ seminars/ symposium on quality related themes, ensure participation of all stakeholders, and disseminate the reports of such activities among all the stakeholders
- To develop and collate best practices in all areas leading to quality enhancement in services to the learners and disseminate the same
- To collect, collate and disseminate accurate, complete and reliable statistics about the quality of the programme(s)
- To ensure that Programme Project Report for each programme is according to

the norms and guidelines prescribed by the Commission and wherever necessary by the appropriate regulatory authority having control over the programme

- To put in place a mechanism to ensure the proper implementation of Programme Project Reports
- To maintain Annual Plans and Annual Reports, review them periodically and generate actionable reports
- To provide inputs for restructuring of programmes in order to make them relevant to the job market
- To facilitate system based research on ways of creating learner centric environment and to bring about qualitative change in the entire system
- To act as a nodal coordinating unit for seeking assessment and accreditation from a designated body for accreditation such as NAAC etc.
- To adopt measures to ensure internalization and institutionalization of quality enhancement practices through periodic accreditation and audit.
- To record activities undertaken on quality assurance in the form of an annual report of Centre for Internal Quality Assurance
- It will be mandatory for Centre for Internal Quality Assurance to submit Annual Reports to the Statutory Authorities



(vii) MECHANISM OF QUALITY ASSURANCE





(viii) PROGRAMMES OFFERED

PG PROGRAMMES

S. No	Course	Eligibility	Duration
1	MBA Specialization <ul style="list-style-type: none">• Marketing• Finance• Human Resource Management• Information Systems• Operations Management• Hospital & Healthcare Management	Any UG Degree from recognized University	2 years
2	M. Com	B. Com Degree from recognized University	2 years
3	M. Sc. (Statistics)	B.Sc. (Mathematics), B.Sc. (Statistics), or any UG Degree with Mathematics/Statistics as one of the Core/Allied/Ancillary paper	2 years
4	M.A. (Public Administration)	Any UG Degree from recognized University	2 years
5	M.A. (Economics)	Any UG Degree from recognized University	2 years
6	M. A. (English)	BA (English) Degree from recognized University	2 years
7	M. A. (Political Science)	Any UG Degree from recognized University	2 years



8	M.A. (Journalism & Mass Communication)	Any UG Degree from recognized University	2 years
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UG PROGRAMMES

S.No.	Course	Eligibility	Duration
9	BBA	Pass in HSC or any equivalent recognized Board with any specialization	3 years
10	B.Com.	Pass in HSC or any equivalent recognized Board with Commerce / Accountancy / Business Mathematics as one of the subjects	3 years

(ix) DEFINITIONS AND NOMENCLATURE

In this Regulation,

- i. “Programme” means Degree Programme that is Online Course Degree Programme.
- ii. “Course” means a theory or practical subject that is normally studied in a semester, like Mathematics, Physics, etc
- iii. “Curriculum” means the various components/subject/papers studied in each Programme that provides appropriate knowledge in the chosen branch. Syllabus means the detailed topics taught in papers/ subject given in the curriculum and prescribed by the Board of Studies (BoS) with the approval of the Academic Council (AC) based on the UGC/AICTE regulations.
- iv. “Registrar” means the authority of the University who is responsible for all academic activities of the Academic Programmes for implementation of relevant rules of this Regulation pertaining to the Academic Programmes.
- v. “CIQA” means Centre for Internal Quality Assurance for Online Programmes
- vi. “Director, Online Programs” means Head of the Centre for Online Programs.
- vii. “Director – CIQA”, means the Head for Internal Quality Assurance
- viii. “Head of the Department” means Head of the Department concerned.
- ix. “Controller of Examinations” means the authority of the University who is responsible for all activities of the University Examinations
- x. “MHRD” means Ministry of Human Resources Development.

- xi. “UGC” means The University Grants Commission.
- xii. “AICTE” means All India Council of Technical Education.
- xiii. “University” means Dr. M. G. R. Educational and Research Institute, Deemed to be University, Chennai
- xiv. “Management” means board of management of Dr. M.G.R Educational and Research Institute, Deemed to be University the highest governing body of the University.
- xv. “HEI” means Higher Education Institution.
- xvi. “AIU” means Association of Indian University.
- xvii. “SLM” means Self Learning Method.
- xviii. “LMS” means Learning Management System.
- xix. “CDC” means Curriculum Development Cell.
- xx. “BOS’ means Board of Study.
- xxi. “MoE” means Ministry of Education.



PART I

COMMON REGULATIONS

1. STRUCTURE & DURATION OF PROGRAMME

- 1.1 All Programmes offered by the University follow semester pattern.
 - 1.1.1 Every program will have a curriculum with syllabi consisting of Core and Elective Courses such as:
 - i) General Core Courses comprising Basic Sciences, Language Skills and Humanities
 - ii) Departmental Core Courses to develop proficiency
 - iii) Elective Courses for specialization in related fields and broadening utility based knowledge in peripheral and related areas. It shall generally be interdisciplinary in character.
 - iv) Courses shall include lectures, tutorials, laboratory, seminar, project work, practical training, report writing, tests, examinations, viva voce, etc., to meet effective teaching/learning needs.
- 1.2 The programmes offered in Online mode shall have total credits and minimum duration for programmes which will be kept same as that of corresponding programmes in conventional mode
- 1.3 Semester curriculum shall normally have a prescribed number of courses. There are provisions both for fast learners and slow learners.
- 1.4 For the award of the degree, following credit pattern, a student has to earn certain minimum total number of credits specified in curriculum of the relevant branch of study.
- 1.5 The medium of instruction, including tests, examination and project report shall be English, except for courses on languages other than English.
- 1.6 Duration of the programme (Refer respective programme details.)



2. REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 2.1 A semester is defined as 15 weeks of instruction followed by a week of preparation and Examination.
- 2.2 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for the completion of a semester:
- i) He / She secures not less than 75% attendance in a given semester taking into account the total number of periods in all courses, synchronous online counseling webinars, interactive live lecturer, discussion forum, asynchronous mentoring, e-tutorial, e-content, self-study hours including assessment put together attended by the candidate.
 - ii) He / She earn a Grade Card from the Controller of Examination for having satisfactorily completed all the courses in that semester, as prescribed from time to time with the knowledge of the Departmental Head.
 - iii) His / Her conduct is considered to be satisfactory unless and otherwise notified by the Head of the Department.
- 2.3 Candidates who do not complete the two semesters of an academic year will not be permitted to write the end semester examination and are not generally allowed to proceed to the next academic year.
They are required to repeat the incomplete courses of the semester in the next academic year.



3. ADMISSION POLICY

The Institution is highly reputed and accredited with 'A+' Grade by NAAC with Special Graded Autonomy and also certified with ISO 21001:2018 by TUV SUD South Asia Private Limited. The Institute is recognized as Deemed to be University, offers undergraduate, postgraduate programmes and Research in various disciplines. Admission sought into this prestigious Institute is based on the norms prescribed by the statutory bodies. Foreign students can be admitted following the guidelines of MoE and UGC.

- All the information regarding eligibility norms and mandatory documents required and registration is available on this website (www.drmgronline.in)
- The candidate has to ensure that their education / qualifying degree has been issued from a recognized Institution / University only
- At the time of online registration the candidates have to scan and send all their relevant documents as mentioned in the registration process on this website (www.drmgronline.in)
- The admission would be processed as per the information provided by the candidate and if at any stage, it is found that a candidate has furnished wrong or misleading information, his/her candidature will be cancelled immediately.
- The candidate should ensure that he/she satisfies the eligibility norms for the program he/she wishes to enroll
- Submission of documents and payments to University is subject to eligibility criteria as per the guidelines of the University
- Upon receipt of complete set of mandatory documents and applicable fees, the University enrollment team would then verify all the documents



- In standard conditions the candidate should receive the provisional number within 21 working days after submission of all mandatory documents & applicable fees. (Courier delivery timelines additional at actuals)
- The admission will be treated as enrolled only after Enrollment / Registration Number has been generated by University subject to provisional or confirmed enrolment
- University reserves the right to change the programme structure, Programme curriculum, eligibility norms and course conduction pattern and revise fees at any point of time

4. CANCELLATION POLICY

- Students have to submit the cancellation form in the prescribed format to the Center for Online Programs : online-programs@drmgrdu.ac.in
- If the student is cancelling their admission within 60 days (from the date of admission) 100% of the tuition fee will be refunded
- If cancellation is within 75 days (from the date of admission) 75% of the tuition fees will be refunded
- If cancellation is within 90 days (from the date of admission) 50% of the tuition fees will be refunded
- If cancellation is within 105 days (from the date of admission) 25% of the tuition fees will be refunded, after that no refund is eligible
- The eligible cases for cancellation as per above, the refund would be processed within 45 days from receipt of the cancellation request

5. REJOINING POLICY

If a student does not attend the first and second semester exams he/she will be allowed to rejoin by attending the programme with the upcoming batch. The student need not pay the tuition fees again but has to pay Rs. 10,000/ as rejoining fees.

6. RULES AND REGULATIONS:

Eligibility for Admission: A Candidate with Degree from any UGC approved University is eligible. Foreign / International students would be admitted based on the AIU guidelines for admission purpose.

a. **Admission Process:** Students should visit the website of Dr. MGR Educational and Research Institute, Deemed to be University for online programs for getting the Programme information.

- Students would be counselled through our online counsellors and mail the required documents and fees for admission purpose.
- Each student would be considered as provisionally registered till the time the documents are not verified by the University team. Provisional students would be provided with the access to Learning Management System enabling the learner to start accessing the learning resources upon registration.
- Post verification of document, the students would receive a Welcome Mail along with their Login Credentials of the Learning Management System (LMS). Confirmed Students would also receive the fees receipt and ID card soft copies for the said program.
- Admission Cycle and timelines as per UGC norms.

b. **Admission Batch:** As per UGC guidelines for Online Programme, there would be two batches of admission intake in each year as follows:



- January Batch
- July Batch
- c. **Duration of the Programme:** The duration of the programme shall be two (2) years for PG Degree Programme i.e. four semesters and maximum duration of (4) years which is 8 semesters. The duration of the UG Degree programme shall be (3) years i.e. 6 semesters with maximum duration of (5) years which is 10 semesters. Each academic year shall be divided into two semesters. The first academic year shall comprise the first and second semesters, while the second academic year shall comprise the third and fourth semesters for PG Degree Programmes. On the other hand for UG Degree Programme, the third academic year shall comprise the fifth and sixth semester.
- d. **Medium of Instruction:** The medium of instruction and examination shall be English.
- e. **Attendance and Assessment:**
 - Every faculty member has to maintain a record to track the attendance and assessment of the students for both theory and practical classes as per CIQA requirement through the LMS portal. This should be submitted to the Director-Online programs periodically for checking the syllabus coverage and the records of test marks and attendance
 - The Director-Online Programs will put his/her signature and date after due verification and the same should be submitted at the end of Semester to Centre for Online Programs, The University or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters
 - The minimum attendance requirement for a student in each semester is 75%.
 - The components which constitute 75% includes Live Interactive Online Sessions, E-Tutorials, E-Content, Assessment and Discussion Forum. It is the responsibility of each and every student to keep track / monitor his / her

percentage of attendance for each semester and ensure that he / she satisfies the attendance norms prescribed by the University. If the student finds any discrepancy / error in the attendance status, he / she should immediately bring it to the attention of the concerned faculty member and seek redressal.

- **Condonation of Attendance:** In rare and genuine cases, a committee consisting of the Director-Online programs, Deputy Heads-Online Programs and Program coordinator will examine the case, based on the documents submitted by the student, facts and circumstances. Assessment will be done, by the committee, on the merit of the case and spell out their recommendation to the Board of Management through the CIQA. The Board of Management, based on the recommendation of the committee may then give condonation of attendance, only if it is found to be fit and deserving.

f. End Semester Examination:

- The End Semester examinations shall ordinarily be conducted during November–December for July batch and during May - June for January batch after 15 weeks of instruction and one week of preparation for the end semester examination. The maximum marks for each course (including the Project work and Viva Voce Examination in end semester) shall be 100 comprising of marks for Internal Assessment and marks for the end semester examinations, as per the scheme of evaluation. The end semester examination for all courses of study shall be for theory as well as Practical.

g. Requirements for Appearing in Semester Examinations:

- A candidate shall normally be permitted to appear for the semester examination of the current semester if he/she has satisfied the semester completion requirements and has registered for examination in all courses of that semester.

7. GUIDELINES ON PROGRAMME PROJECT REPORT (PPR):

7.1 OVERVIEW:

A Programme Project Report (PPR) is a document prepared to introduce a new programme, which includes details of - (a) programme objectives and outcomes; (b) nature of target group of learners; (c) appropriateness of the programme with quality assurance for acquiring specific skills; (d) programme content designing and developing; (e) cost estimates for development of the programme; and (f) admission, delivery and evaluation norms. The Programme Project report is a self-disclosure about launching the programme.

7.2 PROGRAMME PROJECT REPORT (PPR):

Programme Project Report is required to be prepared before introducing any new programme duly approved by its highest academic authority. The Programme Project Report shall contain the following content, namely:

- Programme's mission and objectives
- Relevance of the program with HEI's Mission and Goals
- Nature of prospective target group of learners
- Appropriateness of programme to be conducted
- Instructional Design
- Procedure for admissions, curriculum transaction and evaluation
- Requirement of the laboratory support and Library Resources
- Cost estimate of the programme and the provisions
- Quality assurance mechanism and expected programme outcomes

8. COURSE CONDUCTION

The teaching learning process is carefully designed in a way that a balanced mix of different pedagogy is used to ensure effective knowledge transfer. The academic calendar is well drafted and followed for all live sessions, assignments, assessments and curriculum enrichment programs. The Learning Management System caters to the academic needs of the learner by providing a user friendly platform for

effective teaching learning by incorporating the academic calendar and lesson plan. The four quadrant approach is rigorously followed wherein learning videos, e-content, innovative assignments, discussion forum, and periodic assessments are a part of the LMS.

A Lesson Delivery Plan is prepared meticulously by faculty in which they elaborate on which unit from the syllabus will be covered in a particular session, teaching pedagogy, Blooms level and e-resources. The faculty members are also monitored on regular basis through a Google sheet on record of syllabus coverage which helps to identify any deviation from the lesson plan and academic calendar.

A dedicated LMS is offered to the learners wherein the SLMs are uploaded and four quadrant approach is implemented. Also e-library facility is available for any time learning. At any time data collection and user statistics are available for monitoring purpose

Every Student would be registered on provisional basis and the students are provided the access to course material as a learner.

Confirmed admission for respective Program is subject to eligibility check which would be communicated tentatively one month before the scheduled exams based on all the mandatory documents submitted by the students.

The prospective student should check their eligibility before provisional enrollment process and there would be no refund of any registration or part fees payment paid to the University for enrollment

The student would be provided with the login credentials of the Virtual Campus on email for accessing the Programmes online.

The LMS have semester wise buckets for subjects of the respective programs as enrolled. The student would have access to following learning resources:

- Live Interactive Online Sessions
- E-Tutorials



- Simulated Case Studies
- Frequently Asked Questions (FAQ)
- Web Resources for Research Purpose
- E-books
- E-content
- PPT and Notes

8.1 SOP FOR CONDUCTING LIVE SESSION

8.1.1 INFRASTRUCTURE

1. Use a laptop / desktop computer with Zoom App installed and the RAM capacity of the computer should be satisfactory. Sessions should NOT be taken through mobile.
2. The faculty should update Zoom app in their respective laptop/desktop always.
3. The faculty should have good quality camera in proper working condition in their laptop / provision in their desktop.
4. The faculty should have good quality microphone during lecture hour.
5. The faculty should ensure to use only chrome browser and not any other browser.
6. The faculty should login to the LMS (with the right credentials) 5 minutes before the start of session.
7. The faculty should ensure proper electrical connectivity / battery backup for the laptop / desktop computer.
8. The faculty should ensure stable and uninterrupted internet connectivity.
9. Ensure good lighting (natural light or tube light) in the room in which the faculty is conducting the session.
10. Use a table and chair. Do not sit on bed or in balcony or in window.
11. Background - preferably it should be a wall or a good curtain or a bookshelf. No other room should be visible behind you in the camera. No other person



comes/walks/sits behind you or in between you and camera.

12. Ensure there is no background noise disturbance which disturbs or distracts the session as it gets recorded.
13. The faculty should be reachable on their mobile phone, on call and WhatsApp to attend calls only from the technical team - Centre for Online Programs.
14. The faculty should not share the LMS credentials to any person without the written permission of Director-Online programs.

8.1.2 CODE OF CONDUCT DURING LIVE SESSION (FACULTY)

1. The faculty is advised to wear a good presentable attire for the live session and have a smiling, professional body language throughout.
2. The camera should always be in switched on position throughout the session. Even if you are sharing a PPT, the camera should always be switched on.
3. The faculty should ensure the position of camera such that shoulder level visibility is seen on the screen.
4. The faculty can un-mute a student for enabling him/her to ask academic queries.
5. Do not stop the recording for any reason whatsoever anytime, since for audit purpose all the live sessions are recorded in the system.
6. The faculty may ask the student to get in touch with the Support Team for all non-academic queries and not try to answer them. Do not start the sessions late and/or finish them early or finish them late. Please stick to the session duration.
7. Start the session on time and end the session on time. Please see to that the entire duration of the session (1 hour) is completed fully and do not end the session early. The faculty can take question and answer in the last 10 minutes and complete the entire hour / duration of the session.

8.1.3 INSTRUCTIONS TO LEARNERS DURING ONLINE CLASSES

- Be regular to the classes, try to login before 5 minutes
- Go through e-content in the LMS since it is a road map for excelling in the courses
- Set up a quiet and uninterrupted space
- Make sure camera is in “ON” mode, and you are virtually present throughout the session
- Any questions / queries related to the topic should be discussed at the end of session
- Do test your technology like laptop / tablet charge, audio check, net connection etc before the session starts
- All task and assignments are important. Make sure that your work is done to your best ability within deadline
- Marking attendance is compulsory
- Structure your time wisely. Just because it’s online doesn’t mean it’s easy, it’s actually more difficult because you have to be self disciplined
- All queries related to admission, attendance, subject or classes write us to this mail id: online-programs@drmgrdu.ac.in with your name and register number
- Do use the chat feature responsibly. Use this space to ask for help, provide a quick answer or give feedback to a classmate’s point

- Try to answer the questions raised by subject / session in-charge. Lack of participation will be considered as absent
- Don't sit with distractions around you. Study spaces should be away from tempting diversions like the TV, game console or a family pet
- Don't post links and memes in the chat
- Don't blame late or missed assignments on technical issues. If you are experiencing technical difficulties, let your instructor know in advance and try to find an alternative way of submitting your work
- Don't give up if you encounter a technical difficulty during a class, whether it is lost Internet connection or accidentally logging out of a meeting. Make every effort to resume your attendance and participation in the class before informing your teacher of the problem
- Don't let the outside online activities distract you from your class or meeting, such as social media websites, videos or shopping. Block pop-ups and disable outside notifications during your class
- Multiple students cannot share a screen

**Note: All the information will be communicated only through official E-mails
Check your mails often.**

8.2 GUIDELINES FOR SELF LEARNING MATERIALS

The e-learning material shall have four quadrant approach; as per UGC (Credit Framework for online learning courses through SWAYAM) Regulations, 2016 taking into consideration the following, namely

- Quadrant-I is e-Tutorial; which shall contain: Video and Audio Content in an



organized form, Animation, Simulations, Video Demonstrations, Virtual Labs, etc, along with the transcription of the video.

- Quadrant-II is e-Content; which shall contain; self instructional material, e-Books, illustrations, case studies, presentations etc, and also contain Web Resources such as further references, Related Links, Open source Content on Internet, Video, Case Studies, books including e-books, research papers and journals, Anecdotal information, Historical development of the subject, Articles, etc.
- Quadrant-III is the Discussion forum for raising of doubts and clarifying them on a near real time basis by the Course Coordinator or his team.
- Quadrant-IV is Assessment, which shall contain; Problems and Solutions, which could be in the form of Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQs, Clarifications on general misconceptions.

The University would provide access to Learning Management System for each student to access the online course ware.

Quadrant	Quadrant Type	Learning Resource Type	Type	Delivery Format
1.	E-Tutorial	Tutorials: Recorded Videos	Chapter Level	MP4 (Audio Video Content)
		Animation Gamified Module	Chapter Level	SCORM File
		Simulated Case Study	Subject Level	SCORM File
		Synchronous	Chapter	Real Time



		Interactive Sessions – Live Sessions	Level	Technology based Synchronous Activity
2.	E-Content	E-book	Chapter Level	PDF/Notes
		Study Guide	Chapter Level	PDF/ Bullet Notes
		Web Resources	Chapter Level	Articles and Reference Videos from Swayam, NPTEL and other open platforms
3	Discussion Forum	Discussion Forum	Chapter Level	Real Time Technology based Synchronous Activity
				Synchronous Activity
4	Assessment	FAQ	Chapter Level	System Upload for objective Questions with Answer keys and document upload for subjective questions in assessment in form of Assignments (Continuous Evaluation)
		Misconception	Chapter Level	
		Practice Assignment	Chapter Level	



LMS Link:<https://virtualcampus.drmgrounline.in/users/login>

The students would get the following Learning Resources through LMS for every course /subject:

- E-Books (Self-Learning Material)
- Study Guide (PPT)
- Practice Test through LMS – Gamified Module
- Audio/Video Component in Learning Management System - Tutorials
- Reference Material – Web Resources for research purpose
- Simulated Case Study
- FAQ and Misconceptions for each course/subject
- Practice Self-Assessment Question (Essay Questions)
- Discussion Forums through LMS
- Live Interactive Synchronous Online Sessions would be conducted through the Learning Management System

8.2.1 The courses shall be rich in innovative presentation techniques to ensure that learner attention is retained

8.2.2 It shall be the responsibility of the Course Coordinator to ensure that none of the graphics, animations, images, sound clips, video clips used are plagiarized or cited without formal permissions from owners

8.2.3 A four-credit course shall typically have 15 hours of video content and 20 hours of reading material. Similarly a three credit course shall have 12 hours of live session and two credit course shall have 8 hours of live interaction

8.2.4 For every 60 learners registered for a programme one Mentor is appointed per course to facilitate the Course Coordinator. The Mentor shall be the subject matter expert in handling technology.



8.3 PREPAREDNESS OF LEARNING MATERIAL

The availability of E-Learning Material shall be as per the following:

- For Post Graduate Level Programmes- First year e-learning material in four quadrants for each course in the first year of study as approved by the statutory authorities of the Higher Educational Institution;
- For Under Graduate Level Programmes- First three semesters e-learning material in four quadrants for each course as approved by the statutory authorities of the Higher Educational Institution.
- For Post Graduate Diploma Programmes – First year e-learning material in four quadrants for each course in the first year of study as approved by the statutory authorities of the Higher Educational Institution;

For remaining year/semester, the learning material for programmes should be ready prior to beginning of next year/semester.

8.4 NORMS FOR DELIVERY OF COURSES

Table 1: Norms for offering Degree Programmes through Online mode, based on credit system

S.No.	Level of the Programme	Duration of the Programme	Credits
1.	Bachelor's Degree, Bacheor's Degree (Honours)	As per UGC Notification on Specification of Degree, 2014	As per UGC Guidelines
2.	Master's Degree	As per UGC Notification on Specification of Degree, 2014	As per UGC Guidelines
3.	Post Graduate Diploma	2 Years	80



Table 2: Norms for Delivery of Programmes in Online mode

S. No	Credit value of the course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self-study hours including Assessment etc.	Total Hours of Study (based on 30 hours credit)
			Synchronous Online Counselling / Webinars/ Interactive Live Lectures 1 hour per week)	Discussion Forum/ asynchronous Mentoring (2 hours per week)	E-Tutorial in hours	E-Content in hours		
1	2 credits	6 weeks	6 hours	12 hours	10	10	30	30
2	3 credits	8 weeks	8 hours	20 hours	15	15	40	45
3	4 credits	12 weeks	12 hours	24 hours	20	20	50	60
4	6 credits	14 weeks	14 hours	28 hours	30	30	80	150
5	10/15 Credits	16 weeks	16 hours	32 hours	40	40	120	180



8.5 STUDENT SUPPORT SERVICE:

- The Student Support System aims to help students in a variety of ways, including career development, legal regulation, counselling, psychological support, and special concerns for both National / International students.
- New students receive course information, which includes helpful information to acclimatize them to the virtual campus and University community. Students are surrounded by an extensive support system all the way from orientation through graduation.
- Students can avail all the information through our website: <https://www.drmgroonline.in>
- Learning Management System (L.M.S.): Dr. MGR Educational and Research Institute, Deemed to be University has a dedicated dynamic LMS for students where they can get all access to its study material, programmes, up-coming events, examination results etc with focus on learner centric approach and outcome based education.
- Adequate monitoring and guidance based on needs which helps the candidates to have a seamless environment for academics. Mentoring involves the program coordinator and dedicated mentor for every 60 students, thus providing adequate attention to all.
- Career progression support is offered through the Industry Institute Planning cell which has excellent corporate connect across the globe.
- Training and placement of eligible candidate is facilitated through the placement cell.
- Various technical advancements are facilitated in the International area through the office of Internal Affairs wherein collaborations are possible through MOUs with Elite organizations and Industries.



- All examination procedures are carried out through the exam cell from time to time.
- Admission counseling and handholding at entry level is taken care by the dedicated Admission Office.
- A separate Dean-Student Affairs is available for all administrative requirements.
- An Alumni Office to strengthen Alma connect and networking across the globe through various national & International Alumni network
- Separate event management team offers various co-curricular & extra-curricular activities for overall development of students
- The Centre for Internal Quality Assurance to monitor and offer quality ensured educational services
- An effective grievance redressal system, which allows students to express their difficulties and get them sorted out from time to time
- Various professional societies to expand their career progression avenues
- E-Library with adequate learning resources for anytime, anywhere learning

9. GRIEVANCE REDRESSAL MECHANISM

The University is specific about a learner centric approach where the learning environment is user friendly and enables to see visible outcomes. Hence the grievance redressal mechanism is in place and the process is as follows

- Grievances can be lodged directly with the Grievance Redressal Cell which is headed by the Coordinator – Student Affairs and comprises of representatives from the faculty and supporting staff

- The Grievance redressal cell receives grievances both electronically and manually
- The Grievances are then forwarded to the appropriate programs or body for resolution
- The Grievance Redressal Cell follows up regularly with the departments to ensure that the grievances are addressed in a timely manner
- Once the grievance is addressed, the outcome is informed to the student
- The grievance redressal cell also keeps a record of all grievances received and actions taken thereof and monitored by the CIQA on corrective action taken
- The learners have been made aware about this mechanism through the Institution's website, emails and notices. In addition, awareness sessions are conducted by the grievance redressal cell to sensitize the learners about the grievance redressal mechanism.

9.1 PROCESS OF GRIEVANCE REDRESSAL

The process adopted for Complaint handling as per regulations is given below:

- Upon receipt of a complaint, the Coordinator – Student Affairs should ensure that the complaint is acknowledged within two working days
- The Coordinator – Student Affairs should then investigate the complaint and provide a response to the student within 15 days of receipt of the complaint
- If the complaint cannot be resolved within 15 working days, the Coordinator - Student Affairs should provide an interim response to the student within 15 working days and update the student on the progress of the complaint every 15 working days until it is resolved
- Upon resolution of the complaint, the Coordinator – Student Affairs should provide a written response to the student within 5 working days of resolution

10.HUMAN RESOURCE AND FACULTY ELIGIBILITY

- Teachers and academic working staff are appointed as per the minimum guidelines laid down by the UGC. The faculty members are expected to have minimum 05 years of experience in teaching, learning and research
- Every teacher, beside his or her academic responsibilities shall participate in teaching, curriculum and course material development, undertake examination or test or evaluation or invigilation work, general assistance to learners in removing their academic difficulties and participate in extracurricular and institutional support activities as required
- The workload of a teacher shall take into account teaching, research and extension activities, preparation of lessons, evaluation of assignments, term papers etc. shall be in accordance to the guidelines issued by the commission. The teacher is also expected to effectively document the teaching, learning and evaluation process through the centralized system in place (CIQA)
- The human resource is a team comprising of The Director, Programme Coordinator, Course Coordinator, Mentor (one per batch of 60 learners), examiners and technical support staffs

11. SOP FOR END SEMSTER EXAMINATION

Read All Instructions carefully:

- Maximum duration for writing the examination: 3 hours
- Scanning and uploading the answer script must be done within 30 minutes
- Answer script should be submitted within 3 hours 30 minutes. The answer script submitted through AI image proctored examination platform within the prescribed time will only be considered for evaluation.
- Answer script submission by any other means will be considered as null and void.
- Follow proper dress code while writing the examination



- The test pin is for one-time use in one device only
- Use modern web browser like Google Chrome, Firefox, Edge for taking the assessment. A minimum internet speed of 512 kbps with uninterrupted internet connection is required.
- While using hotspot from the mobile to laptop/desktop make sure that no other application is running in the background.
- Smart phone is also allowed for the AI proctored examination by downloading the Dr. M. G. R. Exam App
- Mask should not be used while writing the Examinations.
- The student should enter the examination portal within 30 minutes from the start of the exam. If they enter the examination portal after 30 minutes, the examination will not be considered for evaluation. To enter again they need to get permission from the Chief Superintendent of Examination through message (text) (Only during the exam time - Mobile Number will be shared). Calls will not be entertained.
- Do not navigate away from the test window while taking the test. Turn off all chat applications/messaging apps/other web browsers and avoid use of earphones.
- In the first page of the answer sheet student should write (1) Name of the Candidate (2) Register Number (3) Subject Code and Name.
- Write Register Number in all pages of the answer script, legible question numbers.
- Students should write the examination in A4 Size White paper not exceeding 40 pages per subject and write the exam using Ball Point Pen (for better scanning black pen is preferred).
- Students should write the examination within the allotted time. After finishing the examination, students should arrange the answer script page wise, scan it and make it as single PDF. Name of the PDF file as Register Number (Example: 201081101001) and upload the PDF file after the end of the examination time. Any late submission will not be considered for evaluation.

NOTE OF CAUTION/REMEMBER THE FOLLOWING:

- In case of power or internet failure for more than 15 minutes, the student should register complaint through SMS/whatsapp message from their registered mobile number to the Chief Superintendent Office mobile number, 917418458217, 917418520826 during the Examination. If the candidate fails to register complaint within the time limit, they have to reappear for the examination. The details related to this will be intimated later.
- All candidates must log in using test pin and take proctored exam. Submission through mail will not be considered for evaluation and no other means of sending the answer script will be entertained.
- This is a proctored exam which will capture any deviation from standard rules. While writing the exam if the candidate tries to move out of the window for more than 5 times, the test attempt will be stopped and it will be booked as malpractice.
- The entire examination slot is being recorded. If any discrepancy is identified from the recordings, the respective examination will be disqualified.
- **Only after final submission of a Answer Script click on the End Test.**



12. ONLINE REGISTRATION FOR EXAMINATIONS

A candidate shall register for all the papers of a semester when he/she appears for the examination of that semester for the first time.

- The semester end online examinations have 75% weightage.
- Based on the academic calendar of the university, the online exam form would be published through the website.
- The University Controller of Exams declares the exam window timelines of 10 days within which the students would have to select the subject and select the available time slots for the said online examination.
- Exam form would be published for slot booking on University website; this exam form would be live on website at least 30 days before online exam conduction.
- The students must select the subject / time slot and submit the exam form during this period for the forthcoming exam cycle.
- Students should successfully submit all their assignments before the semester end exams.
- There shall be online examinations at the end of each semester, as prescribed in the Scheme of Examinations.

13. ACADEMIC SUPPORT/GUIDANCE:

13.1 PROGRAMME CO-ORDINATOR

In order to provide academic assistance and individualized attention for non-academic purposes, students will be assigned with a Programme Coordinator throughout their period of study. The Programme Coordinator shall advise the



students, monitor the courses taken by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the Programme Coordinator may also discuss with or inform the parents about the progress of the students through the concerned authorities (progress of students will be posted in the web portal which can be accessed by parents.)

13.2 MENTOR:

To help the students in planning their courses of study and for general advice on the academic program, the Head of the Department will attach as certain number of students to a teacher of the Department who shall function as Mentor for those students throughout their period of study. Such Mentor shall advise the students and monitor the courses taken by the students, check the attendance and progresses of the students attached to him/her and counsel them periodically. If necessary, the Mentor may also discuss with or inform the parents about the progress of the students.

13.3 COORDINATOR - STUDENT AFFAIRS:

The Coordinator is entitled to address the student grievance and provide necessary solution from time to time. It is also the responsibility of the coordinator to ensure the quality of self learning materials along with the Mentor. They ensure the availability of course content in the LMS platform along with the concerned faculty.

13.4 CLASS COMMITTEE:

A Class Committee is constituted which consists of teachers of the concerned class and student representatives; will be chaired by a faculty member (preferably the Programme Coordinator) to address the needs and improving the teaching- learning process.

The functions of the Class Committee include:

- Attending to the problems experienced by students in the classroom and in the laboratories
- Clarifying the regulations of the degree program and the details of rules therein

- Informing the student representatives about the academic schedule including the dates of assessments and the syllabus coverage for each assessment
- Informing the student representatives about the details of regulations regarding weightage used for each assessment. In the case of practical courses (laboratory / drawing / project work/ seminar / etc.) the break-up of marks for each experiment / exercise / module of work, should be clearly discussed in the class committee meeting and informed to the students
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any
- Identifying weak students, if any, and requesting the teachers concerned to provide some additional help or guidance or coaching
- Generally maintaining a good rapport between the teachers and the students
- At least 5 student representatives shall be included in the Class Committee
- The Chairperson of the class Committee may inform and, if necessary, invite the Mentor and the Head of the Department to the Class Committee meeting
- The minutes of the Class Committee meeting will be reviewed by the Director of Online Programs for further necessary action. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Director through the CIQA

14 PLACEMNET POLICY

14.1 PLACEMENT GUIDELINES

- The role of T&P (Training & Placement) Cell is a facilitator for placement related activities. T&P does not guarantee a job.



- The Placement facility is available to all the students registered with T&P Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. This will ensure that every student will get equal job opportunities
- Any student against whom show cause notice/warning letter have been issued; will not be allowed to appear in campus Recruitment. The students are required to submit a certificate showing their academic performance
- It is not mandatory for a candidate who willingly decides not to participate in any placement drive to attend the drive; however the T&P Cell will not take any responsibility for it

14.2 CODE OF CONDUCT

- All post job-offer communication between student and company should be channelized through the Centre for Online Programs
- Direct communications with the company officials is not allowed
- It is mandatory for the students to register for the placement process as per company policy and the standing University Guidelines
- Students proceeding after the Placement Interview Process for the next step in the selection process of the company cannot quit in between. If a student quits in between, then he/she will be debarred and will not be allowed to appear in any other further placement event
- Any kind of misbehavior/complaints reported by the company officials will be taken seriously and if proven, the student will be debarred from future campus placements/Blacklisted
- *Not Eligible: A candidate is Not Eligible if:
 - The candidate submits his/her willingness to participate in any on- campus or off-campus placement recruitment drive and thereby fails to present

himself/herself on the day of the placement talk (Placement Interview Process)

- Any kind of misbehavior/complaints are reported by the company officials/T&P Cell Staff regarding the candidate.

15 FEEDBACK MECHANISM

The CIQA is in place which has an expert committee of advisors and learned members who articulate the strategic plan which is aligned with the administration and academic processes such that quality is ensured with the best possible learning outcomes.

The feedback on teaching, learning and evaluation is collected and deliberated in the Board of Study through which minor or major revisions are carried out based on stakeholder suggestion. The suggestion from stakeholder is obtained through the Curriculum Development Cell.

Class committee meetings are conducted to analyze if the learner is satisfied and the extent to which the syllabus is covered. In case of any discrepancy, additional live sessions are arranged for the benefit of the learner. Towards the end of the semester, feedback is collected from the learners to understand their overall satisfaction through the student satisfaction survey and overall feedback form. Regular counseling and discussion forums are conducted such that adequate guidance is provided to ensure best learning outcomes.

The Centre for Internal Quality Assurance is in place and conducts academic Audit at the end of each year and periodic review at the end of each semester.

The curriculum and syllabus of various Under Graduate and Post Graduate Programmes under the Centre for Online Programs aim at developing the technical and behavioral competencies of the students. As per the recommendations of UGC, AICTE and MHRD the Institutions of higher education need to carry out academic reforms in all aspects including admission policy, academic calendar, introduction of choice-based credit system, continuous assessment, grading system and skill development for the holistic empowerment of the students.

A dedicated Quality Head is on roll to monitor the deviations and bring back to track any issues identified as per requirement and standards. A separate tech team is deployed not only to check the quality of the ICT tools but also monitor the effectiveness of content delivery periodically

- The Centre for Internal Quality Assurance (CIQA) conducts various meetings during the development process of the online learning courses
- Based on the University curriculum, various online learning resources are developed by the faculties and the technical team is involved where ever technology support is required
- As a part of CIQA Process, every learning resources developed is submitted for approval process
- The committee for review of said content includes the internal experts and external experts.
- Based on suggestions of the said committee, the faculties and technical team re-work on the content as per the suggestions provided.
- After approval from the committee for quality of content developed and final approval from the University Authorities Officials the learning resources are updated in the LMS portal for course delivery.

16. GRADING PATTERN

16.1 CLASSIFICATION OF SUCCESSFUL CANDIDATES

MBA/M.Com/MA/M.Sc. (PG Degree Programme)

Grading System for Choice Based Credit System (CBCS) – University adopts a ten point grading system. Conversion of credit(s) into grade(s) Grades and Grade Points



Grade Points	Letter Grade	Range of Marks
10	H	90-100
09	S	80-89
08	A	70-79
07	B	60-69
06	C	50-59
-	F	< 50
-	AB	Absent
-	RA	Re-Appear
	F*	Fail due to External Mark

F*, F, AB, RA – No Grade Points

Passing Minimum: External 50% and Internal + External 50% of the Maximum Marks

B.Com / BBA (UG Degree Programme)

Grade Points	Letter Grade	Range of Marks
10	H	90-100
09	S	80-89
08	A	70-79
07	B	60-69
06	C	50-59
05	D	40-49
-	F	< 40
-	AB	Absent
-	RA	Re-Appear
	F*	Fail due to External Mark

F*, F, AB, RA – No Grade Points

Passing Minimum: External 40% and Internal + External 40% of the Maximum Marks



16.2 GPA and CGPA

Grade Point Average (GPA) is the ratio of the sum of the product of the number of credits C_i of course “i” and the grade points P_i earned for that course taken over all courses “i” registered and successfully completed by the student to the sum of C_i for all “i”. That is,

$$GPA = \frac{\sum_1^n C_i P_i}{\sum_1^n C_i}$$

Cumulative Grade Point Average (CGPA) is computed at the end of every semester from the 2nd semester onwards to which it refers, and will be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^m C_i g_i}{\sum_{i=1}^m C_i}$$

where ‘m’ is the total number of subjects the student has registered from the first semester onwards upto and including the semester, just completed. ‘ c_i ’ is the number of credits allotted to a particular subject and ‘ g_i ’ is the grade-points carried by the letter corresponding to the grade awarded to the student for the subjects. CGPA will be rounded off to the first place of decimal and recorded as such.

16.3 REVIEW OF ANSWER SCRIPTS

In case any student feels discrepancies on the final end semester result in any course, the student shall apply for revaluation to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

If a student still feels dissatisfied with the revaluation results, he / she can apply for Paper scrutiny / verification in person by the student. An expert committee constituted by the Vice Chancellor will review the paper and the grade will be awarded by the CoE. A maximum of three papers per semester will be taken up for review after revaluation for a student.

16.4 CLASSIFICATION OF THE DEGREE AWARDED

Also refer respective programmes for specific details. The general classification of the degree awarded in credit system based education is given below:

16.4.1 A candidate is said to have qualified for the award of degree when he / she has completed and passed courses worth the minimum number of Credits stipulated for that degree

16.4.2 A candidate who has qualified for the award of degree having passed the examination in all the subjects of all semesters in his / her first appearance securing not less than 9.00 CGPA shall be declared to have passed in First class with Honours.

16.4.3 A candidate who has qualified for the award of degree having passed the examination in all subjects of all semesters in his / her first appearance securing not less than 8.00 CGPA but less than 9.00 CGPA shall be declared to have passed in First class with distinction.

16.4.4 A candidate who has qualified for the award of degree having passed in all subjects at the end of the eighth semester with not less than a CGPA of 6.50 shall be declared to have passed in First Class.

All other candidates (not covered in Secs. 16.4.1, 16.4.2, 16.4.3 and 16.4.4) who have qualified for the award of degree shall be declared to have passed the examination in Second class.

17 DECLARATION OF RESULTS

- The marks obtained by the students in End Semester examination are referred

to the Result Passing Board of the finalization of results. Controller of Examinations assigns letter grades and announces the results.

- The grade acquired by the student will be indicated in the grade card of the appropriate academic year with an indication of the month and the year of passing of that course.
- 'F' grade obtained by a student will be deleted in the consolidated grade card once that course is successfully completed. The pass grade acquired by the student will be indicated in the grade of the appropriate year with an indication of the month and the year of passing. The CGPA will be accordingly.

18 REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the Regulations, Scheme of Examinations and Syllabi, as may become necessary.



PART II

MASTER OF BUSINESS ADMINISTRATION (MBA)

20 STRUCTURE OF PROGRAMMES

- Every Programme will have a curriculum with syllabi consisting of basic functional and Elective Courses.
- Courses include Lectures, Tutorials, Seminar, project work, practical, Training, Report Writing, Tests, Examinations, Viva voce, etc.,
- Elective courses are offered on various specializations Marketing, Finance , Human Resource Management, Information Systems, Operations Management, Hospital and Health Care Management
- Each course is normally assigned certain number of credits on the basis of 01 Credit per lecture period per week, 01 Credit for 4 weeks of industries training during semester vacations.
- Each semester curriculum shall normally have eight courses. For the award of the degree, a student has to earn certain minimum total number of credits specified in the curriculum.
- The minimum will be 102 credits. The medium of Instruction, Including Tests, Examinations and Project Report shall be in English, unless any specific course involves languages other than English.
- Evaluation of the theory papers and the project work are done with the ward of marks which in turn are converted into credits.



S.No.	Description	Credits	Total
1.	Core Course (4 Credits) (15 Papers)	15X4	60 Credits
2.	Generic Course (3 Credits) (8 Papers)	8X3	24 Credits
3.	Project Work and Viva Voce	2X6	12 Credits
4.	Ability Enhancement Courses (3 Papers of 2 credits each)	3 X 2	6 Credits

Total Credit= 102 Credits

20.1 DURATION OF THE PROGRAMME

A student is normally expected to complete the M.B.A Programme in 4 Semesters (two academic years) but in any case not more than 06 semesters. Each semester shall normally consist of 15 weeks. The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the prescribed syllabus for the course being taught, End-Semester Examination will ordinarily commence immediately after the last working day of the semester.

20.2 PROJECT WORK

The fourth semester is entirely devoted to taking up an industry / business related project work. The project will focus on specific management problems which can be solved by application of the concepts they studied preferably in their specialties. The project will be guided by an internal faculty as well as an external guide.

However, the students are also encouraged to take up specific research projects which are of inter disciplinary nature and also of entrepreneurial value where they can apply their won creative ideas, in this case the project will be guided by an internal faculty, as well as external expert.

The students are required to submit an abstract of the project within 15 days of the commencement of the 4th semester. The progress of the project will be evaluated based on three seminar presentations which will be evaluated by a group of faculty and preferably one external expert.

Out of the total 12 credits allocated for the project, six credits will be given for continuous assessment as per the norms given and the remaining six will be for the final project report and a viva voce

The final assessment of the report and the viva voce will be conducted by two examiners-one the internal guide and the second, the external guide / examiner

Project report and viva voce will be given a weightage of 60:40. The project work should be an individual one.

The project report should be submitted not later than 16 weeks from the starting date of the semester.

20.3 PASSING REQUIREMENTS

A student who secures not less than 50% of total marks prescribed for the courses with a minimum of 50% of the marks prescribed for the end semester university examination (including project work) shall be declared to have passed in the Examination. Total marks for a course is 100, in which marks are for End semester examination and 50 marks are for internal assessment.

20.4 ELIGIBILITY FOR THE AWARD OF DEGREE

A student will have to earn credits as given below for the award of MBA degree.

Total credits required for the MBA Degree - 102

20.5 EVALUATION CRITERIA

Nature of questions will include different types such as structured essays (Case Study for 20%), Short Answer Questions (SAQ for 60%), Brief Question type for 20% weightage in University Question paper pattern:



- Section A (5 x 4 = 20) Marks, (Answer all the questions)
- Section B (5 x 12=60) Marks, (Answer any 5 questions out of 8 questions)
- Section C (1 x 20 = 20) Marks, (Compulsory)
- One main examination per semester will be conducted in an academic year (Two semesters per academic year). N+2 pattern is followed to clear arrear / passed out batch students
- Internal assessment: Internal assessment shall be conducted as Multiple Choice Questions, Descriptive Questions and discussion forum. It shall relate to different ways in which learners participate in learning process including assignments, discussion forums, etc., in the desired format
 1. Assignment 1 (MCQ Based Objective Type Questions)
 2. Assignment 2 (Subjective Assessment): Subject Evaluation by the Faculty.
 3. Assignment 3 – Discussion Forum for every Subject
- Learners must secure at least 50% marks of the total marks assigned for internal assessment in a particular subject in order to be eligible for appearing at the final University examination of that subject
- Internal assessment marks will carry weightage of 25% while awarding internal marks for students in all subjects
- External semester Exam will carry weightage of 75% while awarding external marks for students based on their performance in University Examination
- Results to be declared within 15 days of examination and each student are awarded based on absolute grading system

20.6 MINIMUM FOR A PASS

- No candidate shall be declared to have passed the Semester Examination unless

he/she obtains not less than 50% marks in the aggregate of final examination and internal assessment put together in each of the subjects. Continuous Evaluation Marks (Internal Marks) along with Final Exams Marks put together; the candidate must get minimum 50% for passing the assessment for the said subject

- If a candidate fails in any subjects, he/she shall appear for that subject at any subsequent examination cycle, within the maximum 4 years from date of registration prescribed for completing the Programme

20.7 QUESTION PAPER DESIGN:

Design of question paper takes into consideration all levels of knowledge domain e.g. Bloom's taxonomy of cognitive domain. Appropriate verbs are used for the questions at each level to assess higher levels of learning. Combination of various types of questions e.g. structured essays including Long Answer Questions (LAQ), Short Answer Questions (SAQ), and Brief Questions.

- Every subject would have continuous evaluation and semester end examination
- Weightage on every subject: Continuous Evaluation : 25% and Semester End Exams : 75%
- The continuous evaluation would be done through the learning management system
- The university follows the grading system for evaluation purpose
- The score of Objective type of assignment (A1) would be displayed immediately after the assignments are submitted at the respective assignment tab in LMS as the same is system evaluated
- The score of Subjective assignment (A2) would be displayed at respective assignment tab in LMS only after the faculty has evaluated the scores.



- The score of Graded Discussion Forum (A3) would be displayed at respective assignment tab in LMS only after the faculty has evaluated the scores.

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PART III

DEPARTMENT OF MATHEMATICS

21. M.Sc. STATISTICS

21.1 STRUCTURE OF THE PROGRAMME:

CREDIT SUMMARY	
I SEMESTER	16
II SEMESTER	16
III SEMESTER	16
IV SEMESTER	27
Total Credits	75

21.2 EVALUATION CRITERIA:

Internal Marks (Max. 100)

- (1) 3 Assignments – Each carries 20 marks = 60 Marks
- (2) Multiple Choice Questions – 20 (Each Question carries 2 marks) – 40 Marks

External Marks (Max.100)

- 1) PART A- 5 questions each carries 4 Marks = 20 Marks
- 2) Part B – 5 Questions(Either or format) each carries 16 marks = 80 Marks

As per the Center of the Online Programs, the above shall be converted into the following weightage

- a) Internal Marks Shall be converted into 25%
- b) External Marks Shall be converted to 75%

21.3 QUESTION PAPER DESIGN:

Design of question paper takes into consideration all levels of knowledge domain e.g. Bloom's taxonomy of cognitive domain. Appropriate verbs are used for the questions at each level to assess higher levels of learning. Combination of various types of questions e.g. structured essays including Long Answer Questions (LAQ), Short Answer Questions (SAQ), and Brief Questions.

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PART IV

22 MASTER OF COMMERCE (M.CoM)

22.1 STRUCTURE OF THE PROGRAMME:

CREDIT SUMMARY	
I SEMESTER	18
II SEMESTER	17
III SEMESTER	17
IV SEMESTER	23
Total Credits	75

22.2 EVALUATION CRITERIA:

- Nature of questions will include different types such as structured essays Short Answer Questions (SAQ for 80%), Brief Question type for 20% weightage in University Question paper pattern:
 - Section A (5 x 4 = 20) Marks, (Answer all the questions)
 - Section B (5 x 16 = 80) Marks, (Answer any 5 questions out of 8 questions)
- One main examination per semester will be conducted in an academic year (Two semesters per academic year). N+2 pattern is followed to clear arrear / passed out batch students
- Internal assessment: Internal assessment shall be conducted as, Multiple Choice Questions, Descriptive Questions and discussion forum. It shall relate to different ways in which learners participate in learning process including assignments, discussion forums, etc., in the desired format:
 1. Assignment 1 (MCQ Based Objective Type Questions)
 2. Assignment 2 (Subjective Assessment): Subject Evaluation by the



Faculty.

3. Assignment 3 – Discussion Forum for every Subject

- Learners must secure at least 50% marks of the total marks assigned for internal assessment in a particular subject in order to be eligible for appearing at the final University examination of that subject.
- Internal assessment marks will carry weightage of 25% while awarding internal marks for students in all subjects.
- External semester Exam will carry weightage of 75% while awarding external marks for students based on their performance in University Examination.
- Results to be declared within 15 days of examination and each student are awarded based on absolute grading system.

22.3 QUESTION PAPER DESIGN:

Design of question paper takes into consideration all levels of knowledge domain e.g. Bloom's taxonomy of cognitive domain. Appropriate verbs are used for the questions at each level to assess higher levels of learning. Combination of various types of questions e.g. structured essays including Long Answer Questions (LAQ), Short Answer Questions (SAQ), and Brief Questions.



PART V

23 BACHELOR OF COMMERCE (B.CoM)

23.1 STRUCTURE OF THE PROGRAMME:

NATURE OF THE COURSE	
Core	C
Allied	A
Elective	E (Department Offers) MG (University Offers)
Extra Credit Course	MG
Project	P
LANGUAGE Tamil/Hindi/French	TA/HIFR
English	EN

CORE PAPERS

S.No.	Subject Code	Subject Name
1	HBG21C01	Financial Accounting – I
2	HBG21C02	Principles of Management
3	HBG21C03	Financial Accounting – II
4	HBG21C04	Corporate Communication
5	HBG21C05	Corporate Accounting – I
6	HBG21C06	Banking Theory Law & Practice
7	HBG21C07	Corporate Accounting –II
8	HBG21C08	Practical Auditing
9	HBG21C09	Business Taxation
10	HBG21C10	Cost Accounting –I
11	HBG21C11	Income Tax Law and Practice –I



12	HBG21C12	Financial Management
13	HBG21C13	Cost Accounting –II
14	HBG21C14	Management Accounting
15	HBG21C15	Income Tax Law and Practice-II

ALLIED PAPERS

S.No.	Subject Code	Subject Name
1	HBG21A01	Business Statistics
2	HBG21A02	Business Economics
3	HBG21A03	Marketing
4	HBG21A04	Business Law
5	HBG21A05	Business Environment
6	HBG21A06	Legal Legislation
7	HBG21A07	Human Resource Management
8	HBG21A08	Computer Application in Business (Theory)
9	HBG21A09	Entrepreneurial Development
10	HBG21A10	Financial Services



ELECTIVE PAPERS

S.No.	Subject Code	Subject Name
1	HBG21E01	Applying Knowledge in Real life –Forms Filling
2	HBG21E02	Extension Activities
3	HBG21E03	Computer Application in Business - Practical
4	HBMG21001	Environmental Studies
5	HBMG21L01	Soft Skill – I
6	HBMG21L02	Soft Skill – II

LANGUAGE PAPERS

S.No.	Subject Code	Subject Name
1	HBTA21001	Tamil – I
2	HBHI21001	Hindi – I
3	HBFR21001	French – I
4	HBEN21001	English – I
5	HBTA21002	Tamil – II
6	HBHI21002	Hindi - II
7	HBFR21002	French – II
8	HBEN21002	English – II

PROJECT

S.No.	Subject Code	Subject Name
1	HBG21P01	Project & Viva Voce



CREDIT SUMMARY	
I SEMESTER	18
II SEMESTER	18
III SEMESTER	21
IV SEMESTER	22
V SEMESTER	22
VI SEMESTER	29
Total Credits	130

23.2 PASSING REQUIREMENTS:

A candidate who secures not less than 40% of total marks, prescribed for a course of B.Com with a minimum of 40% of the marks prescribed for the end semester examination (including project) shall be declared to have passed in the examination. The total marks for a course of B.Com are 100, in which 50 marks are for end semester examination and 50 marks is for Internal Assessment.

23.3 ELIGIBILITY FOR THE AWARD OF DEGREE:

A student will have to earn credits as given below for the award of B.Com Degree. Total Credits required for the B.Com is 130 credits. (Remaining conditions are same like other UG and PG courses under Humanities and Sciences).

23.4 EVALUATION CRITERIA:

Nature of questions will include different types such as structured essays (Long Answer Questions - LAQ for 50%), Short Answer Questions (SAQ for 30%), Brief Question type for 20% weightage in the University Question paper pattern:

- Section A (5 x 4 = 20) Marks, (Answer any 5 questions out of 6 questions)
- Section B (5 x 6 = 30) Marks, (Answer any 5 questions out of 7 questions)
- Section C (5 x 10 = 50) Marks, (Answer any 5 questions out of 7 questions)

One main examination per semester will be conducted in an academic year (Two semesters per academic year). N+2 pattern is followed to clear arrear / passed out batch students

Internal assessment: Internal assessment shall be conducted as, Multiple Choice Questions, Descriptive Questions and discussion forum. It shall relate to different ways in which learners participate in learning process including assignments, discussion forums, etc., in the desired format:

1. Assignment 1 (MCQ Based Objective Type Questions)
2. Assignment 2 (Subjective Assessment): Subject Evaluation by the Faculty.
3. Assignment 3 – Discussion Forum for every Subject

Learners must secure at least 40% marks of the total marks assigned for internal assessment in a particular subject in order to be eligible for appearing at the final University examination of that subject.

Internal assessment marks will carry weightage of 25% while awarding internal marks for students in all subjects.

External semester Exam will carry weightage of 75% while awarding external marks for students based on their performance in University Examination.

Results to be declared within 15 days of examination and each student are awarded based on absolute grading system.

23.5 QUESTION PAPER DESIGN:

Design of question paper takes into consideration all levels of knowledge domain e.g. Bloom's taxonomy of cognitive domain. Appropriate verbs are used for the questions at each level to assess higher levels of learning. Combination of various types of questions e.g. structured essays including Long Answer Questions (LAQ), Short Answer Questions (SAQ), and Brief Questions.



PART VI

24 BACHELOR OF BUSINESS ADMINISTRATION (BBA)

24.1 STRUCTURE OF THE PROGRAM:

CREDIT SUMMARY	
I SEMESTER	18
II SEMESTER	18
III SEMESTER	20
IV SEMESTER	22
V SEMESTER	22
VI SEMESTER	30
Total Credits	130

24.2 PASSING REQUIREMENTS:

A candidate who secures not less than 40% of total marks, prescribed for a course of BBA with a minimum of 40% of the marks prescribed for the end semester examination (including project) shall be declared to have passed in the examination.

24.3 ELIGIBILITY FOR THE AWARD OF DEGREE:

A student will have to earn credits as given below for the award of BBA Degree. Total Credits required for the BBA is 130 credits. (Remaining conditions are same like other UG and PG courses under Humanities and Sciences).

24.4 EVALUATION CRITERIA:

Nature of questions will include different types such as structured essays (Long Answer Questions - LAQ for 50%), Short Answer Questions (SAQ for 30%), Brief Question type for 20% weightage in the University Question paper pattern:

- Section A (5 x 4 = 20) Marks, (Answer any 5 questions out of 6 questions)



- Section B (5 x 6 = 30) Marks, (Answer any 5 questions out of 7 questions)
- Section C (5 x 10 = 50) Marks (Answer any 5 questions out of 7 questions)

One main examination per semester will be conducted in an academic year (Two semesters per academic year). N+ 2 patterns is followed to clear arrear / passed out batch students.

INTERNAL ASSESSMENT:

Internal assessment shall be based on marks awarded in Midterm test (10%), Model Exams (10%), and Assignments (5%). It shall relate to different ways in which learners participate in learning process including assignments, written exams etc.

Learners must secure at least 40% marks of the total marks assigned for internal assessment in a particular subject in order to be eligible for appearing at the final University examination of that subject.

Internal assessment marks will carry weightage of 25% while awarding internal mark for students in all subjects.

External semester Exam will carry weight age of 75% while awarding external marks for students based on their performance in University Examination.

Results to be declared within 15 days of examination and each student are awarded based on absolute grading system.

24.5 QUESTION PAPER DESIGN:

Design of question paper takes into consideration all levels of knowledge domain e.g. Bloom's taxonomy of cognitive domain. Appropriate verbs are used for the questions at each level to assess higher levels of learning. Combination of various types of questions e.g. structured essays including Long Answer Questions (LAQ), Short Answer Questions (SAQ), and Brief Questions.