

ONLINE EDUCATION PROGRAMMES

RULES & REGULATIONS
(January 2019 onwards)

DIRECTORATE OF ONLINE EDUCATION
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1. DEFINITIONS

In these rules and regulations unless the context otherwise requires:

- 1.1 'Programme' means Online Education programme
- 1.2 'Course' means theory and / or practical subjects that are normally studied in a semester, like Mathematics, Computer Programming, C Programming Lab, etc.

2. PROGRAMMES OFFERED

SASTRA offers the following Degree programme:

- i. Master of Computer Applications (M.C.A.)

3. ELIGIBILITY FOR ADMISSION TO VARIOUS PROGRAMMES

Programme	Eligibility
M.C.A.	Under graduate degree from a recognized university in 10+2+3 pattern with Mathematics as a subject of study in +2 or in under graduate level or an Examination of any other competent Agency accepted by the Board of Management.

In addition to the above eligibility criteria, candidates must also satisfy the conditions regarding the minimum marks, age and physical fitness as prescribed by the Board of Management from time to time.

4. ADMISSION PROCEDURE

Admission to various online education programmes will be done transparently based on merit.

5. PROGRAMME DURATION, CREDITS & MEDIUM OF INSTRUCTION

- 5.1. A student earns credits by passing courses every semester. A student, who has registered for the online education Diploma / Degree programme, has to earn the required number of credits as shown below to be eligible for the award of the Diploma / Degree:

Programme	Duration (Years)	Pattern	Credits	Medium of Instruction
Master of Computer Applications (M.C.A.)	2	Semester	108	English

- 5.2. Maximum duration to complete the Diploma / UG / PG programme would be twice the normal duration of the respective programme prescribed

6. PROGRAMME MATERIALS

Online Materials will be based on the applicable norms laid down by competent authority of UGC and provided to the students as and when necessary. These e-learning Materials in Four-Quadrant approach using various collaboration enablers will be made available in SWAYAM/LMS and these digital contents will also be made accessible to all the registered candidates in a streamlined way with proper accesses credentials.

7. TEACHING & LEARNING METHODOLOGY

The teaching and learning methodology will be as per the UGC-OL Regulations 2018.

8. EVALUATION SYSTEM FOR VARIOUS PROGRAMMES

- 8.1. The courses will be offered in semester pattern. For each course that the student is undergoing during a semester, there is a Continuous Internal Assessment (CIA) mark, for a maximum of 30 marks, based on the student's performance in the proctored online - assessments, seminar, quiz, assignment, etc. There will be one proctored online examination of 3 hours duration at the end of the semester for each credited course.
- 8.2. Out of a total of 100 marks allotted for each course 30 marks are allotted for continuous internal assessment and 70 marks for the end semester examination
- 8.3. A letter grade, corresponding to the marks secured by the student is awarded for each course for which a student has registered. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that the student has earned and the weighted grade point average

- 8.4. Course-wise grades are awarded to the students by adopting the following scheme, based on the aggregate marks scored by the student in the course (which includes internal assessment marks and end-semester examination marks)

RANGE	LETTER GRADE	GRADE POINT	DESCRIPTION OF PERFORMANCE
≥91%	S	10	Outstanding
≥80% and ≤ 90%	A+	9	Excellent
≥70% and < 80%	A	8	Very Good
≥60% and < 70%	B	7	Good
≥50% and < 60%	C	6	Satisfactory
≥40% and < 50%	D	5	Pass
< 40%	F	2	Fail

- 8.5. A candidate is declared to have passed in a course if he / she secures 'D' grade based on continuous internal assessment and the end-semester examination marks put together
- 8.6. A student should necessarily register for the end-semester examinations in all the regular and applicable arrear courses
- 8.7. The average performance of a student in a particular semester is expressed as Semester Grade Point Average (SGPA). It is calculated for each semester as follows:

Let 'C_i' be the credit assigned to the ith course,

Let 'P_i' be the grade point secured in the ith course,

Let 'n' be the number of courses for which the student has registered for the examinations,

$$SGPA = \frac{\sum_{i=1}^n C_i P_i}{\sum_{i=1}^n C_i} = \frac{C_1 P_1 + C_2 P_2 + \dots + C_n P_n}{C_1 + C_2 + \dots + C_n}$$

8.8. Calculation of Cumulative Grade Point Average (CGPA)

CGPA is calculated from SGPA of the current and previous semesters. Hence, it is an indicator of the performance of a student over the period of study. CGPA is calculated as follows:

Let '(SGPA)_i' be the SGPA of a student in ith semester,

Let 'N_i' be the number of credits taken by the student in ith semester,

Let 'k' be the number of semesters that a student has undergone,

$$CGPA = \frac{\sum_{i=1}^k (SGPA)_i N_i}{\sum_{i=1}^k N_i} = \frac{SGPA_1 N_1 + SGPA_2 N_2 + \dots + SGPA_k N_k}{N_1 + \dots + N_k}$$

8.9. Classification of Results

At the end of the programme, the final results will be classified as follows:

For the award of First Class with Distinction, the student must have passed all the courses in the first attempt within the prescribed duration:

C.G.P.A	Diploma / U.G. / P.G.
7.5 and above	First Class with Distinction
6.0 and above, but below 7.5	First Class
5.0 and above, but below 6.0	Second Class
4.0 and above, but below 5.0	Pass

9. REQUIREMENTS FOR SUCCESSFUL COMPLETION OF A COURSE & EARNING CREDIT

9.1. Students must attend every online classes. However, in order to provide for sickness and such other contingencies, a minimum attendance percentage has been prescribed. It is desirable to have 70% of attendance during the semester/year. Percentage of attendance of a student will be the number of periods attended divided by the total number of periods actually conducted from the date of his / her admission and multiplied by 100

10. SAVING CLAUSE / AUTHORITY

The Academic Council reserves the right to alter or amend or repeal or annul any or all of the rules and regulations