

**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 Diploma / Degree programmes:

- i. Bachelor of Computer Applications
- ii. Master of Computer Applications
- iii. Bachelor of Commerce
- iv. Master of Commerce
- v. Bachelor of Business Administration
- vi. Master of Business Administration
- vii. Bachelor of Fine Arts – Music
- viii. Bachelor of Arts – Culture and Heritage
- ix. Diploma in Sanskrit
- x. Master of Arts – Sanskrit
- xi. Diploma in Business Analytics
- xii. Diploma in Data Science and Machine Learning
- xiii. Master of Arts

## 3. ELIGIBILITY FOR ADMISSION TO VARIOUS PROGRAMMES

Programme	Eligibility
B.C.A.	Candidates should have passed the Higher Secondary Course (+2) conducted by the Board of Secondary Education, Government of Tamil Nadu or an Examination of any other competent Agency accepted by the Board of Management.
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.
B. Com.	Candidates should have passed the Higher Secondary Course (+2) conducted by the Board of Secondary Education, Government of Tamil Nadu or an Examination of any other competent Agency accepted by the Board of Management, with Commerce and Accountancy as one of the subjects

M.Com.	Under graduate degree in B.Com. / B.B.A. / B.B.S. / B.B.M. / other equivalent degrees from a recognized university in 10+2+3 pattern or an Examination of any other competent Agency accepted by the Board of Management.
B.B.A.	Candidates should have passed the Higher Secondary Course (+2) conducted by the Board of Secondary Education, Government of Tamil Nadu or an Examination of any other competent Agency accepted by the Board of Management or three years recognized Diploma
M.B.A.	Under graduate degree from a recognized university in 10+2+3 pattern or an Examination of any other competent Agency accepted by the Board of Management.
B.F.A. – Music	Candidates should have passed the Higher Secondary Course (+2) conducted by the Board of Secondary Education, Government of Tamil Nadu or an Examination of any other competent Agency accepted by the Board of Management. Knowledge in music is preferred.
B.A – Culture and Heritage	Under graduate degree from a recognized university in 10+2+3 pattern or an Examination of any other competent Agency accepted by the Board of Management.
Diploma in Sanskrit	Candidates should have passed the School Secondary Education (10 <sup>th</sup> ) conducted by the Board of Secondary Education, Government of Tamil Nadu or an examination of any other competent Agency accepted by the Board of Management.
M.A. – Sanskrit	Under graduate degree from a recognized university in 10+2+3 pattern with proficiency in Sanskrit (Proof to be attached) or an Examination of any other competent Agency accepted by the Board of Management.
Diploma in Business Analytics	Any Bachelor Degree with Mathematics/Statistics as a subject of study
Diploma in Data Science and Machine Learning	
Master of Arts – Culture and Heritage	Any Bachelor Degree

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:

<b>Programme</b>	<b>Duration (Years)</b>	<b>Pattern</b>	<b>Credits</b>	<b>Medium of Instruction</b>
Bachelor of Computer Applications (B.C.A.)	3	Semester	120	English
Master of Computer Applications (M.C.A.)	3	Semester	108	English
Bachelor of Commerce (B.Com.)	3	Semester	120	English
Master of Commerce (M.Com.)	2	Semester	64	English
Bachelor of Business Administration (B.B.A.)	3	Semester	120	English
Master of Business Administration (M.B.A.)	2	Semester	72	English
Bachelor of Fine Arts – Music	3	Semester	120	English
Bachelor of Arts – Culture and Heritage	3	Semester	120	English
Diploma in Sanskrit	1	Semester	36	Sanskrit & English
Master of Arts – Sanskrit	2	Semester	80	Sanskrit & English
Diploma in Business Analytics	1	Semester	40	English
Diploma in Data Science and Machine Learning	1	Semester	40	English
Master of Arts – Culture and Heritage	2	Semester	64	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<sub>i</sub>' be the credit assigned to the i<sup>th</sup> course,

Let 'P<sub>i</sub>' be the grade point secured in the i<sup>th</sup> 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)<sub>i</sub>' be the SGPA of a student in i<sup>th</sup> semester,

Let 'N<sub>i</sub>' be the number of credits taken by the student in i<sup>th</sup> 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:

<b>C.G.P.A</b>	<b>Diploma / U.G. / P.G.</b>
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