



B.S. Abdur Rahman
Crescent
Institute of Science & Technology
Deemed to be University u/s 3 of the UGC Act, 1956

Open and Distance Learning (ODL) & Online Learning (OL)

Regulations 2021



**OPEN AND DISTANCE LEARNING (ODL) &
ONLINE LEARNING (OL)**

REGULATIONS 2021

VISION AND MISSION OF THE INSTITUTION

VISION

B.S. Abdur Rahman Crescent Institute of Science and Technology aspires to be a leader in Education, Training and Research in multidisciplinary areas of importance and to play a vital role in the Socio – Economic progress of the country in a sustainable manner.

MISSION

- To blossom into an internationally renowned Institute
- To empower the youth through quality and value – based education
- To promote professional leadership and entrepreneurship
- To achieve excellence in all its endeavors to face global challenges
- To provide excellent teaching and research ambience
- To network with global institutions of excellence, business, industry and research organizations
- To contribute to the knowledge base through scientific enquiry, applied research and innovation

REGULATIONS – 2021
MBA/MCA – ODL AND OL PROGRAMMES

1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires

- i) **“Programme”** means Post Graduate Degree Programme(MBA/MCA) offered under Open and Distance (ODL) and Online Learning (OL).
- ii) **“Course”** means a theory/ practical/ seminar/ Project work and any other subject that is normally studied in a semester.
- iii) **“Institution”** means B. S. Abdur Rahman Crescent Institute of Science & Technology.
- iv) **“Academic Council”** means the Academic Council, which is the apex body on all academic matters of B. S. Abdur Rahman Crescent Institute of Science & Technology.
- v) **“Dean (Academic Affairs)”** means Dean (Academic Affairs) of B.S. Abdur Rahman Crescent Institute of Science & Technology who administers the academic matters.
- vi) **“Dean(Student Affairs)”** means Dean(Student Affairs) of B. S. Abdur Rahman Crescent Institute of Science & Technology, who looks after the welfare and discipline of the students.
- vii) **“Controller of Examinations”** means the Controller of Examinations of B. S. Abdur Rahman Crescent Institute of Science & Technology who is responsible for the conduct of examinations and declaration of results.
- viii) **“Director”** means the Director of the Crescent Online and Distance Learning Center.
- ix) **“Open and Distance Learning”** means mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional interactive face-to-face meetings with the learners or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences.
- x) **“Online Learning”** means mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet, e-learning materials and full-fledged programme delivery through internet using technology assisted mechanism and resources.

xi) **“Self-Learning e-Module (SLM) for Online mode”** means a modular unit of course material in e-learning form which is *inter alia* self-explanatory, self - contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study and includes contents in the form of a combination of the following e-Learning content, namely:

- (a) e-Text Materials;
- (b) Video Lectures;
- (c) Audio-Visual interactive material;
- (d) Virtual Classroom sessions;
- (e) Audio Podcasts;
- (f) Virtual Simulation; and
- (g) Self-Assessment Quizzes or Tests;

xii) **“Self-Learning Material (SLM) for Open and Distance Learning mode”** means and includes contents in the form of course material, whether print or in e-form, which is inter-alia self-explanatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide-books.

2.0 PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. Programmes Offered

The various P.G. Programmes and their modes of study are as follows:

Degree	Mode of Study	Pattern
MBA	ODL & OL	Semester
MCA	ODL & OL	Semester

2.2. Mode of Study

2.2.1 Open and Distance Learning (ODL)

Mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, including print, electronic, online and occasional

interactive face-to-face meetings with the learners or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences.

2.2.2 Online Learning (OL)

Mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet, e-learning materials and full-fledged programme delivery through internet using technology assisted mechanism and resources.

2.3 Eligibility for Admission

2.3.1 Eligibility for Admission into ODL & OL Programmes (MCA / MBA) are as follows:

S.No	Degree	Admission Eligibility
1	MBA (ODL & OL)	Indian students with any Under Graduate degree from UGC recognised institutions with 10+2+3 (or) 4 pattern and those appearing for their final examination (subject to passing) are eligible to apply.
2	MCA (ODL & OL)	Indian students with Bachelor Degree in any discipline with Mathematics as one of the subjects (or) Mathematics at +2 level or B.Sc. Computer Science / B.Sc. InformationTechnology / BCA and those appearing for their final examination (subject to passing) are eligible to apply.

2.3.2 For admission into OL programme other than Indian students stated in (2.3.1) above, foreign students are also eligible to enroll this programme.

2.3.3 Admission Eligibility requirements for ODL & OL programmes (MCA / MBA) are same as programmes (MCA / MBA) offered in full time regular (conventional) mode under respective Regulations.

2.3.4. Eligibility conditions for admission such as class obtained, number of attempts in the qualifying examination and physical fitness will be as prescribed by this Institution from time to time.

3.0 DURATION AND STRUCTURE OF THE PROGRAMME

3.1 The minimum and maximum period for completion of the Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
MBA ODL & OL	4	8
MCA ODL & OL	4	8

3.2 This programme consist of the following components as prescribed in the respective curriculum

- i. Core courses
- ii. Technology / Programme Elective courses
- iii. Practical Courses
- iv. Seminars
- v. Internship
- vi. Project work

The medium of instruction, examination and project report shall be in English.

3.3 The curriculum and syllabi of the MBA/MCA ODL and OL programme shall be as per the guidelines of the UGC and AICTE and approved by the Academic Council of this Institution.

3.4 Each academic year shall normally be for one year and divided into two semesters. The contionus assessments and semester end examinations shall follow the Academic Calendar and Examination Schedule.

3.5. The curriculum and syllabi of ODL and OL programmes (MCA / MBA) are same as curriculum and syllabi of programmes (MCA / MBA) offered in full time regular (conventional) mode under respective regulations.

3.6 The structure for framing assessment patterns and monitoring teaching learning process of ODL and OL programmes (MCA / MBA) are sames as for programmes (MBA / MCA) offered in full time regular (conventional) mode under respective regulations.

3.7 The curriculum of MBA/MCA ODL and OL programme shall follow the minimum prescribed credits required for the award of the degree as specified in the AICTE guidelines for this programme as given below:

Programme	Minimum prescribed credits
MBA ODL & OL	107
MCA ODL & OL	86

3.8 Delivery of Online Learning Materials (Online Learning Platform):

3.8.1 The Learning materials (Four Quadrant Approach, UGC online Regulation 2020) are delivered through Learning Management System (LMS), called as online learning platform. The unit wise continuous assessment (designed using blooms taxonomy) shall be conducted online in the LMS on adaptive basis as per the requirement of the course.

- i) **Quadrant-I** : e-Tutorial that shall contain - Video and Audio Contents, animation, simulations, virtual labs.
- ii) **Quadrant-II**: e-Content that shall contain - Portable Document Format or e-Books or Illustration, video demonstrations, documents and interactive simulations, Web Resources, that shall contain - Related Links, Open Contenton Internet, Case Studies, Historical development of the subject, Articles, wherever required.
- iii) **Quadrant-III**: Discussion Forum for raising of doubts and clarifying the same on real time basis by the course coordinator or team.
- iv) **Quadrant-IV**: Self-Assessment, that shall contain – MCQ, Problems, Quizzes, Assignments and solutions, Discussion forum topics and setting up the FAQ, Clarifications on general misconceptions.

3.8.2 The norms for delivery of courses through Open and Distance Learning mode are as follows:

S. No.	Credit Value of the Course	Size of SLMs Range (in terms of units)	No.of Assignments	Practical Sessions (hrs.)	No. of Counseling Sessions Theory (10 Percent of Total Study Hours) (hrs.)	Study Hours of Learner (hrs.)
1.	2	6 – 10	1	60	6	60
2.	4	14 – 20	2	120	12	120
3.	6	20 – 28	3	180	18	180
4.	8	30 – 34	4	240	24	240

3.8.3 The norms for delivery of courses in online mode are as follows:

S. No.	Credit Value of the Course	No. of Weeks	No. of Interactive Sessions		Hours of Study Material		Self – Study including Assessment (hrs.)	Total Hours of Study (based on 30 Hours per Credit)
			Synchronous Online Counseling/ Webinars/ Interactive Live Lecturer (1 hour per Week) (hrs.)	Discussion Forum/ asynchronous Mentoring (2 hours per week) (hrs.)	e-Tutorial (hrs.)	e-Content (hrs.)		
1.	2	6	6	12	10	10	22	60
2.	4	12	12	24	20	20	44	120
3.	6	14	14	28	30	30	66	180
4.	8	16	16	32	40	40	88	240

3.8.4 The contact sessions for theory and practical courses (on an indicative basis) for ODL Programmes are as follows:

Four Courses, each of 4 Credits, with a total of 16 Credits per Semester			
Number of Assignments	10 – 12 Credits for theory and 6 -4 Credits for Practical Courses		Counseling for theory Courses: Four Courses of 4 Credits each
	Contact Sessions – Practical	Contact Sessions – Theory	
Four Per Semester	60 Hours of Guided Experiments with support of internal supervisor per 2 credits	30 -36 Hours	12 Hours/Course

3.8.5 Contact session up to the extent of twenty percent or as defined by the Commission from time to time shall be arranged by providing Massive Open Online Courses and other online programme delivery systems.

3.8.6 Practical sessions to the extent of twenty percent or as defined by the Commission from time to time shall be provided through virtual lab mode.

3.9 ONLINE COURSES

3.9.1 Students are permitted to undergo department approved online courses under SWAYAM up to 20% of credits of courses in a semester excluding project semester with the recommendation of the Head of the Department / Dean of School and with the prior approval of Dean Academic Affairs during his/ her period of study. The credits earned through online courses ratified by the respective Board of Studies shall be transferred following the due approval procedures. The online courses can be considered in lieu of core courses and elective courses.

3.9.2 Students shall undergo project related online course on their own with the mentoring of the faculty member.

4.0 CLASS ADVISOR AND FACULTY ADVISOR

4.1 CLASS ADVISOR

A faculty member shall be nominated by the HOD/ Dean of School as Class Advisor for the whole class. He/she is responsible for maintaining the academic, curricular and co-curricular records of all students throughout their period of study.

4.2 FACULTY ADVISOR

To help the students in planning their courses of study and for general counseling on the academic programme, the Head of the Department / Dean of School of the students shall attach a certain number of students to a faculty member of the department who shall function as Faculty Advisor for the students throughout their period of study. Such Faculty Advisor shall offer advice to the students on academic and personal matters, and guide the students in taking up courses for registration and enrolment in every semester.

5.0 CLASS COMMITTEE

5.1 A class committee comprising faculty members handling the classes, student representatives and a senior faculty member not handling the courses as chairman will be constituted in every semester:

5.2 The composition of the class committee will be as follows:

- i) One senior faculty member preferably not handling courses for the concerned semester, appointed as chairman by the Head of the Department
- ii) Faculty members of all courses of the semester
- iii) All the students of the class
- iv) Faculty advisor and class advisor
- v) Head of the Department – Ex officio member

5.3 The class committee shall meet at least three times during the semester. The first meeting shall be held within two weeks from the date of commencement of classes, in which the nature of continuous assessment for various courses and the weightages for each component of assessment shall be decided for the first and second assessment. The second meeting shall be held within a week after the date of first assessment report, to review the students' performance and for follow up action.

5.4 During these two meetings the student members, shall meaningfully interact and express opinions and suggestions to improve the effectiveness of the teaching-learning process, curriculum and syllabus.

5.5 The third meeting of the class committee, excluding the student members, shall meet within 5 days from the last day of the semester end examination to analyze the performance of the students in all the components of assessments and decide their grades in each course. The grades for a common course shall be decided by the concerned course committee and shall be presented to the class committee(s) by the concerned course coordinator.

6.0 COURSE COMMITTEE

6.1 Each common theory / laboratory course offered to more than one group of students shall have a "Course Committee" comprising all the teachers handling the common course with one of them nominated as course coordinator. The nomination of the course coordinator shall be made by the Head of the Department / Dean (Academic Affairs) depending upon whether all the teachers handling the common course belong to a single department or from several

departments. The Course Committee shall meet as often as possible to prepare a common question paper, scheme of evaluation and ensure uniform evaluation of the assessment tests and semester end examination.

7.0 REGISTRATION AND ENROLMENT

7.1 The students of first semester shall register and enroll at the time of admission by paying the prescribed fees.

7.2 For the subsequent semesters registration for the courses shall be done by the student one week before the last working day of the previous semester.

7.3 A student can withdraw from an enrolled course at any time before the first assessment test for genuine reasons, with the approval of the Dean (Academic Affairs), on the recommendation of the Head of the Department of the student.

7.4 A student can change an enrolled course within 10 working days from the commencement of the course, with the approval of the Dean (Academic Affairs), on the recommendation of the Head of the Department of the student.

8.0 TEMPORARY BREAK OF STUDY FROM PROGRAMME

A student may be permitted by the Dean (Academic Affairs) to avail temporary break of study from the programme up to a maximum of one semester for reasons of ill health or other valid grounds. A student can avail the break of study before the start of first assessment of the ongoing semester. However, the total duration for completion of the programme shall not exceed the prescribed maximum number of semesters (vide clause 3.1). If any student is debarred for want of attendance or suspended due to any act of indiscipline, it will not be considered as break of study. A student who has availed break of study has to rejoin in the same semester only in the subsequent year. The student availing break of study is permitted to write arrear examinations by paying the prescribed fees.

9.0 MINIMUM REQUIREMENTS TO REGISTER FOR PROJECT / DISSERTATION

9.1 A student is permitted to register for project semester, if he/she has earned the minimum number of credits specified below:

Programme	Minimum no. of credits to be earned to enroll for project semester
MCA	22
MBA	60

9.2 If the student has not earned minimum number of credits specified, he/she has to earn the required credits, at least to the extent of minimum credits specified in clause 9.1 and then register for the project semester.

10.0 ATTENDANCE

10.1 For Open and Distance Learning mode: the learner has minimum attendance of 75 percent in the programme specific Personal Contact Programme (excluding counseling) and lab component of each of the programmes; and detailed attendance records have been maintained by Learner Support Centre/Regional Centre/ Higher Educational Institution;

10.2 For Online mode: the learner has minimum participation of 75 percent in all the activities of Online programme prior to end semester examination or term end examination.

10.3 A student shall earn 100% attendance in the contact periods (as specified clause 10.1 & 10.2) of every course, subject to a maximum relaxation of 25% (for genuine reasons such as medical grounds, representing for the institution in approved events, etc.) to become eligible to appear for the semester end examination in that course, failing which the student shall be awarded “I” grade in that course. The courses in which the student is awarded “I” grade, shall register and redo the course when it is offered next.

10.4 The faculty member of each course shall cumulate the attendance details for the semester and furnish the names of the students who have not earned the required attendance in that course to the Class Advisor. The Class Advisor will consolidate and furnish the list of students who have earned less than 75% attendance, in various courses, to the Dean (Academic Affairs) through the Head of the Department / Dean of School. Thereupon, the Dean (Academic Affairs) shall announce the names of such students prevented from writing the semester end examination in each course.

10.5 A student who has obtained ‘I’ grade in all the courses in a semester is not

permitted to move to next higher semester. Such student shall redo all the courses of the semester in the subsequent academic year. However he / she is permitted to redo the courses awarded with 'I' grade / arrear in previous semesters. They shall also be permitted to write arrear examinations by paying the prescribed fee.

- 10.6** A student shall register to redo a core course wherein “I” or “W” grade is awarded. If the student is awarded, “I” or “W” grade in an elective course either the same elective course may be repeated or a new elective course may be chosen with the approval of Head of the Department / Dean of School.

11.0 REDO COURSES

- 11.1** A student can register for a maximum of two redo courses per semester in the evening after regular working hours, if such courses are offered by the concerned department. Students may also opt to redo the courses offered during regular semesters, without affecting the regular academic schedule and not exceeding prescribed maximum credits.
- 11.2** The Head of the Department with the approval of Dean (Academic Affairs) may arrange for the conduct of a few courses in the evening after regular working hours, depending on the availability of faculty members and subject to a specified minimum number of students registering for each of such courses.
- 11.3** The number of contact hours and the assessment procedure for any redo course will be the same as those during regular semesters except that there is no provision for any substitute examination and withdrawal from an evening redo course.

12.0 ASSESSMENTS AND EXAMINATIONS

- 12.1** The weightage for different components of assessments for both Open and Distance Learning mode and Online mode shall be as under:
- (i) Continuous or formative assessment (in semester): Maximum 30 percent.
 - (ii) Summative assessment (end semester examination or term end examination): Minimum 70 percent.
- 12.2** For project work the assessment pattern are as follows:

Review of Project work		Dissertation & Viva voce	
Component	Marks	Component	Marks
First Review	15	Presentation	10
Second Review	15	Analysis	20
		Finding and Conclusion	20
		Viva Voce	20
Total	30		70

12.3 End Semester Assessment Pattern for Open and Distance Learning Mode :

All end Semester examinations or term end semester for programmes offered through Open and Distance Learning mode shall be conducted through proctored examination (pen-paper or online or computer based testing) within Territorial Jurisdiction, in the examination centre as mentioned in these regulations. The Exams shall be under the direct control and responsibility of the Open and Distance Learning mode Institution.

12.4 End Semester Assessment Pattern for Online Learning Mode :

The Examinations for online learning mode shall be conducted using the technology enabled to conduct online test with all the security arrangements ensuring transparency and credibility of the exmanitions, or through the Proctored Examination and in conformity with any other norms for such examination as may be laid down by the Commission.

12.5 Appearing for semester end theory examination for each course is mandatory and a student should secure a minimum of 40% marks in each course in semester end examination for the successful completion of the course.

12.6 The components of continuous assessment for theory and practical courses shall be finalized in the first class committee meeting.

12.7 For the first attempt of the arrear theory examination, the internal assessment marks scored for a course during first appearance shall be considered for grading along with the marks scored in the semester end arrear examination. From the subsequent appearance onwards, full weightage shall be assigned to the marks scored in the semester end examination to award grades and the internal assessment marks secured during the course of study shall not be considered.

12.8 The procedures followed for awarding marks and fixing grades for ODL & OL programmes (MCA / MBA) are same as for programmes (MCA / MBA) offered

in full time regular (conventional) mode under respective regulations.

13.0 SUBSTITUTE EXAMINATIONS

13.1 A student who is absent, for genuine reasons, may be permitted to write a substitute examination for any one of the two continuous assessment tests of a course by paying the prescribed substitute examination fee. However, permission to take up a substitute examination will be given under exceptional circumstances, such as accidents, admission to a hospital due to illness, etc. by a committee constituted by the Head of the Department / Dean of School for that purpose. However there is no substitute examination for semester end examination.

13.2 A student shall apply for substitute exam in the prescribed form to the Head of the Department / Dean of School within a week from the date of assessment test. However the substitute examination will be conducted only after the last working day of the semester and before the semester end examination.

14.0 SUPPLEMENTARY EXAMINATION

14.1 Final Year students can apply for supplementary examination for a maximum of three courses thus providing an opportunity to complete their degree programme. Likewise students with less credit can also apply for supplementary examination for a maximum of three courses to enable them to earn minimum credits to move to higher semester. The students can apply for supplementary examination within three weeks of the declaration of results in both odd and even semester.

15.0 PASSING, DECLARATION OF RESULTS AND GRADE SHEET

15.1 All assessments of a course shall be made on absolute marks basis. However, the Class Committee without the student members shall meet within 5 days after the semester end examination and analyze the performance of students in all assessments of a course and award letter grades. The letter grades and the corresponding grade points are as follows:

Letter Grade	Grade Points
S	10
A	9

B	8
C	7
D	6
E	5
U	0
W	0
I	0
AB	0

"W" denotes withdrawal from the course.

"I" denotes inadequate attendance and hence prevented from appearing for semester end examination

"U" denotes unsuccessful performance in the course.

"AB" denotes absence for the semester end examination.

15.2 A student who earns a minimum of five grade points ('E' grade) in a course is declared to have successfully completed the course. Such a course cannot be repeated by the student for improvement of grade.

15.3 The results, after awarding of grades, shall be signed by the Chairman of the Class Committee and Head of the Department/Dean of School and it shall be declared by the Controller of Examinations.

15.4 Within one week from the date of declaration of result, a student can apply for revaluation of his / her semester end theory examination answer scripts of one or more courses, on payment of prescribed fee to the Controller of Examinations. Subsequently the Head of the Department/ Dean of School offered the course shall constitute a revaluation committee consisting of Chairman of the Class Committee as convener, the faculty member of the course and a senior faculty member knowledgeable in that course as members. The committee shall meet within a week to re-evaluate the answer scripts and submit its report to the Controller of Examinations for consideration and decision. \

15.5 After results are declared, grade sheets shall be issued to each student, which contains the following details: a) list of courses enrolled during the semester including redo courses / arrear courses, if any; b) grades scored; c) Grade Point Average (GPA) for the semester and d) Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of courses

registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

If C_i , is the number of credits assigned for the i^{th} course and GP_i is the Grade Point in the i^{th} course

$$GPA = \frac{\sum_{i=1}^n (C_i)(GP_i)}{\sum_{i=1}^n C_i}$$

Where n = number of courses

The Cumulative Grade Point Average (CGPA) is calculated in a similar manner, considering all the courses enrolled from first semester.

"I" and "W" grades are excluded for calculating GPA.

"U", "I", "AB" and "W" grades are excluded for calculating CGPA.

The formula for the conversion of CGPA to equivalent percentage of marks is as follows:

Percentage Equivalent of Marks = CGPA X 10

- 15.6** After successful completion of the programme, the Degree shall be awarded upon fulfillment of curriculum requirements and classification based on CGPA as follows:

Classification	CGPA
First Class with Distinction	8.50 and above and passing all the courses in first appearance and completing the programme within the minimum prescribed period.
First Class	6.50 and above and completing the programme within a minimum prescribed period plus two semesters.
Second Class	Others

However, to be eligible for First Class with Distinction, a student should not have obtained 'U' or 'I' grade in any course during his/her period of study and should have completed the P.G. programme within a minimum period (except break of study). To be eligible for First Class, a student should have passed the examination in all the courses within the specified minimum number of semesters reckoned from his/her commencement of study plus two semesters. For this purpose, the authorized break of study is not considered. The students who do not satisfy the above two conditions shall be classified as second class.

For the purpose of classification, the CGPA shall be rounded to two decimal places. For the purpose of comparison of performance of students and ranking, CGPA will be considered up to three decimal places.

16.0 DISCIPLINE

16.1 Every student is expected to observe disciplined and decorous behaviour both inside and outside the campus and not to indulge in any activity which tends to affect the reputation of the Institution.

16.2 Any act of indiscipline of a student, reported to the Dean (Student Affairs), through the HOD / Dean shall be referred to a Discipline and Welfare Committee constituted by the Registrar for taking appropriate action.

17.0 ELIGIBILITY FOR THE AWARD OF THE MASTER DEGREE

17.1 A student shall be declared to be eligible for the award of the Masters Degree, if he/she has:

- i. Successfully completed the required credits as specified in the curriculum corresponding to his/her programme within the stipulated time (clause 3.1)
- ii. No disciplinary action is pending against him/her.
- iii. Enrolled and completed at least one value added course.
- iv. Enrollment in at least one MOOC / SWAYAM course (non-credit) before the final semester. (Applicable only for MCA)

17.2 The award of the degree must have been approved by the Institute.

18.0 POWER TO MODIFY

Notwithstanding all that have been stated above, the Academic Council has the right to modify any of the above regulations from time to time.