



**Certified True Extract of the Minutes of Academic Council Meeting in respect of approval of statutory body for ensuring Same Entry Level Qualifications, Same Curriculum, Same Teaching-Learning Scheme, Same pattern of Question Papers for End Semester Examination and Same Pass or Fail Criteria for the Programmes MBA / MCA offered in ODL Mode**

**Meeting No : 17**

**Venue : Online**

**Date : 15.07.2021**

**Item 17.2.6**

**To consider and approve the Regulations 2021 for programmes offered under ODL mode.**

**Note on Agenda:**

The institution proposes to offer programmes under ODL mode from the academic year 2021- 22. This necessitates framing of regulations for ODL programmes R 2021 in line with UGC and other statutory / regulatory authority guidelines.

The Academic Council may consider and approve the same for implementation from the academic year 2021- 22.

**Resolution:**

After detailed deliberations, the agenda item was approved.





**Item 17.19.3**

To consider and approve the curriculum and syllabi of MBA programme offered in ODL mode under Regulations 2021.

**Note on Agenda:**

Department of Management Studies has proposed to introduce the MBA programme in ODL mode under Regulations 2021 from the academic year 2021-22.

The Board of Studies of the Department of Management Studies recommended to follow the existing MBA curriculum under Regulations 2021. The PPR (Programme Project Report), SLM (Self Learning Material) and E – Learning Material of the courses offered in the programme were also deliberated and recommended for approval.

The Academic Council may consider and approve the same for implementation from the academic year 2021-22.

**Resolution:**

The agenda item was approved.





**Relevant Clauses extracted from the ODL Regulations 2021 for  
Master of Business Administration (MBA) and  
Master of Computer Applications (MCA)**

**(a) Same Entry Level Qualifications:**

**2.3 Eligibility for Admission**

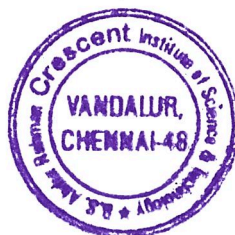
**2.3.1 Eligibility for Admission into ODL Programmes (MBA / MCA) are as follows:**

S. No	Degree	Admission Eligibility
1	MBA (ODL)	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)	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. Information Technology / BCA and those appearing for their final examination (subject to passing) are eligible to apply.

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

**(b) Same Curriculum:**

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







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

**(c) Same Teaching-Learning Scheme:**

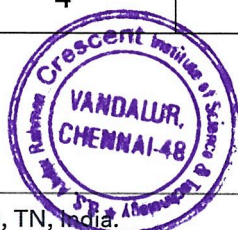
3.6 The structure for framing assessment patterns and monitoring teaching learning process of ODL programmes (MBA / MCA) are as same as to the programmes (MBA / MCA) offered in full time regular mode (Conventional mode) under respective regulations.

3.7 The curriculum of MBA / MCA ODL 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	107
MCA ODL	86

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



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**(d) Same pattern of Question Papers for End Semester Examination:**

**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.**

**12.0 ASSESSMENTS AND EXAMINATIONS**

12.1 The weightage for different components of assessments for Open and Distance Learning 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:

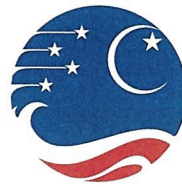
Review of Project work		Dissertation & Viva voce	
Component	Marks	Component	Marks
First Review	15	Presentation	10
Second Review	15	Analysis	20
		Finding and Conclusion	20
		Viva Voce	20
<b>Total</b>	<b>30</b>		<b>70</b>

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.

- 12.5** 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 programme (MBA / MCA) are as same as to the programme (MBA / MCA) offered in full time regular mode (Conventional mode) under respective regulations.





**(e) Same Pass or Fail Criteria:**

**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.





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**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 reevaluation 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 reevaluation 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  $i^{\text{th}}$  course and  $GP_i$  is the Grade Point in the  $i^{\text{th}}$  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.







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

$$\text{Percentage Equivalent of Marks} = \text{CGPA} \times 10$$

- 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.

The procedures followed for awarding marks and fixing grades for ODL programme (MBA / MCA) are as same as to the programme (MBA / MCA) offered in full time regular mode (Conventional mode) under respective regulations.

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