



## **JIIT NOIDA: CENTRE FOR DISTANCE AND ONLINE EDUCATION**

### **ACADEMIC SYSTEM**

#### **SECTION-1**

#### **Academic Qualities, Evaluation and Grading, Rules, Regulations and Procedures for award of degree through Online mode**

##### **1. ACADEMIC QUALITIES**

- The CDOE follows the Four Quadrant approach for implementing Online education. Course content is hosted on Swayam LMS (Learning Management System) and is released Weekly.
- Classes for online learners usually conducted on weekends to enable working professionals to enhance their qualification.
- Students have the option to undertake dual degrees concurrently to broaden their career prospects.
- Recorded Video lectures and Live Lectures, Discussion forum and Self-Paced learning exposure to learners is provided.
- Specially prepared e-Learning material that could be downloaded and printed.
- Self-assessment tests through assignments, MCQs, Quizzes etc.
- Online discussion forum for clearing the doubts.

The online teaching-learning process aims to develop a number of qualities in students. These are as follows:

##### **1.1 Sustained Disciplined Work**

The ability to put in sustained and disciplined hard work over a sufficient length of time is one of the key factors to success in professional life. A typical semester is designed in an intensive and a modular fashion with an emphasis on regular and continuous work. The Evaluation System is designed to encourage this approach.

##### **1.2 Self- Learning**

The Online programs move away from teacher-centric learning to student-specific learning; accordingly, the curriculum will actively encourage self -learning.

##### **1.3 Flexibility in Pace of Learning**

The evaluation system makes special provision for flexibility of learning for different type of students. Yet, it attempts to inculcate adherence of deadlines. Thus, while specifying a time limit within which tutorial/practical work must be completed, there is scope to submit such work beyond the deadline. The faculty will notify the time of submissions.

##### **1.4 Co-operative Working**

Given the complexity of business problems of today, large teams work together to provide solutions. Thus, it is very important to understand and learn group dynamics and to work in teams. Through

co-operative work wherever possible, the Institute curriculum will encourage students to learn to work as teams, resolve leadership and other issues to make effective groups.

## 2. THE COURSE DESCRIPTION

At the beginning of each semester, the course coordinator/teacher concerned will circulate a Course Description of the course to motivate the students for the course which will comprise of the following:

- Title
- Course Code
- Pre-requisites
- Objective(s)
- Course Outcomes
- Course Outline
- Methodology: This will outline how the qualities mentioned in section 1 above will be incorporated in the teaching-learning process. Specifically, the provisions for flexibility and self-learning will be explicitly identified
- Evaluation Scheme
- Online e-Learning material

## 3. The Evaluation System

The evaluation system of the Institute is oriented to encourage the academic qualities listed above. The Institute follows a continuous evaluation policy. This is to train the student to put in sustained and disciplined work over the entire period of study.

### 3.1 Theory

(a) The Evaluation system comprises of two components ie Internal Assessment and End term examination. These shall have a total weightage of 75%; the balance 25% shall be allocated to Assignments, Quizzes, Homework, and Regularity in Attendance and tutorials etc by the Course Coordinator/respective teacher.

Allotment of marks, duration of each Examination and coverage of Syllabi will be as under:-

#### Written exams:

Examination	Assignment	End Sem. Exam
<b>Total Marks</b>	25	75
<b>Duration</b>	To be notified as per specified deadline	2 hours
<b>Syllabi Coverage</b>	Full syllabi	Full syllabi

#### Continuous Assessment

Components	Weightage	Duration	Coverage
Individual Assignments, Quizzes/ viva-voce/class participation, Submissions, Discussion forum etc.	25%	Entire semester	As decided and announced by the teacher concerned in the class at the beginning of the course

(a) Evaluation of the courses shall be as follows:

S. No.	Component	Weightage
1.	Continuous Assessment (All four Quadrant)	25%

2.	<b>End Term Examination as per course requirement</b>	<b>75%</b>
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### 3.2 Dissertation/ Project

#### Evaluation Scheme for Dissertation/ Project

- (a) Students are required to register for the Dissertation/Project at the end of pre-final semester
- (b) Following evaluation scheme will be followed in each semester while evaluating and awarding grades:

S.NO	Component	Marks
1	Review of Project Work	
1(a)	First Review	5
1(b)	Second Review	10
1(c)	Third Review	10
<b>TOTAL</b>		<b>25</b>
2	Presentation	15
3	Content Originality	15
4	Study /Model and Content Validity	15
5	Finding and Conclusion	15
6	Future Scope	15
<b>TOTAL</b>		<b>75</b>
<b>TOTAL PROJECT MARKS</b>		<b>100</b>

#### Guidelines for Monitoring and Evaluation of Dissertation/ Project

- (a) The students must communicate with their supervisors through online mode after the Dissertations/Projects assigned to them, for seeking guidance/clarification etc.
- (b) The students should maintain a logbook of their day to day activity and report to the respective supervisors.

### 3.3 Grading System for Theory Courses:

- (a) Students obtaining grades A+ to D, shall be declared pass. Students failing in the subject will be awarded F grade (Refer table 5.3.2)
- (b) Students missing End semester examination of a theory subject shall be awarded "F" grade in the subject.

### 3.4 Grading for failing to meet Attendance Requirement.

- (a) A student is required to attend the Interactive Online classes.
- (b) A student is required to engagement of 75% attendance on LMS in all four Quadrants.

### 3.5 Supplementary Examination

#### 3.5.1 Theory

- (a) A student missing End Semester examination shall be required to take a supplementary examination held twice in semester
- (b) The students must put-up the request for supplementary examination along with the requisite fee for having missed or failed within 10 days of last date of such examination.
- (c) The supplementary examination shall be scheduled after result declaration of End Term Examination and the dates shall be notified in the academic calendar.
- (d) Should the student miss both supplementary examination (even for genuine reason) then no marks will be allotted.
- (e) The examination duration shall be 2 Hours
- (f) The date sheet will be Uploaded on the Student portal/LMS/Website.

(g) The supplementary Examination will cover the entire syllabus of the semester.

### 3.5.2 **Dissertations/ Projects /Viva**

If a student misses out scheduled Examinations or the events for Dissertations/Projects, which is part of teachers' assessment, on the specified dates; they must put up the request to the coordinator/supervisor to allot alternate date(s). The Decision of program coordinator shall be final.

**Eligibility:** Students with "F" grade (Except debarred cases either due to attendance or indulging in UFM) are eligible to appear in the Supplementary Examination.

3.5.3 **Supplementary for Dissertation/ Project:** There shall be no supplementary examinations for Dissertation/Project.

### 3.6 **General Rules: Examinations**

**Showing the Answer Scripts:** The answer scripts of all End Semester Examinations shall be shown to the students on request, as per dates notified in the Academic Calendar. No appeal shall be accepted for scrutiny of grades.

**Examination Fee for Supplementary:** A fee of Rs. 1000/- per subject or as decided by the Board from time to time will be charged from the students.

## 4. **CREDIT SYSTEM**

4.1 In the context of Online Education, one credit corresponds to 30 hours of learner engagement. This includes participation in online classes, viewing video content, completing assignments, and engaging in discussion forums, in accordance with the UGC's four-quadrant approach.

4.2 The prominent features of the credit system are the process of continuous evaluation of a student's performance, the absence of pass or fail on an annual basis and the flexibility to allow the students to progress at a pace suited to individual ability and convenience, subject to the regulations of credit requirements.

Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture, tutorial and contact hours in a week. A member of the faculty, called the Course Coordinator, coordinates each course. He/she has the full responsibility for coordinating the course, coordinating the work of other members of the faculty involved in that course, holding the tests and awarding the grades. In case of any difficulty, the student is expected to approach the course coordinator for advice and clarification.

A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is 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 he/she has earned and by the weighted grade point average. A minimum number of credits should be acquired in order to qualify for the programme.

### 4.3 **Earned Credits (EC)**

The credits assigned to a course in which a student has obtained "D" (minimum passing grade) or a higher grade will be counted as credits earned by him/her.

## 5. **Registration for Courses and Grading System**

### 5.1 **Registration**

#### 5.1.1 **Registration Methodology for the Courses in various Semesters**

**Priority-1:** Backlog Courses on offer.

**Priority-2:** Core Courses of the semester.

**Priority-3:** Electives on offer as per the curricula structure

It shall be responsibility of the student to plan and register for the Backlog courses as and when

offered.

The time table shall be drawn based on the core courses and electives registered during the Pre-registration process.

**5.1.2** A student shall not be permitted to register for a course unless he/she passes the course which is a pre-requisite to that course (if applicable).

**5.2 Addition, Deletion and Withdrawal from Elective Courses**

A student shall have the option to add-on or delete courses from the list of registered courses on or before a date notified in the Academic Calendar or as laid down in the procedure instructions.

A student may also be allowed to withdraw from a course up to one week after the commencement of the Semester. For this purpose, the student has to submit his/her application on a prescribed form, available in the Academic Section of the Institute.

**5.3 Structure of Grading of Academic Performance**

The following shall be the structure of grading for academic performance of the students:

**5.3.1 Award of Grades**

Students obtaining grades A+ to D, shall be declared pass. Students failing in a subject will be awarded F grade.

The grades shall be decided on the aggregate of evaluation of all the components like: -

- (i) The online proctored End Term Exam
- (ii) Assignments Quizzes, homework, tutorials and regularity in attendance etc.
- (v) Dissertation/Projects shall be evaluated & graded as given in sections 3.2 and 3.3 above.
- (vi) Students missing End semester examination of a theory subject or End semester Viva/ subject shall be awarded "F" grade in the subject.

**5.3.2 Structure of Grading of Academic Performance**

The following shall be the structure of grading for academic performance of the students: Grade

	Point	Description of performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Average
C	5	Below Average
D	4	Marginal Pass
F	0	Very Poor
NP	-	Audit Pass
NF	-	Audit Fail
W	-	Withdrawal
X	-	Continued Project
I	-	Incomplete

**Note: Award of Grades Based on Absolute Marks**

The award of grades based on absolute marks out of 100 shall be made as follows:

Marks		Grade
80	≤	A+
72	≤	A
66	≤	B+
60	≤	B
52	≤	C+
46	≤	C
40	=	D

**Note:**

1. The grade boundaries as indicated above may be marginally adjusted
2. The upper and lower limits are subject to limitations of percentage of marks

**5.3.3 Description of Grades**

**A Grade**

An “A+” grade stands for outstanding achievement. The minimum marks for award of an “A+” grade is 80%.

**B and C Grades**

“B” and “C” grades denote performance ranging from Very Good to Below Average. These are decided based on the relative performance of students.

**D Grade**

The “D” grade stands for marginal pass performance; i.e. it is the minimum passing grade in any course. The minimum marks for award of “D” grade are 40%.

**F Grade**

“F” grade denotes poor & very poor performance, i.e. failing a course. “F” grade is awarded in case of:

- a) UFM
- b) Missing / not appearing in End Semester Examination.

A student has to repeat all compulsory courses in which she/he obtains “F” grades, until a passing grade is obtained. For the other (elective) courses in which “F” grades have been obtained, the student may take the same course or any other course from the same category.

#### 5.4 EVALUATION OF PERFORMANCE

The performance of a student will be evaluated in terms of two indices, viz., the Semester Grade Point Average (SGPA) which is the Grade point Average for a semester and Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point in time. The SGPA is calculated on the basis of grades obtained in all courses, except audit courses, registered for in the semester.

$$\text{SGPA} = \frac{\sum_{i=1}^s C_i \times G_i}{\sum_{i=1}^s C_i}$$

where  $C_i$  = Credits of the registered subject

$G_i$  = Grade point awarded to the student in the registered subject

$S$  = Total number of registered subjects in the semester, except audit Courses

The overall Grade of a student in the program of study upto the end of a particular semester shall be called Cumulative Grade Point Average (CGPA). CGPA shall be calculated on the basis of all grades, except audit courses, obtained in all completed semesters as follows:

$$\text{CGPA} = \frac{\sum_{i=1}^n C_i \times G_i}{\sum_{i=1}^n C_i}$$

where  $C_i$  = Credits of the registered subject

$G_i$  = Grade point awarded to the student in the registered subject  $n$  =

Total number of registered subjects, except audit Courses

#### **Conversion of grades into percentages**

The performance of the student is measured in terms of CGPA (on a 10 point scale) as defined above. However, on request from the Indian Industry and overseas institutes querying on percentage obtained by students, a mathematical formula for conversion of CGPAs to equivalent percentage has been adopted. The equated percentage shall be equivalent to  $\text{CGPA} \times 10$ .

### 6. **RULES, REGULATIONS AND PROCEDURES**

#### 6.1 Conditions for Award of a Degree

- (a) Secure a **CGPA** equal to **4.0 or more**
- (b) Earning the minimum credit required for the program.
- (c) Completing the degree requirement in a maximum duration of  $n + n$  years. This includes the period of semester withdrawal.

- (d) Successfully completing the Internship.
- (e) No failure in the core courses.

## **7. ATTENDANCE REQUIREMENTS**

### **7.1 Semester Duration**

A semester will be of approximately 16 weeks duration. Of these, about 14 weeks will be available for actual instruction. Attendance Rules

- (a) All students are expected to be present in every lecture, tutorial scheduled for them.
- (b) A student must have a minimum engagement of 75% in a course during a semester, in all Four quadrants together (as applicable). A student with less than 75% engagement in a course will be awarded “F” grade in that course irrespective of his/her performance in the tests. The Course Coordinator while awarding the grades will consider the consolidated attendance record for the whole semester.

## **SECTION-2**

### **Instructions and Penalty for use of Unfair Means**

The salient instructions for the conduct by a student in the Proctor Examination shall be available on the Student Portal. Any contravention of these instructions and the use of any unfair means will render the student liable for punishment.

#### **1. Actions by the Proctor’s on Detecting Unfair means Case**

- (a) As soon as a student is suspected by the proctor or any other authorized person of having resorted to unfair means he/she shall immediately take possession of the proctor exam along with the relevant evidence. The evidence found in possession of the student shall be duly signed by the proctor with recordings of examination shall be presented to UFM committee for further action.
- (b) During the technology-based proctoring, Proctor shall give the warning to the student and report the case to UFM Committee if repeated incidents of unfair mean is observed.

#### **2. Convening of Committee on Unfair Means**

- (a) A Committee (Standing Committee) appointed by the Vice-Chancellor shall enquire into cases of unfair means in the Examination. Composition of the committee shall be:
  - 1. Dean (A&R) Chairman
  - 2. Two professors nominated by the VC-Members
  - 4. Head of the Concerned Dept.
  - 5. Dy Registrar (Member Secretary)
- (b) The Committee shall thoroughly examine the cases on the basis of the exam recording and give hearing to the student and the concerned proctor. It shall submit its recommendations after laying down clearly the nature of the offence to the Vice Chancellor for consideration and necessary orders.

#### **3. Categories of Offences and Punishments**

For a student whose guilt is established, following actions may be taken for different categories of offences enumerated below:

##### **Nature Of Offence**

- (a) A student is found talking in the Proctor based Examination to another person.

- (b) A student is found to be absent for long time before submission of the examination e.g. while going to the wash room etc.
- (c) A student has deliberately changed the browser during proctor examination.
- (d) A student is found possessing cell phone or any other item of such type or communication gadget during the examination.
- (e) Disrupting the smooth conduct of Examination in any way.
- (f) To be consulting notes or books during the Examination hours.
- (g) To have received help from others .

#### **4. Unfair means / Plagiarism in Class Work**

Any case pertaining to to unfair means / plagiarism during the Quizzes / Submission of Seminar Report/ Dissertation/ Projects, etc. shall be dealt with by the appropriate committee/ persons of the concerned department as nominated by the HOD with information to Dean. In cases of serious nature/grave offence in opinion of the Dean / Departmental Committee/ Head, the matter shall be referred to the Vice Chancellor for investigation through Standing Committee of the University.

### **SECTION-3**

#### **Procedure for Enquiries and Punishments on Disciplinary Cases of Students**

The welfare and discipline of students are two integral parts of an Institutional behaviour. Student's behaviour and discipline will therefore be assessed and will receive the same attention as the academic work.

The discipline of the students will therefore be closely monitored in the Live classes and discussion forum. Adherence to discipline norms will be evaluated at the end of each academic year and will be reflected as proficiency grade.

### **SECTION- 4**

#### **Standing Orders**

##### **1. General**

1.1 Students of the University must study the Standing Orders carefully and also make themselves familiar with these instructions, pertaining to their academic, co-curricular and other activities.

1.2 Any amendments/additions to these Standing Orders will be uploaded on announcements section of the student portal. The plea of ignorance will not be entertained for any breach of orders in force from time to time. Therefore, students must see the notices on the student portal regularly.

1.3 The schemes for all academic works and for the Examinations will be notified to the students separately by the Registrar/Academic Departments.

1.4 The V.C. is overall in-charge of the academic activities including attendance and leave of students. Any complaint within the jurisdiction of the concerned section will be dealt-with by the Officer in- charge of the section.

1.5 Director- CDOE will deal with the welfare and discipline of all students and will ensure maintenance of good conduct. Director will be assisted by other members of faculty.

## **2. Conduct and Behaviour**

2.1 Students should attend all their classes and strictly observe class timings. They should likewise carry out other out-door and extra-curricular duties assigned to them.

2.2 Students must give their undivided attention to their academic work and must be respectful to their teachers and supervisors.

2.3 Ragging in any form is unlawful and strictly prohibited. Student found ragging shall be expelled from the University and FIRs lodged against them.

## **3. Learning Resource Centre (LRC)**

3.1 Students must follow the LRC guidelines for use of **digital reference books**.