Revised Jan 2026
ACADEMIC SYSTEM
Online Master of Business Administration (MBA) Program

SECTION-1

(Ordinances, Rules, and Regulations Governing the Award of the Online MBA Degree)

1 Academic Qualities

The Online MBA Programme is designed to cater to the academic requirements of **working professionals and learners opting for higher education through the online mode**, in accordance with applicable **UGC and AICTE regulations**. The programme follows a **learner-centric, outcome-oriented, and focused teaching–learning framework**, ensuring academic rigor, flexibility, and relevance. The teaching–learning process aims to develop the following academic qualities:

1.1 Sustained and Disciplined Academic Engagement

The programme promotes sustained and disciplined academic engagement through a structured yet flexible modular design. Learners are required to participate regularly in scheduled academic activities, including online lectures, assessments, and interactive learning components. The evaluation system is structured to encourage continuous engagement and timely completion of academic requirements.

1.2 Learner-Centric and Self-Directed Learning

The curriculum adopts a learner-centric approach that emphasizes self-directed learning. Learners are expected to actively engage with e-learning modules, recorded lectures, prescribed readings, and digital academic resources provided through the Learning Management System (LMS). Faculty members function as academic facilitators, providing guidance, mentoring, and feedback to support learner progress.

1.3 Continuous and Focused Learning with Defined Timelines

The evaluation framework ensures continuous and focused learning throughout the semester and the programme. Each course clearly specifies learning activities, assessment components, and submission timelines. Adherence to deadlines is mandatory, and provisions relating to late submission, wherever applicable, are communicated in advance to ensure academic discipline and accountability.

1.4 Application-Oriented and Outcome-Based Learning

The programme emphasizes outcome-based education by integrating theory with practical application. Learning activities such as case studies, project work, simulations, and discussion forums are designed to enable learners to apply management concepts to real-world business and organizational contexts, including professional and industry-based scenarios.

1.5 Quality Consciousness and Continuous Improvement

Quality consciousness is embedded across all courses of the programme. Learners are encouraged to maintain high standards of academic integrity, analytical rigor, and clarity in academic work. Continuous improvement is fostered through structured feedback mechanisms, enabling learners to enhance their academic performance and learning outcomes.

1.6 Collaborative Learning and Virtual Team Orientation

In alignment with contemporary organizational practices, the programme promotes collaborative learning and virtual team orientation. Learners engage in online group activities, peer discussions, and collaborative assignments to develop competencies in teamwork, leadership, communication, and problem-solving within a digitally enabled learning environment.

2. Programme structure

The two-year MBA programme comprises four semesters. In the first year, the students are made familiar with the foundations of management through core courses other mandatory courses. In the second year, a student is required to complete few compulsory courses along with remaining elective courses in major and minor areas of specialization, as detailed in the curriculum. In addition, the students are required to do social and corporate internships.

2.1 Course & Credits
Courses and Credits shall be as per the Curriculum approved by the Academic Council of the University from time to time.

2.2 Capstone Project

The **Capstone Project** is an integral component of the **Online MBA Programme** offered by the **JIIT Centre for Distance and Online Education (CDOE)** and is designed to assess the learner's ability to **integrate and apply management knowledge and skills** acquired during the programme.

The Capstone Project shall be undertaken in the **Second Semester** of the programme. It aims to provide learners with an opportunity to address a **real-world business, managerial, or organizational problem** through systematic analysis and application of relevant management concepts, tools, and frameworks.

Learners are required to identify a problem or opportunity relevant to industry, business, or society and undertake the project under the guidance of a **faculty supervisor**. The project may be **industry-based, organization-based, or concept-based**, and shall demonstrate analytical rigor, problem-solving ability, and professional presentation.

The Capstone Project shall be evaluated based on **defined learning outcomes**, including conceptual understanding, application of knowledge, quality of analysis, originality, and clarity of documentation. Evaluation may include **project report submission and oral presentation/viva-voce**, as prescribed by the University.

Successful completion of the Capstone Project is **mandatory for progression in the programme** and forms a foundational experiential learning component of the Online MBA curriculum.

2.3 Corporate Internship

The **Corporate Internship** is an essential component of the **Online MBA Programme** and is designed to bridge the gap between theoretical knowledge and its practical application. It provides learners with **hands-on exposure to organizational operations**, enabling them to develop an understanding of the functioning of various departments within a corporate organization and the broader business environment. Such experiential learning is critical for preparing competent and industry-ready management professionals.

It is **mandatory** and must be completed **after the conclusion of the Second Semester and prior to the commencement of the Third Semester**.

Upon completion of the internship, learners are required to **submit a detailed project report** and make a **presentation**/**viva-voce examination**. Evaluation of the internship will consider the learner's practical understanding, analytical application, quality of the report, and performance during the presentation and viva.

2.4 Dissertation / Major Project -

Dissertation Project will provide students with an opportunity to become fully engaged with their research discipline. With guidance from an academic supervisor, students will get the opportunity to both develop a research question and then to formulate the means to undertake independent research to answer that question. This requires the ability to generate hypotheses and then test them through data generation or collection based on appropriate methodologies (usually prescribed but may be student-led within guidelines) and to critically evaluate and synthesize/ analyze this data to address the original hypothesis. These results are then presented in a report that outlines the context of the research, the approaches taken, conclusions made and future work, including the potential applications of the research findings.

2.5 Social Internship Project

Each learner of the **Online MBA Programme** at the **JIIT Centre for Distance and Online Education (CDOE)** is required to undertake a **mandatory Social Internship** at the conclusion of the **fourth semester**.

The **primary objective** of the Social Internship is to **sensitize learners to their social responsibilities** and to foster an understanding of societal challenges and community development initiatives. Through this experiential learning component, learners are expected to engage with social, non-profit, or community-based organizations to **analyze real-world social issues, contribute to sustainable solutions, and develop empathy, ethical reasoning, and civic consciousness**.

The Social Internship also aims to enable learners to **apply management knowledge and problem-solving skills in a social context**, thereby integrating professional competencies with

social awareness. Learners are required to **submit a detailed internship report and participate in a presentation/viva**, which will be evaluated as per the programme guidelines.

RULES AND REGULATIONS

3   The Evaluation System

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 and shall be recorded through LMS

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

3.1.1 Written exams:

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

3.1.2 Continuous Assessment

Components	Weightage	Duration	Coverage
Individual Assignments, Quizzes/ viva-voce/class participation, Case 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.	**End Term Examination as per course requirement**	**75%**

3.1.3 Dissertation/ Project

Evaluation Scheme for Dissertation/ Project

(a) Students are required to register for the Dissertation/Project at the beginning of 3rd semester.

(b) Following evaluation scheme will be followed 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
	TOTAL	25
2	Presentation	15
3	Content Originality	15
4	Study /Model and Content Validity	15
5	Finding and Conclusion	15
6	Future Scope	15
	TOTAL	75
	TOTAL PROJECT MARKS	100

Guidelines for Monitoring and Evaluation of Dissertation/ Project

(c) The students must communicate with their supervisors through online mode after the Dissertations/Projects assigned to them, for seeking guidance/clarification etc.

(d) The students should maintain a logbook of their day to day activity and report to the respective supervisors.

Four-Quadrant Approach

The Centre for Distance and Online Education CDOE follows the Four Quadrant approach for implementing Online education as per UGC DEB guidelines. JIIT–Centre for Distance and Online Education follows the prescribed e-Learning Material Quality Standards in the design and delivery of its online courses. All courses are developed and implemented in accordance with the Four-Quadrant Approach, as detailed below:

a. **Quadrant I – e-Tutorial:**
JIIT–CDOE provides structured video and audio lectures supported by animations, simulations, video demonstrations, virtual laboratory experiences (for elective courses like Business Analytics), and similar multimedia resources. All video content is accompanied by appropriate transcripts to enhance accessibility and comprehension and recordings of synchronous sessions.

b. **Quadrant II – e-Content:**
Self-instructional digital learning materials, including e-books, presentations, illustrations, and case studies, are developed and made available to learners. These materials are supplemented with curated web resources such as reference links, open-source content, research articles, journals, and other relevant academic resources.

c. **Quadrant III – Discussion Forum:**
Dedicated online discussion forums are maintained to enable learners to engage in academic discussions in the asynchronous mode. Course Coordinators and instructional teams actively facilitate timely clarification and continuous learner support.

d. **Quadrant IV – Assessment:**
JIIT–CDOE implements a range of formative and summative assessment methods, including quizzes, assignments, multiple-choice questions, short and long answer questions, discussion-based activities, FAQs, and clarification of common misconceptions, to evaluate learning outcomes effectively.

4 Grading System for Courses:

4.1 Course Grading

(a) Learners obtaining grades **A (+), A, B (+), B, C (+), C, or D** shall be **declared as having passed** the course. Learners who do not meet the minimum prescribed requirements (Less than 4.0 Grade point value) shall be awarded an **'F' grade**, indicating **failure in the course**.

(b) The **final grade** awarded for a course shall be determined based on the **aggregate performance** of the learner across **all evaluation components**, including **internal assessment** (such as assignments, class participation, quizzes, unit-wise assessments, and other prescribed activities) and the **End Term Examination**, in accordance with the evaluation scheme notified by the University.

4.2 Project Work Grading

The project work including Capston project, Corporate Internship, Dissertation/ Major Project, Social internship Project will be graded based on all the evaluation component mention in section 2.2, 2.3, 2.4 and 2.5 respectively.

4.3 Grading for failing to meet Attendance Requirement

A semester will be of approximately 12-16 weeks duration of these, about 14 weeks will be available for actual instruction. Attendance Rules

(a) All Learners are expected to be present in every lecture, tutorial scheduled for them.

(b) A learner must have a minimum engagement of 75% in a course during a semester, in all Four quadrants together (as applicable). A learner 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.

5. Supplementary Examinations

5.1 The **Supplementary Examination**, wherever applicable, shall be conducted **along with the End Term Examination of the subsequent semester**, as per the examination

schedule notified by the University.

5.2 Eligibility

Students with "F" grade (Except debarred cases) **are eligible to appear in the Supplementary Examination of the same semester.**

5.3 Conduct

(a) **Supplementary Examinations shall be held twice in an Academic Session.** For both the semester odd as well as even as scheduled in the academic calendar.

(b) The Supplementary Examination shall be of two hours duration for each subject with 100 as maximum marks.

(c) The Supplementary Examinations will cover the entire syllabus of the semester.

5.4 Grading

- Grade shall be determined on the basis of marks obtained by the students in the supplementary examination of the subject only.

- The highest grade obtainable by a student passing through supplementary examination shall be limited to C+ and the marks boundaries for award of grade for supplementary examination, irrespective of grade boundaries used in regular semester examination, shall be as under:

Grade	Total Marks
C+	≥ 50
C	≥ 40 to < 50
D	≥ 30 to < 40
F	< 30

5.5 Supplementary for Project Work

There shall be no supplementary examinations for the Capstone Project, corporate/ social internship/ Comprehensive Viva/ Dissertation Project.

5.6 Treatment of failed students

If a student fails in the Supplementary Examination, he/she shall have to re-register for the subject, in the immediate following corresponding semester, where the subject is on offer.

6. **General Rule Examination**

 6.1 **Examination Fee for Supplementary Examination**

A fee of Rs. 750/- per subject or as decided by the Board from time to time will be charged from the students.

7. **Corporate Internship and Social Internship Report**

   (a)   Learners will submit the soft copy of the internship report in the prescribed format and deposit the same with the Programme Coordinator / respective Faculty Mentor as per the specified guidelines.

   (b)   Learners will be required to **submit the presentation and appear for the final viva** along with the project report **within the specified time duration**.

   (c)   Programme coordinator/ faculty members would upload the results/Grades of only those students who fulfill the twin conditions i.e. Viva completed and submission of soft copy of the reports as in (b) above.

   (d)   Programme chairperson thereafter will submit the reports to the LRC.

8. **CREDIT SYSTEM**

8.1 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.

8.2 Each course, except a few special courses, has a certain number of credits assigned to it depending upon its lecture 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

8.3 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 program.

8.4 Credits assignment Lectures/Tutorials
One lecture/tutorial hour per week per semester is assigned one credit.

8.5 Earned Credit
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.

9. Registration for Course and Grading System

9.1 Registration

9.1.1 Registration Methodology for the Courses in various Semesters

Priority-1 - Backlog Courses on offer.

Priority-2 - Core Courses of the semester.

Priority-3 - Other 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 classes will be scheduled online based on the core courses and electives registered during the pre-registration process.

9.1.2 A student may however, register for lesser courses so that the total credits are in the range of 15 to 23 in a regular Semester.

9.1.3 On the recommendations of the Dean (Academic), a student may be allowed to register for a maximum of 24 to 27credits in a Semester depending on the specific needs of the program.

9.1.4 On the recommendations of Hon'ble Vice- Chancellor, a student may be allowed to register for a maximum of 28 to 31credits in a Semester depending on the specific needs of the program.

9.1.5 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.

9.2 Addition, Deletion and Withdrawal from Courses

10.2.1 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.

10.2.2 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.

10. Structure of Grading of Academic Performance

The following shall be the structure of grading for academic performance of the learner

10.1   Award of Grades

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

The **final grade** awarded for a course shall be determined based on the **aggregate performance** of the learner across **all evaluation components**, including **internal assessment** (such as assignments, class participation, quizzes, unit-wise assessments, and other prescribed activities) and the **End Term Examination**, in accordance with the evaluation scheme notified by the University.

10.2   Structure of Grading of Academic Performance

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

Grade	Qualitative Value	Grade Point Value
A+	Outstanding	10
A	Excellent	9
B+	Very Good	8
B	Good	7
C+	Average	6
C	Below Average	5
D	Marginal Pass	4
F	Fail	0

10.3   Description of Grade

A Grade
An **'A+' grade** represents **outstanding academic achievement**. The minimum marks required for the award of an 'A+' grade is **80%**. However, individual Course Coordinators may prescribe a **higher cutoff**, if required.

B and C Grades
'B' and 'C' grades indicate performance levels ranging from **Very Good to Below Average**. These grades are awarded based on the **relative performance of students** in the course.

D Grade
The **'D' grade** represents **marginal performance** and is the **minimum passing grade** in any course. The minimum marks required for the award of a 'D' grade are **30%**. However, Course Coordinators may prescribe a **higher minimum requirement**.

F Grade
The **'F' grade** indicates **poor or very poor performance** and signifies **failure in a course**. An 'F' grade shall be awarded in the following cases also:
(a) Use of Unfair Means (UFM)
(b) Debarment due to shortage of attendance (as per Attendance Rules)
(c) Absence from the End Semester Examination

A student must **repeat all compulsory (core) courses** in which an 'F' grade is obtained until a **passing grade** is secured.

12. EVALUATION OF PERFORMANCE

12.1 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.

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

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:

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

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
n = Total number of registered subjects, except audit Courses

An Example of these calculations is given below:

I Semester

Subject Code (1)	Credit (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Points Secured (6)
17M11BXX1X	3	A	3	9	27
17M11BXX1X	3	C+	3	6	18
18M11BXX1X	3	C	3	5	15
17M11BXX1X	3	B+	3	8	24

18M11BXX1X	3	B	3	7	21
18M11BXX1X	3	A	3	9	27
17M11BXX1X	1.5	A+	1.5	10	15
18M11BXX1X	3	B	3	7	21
18M11BXX1X	3	A	3	9	27
Total	**25.5**	**-**	**25.5**	**-**	**195**

Credits Registered in the I semester (total of column 2)	=	25.5
Earned Credits in the I semester (total of column 4)	=	25.5
Point secured in the I semester (total of column 6)	=	195
SGPA (I semester)	**=**	**7.65**
CGPA (I semester)	**=**	**7.65**

II Semester

Subject Code (1)	Credit (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Points Secured (6)
17M21BXX1X	3	A+	3	10	30
17M21BXX1X	3	B	3	7	21
18M21BXX1X	3	C+	3	6	18
17M21BXX1X	3	A	3	9	27
18M21BXX1X	3	B+	3	8	24
18M21BXX1X	3	A+	3	10	30
17M21BXX1X	1.5	D	1.5	4	6
18M21BXX1X	3	B+	3	8	24
18M21BXX1X	3	A	3	9	27
Total	**25.5**	**-**	**25.5**	**-**	**207**

Credits Registered in the II semester (total of column 2)	=	25.5
Earned Credits in the II semester (total of column 4)	=	25.5
Point secured in the II semester (total of column 6)	=	207
SGPA (II semester) =		**8.12**
CGPA (II semester)	**=**	**(195+207) / (25.5+25.5) = 7.88**

12.2   Conversion of grades into percentages

The performance of the student will be measured in terms of CGPA (on a 10 point scale) as defined above. However, on request from the Indian Industry and oversees institutes querying on percentage obtained by students, the equated percentage shall be equivalent to CGPA X 10.

13 Conditions for Pass And Progression

All students will be allowed continued progression up to maximum duration as specified in ordinance/ rules irrespective of the CGPA or earned credits or the failures in subjects, acquired by the students during the course of academic year and program. Maximum duration permitted for completion of MBA program will be 4 years.

14 Award of Degree

The degree of MBA shall be awarded upon earning minimum credits as defined in the curricula of the year of admission, provided

(a)   Student secures a CGPA equal to **5.00** or more.

(b)   There is no failure in the core, elective, qualifying and mandatory courses.

(c)   A minimum of two years (4 semesters) of active registration in the MBA program will be required. The online MBA program must be completed within a period of four years. This includes the period of rustication/ expulsion but excludes the semester withdrawal.

15 Attendance Requirements

15.1 Semester Duration

A semester will be of approximately 16 weeks duration. Of these, about 12 weeks will be available for actual instruction.

15.2 Attendance Rules

(a)   All students are expected to be present in every online Class, or other sessions scheduled for them.

(b)   A learner is required to maintain **a minimum of 75% engagement on the Learning Management System (LMS)** across **all four quadrants of online learning**. This means that the learner must actively participate in at least 75% of the prescribed academic activities provided in each quadrant.

(c)   A student **must mandatorily fulfill** the above-mentioned attendance requirement.

(d)   For the purpose of maintaining the attendance record of a particular course, attendance shall be recorded through the **Learning Management System (LMS)** based on learners' participation and activity logs, including **presence in live online classes**.

<div align="center">

SECTION-2
Instructions and Penalty for use of Unfair Means

</div>

The salient instructions governing the conduct of learners during the examination shall be **communicated to the students in advance through official email.** Any contravention of these instructions or adoption of unfair means shall render the learner liable to disciplinary action as per the University examination regulations.

1. Mode of Examination

All examinations shall be conducted in **online mode through a secure Learning Management System (LMS)** with **continuous live proctoring**, including **AI-based monitoring and human supervision**. The examination session shall be recorded, and periodic snapshots and system logs shall be maintained as documentary evidence.

2. Examination Conduct

Learners shall:

1. Use only the permitted device for examination purposes
2. Not use mobile phones, secondary screens, projectors, or any other electronic devices
3. Not switch away from the examination window
4. Not communicate with any person during the examination
5. Comply with all instructions issued by the proctor

The proctor may, at any time, verify the learner's surroundings through webcam or chat-based instructions.

3. Detection of Unfair Means

Any suspicious activity detected by AI systems or live proctors shall result in:

- Automated warning(s), followed by
- A final manual warning by the proctor

Continuation of such behaviour after the final warning shall be treated as **Use of Unfair Means (UFM)** and reported to the Examination Authority.

4. Action on Detection

Upon detection of UFM:

- The learner's examination attempt may be terminated or flagged
- No additional time shall be granted
- All digital evidence shall be preserved and forwarded to the Examination Committee

5. Committee on Unfair Means

All UFM cases shall be examined by a **Standing Committee on Unfair Means**, constituted by the Vice-Chancellor. The Committee shall examine the evidence, provide the learner an opportunity of hearing, and submit its recommendations to the Vice-Chancellor for final decision.

6. Penalties

Based on the nature and gravity of the offence, one or more of the following penalties may be imposed:

1. Cancellation of the concerned examination and award of zero marks
2. Award of fail grade ('F') in the course
3. Cancellation of all examinations of the semester
4. Debarment from supplementary or subsequent examinations
5. Debarment for one or more semesters or expulsion from the University

Repeat offences shall attract **enhanced penalties**, including higher-level punishment.

7. Unfair Means in Online Academic Work

Cases of unfair means detected in online class work, assignments, projects, dissertations, or practical components shall be dealt with by the appropriate departmental committee. Serious cases shall be referred to the Vice-Chancellor for inquiry and decision.

8. Residual Powers

Any case not covered under this Ordinance shall be decided by the **Vice-Chancellor**, whose decision shall be final and binding.

Proforma - UFM-1
FORM FOR UNFAIR MEANS

A. Student and Examination Details

1. Enrollment Number**:**
2. Name of the Learner**:**
3. Programme / Branch / Specialization**:**
4. Year of Admission**:**
5. Mode of Examination**:** Online (LMS with Live Proctoring)
6. Course / Subject Code**:**
7. Course / Subject Name**:**
8. Date of Examination**:**
9. Time of Examination**:** From _____ To _____
10. Examination Platform / LMS Name:
11. Proctoring Type: ☐ AI-based ☐ Live Human ☐ Hybrid

B. Details of Detected Unfair Means

Nature of Suspicious / Unfair Activity Detected
(Please tick and describe, as applicable)

☐ Switching away from test window
☐ Use of mobile phone / electronic device
☐ Presence of another person
☐ Consulting notes/books/digital material
☐ Communication with another person
☐ Impersonation
☐ Disobeying proctor instructions
☐ Other (Specify): _____

C. **Digital Evidence Collected**

(To be attached electronically)

☐ Video Recording
☐ Screenshots / Snapshots
☐ System Logs / Activity Reports
☐ Proctor Chat Transcript
☐ AI-generated Incident Report

(Reference ID / File Name, if any): _____

D. **Warning History**

- **Automated Warning Issued**: ☐ Yes ☐ No
- **Final Manual Warning Issued by Proctor**: ☐ Yes ☐ No
- **Time of Final Warning**: _____

E. **Statement of the Learner**

(To be filled by the learner online, if permitted)

___

___

☐ Learner declined to submit a statement

F. **Statement of Proctor / Authorized Officer**

(Record the circumstances clearly and unambiguously)

Certified that the above incident was observed and recorded during the online proctored examination and that the learner was informed accordingly.

G. **Certification**

Name of Proctor / Authorized officer:
Designation:
Signature (Digital / LMS Authenticated):
Date:
Time:

H. **Forwarding Details**

This case is forwarded to the **Examination Cell / Standing Committee on Unfair Means** for necessary action as per University and UGC regulations.

Forwarded by:
Office / Department:
Date:

SECTION -3

STANDING ORDERS

1. **Applicability**
   This Standing Order shall apply to all learners enrolled in **online programmes and courses** offered by the University in accordance with the **UGC (Open and Distance Learning and Online Programmes) Regulations, 2020 and subsequent amendments**.
2. **Mode of Delivery**
   All teaching–learning activities shall be conducted through the **University-approved Learning Management System (LMS)** and other authorized digital platforms as notified from time to time.
3. **Course Structure and Academic Calendar**
   (a) Each online course shall be delivered as per the approved **course curriculum, credit structure, and academic calendar**.
   (b) The duration of semesters and instructional hours shall be equivalent to those prescribed for regular programmes, as per UGC norms.

4. **Teaching–Learning Components**
   Online courses may comprise the following components:

   - Live online lectures
   - Recorded video lectures
   - e-Content and digital reading materials
   - Discussion forums and interactive activities
   - Assignments, quizzes, projects, and presentations

5. **Attendance and Learner Engagement**
   (a) Learners shall be required to maintain the **minimum prescribed attendance/engagement**, as notified by the University.
   (b) Attendance shall be recorded through **LMS activity logs**, including access to content, participation in discussions, submission of assessments, and presence in live classes.
   (c) Non-fulfilment of attendance requirements may result in **ineligibility to appear in examinations**.

6. **Assessment and Evaluation**
   (a) Assessment shall be based on **continuous internal evaluation** and **end-term examinations**, as prescribed for the course.
   (b) Online examinations may be conducted using **technology-enabled proctoring mechanisms**, including AI-based and live human proctoring.
   (c) Learners shall comply with all examination instructions issued in advance through official communication channels.

7. **Code of Conduct for Learners**
   Learners shall:

   - Follow academic discipline and ethical conduct in all online activities
   - Not engage in plagiarism, impersonation, or use of unfair means
   - Use only authorized devices and platforms for academic activities
   - Maintain appropriate online behaviour during live sessions and discussions

8. **Unfair Means**
   (a) Any instance of unfair means in online classes, assessments, or examinations shall be dealt with as per the **University's UFM Regulations**, aligned with UGC guidelines.
   (b) Penalties may include cancellation of assessment, award of fail grade, debarment from examinations, or other disciplinary action.

9. **Technical and Connectivity Issues**
   (a) Learners shall ensure availability of required hardware, software, and stable internet connectivity.
   (b) In case of genuine technical difficulties during live sessions or examinations, learners shall immediately report the issue through the designated support mechanism.
   (c) The decision of the University regarding such cases shall be final.

10. **Communication and Notifications**

All official communications, including instructions, schedules, examination guidelines, and notices, shall be communicated through:

- Registered email IDs
- LMS announcements
- University website, where applicable

11. **Data Privacy and Recording**

(a) Online classes and examinations may be recorded for academic, quality assurance, and compliance purposes.

(b) Such data shall be stored and used in accordance with applicable data protection norms.

12. **Grievance Redressal**

Learners may submit grievances related to online courses through the **University's prescribed grievance redressal mechanism**. All grievances shall be addressed as per institutional policy.

13. **Compliance and Penalties**

Non-compliance with this Standing Order or related regulations may result in:

- Withdrawal of course access
- Denial of examination eligibility
- Cancellation of results
- Any other action deemed appropriate by the University

14. **Residual Powers**

Any matter not specifically covered under this Standing Order shall be governed by applicable **UGC regulations**, and the decision of the **Vice-Chancellor / competent authority** shall be final and binding.

Director- CDOE