

*AMRITA VISHWA VIDYAPEETHAM*  
**REGULATIONS FOR THE PG PROGRAMMES (ONLINE)**  
**FACULTY OF ARTS MEDIA AND COMMERCE**  
**(effective from 2021 admissions)**

**GENERAL**

R.1	Admissions	R.29	Amendment to Regulations
R.2	Language of Instruction		
R.3	Structure of the Programme		
R.4	Tuition Fees		
R.5	Mentors		
R.6	Class Committees		
R.7	Registration and Enrolment		
R.8	Dropping / Substituting Courses		
R.9	Maximum Duration of the Programme		
R.10	Attendance		
R.11	Assessment Procedure		
R.12	Publication / Internship		
R.13	Remedial Provisions		
R.14	Grading		
R.15	Declaration of Result		
R.16	Revaluation of Answer Papers		
R.17	Course Completion		
R.18	Grade Sheet		
R.19	Semester Grade Point Average (SGPA)		
R.20	Cumulative Grade Point Average (CGPA)		
R.21	Ranking		
R.22	Exiting the Program with Post Graduate Certificate		
R.23	Classification of Successful candidates		
R.24	Transcript		
R.25	Discipline		
R.26	Redress of Grievances		
R.27	Award of the Degree		
R.28	Interpretation Clause		

## **GENERAL**

1. Candidates who have qualified with a Bachelors' Degree are eligible to apply for admission to the PG Degree programme. However, the eligibility criterion is subject to modification as per the directives of competent authorities.
2. Procedure for admission will be decided from time to time by the University in accordance with the guidelines from competent authorities.
3. The duration of the Programme will normally be four semesters, spread over two academic years.
4. The award of the PG degree will be recommended by the Academic Council and approved by the Board of Management in accordance with the regulations of the University.
5. Notwithstanding anything stated above, the Amrita Vishwa Vidyapeetham reserves the right to modify any of the ordinances, as deemed fit, from time to time.

### **R.1. Admissions**

- R.1.1 The admission to the programme will be as per the ordinances and regulations of the University.
- R.1.2 The intake to each School will be decided by the University from time to time.

### **R.2. Language of Instruction**

The language of instruction will ordinarily be English, for all courses.

### **R.3. Structure of the Programme**

- R.3.1 The Programme will be structured on credit-based system, continuous evaluation and end term examinations, following the semester pattern.
- R.3.2 The programme consists of the following.
- (a) Core courses in the primary area of the programme, including projects.
  - (b) Elective courses
  - (c) Projects
- R.3.3 Each PG Degree programme shall have a prescribed curriculum and syllabi which will be periodically updated according to the requirements and approved by the Academic Council.

### **R.4 Tuition Fees**

At the beginning of each academic year, students shall pay all the fees prescribed. A student who drops out of the programme or whose registration is cancelled due to any reason, cannot claim refund of any fees paid.

### **R.5. Program Coordinators and Mentors**

- R.5.1 In order to (i) guide the students in planning their courses of study, (ii) advise them on academic programmes and (iii) monitor their progress the following structure will be adopted:
- (a) Programme Coordinator (One per Programme): A full-time Faculty in the subject area of the concerned Programme shall be the Programme Coordinator for an Online Programme. The Programme Coordinator shall be responsible for overall coordination of the development, delivery and assessments of the learners in an Online Programme;
  - (b) Course Coordinator (One per Course): An Online Programme may have more than one Course. The Course Coordinator (a faculty) shall coordinate the development, delivery and assessments of the learners in the Course;

(c) Course Mentor (One per batch of 250 learners): Course Mentor shall assist the Programme/Course Coordinator in providing academic support to learners and also in managing virtual teacher-learner interaction groups.

(d) Examiners: Examiners for the assessment of the online learners in a Course from among the qualified faculty from within the Institution or from other Institutions.

**R.6 Class Committees:** A Class Committee shall be constituted with the following members and the Committee shall meet the students once in every semester within 3 weeks of starting the classes to know their feedback on classes and to take corrective measures, if required.

R.6.1 The Constitution of the Class Committee will be as follows:

a) The Chairperson of the class committee, nominated by coordinator of programme.

b) All the teachers handling courses for the class,

c) The programme coordinator and Director may attend the committee meetings.

R.6.2. At the end of the semester the committee will meet, to finalise the results. The results shall be submitted to the programme coordinator, who shall approve and forward the same, to the Examination section..

R.6.3. The Class committees shall be reconstituted at the beginning of every semester.

### **R.7 Registration and Enrolment**

R.7.1 Every student shall register for the courses online which he/she wishes to undergo during a semester online.

R.7.4 Late enrolment will be permitted on payment of a prescribed late fee, up to a specified date, to be notified well in advance.

R.7.5 **Pre-requisites:** A student is not permitted to register for a course unless he/she has already attended the pre-requisite course, wherever specified. A student will not be deemed to have attended the pre-requisite, if he/she gets an 'FA' grade in such a course.

### **R.8 Substituting Courses**

R.8.2 A student can substitute a course registered earlier, within **first ten working days** of the commencement of the semester.

### **R.9 Maximum Credits and Duration of the Programme**

R.9.1 A student is expected to complete the PG programme in four semesters. However, a student may complete the programme at a slow pace within eight semesters.

R.9.2 A student may be permitted by the *concerned* Programme Coordinator to withdraw from the programme for a semester or a longer period for reasons of ill health or on other valid grounds. However, the programme should be completed within a total span of twelve semesters.

R.9.3 In the event of any student requiring more than twelve semesters to complete the programme, extension can be considered on the merits of the case, by the Vice-Chancellor and ratified by the Academic Council.

R.9.4 The total credits for the programmes shall be the same as that of corresponding programmes in conventional mode or as prescribed by the Regulatory bodies.

### **R.10 Attendance**

R.10.1 In OL mode the learner has minimum attendance of 75% in the program including lab component in order to be eligible to write the end-term examination. Maintain detailed attendance records. Also For OL mode the learner has minimum participation of 75% in all activities of programme prior to end-sem exam

R.10.4 Finalisation of attendance for every course shall be done three working days before the last instruction day of the semester. Any student failing to secure a minimum of 75% attendance in the tutorial and practical periods counted together of a course, will not be eligible to appear for the end-semester examination in that course.

R.10.5 In case a student who is not permitted to attend the end-semester examination in any course may complete them and appear for exams when offered.

### **R.11 Assessment Procedure**

R.11.1 The academic performance of each student in each course will be assessed on the basis of Continuous Assessment and an end-semester examination.

The weight for the Continuous Assessment and End-semester examination will be 70:30. The continuous assessment includes weekly quizzes, assignments, etc.

R.11.2 In the case of practical or lab course, the relative weight for Continuous assessment and End-semester examination will be 80:20

R.11.3 It is mandatory that the students shall appear for the end-semester examinations for completion of the requirements of the course.

At the end of a semester, examinations shall be held for all the subjects that were taught during that semester and those subjects of the previous semesters for which the students shall apply for supplementary examination, with a prescribed fee.

R.11.4 PROJECT WORK: The continuous assessment of project work will be carried out as decided by the course committee. At the completion of the project work, the student will submit a project report in the digital form in the prescribed format. The project work will be evaluated by a team of duly appointed examiners.

The final evaluation will be based on the content of the report and presentation by student. There will be 30% weight for continuous assessment and the remaining 70% for final evaluation.

If the project work is not satisfactory he/she will be asked to continue the project work and appear for assessment later.

### **R.13 REMEDIAL PROVISIONS**

#### **R.13.1 Supplementary Examinations:**

Students failed in a non-semester course (i.e. courses not registered by the student during the current semester), shall apply for appearance in the respective examination by paying a prescribed fee and take the examination.

A student who has secured an 'F' grade in a course may take the supplementary examination for a maximum of three additional attempts (excluding the regular end-semester examinations) carrying the previous continuous assessment marks earned by them. Students failing to pass the course after three additional attempts shall henceforth appear for the supplementary examination for the entire 100 marks and the continuous assessment marks earned by them in the regular registration, shall not be considered.

If a student wishes to improve his/her internal marks, he/she can do so, by re-registering for the course with additional fee. In this case, the internal marks obtained by the student will be valid for the end-semester of the re-registration and three more additional attempts.

R.13.3 Supplementary examinations will be evaluated against the most recent grade rule (whenever the course was offered recently in the regular semester).

**R.14 Grading**

R.14.1 Grading process for Online Courses (NPTEL/SWAYAM)

- a) 15 hours of online course to mapped to 1 credit.
- b) Percentage score awarded is mapped to grade point as per the following table

Grade	Grade Points	Mark Range	
		Lower bound	Upper Bound
O	10	93	100
A+	9.5	85	92
A	9	78	84
B+	8	71	77
B	7	64	70
C	6	57	63
P	5	50	56
F	0	0	49
I	0	Incomplete	

If the course is offered in between two semesters (vacation period)

- If the online course is completed before the grade publication of the given semester, the grade from the online course will be included in that semester grade sheet.
- If the online course completion date is past the grade publication date of the current semester, grade for the online course will be included in the subsequent semester grade sheet.

R.14.2 'FA' grade once awarded stays in the record of the student and is replaced with the appropriate grade when he/she completes the course successfully later.

R.14.3 A student who has been awarded 'I' Grade in a course, can continue the course from where they left off and write the exam whenever offered next and earn a pass grade, which will be reflected in the next semester's grade sheet.

- The 'I' grade, will be subsequently changed into appropriate grade, when the student completes the requirement during the subsequent semester.

R.14.4 A student is considered to have successfully completed the course and earned the credit, if he/she scores a letter grade 'P' or better in that course.

**R.15 Declaration of Result**

After finalization of the grades and subsequent approval of the Programme Coordinator, the result will be announced by the Controller of Examinations and updated online.

**R.16 Revaluation of answer Papers**

On publication of the results, an aggrieved student can request for revaluation of answers scripts of the end-semester examination, within five working days of publication of the results, along with the prescribed revaluation fees. The request has to be made to the Examination Section, through the Programme Coordinator.

If the revaluation leads to a better grade, the revised grade will be awarded to the student and in such cases, the revaluation fee will be refunded in full.

Revaluation is permitted only for lecture-based courses.

**R.17 Course Completion:**

A student is said to have successfully completed a course and earned the corresponding credits, if he/she has:

- registered for the course :
- put in 75% or more attendance in the course,
- appeared for the end-semester examinations,
- obtained a pass grade 'P' or better in the course,
- no pending disciplinary proceedings against him/her.

**R.18 Grade Sheet**

The Grade Sheet issued to the student at the end of a semester will contain the following information:

- Name, Roll No. Grade Sheet No., Semester, Branch, Month and year of the Examination,
- Course Code, Course Title, Credits, Grade obtained and Grade points earned for the courses registered,
- Credits registered and earned during the semester,
- Cumulative credits earned and Grade Points,
- SGPA and
- CGPA.

**R.19 Semester Grade Point Average (SGPA)**

On completion of a semester, each student is assigned Semester Grade Point Average (SGPA) which is computed as below for all courses registered by the student during that semester.

$$\text{Semester Grade Point Average} = \frac{\sum (C_i \times Gp_i)}{\sum C_i}$$

where  $C_i$  is the credit for  $i^{\text{th}}$  course in that semester and  $Gp_i$  is the grade point for that course.

The summation is over all the courses registered by the student during the semester, including the failed courses. The SGPA is rounded off to two decimals.

**R.20 Cumulative Grade Point Average (CGPA)**

The overall performance of a student at any stage of the Degree programme is evaluated by the Cumulative Grade Point Average (CGPA) up to that point of time.

$$\text{Cumulative Grade Point Average} = \frac{\sum (C_i \times Gp_i)}{\sum C_i}$$

where  $C_i$  is the credit for  $i^{\text{th}}$  course in any semester and  $Gp_i$  is the grade point for that course.

The summation is over all the courses registered by the student during all the semesters up to that point of time, including the failed courses. The CGPA is also rounded off to two decimals.

**R.21 Ranking**

The ranking of the students in a batch at any intermediate or final stage is based on CGPA. Only those students who have passed all courses up to that stage in the first attempt are considered for ranking.

**Students are eligible for final ranking, only if the programme is completed within the normal duration, i.e., within two years from joining the programme.**

**R.22 Exiting the program with Post Graduate certificate**

Students who leave the programme after one year of study could be considered for award of a post graduate certificate. However, whether to issue such certificate and the title for that will be decided separately for each programme together with the curriculum for each programme.

**R.23 Classification of successful candidates:**

R.23.1 A student shall be considered to have successfully completed the programme, if he/she has:

- i) registered and successfully completed all the core courses, electives and projects as mentioned in the curriculum;
- ii) earned the required minimum number of credits as specified in the curriculum corresponding to the programme, within the stipulated time;

R.23.2 Candidates who have successfully completed the programme, within a period of four semesters from entering the programme, shall be classified as follows:

Candidates securing a CGPA of 8.00 and above – FIRST CLASS WITH DISTINCTION \*

Candidates securing a CGPA between 6.50 and 7.99 – FIRST CLASS

and the same be mentioned in the Degree certificate;

(\*subject to satisfying the condition mentioned at R.12.1 and having passed all the courses, in the first attempt, in four semesters, from the date of joining the programme)

If the programme is completed after four semesters of study, the candidates securing even a CGPA of 8.00 and above, shall be classified to have completed the programme, only with FIRST CLASS.

**R.24 Transcript**

The Controller of Examinations will also issue, on request and payment of a prescribed fee, a detailed transcript with his signature or facsimile to every student after completion of the programme. It shall contain all the information that is contained in the grade sheets. Additionally, it shall also include the month and year of passing each course. The transcript card shall contain only the final grades secured, but will not indicate the earlier failures, if any. The detailed transcript, will contain the CGPA and the class, if any obtained.

**R.25 Discipline**

Any act of indiscipline or misbehaviour including unfair practice in the examinations will be dealt with by the Disciplinary Action Committee of the School, constituted by the Head of the School concerned. The committee will enquire into the charges and make recommendations to the Head of the School concerned. Based on the findings of

the committee, Head of the School will take appropriate disciplinary action. Serious act of indiscipline on the part of the students may even attract penalty up to the extent of expulsion from the University.

**R.26 Redress of grievances**

Students have the right to seek redress of grievances. For this, they have to appeal in writing to the Head of the School concerned, who will take necessary steps in the matter.

**R.27 Award of the Degree**

A student will be declared eligible for the award of the respective Degree, if he/she has:

- a) completed the programme successfully as described in R.23.1 and
- b) no outstanding dues against him/her.

The PG Degree, indicating the discipline, will be awarded by the Board of Management of Amrita Vishwa Vidyapeetham on recommendation of the Academic Council.

**R.28 Interpretation Clause**

Related to any of the academic matters, whenever there arises any doubt or dispute on the interpretation of regulations or rules, the decision of the Academic Council will be final as well as binding on all concerned.

**R.29 Amendment to Regulations**

Notwithstanding anything stated above, the Amrita Vishwa Vidyapeetham reserves the right to modify any of the regulations, as deemed fit, from time to time.