

REGULATIONS FOR THE UG PROGRAMMES (ONLINE)

FACULTY OF ARTS MEDIA AND COMMERCE

(effective from 2021 admissions)

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GENERAL

R.1 Definitions

In these rules and regulations unless the context otherwise requires :

R.1.1 “ Programme means Online Education Programme

R.1.2 ‘Course’ means theory and / or practical subjects that are normally studied in a semester, like Mathematics, Computer Programming, Accountancy, C Programming Lab, etc

R.2 PROGRAMMES OFFERED

Amrita Vishwa Vidyapeetham offers the following Degree programmes:

- i. **Bachelor of Business Administration (BBA)**
- ii. **Bachelor of Commerce (B. Com.)**

R.3 ELIGIBILITY FOR ADMISSION TO VARIOUS PROGRAMMES

R.3.1 Candidates who have passed the final examination under the 10 +2 system or its equivalent, are eligible to apply for admission to the UG degree programme. However, the eligibility criterion is subject to modification as per the directives of competent authorities.

R.3.2 Procedure for admission will be decided from time to time by the University in accordance with the guidelines from competent authorities.

R.3.3 The duration of the Programme will normally be six semesters, spread over three academic years.

R.3.4 The award of the respective UG degree will be recommended by the Academic Council and approved by the Board of Management in accordance with the regulations of the University.

R.3.5 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.4 Admissions

R.4.1 The admission to the programme will be as per the ordinances and regulations of the University and will be on merit

R.4.2 The intake to each programme will be decided by the University from time to time.

R.5 Language of Instruction

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

R.6 Structure of the Programme

R.6.1 The Programme will be structured on credit-based system and continuous evaluation, following semester pattern.

Maximum duration to complete the UG programme would be twice the normal duration of the respective programme prescribed.

R.6.2 The programme consists of the following:

(a) Core courses in the primary area of the programme, elective courses, internship and projects.

(b) Humanities and General Studies (like *Environmental Sciences, Cultural Education, etc.*)

R.6.3 Credits are assigned to the courses based on the following general pattern -

One credit for each lecture period per week

One credit for each tutorial period per week

One credit for each laboratory course/practical of two/three periods per week

R.6.4 Each UG 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.7 PROGRAMME MATERIALS

Online Materials will be based on the applicable norms laid down by competent authority of UGC and provided to the students as and when necessary. These e-learning Materials will be made available in our university formats, SWAYAM / LMS and these digital contents will also be made accessible to all the registered candidates in a streamlined way with proper accesses credentials.

R.8 TEACHING & LEARNING METHODOLOGY

R.8.1 The teaching and learning methodology will be as per the UGC–OL Regulations 2018

R.8.2 Students are allowed to take online courses through Government portal such as NPTEL and SWAYAM

1. Amrita grade, equivalent to the score secured in online courses to be awarded to the students.
2. Students for a maximum of TWO NPTEL/SWAYAM courses with the credits not exceeding EIGHT.
3. The courses should be authorized by Mentor before registration.
4. The Course registration requisite of maximum 28 credits per semester to be maintained while registering for online courses

R.8.3 Certain courses are identified as Core courses and few others as electives.

There is mandatory registration and credit earnings requirement for core courses. While it is mandatory to register for the elective courses, failure to earn credit in them does not necessarily require repeating the courses. Often another elective course may be permitted as replacement course, through Regular registration, with the concurrence of the Class Advisor and the Head of the Department.

R.9 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.10 Mentors

In order to (i) guide the students in planning their courses of study, (ii) advise them on academic programmes and (iii) monitor their progress, a batch of certain number of students will be assigned to a faculty member, who will be designated as their Mentor.

R.11 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.11.1 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.11.2. 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.11.3. The Class committees shall be reconstituted at the beginning of every semester.

R.12 Registration and Enrolment

R.12.1 Every student shall register for the courses which he / she wishes to undergo during a semester.

R.12.2 Except for the first semester, pre-registration for a semester will be done during a specified week before the end-semester examination of the previous semester. The consent of the Mentor is mandatory before registering for every course.

R.12.3 From the second semester onwards, all students have to enroll on a specified day at the beginning of a semester. A student will be eligible to enroll only if he/she has cleared all the dues to the Institution, hostel, library, etc., at the time of enrolment and if he/she is not debarred from enrolment, as part of any disciplinary action of the Institution.

R.12.4 Late enrolment will be permitted on payment of a prescribed late fee, up to a specified date, to be notified well in advance.

R.13 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.14 Dropping / Substituting Courses

R.14.1 If a student finds his/her load heavy in any semester, or for any other valid reasons, he/she may drop courses, within **first ten working days** of the commencement of the semester, with the written approval of his/her Mentor and programme coordinator.

Withdrawal from one or more enrolled courses after the specified date, will entail academic penalties in the form of a 'Failed due to insufficient attendance' 'FA' grade appearing in the grade sheet.

R.14.2 A student can substitute a course registered earlier, by another for valid reasons, within **first ten working days** of the commencement of the semester, with the consent of the Mentor and Programme Coordinator.

R.15 Maximum Credits and Duration of the Programme

R.15.1 A student is expected to complete the UG programme in six semesters. However, a student may complete the programme at a slow pace within ten semesters, with the prior permission of his/her Mentor and Programme Coordinator.

R.15.2 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.15.3 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.15.4 The total credits for the programmes shall be the same as that of corresponding programmes in conventional mode.

R.16 Attendance

R.16.1 For each course the number of contact periods will be classified as lecture, tutorial and practicals. This will be shown in the curriculum for the programme. The lecture periods will be in the form of pre-recorded videos which can be studied by the student at his/her convenient time. The doubts can be raised by the student on the discussion forum which will be answered by the teacher. During the tutorial hour, the teacher will try to discuss many of such questions raised by the students and also test the reception of the course material by the student through some questions. Attendance of students in tutorial and practical classes is compulsory.

R.16.2 Attendance of the students will be marked by the concerned teacher during every tutorial and practical hour of the course.

R.16.3 Bonus marks will be awarded for attendance in tutorial and practical classes as follows, for each course (theory or lab.)

Putting in	Bonus Marks awarded
96-100% attendance	5 marks
91-95% attendance	4 marks
86-90% attendance	3 marks
80-85% attendance	2 marks
<80% attendance	0 marks

R.16.4 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.16.5 In case a student who is not permitted to attend the end-semester examination in any course due to shortage of attendance, will be awarded 'FA' grade in that course, indicating "failed due to insufficient attendance" and mentioned in the grade sheet.

Students awarded 'FA' grade in a course, shall re-register for the course, when offered next or as a run-time re-do course.

R.17 Assessment Procedure

R.17.1 The academic performance of each student in each course will be assessed on the basis of Internal Assessment (including Continuous Assessment) and an end-semester examination.

Normally, the teachers offering the course will evaluate the performance of the students at regular intervals and in the end-semester examination.

R.17.2 In theory courses (that are taught primarily in the lecture mode), the weight for the Internal Assessment and End-semester examination will be 50:50. The Internal assessment in theory courses shall consist of at least two periodical tests, weekly quizzes, assignments, tutorials, viva-voce etc. The weight for these components, for theory-based courses shall be 20 marks for the Continuous assessment, comprising of Quizzes, assignments, tutorials, viva-voce, etc. and 15 marks each for both the Periodical Tests.

At the end of the semester, there will be an end-semester examination of three hours duration, with a weight of 50 marks, in each lecture-based course.

R.17.3 In the case of practical, the relative weight for internal assessment and End-semester examination will be 80:20. The weight for the components of Internal assessment will be decided by the class committee at the beginning of the course.

R.17.4 *Evaluation pattern for course having both Theory and Lab. components:*

Courses having only one hour per week for lecture/tutorial, be treated as a Lab. course, for evaluation purposes; and evaluation pattern will be 80 marks for continuous assessment of lab. work and 20 marks for end-semester lab. examination.

Courses having two hours per week for theory and/or tutorials, be given a weight of 60 marks and 40 marks for the Theory and Lab. components, respectively; The Lab. component evaluation will be based on continuous evaluation, without any end-semester practical evaluation. 10 marks will be for continuous assessment of the theory portion, 10 marks for each of the two periodical tests, 30 marks for the theory end-semester examination and 40 marks for continuous assessment of lab. work and

Courses having three hours per week for theory and/or tutorials, be given a weight of 70 marks and 30 marks for the Theory and Lab. components, respectively; The Lab. component evaluation will be based on continuous evaluation, without any end-semester practical evaluation. 15 marks will be for continuous assessment of the theory portion, 10 marks for each of the two periodical tests, 35 marks for the theory end-semester examination and 30 marks for continuous assessment of lab. work.

R.17.5 It is mandatory that the students shall appear for the end-semester examinations in all theory and practical courses, for completion of the requirements of the course. Those who do not appear in the end-semester examinations will be awarded 'F' grade, subject to meeting the attendance requirement.

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.17.6 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.

R.17.7 The final evaluation will be based on the content of the report, presentation by student and a viva-voce examination on the project. There will be 40% weight for continuous assessment and the remaining 60% for final evaluation.

R.17.8 If the project work is not satisfactory he/she will be asked to continue the project work and appear for assessment later.

R.18 PUBLICATION / INTERNSHIP

R.18.1 All students, if they are to be considered for award of Distinction at the time of graduation, are required to have published ONE paper in Scopus-indexed Journal/Conference.

Students with 8.0 and above CGPA from the UG Programme of Visual Media, at the end of the course, producing an output like Video Production / Animation / Portfolio / Graphic Output / Feature / Documentary / Programme etc. and the same to be judged by a panel which consists of at least ONE industry / Academic External Expert identified by the Department can be considered in lieu of mandatory publication.

R.18.2 Additional 10 marks will be awarded for each Publication, subject to a maximum of ONE paper per semester.

The additional marks shall be awarded in the semester in which the paper is published or presented, if applied for, within 10 days of the publication of results of the concerned semester. The additional marks can be awarded to any course(s) where the student has to improve his/her grade.

R.18.3 All publications shall be in Scopus-indexed Journals/Conferences and shall be as per the guidelines prescribed by the University.

R.18.4 Students who have undergone Internship at reputed organisations or National / International Institutions, **with the prior approval** of the concerned Departmental Chairperson and the Head of the School, may be considered for waiver of the requirement of publication, for the award of Distinction. However, the decision of the Departmental Chairperson and the Head of the concerned School, in this regard, shall be final.

R.19 REMEDIAL PROVISIONS

R.19.1 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 Internal 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 Internal 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 by choosing any of the appropriate remedial options. 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.19.2 Other options:

Certain courses may be offered as run-time-redo or as contact courses, as and when necessary to enable students who have dropped courses or failed in some courses, to register and endeavor to complete them.

a) Re-registration: Students who have failed in a course and opt to re-do the course may do so by re-registering for the course, along with a junior batch of students,

b) Run-time re-do: Certain courses may be offered specially for the benefit of failed students during the semester, on a regular pattern.

The above two modes, enable possible improvement of the Internal assessment marks.

R.19.3 Supplementary examinations will be evaluated against the most recent grade rule (whenever the course was offered recently in the regular semester).

R.20 Grading

R.20.1 Based on the performance in each course, a student is awarded at the end of the semester, a letter grade in each of the courses registered. Letter grades will be awarded by the Class Committee in its final sitting, without the student representatives.

The letter grades, the corresponding grade points and the ratings are as follows:

Letter Grade	Grade Points	Ratings
O	10.00	Outstanding
A+	9.50	Excellent
A	9.00	Very Good
B+	8.00	Good
B	7.00	Above Average
C	6.00	Average
P	5.00	Pass
F	0.00	Fail
FA	0.00	Failed due to insufficient attendance
I	0.00	Incomplete (awarded only for Lab. courses/ Project / Seminar)
W		Withheld

R.20.2 '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.

Students who have secured an 'FA' in a course must re-register for the course or register for the course, if offered, under run-time re-do mode.

R.20.3 A student who has been awarded 'I' Grade in a Practical course, due to reasons of not completing the Lab., shall take up additional Lab. whenever offered next and earn a pass grade, which will be reflected in the next semester's grade sheet.

The 'I' grade, awarded in a Project course, will be subsequently changed into appropriate grade, when the student completes the requirement during the subsequent semester. If he/she does not complete it in the next semester, it will be converted to 'F' grade.

R.20.4 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

R.20.5 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.20.6 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.20 Declaration of Result

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

R.22 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.23 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.24 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.25 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:

$$SGPA = \frac{\sum C_i Gp_i}{\sum C_i}$$

where C_i is the credit for i^{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.26 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.

$$CGPA = \frac{\sum C_i Gp_i}{\sum C_i}$$

where C_i is the credit for i^{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.27 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 they complete the programme within the normal duration, i.e., within three years from joining the programme.

R.28 Exiting the program with certificate or Diploma

Students who leave the programme after one year of study could be considered for award of a certificate and those who leave after two years of study could be considered for award of a diploma. However, whether to issue such certificate /diploma and the title for these will be decided separately for each programme together with the curriculum for each programme.

R.29 Classification of successful candidates:

R.29.1 A student shall be considered to have successfully completed the programme, if he/she has:

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

R.29.2 Candidates who have successfully completed the programme, within a period of six 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 six semesters, from the date of joining for the programme)

If the programme is completed after six 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.30 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.31 Discipline

Every student is required and expected to observe strict discipline and decorous behaviour both inside and outside the campus. He/she should not indulge in any activity which may tarnish the fair name and prestige of Amrita Vishwa Vidyapeetham. Any act of indiscipline or misbehaviour including unfair practice in the examinations will be dealt with by the Disciplinary Action Committee of the Institution, 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.32 Redressal 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.33 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.29.1 and
- b) no outstanding dues against him/her.

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

R.34 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.35 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.