

POSTGRADUATE ARTS AND SCIENCE PROGRAM (OPEN AND DISTANCE LEARNING), REGULATIONS 2021

(Applicable from 2021 batch onwards)

CENTRE FOR DISTANCE AND ONLINE EDUCATION



KALASALINGAM ACADEMY OF RESEARCH AND EDUCATION

(Under Section 3 of UGC Act 1956)

(Accredited by NAAC with 'A' Grade)

Anand Nagar, Krishnankoil - 626 126

Srivilliputtur (Via), Virudhunagar (Dt), Tamil Nadu.

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Open and Distance Learning for PG Regulations 2021

(Applicable from 2021 batch onwards)

R.1.0 Admissions

R.1.1 Announcement for PG Admissions (Open and Distance Learning mode) will be made by the Kalasalingam Academy of Research and Education (KARE) and the candidates should then apply for the admission, on or before the specified deadline.

R.1.2 Eligibility criteria and qualifying degree is given in Table1:

Table 1: Qualifying degree(s) for PG programmes

S.No.	PG Degree	UG degree Qualification
1.	M.B.A.	All UG Programmes of Engineering, and Arts & Science
2.	M.A.(English)	B.A. (English)
3.	M.S.W.	All UG Programmes of Engineering, and Arts & Science
4.	M.C.A.	Any Bachelor's degree after 10+2 with Mathematics.

R.1.3 (i) Admissions to the PG programmes take place twice a year; These will be based on the marks scored by them in the Qualifying UG degree programme.

(ii) Candidates sponsored by the industries, established institutes/Research and Development organizations/National laboratories are also eligible to apply.

R.1.4 (i) The Admission Committee will prepare a merit list of candidates, and will offer admission, in the order of merit, to the successful candidates.

(ii) The Post-graduate Admissions Committee constituted by the Chairman; Academic Council will decide on the operational aspects of selection of candidates based on the criteria laid down by the Academic Council.

R.1.5 In addition to fulfilling the requirements/conditions given in R.1.2, the selected candidate will be admitted to the PG programmes after he/she fulfils all the other admission requirements as indicated in the Letter of Admission, and after the payment of all the prescribed fees.

R.1.6 In the matter of admission to the Open and Distance Learning mode of PG programmes, the decision of the Admission Committee is final.

R.1.7 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, the Director (Centre for Distance and Open and Distance Learning Education) may revoke the admission of the candidate and report the same to the Academic Council.

R.2.0 The Structure of PG Programmes

R.2.1 (a) PG Programmes will generally consist of:

- (i) Core courses
- (ii) Elective courses
- (iii) Laboratory courses
- (iv) Project work

The Courses will belong to any one of the following categories

- (i) Theory Courses (T)
Theory courses consist of lecture and tutorial hours
- (ii) Laboratory Courses (L)
Laboratory courses consist of practical hours
- (iii) Theory courses with practical component (TP) It consist of lecture hours and practical hours

The Category wise credit distribution for the PG Programmes in Open and Distance Learning mode are given in Table 2.

Table 2: Programme-wise credit distribution for CGPA credits

Sl.No.	Programme Name	Credits
1	M.B.A.	102
2	M.S.W.	90
3	M.C.A.	90
4	M.A., English	80

R.2.2 The curriculum of the PG programme is designed in such a way that the candidate fulfills the credits structure as mentioned in the Table 2 for the successful completion of the Programme/conferment of degree in the Programme.

(a) Credits and the week hours concerned for the CGPA courses are assigned based on the guidelines stated by UGC for Open and Distance Learning mode Programmes.

(b) For the award of the PG degree, a candidate shall

I. Satisfy all the requirements prescribed by the Regulations of the Academic Council

II. Earn the required credits as mentioned in Table 2.

III. Complete all the courses as specified in the curriculum and syllabus of the programme of the specialization concerned, within a minimum period of two years or a maximum period of four years (including the duration of withdrawal from the course on medical grounds or for other valid reason from the date of his/her enrolment).

R.2.3 Every specialization of the PG programme will have a Curriculum and Course Content (Syllabi) approved by the Academic Council.

The learning material, examinations, seminars and project reports shall be in English, unless otherwise specifically mentioned in the curriculum.

R.2.4 The complete programme will be of 4 semesters duration. The academic load in each semester may consist of course work and/or project work as specified in the curriculum of the specialization concerned.

R.2.5 A student will have to register for all the core courses listed in the curriculum of his/her selected area of specialization and successfully complete all of them.

R.2.6 Electives will have to be taken from the courses offered by the Department concerned, in that

particular semester from among the list of approved courses.

R.3.0 Faculty Advisor

- R.3.1 To help the students in planning their courses of study and for getting general advice on the academic programme, a certain number of students will be assigned to a faculty member who will be called their Faculty Advisor.

The Faculty Advisor will help the students in all their endeavors during their period of study.

R.4.0 Registration and Enrolment

- R.4.1 Except for the first semester, registration for the courses in a semester will be done during a specified week before the end of the previous semester.
- R.4.2 The student should ensure that the total number of courses registered in any semester enables him/her to earn the minimum number of credits as specified in the Regulation R.5.1
- R.4.3 The Registration web page contains the course code, course name, credits assigned and the category of each course to be registered in that semester. The student can make a choice of courses in consultation with his/her Faculty Advisor.

R.5.0 Minimum Requirements to Continue in the Programme

- R.5.1 A student should have earned not less than 8 CGPA credits in the First semester, 16 CGPA credits by the end of the Second semester and 24 CGPA credits by the end of the Third semester.

However, students who do not earn the minimum required credits in the odd semester may be given a chance during the even semester to make up for the shortfall by securing more credits. If a student does not earn the minimum required credits at the end of an academic year, his/her name may be taken off the rolls of his/her current batch and he/she would be enrolled in the subsequent year's batch.

R.6.0 Maximum Duration of the Programme

- R.6.1 A student is ordinarily expected to complete the PG Programme in four semesters. However, a student may complete the programme at a slower pace, but in any case, not exceeding eight semesters, including the semesters withdrawn on medical grounds or for other valid reason(s), failing which the registration is liable to be cancelled.

In case of students who do not complete their project work in four semesters and submit the report in the fifth semester or later, the month and year of completion of the project work and of viva- voce examination will be indicated in the final grade card.

R.7.0 Temporary Withdrawal from the Programme

- R.7.1 A student may be permitted by the Director (Centre for Distance and Online Education) to withdraw from the programme for a semester or longer for reasons of ill health or on any other valid grounds. Normally, a student will be permitted to discontinue the programme for a maximum period of two semesters.

A student who is permitted to discontinue may rejoin the programme at the appropriate semester, along with the students of the next batch.

- R.7.2 A student who discontinues and rejoins the programme shall be governed by the rules, regulations, courses of study and syllabus in force at the time of his/her rejoining the programme.

R.8.0 Discipline

- R.8.1 Every student is required to observe discipline and decorous behaviour in all activities related to academic programmes and not indulge in activities that would bring disrepute to the University.

- R.8.2 Any instance of indiscipline related to the academic activity of a student will be referred to a Discipline and Welfare Committee; likewise, any instance of malpractice by a student in connection with the examination process will be referred to an Examination Monitoring and Grievance Redressal Committee (EMGRC).

These Committees will inquire into the issues and make recommendations, along with suggesting suitable punishment for the offenders (if the charges against them are substantiated), to the Staff Council. The Staff Council will consider the recommendations of these committees and decide on the appropriate action to be taken. The Director (Centre for Distance and Online Education) will report the action taken in the matter at the next meeting of the Academic Council.

R. 9.0 Participation in learning activities

- R.9.1 It is expected that a learner would devote 30 learning hours, per semester, to earn one credit in a particular course. Ten percent of this time would be in the form of formal, classroom contact sessions with the faculty member.

Example: A course earning 3 credits would require 90 hours of learning effort, out of which 9 hours will be formal interactive sessions with the faculty member.

- R.9.2 Every faculty member handling a class will register and record his/her learner's participation in the Contact sessions and the assigned learning activities till the end of the semester.

The particulars of the learners who have participation percentage less than 75 in the courses they had registered themselves for, will not be permitted to appear for the End-Semester Examination in these courses.

- R.9.3 If a learner has a participation percentage lower than 75 in a course, his/her performance in that course will be treated as not satisfactory, and he/she shall be awarded W grade ('W' meaning failure for want of minimum participation) in that course. This grade shall be mentioned in his/her grade card till the course is successfully completed.

A learner who is awarded a W grade for a course must repeat the course.

R.10.0 Assessment Procedure – Tests and Examinations

- R.10.1 The Academic Council will decide from time to time on the system of tests and examinations

in each course in each semester. The general guidelines for this are as follows: Assignments or other continuous assessments, and a End Semester Examination.

R.11.0 System of Tests

R.11.1 In the lecture / tutorial-based courses, mid-semester examination, assignments and one end semester examination will be held for each course per semester. The details of weightage of marks for the mini-projects, assignments and External Examinations (only for laboratory courses only) will be announced by the course teacher, in consultation with the Director (Centre for Distance and Online Education), at the beginning of the semester.

R.12.0 End-Semester Examinations

R.12.1 There will be an End-Semester Examination of three hours duration in each lecture-based course.

R.13.0 Evaluation of Project

R.13.1 The progress of the students in their final year Project Work will be assessed through three periodical reviews by a Project Review Committee, constituted by the Project Coordinator.

Upon completion of the project, the student will have to submit the project report, which will be evaluated by duly appointed examiners. The evaluation will be based on the report, the assessments during the periodical reviews, and a viva voce examination on the project works.

R.13.2 The results of evaluation of the project work will be declared by the Controller of Examinations only after they complete all the core as well as elective course requirements successfully.

R.14.0 Weightages

R.14.1 The weightages for the different courses are given in Table 4 below:

Table 4: Weightages for Various Courses

S.No	Type of Course	Component	Internal / External	Weightage
1	Theory Course (T)	Four Assignments	Internal	30 %
		End Semester Examinations	External	70 %
2	Laboratory Course (L)	Practical Session -I	Internal	10%
		Practical Session -II		10%
		Practical Session -III		10%
		External Examination	External	70 %
3	Theory with Practical (TP)	Practical Session -I	Internal	15 %
		Practical Session –II		15%
		End Semester Examinations	External	70 %

R.14.2 The evaluation for all tests, assignments (if any) and end semester examinations will be on an absolute basis. The final marks in each course are calculated as per the weightages mentioned in R.14.1. The equivalent letter grading is based on relative grading, taking into consideration the total marks scored by the student.

R.15.0 Make-up Examination

R.15.1 Students who have missed the End-Semester Examination for valid reasons are eligible to appear for Make-up Examinations.

Students who have missed the End-Semester Examination for genuine reasons, such as illness, may be permitted to write Make-up Examination, provided they satisfy the attendance requirements.

Such of the above-mentioned students should make an application, recommended by the Faculty Advisor and Head of the Department concerned to the Director (Centre for Distance and Online Education) within one week of the date of the examination missed, explaining the reason(s) for their absence. Applications received after this period will not be entertained.

R.15.2 Official permission to take a make-up examination will be given under exceptional circumstances, such as admission to a hospital due to illness.

R.15.3 A single make-up examination will be held about one week after the End-Semester examination for those who are permitted to take the make-up examination.

R.16.0 Course-wise Grading of Students

R.16.1 Letter Grades

Based on the marks obtained by a student in the internal and end semester examination in each theory and practical course, he/she is awarded with a letter grade.

(a) For Theory Courses

At the end of each semester, based on the individual performance in a theory course relative to the performance of the class in the particular course, each student is awarded a final letter grade. The letter grades and the corresponding grade points are shown in Table 5.

Table 5: Grade Conversion Table

Grade	Grade Points	Result
S	10	Pass
A	9	Pass
B	8	Pass
C	7	Pass
D	6	Pass
E	5	Pass
P	4	Pass
U	0	Fail
AB	0	Failure for not writing End Semester Examination
W	0	Failure for want of the minimum attendance
I	0	Incomplete

(b) For Laboratory Courses and Project/Thesis work

At the end of each semester, based on the individual performance in a particular course, each

student is awarded a final letter grade based on the marks obtained by him/her on an absolute basis. The letter grades and the corresponding grade points are shown in Table 6.

Table 6: Grade Conversion Table (for absolute grading)

Grade	Grade Points	Mark Range (out of 100)	Result
S	10	> 90	Pass
A	9	> 80 but < 90	Pass
B	8	> 70 but < 80	Pass
C	7	> 60 but < 70	Pass
D	6	> 55 but < 60	Pass
E	5	> 45 but < 55	Pass
P	4	> 35 but < 45	Pass
U	0	< 35	Fail
AB	0	----	Failure for not writing End Semester Examination
W	0	----	Failure for want of minimum attendance
I	0	---	Incomplete

The “I” grade, awarded in a course to a student for failing to complete the prescribed formalities relevant to that course, will be subsequently changed to a pass grade (i.e., S/A/B/C/D/E) or a “U” grade in the same semester on completion of those formalities.

- R.16.2 A student is considered to have completed a course successfully and earned the associated credits if he/she secures a letter grade other than a “U”, “W” or “I” in that course. The letter grade “U”, “AB” or “W” in any course implies a failure in that course. A course successfully completed cannot be repeated.

R.17.0 Method of Awarding Letter Grades

- R.17.1 The concerned course faculty member would convert the Absolute marks to a corresponding Letter Grade, as per the statistical formula defined in Kalasalingam Academy of Research and Education (KARE). These would be tabulated in a summary sheet and submitted for approval to a Grade Approval Committee.

R.18.0 Declaration of Results

- R.18.1 After the verification by the Grade Approval Committee, the Grade Sheets of the individual courses and Grade Summary Sheet will be endorsed and forwarded to the Controller of Examinations.

- R.18.2 With the approval of the Grade Approval Committee, the results of all the examinations conducted in a semester will be placed before the Result Passing Committee, constituted by the Chairman of the Academic Council, for the final approval.

With the approval of the Result Passing Committee, letter-grades awarded to the students in each course will be announced by the office of the Controller of Examinations on the website.

- R.18.3 The “U”, “AB” or “W” grade, once awarded, stays in the record of the student, and is replaced with a pass grade when he/she completes the course successfully later; the CGPA will be accordingly revised.

R.19.0 Course Repetition

R.19.1 A student who has secured “U” grade in a Core course will have the option of either repeating the course (when it is offered next) or reappearing only for the End-Semester Examination (as arrear examination), conducted in the subsequent semester, to secure a pass grade. A student securing a “W” grade in a Core course has to repeat the course compulsorily when it is offered next.

R19.2 A student securing “U” grade in an Elective course may repeat the course, if he/she so desires or reappear for the End-Semester Examination in the course, conducted in the subsequent semester, to secure a pass grade; otherwise, he/she may register for another Elective course (in place of the one for which he/she is awarded the “U” grade) and successfully complete the same.

A student securing “W” grade in an Elective course may repeat the course, if he/she so desires, to secure a successful grade; otherwise, he/she may register for another Elective course (in place of the one for which he/she is awarded the “W” grade) and successfully completes the same.

R.19.3 Arrear examinations for failed candidates (those securing “U” grade) in a course will be conducted only along with the regular End-Semester Examinations in the subsequent semester(s), with a question paper common to them and the regular students of that semester. Question Papers for all arrear examinations in a course will be on the basis of the regulations and syllabus then in force.

The student's letter grade will be determined, on a relative basis, along with the class of students for whom the said course is offered in that semester.

R.19.4 A course successfully completed cannot be repeated.

R.20.0 Grade Card

R.20.1 The grade card issued at the end of each semester to the students will contain the following:

- (i) the list of Cumulative Grade Point Average (CGPA) courses registered by the student along with credits for each course registered for in that semester
- (ii) the letter grade obtained in each of the course
- (iii) the total credits earned in that semester
- (iv) the cumulative credits earned up to the end of that semester
- (v) the Grade Point Average of all the courses taken in that semester - Semester Grade Point Average (SGPA)and
- (vi) the CGPA of all the courses taken from the first semester up to the end of that semester

SGPA will be calculated according to the following formula

$$SGPA = \frac{\sum(C \times GP)}{\sum C}$$

where C = Credit(s) for the CGPA course registered

GP = Grade Point, as per the Grade Conversion Table (Tables 5 & 6), given under

R.19.1, for the letter grade obtained by the candidate for the course,
 ΣC = Sum of credits from all the courses taken
In that semester, including those in which the student has secured U and W grades.

For the Cumulative Grade Point Average (CGPA) a similar formula is used where ΣC , the sum of credits, is from all the courses registered in all the semesters completed up to the end of that semester.

R.21.0 Eligibility for the Award of PG Degree

- R.21.1 A student shall be declared to be eligible for award of the PG degree if he/she has
- (i) registered for and successfully completed all the required Core courses, Elective courses and the Project work (if any),
 - (ii) successfully earned the minimum required credits as specified in the curriculum corresponding to the specialization of his/her study within the stipulated time,
 - (iii) earned the specified credits in all the categories of courses,
- R.21.2 Degree Classification: The Degree of Master of Science / Master of Business Administration / Master of Computer Applications / Master of Arts, shall be awarded in four categories:
- a) First Class with Distinction
 - b) First Class
 - c) Second Class
 - d) Pass

For a First Class with Distinction, the student must earn the minimum credits (with respect to the specialization of the PG programme concerned) and obtain a minimum CGPA of 7.5 with all courses passed in the first attempt.

For a First Class, the student must have mandated CGPA credits and obtain a minimum CGPA of 6.0 and above, but below 7.5 for all the courses passed.

Students who earn mandated credits and obtain a minimum CGPA of 5.0 and above, but below 6 will be awarded Second Class.

Students who earn mandated credits and obtain a minimum CGPA of 4.0 and above, but below 5.0 will be awarded Pass Class.

The award of the degree must be recommended by the Academic Council and approved by the Board of Management of the University.

R.22.0 Power to Modify

- R.22.1 Notwithstanding all that has been stated above, the Academic Council reserves the right to modify any/all of the above Regulations from time to time.