

**REGULATIONS
ON
ACADEMIC MATTERS**

OPEN AND DISTANCE LEARNING PROGRAMMES



**Ratified by the Academic Council
(*vide Resolution noAC18.2012/3/9.3/10 May 2012*).**

**TEZPUR UNIVERSITY
Napaam, Tezpur 784028**

CHAPTER I

INTRODUCTION

1.01 General

- 1.01.01 **Title:** This document shall be called the “*Tezpur University Regulations on Academic Matters: Distance Education Programmes*”, hereinafter referred to as Regulations. It embodies regulations relating to the various degree/diploma programmes offered through the distance mode by different departments, centres and schools of Tezpur University.
- 1.01.02 **Date of enforcement:** These Regulations shall come into force with effect from the academic session January 2012.
- 1.01.03 **Extent of application:** These Regulations shall apply to persons seeking admission and admitted to the degree/diploma programmes conducted through the Centre for Open and Distance Learning (CODL) by the University.
- 1.01.04 **Interpretation:** Subject to such advice as may be given by the Board of Management or the Academic Council, the decision of the Vice-chancellor shall be final and no suit, application, petition, revision or appeal shall lie in any authority outside the University in respect of interpretation of these Regulations and any other matter not covered within these Regulations.
- 1.01.05 **Regulation for extraordinary situation:** Any matter which is not covered by the provisions of the clauses of the Regulations or is beyond the purview of the Regulations, may be considered by the Academic Council depending on the merit of cases and for any case which may be referred to the Academic Council by the Director of the Centre for Open and Distance Learning.
- 1.01.06 **Last date:** Normally the last date for any purpose shall be the date as declared to be so. However, in the event of the declared last date turning out to be a non-working day, the immediate next working day shall be treated as the last date.
- 1.01.07 **Provision of guidelines and forms:** In order to specify modalities of implementing these regulations, a set of guidelines shall be formulated specifying the relevant clause of the regulations. The set of guidelines shall form a part of these regulations.

1.02 Definitions

- 1.02.01 **Academic Session:** The Academic Session for the programmes under Distance Education will commence twice a year usually in January and August, respectively. All

the programmes under the Centre of Open and Distance Learning (CODL) may not be offered in each of the sessions.

1.02.02 **Academic Programme:** An Academic Programme, or simply, a Programme shall consist of a set of Courses. Completion of the set of courses by a learner prescribed for a programme shall lead to the award of a Degree or a Diploma to the learner concerned.

1.02.03 **Course:** A course is a unit of instruction or segment of a subject area under any discipline. Each programme shall consist of a set of courses.

1.02.04 **Credit:** Each course offered shall carry a specified credit depending upon the quantum of work involved in the course. A one Credit course shall imply the quantum of work done corresponding to 30 study hours.

1.02.05 **Credits Earned:** The total credits earned by a learner on a programme is the sum of the credits specified for the courses completed by the learner securing pass grades.

1.02.06 **Credit Requirement:** Each degree programme shall have a minimum specified credit requirement. The minimum credit requirements shall also be specified separately for different categories of courses. In this case, the broad guidelines of the Distance Education Council (DEC) shall be followed. A learner will need to earn the minimum specified credit(s) for each category of courses to be eligible for the award of the degree/ diploma.

1.02.07 **Letter Grades and Grade Point:** A Letter Grade signifies the level of standard of qualitative/quantitative academic achievement, which a learner attains in a particular course/research work. Each of the letter grades shall represent a Grade Point as tabulated below. The letter grades *A+* to *D* shall be considered as *Pass grades* and *F* shall be considered as *Fail grade*. Letter grades will be awarded following relative grading method.

Letter Grade	Grade Point	Description
A+	10	Outstanding
A	9	Excellent
B+	8	Commendable
B	7	Very Good
C+	6	Good
C	5	Average
D	4	Marginal
F	0	Poor

1.02.08 **Semester Grade Point Average (SGPA):** It is the weighted average of grade points secured by the learner in the credit courses taken and is given by the expression:

$$SGPA = \frac{1}{C_t} \sum_{i=1}^n C_i G_i$$

where n is the number of credit courses registered and passed by the learner during the semester, G_i is the grade point secured by the learner in the i^{th} course with a credit value of C_i and C_t is given by:

$$C_t = \sum_{i=1}^n C_i$$

While working out the *SGPA*, the course(s) with *I* grade will not be taken into account.

1.02.09 Cumulative Grade Point Average (CGPA): It is the accumulated weighted average grade point of a learner over the semesters starting from his/ her joining the programme and taking into account all the credit courses registered and passed by him/ her.

$$CGPA = \frac{1}{C_\tau} \sum_{i=1}^N C_i G_i$$

where N is the total number of credit courses registered and completed with pass grade by the learner over the semesters starting from his/ her joining the programme, G_i is the grade point secured by him in the i^{th} course with a credit value of C_i and C_τ is total credit earned as given by:

$$C_\tau = \sum_{i=1}^N C_i$$

1.02.10 Intake Capacity: Usually there is no limit to intake capacity for a programme under the distance mode. However, for programmes involving laboratory practical and project work, the University may limit the number of learners that can be admitted in a session.

1.03 Academic Calendar

1.03.01 Calendar: The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, dispatch of self study materials, assignments, examinations, etc. and the duration of a semester shall be prepared and notified by the Director, Centre for Open and Distance Learning (CODL), with the approval of the Vice-Chancellor for each academic year, preferably one month ahead of the beginning of each academic year.

1.04 Curriculum Structure

1.04.01 Curriculum Structure: There shall be a well defined curriculum structure for each of the

academic programmes in the University which shall have the approval of the Academic Council. The curriculum structure shall specify the following:

- i. The minimum and maximum allowed period of candidature.
- ii. The minimum total credit requirements of the programme.
- iii. For each programme, there shall be a list of the courses showing the corresponding credit load.

1.04.02 Syllabus: With the approval of the Academic Council, there shall be a syllabus for each course. The syllabus shall be drawn on the chosen topics of theory and/or practical that may be covered in the course followed by a short list of text books and a list of reference books, wherever necessary.

1.04.03 Approval of Curriculum Structure and Syllabi: The curriculum structure and the syllabi shall be approved by the Academic Council on the recommendation of the Departmental Board of Studies and the School Board. Proposals for any change in the curriculum structure and the syllabi shall also be routed through the same channel.

1.05 Period of candidature and credit requirement

Subject to modifications approved by the Academic Council, the periods of candidature for the various academic programmes shall be as follows:

Master's degree (General)		Credit
Minimum	4 semesters	64---72
Maximum	8 semesters	
Diploma		
Minimum	2 semesters	28---36
Maximum	4 semesters	

CHAPTER II

ADMISSION, ENROLLMENT AND CONTINUANCE OF STUDIES

2.01 Admission

2.01.01 Admission notice: Notice for admission into the different academic programmes of the open and distance learning programmes of the University shall be issued by the Director, Centre for Open and Distance Learning through newspaper and other relevant media at least two months ahead of the date fixed for the commencement of the academic year. The same shall also be put up in the official website http://www.tezu.ernet.in/tu_codl

2.01.02 Admission procedure: The applications for admission in prescribed forms only, duly filled in and completed in all respects, must reach the Director, Centre for Open and Distance Learning on or before the last date specified for the purpose.

2.01.03 Minimum admission requirement for various degree/diploma programmes

Based on the suggestions of the Academic Council and recommendation of the Board of Management, the qualification for admission into various degree/diploma programmes of the University shall be fixed from time to time. The changes shall be incorporated in the Prospectus.

2.01.04 Simultaneous enrolment in programmes of CODL

A learner already enrolled for a programme at the CODL may, if s/he so desires, apply for enrolment into a different programme provided s/he possesses the requisite qualification.

2.02 Reservation of Seats

Wherever applicable the relevant Govt. of India rules on reservation shall be adhered to.

2.02 Screening and selection of candidates for admission to different degree/ diploma programmes and admission

Candidates for some of the programmes may be required to take an eligibility entrance test on the notified dates. Other eligible candidates will be required to get themselves admitted on the notified dates by paying the prescribed fees.

2.03.01 Fees

The fees and other charges payable by the candidates shall be decided by the Academic Council from time to time and incorporated in the Prospectus.

2.03.02 Learners' Roll Number: A learner admitted to an academic programme shall be allotted a Roll Number at the time of admission which will be used for the entire duration of the programme.

1. A four character code representing the programme the learner is admitted to; the first two characters shall represent the distance mode (DE) and the last two shall represent the specific programme admitted to, followed by
2. last two digits of the year of admission, followed by
3. a three digit serial number to identify the learner within his/her class.

2.04 Semester Enrollment and Course Registration

2.04.01 Enrollment: At the beginning of every semester a learner shall enroll himself/herself by filling-in the prescribed Enrollment cum Course Registration Form and paying the prescribed fee for the purpose. Enrollment cum Course Registration Form can be filled up both online and offline. Forms along with prospectus will be available in the Centre for Open and Distance Learning and designated centres on payment of a prescribed fee. Enrollment cum Registration Card may also be filled online in the website. In that case, printout of the filled- in form and the fees in the form of demand draft in favour of The Registrar, Tezpur University and payable at the Bank to be specified, may be sent to the Director.

2.04.02 Course Registration: The learner shall register for the course for each semester by filling-in the registration card available in the website.

2.06 Registration

If a learner cannot complete the programme within the stipulated time, s/he may be allowed to go for re-registration on fulfillment of certain conditions and payment of prescribed fees. In such a case, the learner will apply for re-registration to the Director explaining the reason. The learner should apply for re-registration within three months of expiry of earlier registration. If allowed, the credits already earned by the learner shall be credited to him/her.

Chapter III

PROGRAMME DELIVERY

3.01 Self –Learning Materials (SLM)

3.01.01. Self-learning materials in the form of printed books, audio and video CD (and online materials wherever possible) shall be delivered at the doorstep of the learner. The same shall also be made available in the website.

3.01.02 The SLMs with necessary guidelines/instructions for all the courses of a semester shall be dispatched immediately after the admission process is over. Assignments shall be sent at an appropriate time within a semester.

3.01.03 Credit value of a course will determine the number of units, counselling sessions and assignments. In this case DEC guidelines will be followed .

3.01.04 Each written unit shall usually be around 5000- 6000 words.

3.01.05 Besides providing instruction along with the SLMs, the university will also encourage learners to seek clarifications and further guidance.

3.01.06 Besides the SLMs, the study centres shall also utilize multi-media for giving the learners access to additional study and reference materials.

4.01 Learner Counselling

There shall be provision for face-to-face learner counselling in each of the study centres for helping and advising the learners on any academic and other related matters.

4.02 Practical Sessions

A minimum attendance in the practical sessions is strictly compulsory.(This is applicable to the courses requiring practical).

Chapter IV

Evaluation and related matters

5.01 Programme Advisory Committee (PAC)

For each programme, there shall be a *Programme Advisory Committee* which will monitor the progress of the courses of the programme including evaluation and examination results from time to time. The PAC shall meet at least once during a semester. The tenure of the members of aPAC shall be three years.

5.02 Course Materials and Evaluation Plan

The *evaluation plan* for a course shall specify the evaluation components for the course during the semester with their weightage. The plan shall be made available to the learners along with the course materials for the semester/programme.

5.03 Evaluation

The system of evaluation shall be as follows:

- a. The evaluation shall always have two components:
 - i. Semester end/term examination: 70%to 80% of the total weightage.
 - ii. Continuous evaluation: 20% to 30% of the total weightage, made on the basis of written assignments and submitted to the Centre at Tezpur University.Learners shall submit assignment(s) for each of the courses of a programme. An assignment may contain multiple tasks/questions (see 5.02).

- b. If a programme has a practical component, the weightage of the theory and practical shall be as follows:

Theory 75% and practical 25%.

- c. **Submission of assignments**

Learners will be required to submit an assignment within the stipulated time failing which, his/her grade/marks may be affected.

5.04 Conduct of examinations

5.04.01 Semester end examination

- a. The examination will be conducted by the examination wing of the Centre for Open and Distance Learning. It will be held at different/identified centres. The evaluation will be done at the CODL, Tezpur University .
- b. The duration of theory examination shall be generally restricted to 3(three) hours.
- c. Results of the semester end/term examinations will be available in the study centres and also in the university website. However, the grades awarded shall not be put up in the website.

- d. Relative grading shall be followed for the award of the letter grades as provided in Clause 1.02.07.
- e. At the initial stage semester-end examinations may be conducted centrally at the end of the semester as per Academic Calendar
- f. The schedule of examinations shall be issued by the Centre for Open and Distance Learning at least 30(thirty) days ahead of the examinations.

5.04.02 Practical Examination

- a. The concerned course teacher(s) identified the concerned department and appointed by the CODL shall conduct the practical examinations.
- b. The practical examinations shall be conducted generally before the semester-end theory examinations.

5.05 Custody of answer scripts

The evaluated answer scripts shall be finally kept in the custody of the Controller of Examinations, TU.

5.06 Grade Card and Transcript

- a. After the declaration of the results of a semester, the Controller of Examinations, TU shall issue a Grade Card. The Grade Card shall contain the grades obtained in different courses registered by him/her, the SGPA, CGPA and the total credits earned so far.
- b. The Grade card can be collected in person and shall also be sent to the learners by post and will also be available on the website.

5.07 Eligibility for Award of Degree/ Diploma

For a learner to be eligible for award of a degree/ diploma for the programme, he/ she shall satisfy the following:

- a. Must obtain a pass grade in each Course of the programme.
- b. Must earn the minimum credits under the various categories of courses as specified in the curriculum structure of the programme.
- c. Must secure the minimum CGPA prescribed for a programme.