Online Programmes Regulations- 2025

UNDERGRADUATE/
POSTGRADUATE DEGREE PROGRAMMES

Approved in the 49th Academic Council

resolution on 3/3/25

Dr. M.G.R. Educational and Research Institute
Deemed to be University
Periyar E.V.R High Road, Maduravoyal, Chennai-95.

Centre for Online Programs

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Annexure –I

Establishment of Centre for Internal Quality Assurance

Functions

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1. Vision, Mission, Quality Policy

- **Vision**

    To impart high quality online learning opportunities to aspiring learners with customized, engaging and interactive modules supported by a Transformative Innovative Instructional   Technology for next generation learners and shaping future leaders towards becoming effective National and Global citizens.

- **Mission**

    - Provide world-class online teaching learning platform for contemporary knowledge delivery

    - Digital learning through innovation driven instructional technology

    - Flexible support services for aspiring learners in the global community

    - Creative problem solving through higher order thinking skills

    - Hybrid and web enhanced classes through non-traditional delivery modes

- **Quality policy**

Continuous Improvement of Quality through an empowered learning community

2. Title:

1. These regulations shall be called the Dr.M.G.R Educational and Research Institute Regulations for Online Programmes 2025

2. The Centre for Online Programs functions based on the UGC ODL/OL Regulations 2020

3. These regulations outline the guidelines for the conduct of UG and PG programmes in the online mode by the center for online programs.

3. Scope and Application:

1. The regulations shall apply to all the academic programmes offered by the Centre for Online Programmes (COP), Dr.M.G.R Educational and Research Institute.

2. The Syllabus and the credit system applicable in the regular stream of the university shall be applicable to the online programmes offered by COP.

3. English shall be the medium of instruction except for the language programmes.

4. Definitions:

a) Academic Council means the body empowered to take decisions regarding all academic matters in the Higher Educational Institution including the decision permitting to offer Online Programmes

b) Academic Session means duration of twelve months beginning either in January to February or in the month of July to August, as the case may be, of every calendar year as per UGC regulation OL/ODL 2020.

c) Academic Calendar means a document giving information about the academic and non- academic activities during the academic year enabling the learners to plan the period of study at the COP.

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d) Assessment mechanism denotes the Assessment tools for both continuous or formative and summative assessments implemented by the university.

e) Centre for Internal Quality Assurance (CIQA) means a Centre established by the Institution as prescribed by the UGC for ensuring the quality of programmes being offered.

f) Centre for Online Programs and COP means the Centre for Online Programs, Dr.M.G.R Educational and Research Institute.

g) Commission means the University Grants Commission established under the UGC Act ,1956

h) Conventional mode means the learning opportunities provided to a learner through face-to-face interaction between the teacher and learner in the regular class room environment

i) Credit means the Unit award gained by a learner with study efforts of minimum number of hours required to acquire the prescribed level of learning in respect to that Unit.

j) Course Co-ordinator shall co-ordinatate the development of course delivery and assessment of the learners in the courses

k) Degree means a degree specified under the sub section (3) of section 22 of the UGC Act.

l) e-Learning Material means and includes contents in the form of structured course material, as a part of one or more courses in the Online Programme, in digital format delivered through Learning Management System, which is *inter alia* self-ex planatory, self-contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text books or guide books.

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m) Grievance Redressal Mechanism means the mechanism implemented by the institution to address the grievances of online learners enrolled for programmes offered by the COP.

n) Learning Management System means a system to keep track of delivery of e-Learning Programmes, learner's engagement, assessment, results, reporting and other related details in one centralized location.

o) Online Mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using internet, e-Learning Materials and full-fledged programme delivery through the internet using technology assisted mechanism and resources.

p) Proctored Examination means the examination conducted under technology enabled proctoring which ensures the identity of the test taker and the integrity of the test taking environment in full-fledged online mode.

q) Self-Learning e-Module for Online mode means a modular unit of course material in e-learning form which is *inter alia* self-explanatory, self- contained, self-directed at the learner, and amenable to self-evaluation, and enables the learner to acquire the prescribed level of learning in a course of study and includes contents in the form of a combination of the following e-Learning content.

5. Programme Project Report (PPR):

Programme Project Report shall be prepared before introducing any new programme duly approved by the Registrar of the institution. The programme Project Report shall contain the following content, namely:

- Programme's mission and objectives
- Relevance of the program with HEI's Mission and Goals
- Nature of prospective target group of learners

- Appropriateness of programme to be conducted
- Instructional Design
- Procedure for admissions, curriculum transaction and evaluation
- Requirement of the laboratory support and Library Resources
- Cost estimate of the programme and the provisions
- Quality assurance mechanism and expected programme outcomes

6. Equivalence of Qualifications acquired through conventional and online modes.

Degrees awarded after successful completion of study shall be treated as equivalent to the corresponding awards of the degrees at UG & PG levels offered through the conventional mode of the institution

7. Programmes offered by the COP

The University shall publish the details of programmes offered by the COP on its official website and update the list as and when required.

8. Duration of the Programme

- The Minimum duration of UG Programmes are of six semesters over a period of 3 years. The PG programmes are of Four Semesters over a period of 2 years.

- The maximum duration for completion and award of degree at the undergraduate and postgraduate levels for Online mode shall be double the minimum duration of the respective programmes.

9. Eligibility for Admission

- Minimum Educational Qualification and duration required for enrollment to a specified program to be published in the university official website.
- Minimum age limit goes in accordance with the minimum educational qualification needed for the program to be enrolled and there is no maximum age limit.

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10. Admission Policy

The admission process shall be done through DEB-HEI API Integration on online web portal as guided by the UGC. The Process is subjected to revision as and when UGC recommends.

10.1 Cancellation Policy

- Students shall submit the cancellation form in the prescribed format to the Center for Online Program.

- The amount of fee refund depends on the number of days with which the cancellation is requested.

10.2 Rejoining Policy

If a student does not attend the first and second semester exams he/she will be allowed to rejoin by attending the programme with the upcoming batch by paying rejoining fee.

11. Fees

- The prospectus for admission to the programmes shall include the fee structure and policies of payment and refund.

- The fee for undergoing the programmes including admission fee shall be decided by the institution before the commencement of each academic year for students admitted during the academic year and to be posted in the website.

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- In case learner withdraws from the Institution before or after completion of programme of study and the time within, a refund shall be made to the learner.

12. Teaching - Learning

12.1 Preparation of Self Learning Material

The Self Learning material shall be prepared as per Annexure VII of UGC ODL/OL Regulations 2020

12.2 Norms for delivery of courses

A courses delivery plan shall be prepared for every course based on the Annexure VI of UGC ODL/OL Regulations 2020

12.3 Programme coordinator.

The Programme Coordinator shall lead the program for all the academic activities and communicate with the Centre for Online Programs as and when needed.

12.4 Course coordinator

The course coordinators shall be a Professor or Associate Professor or Assistant Professor in the subject area of the concerned course to coordinate the development, delivery and assessments of the learners in the course.

12.5 Course Mentor

The Mentors shall support the learners by providing academic support and also manage the virtual teacher –learner interaction groups.

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13. Learners Support Services

13.1 Pre –Admission Counseling

a) A committed help desk well versed with the learners information data base shall provide service for the learners

b) Pre-Admission counseling shall be offered for the learners to take an informed decision before joining a specific programme

13.2 Online guidance and counseling

The programme coordinators, course coordinators, and mentors shall provide with facilities for online guidance and counseling.

13.3 Study Material Information

The information regarding the e- learning material shall be available in the learning management system of the institution

13.4 Grievance Redressal Policy

The institutions official website shall provide information regarding the grievance redressal policy.

.14. Examination and awarding degree

14.1 Proctored Examination

Online Examination shall be conducted through technology mediated remote proctoring involving image capturing hence video streaming of the candidate through camera is mandatory.

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14.2 Minimum Participation

A Student shall have 75 percentage of minimum participation in all the activities provided through online prior to end semester exam.

14.3 Assessment Mechanism

Two types of assessment shall be included for evaluation of courses. Internal assessment (Continuous/formative) maximum 25% and End semester exam (Summative Assessment) maximum 75%

14.4 Grading pattern & Revaluation of answer Script

PG Degree Programme

Grading System for Choice Based Credit System (CBCS) – University adopts a ten point grading system.

Grade Points	Letter Grade	Range of Marks
10	H	90-100
09	S	80-89
08	A	70-79
07	B	60-69
06	C	50-59
-	F	< 50
-	AB	Absent
-	RA	Re-Appear
	F*	Fail due to External Mark

F*, F, AB, RA – No Grade Points
Passing Minimum: External 50% and Internal + External 50% of the Maximum Marks

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UG Degree Programme

Grade Points	Letter Grade	Range of Marks
10	H	90-100
09	S	80-89
08	A	70-79
07	B	60-69
06	C	50-59
05	D	40-49
-	F	< 40
-	AB	Absent
-	RA	Re-Appear
	F*	Fail due to External Mark

F*, F, AB, RA – No Grade Points

Passing Minimum: External 40% and Internal + External 40% of the Maximum Marks

GPA and CGPA

Grade Point Average (GPA) is the ratio of the sum of the product of the number of credits C_i of course "i "and the grade points P_i earned for that course taken over all courses "i" registered and completed by the student to the sum of C_i for all "i". That is,

$$GPA = \frac{\sum_1^n C_i P_i}{\sum_1^n C_i}$$

Cumulative Grade Point Average (CGPA) is computed at the end of every semester from the 2nd semester onwards to which it refers, and will be calculated as follows:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

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where 'm' is the total number of subjects the student has registered from the first semester onwards up to and including the semester, just completed. 'ci' is the number of credits allotted to a particular subject and 'gi' is the grade-points carried by the letter corresponding to the grade awarded to the student for the subjects. CGPA will be rounded off to the first place of decimal and recorded as such.

Revaluation of Answer Scripts

In case any student feels discrepancies on the final end semester result in any course, the student shall apply for revaluation to the Controller of Examinations, along with the prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended

If a student still feels dissatisfied with the revaluation results, he / she can apply for Paper scrutiny / verification in person by the student. An expert committee constituted by the Vice Chancellor will review the paper and the grade will be awarded by the CoE. A maximum of three papers per semester will be taken up for review after revaluation for a student.

Classification of the degree awarded

- A candidate is said to have qualified for the award of degree when he / she has completed and passed courses worth the minimum number of Credits stipulated for that degree
- A candidate who has qualified for the award of degree having passed the examination in all the subjects of all semesters in his / her first appearance securing not less than 9.00 CGPA shall be declared to have passed in First class with Honours.
- A candidate who has qualified for the award of degree having passed the examination in all subjects of all semesters in his / her first appearance securing not less than 8.00 CGPA but less than 9.00 CGPA shall be declared to have passed in First class with distinction.
- A candidate who has qualified for the award of degree having passed in all subjects at the end of the program duration with not less than a CGPA of 6.50 shall be declared to have passed in First Class.

- All other candidates who have qualified for the award of degree shall be declared to have passed the examination in Second class.

15. Interpretation

- If any question arises relating to interpretation of these regulations, the decision of the Academic Council shall be final.

16. Saving Clause

- The Academic Council reserves the right to alter or amend or repeal any or all of the rules and regulations

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Annexure –I

Centre for Internal Quality Assurance

1. Establishment of Centre for Internal Quality Assurance

The Centre for Internal Quality Assurance shall be established to develop a dynamic Internal Quality Assurance System to ensure the quality of the online program offered by the institution.

Functions:

The Function of CIQA shall include the following:

- To identify the key areas that need quality enhancement.
- To ensure that the quality of online programmes matches with the quality of conventional programmes
- To obtain feedback from all the stake holders
- To facilitate implementations of the recommendations deliberated by the CIQA committee members in the meeting.
- To organize workshop, seminar and FDPs on quality related thems
- To cultivate best practices in all the areas for refining the quality provided for the learners.
- To ensure that PPR prepared by the Department align with the guidelines prescribed by the statutory body.
- To generate actionable Action plans
- To Collect and prepare the Annual report which is to be submitted to the statutory body
- To execute yearly Audit, to ensure the quality provided to the learners.
- Self-regulation through disclosures, declaration& reports by displaying on its official website.