तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
(केंद्रीय विश्वविद्यालय /A Central University)
कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार , 2016 और एनआईआरएफ़ भारत रैंकिंग 2016: नं. 05
Visitor's Best University Award, 2016 and *NIRF India Rankings 2016: No. 05*

परीक्षा नियंत्रक का कार्यालय / OFFICE OF THE CONTROLLER OF EXAMINATIONS
तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

Date: 20.08.2019

No.F.20-49/2/2007(Acad)/904

NOTIFICATION

The 35th meeting of the Academic Council meeting held on 14 May 2019 vide Resolution No.AC.35/2019/1/2.14 approved the recommendations of Centre for Internal Quality Assurance (CIQA) with some suggestions as given below:

1. Academic Regulation for ODL, Tezpur University.
2. Guidelines for establishment of Learner Support Centres, however, 15% of the total programme fee shall be shared to the Learners Support Centres in place of proposed 10% share.
3. Removal of upper limit of intake (30 nos) for admission to the PG Diploma in Child Rights and Governance offered under CODL.
4. Eligibility criteria for admission to the PGDREEM be revised excluding the two (02) years Industry experience criteria and submit to the Vice Chancellor for his approval.

(L. Boral)
Controller of Examinations

Date: 20.08.2019

No.F.20-49/2/2007(Acad)/ 904-A
Copy for information to:
1. The Pro Vice-Chancellor, Tezpur University.
2. All Deans, Tezpur University.
3. Secretary to the Vice Chancellor for kind information of the VC.
4. Concerned file.

Controller of Examinations

Director, CODL   File   Academic Republica

REGULATIONS ON ACADEMIC MATTERS FOR DISTANCE AND ONLINE EDUCATION

TEZPUR UNIVERSITY

CENTRE FOR DISTANCE AND ONLINE EDUCATION
(erstwhile Centre for Open and Distance Learning)
(approved via Resolution no- AC.35/2019/1/2.14, of 35th Acdemic Council Meeting dated 14 May 2019)

TABLE OF CONTENT

The Centre for Distance and Online Education (CDOE) (*erstwhile Centre for Open and Distance Learning (CDOE) (erstwhile CODL)*)**,** Tezpur University has introduced the following regulations in conformity with the UGC (ODL) Regulation, 2017 as amended (first and second) in 2018 and subsequent University Grants Commission (Open and Distance Learning Programmes and Online
Programmes) Regulations, 2020

INTRODUCTION

1. **Short title, application and commencement.—**
    (i) These regulations may be called the **"Tezpur University** *Regulations on Academic Matters for Open and Distance Learning Programmes, 2019*", hereinafter referred to as **Regulations**.
    (ii) These Regulations embody provisions relating to the various degree/ diploma/ certificate programmes offered through open &distance mode by Tezpur University and lay down the minimum standards of instruction for the grant of degree at the undergraduate and post-graduate levels, including Diploma and Certificate.
    (iii) These Regulations shall come into force with effect from the academic session 2018-2019 (Autumn semester).
    (iv) 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.
    (v) 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 the cases and for any case which may be referred to the Academic Council by the Registrar/Controller of Examinations/Director of the Centre for Open & Distance Learning.

2. **Definitions**--- In these regulations, unless the context otherwise requires-----
    (i) "Academic session" means duration of twelve months beginning either in January or in the month of July and shall consist of two semesters or subject to modification by the Academic Council if needed be;
    (ii) "Academic Programme" or a "Programme" means a programme consists of a set of courses. Completion of a programme shall lead to the award of a Degree,Diploma or Certificate;
    (iii) "Centre for Internal Quality Assurance" (CIQA) means a Centre established by Tezpur University for ensuring the quality of programmes offered through Open and Distance Learning modeby the internal quality monitoring mechanism in accordance with the guidelines as specified in **Annexure I & Annexure II of** UGC (ODL) Regulation, 2017 as amended in 2018, (hereafter UGC, 2017);
    (iv) "Core Course" means course(s) which a learner must take as compulsory requirement for a particular programme in which the learner is enrolled;
    (v) "Course" means a unit of instruction or segment of a subject area under any discipline.Each programme shall comprise 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, Diploma or Certificate;

(vi) "Credit" means the Unit award gained by a learner by study efforts of a minimum of 30 (thirty) study hoursinput required to acquire the prescribed level of learning in respect of that Unit;

(vii) "Credits Earned" means the total credits earned by a learner during a programme, which is the sum of the credits specified for the courses completed by the learner securing pass grades;

(viii) "Credit Requirement" means minimum specified credit requirement that each programme shall have. The minimum credit requirements shall also be specified separately for different categories of programmes. In this case, the broad guidelines of the UGC 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/Certificate;

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

(x) "Degree" means a degree specified under sub-section (3) of section 22 of the UGCAct;

(xi) "Examination Centre" means a place where examinations are conducted for the Open and Distance Learning Mode learners and is having the requisite infrastructure and adequate manpower for smooth conduct of examinations, and adhering to such minimum standards as specified in **Annexure III (UGC, 2017 as amended (first and second)** in 2018);

(xii) "Intake Capacity" means number of seats against which same number of students can be admitted in a particular programme. The University may limit the number of learners for certain programmes;

(xiii) "Last Date" means normally the last date for any purpose the date as declared to be so. In the event of the declared last date turning out to be a non-working day for any unforeseen reason, the immediate next working day shall be treated as the last date;

(xiv) "Learner Support Centre" means a centre established, maintained or recognized by the University for advising, counselling, providing interface between the teachers and the learners, and rendering any academic and any other related service and assistance required by the learners;

(xv) "Learner Support Services" means and includes such services as are provided by the University in order to facilitate the acquisition of teaching-learning experiences by the learner to the prescribed level;

(xvi) "Letter Grades & Grade Point" 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 *O* to *P* shall be considered as *Pass grades*;

Letter Grade	Grade Point	Description
O	10	Outstanding
A+	9	Excellent
A	8	Very Good
B+	7	Good
B	6	Above average
C	5	Average
p	4	Pass
F	0	fail
Ab	0	Absent

(xvii) "Open and Distance Learning" mode means a mode of providing flexible learning opportunities by overcoming separation of teacher and learner using a variety of media, such as print, electronic, online and occasional interactive face-to-face meetings with the presence of the University or Learner Support Services to deliver teaching-learning experiences, including practical or work experiences;

(xviii) "Prospectus" includes any publication, whether in print or otherwise, issued by the University for providing information, related to the Centre for Open and Distance Learning and programmes offered by the University;

(xix) "Professional Programme" means programmes such as in engineering, medicine, dental, pharmacy, nursing, architecture, physiotherapy and programmes not permitted to be offered in distance mode by any Statutory Councils or Regulatory Authorities.

(xx) "Re-evaluation" means fresh evaluation of an already evaluated answer script by an examiner other than the original one;

(xxi) "Re-scrutiny" means to scrutinize any discrepancy in totaling of marks and error of omission in the answer script;

(xxii) "Semester" means the duration of study period. The semester of an academic year shall ordinarily extend from the month of January to June (Spring Semester) and July to December (Autumn Semester);

(xxiii) "Semester Grade Point Average (SGPA)" means the weighted average of grade points secured by the learner in the credit courses taken by him/her;

(xxiv) "Self -Learning Material" (SLM) means and includes contents in the form of study material, whether print or non-print, 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 the duration of study, but does not include textbooks or guide-books;

(xxv) "Specialization Elective" means courses of specialized nature under the various specializations offered in a programme. A learner enrolled in the programme may choose to register from the set of such courses offered to fulfil the requirements for the specialization chosen for the programme.

PART II

ADMISSION, ENROLMENT AND CONTINUANCE OF STUDIES

3. ADMISSION

    (i) Admission notice: Notice for admission into the different academic programmes of the University shall be issued by the Director, Centre for Open and Distance Learning through newspapers and other relevant media at least two months ahead of the date fixed for the commencement of the academic session. The same shall also be uploaded in the official website of CDOE(ERSTWHILE CODL) andT ezpur University

Admission will be conducted centrally in CDOE (ERSTWHILE CODL), Tezpur University only. No
Learner Support Centre shall admit a learner to any programme in Open and
Distance Learning for or on behalf of CDOE(ERSTWHILE CODL), TU.

    (ii) Admission procedure: All admission will be done in online mode only. The online application for admission in prescribed format only, duly filled in and completed in all respect, must be submitted on or before the last date specified for the purpose. An application fee will be charged from each of the applications as fixed by the University time to time. Separate Application as well as Admission fee shall be applicable for more than one programme.

    (iii) Minimum eligibility requirement for various degree/diploma/certificate programmes: Based on the decisionof the Academic Council/Board of Management, the qualification for admission into various degree/diploma/certificateprogrammes offered under ODL mode shall be fixed by the University from time to time. The changes shall be incorporated in the Prospectus.

    (iv) Intake Capacity: Intake capacity for ODL programmes will be as per the provision of the UGC (ODL) Regulation, 2017 as amended (first and second) in 2018 or as amended from time to time. However, for programmes involving laboratory/practical/project work, the University may limit the number of learners that can be admitted in a session.

  3.01 Reservation of Seats
    Wherever applicable, the relevant Govt. of India rules on reservation shall be adhered to.

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

    (i) Screening and selection of candidates for admission to different degree/ diploma programmes will be done on the basis of minimum required qualification decided against a programme.

    (ii) Eligible candidates of some of the programmes (to be duly notified) may be required to appear an entrance test. Moreover, certain programmes may require work experience to be eligible for admission which shall be notified in admission notice/prospectus.

(iii) Candidates will be required to get themselves admitted on the dates to be notified by paying the prescribed fee.

3.03 Fees

(i) The fees and other charges etc. to be paid by the candidates shall be decided by the Academic Council from time to time and the same will be incorporated in the Prospectus.

(ii) Fee will be accepted only by way of **online transfer**. However, on certain circumstances payment by other modes may be accepted with due approval of the competent authority.

(iii) The fee waiver for Scheduled Caste (SC), Scheduled Tribe (ST), Persons with Disabilities (PWD)and Economically Weaker Sections (EWS) category of learners shall be in accordance with the instructions or orders issued by Central Government from time to time.

(iv) Refund policy of the fee: Half of the programme fee will be refunded to the candidate if he/she withdraws his/her admission from the programme and claims refund before the closing date of the admission for the session.

3.04 Allotment of enrollment Number

3.04 Allotment of enrollment Number: A learner admitted to an academic programme shall be allotted an Enrollment Number, which will be used for his/her entire programme, at the time of admission. The Enrollment Number shall have following components:

(i) a FOUR letter prefix, bearing the abbreviation of the centre (i.e. *CDOE(ERSTWHILE CODL)*) followed by

(ii) last TWO digits of the year of admission, (i.e. ...19 of year 2019) followed by

(iii) a THREE letter code identifying the programme (i.e. *MEG* for M.A. English) followed by

(iv) a FOUR digit number, the 1st number signifying the semester (1for Spring semester, 2 for Autumn Semester) and the last THREE digits identifying the learner within his/ her class (i.e. 1/2xxx)

e.g. The first learner taking admission in M.A English in Autumn Semester, 2019 will bear his/her Roll No in the following way------*CDOE(ERSTWHILE CODL)19MEG2001.*

3.05 Semester Enrollment and Course Registration

3.05.01 Enrollment: At the beginning of the semester a learner shall enroll himself/ herself by filling up the prescribed online Registration form and paying the prescribed fee,if any.

3.05.02Validity of admission: Validity of admission for various programmes will be as follows

Programme Name	Minimum duration	Maximum Duration
Masters	**2 years**	**4 years**
Post Graduate/UG Diploma	**1 year**	**2 years**

Certificate	**6 Months**	**1 Year**

3.05.03 Extension of validity of admission: A learner may seek extension of validity of admission if he/she fails to complete the programme within stipulated time, with the payment of the prescribed fee as decided by the university time to time.The period of extension will be **2(two) years** for Post graduate degree programme and **1(one)** year for PG/UG diploma programme and **6 (six) months** for Certificate programmes.

3.05.04 Re-admission: If a learner cannot complete the programme within the extended validity period, s/he may be allowed to go for re-admission subject to payment of full prescribed programme fees and satisfactory conduct. In such a case the learner will apply for re-admission to the Director, CDOE(ERSTWHILE CODL) explaining the reason. The learner should apply for readmission within **12 (twelve) months** of expiry of extension. If allowed, the credits earned by the student earlier shall be credited to him/her.

3.06 Simultaneous enrollment in programmes of CDOE(ERSTWHILE CODL)

Alearneralready enrolled for a programme at CDOE(ERSTWHILE CODL) may, if s/he so desires, apply for enrollment in a different programme provided s/he possess the requisite qualifications. However, CDOE(ERSTWHILE CODL) will not be responsible for any clash of timing in the examination schedule. Students of Tezpur University studying in conventional (face-to-face) mode can also simultaneously enroll in CDOE(ERSTWHILE CODL) programme/s.

3.07 Academic Calendar: The Academic Calendar specifying the schedule of academic activities such as enrollment, course registration, counselling, examinations, etc. and indicating the duration of semester shall be prepared and notified by the Director, Open and Distance Learning with the approval of the Vice-Chancellor/AC for each academic year.

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PART III

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CURRICULUM STRUCTURE AND CREDIT REQUIREMENT

4. 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 learnership
- **(ii)** The minimum total credit requirements of the programme
- **(iii)** For a programme, there shall be a list of the courses showing the corresponding credit load.

4.01 Syllabus: 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.

4.02 Approval of Curriculum Structure and Syllabi: The curriculum structure and the syllabi will be prepared by the offering Department/s. The same will be routed to Centre for Internal Quality Assurance (CIQA) through Departmental Board of Studies and the School Board. Curriculum and Syllabi will be implemented after the approval in Academic Council. Proposal for any change in the curriculum structure and the syllabi shall also be routed through the same channel.

5. CREDIT REQUIREMENT

Subject to modifications approved by the Academic Council, the period of candidature and credit system for the various academic programmes shall be following and as per UGC (ODL) Regulations,2017 as amended (first and second) in 2018 .

5.01 Norms for offering programmes through Distance mode based on creditsystem

Level of the Programme	Credits	Duration of the Programme
Bachelor's Degree (General)	96-100	3 years
Master's Degree (General)	64-72	2 years
PG/UG Diploma	32-36	1 year
Certificate	16-18	6 months

PART IV

PROGRAMME DELIVERY SYSTEM AND QUALITY MONITORING MECHANISM

6. PROGRAMME DELIVRY SYSTEM

6.01 Self Learning Materials (SLM) in the form of printed books/lessons, audio and video CD (and on line materials wherever possible) shall be dispatched to the learner immediately after the admission. The same shall also be made available in the website.

6.02 Self Learning Materials (SLM): In the preparation of the Self Learning Materials, the guideline given by the UGC (ODL) Regulations, 2017 as amended (first and second) in 2018 will be followed. The same is specified in **Annexure I (Vide Annex VIII of UGC, 2017)**

6.03 Student Counselling: There shall be provision for learners' counselling in each of the learners support centre for helping and advising the students on any academic matters. However, if the number of learners registered for counselling in a learner support center is less than a stipulated number fixed by the CDOE(ERSTWHILE CODL), the counselling session will be held in the learners' support centre at Head Quarters only. CDOE(ERSTWHILE CODL) may also conduct online counselling for the learners. Minimum 6 hours of counselling sessions per 2credit course will be conducted.

6.04 Learner Support Centre means a centre established, maintained or recognized by the University for advising, counselling, providing interface between the teachers and the

learners, and rendering any academic and any other related service and assistance required by the learners; Appointment of Learner Support Centre will be done by the University as per the guidelines framed on the basis of UGC (ODL) Regulation, 2017 as amended (first and second) in 2018 and as amendment from time to time.

6.05 Assignments with necessary guidelines/instructions for all the courses of a semester shall be generally uploaded immediately after the session starts.

6.06 Credit value of a course will determine the number of lesson units, counselling sessions and assignments

6.07 Norms for Programme Delivery: The norms of delivery of course/s through distance mode will be following and as per the UGC (ODL) Regulations, 2017 as amended (first and second) in 2018.

Credit value of the course	Study input (hours)	Size of SLM	No. of Counselling Sessions (theory)	Practical Sessions	No. of assignments
2 credits	60 hours	6-8 units	6 hours	60 hours	1
3 credits	90 hours	9-12 units	9 hours	90 hours	2
4 credits	120 hours	14-16 units	12 hours	120 hours	2
6 credits	180 hours	20-24 units	18 hours	180 hours	3
8 Credits	240 hours	30-34 units	24 hours	240 hours	4

6.08 MOOCs courses may be allowed to the learner/s on prior approval to a maximum credit limit of 20 percent. CDOE(ERSTWHILE CODL) will notify from time to time courses approved by the university.

7. QUALITY MONITORING MECHANISM

7.01 Centre for Internal Quality Assurance (CIQA):

The Centre for Internal Quality Assurance (CIQA) is established as per the guideline given in the UGC (ODL) Regulation, 2017 as amended (first and second) in 2018. CIQA is headed by a full-time Director, of the rank of Professor, who shall be supported by academic and other staff(**Part III, Sec 4 of UGC (ODL) Regulations, 2017**). The functions of CIQA would include

(i) decide policies for programme development methodology and programme delivery mechanism that are aligned with the vision and mission of the Higher Educational Institution;

(ii) advice on any issues related to programme development, Information and Communication Technology intervention and implementation, learning and teaching, collaboration referred to the Committee;

(iii) supervise academic approval and related modification procedures and to ensure that programmes satisfy stated design requirements and academic standards

appropriate to the type and level of award as per philosophy of the Open and Distance Learning mode of education;

(iv) promote automation of academic and administrative activities of the Higher Educational Institution, Regional Centres and Study Centres or Learning Support Centres;

(v) oversee and report on the effectiveness of systems for self-evaluation and monitoring;

(vi) appoint external subject experts or agencies or organisations for validation and annual review of its in-house process, its Learner Support Centres, Open and Distance Learning mode programmes etc.;

(vii) appoint third party auditing bodies for quality audit of programme(s);

(viii) approval of Self-Appraisal Report to be submitted to the Assessment and Accreditation agencies on behalf of Higher Educational Institution;

(ix) promote collaboration and association for quality enhancement of Open and Distance Learning mode of education and research therein; and

(x) encourage industrial involvement and industry-institution linkage for providing exposure to the learners.

7.02 Grievance Redressal System:

Online Grievance Redressal facility for the learners will be set up in the CDOE(ERSTWHILE CODL) website.Guidelines of UGC (ODL) Regulations, 2017 as amended (first and second) in 2018 will be followed in this regard.

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PART V

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EXAMINATION, EVALUATION AND RELATED MATTERS

8. CONDUCT OF EXAMINATIONS

8.01 End-term Examination:

(i) The examinations will be conducted by the CDOE (ERSTWHILE CODL). Examination will be held at Tezpur University as well as at the examination centres. Numbers of examination centers shall be decided depending upon the numbers of learners in a particular place.

(ii) Examination will be conducted in the month of June (Spring Semester) and December (Autumn Semester). The evaluation and result declaration process will be conducted by CDOE(ERSTWHILE CODL), Tezpur University.

(iii) The duration of theory examination shall be generally restricted to 3(three) hours.

(iv) Results of the semester end /term examinations will be available online in the CDOE (ERSTWHILE CODL)/TU website.

(v) The schedule of examinations shall be issued by the CDOE (ERSTWHILE CODL) at least 30(thirty) days ahead of the examinations.

8.02 Practical Examination:

(i) The concerned course instructor(s) identified by the concerned department and appointed by the CDOE (ERSTWHILE CODL) shall conduct the practical examination.

(ii) The practical examination shall be conducted before the semester end theory examinations.

8.03 Number of attempts in Examination

A valid learner can make any number of attempts for any number of papers of the current semester as well as from preceding semester/s.

9. EVALUATION SYSTEM

The system of evaluation shall be as follows:

9.01 The evaluation shall always have the two components:

(i) Assignment: 30% of the total weightage made on the basis of assignments and submitted to the Center before end semester examination(except courses where assignment is not mandatory)

(ii) Written Examination: Semester End Examination with 70% of the total weightage will be conducted

9.02 If a programme has a practical component, the weightage of the theory and practical shall be 75% and 25% respectively.
A learner has to qualify both the written examination and assignments/practical separately to secure the pass grade in a course.

9.03 Submission of assignments:
Submission of assignment is compulsory in all courses except project courses having full credit to complete the input of self-study hours of each programme determined by UGC. Learners will be required to submit assignment/s within the stipulated time before filling up of the examination form, failing which she/he may not be allowed to appear in the examination. An assignment may contain multiple tasks/questions. Learners must follow the guidelines laid for the preparation and submission of assignments.

9.04 Submission of Project: Certain programme may contain project/s in one and more courses. There will be separate guidelines for project submission which the learners have to follow. Courses having project may not have assignment/s and/ or end term examination. Viva-Voce will be held for such courses in lieu of written examination.

9.05 Letter Grade and Grade point

9.05.01 Cumulative Grade Point Average (CGPA): CGPA is accumulated weighted average grade point of a learner over the semesters starting from his/ her joining the programme 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 student over the semesters starting from his/ her joining the programme, G_i is the grade point secured by him in the ith course with a credit value of C_i and C_τ is total credit earned as given by:

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

9.05.02 Semester Grade Point Average (SGPA): SGPA the weighted average of grade points secured by the learner in the credit courses taken by him/her and is given by the expression-

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

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 him/her in the ith course with a credit value of C_i and C_t is given by:

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

9.06 Setting of question papers

Question papers of each course will be set by the approved paper setters. Moderation of question papers will be done by the members of moderation committee constituted for each programme.

9.07 Evaluation of Answer Scripts

Evaluation of the answer scripts will be done by internal/external examiners approved by the Vice Chancellor and appointed by the Director, CDOE (ERSTWHILE CODL). Evaluated answer scripts will be scrutinized by scrutinizers appointed for the purpose before tabulation of the results.

9.08 Result Declaration

Results will be processed through scrutiny, tabulation and verification. The draft results prepared will be presented to the Examination Committee which will recommend to the Vice Chancellor for approval. Approved results will be declared online.

9.09 Examination Committee:

Examination Committee for CDOE (ERSTWHILE CODL) constitutes with the following members:

Chairperson: Vice-chancellor /Pro Vice-chancellor or VC's nominee
Members: Deans of Academic Affairs
Controller of Examinations
Deans of Schools concerned
Professor (one nominated by VC)
Director, CIQA

Director, CDOE (ERSTWHILE CODL)-Convener

The term of the committee is 3 (three) years.

9.10 Physical verification of answer scripts

A learner may come for physical verification of his/her answer scripts within 7 (seven) days after the declaration of result and by submitting an application to the Director, CDOE(ERSTWHILE CODL) mentioning concerned course/s for which physical verification is sought for.

9.11 Re-Scrutiny

A learner may apply for re-scrutiny on payment of a prescribed fee if he/she anticipates any discrepancy in the evaluated answer script. Re-scrutiny of the said answer script/s will be done by a scrutinizer appointed by the Centre. Changes, if any, will be notified with due approval of competent authority. Application must be made within 15 days of declaration of results.

9.12 Re-evaluation

A learner can apply for re-evaluation, if he/she is not satisfied with his/her grade. Application for re-evaluation can be done in prescribed form with a Re-evaluation fee per course determined by the University. The answer script(s) will be re-evaluated by an empaneled examiner other than the original one. In this case the learner has to give a declaration that he/she will accept the re-evaluated score and will not claim the earlier score whatsoever. Application for re-evaluation has to be submitted within**1 (one) month** from the date of declaration of the results.

9.13 Refund of Re-scrutiny/Re-evaluation fee:

The fee charged for Re-scrutiny /Re-evaluation will be refunded to the learner if any changes occur that improves the Grade awarded for the course.

9.14 Betterment

A learner may re-appear in the semester end examination for Betterment of any course(s) by paying a fee fixed by the University from time to time. Betterment of a course is allowed for one time only and will have to appear in the next immediate Semester End Examination.

9.15 Grade Card and Transcript

9.15.01 After the declaration of results of a semester, a provisional student grade report will be generated online that can be downloaded. The Controller of Examinations, Tezpur University shall issue provisional pass certificate and Transcript after the completion of the programme on application in the prescribed format and submission of required fee.

9.15.02 Final Pass certificate will be given on or after the Convocation for the award of degree. All eligible learners of CDOE (ERSTWHILE CODL) can obtain degree in Convocation by applying and submitting convocation fee.

9.16 Eligibility for Award of Degree/ Diploma/ Certificate

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

(i) Must obtain a pass grade in each course of the programme.

(ii) Must earn the minimum credits under the various categories of courses as specified in the curriculum structure of the programme.

(iii) Must secure the minimum CGPA prescribed for a programme.

9.17 Custody of Answer Script

The evaluated answer scripts shall be kept in the custody of the Controller of Examination, TU or Director, CDOE(ERSTWHILE CODL) with knowledge of COE.

9.18 Action against Unfair Means

Adopting **'unfair means'** refers to the use of mobile phones, tablets, or any electronic, printed or hand written materials or anything that is not authorized by CDOE(ERSTWHILE CODL), Tezpur University to use during the examination hours. Any evidence of adopting unfair means at any stage will amount to **'F' (Fail) Grade** in that particular course. Further, disciplinary actions will be taken which may amount to forced withdrawal from the programme.

9.19 Action against Unfair Means in Assignment

Direct copying from any print and electronic source or copying of another assignment will be considered as unfair means in relation to assignment/s. Similar measures with that of clause 9.18 will be adopted in such case/s.

10. Any other matter/s not mentioned above will be decided by the appropriate authorities of Tezpur University in view of UGC/MHRD guidelines applicable

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ANNEXURE I

GUIDELINES ON PREPARATION OF SELF-LEARNING MATERIAL

Overview

Self-Learning Material is developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. The major challenge for the Open and Distance Learning system is near absence of the teacher. Therefore, it is very essential to pre-plan each of the activities. The learning material plays a vital role in this system and it includes Self-Learning Material in print and electronic form. A key challenge of Learning Material is ensuring that its writing is to be in a way that is engaging and which actively involves the learners. Another challenge of learning material is rapidly changing technology and deploying traditional teaching-learning methods through these technologies. Therefore, it is necessary to have the proper planning prior to development of the learning material. During the planned period, the following points should be considered very carefully:-

- backgrounds of learner and learning needs;
- learning experiences; and
- support and preparation in adapting to flexible learning.

2. Learning materials place much more emphasis on the processes of learning. Following are the major ingredients to be considered while developing the learning material by authors (in case of print material) and instructional designers (in case of e-learning material):-

(a) learning objectives

(b) assessment of prior knowledge
(c) learning activities
(d) feedback of learning activities
(e) examples and illustrations
(f) self-assessment tests
(g) summaries and key points
(h) study tips

3. The learning material should be developed with the constructivist approach and that should lay emphasis on real world tasks, learner's choice of tasks or situations, case studies, collaborative learning tasks, opportunities for observing others, self-evaluation. The Higher Educational Institution may also adopt or procure the Learning Materials from expert agencies or consultant if it saves the time and cost without compromising on the quality.

Planning for development of learning material

4. Due to the near absence of the teachers in the Open and Distance Learning mode, the learner has the opportunity to take the decision(s) at any point during the learning path. This may create disagreement between learner's perception and the objective of the learning material. Therefore, it is required to consider the following key points during planning for the development of learning material.

(a) **Learner Profile:** It is required to consider literacy level (including level of language proficiency), age group, information communication technology skills, aim of study, personal background and home situation, prior knowledge, prior skills, learning situations, etc.

(b) **Background:** In Open and Distance Learning system, learner studies at his pace and not like face-to-face mode. Most of the learners are working professionals and they get time to study at their homes. If we add certain references which they cannot access at home, then it will create an obstacle in their learning. Therefore, it is necessary to consider the accessibility of course resources and references at the place of learning.

(c) **Learning Objectives and Outcome:** It is required to define the learning objectives and outcomes prior to initiating the process for the learning material development. The learning objectives can be of terminal,
intermediate or enabling nature. These learning objectives can be set at course, unit, or module level.

Group of Learning Material

5. Considering the principles of Open and Distance Learning mode of education, the programmes shall be accompanied with learning material or resources which shall comprise of self-learning material or e-learning material, e-books, practical book, student's handbook, question bank, assignment book, Audio Video material, programme guide, project manual, etc.

Standards of Self Learning Material (SLM) in Print Form

(i)   The Self Learning Material shall be developed as per the defined credit structure of the programme.
(ii)   The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.
(iii) The learner shall get the clear information about the structure of the programme and the course.
(iv) There shall be a detailed learning map in the Self Learning Material for the learner so that she or he will be self-directed for completion of their studies.
(v)   The content of the Self Learning Material shall be developed with dialogue and personal system of writing method which will create a nature of interactivity in the Self Learning Material.
(vi) The Self Learning Material shall encourage the learner to apply new knowledge and skills.
(vii) There shall be clear definition of learning objectives and outcomes.

(viii) The content shall be divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning.
(ix)   Activities shall be included in each unit of the Self Learning Material.
(x)   There shall be assignments on each learning objective for self-assessment.
(xi)   The learner shall be directed through problem solving activities as applicable to the nature of the course.

QUALITY ASSURANCE GUIDELINES OF LEARNING MATERIAL IN MULTIPLE MEDIA, HUMAN RESOURCE, CURRICULUM AND PEDAGOGY

1. Learning Material (Print Media)

Learning Material through print-media is termed as Self Learning Material, being developed with the approach of self-explanatory, self-contained, self-directed, self-motivating and self-evaluating. The following is an indicative list of quality standards for print material:

(a) The Self Learning Material shall be designed with the approach of two-way communication between the learner and content.
(b) The Self Learning Material shall involve the learner actively through various experience-based activities and assignments.
(c) The learner should get clear information about the structure of the programme and course.
(d) There shall be detail learning map in Self Learning Material for the learner so that he or she will be self-directed for completion of his or her studies.
(e) The content of Self Learning Material shall be developed with dialogue and personal system of writing method which will create the nature of interactivity in Self Learning Material.
(f) The Self Learning Material shall encourage learner to apply new knowledge and skills.
(g) There shall be clear definition of learning objectives and outcomes.
(h) The content shall be divided into small sections (blocks) and sub-sections (units & sub-units) for effective learning.
(i) There shall be an assignment on each learning objective for self-assessment.
(j) The learner shall be directed through problem solving activities as applicable to nature of the course.
(k) The Self Learning Material shall be developed in defined formats with following features:
      (i) Consistent layout and format.
      (ii) Inclusion of overview of content.
      (iii) A unit structure at the beginning of the unit.
      (iv) Plenty of examples.
      (v)Reference to prior learning.
      (vi) Inclusion of national or international caselets and case studies.
      (vii) Content in segments synchronized with learning objectives and outcome.
      (viii) Explanation of icons used in content.
      (ix) Appropriate sequence of material.
      (x) Explanation on technical, new, difficult terms or word in a glossary section.
      (xi) Inclusion of adequate suggested reading (both print and online).

2. Audio–Video Material: Quality Standards

(a) There shall be adequate consideration of learners' prior knowledge, skills and attitudes.
(b) Level and style of language shall be appropriate.
(c) There shall be clear information on types of support material and study activities to be used by the learner.
(d) It shall be clear and unambiguous, also preferably free from pedagogic jargon.

(e) The aim, objective and target audience for the Audio Video material shall be clearly defined.

(f) It shall be capable of being evaluated to conform to the learning outcomes.

(g) There shall be clear guidelines with regard to the use of the Audio or Visual material vis-a-vis other content ofthe course.

(h) AV Material shall be developed in forms and formats that will be easily accessible by the learners.

(i) There shall be separate Audio Video manual for giving the guidelines of using the Audio Video material in study.

(j) Audio Video Material shall provide continuity and coherence within and between audio-based study sessions.

(k) There shall be synchronization of Sound and Image in Audio Video material.

(l) There shall be appropriate graphics and animations relevant to the course content.

(m) There shall be appropriate 'visual texture' and rate of change of image to keep the learner involved.

3. Online Material: Quality Standards

(a) The course shall be organised into units and lessons.

(b) There shall be description of unit overview along with objectives, activities, assignments and resources that frame the unit.

(c) Availability of a program map and correlation matrix among the courses in the programme.

(d) There shall be description of credit value of each module or unit in the course.

(e) There shall be clear guidelines on academic integrity and netiquette (internet etiquette) expectations regarding lesson activities, discussions and plagiarism.

(f) There shall be lesson overview, content and activities, assignments to provide the learning opportunities for learner to master the content.

(g) The course shall be designed to teach concepts and skills that the learner will retain throughout the study.

(h) There shall be multiple learning paths for engaging the learner in active learning

(i) The content shall provide opportunities for learners to engage in high-order thinking, critical-reasoning activities and thinking in increasing by complex ways.

(j) There shall be appropriate readability levels, written language assignments and mathematical requirements.

(k) The content shall provide for periodical feedback about the learning process.

(l) The course shall be easy to navigate.

(m) There shall be declaration of textbooks, courseware, and online resources necessary to refer additionally to complete the course

(n) The content shall be accessible on various devices.

(o) The online material shall satisfy the needs of learners with disabilities

6 Computer-based material: Quality Standards

(a) The Computer-based material shall provide an environment for practise, at the learner's own pace and in his own time.

(b) The Computer-based material shall provide an environment for self-assessment.

(c) It shall allow learners to develop analysis and decision-making skills, to discover principles and concepts for themselves.

(d) The course shall be organised into units and lessons.

(e) There shall be description of unit overview along with objectives, activities, assignments and resources that frame the unit.

(f) Availability of a program map and correlation matrix among the courses in the programme.

(g) There shall be description of credit value of each module or unit in the course.

(h) There shall be lesson's overview, content and activities, assignments to provide the learning opportunities for learner to master the content.