




**OFFICE OF THE DIRECTOR
DISTANCE AND ONLINE EDUCATION
KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY
DEEMED TO BE UNIVERSITY**

Online Learning Education Guidelines

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Director
Distance and Online Education
KIIT Deemed to be University
Bhubaneswar-751024
Odisha

1. Assessments

I. Assignments (Continuous Internal Evaluation- CIA)

- Each subject has 2 assignments which is part of Internal Continuous Evaluation (CIA)
- Each Assignment would have Objective Type of questions (MCQ Type Questions).
- Students should submit each assignment within a semester / year before appearing for their exams.
- Weightage for Internal Continuous Evaluation (CIA) is 30%
- Each Assignment would be of 50 questions with 2 marks each
- Passing criteria in each assignment is 40%.

II. Online Examinations (End Semester Examination)

- Examinations will be conducted tentatively in the month of July & December. This is subject to UGC notification on every admission batch last date for enrollment. The final dates would be communicated to students well in advance.
- Students would be filling the online exam form for the Slot Booking Process through the University website. The student selects the date, slot time and subject while filling the online exam form.
- The Controller of Examination would publish the exam notification with the dates for each subject. The student would get 3 online exam time slots on each day to complete the said exams.
 - 10 am to 12 pm
 - 12.30 pm to 2.30 pm
 - 3 pm to 5 pm
- Online Exams would be for 2 hours each subject, and it would be a mix of questions (Objective Type– 52 Questions with 1 mark each – Total 52 marks) and 3 subjective questions (6 marks each – Total 18 Marks) Total 70 Marks.
- The weightage for Internal Assignment is 30% and weightage for Online Examinations is 70%
- To appear for the examination student, need to complete the assignments as per last date provided by the university.
- The student can give backlog examination for previous semester/year if any, in the next exam cycle along with the fresh subjects of the subsequent semester/year.
- Exam Fees for First Attempt is included / paid during admission by the students. For Second attempt Examination or Re-appearing for Examination the applicable Online Exam Fees (Per Subject) is: Indian Student INR 400/- International or NRI \$10
- Examination Fees are non-transferable and non-refundable
- There would be no exceptions for the said examinations
- Students who have past due payments will not be allowed to give their examinations

- The results are declared within 2 months from date of last examination date of respective exam cycle.

Grading System

At the end of all evaluation components based on the performance of the student, each student is awarded based on absolute grading system. As per the UGC norms, the list of absolute grades and its connotation are given below:

Qualification	Grade	Score on 100	Point
Outstanding	‘O’	90 to 100	10
Excellent	‘E’	80 to 89	9
Very good	‘A’	70 to 79	8
Good	‘B’	60 to 69	7
Fair	‘C’	50 to 59	6
Below average	‘D’	40 to 49	5
Failed	‘F’	Below 40	2

Project Guidelines

- For programs having project work students are required to submit a soft copy of the project undertaken.
- Soft Copies of the Project Report should be mailed to university and upload it in LMS
- The project should be industry related topic selection as advised by the university.
- Refer the project guidelines as mentioned on the website.
- Project evaluation charges are Rs. 400/- for Indian student/ for foreign and NRI students it is \$10.
- The project should be done by the student and must be original. Plagiarism will not be accepted.

2. Mark Sheets & Certification

- The student can get soft copy of mark sheets through the university website, the hard copy mark sheet would be provided only after successfully completion of full program along with degree certificate.
- Once the student completes all the mandated assignments, examinations and projects (if applicable) the final mark sheet and certificate would be dispatched by the university to the student registered address.
- All pending payments/dues need to be cleared by the student, before the final certification.
- If required, the university may request the mandatory documents from student as submitted during admission time; the students may have to re-submit the same if required during final degree certification.
- Students need to apply by filling the Degree Application form and submit all the required documents and the applicable degree processing application fees of Rs. 1500/- to the university.

Documents to be accompanied with Degree Application form are:

- All Soft copies of Online Results / Online Mark Sheets for every semester/year as issued by KIIT University.
- In case of PG online program completed with KIIT University, students must also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Internal Process: Particulars: Pre - Examination Process Timelines	
COE Notification for Exams	45 Days before Exam Starts
Exam Form Live on Website	40 Days before Exam Starts
Faculty List of Proctor / Evaluators shared by the University	15 Days before Exam Starts
Last Date for Online Exam Form Filling by the Students	10 Days before Exam Starts
Exam Form Filling Data Shared with University Team	7 Days before Exam Starts

Internal Process: Particulars: Post - Examination Process Timelines	
Faculty Allocation for Evaluating Papers/Subject	7 Days before Exam Starts
Evaluation Process Completion	30 Days after Exam Ends
Verification / Exam Scores Downloaded and Submitted to University along with Internal Scores	35 Days after Exam Ends
Online Results by the University	45 Days after Exam End

Annexure I
Undertaking for Degree Certificate

Date: /...../.....

I, the undersigned Mr./Mrs./Ms.
have applied _____Program offered by KIIT University
for Admission Batch Jan. / July (with Year): _____.

I have submitted the registration fees along with all other mandatory documents except the Degree certificate.

I have recently passed by Graduation, and I have applied for the Degree Certificate to My Previous University and the same is pending and I expect the same to be received within coming six to eight months considering the previous university process.

I take the complete responsibility, that I am eligible for the program, and I would submit the above degree certificate before completion of my Master's Program with KIIT University, failure to do so my master degree would be kept on hold by KIIT University. I am aware that I would be issued my Master's degree Certificate only after I submit my Degree Certificate Color scan copy.

KIIT University also has the right to cancel my admission and forfeit my fees in case they find anydiscrepancy in my eligibility for the program.

I would abide by admission guidelines with related policies issued by the university from time to time.

Student Name -

Email id -

Mobile -

Sign of Student-

Annexure II
Undertaking for Mark Sheet Original Copy

Date:/...../.....

I, the undersigned Mr./Mrs./Ms.
have applied _____ Program offered by KIIT University
for Admission Batch Jan. / July (with Year): _____.

I have submitted the registration fees along with all other mandatory documents except the 12th std.
original mark sheet scan copy. I have submitted the Online Result Soft Copy as issued by the Board
on their website.

I expect the original hard copy of 12th Mark Sheet to be received within coming 3 months.

I take the complete responsibility, that I am eligible for the program, and I would submit the same
within 3 months from date of my application, failure to do so my admission will be Cancelled and
Fees Forfeited.

I would abide by admission guidelines with related policies issued by the university from time to
time.

Student Name -

Email id -

Mobile -

Sign of Student-