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

Programme Project Report (PPR)

Director
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KIIT Deemed to be University
Bhubaneswar-751024
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PROGRAMME PROJECT REPORT (PPR)

OF

BACHELOR OF COMMERCE
(B.Com.)

CENTRE FOR ONLINE EDUCATION

KIIT DEEMED TO BE UNIVERSITY, ODISHA

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Contents

3

4

B.Com.

1. Program Overview

1.1 Program's Mission and Objectives

(i) Mission:

The Bachelor of Commerce (B.Com) is a Three Years online degree program from KIIT Deemed to be University. B.Com is your next level of graduate education just after completing your 10+2, Intermediate, from any recognized board or a Three-Year Polytechnic Diploma Holder from a Recognized Board of Technical Education. B.Com curriculum is updated with best Commerce papers, and the objective of the program consisting Environmental Studies, Financial Accounting, Business Law, Business Law, Professional Communication, Cost and Management Accounting, Corporate Law, Direct-tax Law and Practice, E-Commerce, Business Research Methodology, Goods and Services Tax and Customs Law.

(ii) Objectives:

The program aims to achieve the following objectives:

- Building a strong foundation in all the key functional areas with contemporary and need-based curriculum with specializations in areas such as Marketing & Human Resource Management, Accounting & Finance, Banking & Insurance.
- Fostering strong personal, interpersonal and group communication skills
- Providing academic flexibility to promote knowledge
- Engaging with industry for executive education with industry oriented syllabi.
- Developing centers of excellence aligned with emerging areas of knowledge

1.2 Relevance of the Program with KIIT's Vision and Mission

In order to align with the mission and goals of KIIT University, the OL mode B.Com. program provides students with an in-depth understanding of the core concepts essential for successful management. The curriculum equips them with the knowledge and skills they need to take on leadership roles in the corporate world. The program is designed to help students develop the ability to think critically and strategically, to make sound business decisions, and to solve complex problems. Emphasis is laid on developing skills in leadership, communication, and data analysis. CDOE-KIIT strives to

provide the students with the best education and to prepare them to take on the challenges of the modern business world and the same is relevant to KIIT's mission i.e.

- To promote quality education, training, research, consultancy, and enhance employability and entrepreneurial skills of our students.

- To integrate industry with academics in order to prepare our students in an immersive way for the world of work developing an effective interface with the industry and other institutes within and outside the country is the cornerstone of our approach.

- To meet these ends, we encourage and nurture the development of students' physical, mental, emotional, secular, and spiritual faculties.

The B.Com. Program in online mode aims to provide quality education to the candidates aspiring for higher education but are unable to match the requirements of a fixed time-table and teaching tools in the conventional mode of education in the Universities.

Moreover, to maintain the quality of the curriculum, the syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the students of online mode in the industry. The curriculum is also in line with the aims and objectives of the University and the requirements of future skills in the industry.

1.3 Nature of Prospective Target Group of Students

The curriculum of program infused with flexibility is designed to enhance comprehension of management education and encourage graduates from varied disciplines and enables them to become learned managers or entrepreneurs. The students are prepared to explore opportunities being newly created in the management profession. The program will target all graduates who want to enhance their knowledge, skills and build careers in entrepreneurial and business world.

The target group of students will be both working professionals and students who are deprived of admission in the regular mode due to limited intake capacity, dropouts primarily due to social, financial and economic compulsions as well as demographic reasons, population of any age and those living in remote areas where higher education institutes are not easily accessible. Ones who wish to pursue education in flexible mode of timings/delivery. It is also aimed at the working professionals who wish to upgrade their knowledge. Students enrolled in the program for delivery through online mode shall contribute towards Gross Enrolment Ratio (GER) of 50% by 2035, as envisaged by the Government of India.

1.4 Appropriateness of programs to be conducted in online mode to acquire specific skills and competence

The education throughout the course duration will involve inculcating the skills in the field of business management and entrepreneurship. The degree will provide value to the students in the field of Marketing & Human Resource Management, Accounting & Finance, Banking & Insurance apart from various other elective subjects.

The degree shall not only provide values to students for employment as a professional in industry, business house, finance or the civil service, but it will also be value by employers for other occupations where a demonstrated ability for logical and quantitative reasoning is desired.

A Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login that keeps track of execution of e-Learning material, learner's engagement, assessment, results and reporting in one centralized location, is in place. All of the above teaching and learning processes will be delivered by online mode with much ease for the students. Hence the program is suited for online mode of learning.

2. Procedure for Admission and Curriculum Transaction

Academic programs offered for candidates who enrolled for online mode of learning will be conducted by CDOE-KIIT with the support of various faculties of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, based on UGC guidelines for the programs which comes under the preview of Online mode for award of Degree.

Details of procedure for admission with eligibility criteria for admission, fee structure, Curriculum including program delivery, details about Learning Management System (LMS) and Assessments and Evaluation are provided below.

2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-KIIT need to apply through www.kiitonline.ac.in in the courses offered there.

2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission in Online B.Com. program is 12th Std from any recognized board or a Three-Year Polytechnic Diploma Holder from Recognized Board of Technical Education. The learner should also meet all the required documentation criteria as mentioned on the website for admission in the program. Admission will stand canceled, if candidate does not submit proof

of eligibility within stipulated time given by CDOE-KIIT. Candidates are expected to read all instructions given in the Program prospectus before filling of application form.

2.1.2 Online Admission Process and Instructions: Learner Communication

The online admission process for the students is provided below:

Step	Process	Particulars
Step 1	**Counselling**	Prospective students would be counselled for the chosen program by designated and authorised counsellors
Step 2	**Registration on admission portal to get access to My Account.**	Prospective student registers by paying Rs. 1450/- as registration fee. Fill all the details in the application form and upload all the mandatory documents.
Step 3	**Details of Document upload**	Student Uploads document as follows- Personal Documents: Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student) Academic Documents: UG Student - 10th Marksheet 12th Marksheet PG Student - 10th Marksheet 12th Marksheet UG Marksheet Other Certificates (detailed list of documents is provided in **Annexure II**)
Step 4	**Scholarship Details**	Student will be eligible for below categories- Merit Base KIIT Alumni Extra Curriculum Excellence KIIT Employee As per the Notice by Dy. Registrar CDOE-KIIT.
Step 5	**Verification of documents by the Deputy Registrar**	Dy. Registrar verify all the documents uploaded by the prospective student on the admission portal and

8

Step 6	**Undertaking**	Student will sign Undertaking after Approval in Application.
Step 7	**Payment of fees**	All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment.
		The Fee is payable through any of the following means:
		(a) UPI
		(b) Credit/Debit Card
		(c) Net-banking
		Note: Cash, bank demand draft and Cheques are not accepted
Step 8	**Enrolment**	After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 48 hours.
Step 9	**Access to Learning Management System (LMS)**	

General Instructions:

1. All students should carefully read and understand the eligibility conditions given in student handbook document and mentioned on the university website before applying for the online programs.

2. The prospective learner has to ensure that their education/qualifying degree has been issued from a recognized university/board only. For learners from an Indian higher education institution, it should be recognized by the regulatory authority of Government of India. For recognized Board of Education to check www.cobse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education. To verify degrees from www.ugc.ac.in for recognized universities. For foreign prospective learners they may verify their institutions from www.aiu.ac.in.

3. Prospective learner to check their eligibility on the date of admission and should have passed the qualifying exams before the start of admission batch.

4. Registration fees of Rs.1450/- is non-refundable.

Students after enrolment must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by Ministry of Education, Govt. of India. Academic Bank of Credits (ABC) ID creation is mandatory for all the students. (See **Annexure V** for details)

2.1.3 Program Fee

Program fees for students pursuing B.Com. in various specializations offered by CDOE-KIIT is mentioned below: Non-Refundable Registration Fees of Rs. 1450/- To be paid at time of Registration

Program	Electives	Academic Fees per Year (INR)	Foreign Nationals Fees Per Year (INR)
B.Com.	Marketing & HR	**22,800**	**22,800**
	Accounting & Finance		
	Banking and Insurance		

Other Fees

	Particulars	For Indian Students fees (INR)	For Foreign /NRI Students Fees (INR)
1.	Bonafide Letter (On Demand)	300	300
2.	Transcripts (On Demand)	500	500
3.	Specialization Change Fees	1000	1000
4.	Course Change Fees	1000	1000
5.	Validation Extension Fees (1 Year)	5000	5000
6.	Degree Application Fees	1500	1500
7.	Duplicate Mark Sheet/Grade Card	400	400
8.	Duplicate Degree Certificate	1500	1500
9.	Re-Appearing Exam fees	400	400

EXAMINATION FEE as per the table

	All Programs of CDOE - KIIT		Foreign Nationals
A	First Attempt of Exam Per Subject is Included in Program Fees	NIL	NIL
	Back Paper Examination Fees / Re-appear Fees	Rs 400- per Subejct.	Rs 400- per Subejct.
C	Additional Fee for Project evaluation /Thesis		
	All UG / PG Programs	Rs 400	Rs 400

Note:- The Last date for end term examination is same as academic fee.

Scholarship

The eligible students can avail scholarship opportunities extended to the students as follows:

Types of Scholarship	Marks scored in qualifying Examination	Scholarship offered	Documents Required
	Percentage /Equivalent CGPA		

Merit base	60-75%	10%	For UG (12th mark sheets) and for PG (Final year mark sheet of Bachelor Degree)
	75% Onwards	20%	
KIIT Alumni & Student		20%	Student Enrolment (KIIT Degree /Marksheet)

2.1.4 Financial Assistance Policy

The fees will be paid by the students through the online mode provided on the website. The University has partnered with a third party NBFC to provide financial assistance to those in need.

2.2 Curriculum Transactions

2.2.1 Program Delivery

The curriculum is delivered through the Self Learning Materials (SLMs) in the form of e-Contents supported by various learning resources including audio-video aids through Learning Management System (as per four quadrant approach) along with the online contact hours with discussion forums and synchronous live interactive sessions conducted through LMS as per the prevailing UGC norms for course delivery.

2.2.2 Learning Management System to support online mode of Course delivery

The Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login is designed to facilitate the students to have a Global learning experience. LMS has user friendly approach through which the learning is made simple, interesting and truly meeting the global standards of learning. The audio-visual mode of teaching, the self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the industry and in sync with the UGC Guidelines of four quadrant approach.

The students can experience uninterrupted learning 24x7 through web and mobile at the pace chosen by them. The user interface will be simple and easy to navigate through the e-learning modules; the LMS will provide seamless accessibility with all the learning tools designed as per standard norms for a perfect learning experience.

2.2.3 Course Design

The Course content is designed as per the 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience

Quadrant-I i.e., e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs

Quadrant-II i.e., e-Content that contains – Portable Document Format or e-Books or Illustration, video demonstrations, documents as required.

Quadrant-III i.e., Discussion forums to raise and clarify doubts on real time basis by the Course Coordinator and his team.

Quadrant-IV i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Assignments with solutions and Discussion forum topics.

2.2.4 Academic Calendar

S.No.	Event	Session	Month (Tentative)
1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning Management system	January	Within 48 working hours of fee deposit and confirmation
		July	
3.	Webinars / Interactive Live Lectures and Discussion Forum for query resolution	January	February to May
		July	August to November
4.	Assignment Submission	January	By March-April (i.e. in the mid of the session and towards the end of the session)
		July	By September-October (i.e. in the mid of the session and towards the end of the session)
5.	Performa For Project Proposal	January	by last week of January
		July	by last week of July
6.	Submission of Synopsis (Applicable during Pre final semester)	January	By March
		July	By September
7.	Project Report Submission	January	Last week of April

	(Applicable during Final semester)	July	Last week of November
8.	Slot booking for Online Examination	January	April
		July	November
9.	Practical Examinations (Wherever Applicable)	January	May
		July	November
10.	Admit Card Generation	January	By May
		July	By November
11.	Term End Examination	January	June onwards
		July	December onwards
12.	Result Declaration of End Term Examination	January	By August
		July	By February

3. Instructional Design

3.1 Curriculum Design

The curriculum is designed by Experts in the field of management and has taken into account topics that are contemporary and create environmental awareness. It is approved by the Board of Studies of Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

The curriculum comprises of four types of courses:

1. Core Course- It is a compulsory component for award of degree. It provides the foundational knowledge and skills needed to be successful in a specific subject or field.

2. Elective Course – It allows students to choose courses that are specifically tailored to their interests and goals.

3. Skill Enhancement Course – Courses focused to make students competent and improve their professional skills.

4. Project work – It is a mandatory component of learning experience at CDOE-KIIT. It is designed to be based on the specialization. It involves preparation of a dissertation that enhances the student's understanding of a topic. The format of the project is provided in **Annexure IX**.

13

3.2 Program Structure and detailed Syllabus

3.2.1 *Program Structure*

Institution constitutes a team of experts to review the course structure. The review team provides its feedback and recommendations to the concern faculty. In case of any modifications suggested by the review team, the curriculum of the course is re-worked upon.

- **Study Materials:** The study material is Self-Learning (SLM) format, which is the essence of standard distance learning Programs. Thus, Institution initiates to develop all materials in SLMformat. Experts both internal & external to write the study material on the specific guidelines laid down by statutory body.

- **Review by Board of Studies:** The course is meticulously reviewed by BOS. Recommendations of BOS are implemented on priority. It also checks & defines the applicability, credit hours, scheme of examination for the course.

- **Approval by Academic Council:** Finally, the course is submitted to the Academic Council ofthe University for Final Approval.

Programs are offered on semester basis. A modular approach towards pursuing a long term degree Program is implemented. Academic activities are linked together to engage learner andmaximize learning.

To enhance the employability of students certain student-centric opportunities in the form of value added online courses by industry partners would be provided. The cost for such value added courses would be paid by the students to such industry partners of the University.

3.2.2 Detailed Syllabus of B.Com.

Detailed syllabus of B.Com. is attached in Annexure-I.

3.3 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
B.Com.	Bachelor's Degree	3 years (6 Semesters)	6 Years	142

3.4 Faculty and Support staff requirements

3.4.1 Director

The individual will be a Permanent, full-time Professor with experience in managing and organizing online and distance learning programs during his/her career. The individual shall lead the CDOE-KIIT department by synchronizing all activities between the faculty, technology department and the staff members. He/She shall be entrusted with both Academic as well as Administrative duties.

KRA

1. Administer the CDOE-KIIT, LMS and the appropriate staff
2. Collaborate with different faculties and other supervisors to ensure use of appropriate pedagogy and andragogy, and delivery of quality content
3. Identify the weaknesses and strength of the program from time to time and suggest adequate solutions.

3.4.2 Deputy Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be conversant with LMS and have technical expertise to coordinate and aid in module development.

KRA:-

1. To facilitate information manuals and documents to CDOE team members in coordination with the Technical Manager
2. To prepare the academic calendar for the academic sessions
3. To review the timetable for live classes and interactive sessions and make necessary recommendations to the Program Coordinator
4. To approve the Content Matrix for each program after verifying its compliance with the four quadrants as per UGC guidelines
5. To get involved in syllabus design and updating it regularly as per industry requirements in consultation with Board of Studies and Academic Council of KIIT
6. To ensure academic planning, conduct of academic audit and implementation of academic policies
7. To ensure incorporation and implementation of changes in academic delivery as per the UGC amendments as announced from time to time
8. To ensure the e-content and e-tutorials are approved and forward them to the Technical Manager for uploading on the LMS following the approved procedure (provided in **Annexure IV**)
9. To ensure faculty members are regularly taking their live classes and interactive sessions and their attendance is duly recorded in coordination with the Program Coordinator
10. To ensure record for learner dropouts from the program is maintained, students are followed up and controlled to minimize it
11. To ensure academic notifications for lectures, events, content uploading, examinations etc. are approved and sent out on a regular basis
12. To ascertain all the four quadrants approach being practiced
13. To propose the preparation of the schedule for continuous internal assessments and end-term examination and duly approve it for circulation

15

14. To ensure the approved schedule is supplied to the Technical Manager for uploading on the LMS

15. To propose and review reports of performance and attendance of students in the assessments from the faculty from time to time

16. To ensure marks for the internal assessments are submitted to the CoE and uploaded as per schedule

17. To ensure examination forms are submitted and examination fees are paid within the deadlines by the students and duly communicated with the CoE

18. To coordinate with the CoE for all purposes of conducting examination at CDOE-KIIT

19. To ensure provision for industrial interface is arranged and adequate assistance is provided to the students for the same in coordination with the Program Coordinator

20. To ensure orientation/FDP/ training programs for CDOE-KIIT team members are organized periodically

21. To discharge any other functions as assigned to be part of various committees or teams of relevance for smooth functioning of CDOE-KIIT

3.4.3 Assistant Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be having prior experience in managing online education programs.

KRA:-

1. To coordinate with the various Departments offering Online Programs.
2. To assist the Dy. Director to complete daily duties related to the Online Program.
3. To make certain that the courses are running as per schedule and without errors.

To ensure completion of tasks as and when instructed by the Deputy Director.

3.4.4 Program Coordinator

For each program one Program Coordinator is to be appointed. An individual with the qualifications as prescribed by UGC Regulations 2018 for Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To prepare the time-table for the live classes and interactive sessions and make them accessible to the students and the faculty with due approval from the Dy. Director
2. To schedule/re-schedule classes as and when necessary
3. To ensure course content is prepared as per Content Matrix and coordinate with all faculties

16

and academic partners for the same

4. To prepare subject allocation plan in consultation with the faculty members and seek approval from the Dy. Director

5. To ensure the attendance of the faculty members is maintained and every faculty member is regularly taking their live classes and interactive sessions. while reporting the same to the Dy. Director

6. To ensure instructional delivery is as per the content matrix and four quadrants of UGC regulations

7. To review the quality and plagiarism of the e-content (SLM, e-books etc) and e-tutorials (video and audio content etc) and ensure its adherence to the content matrix, syllabus and branding guidelines of CDOE-KIIT **(Annexure III)** in coordination with the Course Coordinator and submit the same for approval to the Dy. Director

8. To ensure that the e-content, e-tutorials, and events are available on the LMS as per schedule

9. To assist the Dy. Director in ensuring the uploading of e-contents and e-tutorials on LMS in consultation with the technical departments

10. To facilitate necessary technical support to the faculty and students by systemizing tasks between the administrative and technical departments during the entire course duration

11. To ensure live lectures are scheduled on time and delivered without any malfunctions

12. To ensure students are regular to attend the live classes and interactive sessions and the attendance for the same is maintained in proper format

13. To make sure the entire session of a scheduled lecture is utilized, completed on time, and is as per the credit hours scheduled for the course

14. To schedule sessions by Visiting Faculty from the Industry and other institutions of repute with due approval from the Director

15. To co-ordinate with the Deputy Director for the soft skill and value-added relevant certificate programs to be extended for better career prospects, industry experience and personal development of the students

16. To coordinate all academic activities like Discussion Forum with the Course Coordinators

17. To make sure continuous internal assessments are adequately paced, properly planned, and communicated, as well as technically viable

18. To ensure assessment contents are prepared as per Quadrant-IV by the faculty and uploaded on LMS

19. To ensure faculty is allotted to each student for Project work, adequate time is provided for its completion, dissertation preparation guidelines are prepared and communicated, submission

dates are ascertained, plagiarism checks are in place and topics of the dissertation are non-repetitive

20. To ensure submission of the thesis on time and viva-voce is scheduled for the students

21. To ensure question papers for the online program have been duly submitted abiding by the guidelines within the deadlines and communicate the same with the CoE

22. To ensure the faculty for every subject evaluates as per schedule and uploads the marks on LMS

23. To ascertain evaluations are assigned and completed on time so that results are published within the planned timeframe in consultation with the CoE

3.4.5 Course Coordinator

One Course Coordinator is to be appointed per course having desired subject expertise and industry knowledge for academic delivery of the program. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Professor or Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To be well versed with the functioning of LMS prior to the commencement of the session

2. To be well prepared for daily sessions, engage the students for the entire time allotted and effectively communicate with the students

3. To organize Discussion Forums for doubt-clearing session and ensure quick response to student communications through chat, email, phone, video, or some other synchronous tool as per the policy of the University and as desired through the Student Relationship Manager (SRM)

4. To provide regular feedback to students in response to discussion boards, assignments, tests, and so on

5. To conduct plagiarism check of all the e-tutorial and e-content as defined in the four quadrants by UGC. The same should be reported to the Program Coordinator

6. To schedule regular assessment of the course modules using the LMS platform

7. To ensure assessments are taken by students honestly, and reports on use of unfair means to be submitted to the Program Coordinator

3.4.6 Course Mentor

18

For every batch of 250 students, one Course Mentor is to be appointed. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Assistant Professor shall be eligible for the position.

KRA

1. To assist the Program Coordinator and Course Coordinator for academic knowledge sharing and procedural query resolution as desired by the students
2. To oversee the teacher-student interaction groups
3. To support the Course Coordinator in organizing and actively participating in discussion forums
4. To devise mechanisms that enhance the learner's learning experience through open dialogues, counselling etc.
5. To ensure resolution of non-academic queries

3.4.7 Examinations

Controller of Examination (Dy. CoE)

The Dy. CoE is to oversee and perform all the functions related to the entire process of examination.

KRA

1. To oversee that the students at CDOE-KIIT meet the eligibility criteria to undertake examinations in coordination with the Dy. Director
2. To ensure students have duly submitted the examination form and paid the examination fees within the deadlines in coordination with the Dy. Registrar and student cell.
3. To ensure admit cards are issued to the students who have complied with all the rules and regulations at least 3 days prior to the commencement of the end term examination in coordination with the academic team
4. To prepare and release Examination Time-Table
5. To appoint qualified faculty as examiners for the assessment of the online students. The faculty may be internal to the University or may be invited from other institutions
6. To ensure question papers for the online program have been duly received abiding by the guidelines provided in coordination with the Dy. Director within the deadlines
7. To ensure faculty examiners are duly paid for the paper checking fees as prescribed by the norms of the CDOE-KIIT
8. To ensure the results are duly declared and grade cards are issued to the students in coordination within the given time-frame.

19

9. To issue notifications, guidelines and regulations to popularize and spread awareness on policies and procedures of exam-conduction among students and faculty members at CDOE-KIIT

10. To coordinate with CDOE-KIIT for all purposes of result declaration and grade-card release

3.4.8 Technical Support Team

1. *Technical Manager* (Operations)– One Technical Manager is to be appointed.

   KRA

   a) To upload the academic content for delivery post approval from Dy. Director
   b) To prepare the e-tutorials and e-contents as per the four quadrants approach, plagiarism guidelines stipulated by UGC and branding guidelines of CDOE-KIIT
   c) To work in coordination with the other Technical Managers, ERP and LMS providers for regular upkeep and issue resolution

2. *Technical Associate* (Audio-Video recording and editing)– One Technical Associate is to be appointed.

   KRA

   a) To record, edit and execute duties related to creation of audio-video content for CDOE-KIIT
   b) To incorporate changes and prepare audio-video contents as suggested by the Technical Manager and Director

3.4.9 Administrative Staff Strength

The strength of the administrative staff shall constitute of:

1. *Deputy Registrar* – One individual is to be appointed with minimum Master's degree qualification and five years of experience as an Assistant Registrar or an equivalent position. The individual should have expertise in adequate technology.

   KRA

1. To coordinate with the Admissions teams for sound functioning of the admission process at CDOE-KIIT
2. To ensure Academic Bank of Credit (ABC) ids are generated by each and every students after generation of enrolment number

3. To approve and ensure notifications related to administration are sent out to the faculty and staff on a regular basis

4. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registrar Office and other Stakeholders.

5. To approve and ensure notifications related to administration are sent out to students on a regular basis

6. To ensure student enrolment record including all documents (bonafide letter, NOC, etc.) is maintained

7. To ensure registration fee, academic fee, admission fees and additional fees are collected from the students as and when applicable

8. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registration Office and stakeholders

9. To ensure scholarship facility is provided to the students on the basis of criteria laid down by KIIT and other funding agencies (government and private)

10. To ensure adherence to statutory compliance as per UGC, AICTE and all other regulatory bodies

11. To ensure induction and training programs for new recruits and staff members at CDOE-KIIT

12. To determine the necessity of recruiting staff members at various positions for the department of CDOE-KIIT

13. To determine the salary of the employees based on criteria laid down by the University and duly communicate the same with the accounts department of KIIT

14. To ensure all required documents are submitted by employees (NOC, offer letter, appraisal documents etc) for performance appraisal and communicate the same to Registrar's office.

15. To organize events as deemed necessary for effective employee engagement

16. To efficiently address the grievances of the employees at CDOE-KIIT

17. To oversee the grievance addressal of the students

18. To discharge and oversee other duties of the examinations, admissions and technical departments

2. Student Relationship Manager (SRM)

There will be two SRM appointed by CDOE-KIIT. The individual should have a minimum qualification of an undergraduate degree with relevant experience of minimum two years in handling student relationship in an academic institution. The individual should possess good communication skills and be able to work in teams.

KRA

1. To create and maintain relation with the prospective learners and their parents/guardians
2. To help learners in understanding the various courses offered and the up-selling points
3. To identify the opportunities and weaknesses of the SRM systems and implement changes

21

4. To seek feedback and resolve complaints efficiently throughout the program duration

To discharge all other duties as necessary.

3.5 Instructional delivery mechanisms

KIIT has a fully dedicated team of faculty members and staff who are well versed in delivering online lectures under the CDOE – KIIT.

Academic calendar will be provided to students at the beginning of each session through LMS. Self-learning material, audio and video content will be shared with the students through LMS through following delivery channels:

3.5.1 Four Quadrants and Academic Delivery

No. of Credits	Duration	Live Sessions	Quadrant – I e-Tutorial		Quadrant – II e-Content	Quadrant – III Discussion Forum	Quadrant – IV Assessment
			(Recorded Lecture)	Open Source Videos	e-Content(E-book/ PDF & PPT)	Live Session (2 hrs/week)	CIA
2	6 weeks	6 (1/week)	6 hrs	4 hrs	• 2 files – 1 PPT and 1 E-book/PDF • Total 12 files • Reading time should be mentioned for each file	Forum Topics – For raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team	Multiple Choice Questions, Fill in the blanks, Practice Test: Short Answer Questions, Long Answer Questions
Total Hours= 60		6 hrs	10 Hrs		10 Hrs	12 hrs	22 Hrs
3	9 weeks	9 (1 session/ week)	9	6	• 2 files – 1 PPT and 1 E-book/PDF • Total 18 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 90		9 Hrs	15 Hrs		15 Hours	18 hrs	33 Hrs
4	12 weeks	12 (1 session/ week)	12	8	• 2 files – 1 PPT and 1 E-book/PDF • Total 28 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 120		12 Hrs	20 Hrs		20 Hours	24 hrs	44 Hrs

3.6 Identification of media-print, audio, or video, online, computer aided

LMS is a comprehensive digital platform that provides all recorded faculty video lectures, provision for real-time discussion forums and live session, e-content in the form of study material, open source materials and graded assessments.

For each module of a course, there shall be one live session conducted by the concerned faculty on a particular topic. CDOE-KIIT has designed study material that is lucid and easy to understand with proper summary, self-assessment questions and case studies.

These course materials can be accessed through**:**

- Login credentials as mentioned on the welcome mail sent by the university
- Students can also login through My Account Tab as mentioned on the University website https://kiitonline.com/.

Online Courseware

The students would get access to the following course material through LMS:

- e-Books (SLM) for each module of a course
- Study Guide (PPT) for each module of a course
- Tutorials Videos for each module of a course
- Live Interactive Online Sessions for each module of a course
- Frequently Asked Questions (FAQ) and Misconceptions for each module of a course
- Web Resources for Research Purpose for each module of a course
- Practice Assignments for each module of a course
- Online Discussion Forums for each course

Enriching Content: Case Studies as Value Added Content is provided to students.

The LMS have semester / year wise buckets for subjects and specializations of the respective programs as enrolled.

The Dashboard will ascertain the progress of their learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participation and Examinations. It also provides an opportunity for raising queries which may be answered and conveyed by the course coordinators mentors and faculty.

3.7 Student Support Services

Student would have the access to connect with the SRM for support services offered by CDOE-KIIT in case of any queries related to administration and general technical queries. A ticketing system integrated

on the LMS would help the learner to connect with the CDOE-KIIT technical team for support services which shall be duly resolved by the appropriate authority. A notification will also be sent to the Deputy Registrar, to ensure queries are resolved within 24 hours or sooner.

For academic course based queries, the student will raise query which will be directly notified to the Course Coordinator, Program Coordinator and Deputy Director through an open discussion form. The query should be resolved within 48 hours of the query raised; otherwise the matter should be managed and resolved by the Program Coordinator. The same should be ensured by the Deputy Director.

Apart from being a well-recognized university that delivers academic excellence by integrating industrial expertise, CDOE-KIIT also ensures holistic development of the students. To cater to multifarious needs of the students that shape them to become future leaders, the department aids in widening the scope of opportunities.

To foster innovation and entrepreneurship multiple facilities supported by various Government and private agencies, including infrastructure for pre-incubation, incubation centers, and R&D facilities on campus have been initiated. These centers provide the resources they need to turn their ideas into successful startups.

KIIT TBI, incubation centers at KIIT provide support for the faculty and students of the University to develop their innovative ideas into products and services. These centers offer infrastructure, mentorship, and guidance for developing their innovative ideas.

4. Assessment and Evaluation

4.1 Overview

Learning of the students would be evaluated through internal assignments, quizzes, learner response sheets, and end-term examinations. CDOE-KIIT adopts rigorous process in development of question papers, question / quiz banks, assignments and their moderation, conduct of examinations, analysis of answer scripts by qualified academics, and declaration of result. The Centre shall frame the question papers so as to ensure that complete syllabus is covered. The evaluation shall include two types of assessments-

Examination Name	Marks Division
Continuous Internal Assessment	30 %

Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow **Annexure VI** for guidelines and pre-requisites for Proctored Examination)	70 %

The examinations shall be conducted to assess the knowledge acquired during the study.

For theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment (CIA) by assignments preparation and quizzes. The internal assessment shall comprise of maximum of 30 marks for each course. The end semester examination shall be of two hours duration for each course at the end of each semester.

To ensure flexibility and convenience for the students, they may opt to book an Online Examination Slot for each course on each day of exam dates as declared by the COE of the University. The slot timings will be as follows:

1. 10 am to 12 Noon
2. 12.30 pm to 2.30 pm
3. 3 pm to 5 pm

Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.

4.2 Question Paper Pattern

Online Exam Time: 2 Hours

Max. Marks: 75

1. Part A comprising of 52 Multiple-Choice Questions (1 Mark Each) – 52 Marks

2. Part B comprising of 3 Essay Type Question Answers (6 Marks Each) – 18 Marks

4.3 Distribution of Marks in Continuous Internal Assessments

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 assignments 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%

4.4 Statistical Method for the Award of Relative Grades

As per UGC's recommendations for the 'Evaluation Reforms in the Higher Education System', CDOE-KIIT will be adhering to Relative Grading System. In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty).

A seven-point grading system on a 10 point scale is followed for grading in the examinations. The details are given in a table 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

4.4.1 Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term.

4.4.2 Cumulative Grade Point Average (CGPA)

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University upto and including the latest semester as per the procedure provided in KIIT Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a

process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty member is also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

Conversion Factor

- CREDIT POINT = CREDIT X POINT for each course item.
- CREDIT INDEX (CI) = $\sum$ CREDIT POINT of all course items in a semester.
- Semester Grade Point Average

  SGPA = CI / $\sum$ CREDITS (for a semester)
- Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma\ CI\ of\ all\ previous\ semesters\ up\ to\ current\ semester]}{[\ \Sigma\ CREDITS\ of\ all\ previous\ semesters\ including\ the\ current\ semester]}$$

4.5   Grade card

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration. Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

4.5.1 Grade Cards & Certification – Student Communication

- 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 have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Note: Refer to **Annexure VII** and **VIII** for reference to the question paper pattern and formats of documents accepted.
Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

4.5.2 Online Results, Grade Card and Degree Logistics – Internal Process
- After verification of all data by the University team members, the online results would be published on the university website.

- All Soft copies of Online Results / Online Mark Sheets for every semester / year as issued by KIIT University.

- Students need to download and save the copy of online semester / year wise results.

- University would provide hard copy mark sheets and degree certificate at the end of the program who has successfully completed the program.

- Students need to apply by filling the Degree Application form and submit all the required documents as mentioned on the form and the applicable degree processing application fees of Rs. 1500/- to the university.

5. Requirement of the Laboratory Support and Library Resources

28

5.1 Laboratory Support

To progress research and analytical skills among students, free statistical tools like R Programming and lab facilities with additional payment like SPSS will also be provided to the students.

5.2 Library Resources

The Central Library has reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. The library has more than 35000 books, e-journals, online-database such as Scopus and Web of Science and institutional repositories having rare book collection. All e-resources can be accessed through LAN on the campus and remotely through login Id and password. Library is automated using TCS-ion library management system. Besides, University library has membership of various consortia such as E-Shod Sindhu, Shodhganga, INFLIBNET, DELNET, ManuPatra etc. The details of accessing these platforms is provided in **Annexure X**. To leverage technology, Learning Management System "TCS-ion" (ERP) has been installed for ensuring smooth student life cycle management. For e-learning, intranet based video platform containing videos consisting of web courses and video lectures from NPTEL G-suite for Education - cloud based solution for messaging and collaboration are provided. URKUND – e-mail based fully-automated system for plagiarism check is also provided.

6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	45,00,000 INR
2	Program Delivery (Per Year)	9,00,000 INR
3	Program Maintenance (Per Year)	30,00,000 INR

7. Quality Assurance Mechanism

Quality of a program depends on the course curriculum, syllabus and academic delivery which is designed to meet the gap between industry and academia. To achieve this Centre for Internal Quality Assurance (CIQA) and the Academic Council shall duly fulfil their duties.

The **Academic Council** is responsible to ratify the curriculum and changes as recommended by CIQA in order to maintain the quality and standard of online education at CDOE-KIIT.

The **Centre for Internal Quality Assurance (CIQA)** shall be responsible to

(i) to conduct periodic assessment of the online learning course material and audio-video tutorials and will assure that the quality of learning is maintained

(ii) to ensure stakeholder's feedback is taken from time to time and recommended changes are executed as per the requirement of the course delivery and industry requirement

(iii) to assess the quality of assignments, quizzes and end- term assessment and advice improvements to maintain the standard of the learning program

(iv) to assure that the learning is truly a global experience for the student along with the possibility to inculcate skills as expected from the program outcomes and map with vision and mission of KIIT

The **CoE** of the University shall oversee the examinations and the evaluation system.

The CDOE-KIIT will work continuously for the betterment of processes, assessments, teaching methodology, e-learning material improvisation as per four quadrant approach and implementation of the same as per New Education Policy. The University is committed to deliver the best education in all the learning modes with adherence to NEP, UGC and other regulatory guidelines in true global sense.

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Annexure I _Detailed syllabus of B.Com. Program

Program Outcomes

The B.Com. Program curriculum is designed with the aim to achieve the following outcome:

PO1: Provide a conducive environment that holistically engages students through an all encompassing knowledge dissemination.

PO2: Widen the scope and sharing in-depth knowledge of the course enabling them to undertake further studies in Commerce and its allied areas on multiple disciplines concerned with Commerce.

PO3: Building a strong foundation in all the key functional areas with contemporary and need-based curriculum with specializations in areas such as Marketing, Finance, Information Technology, Human Resource Management, Operations and International Business.

PO4: Construct a sound theoretical footing, where standards are acquainting with the changing market practices.

PO5: Encourage the students to be habituated with advanced range of generic skills those are helpful in employment, internships, and social activities.

PO6: Engaging with industry for executive education with industry oriented syllabi.

PO7: Formulating real life dummy business problems and provide innovative solutions to enable the students to be future ready management leaders who are compassionate and yet efficient and effective in managing as such.

The detailed syllabus for the Program is as follows

Semester wise Core courses and credits

S.L No	Course Title	Subject Code	Credit			
			L	T	P	Credit
Semester I						
1.1	Environmental Studies	OCB11031	2	1	-	3
1.2	Financial Accounting	OCB11001	4	1	-	5
1.3	Business Law	OCB11003	4	1	-	5
1.4	Business Statistics	OCB11005	4	1	-	5
1.5	Fundamentals of Data Management	OCB11041	4	1	-	5
	Total		18	5	-	23
Semester II						
2.1	Professional Communication	OCB11032	2	1	-	3
2.2	Cost and Management Accounting	OCB11002	4	1	-	5
2.3	Corporate Law	OCB11004	4	1	-	5
2.4	Business Economics	OCB11006	4	1	-	5

2.5	Entrepreneurship Development and Business Ethics	OCB11042	4	1	-	5
	Total		**18**	**5**	**-**	**23**
	Semester III					
3.1	Corporate Accounting	OCB21007	4	1	-	5
3.2	Direct-tax Law and Practice	OCB21009	4	1	-	5
3.3	Management Principles and Application	OCB21011	4	1	-	5
3.4	Fundamentals of Financial Management	OCB21013	4	1	-	5
3.5	E-Commerce	OCB21043	4	1	-	5
	Total		**20**	**5**	**-**	**25**
	Semester IV					
4.1	Goods and Services Tax and Customs Law	OCB21008	4	1	-	5
4.2	Business Mathematics	OCB21010	4	1	-	5
4.3	Business Research Methodology	OCB24012	3	1	1	5
4.4	Human Resource Management	OCB21014	4	1	-	5
4.5	Computerised Accounting and E-filling of ITRs	OCB24044	3	1	1	5
	Total		**18**	**5**	**2**	**25**
	Semester V					
5.1	Principles of Marketing	OCB31015	4	1	-	5
5.2	Project*	OCB38081	-	-	5	5
	Specialisation Groups & Courses (Any of the following)					
	Elective I: Accounting and Finance					
5.3	Financial Markets, Institutions and Services	OCB31171	4	1	-	5
5.4	Financial Statement Analysis and Reporting	OCB31173	4	1	-	5
	Elective II: Banking and Insurance					
5.3	Indian Banking and Insurance System	OCB31271	4	1	-	5
5.4	Merchant Banking and Financial Services	OCB31273	4	1	-	5
	Elective III: Marketing and HR					
5.3	Customer Value Management	OCB31371	4	1	-	5
5.4	Human Resource Training and Development	OCB31373	4	1	-	5
5.5	**Open Elective-I (Any one of the following)**		3	-	-	3
	Digital Electronics (Electronics Engineering)	OEC20011				
	Computer Networks (Computer Engineering)	OIT30005				
	Disaster Management (Civil Engineering)	OCE40029				
	Water Resources Management (Civil Engineering)	OCE40079				
	Quality Engineering & Management (Mechanical Engineering)	OME30037				
	Total		**15**	**3**	**5**	**23**
	Semester VI					
6.1	Auditing and Corporate Governance	OCB31016	4	1	-	5
6.2	Business Analytics	OCB31062	4	1	-	5
	Specialisation Groups & Courses (Any of the following)					

	Elective I: Accounting and Finance					
6.3	Accounting Standards and Corporate Reporting	OCB31172	4	1	-	5
6.4	Specialised Accounting	OCB31174	4	1	-	5
	Elective II: Banking and Insurance					
6.3	Fundamentals of Investment	OCB31272	4	1	-	5
6.4	E-Banking	OCB31274	4	1	-	5
	Elective III: Marketing and HR					
6.3	Fundamentals of Brand Marketing	OCB31372	4	1	-	5
6.4	Human Resource Planning and Outsourcing	OCB31374	4	1	-	5
6.5	**Open Elective-II (Any one of the following)**		3	-	-	3
	Computer Controlled Manufacturing System (MechanicalEngineering)	OME30042				
	Robotics (Mechanical Engineering)	OME30044				
	Introduction to Communication Engineering (ElectronicsEngineering)	OEC30044				
	Fundamentals of Project Management (Civil Engineering)	OCE30070				
	Fundamentals of Software Engineering (ComputerEngineering)	OIT30044				
Total			**19**	**4**	**-**	**23**
Grand Total			**108**	**27**	**7**	**142**

Annexure II- **Mandatory Documents for Admission**

To be uploaded on the Online Admission Portal by the Prospective students

Admission Documents	**Format (JPEG/PNG/PDF)**	**Documents Size**
Duly filled online application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB

Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes	PDF	500 KB
For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.		
In case of deferred Father name or mother name in such cases without a Gazette notificaiton document.		
If foreign student: colour scan copy of passport	PDF/JPEG	500 KB
Fees submission transaction details or receipt as per University policy for respective online programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process	PDF	500 KB

Students can also visit the University website for the said information.

Annexure III- Content uploading protocol: Internal Process

1. All academic content [pdfs, ppt and video] is to be mapped for each module of a subject and stored in a separate sub- folder and ultimately compiled under a Course Folder named after the Course Code. Along with this please provide a combined pdf for all modules of the study material of each subject for plagiarism check by KIIT. For website links for open content, please share the links in a doc file.

   Example: There should be a folder named. There are 14 modules, so there should be 14 sub- folders each folder containing pdfs (e-books, practical assignments, plagiarism reports etc), 1 ppt and 1 recorded lecture video. And 1 compiled study material pdf.

2. A Google drive link is to be created and provided for content sharing by the Program Coordinator. These folders are to be uploaded on drive and the drive link is to be shared with the following members for reviewing:

   Deputy Director [dydirector@kiitonline.com]

   Program Coordinator [pcmgmt@ kiitonline.com]

3. Suggestions and reviews will be shared by the Program Coordinator.

4. The revised contents are to be shared similarly following Step 1 and Step 2 by renaming the files.

5. Final approval shall be communicated by the Deputy Director to upload the contents on LMS to the Technical Manager.

6. Once uploaded on LMS, Program Coordinator will ensure they are uploaded under the correct subject name and program.

7. Students are to be notified for availability of approved content on LMS

Annexure IV – Branding Guidelines for E-Learning Material

Refer to the Branding Guidelines

Annexure V- Academic Bank of Credit Id Creation Process

All students must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by the Ministry of Education, Govt. of India. ABC Id creation is mandatory for all the enrolled students especially students of Indian nationality.

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

Process	• Students can register by logging in at www.abc.digilocker.gov.in • Click on My Account → Login as Student • Click on "Sign up with DigiLocker" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button • You will be prompted with ABC student account creation window
Documents and proofs required	• Aadhaar Card is mandatory for ABC Id creation • Learners Name • Date of Birth • Gender • Enrolment Number • Requirements by Academic Institution: • Mobile Number

35

The University shall also extend support to the students to create ABC Id. The same documents shall be required by the University as stated above.

Annexure VI - Guidelines and Pre-requisites for Proctored Examination

The minimum hardware, software and connectivity requirements for taking Exams through Online Proctored Examination Platform is provided below. Students should review the following requirements for your camera, operating system, upload/download speeds, RAM, ports, microphones and browsers. Also included is a list of technology not currently supported.

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15
CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

1.1   Additional Requirements:

- A functioning microphone (some web cameras have them built-in); microphone should not be part of headphones
- Headphones are generally not permitted, check with your testing organization to determine if headphones are permitted
- A compatible browser: Google Chrome (preferred) or Mozilla Firefox
- Webcam and microphone (built-in or external) – test your webcam at https://webcamtests.com/
- Connection to network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at www.speedtest.net

1.2   Not Supported:

- Microsoft Edge browser
- Google Chromebooks (for Live Proctoring only)
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Smartphones
- Linux operating systems
- Windows 10 in S mode or Surface RT
- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam
- Apple Boot Camp
- Remote Access Software
- Inactive Version of Windows and Test Builds/Test Mode

1.3   Pop-up blocker

Pop-up blockers must be either off or disabled. Disable your pop-up blocker like this:

- Open Chrome on your computer.
- Click on the icon with three vertical dots.
- Click More, then Settings on the top right.
- Go to Privacy and security and click Site settings.
- Click Pop-ups and re-directs.
- Turn the setting to Allowed at the top.

Important : The Institute regularly takes actions to optimize its examination system and hence please note that the above mentioned Hardware, software, equipment and connectivity requirements might

37

change at institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

General Instructions

The timing for the Proctored Online Examinations will strictly be as per the time table schedule (Indian standard Time) communicated. This is also applicable to the candidates appearing for the examination from OUTSIDE India.

- Exams can be taken on devices such as Laptop/ Desktop. Charge the Laptop /Tablet well in advance to last for at least 2 hours.
- The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
- For the smooth attempt of the online examination, students are advised to:

a)Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.

b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.

c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.

d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

- The student should compulsorily login into the portal 30 minutes before the commencement of the examination.
- The following activities are not permitted during the conduct of the online examination:

a) Presence of any other person in the room where the student is taking the examination.

 b) Movement from one place to another during the examination.

- You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
- You are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.

38

- Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.
- In case of disconnection of network/power failure during the examination, First wait for internet connectivity (do it as fast and resume test within 2 minutes) and click on "Resume " button, If not able to reconnect after 2 minutes, call concern administration for providing appropriate solutions to further proceed with test.
- It is advised to use the same Laptop/ Desktop to appear for the mock examination and for the final online examination.
- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

2. Examination Rules

• Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the LMS portal and will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

• At the beginning of each session, the student undergoes an identity verification at 2 levels,

- Level 1: Capture of facial photo. During the examination, the student is suppose to click and upload his photograph in the system; the system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.
- Level 2: Student must display College ID / Government authorized ID Proof at the beginning of the examination.

• Only 2 attempts will be allowed for every students for every session of the day for a test. After two attempts test student will not be able to take test again for the respective session of the day

• The student should ensure that he/she Clicks on "Submit" button available on right top position of the screen before logging out of the exam.

• The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.

• If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

o Focus changed to a different window: student tabs out of the examination taking window.

o Browser not supported: Student is using an older browser version or a non-compatible browser.

o Webcam is disabled: Students webcam is disabled.

o Face is not visible in the camera: Student is not looking into the camera.

o Several faces in front of the camera: There are other people along with the examination taker.

o Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

o Microphone muted or its volume is low: Student has muted the microphone.

o Conversation or noise in the background: System has captured background noise.

o Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.

o Second display is used: Additional display like extended monitor has been connected.

o Full-screen mode is disabled: student has disabled full screen mode.

3. Examination code of conduct and Malpractices

• Students are not allowed to leave their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• The system uses Artificial Intelligence to detect and record face emotions, eyeball movement, and all other activities.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.

• The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.

• Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination

• Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• Do not try to navigate from the main screen. Doing so will automatically terminate your examination.

• While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than chatting with the proctor; you are only allowed to scroll the cursor with the mouse to answer the question.

41

• You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.

• Do not leave your place for any reason during the examination.

• Do not have any light source behind your face.

• Do not cover your face with Hair, clothing (mask), hands or anything else.

• Do not use headphones, ear-buds, or any other type of listening equipment.

• Do not have any background noise/ voices / music or Television.

• Do not wear sunglasses during the examination.

• Do not entertain any other people in the room near you.

• Do not communicate with any person by any means during the examination.

• Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination.

• Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

Annexure VII – **Continuous Internal Assessment Pattern for Program**

Particular	A1 (Objective Type)	A2 (Objective Type)
Weightage %	15%	15%

Question Pattern for the CIA Components
A-1 1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark 2. The time for the A-1 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

A-2

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-2 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

<u>Annexure VIII</u> – End-term Examination Pattern for Program

KIIT University Online Education

End Term Examination

<PROGRAM NAME>

[COURSE NAME][COURSE CODE]

Time : 2 Hours	Max. Marks : 70

Note for students: The paper is divided into 2 sections. Section A comprises of 52 compulsory objective questions of 1 mark each and Section B of 3 essay type subjective questions carrying 6 marks with internal choices.

SECTION – A (52 X 1 = 52 Marks)
Answer all the questions. Each question carries one mark.
Q. No. 1 to Q. No. 52 - Objective questions with four multiple choices.
SECTION – B (3 X 6 = 18 Marks)
Q. No. 53 to Q. No. 55 - 3 Essay Type Question with internal choices

In proctoring exam mode, student can submit their answer in following mode

43

1. Type the essay type answer in the format bar provided in the examination window
2. Option to Upload the typed answer in the word document format from the upload options.
3. Option to Upload the Math table and Diagram from upload options. (jpeg and pdf format)

Annexure IX –Guidelines for Practical Training in Industry – (Project)

Practical Training in Industry

Name of the Course and Code	Credits	External Assessment (Presentation &Viva)	Continuous Internal Assessment	Interactive session with Faculty Supervisor
Major Project	05	70%	30%	5
TOTAL	05	70%	30%	5

Detailed Bifurcation of Internal and External Marks

	Project Proposal/ Synopsis (30%)	
	• Choice and Relevance of the topic	5%
	• Clarity about Objectives, proposed Methodology and Scope	25%
	Project Report (50%)	
	• Design of the study and methodology, Review of earlier work/literature available for the subject, data collection primary, secondary, questionnaire used where applicable, field work	10%
	• Analysis and Interpretation of data, Data Processing technique (manual/computer) quantitative OR other tools.	10%
	• Made use of Innovative technique/approach to problem solving	10%
	• Finding of Research Study; recommendations, suggestions, policy issues	5%
	• Report writing and presentation; languages, composition & chapter scheme	5%

	• Usefulness of the Study; applicability in business/industry, in decision making/system development	10%	
	Viva-Voce (20%) **4 questions** based on the following criteria should be framed: • Identification of the problem. Clarity about objectives, scope and coverage of the study	5%	
	• Ability to discuss the report design, methodology instruments used literature connected with the report, data quality analysis and interpretation findings and recommendations	5%	
	• Depth of the subject and conceptualization of the key areas after completing the project work	5%	
	• Linking the Report Recommendations with project objectives and how far these have been achieved	5%	

Note: Project reports with plagiarism above 15% will not be accepted.

If the student is unsuccessful in the project, she/he should re-do the whole cycle, right from the submission of the project synopsis. Students are advised to select a new topic for the project and should prepare and submit the project synopsis on the LMS as per the project guidelines. There are no separate slots for the submission of the project synopsis / project reports for the failed students. It should be done strictly as per the academic calendar of the next session for the project. Along with the re submission of the project report the student is required to remit the pro-rata fee (subject to change as per university rule)

I. **Practical Training in Industry (Project Work)**

- The topics for project may be taken from any one of the following sources:

  (i)   Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.

  (ii)   Inter organisational comparison of performances in different functional areas including management practices.

  (iii)   Field study / Empirical study

II. **Considering the importance of Project Work for the program, the School has drawn the following guidelines**:

A. **Submission of Project Proposal and Synopsis**

- The Project should be carried out under a Guide/ Project supervisor. Note: It is recommended that students choose supervisors who are active professionals in fields related to the chosen topic. For example, if the selected topic is from the area of finance, the supervisor should preferably be a financial expert, so on and so forth. Ensure that you include the following while submitting the Project Proposal:

  a. Performa for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date-**Annexure I.**

  b. Profile of the company and Bio-data of the project guide with her/his signature and date.

  c. Synopsis of the project proposal (12-15 pages).

Students should submit the synopsis, duly signed by the supervisor and the learner and uploaded in the soft copy format (pdf.) to the University's online portal using their respective login credentials.

1. **Content of** Project Work/ Practical Training in Industry **Synopsis:** The project synopsis needs to be prepared keeping in mind the following points.

   a) Title of the project
   b) Introduction and Objectives of the Study - Maximum 200 words
   c) Problem Statement
   d) Research Methodology and References

A project's synopsis should be prepared in consultation with the 'project supervisor' and submitted to the Course Coordinator by using respective login credentials.

- **The Certificate issued by the Organization** where the candidate completed his project work must also be included in the report.

- **Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.**

B. Submission of Project Report:

Report should contain the following:

    ☐   Table of Contents
		Page No.
a.	Acknowledgements	
b.	Self-Certificate	
c.	Certificate issued by the Organization	
d.	Executive Summary	
e.	List of Tables	
f.	List of Figures	
g.	Introduction and Design of the study	

Note: This summary should cover everything of the project, all points of the project report shall be covered in this section, such as significance of the study, objectives, hypothesis, research methodology, data collection analysis, interpretation, findings and recommendations. In nut shell, executive summary should be a snap shot of the entire project work. This summary should not exceed 3 pages.

1 **INTRODUCTION**

    1.1 Background of the study

    1.2 Need and Significance of the study

    1.3 Statement of problem

    1.4 Objectives of the study

    1.5 Scope of the study

    1.6 Limitations of the study

2 **ORGANIZATION OF THE REPORT**

    (Suitable headings based on reviews)

3 **THEORETICAL FRAMEWORK (if any)**

    (Suitable headings)

4 **RESEARCH METHODOLOGY**

    4.1 Objectives

    4.2 Hypothesis

    4.3 Research Design

    4.4 Sources of Data

    4.5 Primary and Secondary data

    4.6 Population

    4.7 Sample Design

    4.8 Sampling method

    4.9 Method of data collection

    4.10 Drafting a questionnaire

    4.11 Pilot survey (Reliability and Validity of the instrument)

    4.12 Data analysis techniques

5 **DATA ANALYSIS**

5.1 (suitable headings may be provided)

6 **SUMMARY OF FINDINGS AND CONCLUSION**

7 **RECOMMENDATIONS PROPOSED MODELS (if any)**

APPENDICES

BIBLIOGRAPHY

QUESTIONNAIRE

SCHEDULES

ANNEXURE: Every Project Report should contain necessary annexure such as Performa of Questionnaire/ Interview Schedule.

The project must be uploaded online only; no other format of project submission will be accepted by the University. For uploading project reports to the student portal, guidelines will be provided by the Course Coordinator on the portal (https://studyonline.kiit.ac.in/users/login).

Communication about approval/rejection/acceptance with suggestion will be made available in the login dashboard of the students.

III. **Presentation and Comprehensive Viva-Voce Examination: Notification email will be sent for the schedule of Comprehensive Viva-Voce Examination which carries a maximum of 20% weightage.**

IV. **Specifications**

Page numbers - All text pages as well as Program source code listing should be numbered at the bottom centre of the pages.

Normal Body Text: Font Size: 12, Times New Roman, Double Spacing, Justified. 6 point above and below Para spacing.
Paragraph Heading Font Size: 14, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.
Chapter Heading Font Size: 20, Times New Roman, Centre Aligned,
30 point above and below spacing. **Coding Font size:** 10, Courier New, Normal.

16.   Circumstances the project report will be accepted after the due date, neither in online nor in offline format.
Please Note:

1. Revaluation of Project Report is not allowed.

2. Resubmission of Project Report for Class Improvement is not allowed.

V   <u>Formats of various certificates are as:</u>

<center>**ANNEXURE I**</center>

<center># <Name of the Program></center>

<center># PROFORMA FOR PROJECT PROPOSAL</center>

Enrolment .No.....................................

Name & Address of Student...

Ph.No.:...Email   ID:

....

Title of the Project:..

Specialization (Specific Area)..

Name, Designation and Official Address of the Project Guide...

……………………………………………………………………………………………

……………………………………………………………………………………..…..

Signature of the student   Signature of the Guide

Date: Date:

<center>(**For Office use only**)</center>

Synopsis

Approved

Not Approved

Comments / Suggestions for reformulation of the project.

                                                              Name & Signature of the Evaluator

                                                              Date:

ANNEXURE II

ACKNOWLEDGEMENT

In the **"Acknowledgement"** page, the writer recognizes his indebtedness for guidance and assistance of the thesis adviser and other members of the faculty. Courtesy demands that he also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgement should be expressed simply, tastefully, and tactfully.

ANNEXURE III

SELF -CERTIFICATE

This is to certify that the dissertation/project report entitled **"_____

_____"** is done by me is an authentic work carried out

for the partial fulfilment of the requirements for the award of the degree of <Name of the

Program> under the guidance of _____.

The matter embodied in this project work has not been submitted earlier for award of

any degree or diploma to the best of my knowledge and belief.

Name of the Student

Signature of the student

Enrolment No.

ANNEXURE IV

COVER PAGE FORMAT

PRACTICAL TRAINING IN INDUSTRY REPORT

Title of the Project/report

(Times New Roman, Italic, Font size = 24)

Project Report

Submitted in partial fulfilment of the requirements

For the award of the degree

of

<Program Name>

(Bookman Old Style, 16 point, centre)

Submitted by:

Mr. /Ms.   :..

Enrolment No. :...

Project Supervisor

(Guide Name)

(Designation)

KIIT University Online Education

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Annexure X – e-Resource Access

DELNET	User id: Application ID of the student_XXX
	Password: Application ID_XXX

PROGRAMME PROJECT REPORT (PPR)

OF

BACHELOR OF BUSINESS ADMINISTRATION

(BBA)

CENTRE FOR ONLINE EDUCATION

KIIT DEEMED TO BE UNIVERSITY, ODISHA

Contents

2

3

4

BBA

1. Program Overview

1.1 Program's Mission and Objectives

(i) Mission:

KIIT University, Online Bachelor of Business Administration (BBA), is a three years undergraduate degree program that teaches students about business leadership and develops management skills to achieve challenging business goals. KIIT University BBA Program offered specializations in the 5th & 6th semesters of the 3rd year of the course in Marketing, Finance, Human Resource Management, Operations, and International Business.

(ii) Objectives:

The program aims to achieve the following objectives:

- Providing the basic knowledge, concepts, and principles of management
- To develop entrepreneurial skills among the students
- Developing the student's qualitative and quantitative business knowledge
- Fostering to develop Computer and IT skills in the areas of word processing, and office management software
- Providing students with practical industrial exposure

1.2 Relevance of the Program with KIIT's Vision and Mission

In order to align with the mission and goals of KIIT University, the OL mode BBA program provides students with an in-depth understanding of the core concepts essential for successful management. The curriculum equips them with the knowledge and skills they need to take on leadership roles in the corporate world. The program is designed to help students develop the ability to think critically and strategically, to make sound business decisions, and to solve complex problems. Emphasis is laid on developing skills in leadership, communication, and data analysis. CDOE-KIIT strives to provide the students with the best education and to prepare them to take on the challenges of the modern business world and the same is relevant to KIIT's mission i.e.

- To promote quality education, training, research, consultancy, and enhance employability and entrepreneurial skills of our students.

- To integrate industry with academics in order to prepare our students in an immersive way for the world of work developing an effective interface with the industry and other institutes within and outside the country is the cornerstone of our approach.

- To meet these ends, we encourage and nurture the development of students' physical, mental, emotional, secular, and spiritual faculties.

The BBA Program in online mode aims to provide quality education to the candidates aspiring for higher education but are unable to match the requirements of a fixed time-table and teaching tools in the conventional mode of education in the Universities.

Moreover, to maintain the quality of the curriculum, the syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the students of online mode in the industry. The curriculum is also in line with the aims and objectives of the University and the requirements of future skills in the industry.

1.3 Nature of Prospective Target Group of Students

The curriculum of program infused with flexibility is designed to enhance comprehension of management education and encourage graduates from varied disciplines and enables them to become learned managers or entrepreneurs. The students are prepared to explore opportunities being newly created in the management profession. The program will target all graduates who want to enhance their knowledge, skills and build careers in entrepreneurial and business world.

The target group of students will be both working professionals and students who are deprived of admission in the regular mode due to limited intake capacity, dropouts primarily due to social, financial and economic compulsions as well as demographic reasons, population of any age and those living in remote areas where higher education institutes are not easily accessible. Ones who wish to pursue education in flexible mode of timings/delivery. It is also aimed at the working professionals who wish to upgrade their knowledge. Students enrolled in the program for delivery through online mode shall contribute towards Gross Enrolment Ratio (GER) of 50% by 2035, as envisaged by the Government of India.

1.4 Appropriateness of programs to be conducted in online mode to acquire specific skills and competence

The education throughout the course duration will involve inculcating the skills in the field of business management and entrepreneurship. The degree will provide value to the students in the field of HRM,

Marketing, Finance, Operations, Business Analytics, International Business apart from various other elective subjects.

The degree shall not only provide values to students for employment as a professional in industry, business house, finance or the civil service, but it will also be value by employers for other occupations where a demonstrated ability for logical and quantitative reasoning is desired.

A Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login that keeps track of execution of e-Learning material, learner's engagement, assessment, results and reporting in one centralized location, is in place. All of the above teaching and learning processes will be delivered by online mode with much ease for the students. Hence the program is suited for online mode of learning.

2. Procedure for Admission and Curriculum Transaction

Academic programs offered for candidates who enrolled for online mode of learning will be conducted by CDOE-KIIT with the support of various faculties of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, based on UGC guidelines for the programs which comes under the preview of Online mode for award of Degree.

Details of procedure for admission with eligibility criteria for admission, fee structure, Curriculum including program delivery, details about Learning Management System (LMS) and Assessments and Evaluation are provided below.

2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-KIIT need to apply through www.kiitonline.ac.in in the courses offered there.

2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission in Online BBA program is 12th Std from any recognized board or a Three-Year Polytechnic Diploma Holder from Recognized Board of Technical Education. The learner should also meet all the required documentation criteria as mentioned on the website for admission in the program. Admission will stand canceled, if candidate does not submit proof of eligibility within stipulated time given by CDOE-KIIT. Candidates are expected to read all instructions given in the Program prospectus before filling of application form.

2.1.2 Online Admission Process and Instructions: Learner Communication

The online admission process for the students is provided below:

Step	Process	Particulars

Step 1	**Counselling**	Prospective students would be counselled for the chosen program by designated and authorised counsellors
Step 2	**Registration on admission portal to get access to My Account.**	Prospective student registers by paying Rs. 1450/- as registration fee. Fill all the details in the application form and upload all the mandatory documents.
Step 3	**Details of Document upload**	Student Uploads document as follows- Personal Documents: Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student) Academic Documents: UG Student - 10th Marksheet 12th Marksheet PG Student - 10th Marksheet 12th Marksheet UG Marksheet Other Certificates (detailed list of documents is provided in **Annexure II**)
Step 4	**Scholarship Details**	Student will be eligible for below categories- Merit Base KIIT Alumni Extra Curriculum Excellence KIIT Employee As per the Notice by Dy. Registrar CDOE-KIIT.
Step 5	**Verification of documents by the Deputy Registrar**	Dy. Registrar verify all the documents uploaded by the prospective student on the admission portal and approve/disapprove within 48 hours the eligibility for the chosen program.
Step 6	**Undertaking**	Student will sign Undertaking after Approval in Application.
Step 7	**Payment of fees**	All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment. The Fee is payable through any of the following means:

8

		(a) UPI
		(b) Credit/Debit Card
		(c) Net-banking
		Note: Cash, bank demand draft and Cheques are not accepted
Step 8	**Enrolment**	After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 48 hours.
Step 9	**Access to Learning Management System (LMS)**	

General Instructions:

1. All students should carefully read and understand the eligibility conditions given in student handbook document and mentioned on the university website before applying for the online programs.

2. The prospective learner has to ensure that their education/qualifying degree has been issued from a recognized university/board only. For learners from an Indian higher education institution, it should be recognized by the regulatory authority of Government of India. For recognized Board of Education to check www.cobse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education. To verify degrees from www.ugc.ac.in for recognized universities. For foreign prospective learners they may verify their institutions from www.aiu.ac.in.

3. Prospective learner to check their eligibility on the date of admission and should have passed the qualifying exams before the start of admission batch.

4. Registration fees of Rs.1450/- is non-refundable.

Students after enrolment must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by Ministry of Education, Govt. of India. Academic Bank of Credits (ABC) ID creation is mandatory for all the students. (See **Annexure V** for details)

2.1.3 Program Fee

Program fees for students pursuing BBA in various specializations offered by CDOE-KIIT is mentioned below: Non-Refundable Registration Fees of Rs. 1450/- To be paid at time of Registration

Program	Electives	Academic Fees per Year (INR)	Foreign Nationals Fees Per Year (INR)
BBA	HR Management	**32,000**	**32,000**
	Marketing		
	Finance		
	International Business		
	Operations		
	Business Analytics		
Other Fees			

9

	Particulars	For Indian Students fees (INR)	For Foreign /NRI Students Fees (INR)
1.	Bonafide Letter (On Demand)	300	300
2.	Transcripts (On Demand)	500	500
3.	Specialization Change Fees	1000	1000
4.	Course Change Fees	1000	1000
5.	Validation Extension Fees (1 Year)	5000	5000
6.	Degree Application Fees	1500	1500
7.	Duplicate Mark Sheet/Grade Card	400	400
8.	Duplicate Degree Certificate	1500	1500
9.	Re-Appearing Exam fees	400	400

EXAMINATION FEE as per the table

	All Programs of CDOE - KIIT		Foreign Nationals
A	First Attempt of Exam Per Subject is Included in Program Fees	NIL	NIL
	Back Paper Examination Fees / Re-appear Fees	Rs 400- per Subejct.	Rs 400- per Subejct.
C	Additional Fee for Project evaluation /Thesis		
	All UG / PG Programs	Rs 400	Rs 400

Note:- The Last date for end term examination is same as academic fee.

Scholarship

The eligible students can avail scholarship opportunities extended to the students as follows:

Types of Scholarship	Marks scored in qualifying Examination Percentage /Equivalent CGPA	Scholarship offered	Documents Required
Merit base	60-75%	10%	For UG (12th mark sheets) and for PG (Final year mark sheet of Bachelor Degree)
	75% Onwards	20%	
KIIT Alumni & Student		20%	Student Enrolment (KIIT Degree /Marksheet)

10

2.1.4 Financial Assistance Policy

The fees will be paid by the students through the online mode provided on the website. The University has partnered with a third party NBFC to provide financial assistance to those in need.

2.2 Curriculum Transactions

2.2.1 Program Delivery

The curriculum is delivered through the Self Learning Materials (SLMs) in the form of e-Contents supported by various learning resources including audio-video aids through Learning Management System (as per four quadrant approach) along with the online contact hours with discussion forums and synchronous live interactive sessions conducted through LMS as per the prevailing UGC norms for course delivery.

2.2.2 Learning Management System to support online mode of Course delivery

The Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login is designed to facilitate the students to have a Global learning experience. LMS has user friendly approach through which the learning is made simple, interesting and truly meeting the global standards of learning. The audio-visual mode of teaching, the self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the industry and in sync with the UGC Guidelines of four quadrant approach.

The students can experience uninterrupted learning 24x7 through web and mobile at the pace chosen by them. The user interface will be simple and easy to navigate through the e-learning modules; the LMS will provide seamless accessibility with all the learning tools designed as per standard norms for a perfect learning experience.

2.2.3 Course Design

The Course content is designed as per the 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience

Quadrant-I i.e., e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs

Quadrant-II i.e., e-Content that contains – Portable Document Format or e-Books or Illustration, video demonstrations, documents as required.

Quadrant-III i.e., Discussion forums to raise and clarify doubts on real time basis by the Course Coordinator and his team.

Quadrant-IV i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Assignments with solutions and Discussion forum topics.

2.2.4 Academic Calendar

S.No.	Event	Session	Month (Tentative)
1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning Management system	January	Within 48 working hours of fee deposit and confirmation
		July	
3.	Webinars / Interactive Live Lectures and Discussion Forum for query resolution	January	February to May
		July	August to November
4.	Assignment Submission	January	By March-April (i.e. in the mid of the session and towards the end of the session)
		July	By September-October (i.e. in the mid of the session and towards the end of the session)
5.	Performa For Project Proposal	January	by last week of January
		July	by last week of July
6.	Submission of Synopsis (Applicable during Pre final semester)	January	By March
		July	By September
7.	Project Report Submission (Applicable during Final semester)	January	Last week of April
		July	Last week of November
8.	Slot booking for Online Examination	January	April
		July	November
		January	May

9.	Practical Examinations (Wherever Applicable)	July	November
10.	Admit Card Generation	January	By May
		July	By November
11.	Term End Examination	January	June onwards
		July	December onwards
12.	Result Declaration of End Term Examination	January	By August
		July	By February

3. Instructional Design

3.1 Curriculum Design

The curriculum is designed by Experts in the field of management and has taken into account topics that are contemporary and create environmental awareness. It is approved by the Board of Studies of Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

The curriculum comprises of four types of courses:

1. Core Course- It is a compulsory component for award of degree. It provides the foundational knowledge and skills needed to be successful in a specific subject or field.

2. Elective Course – It allows students to choose courses that are specifically tailored to their interests and goals.

3. Skill Enhancement Course – Courses focused to make students competent and improve their professional skills.

4. Project work – It is a mandatory component of learning experience at CDOE-KIIT. It is designed to be based on the specialization. It involves preparation of a dissertation that enhances the student's understanding of a topic. The format of the project is provided in **Annexure IX**.

3.2 Program Structure and detailed Syllabus

3.2.1 Program Structure

Institution constitutes a team of experts to review the course structure. The review team provides its feedback and recommendations to the concern faculty. In case of any modifications suggested by the review

team, the curriculum of the course is re-worked upon.

- **Study Materials:** The study material is Self-Learning (SLM) format, which is the essence of standard distance learning Programs. Thus, Institution initiates to develop all materials in SLMformat. Experts both internal & external to write the study material on the specific guidelines laid down by statutory body.
- **Review by Board of Studies:** The course is meticulously reviewed by BOS. Recommendations of BOS are implemented on priority. It also checks & defines the applicability, credit hours, scheme of examination for the course.
- **Approval by Academic Council:** Finally, the course is submitted to the Academic Council ofthe University for Final Approval.

Programs are offered on semester basis. A modular approach towards pursuing a long term degree Program is implemented. Academic activities are linked together to engage learner andmaximize learning.

To enhance the employability of students certain student-centric opportunities in the form of value added online courses by industry partners would be provided. The cost for such value added courses would be paid by the students to such industry partners of the University.

3.2.2   Detailed Syllabus of BBA

Detailed syllabus of BBA is attached in Annexure-I.

3.3 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
BBA	Bachelor's Degree	3 years (6 Semesters)	6 Years	108

3.4 Faculty and Support staff requirements

3.4.1 Director

The individual will be a Permanent, full-time Professor with experience in managing and organizing online and distance learning programs during his/her career. The individual shall lead the CDOE-KIIT department by synchronizing all activities between the faculty, technology department and the staff members. He/She shall be entrusted with both Academic as well as Administrative duties.

KRA

1. Administer the CDOE-KIIT, LMS and the appropriate staff
2. Collaborate with different faculties and other supervisors to ensure use of appropriate pedagogy and andragogy, and delivery of quality content

3. Identify the weaknesses and strength of the program from time to time and suggest adequate solutions.

3.4.2 Deputy Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be conversant with LMS and have technical expertise to coordinate and aid in module development.

KRA:-

1. To facilitate information manuals and documents to CDOE team members in coordination with the Technical Manager
2. To prepare the academic calendar for the academic sessions
3. To review the timetable for live classes and interactive sessions and make necessary recommendations to the Program Coordinator
4. To approve the Content Matrix for each program after verifying its compliance with the four quadrants as per UGC guidelines
5. To get involved in syllabus design and updating it regularly as per industry requirements in consultation with Board of Studies and Academic Council of KIIT
6. To ensure academic planning, conduct of academic audit and implementation of academic policies
7. To ensure incorporation and implementation of changes in academic delivery as per the UGC amendments as announced from time to time
8. To ensure the e-content and e-tutorials are approved and forward them to the Technical Manager for uploading on the LMS following the approved procedure (provided in **Annexure IV**)
9. To ensure faculty members are regularly taking their live classes and interactive sessions and their attendance is duly recorded in coordination with the Program Coordinator
10. To ensure record for learner dropouts from the program is maintained, students are followed up and controlled to minimize it
11. To ensure academic notifications for lectures, events, content uploading, examinations etc. are approved and sent out on a regular basis
12. To ascertain all the four quadrants approach being practiced
13. To propose the preparation of the schedule for continuous internal assessments and end-term examination and duly approve it for circulation
14. To ensure the approved schedule is supplied to the Technical Manager for uploading on the LMS

15

15. To propose and review reports of performance and attendance of students in the assessments from the faculty from time to time

16. To ensure marks for the internal assessments are submitted to the CoE and uploaded as per schedule

17. To ensure examination forms are submitted and examination fees are paid within the deadlines by the students and duly communicated with the CoE

18. To coordinate with the CoE for all purposes of conducting examination at CDOE-KIIT

19. To ensure provision for industrial interface is arranged and adequate assistance is provided to the students for the same in coordination with the Program Coordinator

20. To ensure orientation/FDP/ training programs for CDOE-KIIT team members are organized periodically

21. To discharge any other functions as assigned to be part of various committees or teams of relevance for smooth functioning of CDOE-KIIT

3.4.3 Assistant Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be having prior experience in managing online education programs.

KRA:-

1. To coordinate with the various Departments offering Online Programs.
2. To assist the Dy. Director to complete daily duties related to the Online Program.
3. To make certain that the courses are running as per schedule and without errors.

To ensure completion of tasks as and when instructed by the Deputy Director.

3.4.4 Program Coordinator

For each program one Program Coordinator is to be appointed. An individual with the qualifications as prescribed by UGC Regulations 2018 for Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To prepare the time-table for the live classes and interactive sessions and make them accessible to the students and the faculty with due approval from the Dy. Director

2. To schedule/re-schedule classes as and when necessary

3. To ensure course content is prepared as per Content Matrix and coordinate with all faculties and academic partners for the same

4. To prepare subject allocation plan in consultation with the faculty members and seek approval

from the Dy. Director

5. To ensure the attendance of the faculty members is maintained and every faculty member is regularly taking their live classes and interactive sessions. while reporting the same to the Dy. Director

6. To ensure instructional delivery is as per the content matrix and four quadrants of UGC regulations

7. To review the quality and plagiarism of the e-content (SLM, e-books etc) and e-tutorials (video and audio content etc) and ensure its adherence to the content matrix, syllabus and branding guidelines of CDOE-KIIT **(Annexure III)** in coordination with the Course Coordinator and submit the same for approval to the Dy. Director

8. To ensure that the e-content, e-tutorials, and events are available on the LMS as per schedule

9. To assist the Dy. Director in ensuring the uploading of e-contents and e-tutorials on LMS in consultation with the technical departments

10. To facilitate necessary technical support to the faculty and students by systemizing tasks between the administrative and technical departments during the entire course duration

11. To ensure live lectures are scheduled on time and delivered without any malfunctions

12. To ensure students are regular to attend the live classes and interactive sessions and the attendance for the same is maintained in proper format

13. To make sure the entire session of a scheduled lecture is utilized, completed on time, and is as per the credit hours scheduled for the course

14. To schedule sessions by Visiting Faculty from the Industry and other institutions of repute with due approval from the Director

15. To co-ordinate with the Deputy Director for the soft skill and value-added relevant certificate programs to be extended for better career prospects, industry experience and personal development of the students

16. To coordinate all academic activities like Discussion Forum with the Course Coordinators

17. To make sure continuous internal assessments are adequately paced, properly planned, and communicated, as well as technically viable

18. To ensure assessment contents are prepared as per Quadrant-IV by the faculty and uploaded on LMS

19. To ensure faculty is allotted to each student for Project work, adequate time is provided for its completion, dissertation preparation guidelines are prepared and communicated, submission dates are ascertained, plagiarism checks are in place and topics of the dissertation are non-repetitive

20. To ensure submission of the thesis on time and viva-voce is scheduled for the students

17

21. To ensure question papers for the online program have been duly submitted abiding by the guidelines within the deadlines and communicate the same with the CoE

22. To ensure the faculty for every subject evaluates as per schedule and uploads the marks on LMS

23. To ascertain evaluations are assigned and completed on time so that results are published within the planned timeframe in consultation with the CoE

3.4.5 Course Coordinator

One Course Coordinator is to be appointed per course having desired subject expertise and industry knowledge for academic delivery of the program. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Professor or Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To be well versed with the functioning of LMS prior to the commencement of the session
2. To be well prepared for daily sessions, engage the students for the entire time allotted and effectively communicate with the students
3. To organize Discussion Forums for doubt-clearing session and ensure quick response to student communications through chat, email, phone, video, or some other synchronous tool as per the policy of the University and as desired through the Student Relationship Manager (SRM)
4. To provide regular feedback to students in response to discussion boards, assignments, tests, and so on
5. To conduct plagiarism check of all the e-tutorial and e-content as defined in the four quadrants by UGC. The same should be reported to the Program Coordinator
6. To schedule regular assessment of the course modules using the LMS platform
7. To ensure assessments are taken by students honestly, and reports on use of unfair means to be submitted to the Program Coordinator

3.4.6 Course Mentor

For every batch of 250 students, one Course Mentor is to be appointed. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Assistant Professor shall be eligible for the position.

KRA

18

1. To assist the Program Coordinator and Course Coordinator for academic knowledge sharing and procedural query resolution as desired by the students
2. To oversee the teacher-student interaction groups
3. To support the Course Coordinator in organizing and actively participating in discussion forums
4. To devise mechanisms that enhance the learner's learning experience through open dialogues, counselling etc.
5. To ensure resolution of non-academic queries

3.4.7 Examinations

Controller of Examination (Dy. CoE)

The Dy. CoE is to oversee and perform all the functions related to the entire process of examination.

KRA

1. To oversee that the students at CDOE-KIIT meet the eligibility criteria to undertake examinations in coordination with the Dy. Director
2. To ensure students have duly submitted the examination form and paid the examination fees within the deadlines in coordination with the Dy. Registrar and student cell.
3. To ensure admit cards are issued to the students who have complied with all the rules and regulations at least 3 days prior to the commencement of the end term examination in coordination with the academic team
4. To prepare and release Examination Time-Table
5. To appoint qualified faculty as examiners for the assessment of the online students. The faculty may be internal to the University or may be invited from other institutions
6. To ensure question papers for the online program have been duly received abiding by the guidelines provided in coordination with the Dy. Director within the deadlines
7. To ensure faculty examiners are duly paid for the paper checking fees as prescribed by the norms of the CDOE-KIIT
8. To ensure the results are duly declared and grade cards are issued to the students in coordination within the given time-frame.
9. To issue notifications, guidelines and regulations to popularize and spread awareness on policies and procedures of exam-conduction among students and faculty members at CDOE-KIIT
10. To coordinate with CDOE-KIIT for all purposes of result declaration and grade-card release

3.4.8 Technical Support Team

1. *Technical Manager* (Operations)– One Technical Manager is to be appointed.

   KRA

   a) To upload the academic content for delivery post approval from Dy. Director
   b) To prepare the e-tutorials and e-contents as per the four quadrants approach, plagiarism guidelines stipulated by UGC and branding guidelines of CDOE-KIIT
   c) To work in coordination with the other Technical Managers, ERP and LMS providers for regular upkeep and issue resolution

2. *Technical Associate* (Audio-Video recording and editing)– One Technical Associate is to be appointed.

   KRA

   a) To record, edit and execute duties related to creation of audio-video content for CDOE-KIIT
   b) To incorporate changes and prepare audio-video contents as suggested by the Technical Manager and Director

3.4.9 Administrative Staff Strength

The strength of the administrative staff shall constitute of:

1. Deputy Registrar – One individual is to be appointed with minimum Master's degree qualification and five years of experience as an Assistant Registrar or an equivalent position. The individual should have expertise in adequate technology.

   KRA

1. To coordinate with the Admissions teams for sound functioning of the admission process at CDOE-KIIT
2. To ensure Academic Bank of Credit (ABC) ids are generated by each and every students after generation of enrolment number
3. To approve and ensure notifications related to administration are sent out to the faculty and staff on a regular basis
4. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registrar Office and other Stakeholders.
5. To approve and ensure notifications related to administration are sent out to students on a regular basis

20

6. To ensure student enrolment record including all documents (bonafide letter, NOC, etc.) is maintained

7. To ensure registration fee, academic fee, admission fees and additional fees are collected from the students as and when applicable

8. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registration Office and stakeholders

9. To ensure scholarship facility is provided to the students on the basis of criteria laid down by KIIT and other funding agencies (government and private)

10. To ensure adherence to statutory compliance as per UGC, AICTE and all other regulatory bodies

11. To ensure induction and training programs for new recruits and staff members at CDOE-KIIT

12. To determine the necessity of recruiting staff members at various positions for the department of CDOE-KIIT

13. To determine the salary of the employees based on criteria laid down by the University and duly communicate the same with the accounts department of KIIT

14. To ensure all required documents are submitted by employees (NOC, offer letter, appraisal documents etc) for performance appraisal and communicate the same to Registrar's office.

15. To organize events as deemed necessary for effective employee engagement

16. To efficiently address the grievances of the employees at CDOE-KIIT

17. To oversee the grievance addressal of the students

18. To discharge and oversee other duties of the examinations, admissions and technical departments

2. Student Relationship Manager (SRM)

There will be two SRM appointed by CDOE-KIIT. The individual should have a minimum qualification of an undergraduate degree with relevant experience of minimum two years in handling student relationship in an academic institution. The individual should possess good communication skills and be able to work in teams.

KRA

1. To create and maintain relation with the prospective learners and their parents/guardians
2. To help learners in understanding the various courses offered and the up-selling points
3. To identify the opportunities and weaknesses of the SRM systems and implement changes
4. To seek feedback and resolve complaints efficiently throughout the program duration

To discharge all other duties as necessary.

3.5 Instructional delivery mechanisms

KIIT has a fully dedicated team of faculty members and staff who are well versed in delivering online lectures under the CDOE – KIIT.

21

Academic calendar will be provided to students at the beginning of each session through LMS. Self-learning material, audio and video content will be shared with the students through LMS through following delivery channels:

3.5.1 Four Quadrants and Academic Delivery

No. of Credits	Duration	Live Sessions	Quadrant – I e-Tutorial		Quadrant – II e-Content	Quadrant – III Discussion Forum	Quadrant – IV Assessment
			(Recorded Lecture)	Open Source Videos	e-Content(E-book/ PDF & PPT)	Live Session (2 hrs/week)	CIA
2	6 weeks	6 (1/week)	6 hrs	4 hrs	• 2 files – 1 PPT and 1 E-book/PDF • Total 12 files • Reading time should be mentioned for each file	Forum Topics – For raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team	Multiple Choice Questions, Fill in the blanks, Practice Test: Short Answer Questions, Long Answer Questions
Total Hours= 60	**6 hrs**	**10 Hrs**		**10 Hrs**	**12 hrs**	**22 Hrs**
3	9 weeks	9 (1 session/ week)	9	6	• 2 files – 1 PPT and 1 E-book/PDF • Total 18 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 90	**9 Hrs**	**15 Hrs**		**15 Hours**	**18 hrs**	**33 Hrs**
4	12 weeks	12 (1 session/ week)	12	8	• 2 files – 1 PPT and 1 E-book/PDF • Total 28 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 120	**12 Hrs**	**20 Hrs**		**20 Hours**	**24 hrs**	**44 Hrs**

3.6 Identification of media-print, audio, or video, online, computer aided

LMS is a comprehensive digital platform that provides all recorded faculty video lectures, provision for real-time discussion forums and live session, e-content in the form of study material, open source materials and graded assessments.

For each module of a course, there shall be one live session conducted by the concerned faculty on a particular topic. CDOE-KIIT has designed study material that is lucid and easy to understand with proper summary, self-assessment questions and case studies.

These course materials can be accessed through:

- Login credentials as mentioned on the welcome mail sent by the university
- Students can also login through My Account Tab as mentioned on the University website https://kiitonline.com/.

Online Courseware

The students would get access to the following course material through LMS:

- e-Books (SLM) for each module of a course
- Study Guide (PPT) for each module of a course
- Tutorials Videos for each module of a course
- Live Interactive Online Sessions for each module of a course
- Frequently Asked Questions (FAQ) and Misconceptions for each module of a course
- Web Resources for Research Purpose for each module of a course
- Practice Assignments for each module of a course
- Online Discussion Forums for each course

Enriching Content: Case Studies as Value Added Content is provided to students.

The LMS have semester / year wise buckets for subjects and specializations of the respective programs as enrolled.

The Dashboard will ascertain the progress of their learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participation and Examinations. It also provides an opportunity for raising queries which may be answered and conveyed by the course coordinators mentors and faculty.

3.7 Student Support Services

Student would have the access to connect with the SRM for support services offered by CDOE-KIIT in case of any queries related to administration and general technical queries. A ticketing system integrated on the LMS would help the learner to connect with the CDOE-KIIT technical team for support services which shall be duly resolved by the appropriate authority. A notification will also be sent to the Deputy Registrar, to ensure queries are resolved within 24 hours or sooner.

For academic course based queries, the student will raise query which will be directly notified to the Course Coordinator, Program Coordinator and Deputy Director through an open discussion form. The

query should be resolved within 48 hours of the query raised; otherwise the matter should be managed and resolved by the Program Coordinator. The same should be ensured by the Deputy Director.

Apart from being a well-recognized university that delivers academic excellence by integrating industrial expertise, CDOE-KIIT also ensures holistic development of the students. To cater to multifarious needs of the students that shape them to become future leaders, the department aids in widening the scope of opportunities.

To foster innovation and entrepreneurship multiple facilities supported by various Government and private agencies, including infrastructure for pre-incubation, incubation centers, and R&D facilities on campus have been initiated. These centers provide the resources they need to turn their ideas into successful startups.

KIIT TBI, incubation centers at KIIT provide support for the faculty and students of the University to develop their innovative ideas into products and services. These centers offer infrastructure, mentorship, and guidance for developing their innovative ideas.

4. Assessment and Evaluation

4.1 Overview

Learning of the students would be evaluated through internal assignments, quizzes, learner response sheets, and end-term examinations. CDOE-KIIT adopts rigorous process in development of question papers, question / quiz banks, assignments and their moderation, conduct of examinations, analysis of answer scripts by qualified academics, and declaration of result. The Centre shall frame the question papers so as to ensure that complete syllabus is covered. The evaluation shall include two types of assessments-

Examination Name	Marks Division
Continuous Internal Assessment	30 %
Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow **Annexure VI** for guidelines and pre-requisites for Proctored Examination)	70 %

The examinations shall be conducted to assess the knowledge acquired during the study.

For theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment (CIA) by assignments preparation and quizzes. The internal assessment shall comprise of maximum of 30

marks for each course. The end semester examination shall be of two hours duration for each course at the end of each semester.

To ensure flexibility and convenience for the students, they may opt to book an Online Examination Slot for each course on each day of exam dates as declared by the COE of the University. The slot timings will be as follows:

1. 10 am to 12 Noon
2. 12.30 pm to 2.30 pm
3. 3 pm to 5 pm

Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.

4.2 Question Paper Pattern

Online Exam Time: 2 Hours

Max. Marks: 75

1. Part A comprising of 52 Multiple-Choice Questions (1 Mark Each) – 52 Marks

2. Part B comprising of 3 Essay Type Question Answers (6 Marks Each) – 18 Marks

4.3 Distribution of Marks in Continuous Internal Assessments

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 assignments 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%

4.4 Statistical Method for the Award of Relative Grades

As per UGC's recommendations for the 'Evaluation Reforms in the Higher Education System', CDOE-KIIT will be adhering to Relative Grading System. In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty).

25

A seven-point grading system on a 10 point scale is followed for grading in the examinations. The details are given in a table 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

4.4.1   Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term.

4.4.2   Cumulative Grade Point Average (CGPA)

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University upto and including the latest semester as per the procedure provided in KIIT Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty member is also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

Conversion Factor

- CREDIT POINT = CREDIT X POINT for each course item.
- CREDIT INDEX (CI) = $\sum$ CREDIT POINT of all course items in a semester.
- Semester Grade Point Average

  SGPA = CI / $\sum$ CREDITS (for a semester)
- Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma \text{ CI of all previous semesters up to current semester}]}{[\Sigma \text{ CREDITS of all previous semesters including the current semester}]}$$

4.5   Grade card

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration. Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

4.5.1 Grade Cards & Certification – Student Communication

- 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.

27

- 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 have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Note: Refer to **Annexure VII** and **VIII** for reference to the question paper pattern and formats of documents accepted.

Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

4.5.2 Online Results, Grade Card and Degree Logistics – Internal Process

- After verification of all data by the University team members, the online results would be published on the university website.
- All Soft copies of Online Results / Online Mark Sheets for every semester / year as issued by KIIT University.
- Students need to download and save the copy of online semester / year wise results.
- University would provide hard copy mark sheets and degree certificate at the end of the program who has successfully completed the program.
- Students need to apply by filling the Degree Application form and submit all the required documents as mentioned on the form and the applicable degree processing application fees of Rs. 1500/- to the university.

5. Requirement of the Laboratory Support and Library Resources

5.1 Laboratory Support

To progress research and analytical skills among students, free statistical tools like R Programming and lab facilities with additional payment like SPSS will also be provided to the students.

28

The Central Library has reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. The library has more than 35000 books, e-journals, online-database such as Scopus and Web of Science and institutional repositories having rare book collection. All e-resources can be accessed through LAN on the campus and remotely through login Id and password. Library is automated using TCS-ion library management system. Besides, University library has membership of various consortia such as E-Shod Sindhu, Shodhganga, INFLIBNET, DELNET, ManuPatra etc. The details of accessing these platforms is provided in **Annexure X**. To leverage technology, Learning Management System "TCS-ion" (ERP) has been installed for ensuring smooth student life cycle management. For e-learning, intranet based video platform containing videos consisting of web courses and video lectures from NPTEL G-suite for Education - cloud based solution for messaging and collaboration are provided. URKUND – e-mail based fully-automated system for plagiarism check is also provided.

6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	45,00,000 INR
2	Program Delivery (Per Year)	9,00,000 INR
3	Program Maintenance (Per Year)	30,00,000 INR

7. Quality Assurance Mechanism

Quality of a program depends on the course curriculum, syllabus and academic delivery which is designed to meet the gap between industry and academia. To achieve this Centre for Internal Quality Assurance (CIQA) and the Academic Council shall duly fulfil their duties.

The **Academic Council** is responsible to ratify the curriculum and changes as recommended by CIQA in order to maintain the quality and standard of online education at CDOE-KIIT.

The **Centre for Internal Quality Assurance (CIQA)** shall be responsible to

(i) to conduct periodic assessment of the online learning course material and audio-video tutorials and will assure that the quality of learning is maintained

(ii) to ensure stakeholder's feedback is taken from time to time and recommended changes are executed as per the requirement of the course delivery and industry requirement

(iii) to assess the quality of assignments, quizzes and end- term assessment and advice improvements to maintain the standard of the learning program

(iv) to assure that the learning is truly a global experience for the student along with the possibility to inculcate skills as expected from the program outcomes and map with vision and mission of KIIT

The **CoE** of the University shall oversee the examinations and the evaluation system.

The CDOE-KIIT will work continuously for the betterment of processes, assessments, teaching methodology, e-learning material improvisation as per four quadrant approach and implementation of the same as per New Education Policy. The University is committed to deliver the best education in all the learning modes with adherence to NEP, UGC and other regulatory guidelines in true global sense.

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Annexure I _Detailed syllabus of BBA Program

Program Outcomes

The BBA Program curriculum is designed with the aim to achieve the following outcome:

PO1: Providing educational preparation for a career

PO2: Meeting institutional social responsibilities aligned to the vision and regulations

PO3: Building a strong foundation in all the key functional areas with contemporary and need-based curriculum with specializations in areas such as Marketing, Finance, Information Technology, Human Resource Management, Operations and International Business

PO4: Fostering strong personal, interpersonal and group communication skills

PO5: Providing academic flexibility to promote knowledge

PO6: Engaging with industry for executive education with industry oriented syllabi

PO7: Developing centers of excellence aligned with emerging areas of knowledge.

The detailed syllabus for the Program is as follows

Semester wise Core courses and credits

Semester-I

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM1707	Managerial Written Communication	2	1	0	45	3
02	OBM1401	Business Economics-I	2.4	.6	0	45	3
03	OBM1201	Financial Accounting	2.4	.6	0	45	3
04	OBM1705	Psychology	2	1	0	45	3
05	OBM1601	Business Computing	2	.5	.5	45	3
06	OBM1703	Basic Mathematics	2	1	0	45	3
Semester Total Credits							**18**

Semester-II

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM1708	Managerial Oral Communication [Sessional]	0	0	3	45	3
02	OBM1702	Business Statistics - I	2	1	0	45	3
03	OBM1402	Business Economics - II	2.4	.6	0	45	3
04	OBM1202	Cost & Management Accounting	2.4	.6	0	45	3
05	OBM1706	Principles & Practice of Management	2	1	0	45	3
06	OBM1302	Marketing Management-I	2	1	0	45	3
Semester Total Credits							**18**

31

Semester-III

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM2701	Functional English	2	1	0	45	3
02	OBM2201	Financial Management-I	2.4	.6	0	45	3
03	OBM2703	Business Statistics-II	2	1	0	45	3
04	OBM2401	Indian Economic Analysis	2.4	.6	0	45	3
05	OBM2301	Marketing Management-II	1	1	1	45	3
06	OBM2101	Organizational Behavior	2	1	0	45	3
		Semester Total Credits					**18**

Semester-IV

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM2708	Literary and Creative English	2	1	0	45	3
02	OBM2704	Business Law	2	1	0	45	3
03	OBM2202	Financial Management-II	2.4	.6	0	45	3
04	OBM2602	Introduction to Management Information System	2	1	0	45	3
05	OBM2706	Business Research Methodology	1.5	1	.5	45	3
06	OBM2102	Human Resource Management	2	1	0	45	3
		Semester Total Credits					**18**

Semester-V

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM3701	Entrepreneurship	.75	1.25	1	45	3
02	OBM3703	Business Demography and Environmental Studies	2	1	0	45	3
03	OBM3201	Taxation	2.4	.6	0	45	3
04	OBM3801	Production & Operations Management	2.5	.5	0	45	3
05	OBMXXXX	Specialization-I	2	1	0	45	3
06	OBMXXXX	Specialization-II	2	1	0	45	3
		Semester Total Credits					**18**

Semester-VI

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM3702	Business Policy	2	1	0	45	3
02	OBM3602	E-Business Management	2	.5	.5	45	3
03	OBM3708	Business Ethics	2	1	0	45	3
04	OBM3706	Culture & Sociology	2	1	0	45	3

32

05	OBMXXXX	Specialization-III	2	1	0	45	3
06	OBMXXXX	Specialization-IV	2	1	0	45	3
Semester Total Credits							**18**
Grand Total							**108**

Note: XX indicates the area of specialization (Marketing, Finance, HRM, Operations, Business Analytics or International Business) selected by the student.

SPECIALIZATION GROUPS & COURSES

Specialization is offered in 5th & 6th semesters of 3rd year of the program. The students are to choose any one of the following specializations. Each specialization group consists of four courses. A student has to compulsorily go for four courses in any specialization area.

Area: Marketing

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM3301	Consumer Behavior	1	1	1	45	3
02	OBM3303	Sales and Distribution Mgt.	1	.5	1.5	45	3
03	OBM3302	Product and Brand Mgt.	1.5	.5	1	45	3
04	OBM3304	Services Marketing	2	.5	.5	45	3

Area: Finance

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM3205	Corporate Accounting	2.4	.6	0	45	3
02	OBM3206	Financial Statement Analysis	2.4	.6	0	45	3
03	OBM3203	Indian Financial System	2.4	.6	0	45	3
04	OBM3202	Security Analysis & Portfolio Management	2.4	.6	0	45	3

Area: HRM

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM3101	Performance Management	2	.5	.5	45	3
02	OBM3103	Employee Relations	2	.5	.5	45	3
03	OBM3102	Leadership in Organization	2	.5	.5	45	3
04	OBM3104	Training & Development	2	.5	.5	45	3

Area: Operations

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM3604	Supply Chain Management	2	.5	.5	45	3
02	OBM3603	ERP Systems	2	.5	.5	45	3
03	OBM3606	Data Analysis*	2	.5	.5	45	3

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
04	OBM3607	Total Quality Management (TQM)	2	.5	.5	45	3

Area: International Business

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM3106	International HRM	2	.5	.5	45	3
02	OBM3305	International Marketing	2	.5	.5	45	3
03	OBM3208	International Finance	2	.5	.5	45	3
04	OBM3606	Data Analysis*	2	.5	.5	45	3

Area: Business Analytics

Sl. No.	Course Code	Subject	L	T	P	Total Contact Hours	Credits
01	OBM3802	Business Analytics	2	.5	.5	45	3
02	OBM3803	HR Analytics	2	.5	.5	45	3
03	OBM3804	Marketing Analytics	2	.5	.5	45	3
04	OBM3605	Data Mining	2	.5	.5	45	3

Offered in both Operations & International Business Area

Annexure II- **Mandatory Documents for Admission**

To be uploaded on the Online Admission Portal by the Prospective students

Admission Documents	Format (JPEG/PNG/PDF)	Documents Size
Duly filled online application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB
Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes	PDF	500 KB
For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.		
In case of deferred Father name or mother name in such cases without a Gazette notification document.		
If foreign student: colour scan copy of passport	PDF/JPEG	500 KB
Fees submission transaction details or receipt as per University policy for respective online programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process	PDF	500 KB

Students can also visit the University website for the said information.

Annexure III- Content uploading protocol: Internal Process

1. All academic content [pdfs, ppt and video] is to be mapped for each module of a subject and stored in a separate sub- folder and ultimately compiled under a Course Folder named after the Course Code. Along with this please provide a combined pdf for all modules of the study material of each subject for plagiarism check by KIIT. For website links for open content, please share the links in a doc file.

   Example: There should be a folder named. There are 14 modules, so there should be 14 sub-folders each folder containing pdfs (e-books, practical assignments, plagiarism reports etc), 1 ppt and 1 recorded lecture video. And 1 compiled study material pdf.

2. A Google drive link is to be created and provided for content sharing by the Program Coordinator. These folders are to be uploaded on drive and the drive link is to be shared with the following members for reviewing:

   Deputy Director [dydirector@kiitonline.com]

   Program Coordinator [pcmgmt@ kiitonline.com]

3. Suggestions and reviews will be shared by the Program Coordinator.

4. The revised contents are to be shared similarly following Step 1 and Step 2 by renaming the files.

5. Final approval shall be communicated by the Deputy Director to upload the contents on LMS to the Technical Manager.

6. Once uploaded on LMS, Program Coordinator will ensure they are uploaded under the correct subject name and program.

7. Students are to be notified for availability of approved content on LMS

Annexure IV – Branding Guidelines for E-Learning Material

Refer to the Branding Guidelines

Annexure V- Academic Bank of Credit Id Creation Process

All students must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by the Ministry of Education, Govt. of India. ABC Id creation is mandatory for all the enrolled students especially students of Indian nationality.

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

Process	• Students can register by logging in at www.abc.digilocker.gov.in
	• Click on My Account → Login as Student
	• Click on "Sign up with DigiLocker" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button
	• You will be prompted with ABC student account creation window
Documents and proofs required	• Aadhaar Card is mandatory for ABC Id creation
	• Learners Name
	• Date of Birth
	• Gender
	• Enrolment Number
	• Requirements by Academic Institution:
	• Mobile Number

The University shall also extend support to the students to create ABC Id. The same documents shall be required by the University as stated above.

Annexure VI - Guidelines and Pre-requisites for Proctored Examination

The minimum hardware, software and connectivity requirements for taking Exams through Online Proctored Examination Platform is provided below. Students should review the following requirements for your camera, operating system, upload/download speeds, RAM, ports, microphones and browsers. Also included is a list of technology not currently supported.

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15

CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

1.1   Additional Requirements:

● A functioning microphone (some web cameras have them built-in); microphone should not be part of headphones

● Headphones are generally not permitted, check with your testing organization to determine if headphones are permitted

● A compatible browser: Google Chrome (preferred) or Mozilla Firefox

● Webcam and microphone (built-in or external) – test your webcam at https://webcamtests.com/

● Connection to network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at www.speedtest.net

1.2   Not Supported:

● Microsoft Edge browser

● Google Chromebooks (for Live Proctoring only)

● Tablets (Nexus, iPad, Tab, Note, etc.)

● Smartphones

- Linux operating systems

- Windows 10 in S mode or Surface RT

- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam

- Apple Boot Camp

- Remote Access Software

- Inactive Version of Windows and Test Builds/Test Mode

1.3   Pop-up blocker

Pop-up blockers must be either off or disabled. Disable your pop-up blocker like this:

- Open Chrome on your computer.

- Click on the icon with three vertical dots.

- Click More, then Settings on the top right.

- Go to Privacy and security and click Site settings.

- Click Pop-ups and re-directs.

- Turn the setting to Allowed at the top.

Important : The Institute regularly takes actions to optimize its examination system and hence please note that the above mentioned Hardware, software, equipment and connectivity requirements might change at institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

General Instructions

The timing for the Proctored Online Examinations will strictly be as per the time table schedule

(Indian standard Time) communicated. This is also applicable to the candidates appearing for the

examination from OUTSIDE India.

- Exams can be taken on devices such as Laptop/ Desktop. Charge the Laptop /Tablet well in advance to last for at least 2 hours.

- The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.

- For the smooth attempt of the online examination, students are advised to:

a)Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.

39

b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.

c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.

d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

- The student should compulsorily login into the portal 30 minutes before the commencement of the examination.
- The following activities are not permitted during the conduct of the online examination:

a) Presence of any other person in the room where the student is taking the examination.

 b) Movement from one place to another during the examination.

- You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
- You are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.
- Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.
- In case of disconnection of network/power failure during the examination, First wait for internet connectivity (do it as fast and resume test within 2 minutes) and click on "Resume " button, If not able to reconnect after 2 minutes, call concern administration for providing appropriate solutions to further proceed with test.
- It is advised to use the same Laptop/ Desktop to appear for the mock examination and for the final online examination.
- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

2. Examination Rules

40

• Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the LMS portal and will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

• At the beginning of each session, the student undergoes an identity verification at 2 levels,

- Level 1: Capture of facial photo. During the examination, the student is suppose to click and upload his photograph in the system; the system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.
- Level 2: Student must display College ID / Government authorized ID Proof at the beginning of the examination.

• Only 2 attempts will be allowed for every students for every session of the day for a test. After two attempts test student will not be able to take test again for the respective session of the day

• The student should ensure that he/she Clicks on "Submit" button available on right top position of the screen before logging out of the exam.

• The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.

• If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

o Focus changed to a different window: student tabs out of the examination taking window.

o Browser not supported: Student is using an older browser version or a non-compatible browser.

o Webcam is disabled: Students webcam is disabled.

o Face is not visible in the camera: Student is not looking into the camera.

o Several faces in front of the camera: There are other people along with the examination taker.

o Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

41

o Microphone muted or its volume is low: Student has muted the microphone.

o Conversation or noise in the background: System has captured background noise.

o Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.

o Second display is used: Additional display like extended monitor has been connected.

o Full-screen mode is disabled: student has disabled full screen mode.

3. Examination code of conduct and Malpractices

• Students are not allowed to leave their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• The system uses Artificial Intelligence to detect and record face emotions, eyeball movement, and all other activities.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.

• The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.

• Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination

• Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• Do not try to navigate from the main screen. Doing so will automatically terminate your examination.

• While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than chatting with the proctor; you are only allowed to scroll the cursor with the mouse to answer the question.

• You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.

• Do not leave your place for any reason during the examination.

• Do not have any light source behind your face.

• Do not cover your face with Hair, clothing (mask), hands or anything else.

• Do not use headphones, ear-buds, or any other type of listening equipment.

• Do not have any background noise/ voices / music or Television.

• Do not wear sunglasses during the examination.

• Do not entertain any other people in the room near you.

• Do not communicate with any person by any means during the examination.

• Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination.

43

• Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

Annexure VII – Continuous Internal Assessment Pattern for Program

Particular	A1 (Objective Type)	A2 (Objective Type)
Weightage %	15%	15%

Question Pattern for the CIA Components
A-1   1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark   2. The time for the A-1 assignment will be 60 mins   3. All questions are compulsory   4. There will be NO NEGATIVE MARKING for the wrong answers.   **A-2**   1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark   2. The time for the A-2 assignment will be 60 mins   3. All questions are compulsory   4. There will be NO NEGATIVE MARKING for the wrong answers.

Annexure VIII – End-term Examination Pattern for Program

KIIT University Online Education

End Term Examination

<PROGRAM NAME>

[COURSE NAME][COURSE CODE]

Time : 2 Hours	Max. Marks : 70

Note for students: The paper is divided into 2 sections. Section A comprises of 52 compulsory objective questions of 1 mark each and Section B of 3 essay type subjective questions carrying 6 marks with internal choices.

SECTION – A (52 X 1 = 52 Marks)
Answer all the questions. Each question carries one mark.
Q. No. 1 to Q. No. 52 - Objective questions with four multiple choices.
SECTION – B (3 X 6 = 18 Marks)
Q. No. 53 to Q. No. 55 - 3 Essay Type Question with internal choices

In proctoring exam mode, student can submit their answer in following mode

1. Type the essay type answer in the format bar provided in the examination window
2. Option to Upload the typed answer in the word document format from the upload options.
3. Option to Upload the Math table and Diagram from upload options. (jpeg and pdf format)

Annexure IX – e-Resource Access

DELNET	User id: Application ID of the student_XXX
	Password: Application ID_XXX

PROGRAMME PROJECT REPORT (PPR)

OF

MASTER OF COMMERCE (M.Com.)

Accountancy

CENTRE FOR ONLINE EDUCATION

KIIT DEEMED TO BE UNIVERSITY, ODISHA

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Contents

2

3

4

103

M.Com. - Accountancy

1. Program Overview

1.1 Program's Mission and Objectives

(i) Mission:

The Master of Commerce in Accountancy (M.Com Accountancy) is a postgraduate 2 Years Master's degree program from Kalinga Institute of Industrial Technology, (KIIT) Deemed to be University, in Bhubaneswar, Odisha, India. That teaches students the best accounting theory and practices, which covers the broad discipline of Accountancy and comprehensive knowledge in Commerce and updated program structure, Indian Economy, Corporate Legal Framework, Advance Marketing, Quantitative Techniques, Operational Research, IT for Business, Dynamics of Banking & Insurance.

Objectives:

The program aims to achieve the following objectives:

- To impart a comprehensive knowledge in Commerce to the students in a pragmatic
- To impart knowledge on corporate accounting methods and procedures and to develop skills in the preparation of accounting statements and in their analysis.
- To craft Accounting, Banking and Business needs within every student seeking to excel in commerce as a domain.

1.2 Relevance of the Program with KIIT's Vision and Mission

In order to align with the mission and goals of KIIT University, the OL mode M.Com. program provides students with an in-depth understanding of the core concepts essential for successful management. The curriculum equips them with the knowledge and skills they need to take on leadership roles in the corporate world. The program is designed to help students develop the ability to think critically and strategically, to make sound business decisions, and to solve complex problems. Emphasis is laid on developing skills in leadership, communication, and data analysis. CDOE-KIIT strives to provide the students with the best education and to prepare them to take on the challenges of the modern business world and the same is relevant to KIIT's mission i.e.

- To promote quality education, training, research, consultancy, and enhance employability and entrepreneurial skills of our students.

- To integrate industry with academics in order to prepare our students in an immersive way for the world of work developing an effective interface with the industry and other institutes within and outside the country is the cornerstone of our approach.

- To meet these ends, we encourage and nurture the development of students' physical, mental, emotional, secular, and spiritual faculties.

The M.Com. Program in online mode aims to provide quality education to the candidates aspiring for higher education but are unable to match the requirements of a fixed time-table and teaching tools in the conventional mode of education in the Universities.

Moreover, to maintain the quality of the curriculum, the syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the students of online mode in the industry. The curriculum is also in line with the aims and objectives of the University and the requirements of future skills in the industry.

1.3 Nature of Prospective Target Group of Students

The curriculum of program infused with flexibility is designed to enhance comprehension of management education and encourage graduates from varied disciplines and enables them to become learned managers or entrepreneurs. The students are prepared to explore opportunities being newly created in the management profession. The program will target all graduates who want to enhance their knowledge, skills and build careers in entrepreneurial and business world.

The target group of students will be both working professionals and students who are deprived of admission in the regular mode due to limited intake capacity, dropouts primarily due to social, financial and economic compulsions as well as demographic reasons, population of any age and those living in remote areas where higher education institutes are not easily accessible. Ones who wish to pursue education in flexible mode of timings/delivery. It is also aimed at the working professionals who wish to upgrade their knowledge. Students enrolled in the program for delivery through online mode shall contribute towards Gross Enrolment Ratio (GER) of 50% by 2035, as envisaged by the Government of India.

1.4 Appropriateness of programs to be conducted in online mode to acquire specific skills and competence

The education throughout the course duration will involve inculcating the skills in the field of business management and entrepreneurship. The degree will provide value to the students in the field of Advanced Accounting, Indian Economy, Advanced Financial Management, Quantitative Techniques and Operational Research, Forensic Accounting and Auditing, IT for Business, Dynamics of Banking & Insurance, International Financial Management, International Trade, Practice, Procedure & Regulatory Bodies, International HRM apart from various other elective subjects.

The degree shall not only provide values to students for employment as a professional in industry, business house, finance or the civil service, but it will also be value by employers for other occupations where a demonstrated ability for logical and quantitative reasoning is desired.

A Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login that keeps track of execution of e-Learning material, learner's engagement, assessment, results and reporting in one centralized location, is in place. All of the above teaching and learning processes will be delivered by online mode with much ease for the students. Hence the program is suited for online mode of learning.

2. Procedure for Admission and Curriculum Transaction

Academic programs offered for candidates who enrolled for online mode of learning will be conducted by CDOE-KIIT with the support of various faculties of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, based on UGC guidelines for the programs which comes under the preview of Online mode for award of Degree.

Details of procedure for admission with eligibility criteria for admission, fee structure, Curriculum including program delivery, details about Learning Management System (LMS) and Assessments and Evaluation are provided below.

2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-KIIT need to apply through www.kiitonline.ac.in in the courses offered there.

2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission in online M.Com. program is any Graduate from the recognized University. The learner should also meet all the required documentation criteria as mentioned on the website for admission in the program. Admission will stand canceled, if candidate does not submit proof of eligibility within stipulated time given by CDOE-KIIT. Candidates are expected to read all instructions given in the Program prospectus before filling of application form.

The online admission process for the students is provided below:

Step	Process	Particulars
Step 1	**Counselling**	Prospective students would be counselled for the chosen program by designated and authorised counsellors
Step 2	**Registration on admission portal to get access to My Account.**	Prospective student registers by paying Rs. 1450/- as registration fee. Fill all the details in the application form and upload all the mandatory documents.
Step 3	**Details of Document upload**	Student Uploads document as follows- Personal Documents: Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student) Academic Documents: UG Student - 10th Marksheet 12th Marksheet PG Student - 10th Marksheet 12th Marksheet UG Marksheet Other Certificates (detailed list of documents is provided in **Annexure II**)
Step 4	**Scholarship Details**	Student will be eligible for below categories- Merit Base KIIT Alumni Extra Curriculum Excellence KIIT Employee As per the Notice by Dy. Registrar CDOE-KIIT.
Step 5	**Verification of documents by the Deputy Registrar**	Dy. Registrar verify all the documents uploaded by the prospective student on the admission portal and approve/disapprove within 48 hours the eligibility for the chosen program.
Step 6	**Undertaking**	Student will sign Undertaking after Approval in Application.

8

Step 7	**Payment of fees**	All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment.
		The Fee is payable through any of the following means:
		(a) UPI
		(b) Credit/Debit Card
		(c) Net-banking
		Note: Cash, bank demand draft and Cheques are not accepted
Step 8	**Enrolment**	After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 48 hours.
Step 9	**Access to Learning Management System (LMS)**	

General Instructions:

1. All students should carefully read and understand the eligibility conditions given in student handbook document and mentioned on the university website before applying for the online programs.

2. The prospective learner has to ensure that their education/qualifying degree has been issued from a recognized university/board only. For learners from an Indian higher education institution, it should be recognized by the regulatory authority of Government of India. For recognized Board of Education to check www.cobse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education. To verify degrees from www.ugc.ac.in for recognized universities. For foreign prospective learners they may verify their institutions from www.aiu.ac.in.

3. Prospective learner to check their eligibility on the date of admission and should have passed the qualifying exams before the start of admission batch.

4. Registration fees of Rs.1450/- is non-refundable.

Students after enrolment must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by Ministry of Education, Govt. of India. Academic Bank of Credits (ABC) ID creation is mandatory for all the students. (See **Annexure V** for details)

2.1.3 Program Fee

Program fees for students pursuing M.Com. in various specializations offered by CDOE-KIIT is mentioned below: Non-Refundable Registration Fees of Rs. 1450/- To be paid at time of Registration

Program	Electives	Academic Fees per Year (INR)	Foreign Nationals Fees Per Year (INR)
M.Com.	Accounting & Finance	**34,200**	**34,200**
	Marketing & HR		
	Banking & IT		

Other Fees

	Particulars	For Indian Students fees (INR)	For Foreign /NRI Students Fees (INR)
1.	Bonafide Letter (On Demand)	300	300
2.	Transcripts (On Demand)	500	500
3.	Specialization Change Fees	1000	1000
4.	Course Change Fees	1000	1000
5.	Validation Extension Fees (1 Year)	5000	5000
6.	Degree Application Fees	1500	1500
7.	Duplicate Mark Sheet/Grade Card	400	400
8.	Duplicate Degree Certificate	1500	1500
9.	Re-Appearing Exam fees	400	400

EXAMINATION FEE as per the table

	All Programs of CDOE - KIIT		Foreign Nationals
A	First Attempt of Exam Per Subject is Included in Program Fees	NIL	NIL
	Back Paper Examination Fees / Re-appear Fees	Rs 400- per Subejct.	Rs 400- per Subejct.
C	Additional Fee for Project evaluation /Thesis		
	All UG / PG Programs	Rs 400	Rs 400

Note:- The Last date for end term examination is same as academic fee.

Scholarship

The eligible students can avail scholarship opportunities extended to the students as follows:

Types of Scholarship	Marks scored in qualifying Examination Percentage /Equivalent CGPA	Scholarship offered	Documents Required
Merit base	60-75%	10%	For UG (12th mark sheets) and for PG (Final year mark sheet of Bachelor Degree)
	75% Onwards	20%	
KIIT Alumni & Student		20%	Student Enrolment (KIIT Degree /Marksheet)

2.1.4 Financial Assistance Policy

The fees will be paid by the students through the online mode provided on the website. The University

has partnered with a third party NBFC to provide financial assistance to those in need.

10

2.2 Curriculum Transactions

2.2.1 Program Delivery

The curriculum is delivered through the Self Learning Materials (SLMs) in the form of e-Contents supported by various learning resources including audio-video aids through Learning Management System (as per four quadrant approach) along with the online contact hours with discussion forums and synchronous live interactive sessions conducted through LMS as per the prevailing UGC norms for course delivery.

2.2.2 Learning Management System to support online mode of Course delivery

The Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login is designed to facilitate the students to have a Global learning experience. LMS has user friendly approach through which the learning is made simple, interesting and truly meeting the global standards of learning. The audio-visual mode of teaching, the self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the industry and in sync with the UGC Guidelines of four quadrant approach.

The students can experience uninterrupted learning 24x7 through web and mobile at the pace chosen by them. The user interface will be simple and easy to navigate through the e-learning modules; the LMS will provide seamless accessibility with all the learning tools designed as per standard norms for a perfect learning experience.

2.2.3 Course Design

The Course content is designed as per the 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience

Quadrant-I i.e., e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs

Quadrant-II i.e., e-Content that contains – Portable Document Format or e-Books or Illustration, video demonstrations, documents as required.

Quadrant-III i.e., Discussion forums to raise and clarify doubts on real time basis by the Course Coordinator and his team.

Quadrant-IV i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Assignments with solutions and Discussion forum topics.

2.2.4 Academic Calendar

S.No.	Event	Session	Month (Tentative)

1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning Management system	January	Within 48 working hours of fee deposit and confirmation
		July	
3.	Webinars / Interactive Live Lectures and Discussion Forum for query resolution	January	February to May
		July	August to November
4.	Assignment Submission	January	By March-April (i.e. in the mid of the session and towards the end of the session)
		July	By September-October (i.e. in the mid of the session and towards the end of the session)
5.	Performa For Project Proposal	January	by last week of January
		July	by last week of July
6.	Submission of Synopsis (Applicable during Pre final semester)	January	By March
		July	By September
7.	Project Report Submission (Applicable during Final semester)	January	Last week of April
		July	Last week of November
8.	Slot booking for Online Examination	January	April
		July	November
9.	Practical Examinations (Wherever Applicable)	January	May
		July	November
10.	Admit Card Generation	January	By May
		July	By November
11.	Term End Examination	January	June onwards
		July	December onwards

12

12.	Result Declaration of End Term Examination	January	By August
		July	By February

3. Instructional Design

3.1 Curriculum Design

The curriculum is designed by Experts in the field of management and has taken into account topics that are contemporary and create environmental awareness. It is approved by the Board of Studies of Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

The curriculum comprises of four types of courses:

1. Core Course- It is a compulsory component for award of degree. It provides the foundational knowledge and skills needed to be successful in a specific subject or field.

2. Elective Course – It allows students to choose courses that are specifically tailored to their interests and goals.

3. Skill Enhancement Course – Courses focused to make students competent and improve their professional skills.

4. Project work – It is a mandatory component of learning experience at CDOE-KIIT. It is designed to be based on the specialization. It involves preparation of a dissertation that enhances the student's understanding of a topic. The format of the project is provided in **Annexure IX**.

3.2 Program Structure and detailed Syllabus

3.2.1 Program Structure

Institution constitutes a team of experts to review the course structure. The review team provides its feedback and recommendations to the concern faculty. In case of any modifications suggested by the review team, the curriculum of the course is re-worked upon.

- **Study Materials:** The study material is Self-Learning (SLM) format, which is the essence of standard distance learning Programs. Thus, Institution initiates to develop all materials in SLMformat. Experts both internal & external to write the study material on the specific guidelines laid down by statutory body.

- **Review by Board of Studies:** The course is meticulously reviewed by BOS. Recommendations of BOS are implemented on priority. It also checks & defines the applicability, credit hours, scheme of examination for the course.

- **Approval by Academic Council:** Finally, the course is submitted to the Academic Council ofthe University for Final Approval.

Programs are offered on semester basis. A modular approach towards pursuing a long term degree Program is implemented. Academic activities are linked together to engage learner andmaximize learning.

To enhance the employability of students certain student-centric opportunities in the form of value added online courses by industry partners would be provided. The cost for such value added courses would be paid by the students to such industry partners of the University.

3.2.2 Detailed Syllabus of M.Com.

Detailed syllabus of M.Com. is attached in Annexure-I.

3.3 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
M.Com.	Master's Degree	2 years (4 Semesters)	4 Years	104

3.4 Faculty and Support staff requirements

3.4.1 Director

The individual will be a Permanent, full-time Professor with experience in managing and organizing online and distance learning programs during his/her career. The individual shall lead the CDOE-KIIT department by synchronizing all activities between the faculty, technology department and the staff members. He/She shall be entrusted with both Academic as well as Administrative duties.

KRA

1. Administer the CDOE-KIIT, LMS and the appropriate staff
2. Collaborate with different faculties and other supervisors to ensure use of appropriate pedagogy and andragogy, and delivery of quality content
3. Identify the weaknesses and strength of the program from time to time and suggest adequate solutions.

3.4.2 Deputy Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be conversant with LMS and have technical expertise to coordinate and aid in module development.

KRA:-

14

1. To facilitate information manuals and documents to CDOE team members in coordination with the Technical Manager

2. To prepare the academic calendar for the academic sessions

3. To review the timetable for live classes and interactive sessions and make necessary recommendations to the Program Coordinator

4. To approve the Content Matrix for each program after verifying its compliance with the four quadrants as per UGC guidelines

5. To get involved in syllabus design and updating it regularly as per industry requirements in consultation with Board of Studies and Academic Council of KIIT

6. To ensure academic planning, conduct of academic audit and implementation of academic policies

7. To ensure incorporation and implementation of changes in academic delivery as per the UGC amendments as announced from time to time

8. To ensure the e-content and e-tutorials are approved and forward them to the Technical Manager for uploading on the LMS following the approved procedure (provided in **Annexure IV**)

9. To ensure faculty members are regularly taking their live classes and interactive sessions and their attendance is duly recorded in coordination with the Program Coordinator

10. To ensure record for learner dropouts from the program is maintained, students are followed up and controlled to minimize it

11. To ensure academic notifications for lectures, events, content uploading, examinations etc. are approved and sent out on a regular basis

12. To ascertain all the four quadrants approach being practiced

13. To propose the preparation of the schedule for continuous internal assessments and end-term examination and duly approve it for circulation

14. To ensure the approved schedule is supplied to the Technical Manager for uploading on the LMS

15. To propose and review reports of performance and attendance of students in the assessments from the faculty from time to time

16. To ensure marks for the internal assessments are submitted to the CoE and uploaded as per schedule

17. To ensure examination forms are submitted and examination fees are paid within the deadlines by the students and duly communicated with the CoE

18. To coordinate with the CoE for all purposes of conducting examination at CDOE-KIIT

15

19. To ensure provision for industrial interface is arranged and adequate assistance is provided to the students for the same in coordination with the Program Coordinator

20. To ensure orientation/FDP/ training programs for CDOE-KIIT team members are organized periodically

21. To discharge any other functions as assigned to be part of various committees or teams of relevance for smooth functioning of CDOE-KIIT

3.4.3 Assistant Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be having prior experience in managing online education programs.

KRA:-

1. To coordinate with the various Departments offering Online Programs.
2. To assist the Dy. Director to complete daily duties related to the Online Program.
3. To make certain that the courses are running as per schedule and without errors.

To ensure completion of tasks as and when instructed by the Deputy Director.

3.4.4 Program Coordinator

For each program one Program Coordinator is to be appointed. An individual with the qualifications as prescribed by UGC Regulations 2018 for Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To prepare the time-table for the live classes and interactive sessions and make them accessible to the students and the faculty with due approval from the Dy. Director

2. To schedule/re-schedule classes as and when necessary

3. To ensure course content is prepared as per Content Matrix and coordinate with all faculties and academic partners for the same

4. To prepare subject allocation plan in consultation with the faculty members and seek approval from the Dy. Director

5. To ensure the attendance of the faculty members is maintained and every faculty member is regularly taking their live classes and interactive sessions. while reporting the same to the Dy. Director

6. To ensure instructional delivery is as per the content matrix and four quadrants of UGC regulations

7. To review the quality and plagiarism of the e-content (SLM, e-books etc) and e-tutorials (video

16

and audio content etc) and ensure its adherence to the content matrix, syllabus and branding guidelines of CDOE-KIIT **(Annexure III)** in coordination with the Course Coordinator and submit the same for approval to the Dy. Director

8. To ensure that the e-content, e-tutorials, and events are available on the LMS as per schedule

9. To assist the Dy. Director in ensuring the uploading of e-contents and e-tutorials on LMS in consultation with the technical departments

10. To facilitate necessary technical support to the faculty and students by systematizing tasks between the administrative and technical departments during the entire course duration

11. To ensure live lectures are scheduled on time and delivered without any malfunctions

12. To ensure students are regular to attend the live classes and interactive sessions and the attendance for the same is maintained in proper format

13. To make sure the entire session of a scheduled lecture is utilized, completed on time, and is as per the credit hours scheduled for the course

14. To schedule sessions by Visiting Faculty from the Industry and other institutions of repute with due approval from the Director

15. To co-ordinate with the Deputy Director for the soft skill and value-added relevant certificate programs to be extended for better career prospects, industry experience and personal development of the students

16. To coordinate all academic activities like Discussion Forum with the Course Coordinators

17. To make sure continuous internal assessments are adequately paced, properly planned, and communicated, as well as technically viable

18. To ensure assessment contents are prepared as per Quadrant-IV by the faculty and uploaded on LMS

19. To ensure faculty is allotted to each student for Project work, adequate time is provided for its completion, dissertation preparation guidelines are prepared and communicated, submission dates are ascertained, plagiarism checks are in place and topics of the dissertation are non-repetitive

20. To ensure submission of the thesis on time and viva-voce is scheduled for the students

21. To ensure question papers for the online program have been duly submitted abiding by the guidelines within the deadlines and communicate the same with the CoE

22. To ensure the faculty for every subject evaluates as per schedule and uploads the marks on LMS

23. To ascertain evaluations are assigned and completed on time so that results are published within the planned timeframe in consultation with the CoE

17

3.4.5 Course Coordinator

One Course Coordinator is to be appointed per course having desired subject expertise and industry knowledge for academic delivery of the program. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Professor or Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To be well versed with the functioning of LMS prior to the commencement of the session
2. To be well prepared for daily sessions, engage the students for the entire time allotted and effectively communicate with the students
3. To organize Discussion Forums for doubt-clearing session and ensure quick response to student communications through chat, email, phone, video, or some other synchronous tool as per the policy of the University and as desired through the Student Relationship Manager (SRM)
4. To provide regular feedback to students in response to discussion boards, assignments, tests, and so on
5. To conduct plagiarism check of all the e-tutorial and e-content as defined in the four quadrants by UGC. The same should be reported to the Program Coordinator
6. To schedule regular assessment of the course modules using the LMS platform
7. To ensure assessments are taken by students honestly, and reports on use of unfair means to be submitted to the Program Coordinator

3.4.6 Course Mentor

For every batch of 250 students, one Course Mentor is to be appointed. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Assistant Professor shall be eligible for the position.

KRA

1. To assist the Program Coordinator and Course Coordinator for academic knowledge sharing and procedural query resolution as desired by the students
2. To oversee the teacher-student interaction groups
3. To support the Course Coordinator in organizing and actively participating in discussion forums
4. To devise mechanisms that enhance the learner's learning experience through open dialogues, counselling etc.
5. To ensure resolution of non-academic queries

18

3.4.7 Examinations

Controller of Examination (Dy. CoE)

The Dy. CoE is to oversee and perform all the functions related to the entire process of examination.

KRA

1. To oversee that the students at CDOE-KIIT meet the eligibility criteria to undertake examinations in coordination with the Dy. Director
2. To ensure students have duly submitted the examination form and paid the examination fees within the deadlines in coordination with the Dy. Registrar and student cell.
3. To ensure admit cards are issued to the students who have complied with all the rules and regulations at least 3 days prior to the commencement of the end term examination in coordination with the academic team
4. To prepare and release Examination Time-Table
5. To appoint qualified faculty as examiners for the assessment of the online students. The faculty may be internal to the University or may be invited from other institutions
6. To ensure question papers for the online program have been duly received abiding by the guidelines provided in coordination with the Dy. Director within the deadlines
7. To ensure faculty examiners are duly paid for the paper checking fees as prescribed by the norms of the CDOE-KIIT
8. To ensure the results are duly declared and grade cards are issued to the students in coordination within the given time-frame.
9. To issue notifications, guidelines and regulations to popularize and spread awareness on policies and procedures of exam-conduction among students and faculty members at CDOE-KIIT
10. To coordinate with CDOE-KIIT for all purposes of result declaration and grade-card release

3.4.8 Technical Support Team

1. *Technical Manager* (Operations)– One Technical Manager is to be appointed.

   KRA

   a) To upload the academic content for delivery post approval from Dy. Director
   b) To prepare the e-tutorials and e-contents as per the four quadrants approach, plagiarism guidelines stipulated by UGC and branding guidelines of CDOE-KIIT

      c) To work in coordination with the other Technical Managers, ERP and LMS providers for regular upkeep and issue resolution

2. *Technical Associate* (Audio-Video recording and editing)– One Technical Associate is to be appointed.

   KRA

      a) To record, edit and execute duties related to creation of audio-video content for CDOE-KIIT

      b) To incorporate changes and prepare audio-video contents as suggested by the Technical Manager and Director

3.4.9 Administrative Staff Strength

The strength of the administrative staff shall constitute of:

1. *Deputy Registrar* – One individual is to be appointed with minimum Master's degree qualification and five years of experience as an Assistant Registrar or an equivalent position. The individual should have expertise in adequate technology.

   KRA

1. To coordinate with the Admissions teams for sound functioning of the admission process at CDOE-KIIT
2. To ensure Academic Bank of Credit (ABC) ids are generated by each and every students after generation of enrolment number
3. To approve and ensure notifications related to administration are sent out to the faculty and staff on a regular basis
4. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registrar Office and other Stakeholders.
5. To approve and ensure notifications related to administration are sent out to students on a regular basis
6. To ensure student enrolment record including all documents (bonafide letter, NOC, etc.) is maintained
7. To ensure registration fee, academic fee, admission fees and additional fees are collected from the students as and when applicable
8. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registration Office and stakeholders

20

119

9. To ensure scholarship facility is provided to the students on the basis of criteria laid down by KIIT and other funding agencies (government and private)

10. To ensure adherence to statutory compliance as per UGC, AICTE and all other regulatory bodies

11. To ensure induction and training programs for new recruits and staff members at CDOE-KIIT

12. To determine the necessity of recruiting staff members at various positions for the department of CDOE-KIIT

13. To determine the salary of the employees based on criteria laid down by the University and duly communicate the same with the accounts department of KIIT

14. To ensure all required documents are submitted by employees (NOC, offer letter, appraisal documents etc) for performance appraisal and communicate the same to Registrar's office.

15. To organize events as deemed necessary for effective employee engagement

16. To efficiently address the grievances of the employees at CDOE-KIIT

17. To oversee the grievance addressal of the students

18. To discharge and oversee other duties of the examinations, admissions and technical departments

2. Student Relationship Manager (SRM)

There will be two SRM appointed by CDOE-KIIT. The individual should have a minimum qualification of an undergraduate degree with relevant experience of minimum two years in handling student relationship in an academic institution. The individual should possess good communication skills and be able to work in teams.

KRA

1. To create and maintain relation with the prospective learners and their parents/guardians

2. To help learners in understanding the various courses offered and the up-selling points

3. To identify the opportunities and weaknesses of the SRM systems and implement changes

4. To seek feedback and resolve complaints efficiently throughout the program duration

To discharge all other duties as necessary.

3.5 Instructional delivery mechanisms

KIIT has a fully dedicated team of faculty members and staff who are well versed in delivering online lectures under the CDOE – KIIT.

Academic calendar will be provided to students at the beginning of each session through LMS. Self-learning material, audio and video content will be shared with the students through LMS through following delivery channels:

3.5.1 Four Quadrants and Academic Delivery

21

120

No. of Credits	Duration	Live Sessions	Quadrant – I e-Tutorial		Quadrant – II e-Content	Quadrant – III Discussion Forum	Quadrant – IV Assessment
			(Recorded Lecture)	Open Source Videos	e-Content(E-book/ PDF & PPT)	Live Session (2 hrs/week)	CIA
2	6 weeks	6 (1/week)	6 hrs	4 hrs	• 2 files – 1 PPT and 1 E-book/PDF • Total 12 files • Reading time should be mentioned for each file	Forum Topics – For raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team	Multiple Choice Questions, Fill in the blanks, Practice Test: Short Answer Questions, Long Answer Questions
Total Hours= 60	**6 hrs**	**10 Hrs**		**10 Hrs**		**12 hrs**	**22 Hrs**
3	9 weeks	9 (1 session/ week)	9	6	• 2 files – 1 PPT and 1 E-book/PDF • Total 18 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 90	**9 Hrs**	**15 Hrs**		**15 Hours**		**18 hrs**	**33 Hrs**
4	12 weeks	12 (1 session/ week)	12	8	• 2 files – 1 PPT and 1 E-book/PDF • Total 28 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 120	**12 Hrs**	**20 Hrs**		**20 Hours**		**24 hrs**	**44 Hrs**

3.6 Identification of media-print, audio, or video, online, computer aided

LMS is a comprehensive digital platform that provides all recorded faculty video lectures, provision for real-time discussion forums and live session, e-content in the form of study material, open source materials and graded assessments.

For each module of a course, there shall be one live session conducted by the concerned faculty on a particular topic. CDOE-KIIT has designed study material that is lucid and easy to understand with proper summary, self-assessment questions and case studies.

These course materials can be accessed through**:**

● Login credentials as mentioned on the welcome mail sent by the university

22

- Students can also login through My Account Tab as mentioned on the University website https://kiitonline.com/.

Online Courseware

The students would get access to the following course material through LMS:

- e-Books (SLM) for each module of a course
- Study Guide (PPT) for each module of a course
- Tutorials Videos for each module of a course
- Live Interactive Online Sessions for each module of a course
- Frequently Asked Questions (FAQ) and Misconceptions for each module of a course
- Web Resources for Research Purpose for each module of a course
- Practice Assignments for each module of a course
- Online Discussion Forums for each course

Enriching Content: Case Studies as Value Added Content is provided to students.

The LMS have semester / year wise buckets for subjects and specializations of the respective programs as enrolled.

The Dashboard will ascertain the progress of their learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participation and Examinations. It also provides an opportunity for raising queries which may be answered and conveyed by the course coordinators mentors and faculty.

3.7 Student Support Services

Student would have the access to connect with the SRM for support services offered by CDOE-KIIT in case of any queries related to administration and general technical queries. A ticketing system integrated on the LMS would help the learner to connect with the CDOE-KIIT technical team for support services which shall be duly resolved by the appropriate authority. A notification will also be sent to the Deputy Registrar, to ensure queries are resolved within 24 hours or sooner.

For academic course based queries, the student will raise query which will be directly notified to the Course Coordinator, Program Coordinator and Deputy Director through an open discussion form. The query should be resolved within 48 hours of the query raised; otherwise the matter should be managed and resolved by the Program Coordinator. The same should be ensured by the Deputy Director.

Apart from being a well-recognized university that delivers academic excellence by integrating industrial expertise, CDOE-KIIT also ensures holistic development of the students. To cater to multifarious needs of the students that shape them to become future leaders, the department aids in widening the scope of opportunities.

23

To foster innovation and entrepreneurship multiple facilities supported by various Government and private agencies, including infrastructure for pre-incubation, incubation centers, and R&D facilities on campus have been initiated. These centers provide the resources they need to turn their ideas into successful startups.

KIIT TBI, incubation centers at KIIT provide support for the faculty and students of the University to develop their innovative ideas into products and services. These centers offer infrastructure, mentorship, and guidance for developing their innovative ideas.

4. Assessment and Evaluation

4.1 Overview

Learning of the students would be evaluated through internal assignments, quizzes, learner response sheets, and end-term examinations. CDOE-KIIT adopts rigorous process in development of question papers, question / quiz banks, assignments and their moderation, conduct of examinations, analysis of answer scripts by qualified academics, and declaration of result. The Centre shall frame the question papers so as to ensure that complete syllabus is covered. The evaluation shall include two types of assessments-

Examination Name	Marks Division
Continuous Internal Assessment	30 %
Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow **Annexure VI** for guidelines and pre-requisites for Proctored Examination)	70 %

The examinations shall be conducted to assess the knowledge acquired during the study.

For theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment (CIA) by assignments preparation and quizzes. The internal assessment shall comprise of maximum of 30 marks for each course. The end semester examination shall be of two hours duration for each course at the end of each semester.

To ensure flexibility and convenience for the students, they may opt to book an Online Examination Slot for each course on each day of exam dates as declared by the COE of the University. The slot timings will be as follows:

1. 10 am to 12 Noon
2. 12.30 pm to 2.30 pm

24

123

3. 3 pm to 5 pm

Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.

4.2 Question Paper Pattern

Online Exam Time: 2 Hours

Max. Marks: 75

1. Part A comprising of 52 Multiple-Choice Questions (1 Mark Each) – 52 Marks

2. Part B comprising of 3 Essay Type Question Answers (6 Marks Each) – 18 Marks

4.3 Distribution of Marks in Continuous Internal Assessments

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 assignments 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%

4.4   Statistical Method for the Award of Relative Grades

As per UGC's recommendations for the 'Evaluation Reforms in the Higher Education System', CDOE-KIIT will be adhering to Relative Grading System. In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty).

A seven-point grading system on a 10 point scale is followed for grading in the examinations. The details are given in a table 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

25

Fair	'C'	50 to 59	6
Below average	'D'	40 to 49	5
Failed	'F'	Below 40	2

4.4.1 Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term.

4.4.2 Cumulative Grade Point Average (CGPA)

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University upto and including the latest semester as per the procedure provided in KIIT Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty member is also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

Conversion Factor

- CREDIT POINT = CREDIT X POINT for each course item.
- CREDIT INDEX (CI) = ∑ CREDIT POINT of all course items in a semester.

26

- Semester Grade Point Average

SGPA = CI / ∑ CREDITS (for a semester)

- Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma\ CI\ of\ all\ previous\ semesters\ up\ to\ current\ semester]}{[\ \Sigma\ CREDITS\ of\ all\ previous\ semesters\ including\ the\ current\ semester]}$$

4.5   Grade card

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration. Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

4.5.1 Grade Cards & Certification – Student Communication

- 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 have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Note: Refer to **Annexure VII** and **VIII** for reference to the question paper pattern and formats of documents accepted.

27

Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

4.5.2 Online Results, Grade Card and Degree Logistics – Internal Process

- After verification of all data by the University team members, the online results would be published on the university website.

- All Soft copies of Online Results / Online Mark Sheets for every semester / year as issued by KIIT University.

- Students need to download and save the copy of online semester / year wise results.

- University would provide hard copy mark sheets and degree certificate at the end of the program who has successfully completed the program.

- Students need to apply by filling the Degree Application form and submit all the required documents as mentioned on the form and the applicable degree processing application fees of Rs. 1500/- to the university.

5. Requirement of the Laboratory Support and Library Resources

5.1 Laboratory Support

To progress research and analytical skills among students, free statistical tools like R Programming and lab facilities with additional payment like SPSS will also be provided to the students.

5.2 Library Resources

The Central Library has reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. The library has more than 35000 books, e-journals, online-database such as Scopus and Web of Science and institutional repositories having rare book collection. All e-resources can be accessed through LAN on the campus and remotely through login Id and password. Library is automated using TCS-ion library management system. Besides, University library has membership of various consortia such as E-Shod Sindhu, Shodhganga, INFLIBNET, DELNET, ManuPatra etc. The details of accessing these platforms is provided in **Annexure X**. To leverage technology, Learning Management System "TCS-ion" (ERP) has been installed for ensuring smooth student life cycle management. For e-learning, intranet based video platform containing videos consisting of web courses and video lectures from NPTEL G-suite for Education - cloud based solution for messaging and collaboration are provided. URKUND – e-mail based fully-automated system for plagiarism check is also provided.

28

6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	45,00,000 INR
2	Program Delivery (Per Year)	9,00,000 INR
3	Program Maintenance (Per Year)	30,00,000 INR

7. Quality Assurance Mechanism

Quality of a program depends on the course curriculum, syllabus and academic delivery which is designed to meet the gap between industry and academia. To achieve this Centre for Internal Quality Assurance (CIQA) and the Academic Council shall duly fulfil their duties.

The **Academic Council** is responsible to ratify the curriculum and changes as recommended by CIQA in order to maintain the quality and standard of online education at CDOE-KIIT.

The **Centre for Internal Quality Assurance (CIQA)** shall be responsible to

(i) to conduct periodic assessment of the online learning course material and audio-video tutorials and will assure that the quality of learning is maintained

(ii) to ensure stakeholder's feedback is taken from time to time and recommended changes are executed as per the requirement of the course delivery and industry requirement

(iii) to assess the quality of assignments, quizzes and end- term assessment and advice improvements to maintain the standard of the learning program

(iv) to assure that the learning is truly a global experience for the student along with the possibility to inculcate skills as expected from the program outcomes and map with vision and mission of KIIT

The **CoE** of the University shall oversee the examinations and the evaluation system.

The CDOE-KIIT will work continuously for the betterment of processes, assessments, teaching methodology, e-learning material improvisation as per four quadrant approach and implementation of the same as per New Education Policy. The University is committed to deliver the best education in all the learning modes with adherence to NEP, UGC and other regulatory guidelines in true global sense.

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Annexure I _Detailed syllabus of M.Com. Program

Program Outcomes

The M.Com. Program curriculum is designed with the aim to achieve the following outcome:

PO1: Provide a conducive environment that holistically engages students through an all encompassing knowledge dissemination.

PO2: Widen the scope and sharing in-depth knowledge of the course enabling them to undertake further studies in Commerce and its allied areas on multiple disciplines concerned with Commerce.

PO3: Building a strong foundation in all the key functional areas with contemporary and need-based curriculum with specializations in areas such as Marketing, Finance, Information Technology, Human Resource Management, Operations and International Business.

PO4: Construct a sound theoretical footing, where standards are acquainting with the changing market practices.

PO5: Encourage the students to be habituated with advanced range of generic skills those are helpful in employment, internships, and social activities.

PO6: Engaging with industry for executive education with industry oriented syllabi.

PO7: Formulating real life dummy business problems and provide innovative solutions to enable the students to be future ready management leaders who are compassionate and yet efficient and effective in managing as such.

The detailed syllabus for the Program is as follows

Semester wise Core courses and credits

S.L No	Course Title	Subject Code	Credit				Credit
			L	T	P	Total	
		Semester I					
1.1	Advanced Accounting	OCB41001	3	1	-	4	4
1.2	Indian Economics	OCB40003	4	-	-	4	4
1.3	Organizational Behavior	OCB40005	4	-	-	4	4
1.4	Corporate Legal Framework	OCB40007	4	-	-	4	4
1.5	Advanced Financial Management	OCB41009	3	1	-	4	4
1.6	Advanced Marketing	OCB40011	4	-	-	4	4

31

	Total		**22**	**2**	**-**	**24**	**24**
	Semester II						
2.1	Advanced Cost and Management Accounting	OCB41002	3	1	-	4	4
2.2	Strategic Management	OCB40004	4	-	-	4	4
2.3	International Business and Environment	OCB40006	4	-	-	4	4
2.4	Quantitative Techniques and Operational Research	OCB41008	3	1	-	4	4
2.5	Human Capital Development	OCB40010	4	-	-	4	4
2.6	Research Methodology and Basic Econometrics	OCB41012	3	1	-	4	4
	Total		**21**	**3**	**-**	**24**	**24**
	Semester III						
3.1	Forensic Accounting and Auditing	OCB51013	3	1	-	4	4
3.2	Information Technology for Business	OCB51015	3	1	-	4	4
3.3	Summer Internship Program	OCB58081	-	-	-	-	2
	Specialization (Accounting and Finance)						
3.4.1	IFRS and Ind AS	OCB51161	3	1	-	4	4
3.4.2	Goods & Services Tax and Customs Law	OCB51163	3	1	-	4	4
3.4.3	International Finance	OCB51165	3	1	-	4	4
	Specialization (Marketing and Human Resource Management)						
3.5.1	Consumer Behavior	OCB51261	3	1	-	4	4
3.5.2	International Marketing	OCB51263	3	1	-	4	4

32

3.5.3	Human Resource Planning and Development	OCB51265	3	1	-	4	4
	Specialization (Banking and IT)						
3.6.1	Bank Management and FinTech	OCB51361	3	1	-	4	4
3.6.2	Investment and Risk Management	OCB51363	3	1	-	4	4
3.6.3	International Banking and Finance	OCB51365	3	1	-	4	4
Total			**18**	**6**	**-**	**26**	**26**
Semester IV							
4.1	Dynamics of Banking & Insurance	OCB50014	4	-	-	4	4
4.2	Business Analytics	OCB51016	3	1	-	4	4
4.3	Project	OCB58082	-	-	-	-	6
	Specialization (Accounting and Finance)						
4.4.1	International Accounting and Corporate Reporting	OCB51162	3	1	-	4	4
4.4.2	Corporate Tax Planning	OCB51164	3	1	-	4	4
4.4.3	Investment Management and Derivatives	OCB51166	3	1	-	4	4
	Specialization (Marketing and HR)						
4.5.1	Customer Relationship Management	OCB51262	3	1	-	4	4
4.5.2	Supply Chain Management and Logistics	OCB51264	3	1	-	4	4
4.5.3	Human Resource Audit and Human Capital accounting	OCB51266	3	1	-	4	4
	Specialization (Banking and IT)						
4.6.1	Data Science for Business	OCB51362	3	1	-	4	4

33

4.6.2	Forex Management	OCB51364	3	1	-	4	4
4.6.3	Banking and Insurance Law	OCB51366	3	1	-	4	4
Total			**19**	**5**	**-**	**24**	30
Grand Total			**80**	**16**	**-**	**96**	104

Annexure II- Mandatory Documents for Admission

To be uploaded on the Online Admission Portal by the Prospective students

Admission Documents	Format (JPEG/PNG/PDF)	Documents Size
Duly filled online application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB
Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes	PDF	500 KB
For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.		
In case of deferred Father name or mother name in such cases without a Gazette notification document.		
If foreign student: colour scan copy of passport	PDF/JPEG	500 KB

Fees submission transaction details or receipt as per University policy for respective online programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process	PDF	500 KB

Students can also visit the University website for the said information.

Annexure III- Content uploading protocol: Internal Process

1. All academic content [pdfs, ppt and video] is to be mapped for each module of a subject and stored in a separate sub- folder and ultimately compiled under a Course Folder named after the Course Code. Along with this please provide a combined pdf for all modules of the study material of each subject for plagiarism check by KIIT. For website links for open content, please share the links in a doc file.

   Example: There should be a folder named. There are 14 modules, so there should be 14 sub- folders each folder containing pdfs (e-books, practical assignments, plagiarism reports etc), 1 ppt and 1 recorded lecture video. And 1 compiled study material pdf.

2. A Google drive link is to be created and provided for content sharing by the Program Coordinator. These folders are to be uploaded on drive and the drive link is to be shared with the following members for reviewing:

   Deputy Director [dydirector@kiitonline.com]

   Program Coordinator [pcmgmt@ kiitonline.com]

3. Suggestions and reviews will be shared by the Program Coordinator.

4. The revised contents are to be shared similarly following Step 1 and Step 2 by renaming the files.

5. Final approval shall be communicated by the Deputy Director to upload the contents on LMS to the Technical Manager.

6. Once uploaded on LMS, Program Coordinator will ensure they are uploaded under the correct subject name and program.

7. Students are to be notified for availability of approved content on LMS

Annexure IV – Branding Guidelines for E-Learning Material

Refer to the Branding Guidelines

Annexure V- Academic Bank of Credit Id Creation Process

35

All students must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by the Ministry of Education, Govt. of India. ABC Id creation is mandatory for all the enrolled students especially students of Indian nationality.

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

Process	• Students can register by logging in at www.abc.digilocker.gov.in • Click on My Account → Login as Student • Click on "Sign up with DigiLocker" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button • You will be prompted with ABC student account creation window
Documents and proofs required	• Aadhaar Card is mandatory for ABC Id creation • Learners Name • Date of Birth • Gender • Enrolment Number • Requirements by Academic Institution: • Mobile Number

The University shall also extend support to the students to create ABC Id. The same documents shall be required by the University as stated above.

Annexure VI - Guidelines and Pre-requisites for Proctored Examination

The minimum hardware, software and connectivity requirements for taking Exams through Online Proctored Examination Platform is provided below. Students should review the following requirements for your camera, operating system, upload/download speeds, RAM, ports, microphones and browsers. Also included is a list of technology not currently supported.

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection

PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15
CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

1.1   Additional Requirements:

- A functioning microphone (some web cameras have them built-in); microphone should not be part of headphones

- Headphones are generally not permitted, check with your testing organization to determine if headphones are permitted

- A compatible browser: Google Chrome (preferred) or Mozilla Firefox

- Webcam and microphone (built-in or external) – test your webcam at https://webcamtests.com/

- Connection to network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at www.speedtest.net

1.2   Not Supported:

- Microsoft Edge browser

37

- Google Chromebooks (for Live Proctoring only)
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Smartphones
- Linux operating systems
- Windows 10 in S mode or Surface RT
- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam
- Apple Boot Camp
- Remote Access Software
- Inactive Version of Windows and Test Builds/Test Mode

1.3   Pop-up blocker

Pop-up blockers must be either off or disabled. Disable your pop-up blocker like this:

- Open Chrome on your computer.
- Click on the icon with three vertical dots.
- Click More, then Settings on the top right.
- Go to Privacy and security and click Site settings.
- Click Pop-ups and re-directs.
- Turn the setting to Allowed at the top.

Important : The Institute regularly takes actions to optimize its examination system and hence please note that the above mentioned Hardware, software, equipment and connectivity requirements might change at institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

General Instructions

The timing for the Proctored Online Examinations will strictly be as per the time table schedule (Indian standard Time) communicated. This is also applicable to the candidates appearing for the examination from OUTSIDE India.

- Exams can be taken on devices such as Laptop/ Desktop. Charge the Laptop /Tablet well in advance to last for at least 2 hours.
- The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
- For the smooth attempt of the online examination, students are advised to:

38

a)Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.

b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.

c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.

d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

- The student should compulsorily login into the portal 30 minutes before the commencement of the examination.
- The following activities are not permitted during the conduct of the online examination:

a) Presence of any other person in the room where the student is taking the examination.

 b) Movement from one place to another during the examination.

- You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
- You are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.
- Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.
- In case of disconnection of network/power failure during the examination, First wait for internet connectivity (do it as fast and resume test within 2 minutes) and click on "Resume " button, If not able to reconnect after 2 minutes, call concern administration for providing appropriate solutions to further proceed with test.
- It is advised to use the same Laptop/ Desktop to appear for the mock examination and for the final online examination.
- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

39

2. Examination Rules

• Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the LMS portal and will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

• At the beginning of each session, the student undergoes an identity verification at 2 levels,

- Level 1: Capture of facial photo. During the examination, the student is suppose to click and upload his photograph in the system; the system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.
- Level 2: Student must display College ID / Government authorized ID Proof at the beginning of the examination.

• Only 2 attempts will be allowed for every students for every session of the day for a test. After two attempts test student will not be able to take test again for the respective session of the day

• The student should ensure that he/she Clicks on "Submit" button available on right top position of the screen before logging out of the exam.

• The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.

• If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

o Focus changed to a different window: student tabs out of the examination taking window.

o Browser not supported: Student is using an older browser version or a non-compatible browser.

o Webcam is disabled: Students webcam is disabled.

o Face is not visible in the camera: Student is not looking into the camera.

o Several faces in front of the camera: There are other people along with the examination taker.

40

o Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

o Microphone muted or its volume is low: Student has muted the microphone.

o Conversation or noise in the background: System has captured background noise.

o Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.

o Second display is used: Additional display like extended monitor has been connected.

o Full-screen mode is disabled: student has disabled full screen mode.

3. Examination code of conduct and Malpractices

• Students are not allowed to leave their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• The system uses Artificial Intelligence to detect and record face emotions, eyeball movement, and all other activities.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.

• The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.

• Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination

• Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• Do not try to navigate from the main screen. Doing so will automatically terminate your examination.

• While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than chatting with the proctor; you are only allowed to scroll the cursor with the mouse to answer the question.

• You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.

• Do not leave your place for any reason during the examination.

• Do not have any light source behind your face.

• Do not cover your face with Hair, clothing (mask), hands or anything else.

• Do not use headphones, ear-buds, or any other type of listening equipment.

• Do not have any background noise/ voices / music or Television.

• Do not wear sunglasses during the examination.

• Do not entertain any other people in the room near you.

• Do not communicate with any person by any means during the examination.

• Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination.

42

• Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

Annexure VII – Continuous Internal Assessment Pattern for Program

Particular	A1 (Objective Type)	A2 (Objective Type)
Weightage %	15%	15%

Question Pattern for the CIA Components

A-1

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-1 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

A-2

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-2 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

Annexure VIII – End-term Examination Pattern for Program

KIIT University Online Education

End Term Examination

<PROGRAM NAME>

[COURSE NAME][COURSE CODE]

Time : 2 Hours	Max. Marks : 70

Note for students: The paper is divided into 2 sections. Section A comprises of 52 compulsory objective questions of 1 mark each and Section B of 3 essay type subjective questions carrying 6 marks with internal choices.
SECTION – A (52 X 1 = 52 Marks)
Answer all the questions. Each question carries one mark.
Q. No. 1 to Q. No. 52 - Objective questions with four multiple choices.
SECTION – B (3 X 6 = 18 Marks)
Q. No. 53 to Q. No. 55 - 3 Essay Type Question with internal choices

In proctoring exam mode, student can submit their answer in following mode

1. Type the essay type answer in the format bar provided in the examination window
2. Option to Upload the typed answer in the word document format from the upload options.
3. Option to Upload the Math table and Diagram from upload options. (jpeg and pdf format)

Annexure IX –Guidelines for Practical Training in Industry – (Project)

Practical Training in Industry

Name of the Course and Code	Credits	External Assessment (Presentation &Viva)	Continuous Internal Assessment	Interactive session with Faculty Supervisor

Major Project	06	70%	30%	5
TOTAL	06	70%	30%	5

Detailed Bifurcation of Internal and External Marks

	Project Proposal/ Synopsis (30%)	
	• Choice and Relevance of the topic	5%
	• Clarity about Objectives, proposed Methodology and Scope	25%
	Project Report (50%)	
	• Design of the study and methodology, Review of earlier work/literature available for the subject, data collection primary, secondary, questionnaire used where applicable, field work	10%
	• Analysis and Interpretation of data, Data Processing technique (manual/computer) quantitative OR other tools.	10%
	• Made use of Innovative technique/approach to problem solving	10%
	• Finding of Research Study; recommendations, suggestions, policy issues	5%
	• Report writing and presentation; languages, composition & chapter scheme	5%
	• Usefulness of the Study; applicability in business/industry, in decision making/system development	10%
	Viva-Voce (20%)	
	4 questions based on the following criteria should be framed:	
	• Identification of the problem. Clarity about objectives, scope and coverage of the study	5%
	• Ability to discuss the report design, methodology instruments used literature connected with the report, data quality analysis and interpretation findings and recommendations	5%
	• Depth of the subject and conceptualization of the key areas after completing the project work	5%

45

		• Linking the Report Recommendations with project objectives and how far these have been achieved	5%

Note: Project reports with plagiarism above 15% will not be accepted.

If the student is unsuccessful in the project, she/he should re-do the whole cycle, right from the submission of the project synopsis. Students are advised to select a new topic for the project and should prepare and submit the project synopsis on the LMS as per the project guidelines. There are no separate slots for the submission of the project synopsis / project reports for the failed students. It should be done strictly as per the academic calendar of the next session for the project. Along with the re submission of the project report the student is required to remit the pro-rata fee (subject to change as per university rule)

I. <u>Practical Training in Industry (Project Work)</u>

- The topics for project may be taken from any one of the following sources:

    (i)   Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.

    (ii)   Inter organisational comparison of performances in different functional areas including management practices.

    (iii) Field study / Empirical study

II. <u>Considering the importance of Project Work for the program, the School has drawn the following guidelines</u>:

A. Submission of Project Proposal and Synopsis

- The Project should be carried out under a Guide/ Project supervisor. Note: It   is recommended that students choose supervisors who are active professionals in fields related to the chosen topic. For example, if the selected topic is from the area of finance, the supervisor should preferably be a financial expert, so on and so forth.

    Ensure that you include the following while submitting the Project Proposal:

    a.   Performa for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date-**Annexure I.**

    b.   Profile of the company and Bio-data of the project guide with her/his signature and date.

    c.   Synopsis of the project proposal (12-15 pages).

    Students should submit the synopsis, duly signed by the supervisor and the learner and uploaded in the soft copy format (pdf.) to the University's online portal using their respective login credentials.

1. **Content of** Project Work/ Practical Training in Industry **Synopsis:** The project synopsis needs to be prepared keeping in mind the following points.

    a) Title of the project
    b) Introduction and Objectives of the Study - Maximum 200 words
    c) Problem Statement
    d) Research Methodology and References

A project's synopsis should be prepared in consultation with the 'project supervisor' and submitted to the Course Coordinator by using respective login credentials.

- **The Certificate issued by the Organization** where the candidate completed his project work must also be included in the report.

- **Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.**

B. Submission of Project Report:

Report should contain the following:

    ☐   Table of Contents
    a.   Acknowledgements   Page No.
    b.   Self-Certificate
    c.   Certificate issued by the Organization
    d.   Executive Summary
    e.   List of Tables
    f.   List of Figures
    g.   Introduction and Design of the study

Note: This summary should cover everything of the project, all points of the project report shall be covered in this section, such as significance of the study, objectives, hypothesis, research methodology, data collection analysis, interpretation, findings and recommendations. In nut shell, executive summary should be a snap shot of the entire project work. This summary should not exceed 3 pages.

1 **INTRODUCTION**

    1.1 Background of the study

    1.2 Need and Significance of the study

    1.3 Statement of problem

    1.4 Objectives of the study

    1.5 Scope of the study

    1.6 Limitations of the study

47

2 **ORGANIZATION OF THE REPORT**

(Suitable headings based on reviews)

3 **THEORETICAL FRAMEWORK (if any)**

(Suitable headings)

4 **RESEARCH METHODOLOGY**

4.1 Objectives

4.2 Hypothesis

4.3 Research Design

4.4 Sources of Data

4.5 Primary and Secondary data

4.6 Population

4.7 Sample Design

4.8 Sampling method

4.9 Method of data collection

4.10 Drafting a questionnaire

4.11 Pilot survey (Reliability and Validity of the instrument)

4.12 Data analysis techniques

5 **DATA ANALYSIS**

5.1 (suitable headings may be provided)

6 **SUMMARY OF FINDINGS AND CONCLUSION**

7 **RECOMMENDATIONS PROPOSED MODELS (if any)**

APPENDICES

BIBLIOGRAPHY

QUESTIONNAIRE

SCHEDULES

ANNEXURE: Every Project Report should contain necessary annexure such as Performa of Questionnaire/ Interview Schedule.

The project must be uploaded online only; no other format of project submission will be accepted by the University. For uploading project reports to the student portal,

48

guidelines will be provided by the Course Coordinator on the portal (https://studyonline.kiit.ac.in/users/login).

Communication about approval/rejection/acceptance with suggestion will be made available in the login dashboard of the students.

III. **<u>Presentation and Comprehensive Viva-Voce Examination: Notification email will be sent for the schedule of Comprehensive Viva-Voce Examination which carries a maximum of 20% weightage.</u>**

IV. **<u>Specifications</u>**

Page numbers - All text pages as well as Program source code listing should be numbered at the bottom centre of the pages.

Normal Body Text: Font Size: 12, Times New Roman, Double Spacing, Justified. 6 point above and below Para spacing.
Paragraph Heading Font Size: 14, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.
Chapter Heading Font Size: 20, Times New Roman, Centre Aligned,
30 point above and below spacing. **Coding Font size:** 10, Courier New, Normal.

16. Circumstances the project report will be accepted after the due date, neither in online nor in offline format.
Please Note:

1. Revaluation of Project Report is not allowed.

2. Re-submission of Project Report for Class Improvement is not allowed.

V   <u>**Formats of various certificates are as:**</u>

<div align="center">

ANNEXURE I

<Name of the Program>

PROFORMA FOR PROJECT PROPOSAL

</div>

Enrolment .No....................................

Name & Address of Student...

Ph.No.:...Email   ID:

....

Title of the Project:...

Specialization (Specific Area)..

Name, Designation and Official Address of the Project Guide..

………………………………………………………………………………………………

………………………………………………………………………………………..……..

Signature of the student   Signature of the Guide

Date: Date:

<div align="center">

(**For Office use only**)

</div>

Synopsis

Approved

Not Approved

Comments / Suggestions for reformulation of the project.

                                          Name & Signature of the Evaluator

                                                    Date:

ANNEXURE II

ACKNOWLEDGEMENT

In the **"Acknowledgement"** page, the writer recognizes his indebtedness for guidance and assistance of the thesis adviser and other members of the faculty. Courtesy demands that he also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgement should be expressed simply, tastefully, and tactfully.

ANNEXURE III

SELF -CERTIFICATE

This is to certify that the dissertation/project report entitled "_____

_____" is done by me is an authentic work carried out

for the partial fulfilment of the requirements for the award of the degree of <Name of the

Program> under the guidance of _____.

The matter embodied in this project work has not been submitted earlier for award of

any degree or diploma to the best of my knowledge and belief.

Name of the Student

Signature of the student

Enrolment No.

ANNEXURE IV

COVER PAGE FORMAT

PRACTICAL TRAINING IN INDUSTRY REPORT

Title of the Project/report

(Times New Roman, Italic, Font size = 24)

Project Report

Submitted in partial fulfilment of the requirements

For the award of the degree

of

<Program Name>

(Bookman Old Style, 16 point, centre)

Submitted by:

Mr. /Ms.   :...

Enrolment No. :..

Project Supervisor

(Guide Name)

(Designation)

KIIT University Online Education

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Annexure X – e-Resource Access

DELNET	User id: Application ID of the student_XXX
	Password: Application ID_XXX

PROGRAMME PROJECT REPORT (PPR)

OF

MASTER OF COMMERCE (M.Com.)
International Business

CENTRE FOR ONLINE EDUCATION

KIIT DEEMED TO BE UNIVERSITY, ODISHA

1

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Contents

2

3

M.Com. - International Business

1. Program Overview

1.1 Program's Mission and Objectives

(i) Mission:

The M. Com (Master of Commerce) degree programs of Kalinga Institute of Industrial Technology, Deemed University, is a two years postgraduate Master degree programs in Commerce. KIIT M.Com curriculum course design that reflects the best and updated Commerce papers and practice as Advanced Accounting, Indian Economy, Advanced Financial Management, Quantitative Techniques and Operational Research, Forensic Accounting and Auditing, IT for Business, Dynamics of Banking & Insurance, International Financial Management, International Trade, Practice, Procedure & Regulatory Bodies, International HRM and even more.

Objectives:

The program aims to achieve the following objectives:

- To impart a comprehensive knowledge in Commerce to the students in a pragmatic.
- To impart knowledge on corporate accounting methods and procedures and to develop skills in the preparation of accounting statements and in their analysis.
- To craft Accounting, Banking and Business needs within every student seeking to excel in commerce as a domain.

1.2 Relevance of the Program with KIIT's Vision and Mission

In order to align with the mission and goals of KIIT University, the OL mode M.Com. program provides students with an in-depth understanding of the core concepts essential for successful management. The curriculum equips them with the knowledge and skills they need to take on leadership roles in the corporate world. The program is designed to help students develop the ability to think critically and strategically, to make sound business decisions, and to solve complex problems. Emphasis is laid on developing skills in leadership, communication, and data analysis. CDOE-KIIT strives to provide the students with the best education and to prepare them to take on the challenges of the modern business world and the same is relevant to KIIT's mission i.e.

5

- To promote quality education, training, research, consultancy, and enhance employability and entrepreneurial skills of our students.

- To integrate industry with academics in order to prepare our students in an immersive way for the world of work developing an effective interface with the industry and other institutes within and outside the country is the cornerstone of our approach.

- To meet these ends, we encourage and nurture the development of students' physical, mental, emotional, secular, and spiritual faculties.

The M.Com. Program in online mode aims to provide quality education to the candidates aspiring for higher education but are unable to match the requirements of a fixed time-table and teaching tools in the conventional mode of education in the Universities.

Moreover, to maintain the quality of the curriculum, the syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the students of online mode in the industry. The curriculum is also in line with the aims and objectives of the University and the requirements of future skills in the industry.

1.3 Nature of Prospective Target Group of Students

The curriculum of program infused with flexibility is designed to enhance comprehension of management education and encourage graduates from varied disciplines and enables them to become learned managers or entrepreneurs. The students are prepared to explore opportunities being newly created in the management profession. The program will target all graduates who want to enhance their knowledge, skills and build careers in entrepreneurial and business world.

The target group of students will be both working professionals and students who are deprived of admission in the regular mode due to limited intake capacity, dropouts primarily due to social, financial and economic compulsions as well as demographic reasons, population of any age and those living in remote areas where higher education institutes are not easily accessible. Ones who wish to pursue education in flexible mode of timings/delivery. It is also aimed at the working professionals who wish to upgrade their knowledge. Students enrolled in the program for delivery through online mode shall contribute towards Gross Enrolment Ratio (GER) of 50% by 2035, as envisaged by the Government of India.

1.4 Appropriateness of programs to be conducted in online mode to acquire specific skills and competence

6

The education throughout the course duration will involve inculcating the skills in the field of business management and entrepreneurship. The degree will provide value to the students in the field of Advanced Accounting, Indian Economy, Advanced Financial Management, Quantitative Techniques and Operational Research, Forensic Accounting and Auditing, IT for Business, Dynamics of Banking & Insurance, International Financial Management, International Trade, Practice, Procedure & Regulatory Bodies, International HRM apart from various other elective subjects.

The degree shall not only provide values to students for employment as a professional in industry, business house, finance or the civil service, but it will also be value by employers for other occupations where a demonstrated ability for logical and quantitative reasoning is desired.

A Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login that keeps track of execution of e-Learning material, learner's engagement, assessment, results and reporting in one centralized location, is in place. All of the above teaching and learning processes will be delivered by online mode with much ease for the students. Hence the program is suited for online mode of learning.

2. Procedure for Admission and Curriculum Transaction

Academic programs offered for candidates who enrolled for online mode of learning will be conducted by CDOE-KIIT with the support of various faculties of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, based on UGC guidelines for the programs which comes under the preview of Online mode for award of Degree.

Details of procedure for admission with eligibility criteria for admission, fee structure, Curriculum including program delivery, details about Learning Management System (LMS) and Assessments and Evaluation are provided below.

2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-KIIT need to apply through www.kiitonline.ac.in in the courses offered there.

2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission in online M.Com. program is any Graduate from the recognized University. The learner should also meet all the required documentation criteria as mentioned on the website for admission in the program. Admission will stand canceled, if candidate does not submit proof of eligibility within stipulated time given by CDOE-KIIT. Candidates are expected to read all instructions given in the Program prospectus before filling of application form.

The online admission process for the students is provided below:

Step	Process	Particulars
Step 1	**Counselling**	Prospective students would be counselled for the chosen program by designated and authorised counsellors
Step 2	**Registration on admission portal to get access to My Account.**	Prospective student registers by paying Rs. 1450/- as registration fee. Fill all the details in the application form and upload all the mandatory documents.
Step 3	**Details of Document upload**	Student Uploads document as follows- Personal Documents: Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student) Academic Documents: UG Student - 10th Marksheet 12th Marksheet PG Student - 10th Marksheet 12th Marksheet UG Marksheet Other Certificates (detailed list of documents is provided in **Annexure II**)
Step 4	**Scholarship Details**	Student will be eligible for below categories- Merit Base KIIT Alumni Extra Curriculum Excellence KIIT Employee As per the Notice by Dy. Registrar CDOE-KIIT.
Step 5	**Verification of documents by the Deputy Registrar**	Dy. Registrar verify all the documents uploaded by the prospective student on the admission portal and approve/disapprove within 48 hours the eligibility for the chosen program.
Step 6	**Undertaking**	Student will sign Undertaking after Approval in Application.

8

Step 7	**Payment of fees**	All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment.
		The Fee is payable through any of the following means:
		(a) UPI
		(b) Credit/Debit Card
		(c) Net-banking
		Note: Cash, bank demand draft and Cheques are not accepted
Step 8	**Enrolment**	After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 48 hours.
Step 9	**Access to Learning Management System (LMS)**	

General Instructions:

1. All students should carefully read and understand the eligibility conditions given in student handbook document and mentioned on the university website before applying for the online programs.

2. The prospective learner has to ensure that their education/qualifying degree has been issued from a recognized university/board only. For learners from an Indian higher education institution, it should be recognized by the regulatory authority of Government of India. For recognized Board of Education to check www.cobse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education. To verify degrees from www.ugc.ac.in for recognized universities. For foreign prospective learners they may verify their institutions from www.aiu.ac.in.

3. Prospective learner to check their eligibility on the date of admission and should have passed the qualifying exams before the start of admission batch.

4. Registration fees of Rs.1450/- is non-refundable.

Students after enrolment must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by Ministry of Education, Govt. of India. Academic Bank of Credits (ABC) ID creation is mandatory for all the students. (See **Annexure V** for details)

2.1.3 Program Fee

Program fees for students pursuing M.Com. in various specializations offered by CDOE-KIIT is mentioned below: Non-Refundable Registration Fees of Rs. 1450/- To be paid at time of Registration

Program	Electives	Academic Fees per Year (INR)	Foreign Nationals Fees Per Year (INR)
M.Com.	International Financial System		
	International Trade Practice, Procedure & Regulatory Bodies	34,200	34,200

9

	International HRM		
	Supply Chain Management (M-1 & M-2)		

Other Fees

	Particulars	For Indian Students fees (INR)	For Foreign /NRI Students Fees (INR)
1.	Bonafide Letter (On Demand)	300	300
2.	Transcripts (On Demand)	500	500
3.	Specialization Change Fees	1000	1000
4.	Course Change Fees	1000	1000
5.	Validation Extension Fees (1 Year)	5000	5000
6.	Degree Application Fees	1500	1500
7.	Duplicate Mark Sheet/Grade Card	400	400
8.	Duplicate Degree Certificate	1500	1500
9.	Re-Appearing Exam fees	400	400

EXAMINATION FEE as per the table

	All Programs of CDOE - KIIT		Foreign Nationals
A	First Attempt of Exam Per Subject is Included in Program Fees	NIL	NIL
	Back Paper Examination Fees / Re-appear Fees	Rs 400- per Subejct.	Rs 400- per Subejct.
C	Additional Fee for Project evaluation /Thesis		
	All UG / PG Programs	Rs 400	Rs 400

Note:- The Last date for end term examination is same as academic fee.

Scholarship

The eligible students can avail scholarship opportunities extended to the students as follows:

Types of Scholarship	Marks scored in qualifying Examination Percentage /Equivalent CGPA	Scholarship offered	Documents Required
Merit base	60-75%	10%	For UG (12th mark sheets) and for PG (Final year mark sheet of Bachelor Degree)
	75% Onwards	20%	
KIIT Alumni & Student		20%	Student Enrolment (KIIT Degree /Marksheet)

10

163

2.1.4 Financial Assistance Policy

The fees will be paid by the students through the online mode provided on the website. The University has partnered with a third party NBFC to provide financial assistance to those in need.

2.2 Curriculum Transactions

2.2.1 Program Delivery

The curriculum is delivered through the Self Learning Materials (SLMs) in the form of e-Contents supported by various learning resources including audio-video aids through Learning Management System (as per four quadrant approach) along with the online contact hours with discussion forums and synchronous live interactive sessions conducted through LMS as per the prevailing UGC norms for course delivery.

2.2.2 Learning Management System to support online mode of Course delivery

The Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login is designed to facilitate the students to have a Global learning experience. LMS has user friendly approach through which the learning is made simple, interesting and truly meeting the global standards of learning. The audio-visual mode of teaching, the self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the industry and in sync with the UGC Guidelines of four quadrant approach.

The students can experience uninterrupted learning 24x7 through web and mobile at the pace chosen by them. The user interface will be simple and easy to navigate through the e-learning modules; the LMS will provide seamless accessibility with all the learning tools designed as per standard norms for a perfect learning experience.

2.2.3 Course Design

The Course content is designed as per the 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience

Quadrant-I i.e., e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs

Quadrant-II i.e., e-Content that contains – Portable Document Format or e-Books or Illustration, video demonstrations, documents as required.

Quadrant-III i.e., Discussion forums to raise and clarify doubts on real time basis by the Course Coordinator and his team.

Quadrant-IV i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Assignments with solutions and Discussion forum topics.

11

2.2.4 Academic Calendar

S.No.	Event	Session	Month (Tentative)
1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning Management system	January	Within 48 working hours of fee deposit and confirmation
		July	
3.	Webinars / Interactive Live Lectures and Discussion Forum for query resolution	January	February to May
		July	August to November
4.	Assignment Submission	January	By March-April (i.e. in the mid of the session and towards the end of the session)
		July	By September-October (i.e. in the mid of the session and towards the end of the session)
5.	Performa For Project Proposal	January	by last week of January
		July	by last week of July
6.	Submission of Synopsis (Applicable during Pre final semester)	January	By March
		July	By September
7.	Project Report Submission (Applicable during Final semester)	January	Last week of April
		July	Last week of November
8.	Slot booking for Online Examination	January	April
		July	November
9.	Practical Examinations (Wherever Applicable)	January	May
		July	November
10.	Admit Card Generation	January	By May
		July	By November

12

165

11.	Term End Examination	January	June onwards
		July	December onwards
12.	Result Declaration of End Term Examination	January	By August
		July	By February

3. Instructional Design

3.1 Curriculum Design

The curriculum is designed by Experts in the field of management and has taken into account topics that are contemporary and create environmental awareness. It is approved by the Board of Studies of Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

The curriculum comprises of four types of courses:

1. Core Course- It is a compulsory component for award of degree. It provides the foundational knowledge and skills needed to be successful in a specific subject or field.

2. Elective Course – It allows students to choose courses that are specifically tailored to their interests and goals.

3. Skill Enhancement Course – Courses focused to make students competent and improve their professional skills.

4. Project work – It is a mandatory component of learning experience at CDOE-KIIT. It is designed to be based on the specialization. It involves preparation of a dissertation that enhances the student's understanding of a topic. The format of the project is provided in **Annexure IX**.

3.2 Program Structure and detailed Syllabus

3.2.1 Program Structure

Institution constitutes a team of experts to review the course structure. The review team provides its feedback and recommendations to the concern faculty. In case of any modifications suggested by the review team, the curriculum of the course is re-worked upon.

- **Study Materials:** The study material is Self-Learning (SLM) format, which is the essence of standard distance learning Programs. Thus, Institution initiates to develop all materials in SLMformat. Experts both internal & external to write the study material on the specific guidelines laid down by statutory body.

- **Review by Board of Studies:** The course is meticulously reviewed by BOS. Recommendations of BOS are implemented on priority. It also checks & defines the applicability, credit hours, scheme of

13

examination for the course.

● **Approval by Academic Council:** Finally, the course is submitted to the Academic Council ofthe University for Final Approval.

Programs are offered on semester basis. A modular approach towards pursuing a long term degree Program is implemented. Academic activities are linked together to engage learner andmaximize learning.

To enhance the employability of students certain student-centric opportunities in the form of value added online courses by industry partners would be provided. The cost for such value added courses would be paid by the students to such industry partners of the University.

3.2.2   Detailed Syllabus of M.Com.

Detailed syllabus of M.Com. is attached in Annexure-I.

3.3 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
M.Com.	Master's Degree	2 years (4 Semesters)	4 Years	104

3.4 Faculty and Support staff requirements

3.4.1 Director

The individual will be a Permanent, full-time Professor with experience in managing and organizing online and distance learning programs during his/her career. The individual shall lead the CDOE-KIIT department by synchronizing all activities between the faculty, technology department and the staff members. He/She shall be entrusted with both Academic as well as Administrative duties.

KRA

1. Administer the CDOE-KIIT, LMS and the appropriate staff

2. Collaborate with different faculties and other supervisors to ensure use of appropriate pedagogy and andragogy, and delivery of quality content

3. Identify the weaknesses and strength of the program from time to time and suggest adequate solutions.

3.4.2 Deputy Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be conversant with LMS and have technical expertise to coordinate and aid in module development.

14

KRA:-

1. To facilitate information manuals and documents to CDOE team members in coordination with the Technical Manager

2. To prepare the academic calendar for the academic sessions

3. To review the timetable for live classes and interactive sessions and make necessary recommendations to the Program Coordinator

4. To approve the Content Matrix for each program after verifying its compliance with the four quadrants as per UGC guidelines

5. To get involved in syllabus design and updating it regularly as per industry requirements in consultation with Board of Studies and Academic Council of KIIT

6. To ensure academic planning, conduct of academic audit and implementation of academic policies

7. To ensure incorporation and implementation of changes in academic delivery as per the UGC amendments as announced from time to time

8. To ensure the e-content and e-tutorials are approved and forward them to the Technical Manager for uploading on the LMS following the approved procedure (provided in **Annexure IV**)

9. To ensure faculty members are regularly taking their live classes and interactive sessions and their attendance is duly recorded in coordination with the Program Coordinator

10. To ensure record for learner dropouts from the program is maintained, students are followed up and controlled to minimize it

11. To ensure academic notifications for lectures, events, content uploading, examinations etc. are approved and sent out on a regular basis

12. To ascertain all the four quadrants approach being practiced

13. To propose the preparation of the schedule for continuous internal assessments and end-term examination and duly approve it for circulation

14. To ensure the approved schedule is supplied to the Technical Manager for uploading on the LMS

15. To propose and review reports of performance and attendance of students in the assessments from the faculty from time to time

16. To ensure marks for the internal assessments are submitted to the CoE and uploaded as per schedule

17. To ensure examination forms are submitted and examination fees are paid within the deadlines by the students and duly communicated with the CoE

18. To coordinate with the CoE for all purposes of conducting examination at CDOE-KIIT

15

19. To ensure provision for industrial interface is arranged and adequate assistance is provided to the students for the same in coordination with the Program Coordinator

20. To ensure orientation/FDP/ training programs for CDOE-KIIT team members are organized periodically

21. To discharge any other functions as assigned to be part of various committees or teams of relevance for smooth functioning of CDOE-KIIT

3.4.3 Assistant Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be having prior experience in managing online education programs.

KRA:-

1. To coordinate with the various Departments offering Online Programs.
2. To assist the Dy. Director to complete daily duties related to the Online Program.
3. To make certain that the courses are running as per schedule and without errors.

To ensure completion of tasks as and when instructed by the Deputy Director.

3.4.4 Program Coordinator

For each program one Program Coordinator is to be appointed. An individual with the qualifications as prescribed by UGC Regulations 2018 for Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To prepare the time-table for the live classes and interactive sessions and make them accessible to the students and the faculty with due approval from the Dy. Director
2. To schedule/re-schedule classes as and when necessary
3. To ensure course content is prepared as per Content Matrix and coordinate with all faculties and academic partners for the same
4. To prepare subject allocation plan in consultation with the faculty members and seek approval from the Dy. Director
5. To ensure the attendance of the faculty members is maintained and every faculty member is regularly taking their live classes and interactive sessions. while reporting the same to the Dy. Director
6. To ensure instructional delivery is as per the content matrix and four quadrants of UGC regulations
7. To review the quality and plagiarism of the e-content (SLM, e-books etc) and e-tutorials (video

16

and audio content etc) and ensure its adherence to the content matrix, syllabus and branding guidelines of CDOE-KIIT **(Annexure III)** in coordination with the Course Coordinator and submit the same for approval to the Dy. Director

8. To ensure that the e-content, e-tutorials, and events are available on the LMS as per schedule

9. To assist the Dy. Director in ensuring the uploading of e-contents and e-tutorials on LMS in consultation with the technical departments

10. To facilitate necessary technical support to the faculty and students by systematizing tasks between the administrative and technical departments during the entire course duration

11. To ensure live lectures are scheduled on time and delivered without any malfunctions

12. To ensure students are regular to attend the live classes and interactive sessions and the attendance for the same is maintained in proper format

13. To make sure the entire session of a scheduled lecture is utilized, completed on time, and is as per the credit hours scheduled for the course

14. To schedule sessions by Visiting Faculty from the Industry and other institutions of repute with due approval from the Director

15. To co-ordinate with the Deputy Director for the soft skill and value-added relevant certificate programs to be extended for better career prospects, industry experience and personal development of the students

16. To coordinate all academic activities like Discussion Forum with the Course Coordinators

17. To make sure continuous internal assessments are adequately paced, properly planned, and communicated, as well as technically viable

18. To ensure assessment contents are prepared as per Quadrant-IV by the faculty and uploaded on LMS

19. To ensure faculty is allotted to each student for Project work, adequate time is provided for its completion, dissertation preparation guidelines are prepared and communicated, submission dates are ascertained, plagiarism checks are in place and topics of the dissertation are non-repetitive

20. To ensure submission of the thesis on time and viva-voce is scheduled for the students

21. To ensure question papers for the online program have been duly submitted abiding by the guidelines within the deadlines and communicate the same with the CoE

22. To ensure the faculty for every subject evaluates as per schedule and uploads the marks on LMS

23. To ascertain evaluations are assigned and completed on time so that results are published within the planned timeframe in consultation with the CoE

17

3.4.5 Course Coordinator

One Course Coordinator is to be appointed per course having desired subject expertise and industry knowledge for academic delivery of the program. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Professor or Associate Professor or Assistant Professor shall be eligible for the position.

<u>KRA</u>

1. To be well versed with the functioning of LMS prior to the commencement of the session
2. To be well prepared for daily sessions, engage the students for the entire time allotted and effectively communicate with the students
3. To organize Discussion Forums for doubt-clearing session and ensure quick response to student communications through chat, email, phone, video, or some other synchronous tool as per the policy of the University and as desired through the Student Relationship Manager (SRM)
4. To provide regular feedback to students in response to discussion boards, assignments, tests, and so on
5. To conduct plagiarism check of all the e-tutorial and e-content as defined in the four quadrants by UGC. The same should be reported to the Program Coordinator
6. To schedule regular assessment of the course modules using the LMS platform
7. To ensure assessments are taken by students honestly, and reports on use of unfair means to be submitted to the Program Coordinator

3.4.6 Course Mentor

For every batch of 250 students, one Course Mentor is to be appointed. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Assistant Professor shall be eligible for the position.

<u>KRA</u>

1. To assist the Program Coordinator and Course Coordinator for academic knowledge sharing and procedural query resolution as desired by the students
2. To oversee the teacher-student interaction groups
3. To support the Course Coordinator in organizing and actively participating in discussion forums
4. To devise mechanisms that enhance the learner's learning experience through open dialogues, counselling etc.
5. To ensure resolution of non-academic queries

18

3.4.7 Examinations

Controller of Examination (Dy. CoE)

The Dy. CoE is to oversee and perform all the functions related to the entire process of examination.

KRA

1. To oversee that the students at CDOE-KIIT meet the eligibility criteria to undertake examinations in coordination with the Dy. Director
2. To ensure students have duly submitted the examination form and paid the examination fees within the deadlines in coordination with the Dy. Registrar and student cell.
3. To ensure admit cards are issued to the students who have complied with all the rules and regulations at least 3 days prior to the commencement of the end term examination in coordination with the academic team
4. To prepare and release Examination Time-Table
5. To appoint qualified faculty as examiners for the assessment of the online students. The faculty may be internal to the University or may be invited from other institutions
6. To ensure question papers for the online program have been duly received abiding by the guidelines provided in coordination with the Dy. Director within the deadlines
7. To ensure faculty examiners are duly paid for the paper checking fees as prescribed by the norms of the CDOE-KIIT
8. To ensure the results are duly declared and grade cards are issued to the students in coordination within the given time-frame.
9. To issue notifications, guidelines and regulations to popularize and spread awareness on policies and procedures of exam-conduction among students and faculty members at CDOE-KIIT
10. To coordinate with CDOE-KIIT for all purposes of result declaration and grade-card release

3.4.8   Technical Support Team

1. *Technical Manager* (Operations)– One Technical Manager is to be appointed.

   KRA

   a)   To upload the academic content for delivery post approval from Dy. Director
   b)   To prepare the e-tutorials and e-contents as per the four quadrants approach, plagiarism guidelines stipulated by UGC and branding guidelines of CDOE-KIIT

19

c) To work in coordination with the other Technical Managers, ERP and LMS providers for regular upkeep and issue resolution

2. *Technical Associate* (Audio-Video recording and editing)– One Technical Associate is to be appointed.

   KRA

   a) To record, edit and execute duties related to creation of audio-video content for CDOE-KIIT

   b) To incorporate changes and prepare audio-video contents as suggested by the Technical Manager and Director

3.4.9 Administrative Staff Strength

The strength of the administrative staff shall constitute of:

1. *Deputy Registrar* – One individual is to be appointed with minimum Master's degree qualification and five years of experience as an Assistant Registrar or an equivalent position. The individual should have expertise in adequate technology.

   KRA

1. To coordinate with the Admissions teams for sound functioning of the admission process at CDOE-KIIT

2. To ensure Academic Bank of Credit (ABC) ids are generated by each and every students after generation of enrolment number

3. To approve and ensure notifications related to administration are sent out to the faculty and staff on a regular basis

4. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registrar Office and other Stakeholders.

5. To approve and ensure notifications related to administration are sent out to students on a regular basis

6. To ensure student enrolment record including all documents (bonafide letter, NOC, etc.) is maintained

7. To ensure registration fee, academic fee, admission fees and additional fees are collected from the students as and when applicable

8. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registration Office and stakeholders

20

173

9. To ensure scholarship facility is provided to the students on the basis of criteria laid down by KIIT and other funding agencies (government and private)

10. To ensure adherence to statutory compliance as per UGC, AICTE and all other regulatory bodies

11. To ensure induction and training programs for new recruits and staff members at CDOE-KIIT

12. To determine the necessity of recruiting staff members at various positions for the department of CDOE-KIIT

13. To determine the salary of the employees based on criteria laid down by the University and duly communicate the same with the accounts department of KIIT

14. To ensure all required documents are submitted by employees (NOC, offer letter, appraisal documents etc) for performance appraisal and communicate the same to Registrar's office.

15. To organize events as deemed necessary for effective employee engagement

16. To efficiently address the grievances of the employees at CDOE-KIIT

17. To oversee the grievance addressal of the students

18. To discharge and oversee other duties of the examinations, admissions and technical departments

2. Student Relationship Manager (SRM)

There will be two SRM appointed by CDOE-KIIT. The individual should have a minimum qualification of an undergraduate degree with relevant experience of minimum two years in handling student relationship in an academic institution. The individual should possess good communication skills and be able to work in teams.

KRA

1. To create and maintain relation with the prospective learners and their parents/guardians

2. To help learners in understanding the various courses offered and the up-selling points

3. To identify the opportunities and weaknesses of the SRM systems and implement changes

4. To seek feedback and resolve complaints efficiently throughout the program duration

To discharge all other duties as necessary.

3.5 Instructional delivery mechanisms

KIIT has a fully dedicated team of faculty members and staff who are well versed in delivering online lectures under the CDOE – KIIT.

Academic calendar will be provided to students at the beginning of each session through LMS. Self-learning material, audio and video content will be shared with the students through LMS through following delivery channels:

3.5.1 Four Quadrants and Academic Delivery

21

174

No. of Credits	Duration	Live Sessions	Quadrant – I e-Tutorial		Quadrant – II e-Content	Quadrant – III Discussion Forum	Quadrant – IV Assessment
			(Recorded Lecture)	Open Source Videos	e-Content(E-book/ PDF & PPT)	Live Session (2 hrs/week)	CIA
2	6 weeks	6 (1/week)	6 hrs	4 hrs	• 2 files – 1 PPT and 1 E-book/PDF • Total 12 files • Reading time should be mentioned for each file	Forum Topics – For raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team	Multiple Choice Questions, Fill in the blanks, Practice Test: Short Answer Questions, Long Answer Questions
Total Hours= 60	**6 hrs**	**10 Hrs**		**10 Hrs**		**12 hrs**	**22 Hrs**
3	9 weeks	9 (1 session/ week)	9	6	• 2 files – 1 PPT and 1 E-book/PDF • Total 18 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 90	**9 Hrs**	**15 Hrs**		**15 Hours**		**18 hrs**	**33 Hrs**
4	12 weeks	12 (1 session/ week)	12	8	• 2 files – 1 PPT and 1 E-book/PDF • Total 28 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 120	**12 Hrs**	**20 Hrs**		**20 Hours**		**24 hrs**	**44 Hrs**

3.6 Identification of media-print, audio, or video, online, computer aided

LMS is a comprehensive digital platform that provides all recorded faculty video lectures, provision for real-time discussion forums and live session, e-content in the form of study material, open source materials and graded assessments.

For each module of a course, there shall be one live session conducted by the concerned faculty on a particular topic. CDOE-KIIT has designed study material that is lucid and easy to understand with proper summary, self-assessment questions and case studies.

These course materials can be accessed through**:**

● Login credentials as mentioned on the welcome mail sent by the university

- Students can also login through My Account Tab as mentioned on the University website https://kiitonline.com/.

Online Courseware

The students would get access to the following course material through LMS:

- e-Books (SLM) for each module of a course
- Study Guide (PPT) for each module of a course
- Tutorials Videos for each module of a course
- Live Interactive Online Sessions for each module of a course
- Frequently Asked Questions (FAQ) and Misconceptions for each module of a course
- Web Resources for Research Purpose for each module of a course
- Practice Assignments for each module of a course
- Online Discussion Forums for each course

Enriching Content: Case Studies as Value Added Content is provided to students.

The LMS have semester / year wise buckets for subjects and specializations of the respective programs as enrolled.

The Dashboard will ascertain the progress of their learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participation and Examinations. It also provides an opportunity for raising queries which may be answered and conveyed by the course coordinators mentors and faculty.

3.7 Student Support Services

Student would have the access to connect with the SRM for support services offered by CDOE-KIIT in case of any queries related to administration and general technical queries. A ticketing system integrated on the LMS would help the learner to connect with the CDOE-KIIT technical team for support services which shall be duly resolved by the appropriate authority. A notification will also be sent to the Deputy Registrar, to ensure queries are resolved within 24 hours or sooner.

For academic course based queries, the student will raise query which will be directly notified to the Course Coordinator, Program Coordinator and Deputy Director through an open discussion form. The query should be resolved within 48 hours of the query raised; otherwise the matter should be managed and resolved by the Program Coordinator. The same should be ensured by the Deputy Director.

Apart from being a well-recognized university that delivers academic excellence by integrating industrial expertise, CDOE-KIIT also ensures holistic development of the students. To cater to multifarious needs of the students that shape them to become future leaders, the department aids in widening the scope of opportunities.

23

To foster innovation and entrepreneurship multiple facilities supported by various Government and private agencies, including infrastructure for pre-incubation, incubation centers, and R&D facilities on campus have been initiated. These centers provide the resources they need to turn their ideas into successful startups.

KIIT TBI, incubation centers at KIIT provide support for the faculty and students of the University to develop their innovative ideas into products and services. These centers offer infrastructure, mentorship, and guidance for developing their innovative ideas.

4. Assessment and Evaluation

4.1 Overview

Learning of the students would be evaluated through internal assignments, quizzes, learner response sheets, and end-term examinations. CDOE-KIIT adopts rigorous process in development of question papers, question / quiz banks, assignments and their moderation, conduct of examinations, analysis of answer scripts by qualified academics, and declaration of result. The Centre shall frame the question papers so as to ensure that complete syllabus is covered. The evaluation shall include two types of assessments-

Examination Name	Marks Division
Continuous Internal Assessment	30 %
Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow **Annexure VI** for guidelines and pre-requisites for Proctored Examination)	70 %

The examinations shall be conducted to assess the knowledge acquired during the study.

For theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment (CIA) by assignments preparation and quizzes. The internal assessment shall comprise of maximum of 30 marks for each course. The end semester examination shall be of two hours duration for each course at the end of each semester.

To ensure flexibility and convenience for the students, they may opt to book an Online Examination Slot for each course on each day of exam dates as declared by the COE of the University. The slot timings will be as follows:

1. 10 am to 12 Noon
2. 12.30 pm to 2.30 pm

3. 3 pm to 5 pm

Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.

4.2 Question Paper Pattern

Online Exam Time: 2 Hours

Max. Marks: 75

1. Part A comprising of 52 Multiple-Choice Questions (1 Mark Each) – 52 Marks

2. Part B comprising of 3 Essay Type Question Answers (6 Marks Each) – 18 Marks

4.3 Distribution of Marks in Continuous Internal Assessments

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 assignments 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%

4.4   Statistical Method for the Award of Relative Grades

As per UGC's recommendations for the 'Evaluation Reforms in the Higher Education System', CDOE-KIIT will be adhering to Relative Grading System. In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty).

A seven-point grading system on a 10 point scale is followed for grading in the examinations. The details are given in a table 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

25

Fair	'C'	50 to 59	6
Below average	'D'	40 to 49	5
Failed	'F'	Below 40	2

4.4.1 Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term.

4.4.2 Cumulative Grade Point Average (CGPA)

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University upto and including the latest semester as per the procedure provided in KIIT Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty member is also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

Conversion Factor

- CREDIT POINT = CREDIT X POINT for each course item.
- CREDIT INDEX (CI) = ∑ CREDIT POINT of all course items in a semester.

26

- Semester Grade Point Average

SGPA = CI / ∑ CREDITS (for a semester)

- Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma\ CI\ of\ all\ previous\ semesters\ up\ to\ current\ semester]}{[\ \Sigma\ CREDITS\ of\ all\ previous\ semesters\ including\ the\ current\ semester]}$$

4.5   Grade card

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration. Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

4.5.1 Grade Cards & Certification – Student Communication

- 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 have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Note: Refer to **Annexure VII** and **VIII** for reference to the question paper pattern and formats of documents accepted.

Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

4.5.2 Online Results, Grade Card and Degree Logistics – Internal Process

- After verification of all data by the University team members, the online results would be published on the university website.

- All Soft copies of Online Results / Online Mark Sheets for every semester / year as issued by KIIT University.

- Students need to download and save the copy of online semester / year wise results.

- University would provide hard copy mark sheets and degree certificate at the end of the program who has successfully completed the program.

- Students need to apply by filling the Degree Application form and submit all the required documents as mentioned on the form and the applicable degree processing application fees of Rs. 1500/- to the university.

5. Requirement of the Laboratory Support and Library Resources

5.1 Laboratory Support

To progress research and analytical skills among students, free statistical tools like R Programming and lab facilities with additional payment like SPSS will also be provided to the students.

5.2 Library Resources

The Central Library has reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. The library has more than 35000 books, e-journals, online-database such as Scopus and Web of Science and institutional repositories having rare book collection. All e-resources can be accessed through LAN on the campus and remotely through login Id and password. Library is automated using TCS-ion library management system. Besides, University library has membership of various consortia such as E-Shod Sindhu, Shodhganga, INFLIBNET, DELNET, ManuPatra etc. The details of accessing these platforms is provided in **Annexure X**. To leverage technology, Learning Management System "TCS-ion" (ERP) has been installed for ensuring smooth student life cycle management. For e-learning, intranet based video platform containing videos consisting of web courses and video lectures from NPTEL G-suite for Education - cloud based solution for messaging and collaboration are provided. URKUND – e-mail based fully-automated system for plagiarism check is also provided.

28

6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	45,00,000 INR
2	Program Delivery (Per Year)	9,00,000 INR
3	Program Maintenance (Per Year)	30,00,000 INR

7. Quality Assurance Mechanism

Quality of a program depends on the course curriculum, syllabus and academic delivery which is designed to meet the gap between industry and academia. To achieve this Centre for Internal Quality Assurance (CIQA) and the Academic Council shall duly fulfil their duties.

The **Academic Council** is responsible to ratify the curriculum and changes as recommended by CIQA in order to maintain the quality and standard of online education at CDOE-KIIT.

The **Centre for Internal Quality Assurance (CIQA)** shall be responsible to

(i) to conduct periodic assessment of the online learning course material and audio-video tutorials and will assure that the quality of learning is maintained

(ii) to ensure stakeholder's feedback is taken from time to time and recommended changes are executed as per the requirement of the course delivery and industry requirement

(iii) to assess the quality of assignments, quizzes and end- term assessment and advice improvements to maintain the standard of the learning program

(iv) to assure that the learning is truly a global experience for the student along with the possibility to inculcate skills as expected from the program outcomes and map with vision and mission of KIIT

The **CoE** of the University shall oversee the examinations and the evaluation system.

The CDOE-KIIT will work continuously for the betterment of processes, assessments, teaching methodology, e-learning material improvisation as per four quadrant approach and implementation of the same as per New Education Policy. The University is committed to deliver the best education in all the learning modes with adherence to NEP, UGC and other regulatory guidelines in true global sense.

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Annexure I _Detailed syllabus of M.Com. Program

Program Outcomes

The M.Com. Program curriculum is designed with the aim to achieve the following outcome:

PO1: Provide a conducive environment that holistically engages students through an all encompassing knowledge dissemination.

PO2: Widen the scope and sharing in-depth knowledge of the course enabling them to undertake further studies in Commerce and its allied areas on multiple disciplines concerned with Commerce.

PO3: Building a strong foundation in all the key functional areas with contemporary and need-based curriculum with specializations in areas such as Marketing, Finance, Information Technology, Human Resource Management, Operations and International Business.

PO4: Construct a sound theoretical footing, where standards are acquainting with the changing market practices.

PO5: Encourage the students to be habituated with advanced range of generic skills those are helpful in employment, internships, and social activities.

PO6: Engaging with industry for executive education with industry oriented syllabi.

PO7: Formulating real life dummy business problems and provide innovative solutions to enable the students to be future ready management leaders who are compassionate and yet efficient and effective in managing as such.

The detailed syllabus for the Program is as follows

Semester wise Core courses and credits

S.L No	Course Code	Course Title	L	T	P	Credit
Semester I						
1.1	OIB60001	Advanced Accounting	4	0	0	4
1.2	OIB60003	Indian Economy	4	0	0	4
1.3	OIB60005	Organizational Behavior	4	0	0	4
1.4	OIB60007	Corporate Legal Framework	4	0	0	4
1.5	OIB60009	Advanced Financial Management	4	0	0	4
1.6	OIB60011	Advance Marketing	4	0	0	4
Total						**24**
Semester II						
S.L No	Course Code	Course Title	L	T	P	Credit

2.1	OIB60002	Advanced Cost and Management Accounting	4	0	0	4
2.2	OIB60004	Strategic Management	4	0	0	4
2.3	OIB60006	Business and Environment	4	0	0	4
2.4	OIB60008	Quantitative Techniques and Operational Research	4	0	0	4
2.5	OIB60012	Human Capital Development	4	0	0	4
2.6	OIB60014	Research Methodology & Basic Econometrics	4	0	0	4
Total						**24**

Semester III

S.L No	Course Code	Course Title	L	T	P	Credit
3.1	OIB70001	Forensic Accounting and Auditing	4	0	0	4
3.2	OIB70003	IT for Business	4	0	0	4
3.3	OIB78081	Summer Internship Program (SIP)	4	0	0	4
		Specialization	4	0	0	4
3.4	OIB70101	International Financial Management	4	0	0	4
3.4	OIB70103	International Trade Investment & Policy	4	0	0	4
3.4	OIB70105	Insurance and Risk Management	4	0	0	4
3.4	OIB70107	International Marketing (M-1)	4	0	0	4
Total						**28**

Semester IV

Sl. No.	Course Code	Course Title	L	T	P	Credit
4.1	OIB70002	Dynamics of Banking &Insurance	4	0	0	4
4.2	OIB70004	Business Analytics	4	0	0	4
4.3	OIB78082	General Seminar; Project, Viva and Dissertation	4	0	0	4
Specialization						
4.4	OIB70102	International Financial System	4	0	0	4
4.5	OIB70104	International Trade Practice, Procedure & Regulatory Bodies	4	0	0	4
4.6	OIB70106	International HRM	4	0	0	4
4.7	OIB70108	Supply Chain Management (M-2)	4	0	0	4
Total						**28**
Grand Total						**104**

Annexure II- Mandatory Documents for Admission

To be uploaded on the Online Admission Portal by the Prospective students

Admission Documents	Format (JPEG/PNG/PDF)	Documents Size
Duly filled online application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB
Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes	PDF	500 KB
For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.		
In case of deferred Father name or mother name in such cases without a Gazette notification document.		
If foreign student: colour scan copy of passport	PDF/JPEG	500 KB
Fees submission transaction details or receipt as per University policy for respective online programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process	PDF	500 KB

Students can also visit the University website for the said information.

Annexure III- Content uploading protocol: Internal Process

1. All academic content [pdfs, ppt and video] is to be mapped for each module of a subject and stored in a separate sub- folder and ultimately compiled under a Course Folder named after the Course Code. Along with this please provide a combined pdf for all modules of the study material of each subject for plagiarism check by KIIT. For website links for open content, please share the links in a doc file.

    Example: There should be a folder named. There are 14 modules, so there should be 14 sub-folders each folder containing pdfs (e-books, practical assignments, plagiarism reports etc), 1 ppt and 1 recorded lecture video. And 1 compiled study material pdf.

2. A Google drive link is to be created and provided for content sharing by the Program Coordinator. These folders are to be uploaded on drive and the drive link is to be shared with the following members for reviewing:

    Deputy Director [dydirector@kiitonline.com]

    Program Coordinator [pcmgmt@ kiitonline.com]

3. Suggestions and reviews will be shared by the Program Coordinator.

4. The revised contents are to be shared similarly following Step 1 and Step 2 by renaming the files.

5. Final approval shall be communicated by the Deputy Director to upload the contents on LMS to the Technical Manager.

6. Once uploaded on LMS, Program Coordinator will ensure they are uploaded under the correct subject name and program.

7. Students are to be notified for availability of approved content on LMS

Annexure IV – Branding Guidelines for E-Learning Material

Refer to the Branding Guidelines

Annexure V- Academic Bank of Credit Id Creation Process

All students must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by the Ministry of Education, Govt. of India. ABC Id creation is mandatory for all the enrolled students especially students of Indian nationality.

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

Process	• Students can register by logging in at www.abc.digilocker.gov.in • Click on My Account → Login as Student • Click on "Sign up with DigiLocker" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button • You will be prompted with ABC student account creation window
Documents and proofs required	• Aadhaar Card is mandatory for ABC Id creation • Learners Name • Date of Birth • Gender • Enrolment Number • Requirements by Academic Institution: • Mobile Number

The University shall also extend support to the students to create ABC Id. The same documents shall be required by the University as stated above.

Annexure VI - Guidelines and Pre-requisites for Proctored Examination

The minimum hardware, software and connectivity requirements for taking Exams through Online Proctored Examination Platform is provided below. Students should review the following requirements for your camera, operating system, upload/download speeds, RAM, ports, microphones and browsers. Also included is a list of technology not currently supported.

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15

35

CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

1.1 Additional Requirements:

- A functioning microphone (some web cameras have them built-in); microphone should not be part of headphones
- Headphones are generally not permitted, check with your testing organization to determine if headphones are permitted
- A compatible browser: Google Chrome (preferred) or Mozilla Firefox
- Webcam and microphone (built-in or external) – test your webcam at https://webcamtests.com/
- Connection to network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at www.speedtest.net

1.2 Not Supported:

- Microsoft Edge browser
- Google Chromebooks (for Live Proctoring only)
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Smartphones

36

- Linux operating systems

- Windows 10 in S mode or Surface RT

- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam

- Apple Boot Camp

- Remote Access Software

- Inactive Version of Windows and Test Builds/Test Mode

1.3   Pop-up blocker

Pop-up blockers must be either off or disabled. Disable your pop-up blocker like this:

- Open Chrome on your computer.

- Click on the icon with three vertical dots.

- Click More, then Settings on the top right.

- Go to Privacy and security and click Site settings.

- Click Pop-ups and re-directs.

- Turn the setting to Allowed at the top.

Important : The Institute regularly takes actions to optimize its examination system and hence please note that the above mentioned Hardware, software, equipment and connectivity requirements might change at institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

General Instructions

The timing for the Proctored Online Examinations will strictly be as per the time table schedule (Indian standard Time) communicated. This is also applicable to the candidates appearing for the examination from OUTSIDE India.

- Exams can be taken on devices such as Laptop/ Desktop. Charge the Laptop /Tablet well in advance to last for at least 2 hours.

- The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.

- For the smooth attempt of the online examination, students are advised to:

a)Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.

37

b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.

c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.

d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

- The student should compulsorily login into the portal 30 minutes before the commencement of the examination.
- The following activities are not permitted during the conduct of the online examination:

a) Presence of any other person in the room where the student is taking the examination.

 b) Movement from one place to another during the examination.

- You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
- You are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.
- Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.
- In case of disconnection of network/power failure during the examination, First wait for internet connectivity (do it as fast and resume test within 2 minutes) and click on "Resume " button, If not able to reconnect after 2 minutes, call concern administration for providing appropriate solutions to further proceed with test.
- It is advised to use the same Laptop/ Desktop to appear for the mock examination and for the final online examination.
- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

2. Examination Rules

38

• Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the LMS portal and will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

• At the beginning of each session, the student undergoes an identity verification at 2 levels,

- Level 1: Capture of facial photo. During the examination, the student is suppose to click and upload his photograph in the system; the system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.
- Level 2: Student must display College ID / Government authorized ID Proof at the beginning of the examination.

• Only 2 attempts will be allowed for every students for every session of the day for a test. After two attempts test student will not be able to take test again for the respective session of the day

• The student should ensure that he/she Clicks on "Submit" button available on right top position of the screen before logging out of the exam.

• The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.

• If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

o Focus changed to a different window: student tabs out of the examination taking window.

o Browser not supported: Student is using an older browser version or a non-compatible browser.

o Webcam is disabled: Students webcam is disabled.

o Face is not visible in the camera: Student is not looking into the camera.

o Several faces in front of the camera: There are other people along with the examination taker.

o Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

39

o Microphone muted or its volume is low: Student has muted the microphone.

o Conversation or noise in the background: System has captured background noise.

o Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.

o Second display is used: Additional display like extended monitor has been connected.

o Full-screen mode is disabled: student has disabled full screen mode.

3. Examination code of conduct and Malpractices

• Students are not allowed to leave their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• The system uses Artificial Intelligence to detect and record face emotions, eyeball movement, and all other activities.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.

• The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.

• Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination

• Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.

40

• Students are not allowed to consult other people for any information during the time of the examination.

• You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• Do not try to navigate from the main screen. Doing so will automatically terminate your examination.

• While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than chatting with the proctor; you are only allowed to scroll the cursor with the mouse to answer the question.

• You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.

• Do not leave your place for any reason during the examination.

• Do not have any light source behind your face.

• Do not cover your face with Hair, clothing (mask), hands or anything else.

• Do not use headphones, ear-buds, or any other type of listening equipment.

• Do not have any background noise/ voices / music or Television.

• Do not wear sunglasses during the examination.

• Do not entertain any other people in the room near you.

• Do not communicate with any person by any means during the examination.

• Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination.

41

• Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

Annexure VII – Continuous Internal Assessment Pattern for Program

Particular	A1 (Objective Type)	A2 (Objective Type)
Weightage %	15%	15%

Question Pattern for the CIA Components

A-1

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-1 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

A-2

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-2 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

Annexure VIII – End-term Examination Pattern for Program

<div align="center">

KIIT University Online Education

End Term Examination

<PROGRAM NAME>

[COURSE NAME][COURSE CODE]

</div>

Time : 2 Hours	Max. Marks : 70
Note for students: The paper is divided into 2 sections. Section A comprises of 52 compulsory objective questions of 1 mark each and Section B of 3 essay type subjective questions carrying 6 marks with internal choices.	
SECTION – A (52 X 1 = 52 Marks)	
Answer all the questions. Each question carries one mark.	
Q. No. 1 to Q. No. 52 - Objective questions with four multiple choices.	
SECTION – B (3 X 6 = 18 Marks)	
Q. No. 53 to Q. No. 55 - 3 Essay Type Question with internal choices	

In proctoring exam mode, student can submit their answer in following mode

1. Type the essay type answer in the format bar provided in the examination window
2. Option to Upload the typed answer in the word document format from the upload options.
3. Option to Upload the Math table and Diagram from upload options. (jpeg and pdf format)

Annexure IX –Guidelines for Practical Training in Industry – (Project)

Practical Training in Industry

Name of the Course and Code	Credits	External Assessment (Presentation &Viva)	Continuous Internal Assessment	Interactive session with Faculty Supervisor

Major Project (SIP)	04	70%	30%	5
TOTAL	04	70%	30%	5

Detailed Bifurcation of Internal and External Marks

	Project Proposal/ Synopsis (30%) • Choice and Relevance of the topic • Clarity about Objectives, proposed Methodology and Scope	5% 25%
	Project Report (50%) • Design of the study and methodology, Review of earlier work/literature available for the subject, data collection primary, secondary, questionnaire used where applicable, field work • Analysis and Interpretation of data, Data Processing technique (manual/computer) quantitative OR other tools. • Made use of Innovative technique/approach to problem solving • Finding of Research Study; recommendations, suggestions, policy issues • Report writing and presentation; languages, composition & chapter scheme • Usefulness of the Study; applicability in business/industry, in decision making/system development	10% 10% 10% 5% 5% 10%
	Viva-Voce (20%) **4 questions** based on the following criteria should be framed: • Identification of the problem. Clarity about objectives, scope and coverage of the study • Ability to discuss the report design, methodology instruments used literature connected with the report, data quality analysis and interpretation findings and recommendations • Depth of the subject and conceptualization of the key areas after completing the project work	5% 5% 5%

| | • Linking the Report Recommendations with project objectives and how far these have been achieved | 5% |

Note: Project reports with plagiarism above 15% will not be accepted.

If the student is unsuccessful in the project, she/he should re-do the whole cycle, right from the submission of the project synopsis. Students are advised to select a new topic for the project and should prepare and submit the project synopsis on the LMS as per the project guidelines. There are no separate slots for the submission of the project synopsis / project reports for the failed students. It should be done strictly as per the academic calendar of the next session for the project. Along with the re submission of the project report the student is required to remit the pro-rata fee (subject to change as per university rule)

I. Practical Training in Industry (Project Work)

- The topics for project may be taken from any one of the following sources:

  (i) Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.

  (ii) Inter organisational comparison of performances in different functional areas including management practices.

  (iii) Field study / Empirical study

II. Considering the importance of Project Work for the program, the School has drawn the following guidelines:

A. Submission of Project Proposal and Synopsis

- The Project should be carried out under a Guide/ Project supervisor. Note: It is recommended that students choose supervisors who are active professionals in fields related to the chosen topic. For example, if the selected topic is from the area of finance, the supervisor should preferably be a financial expert, so on and so forth.
  Ensure that you include the following while submitting the Project Proposal:

  a. Performa for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date-**Annexure I.**

  b. Profile of the company and Bio-data of the project guide with her/his signature and date.

  c. Synopsis of the project proposal (12-15 pages).

  Students should submit the synopsis, duly signed by the supervisor and the learner and uploaded in the soft copy format (pdf.) to the University's online portal using their respective login credentials.

45

1. **Content of** Project Work/ Practical Training in Industry **Synopsis:** The project synopsis needs to be prepared keeping in mind the following points.

   a) Title of the project
   b) Introduction and Objectives of the Study - Maximum 200 words
   c) Problem Statement
   d) Research Methodology and References

A project's synopsis should be prepared in consultation with the 'project supervisor' and submitted to the Course Coordinator by using respective login credentials.

- **The Certificate issued by the Organization** where the candidate completed his project work must also be included in the report.

- **Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.**

B. Submission of Project Report:

Report should contain the following:

☐ Table of Contents
   a.   Acknowledgements   Page No.
   b.   Self-Certificate
   c.   Certificate issued by the Organization
   d.   Executive Summary
   e.   List of Tables
   f.   List of Figures
   g.   Introduction and Design of the study

Note: This summary should cover everything of the project, all points of the project report shall be covered in this section, such as significance of the study, objectives, hypothesis, research methodology, data collection analysis, interpretation, findings and recommendations. In nut shell, executive summary should be a snap shot of the entire project work. This summary should not exceed 3 pages.

1   **INTRODUCTION**

   1.1 Background of the study

   1.2 Need and Significance of the study

   1.3 Statement of problem

   1.4 Objectives of the study

   1.5 Scope of the study

   1.6 Limitations of the study

2 **ORGANIZATION OF THE REPORT**

(Suitable headings based on reviews)

3 **THEORETICAL FRAMEWORK (if any)**

(Suitable headings)

4 **RESEARCH METHODOLOGY**

4.1 Objectives

4.2 Hypothesis

4.3 Research Design

4.4 Sources of Data

4.5 Primary and Secondary data

4.6 Population

4.7 Sample Design

4.8 Sampling method

4.9 Method of data collection

4.10 Drafting a questionnaire

4.11 Pilot survey (Reliability and Validity of the instrument)

4.12 Data analysis techniques

5 **DATA ANALYSIS**

5.1 (suitable headings may be provided)

6 **SUMMARY OF FINDINGS AND CONCLUSION**

7 **RECOMMENDATIONS PROPOSED MODELS (if any)**

APPENDICES

BIBLIOGRAPHY

QUESTIONNAIRE

SCHEDULES

ANNEXURE: Every Project Report should contain necessary annexure such as Performa of Questionnaire/ Interview Schedule.

The project must be uploaded online only; no other format of project submission will be accepted by the University. For uploading project reports to the student portal,

guidelines will be provided by the Course Coordinator on the portal (https://studyonline.kiit.ac.in/users/login).

Communication about approval/rejection/acceptance with suggestion will be made available in the login dashboard of the students.

III. **<u>Presentation and Comprehensive Viva-Voce Examination: Notification email will be sent for the schedule of Comprehensive Viva-Voce Examination which carries a maximum of 20% weightage.</u>**

IV. **<u>Specifications</u>**

> Page numbers - All text pages as well as Program source code listing should be numbered at the bottom centre of the pages.

Normal Body Text: Font Size: 12, Times New Roman, Double Spacing, Justified. 6 point above and below Para spacing.
Paragraph Heading Font Size: 14, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.
Chapter Heading Font Size: 20, Times New Roman, Centre Aligned,
30 point above and below spacing. **Coding Font size:** 10, Courier New, Normal.

16.   Circumstances the project report will be accepted after the due date, neither in online nor in offline format.
Please Note:

1. Revaluation of Project Report is not allowed.

2. Re-submission of Project Report for Class Improvement is not allowed.

V   Formats of various certificates are as:

<div align="center">

ANNEXURE I

<Name of the Program>

PROFORMA FOR PROJECT PROPOSAL

</div>

Enrolment .No....................................

Name & Address of Student...

Ph.No.:...Email   ID:

....

Title of the Project:...

Specialization (Specific Area)...

Name, Designation and Official Address of the Project Guide...

……………………………………………………………………………………………

……………………………………………………………………………………..…..

Signature of the student   Signature of the Guide

Date: Date:

<div align="center">

(**For Office use only**)

</div>

Synopsis

Approved

Not Approved

Comments / Suggestions for reformulation of the project.

<div align="right">

Name & Signature of the Evaluator

Date:

</div>

49

ANNEXURE II

ACKNOWLEDGEMENT

In the **"Acknowledgement"** page, the writer recognizes his indebtedness for guidance and assistance of the thesis adviser and other members of the faculty. Courtesy demands that he also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgement should be expressed simply, tastefully, and tactfully.

ANNEXURE III

SELF -CERTIFICATE

This is to certify that the dissertation/project report entitled "_____

_____" is done by me is an authentic work carried out

for the partial fulfilment of the requirements for the award of the degree of <Name of the

Program> under the guidance of _____.

The matter embodied in this project work has not been submitted earlier for award of

any degree or diploma to the best of my knowledge and belief.

Name of the Student

Signature of the student

Enrolment No.

ANNEXURE IV

COVER PAGE FORMAT

PRACTICAL TRAINING IN INDUSTRY REPORT

Title of the Project/report

(Times New Roman, Italic, Font size = 24)

Project Report

Submitted in partial fulfilment of the requirements

For the award of the degree

of

<Program Name>

(Bookman Old Style, 16 point, centre)

Submitted by:

Mr. /Ms.   **:..**

Enrolment No. :..

Project Supervisor

(Guide Name)

(Designation)

KIIT University Online Education

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Annexure X – e-Resource Access

DELNET	User id: Application ID of the student_XXX
	Password: Application ID_XXX

PROGRAMME PROJECT REPORT (PPR)

OF

MASTER OF ARTS (MA)
Economics

CENTRE FOR ONLINE EDUCATION

KIIT DEEMED TO BE UNIVERSITY, ODISHA

Contents

2

3

210

MA (Economics)

1. Program Overview

1.1 Program's Mission and Objectives

(i) Mission:

The Master of Arts in Economics is a Two Years degree program from KIIT Deemed to be University. MA in Economics is your next level of postgraduate education just after completing your bachelor's degree. Enrolled students will learn how to use economic analysis tools systematically that handle economic, issues and policies. They also develop analytical abilities through learning the Theory of Microeconomics, Statistical Methods for Economics, Public Economics, Industrial Economics, International Economics, Economic Growth and Development, Environmental Economics, and Corporate Finance.

Objectives:

The program aims to achieve the following objectives:

- To impart a comprehensive knowledge in Commerce to the students in a pragmatic.
- To impart knowledge on corporate accounting methods and procedures and to develop skills in the preparation of accounting statements and in their analysis.
- To craft Accounting, Banking and Business needs within every student seeking to excel in commerce as a domain.

1.2 Relevance of the Program with KIIT's Vision and Mission

In order to align with the mission and goals of KIIT University, the OL mode MA (Economics) program provides students with an in-depth understanding of the core concepts essential for successful preparation & analysis of accounting statements. The curriculum equips them with the knowledge and skills they need to take on leadership roles in the corporate world. The program is designed to help students develop the ability to think critically and strategically, to make sound business decisions, and to solve complex problems. Emphasis is laid on developing skills in leadership, communication, and data analysis. CDOE-KIIT strives to provide the students with the best education and to prepare them to take on the challenges of the modern business world and the same is relevant to KIIT's mission i.e.

- To promote quality education, training, research, consultancy, and enhance employability and entrepreneurial skills of our students.

- To integrate industry with academics in order to prepare our students in an immersive way for the world of work developing an effective interface with the industry and other institutes within and outside the country is the cornerstone of our approach.

- To meet these ends, we encourage and nurture the development of students' physical, mental, emotional, secular, and spiritual faculties.

The MA (Economics) Program in online mode aims to provide quality education to the candidates aspiring for higher education but are unable to match the requirements of a fixed time-table and teaching tools in the conventional mode of education in the Universities.

Moreover, to maintain the quality of the curriculum, the syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the students of online mode in the industry. The curriculum is also in line with the aims and objectives of the University and the requirements of future skills in the industry.

1.3 Nature of Prospective Target Group of Students

The curriculum of program infused with flexibility is designed to enhance comprehension of management education and encourage graduates from varied disciplines and enables them to become learned managers or entrepreneurs. The students are prepared to explore opportunities being newly created in the management profession. The program will target all graduates who want to enhance their knowledge, skills and build careers in entrepreneurial and business world.

The target group of students will be both working professionals and students who are deprived of admission in the regular mode due to limited intake capacity, dropouts primarily due to social, financial and economic compulsions as well as demographic reasons, population of any age and those living in remote areas where higher education institutes are not easily accessible. Ones who wish to pursue education in flexible mode of timings/delivery. It is also aimed at the working professionals who wish to upgrade their knowledge. Students enrolled in the program for delivery through online mode shall contribute towards Gross Enrolment Ratio (GER) of 50% by 2035, as envisaged by the Government of India.

1.4 Appropriateness of programs to be conducted in online mode to acquire specific skills and competence

The education throughout the course duration will involve inculcating the skills in the field of business management and entrepreneurship. The degree will provide value to the students in the field of Financial Economics, Public Policy and Econometrics apart from various other elective subjects.

The degree shall not only provide values to students for employment as a professional in industry, business house, finance or the civil service, but it will also be value by employers for other occupations where a demonstrated ability for logical and quantitative reasoning is desired.

A Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login that keeps track of execution of e-Learning material, learner's engagement, assessment, results and reporting in one centralized location, is in place. All of the above teaching and learning processes will be delivered by online mode with much ease for the students. Hence the program is suited for online mode of learning.

2. Procedure for Admission and Curriculum Transaction

Academic programs offered for candidates who enrolled for online mode of learning will be conducted by CDOE-KIIT with the support of various faculties of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, based on UGC guidelines for the programs which comes under the preview of Online mode for award of Degree.

Details of procedure for admission with eligibility criteria for admission, fee structure, Curriculum including program delivery, details about Learning Management System (LMS) and Assessments and Evaluation are provided below.

2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-KIIT need to apply through www.kiitonline.ac.in in the courses offered there.

2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission in online MA (Economics) program is any Graduate from the recognized University. The learner should also meet all the required documentation criteria as mentioned on the website for admission in the program. Admission will stand canceled, if candidate does not submit proof of eligibility within stipulated time given by CDOE-KIIT. Candidates are expected to read all instructions given in the Program prospectus before filling of application form.

2.1.2 Online Admission Process and Instructions: Learner Communication

The online admission process for the students is provided below:

Step	Process	Particulars

7

Step 1	**Counselling**	Prospective students would be counselled for the chosen program by designated and authorised counsellors
Step 2	**Registration on admission portal to get access to My Account.**	Prospective student registers by paying Rs. 1450/- as registration fee. Fill all the details in the application form and upload all the mandatory documents.
Step 3	**Details of Document upload**	Student Uploads document as follows- Personal Documents: Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student) Academic Documents: UG Student - 10th Marksheet 12th Marksheet PG Student - 10th Marksheet 12th Marksheet UG Marksheet Other Certificates (detailed list of documents is provided in **Annexure II**)
Step 4	**Scholarship Details**	Student will be eligible for below categories- Merit Base KIIT Alumni Extra Curriculum Excellence KIIT Employee As per the Notice by Dy. Registrar CDOE-KIIT.
Step 5	**Verification of documents by the Deputy Registrar**	Dy. Registrar verify all the documents uploaded by the prospective student on the admission portal and approve/disapprove within 48 hours the eligibility for the chosen program.
Step 6	**Undertaking**	Student will sign Undertaking after Approval in Application.
Step 7	**Payment of fees**	All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment. The Fee is payable through any of the following means:

8

		(a) UPI
		(b) Credit/Debit Card
		(c) Net-banking
		Note: Cash, bank demand draft and Cheques are not accepted
Step 8	**Enrolment**	After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 48 hours.
Step 9	**Access to Learning Management System (LMS)**	

General Instructions:

1. All students should carefully read and understand the eligibility conditions given in student handbook document and mentioned on the university website before applying for the online programs.

2. The prospective learner has to ensure that their education/qualifying degree has been issued from a recognized university/board only. For learners from an Indian higher education institution, it should be recognized by the regulatory authority of Government of India. For recognized Board of Education to check www.cobse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education. To verify degrees from www.ugc.ac.in for recognized universities. For foreign prospective learners they may verify their institutions from www.aiu.ac.in.

3. Prospective learner to check their eligibility on the date of admission and should have passed the qualifying exams before the start of admission batch.

4. Registration fees of Rs.1450/- is non-refundable.

Students after enrolment must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by Ministry of Education, Govt. of India. Academic Bank of Credits (ABC) ID creation is mandatory for all the students. (See **Annexure V** for details)

2.1.3 Program Fee

Program fees for students pursuing MA (Economics) in various specializations offered by CDOE-KIIT is mentioned below: Non-Refundable Registration Fees of Rs. 1450/- To be paid at time of Registration

Program	Electives	Academic Fees per Year (INR)	Foreign Nationals Fees Per Year (INR)
MA (Economics)	Financial Economics	**34,200**	**34,200**
	Public Policy		
	Econometrics		
Other Fees			
	Particulars	**For Indian Students fees (INR)**	**For Foreign /NRI Students Fees (INR)**
1.	Bonafide Letter (On Demand)	300	300

9

2.	Transcripts (On Demand)	500	500
3.	Specialization Change Fees	1000	1000
4.	Course Change Fees	1000	1000
5.	Validation Extension Fees (1 Year)	5000	5000
6.	Degree Application Fees	1500	1500
7.	Duplicate Mark Sheet/Grade Card	400	400
8.	Duplicate Degree Certificate	1500	1500
9.	Re-Appearing Exam fees	400	400

EXAMINATION FEE as per the table

	All Programs of CDOE - KIIT		Foreign Nationals
A	First Attempt of Exam Per Subject is Included in Program Fees	NIL	NIL
	Back Paper Examination Fees / Re-appear Fees	Rs 400- per Subejct.	Rs 400- per Subejct.
C	Additional Fee for Project evaluation /Thesis		
	All UG / PG Programs	Rs 400	Rs 400

Note:- The Last date for end term examination is same as academic fee.

Scholarship

The eligible students can avail scholarship opportunities extended to the students as follows:

Types of Scholarship	Marks scored in qualifying Examination / Percentage /Equivalent CGPA	Scholarship offered	Documents Required
Merit base	60-75%	10%	For UG (12th mark sheets) and for PG (Final year mark sheet of Bachelor Degree)
	75% Onwards	20%	
KIIT Alumni & Student		20%	Student Enrolment (KIIT Degree /Marksheet)

2.1.4 Financial Assistance Policy

The fees will be paid by the students through the online mode provided on the website. The University has partnered with a third party NBFC to provide financial assistance to those in need.

10

2.2 Curriculum Transactions

2.2.1 Program Delivery

The curriculum is delivered through the Self Learning Materials (SLMs) in the form of e-Contents supported by various learning resources including audio-video aids through Learning Management System (as per four quadrant approach) along with the online contact hours with discussion forums and synchronous live interactive sessions conducted through LMS as per the prevailing UGC norms for course delivery.

2.2.2 Learning Management System to support online mode of Course delivery

The Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login is designed to facilitate the students to have a Global learning experience. LMS has user friendly approach through which the learning is made simple, interesting and truly meeting the global standards of learning. The audio-visual mode of teaching, the self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the industry and in sync with the UGC Guidelines of four quadrant approach.

The students can experience uninterrupted learning 24x7 through web and mobile at the pace chosen by them. The user interface will be simple and easy to navigate through the e-learning modules; the LMS will provide seamless accessibility with all the learning tools designed as per standard norms for a perfect learning experience.

2.2.3 Course Design

The Course content is designed as per the 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience

Quadrant-I i.e., e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs

Quadrant-II i.e., e-Content that contains – Portable Document Format or e-Books or Illustration, video demonstrations, documents as required.

Quadrant-III i.e., Discussion forums to raise and clarify doubts on real time basis by the Course Coordinator and his team.

Quadrant-IV i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Assignments with solutions and Discussion forum topics.

2.2.4 Academic Calendar

S.No.	Event	Session	Month (Tentative)

11

217

1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning Management system	January	Within 48 working hours of fee deposit and confirmation
		July	
3.	Webinars / Interactive Live Lectures and Discussion Forum for query resolution	January	February to May
		July	August to November
4.	Assignment Submission	January	By March-April (i.e. in the mid of the session and towards the end of the session)
		July	By September-October (i.e. in the mid of the session and towards the end of the session)
5.	Performa For Project Proposal	January	by last week of January
		July	by last week of July
6.	Submission of Synopsis (Applicable during Pre final semester)	January	By March
		July	By September
7.	Project Report Submission (Applicable during Final semester)	January	Last week of April
		July	Last week of November
8.	Slot booking for Online Examination	January	April
		July	November
9.	Practical Examinations (Wherever Applicable)	January	May
		July	November
10.	Admit Card Generation	January	By May
		July	By November
11.	Term End Examination	January	June onwards
		July	December onwards

12

12.	Result Declaration of End Term Examination	January	By August
		July	By February

3. Instructional Design

3.1 Curriculum Design

The curriculum is designed by Experts in the field of management and has taken into account topics that are contemporary and create environmental awareness. It is approved by the Board of Studies of Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

The curriculum comprises of four types of courses:

1. Core Course- It is a compulsory component for award of degree. It provides the foundational knowledge and skills needed to be successful in a specific subject or field.

2. Elective Course – It allows students to choose courses that are specifically tailored to their interests and goals.

3. Skill Enhancement Course – Courses focused to make students competent and improve their professional skills.

4. Project work – It is a mandatory component of learning experience at CDOE-KIIT. It is designed to be based on the specialization. It involves preparation of a dissertation that enhances the student's understanding of a topic. The format of the project is provided in **Annexure IX**.

3.2 Program Structure and detailed Syllabus

3.2.1   Program Structure

Institution constitutes a team of experts to review the course structure. The review team provides its feedback and recommendations to the concern faculty. In case of any modifications suggested by the review team, the curriculum of the course is re-worked upon.

- **Study Materials:** The study material is Self-Learning (SLM) format, which is the essence of standard distance learning Programs. Thus, Institution initiates to develop all materials in SLMformat. Experts both internal & external to write the study material on the specific guidelines laid down by statutory body.

- **Review by Board of Studies:** The course is meticulously reviewed by BOS. Recommendations of BOS are implemented on priority. It also checks & defines the applicability, credit hours, scheme of examination for the course.

13

- **Approval by Academic Council:** Finally, the course is submitted to the Academic Council ofthe University for Final Approval.

Programs are offered on semester basis. A modular approach towards pursuing a long term degree Program is implemented. Academic activities are linked together to engage learner andmaximize learning.

To enhance the employability of students certain student-centric opportunities in the form of value added online courses by industry partners would be provided. The cost for such value added courses would be paid by the students to such industry partners of the University.

3.2.2 Detailed Syllabus of MA (Economics)

Detailed syllabus of MA (Economics) is attached in Annexure-I.

3.3 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
MA (Economics)	Master's Degree	2 years (4 Semesters)	4 Years	104

3.4 Faculty and Support staff requirements

3.4.1 Director

The individual will be a Permanent, full-time Professor with experience in managing and organizing online and distance learning programs during his/her career. The individual shall lead the CDOE-KIIT department by synchronizing all activities between the faculty, technology department and the staff members. He/She shall be entrusted with both Academic as well as Administrative duties.

KRA

1. Administer the CDOE-KIIT, LMS and the appropriate staff
2. Collaborate with different faculties and other supervisors to ensure use of appropriate pedagogy and andragogy, and delivery of quality content
3. Identify the weaknesses and strength of the program from time to time and suggest adequate solutions.

3.4.2 Deputy Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be conversant with LMS and have technical expertise to coordinate and aid in module development.

KRA:-

14

1. To facilitate information manuals and documents to CDOE team members in coordination with the Technical Manager
2. To prepare the academic calendar for the academic sessions
3. To review the timetable for live classes and interactive sessions and make necessary recommendations to the Program Coordinator
4. To approve the Content Matrix for each program after verifying its compliance with the four quadrants as per UGC guidelines
5. To get involved in syllabus design and updating it regularly as per industry requirements in consultation with Board of Studies and Academic Council of KIIT
6. To ensure academic planning, conduct of academic audit and implementation of academic policies
7. To ensure incorporation and implementation of changes in academic delivery as per the UGC amendments as announced from time to time
8. To ensure the e-content and e-tutorials are approved and forward them to the Technical Manager for uploading on the LMS following the approved procedure (provided in **Annexure IV**)
9. To ensure faculty members are regularly taking their live classes and interactive sessions and their attendance is duly recorded in coordination with the Program Coordinator
10. To ensure record for learner dropouts from the program is maintained, students are followed up and controlled to minimize it
11. To ensure academic notifications for lectures, events, content uploading, examinations etc. are approved and sent out on a regular basis
12. To ascertain all the four quadrants approach being practiced
13. To propose the preparation of the schedule for continuous internal assessments and end-term examination and duly approve it for circulation
14. To ensure the approved schedule is supplied to the Technical Manager for uploading on the LMS
15. To propose and review reports of performance and attendance of students in the assessments from the faculty from time to time
16. To ensure marks for the internal assessments are submitted to the CoE and uploaded as per schedule
17. To ensure examination forms are submitted and examination fees are paid within the deadlines by the students and duly communicated with the CoE
18. To coordinate with the CoE for all purposes of conducting examination at CDOE-KIIT

15

19. To ensure provision for industrial interface is arranged and adequate assistance is provided to the students for the same in coordination with the Program Coordinator

20. To ensure orientation/FDP/ training programs for CDOE-KIIT team members are organized periodically

21. To discharge any other functions as assigned to be part of various committees or teams of relevance for smooth functioning of CDOE-KIIT

3.4.3 Assistant Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be having prior experience in managing online education programs.

KRA:-

1. To coordinate with the various Departments offering Online Programs.
2. To assist the Dy. Director to complete daily duties related to the Online Program.
3. To make certain that the courses are running as per schedule and without errors.

To ensure completion of tasks as and when instructed by the Deputy Director.

3.4.4 Program Coordinator

For each program one Program Coordinator is to be appointed. An individual with the qualifications as prescribed by UGC Regulations 2018 for Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To prepare the time-table for the live classes and interactive sessions and make them accessible to the students and the faculty with due approval from the Dy. Director
2. To schedule/re-schedule classes as and when necessary
3. To ensure course content is prepared as per Content Matrix and coordinate with all faculties and academic partners for the same
4. To prepare subject allocation plan in consultation with the faculty members and seek approval from the Dy. Director
5. To ensure the attendance of the faculty members is maintained and every faculty member is regularly taking their live classes and interactive sessions. while reporting the same to the Dy. Director
6. To ensure instructional delivery is as per the content matrix and four quadrants of UGC regulations
7. To review the quality and plagiarism of the e-content (SLM, e-books etc) and e-tutorials (video

and audio content etc) and ensure its adherence to the content matrix, syllabus and branding guidelines of CDOE-KIIT **(Annexure III)** in coordination with the Course Coordinator and submit the same for approval to the Dy. Director

8. To ensure that the e-content, e-tutorials, and events are available on the LMS as per schedule

9. To assist the Dy. Director in ensuring the uploading of e-contents and e-tutorials on LMS in consultation with the technical departments

10. To facilitate necessary technical support to the faculty and students by systematizing tasks between the administrative and technical departments during the entire course duration

11. To ensure live lectures are scheduled on time and delivered without any malfunctions

12. To ensure students are regular to attend the live classes and interactive sessions and the attendance for the same is maintained in proper format

13. To make sure the entire session of a scheduled lecture is utilized, completed on time, and is as per the credit hours scheduled for the course

14. To schedule sessions by Visiting Faculty from the Industry and other institutions of repute with due approval from the Director

15. To co-ordinate with the Deputy Director for the soft skill and value-added relevant certificate programs to be extended for better career prospects, industry experience and personal development of the students

16. To coordinate all academic activities like Discussion Forum with the Course Coordinators

17. To make sure continuous internal assessments are adequately paced, properly planned, and communicated, as well as technically viable

18. To ensure assessment contents are prepared as per Quadrant-IV by the faculty and uploaded on LMS

19. To ensure faculty is allotted to each student for Project work, adequate time is provided for its completion, dissertation preparation guidelines are prepared and communicated, submission dates are ascertained, plagiarism checks are in place and topics of the dissertation are non-repetitive

20. To ensure submission of the thesis on time and viva-voce is scheduled for the students

21. To ensure question papers for the online program have been duly submitted abiding by the guidelines within the deadlines and communicate the same with the CoE

22. To ensure the faculty for every subject evaluates as per schedule and uploads the marks on LMS

23. To ascertain evaluations are assigned and completed on time so that results are published within the planned timeframe in consultation with the CoE

17

3.4.5 Course Coordinator

One Course Coordinator is to be appointed per course having desired subject expertise and industry knowledge for academic delivery of the program. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Professor or Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To be well versed with the functioning of LMS prior to the commencement of the session
2. To be well prepared for daily sessions, engage the students for the entire time allotted and effectively communicate with the students
3. To organize Discussion Forums for doubt-clearing session and ensure quick response to student communications through chat, email, phone, video, or some other synchronous tool as per the policy of the University and as desired through the Student Relationship Manager (SRM)
4. To provide regular feedback to students in response to discussion boards, assignments, tests, and so on
5. To conduct plagiarism check of all the e-tutorial and e-content as defined in the four quadrants by UGC. The same should be reported to the Program Coordinator
6. To schedule regular assessment of the course modules using the LMS platform
7. To ensure assessments are taken by students honestly, and reports on use of unfair means to be submitted to the Program Coordinator

3.4.6 Course Mentor

For every batch of 250 students, one Course Mentor is to be appointed. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Assistant Professor shall be eligible for the position.

KRA

1. To assist the Program Coordinator and Course Coordinator for academic knowledge sharing and procedural query resolution as desired by the students
2. To oversee the teacher-student interaction groups
3. To support the Course Coordinator in organizing and actively participating in discussion forums
4. To devise mechanisms that enhance the learner's learning experience through open dialogues, counselling etc.
5. To ensure resolution of non-academic queries

18

3.4.7 Examinations

Controller of Examination (Dy. CoE)

The Dy. CoE is to oversee and perform all the functions related to the entire process of examination.

KRA

1. To oversee that the students at CDOE-KIIT meet the eligibility criteria to undertake examinations in coordination with the Dy. Director
2. To ensure students have duly submitted the examination form and paid the examination fees within the deadlines in coordination with the Dy. Registrar and student cell.
3. To ensure admit cards are issued to the students who have complied with all the rules and regulations at least 3 days prior to the commencement of the end term examination in coordination with the academic team
4. To prepare and release Examination Time-Table
5. To appoint qualified faculty as examiners for the assessment of the online students. The faculty may be internal to the University or may be invited from other institutions
6. To ensure question papers for the online program have been duly received abiding by the guidelines provided in coordination with the Dy. Director within the deadlines
7. To ensure faculty examiners are duly paid for the paper checking fees as prescribed by the norms of the CDOE-KIIT
8. To ensure the results are duly declared and grade cards are issued to the students in coordination within the given time-frame.
9. To issue notifications, guidelines and regulations to popularize and spread awareness on policies and procedures of exam-conduction among students and faculty members at CDOE-KIIT
10. To coordinate with CDOE-KIIT for all purposes of result declaration and grade-card release

3.4.8 Technical Support Team

1. *Technical Manager* (Operations)– One Technical Manager is to be appointed.

   KRA

   a) To upload the academic content for delivery post approval from Dy. Director
   b) To prepare the e-tutorials and e-contents as per the four quadrants approach, plagiarism guidelines stipulated by UGC and branding guidelines of CDOE-KIIT

19

c) To work in coordination with the other Technical Managers, ERP and LMS providers for regular upkeep and issue resolution

2. *Technical Associate* (Audio-Video recording and editing)– One Technical Associate is to be appointed.

   KRA

   a) To record, edit and execute duties related to creation of audio-video content for CDOE-KIIT

   b) To incorporate changes and prepare audio-video contents as suggested by the Technical Manager and Director

3.4.9 Administrative Staff Strength

The strength of the administrative staff shall constitute of:

1. *Deputy Registrar* – One individual is to be appointed with minimum Master's degree qualification and five years of experience as an Assistant Registrar or an equivalent position. The individual should have expertise in adequate technology.

   KRA

1. To coordinate with the Admissions teams for sound functioning of the admission process at CDOE-KIIT
2. To ensure Academic Bank of Credit (ABC) ids are generated by each and every students after generation of enrolment number
3. To approve and ensure notifications related to administration are sent out to the faculty and staff on a regular basis
4. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registrar Office and other Stakeholders.
5. To approve and ensure notifications related to administration are sent out to students on a regular basis
6. To ensure student enrolment record including all documents (bonafide letter, NOC, etc.) is maintained
7. To ensure registration fee, academic fee, admission fees and additional fees are collected from the students as and when applicable
8. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registration Office and stakeholders

20

9. To ensure scholarship facility is provided to the students on the basis of criteria laid down by KIIT and other funding agencies (government and private)

10. To ensure adherence to statutory compliance as per UGC, AICTE and all other regulatory bodies

11. To ensure induction and training programs for new recruits and staff members at CDOE-KIIT

12. To determine the necessity of recruiting staff members at various positions for the department of CDOE-KIIT

13. To determine the salary of the employees based on criteria laid down by the University and duly communicate the same with the accounts department of KIIT

14. To ensure all required documents are submitted by employees (NOC, offer letter, appraisal documents etc) for performance appraisal and communicate the same to Registrar's office.

15. To organize events as deemed necessary for effective employee engagement

16. To efficiently address the grievances of the employees at CDOE-KIIT

17. To oversee the grievance addressal of the students

18. To discharge and oversee other duties of the examinations, admissions and technical departments

2. Student Relationship Manager (SRM)

There will be two SRM appointed by CDOE-KIIT. The individual should have a minimum qualification of an undergraduate degree with relevant experience of minimum two years in handling student relationship in an academic institution. The individual should possess good communication skills and be able to work in teams.

KRA

1. To create and maintain relation with the prospective learners and their parents/guardians
2. To help learners in understanding the various courses offered and the up-selling points
3. To identify the opportunities and weaknesses of the SRM systems and implement changes
4. To seek feedback and resolve complaints efficiently throughout the program duration

To discharge all other duties as necessary.

3.5 Instructional delivery mechanisms

KIIT has a fully dedicated team of faculty members and staff who are well versed in delivering online lectures under the CDOE – KIIT.

Academic calendar will be provided to students at the beginning of each session through LMS. Self-learning material, audio and video content will be shared with the students through LMS through following delivery channels:

3.5.1 Four Quadrants and Academic Delivery

21

No. of Credits	Duration	Live Sessions	Quadrant – I e-Tutorial		Quadrant – II e-Content	Quadrant – III Discussion Forum	Quadrant – IV Assessment
			(Recorded Lecture)	Open Source Videos	e-Content(E-book/ PDF & PPT)	Live Session (2 hrs/week)	CIA
2	6 weeks	6 (1/week)	6 hrs	4 hrs	• 2 files – 1 PPT and 1 E-book/PDF • Total 12 files • Reading time should be mentioned for each file	Forum Topics – For raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team	Multiple Choice Questions, Fill in the blanks, Practice Test: Short Answer Questions, Long Answer Questions
Total Hours= 60	**6 hrs**	**10 Hrs**		**10 Hrs**	**12 hrs**	**22 Hrs**
3	9 weeks	9 (1 session/ week)	9	6	• 2 files – 1 PPT and 1 E-book/PDF • Total 18 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 90	**9 Hrs**	**15 Hrs**		**15 Hours**	**18 hrs**	**33 Hrs**
4	12 weeks	12 (1 session/ week)	12	8	• 2 files – 1 PPT and 1 E-book/PDF • Total 28 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 120	**12 Hrs**	**20 Hrs**		**20 Hours**	**24 hrs**	**44 Hrs**

3.6 Identification of media-print, audio, or video, online, computer aided

LMS is a comprehensive digital platform that provides all recorded faculty video lectures, provision for real-time discussion forums and live session, e-content in the form of study material, open source materials and graded assessments.

For each module of a course, there shall be one live session conducted by the concerned faculty on a particular topic. CDOE-KIIT has designed study material that is lucid and easy to understand with proper summary, self-assessment questions and case studies.

These course materials can be accessed through**:**

- Login credentials as mentioned on the welcome mail sent by the university

22

- Students can also login through My Account Tab as mentioned on the University website https://kiitonline.com/.

Online Courseware

The students would get access to the following course material through LMS:

- e-Books (SLM) for each module of a course
- Study Guide (PPT) for each module of a course
- Tutorials Videos for each module of a course
- Live Interactive Online Sessions for each module of a course
- Frequently Asked Questions (FAQ) and Misconceptions for each module of a course
- Web Resources for Research Purpose for each module of a course
- Practice Assignments for each module of a course
- Online Discussion Forums for each course

Enriching Content: Case Studies as Value Added Content is provided to students.

The LMS have semester / year wise buckets for subjects and specializations of the respective programs as enrolled.

The Dashboard will ascertain the progress of their learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participation and Examinations. It also provides an opportunity for raising queries which may be answered and conveyed by the course coordinators mentors and faculty.

3.7 Student Support Services

Student would have the access to connect with the SRM for support services offered by CDOE-KIIT in case of any queries related to administration and general technical queries. A ticketing system integrated on the LMS would help the learner to connect with the CDOE-KIIT technical team for support services which shall be duly resolved by the appropriate authority. A notification will also be sent to the Deputy Registrar, to ensure queries are resolved within 24 hours or sooner.

For academic course based queries, the student will raise query which will be directly notified to the Course Coordinator, Program Coordinator and Deputy Director through an open discussion form. The query should be resolved within 48 hours of the query raised; otherwise the matter should be managed and resolved by the Program Coordinator. The same should be ensured by the Deputy Director.

Apart from being a well-recognized university that delivers academic excellence by integrating industrial expertise, CDOE-KIIT also ensures holistic development of the students. To cater to multifarious needs of the students that shape them to become future leaders, the department aids in widening the scope of opportunities.

23

To foster innovation and entrepreneurship multiple facilities supported by various Government and private agencies, including infrastructure for pre-incubation, incubation centers, and R&D facilities on campus have been initiated. These centers provide the resources they need to turn their ideas into successful startups.

KIIT TBI, incubation centers at KIIT provide support for the faculty and students of the University to develop their innovative ideas into products and services. These centers offer infrastructure, mentorship, and guidance for developing their innovative ideas.

4. Assessment and Evaluation

4.1 Overview

Learning of the students would be evaluated through internal assignments, quizzes, learner response sheets, and end-term examinations. CDOE-KIIT adopts rigorous process in development of question papers, question / quiz banks, assignments and their moderation, conduct of examinations, analysis of answer scripts by qualified academics, and declaration of result. The Centre shall frame the question papers so as to ensure that complete syllabus is covered. The evaluation shall include two types of assessments-

Examination Name	Marks Division
Continuous Internal Assessment	30 %
Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow **Annexure VI** for guidelines and pre-requisites for Proctored Examination)	70 %

The examinations shall be conducted to assess the knowledge acquired during the study.

For theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment (CIA) by assignments preparation and quizzes. The internal assessment shall comprise of maximum of 30 marks for each course. The end semester examination shall be of two hours duration for each course at the end of each semester.

To ensure flexibility and convenience for the students, they may opt to book an Online Examination Slot for each course on each day of exam dates as declared by the COE of the University. The slot timings will be as follows:

1. 10 am to 12 Noon
2. 12.30 pm to 2.30 pm

3. 3 pm to 5 pm

Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.

4.2 Question Paper Pattern

Online Exam Time: 2 Hours

Max. Marks: 75

1. Part A comprising of 52 Multiple-Choice Questions (1 Mark Each) – 52 Marks

2. Part B comprising of 3 Essay Type Question Answers (6 Marks Each) – 18 Marks

4.3 Distribution of Marks in Continuous Internal Assessments

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 assignments 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%

4.4 Statistical Method for the Award of Relative Grades

As per UGC's recommendations for the 'Evaluation Reforms in the Higher Education System', CDOE-KIIT will be adhering to Relative Grading System. In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty).

A seven-point grading system on a 10 point scale is followed for grading in the examinations. The details are given in a table 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

25

Fair	'C'	50 to 59	6
Below average	'D'	40 to 49	5
Failed	'F'	Below 40	2

4.4.1 Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term.

4.4.2 Cumulative Grade Point Average (CGPA)

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University upto and including the latest semester as per the procedure provided in KIIT Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty member is also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

Conversion Factor

- CREDIT POINT = CREDIT X POINT for each course item.
- CREDIT INDEX (CI) = ∑ CREDIT POINT of all course items in a semester.

- Semester Grade Point Average

    SGPA = CI / ∑ CREDITS (for a semester)

- Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma\ CI\ of\ all\ previous\ semesters\ up\ to\ current\ semester]}{[\ \Sigma\ CREDITS\ of\ all\ previous\ semesters\ including\ the\ current\ semester]}$$

4.5   Grade card

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration. Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

4.5.1 Grade Cards & Certification – Student Communication

- 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 have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Note: Refer to **Annexure VII** and **VIII** for reference to the question paper pattern and formats of documents accepted.

27

Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

4.5.2 Online Results, Grade Card and Degree Logistics – Internal Process

- After verification of all data by the University team members, the online results would be published on the university website.

- All Soft copies of Online Results / Online Mark Sheets for every semester / year as issued by KIIT University.

- Students need to download and save the copy of online semester / year wise results.

- University would provide hard copy mark sheets and degree certificate at the end of the program who has successfully completed the program.

- Students need to apply by filling the Degree Application form and submit all the required documents as mentioned on the form and the applicable degree processing application fees of Rs. 1500/- to the university.

5. Requirement of the Laboratory Support and Library Resources

5.1 Laboratory Support

To progress research and analytical skills among students, free statistical tools like R Programming and lab facilities with additional payment like SPSS will also be provided to the students.

5.2 Library Resources

The Central Library has reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. The library has more than 35000 books, e-journals, online-database such as Scopus and Web of Science and institutional repositories having rare book collection. All e-resources can be accessed through LAN on the campus and remotely through login Id and password. Library is automated using TCS-ion library management system. Besides, University library has membership of various consortia such as E-Shod Sindhu, Shodhganga, INFLIBNET, DELNET, ManuPatra etc. The details of accessing these platforms is provided in **Annexure X**. To leverage technology, Learning Management System "TCS-ion" (ERP) has been installed for ensuring smooth student life cycle management. For e-learning, intranet based video platform containing videos consisting of web courses and video lectures from NPTEL G-suite for Education - cloud based solution for messaging and collaboration are provided. URKUND – e-mail based fully-automated system for plagiarism check is also provided.

28

6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	45,00,000 INR
2	Program Delivery (Per Year)	9,00,000 INR
3	Program Maintenance (Per Year)	30,00,000 INR

7. Quality Assurance Mechanism

Quality of a program depends on the course curriculum, syllabus and academic delivery which is designed to meet the gap between industry and academia. To achieve this Centre for Internal Quality Assurance (CIQA) and the Academic Council shall duly fulfil their duties.

The **Academic Council** is responsible to ratify the curriculum and changes as recommended by CIQA in order to maintain the quality and standard of online education at CDOE-KIIT.

The **Centre for Internal Quality Assurance (CIQA)** shall be responsible to

(i) to conduct periodic assessment of the online learning course material and audio-video tutorials and will assure that the quality of learning is maintained

(ii) to ensure stakeholder's feedback is taken from time to time and recommended changes are executed as per the requirement of the course delivery and industry requirement

(iii) to assess the quality of assignments, quizzes and end- term assessment and advice improvements to maintain the standard of the learning program

(iv) to assure that the learning is truly a global experience for the student along with the possibility to inculcate skills as expected from the program outcomes and map with vision and mission of KIIT

The **CoE** of the University shall oversee the examinations and the evaluation system.

The CDOE-KIIT will work continuously for the betterment of processes, assessments, teaching methodology, e-learning material improvisation as per four quadrant approach and implementation of the same as per New Education Policy. The University is committed to deliver the best education in all the learning modes with adherence to NEP, UGC and other regulatory guidelines in true global sense.

———————— ✳✳✳✳✳✳✳✳✳✳✳ ————————

1.1 Annexure I _Detailed syllabus of MA (Economics) Program

Program Outcomes

The MA (Economics) Program curriculum is designed with the aim to achieve the following outcome:

PO1: Provide a conducive environment that holistically engages students through an all encompassing knowledge dissemination.

PO2: Widen the scope and sharing in-depth knowledge of the course enabling them to undertake further studies in Economics and its allied areas on multiple disciplines concerned with Commerce.

PO3: Building a strong foundation in all the key functional areas with contemporary and need-based curriculum with specializations in areas such as Financial Economics, Public Policy and Econometrics.

PO4: Construct a sound theoretical footing, where standards are acquainting with the changing market practices.

PO5: Encourage the students to be habituated with advanced range of generic skills those are helpful in employment, internships, and social activities.

PO6: Engaging with industry for executive education with industry oriented syllabi.

PO7: Formulating real life dummy business problems and provide innovative solutions to enable the students to be future ready management leaders especially in analysis & preparation of financial accounting statements who are compassionate and yet efficient and effective in managing as such.

The detailed syllabus for the Program is as follows

Semester wise Core courses and credits

S.No	Course Title	Subject Code	Credit Hours				Credit
			L	T	P	Total	
Semester I							
1.1	Microeconomics I	OCB40101	4	-	-	4	4
1.2	Macroeconomics I	OCB40103	4	-	-	4	4
1.3	Mathematical Methods for Economics	OCB40105	4	-	-	4	4
1.4	Statistical Methods for Economics	OCB40107	4	-	-	4	4
1.5	Computer Application for Economic Analysis	OCB42109	3	-	1	4	4
1.6	Indian Economy	OCB40111	4	-	-	4	4

31

237

	Total			**23**	**-**	**1**	**24**	**24**

		Semester II						
2.1	Microeconomics II	OCB40102	4	-	-	4	4
2.2	Macroeconomics II	OCB40104	4	-	-	4	4
2.3	Public Economics	OCB40106	4	-	-	4	4
2.4	Industrial Economics	OCB40108	4	-	-	4	4
2.5	Basic Econometrics	OCB41110	3	1	-	4	4
2.6	Research Methodology	OCB41112	3	1	-	4	4
	Total		**22**	**2**	**-**	**24**	**24**
		Semester III						
3.1	International Economics	OCB50113	4	-	-	4	4
3.2	Economic Growth and Development	OCB50115	4	-	-	4	4
3.3	Summer Internship Program	OCB58181	-	-	-	-	2
	Specialization (Financial Economics I)						
3.4.1	Financial Economics	OCB51161	3	1	-	4	4
3.4.2	International Finance	OCB51163	3	1	-	4	4
	Specialization (Public Policy I)						
3.5.1	Law and Economics	OCB51261	3	1	-	4	4
3.5.2	Agricultural Economics	OCB51263	3	1	-	4	4
	Specialization (Econometrics I)						
3.6.1	Advanced Econometrics	OCB51361	3	1	-	4	4
3.6.2	Financial Econometrics	OCB51363	3	1	-	4	4
	Total		**20**	**4**	**-**	**24**	**26**
		Semester IV						
4.1	Corporate Finance	OCB51114	3	1	-	4	4
4.2	Environmental Economics	OCB50116	4	-	-	4	4
4.3	Dissertation	OCB58182	-	-	-	-	6

32

	Specialization (Financial Economics II)						
4.4.1	Financial Modeling	OCB51162	3	1	-	4	4
4.4.2	Financial Risk Management	OCB51164	3	1	-	4	4
	Specialization (Public Policy II)						
4.5.1	Health Economics	OCB51262	3	1	-	4	4
4.5.2	Climate Change and Disaster Management	OCB51264	3	1	-	4	4
	Specialization (Econometrics II)						
4.6.1	Data Analytics	OCB51362	3	1	-	4	4
4.6.2	Time Series and Panel Data Econometrics	OCB51364	3	1	-	4	4
Total			19	5	-	24	30
Grand Total			84	11	1	96	104

<u>Annexure II</u>- **Mandatory Documents for Admission**

To be uploaded on the Online Admission Portal by the Prospective students

Admission Documents	Format (JPEG/PNG/PDF)	Documents Size
Duly filled online application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB

33

Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes		
For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.	PDF	500 KB
In case of deferred Father name or mother name in such cases without a Gazette notificaiton document.		
If foreign student: colour scan copy of passport	PDF/JPEG	500 KB
Fees submission transaction details or receipt as per University policy for respective online programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process	PDF	500 KB

Students can also visit the University website for the said information.

Annexure III- Content uploading protocol: Internal Process

1. All academic content [pdfs, ppt and video] is to be mapped for each module of a subject and stored in a separate sub- folder and ultimately compiled under a Course Folder named after the Course Code. Along with this please provide a combined pdf for all modules of the study material of each subject for plagiarism check by KIIT. For website links for open content, please share the links in a doc file.

   Example: There should be a folder named. There are 14 modules, so there should be 14 sub-folders each folder containing pdfs (e-books, practical assignments, plagiarism reports etc), 1 ppt and 1 recorded lecture video. And 1 compiled study material pdf.

2. A Google drive link is to be created and provided for content sharing by the Program Coordinator. These folders are to be uploaded on drive and the drive link is to be shared with the following members for reviewing:

   Deputy Director [dydirector@kiitonline.com]

   Program Coordinator [pcmgmt@ kiitonline.com]

3. Suggestions and reviews will be shared by the Program Coordinator.

4. The revised contents are to be shared similarly following Step 1 and Step 2 by renaming the files.

5. Final approval shall be communicated by the Deputy Director to upload the contents on LMS to the Technical Manager.

6. Once uploaded on LMS, Program Coordinator will ensure they are uploaded under the correct subject name and program.

7. Students are to be notified for availability of approved content on LMS

Annexure IV – Branding Guidelines for E-Learning Material

Refer to the Branding Guidelines

Annexure V- Academic Bank of Credit Id Creation Process

All students must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by the Ministry of Education, Govt. of India. ABC Id creation is mandatory for all the enrolled students especially students of Indian nationality.

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

Process	• Students can register by logging in at www.abc.digilocker.gov.in
	• Click on My Account → Login as Student
	• Click on "Sign up with DigiLocker" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button
	• You will be prompted with ABC student account creation window
Documents and proofs required	• Aadhaar Card is mandatory for ABC Id creation
	• Learners Name
	• Date of Birth
	• Gender
	• Enrolment Number
	• Requirements by Academic Institution:
	• Mobile Number

The University shall also extend support to the students to create ABC Id. The same documents shall be required by the University as stated above.

Annexure VI - Guidelines and Pre-requisites for Proctored Examination

The minimum hardware, software and connectivity requirements for taking Exams through Online Proctored Examination Platform is provided below. Students should review the following requirements for your camera, operating system, upload/download speeds, RAM, ports, microphones and browsers. Also included is a list of technology not currently supported.

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15
CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

1.1   Additional Requirements:

36

- A functioning microphone (some web cameras have them built-in); microphone should not be part of headphones

- Headphones are generally not permitted, check with your testing organization to determine if headphones are permitted

- A compatible browser: Google Chrome (preferred) or Mozilla Firefox

- Webcam and microphone (built-in or external) – test your webcam at https://webcamtests.com/

- Connection to network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at www.speedtest.net

1.2   Not Supported:

- Microsoft Edge browser
- Google Chromebooks (for Live Proctoring only)
- Tablets (Nexus, iPad, Tab, Note, etc.)
- Smartphones
- Linux operating systems
- Windows 10 in S mode or Surface RT
- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam
- Apple Boot Camp
- Remote Access Software
- Inactive Version of Windows and Test Builds/Test Mode

1.3   Pop-up blocker

Pop-up blockers must be either off or disabled. Disable your pop-up blocker like this:

- Open Chrome on your computer.
- Click on the icon with three vertical dots.
- Click More, then Settings on the top right.
- Go to Privacy and security and click Site settings.
- Click Pop-ups and re-directs.
- Turn the setting to Allowed at the top.

Important : The Institute regularly takes actions to optimize its examination system and hence please note that the above mentioned Hardware, software, equipment and connectivity requirements might

37

change at institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

General Instructions

The timing for the Proctored Online Examinations will strictly be as per the time table schedule (Indian standard Time) communicated. This is also applicable to the candidates appearing for the examination from OUTSIDE India.

- Exams can be taken on devices such as Laptop/ Desktop. Charge the Laptop /Tablet well in advance to last for at least 2 hours.
- The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.
- For the smooth attempt of the online examination, students are advised to:

a)Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.

b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.

c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.

d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

- The student should compulsorily login into the portal 30 minutes before the commencement of the examination.
- The following activities are not permitted during the conduct of the online examination:

a) Presence of any other person in the room where the student is taking the examination.

 b) Movement from one place to another during the examination.

- You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
- You are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.

38

- Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.

- In case of disconnection of network/power failure during the examination, First wait for internet connectivity (do it as fast and resume test within 2 minutes) and click on "Resume " button, If not able to reconnect after 2 minutes, call concern administration for providing appropriate solutions to further proceed with test.

- It is advised to use the same Laptop/ Desktop to appear for the mock examination and for the final online examination.

- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

2. Examination Rules

• Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the LMS portal and will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

• At the beginning of each session, the student undergoes an identity verification at 2 levels,

- Level 1: Capture of facial photo. During the examination, the student is suppose to click and upload his photograph in the system; the system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.

- Level 2: Student must display College ID / Government authorized ID Proof at the beginning of the examination.

• Only 2 attempts will be allowed for every students for every session of the day for a test. After two attempts test student will not be able to take test again for the respective session of the day

• The student should ensure that he/she Clicks on "Submit" button available on right top position of the screen before logging out of the exam.

• The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.

• If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

o Focus changed to a different window: student tabs out of the examination taking window.

o Browser not supported: Student is using an older browser version or a non-compatible browser.

o Webcam is disabled: Students webcam is disabled.

o Face is not visible in the camera: Student is not looking into the camera.

o Several faces in front of the camera: There are other people along with the examination taker.

o Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

o Microphone muted or its volume is low: Student has muted the microphone.

o Conversation or noise in the background: System has captured background noise.

o Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.

o Second display is used: Additional display like extended monitor has been connected.

o Full-screen mode is disabled: student has disabled full screen mode.

3. Examination code of conduct and Malpractices

• Students are not allowed to leave their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• The system uses Artificial Intelligence to detect and record face emotions, eyeball movement, and all other activities.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.

• The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.

• Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination

• Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• Do not try to navigate from the main screen. Doing so will automatically terminate your examination.

• While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than chatting with the proctor; you are only allowed to scroll the cursor with the mouse to answer the question.

41

• You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.

• Do not leave your place for any reason during the examination.

• Do not have any light source behind your face.

• Do not cover your face with Hair, clothing (mask), hands or anything else.

• Do not use headphones, ear-buds, or any other type of listening equipment.

• Do not have any background noise/ voices / music or Television.

• Do not wear sunglasses during the examination.

• Do not entertain any other people in the room near you.

• Do not communicate with any person by any means during the examination.

• Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination.

• Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

Annexure VII – **Continuous Internal Assessment Pattern for Program**

Particular	A1 (Objective Type)	A2 (Objective Type)
Weightage %	15%	15%

Question Pattern for the CIA Components
A-1 1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark 2. The time for the A-1 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

A-2

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-2 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

<u>Annexure VIII</u> – End-term Examination Pattern for Program

KIIT University Online Education

End Term Examination

<PROGRAM NAME>

[COURSE NAME][COURSE CODE]

Time : 2 Hours	Max. Marks : 70

Note for students: The paper is divided into 2 sections. Section A comprises of 52 compulsory objective questions of 1 mark each and Section B of 3 essay type subjective questions carrying 6 marks with internal choices.

SECTION – A (52 X 1 = 52 Marks)
Answer all the questions. Each question carries one mark.
Q. No. 1 to Q. No. 52 - Objective questions with four multiple choices.
SECTION – B (3 X 6 = 18 Marks)
Q. No. 53 to Q. No. 55 - 3 Essay Type Question with internal choices

In proctoring exam mode, student can submit their answer in following mode

43

1. Type the essay type answer in the format bar provided in the examination window
2. Option to Upload the typed answer in the word document format from the upload options.
3. Option to Upload the Math table and Diagram from upload options. (jpeg and pdf format)

Annexure IX –**Guidelines for Practical Training in Industry – (Project)**

Practical Training in Industry

Name of the Course and Code	Credits	External Assessment (Presentation &Viva)	Continuous Internal Assessment	Interactive session with Faculty Supervisor
Major Project (SIP)	02	70%	30%	5
TOTAL	02	70%	30%	5

Detailed Bifurcation of Internal and External Marks

	Project Proposal/ Synopsis (30%)	
	• Choice and Relevance of the topic	5%
	• Clarity about Objectives, proposed Methodology and Scope	25%
	Project Report (50%)	
	• Design of the study and methodology, Review of earlier work/literature available for the subject, data collection primary, secondary, questionnaire used where applicable, field work	10%
	• Analysis and Interpretation of data, Data Processing technique (manual/computer) quantitative OR other tools.	10%
	• Made use of Innovative technique/approach to problem solving	10%
	• Finding of Research Study; recommendations, suggestions, policy issues	5%
	• Report writing and presentation; languages, composition & chapter scheme	5%

	• Usefulness of the Study; applicability in business/industry, in decision making/system development	10%
	Viva-Voce (20%) **4 questions** based on the following criteria should be framed:	
	• Identification of the problem. Clarity about objectives, scope and coverage of the study	5%
	• Ability to discuss the report design, methodology instruments used literature connected with the report, data quality analysis and interpretation findings and recommendations	5%
	• Depth of the subject and conceptualization of the key areas after completing the project work	5%
	• Linking the Report Recommendations with project objectives and how far these have been achieved	5%

Note: Project reports with plagiarism above 15% will not be accepted.

If the student is unsuccessful in the project, she/he should re-do the whole cycle, right from the submission of the project synopsis. Students are advised to select a new topic for the project and should prepare and submit the project synopsis on the LMS as per the project guidelines. There are no separate slots for the submission of the project synopsis / project reports for the failed students. It should be done strictly as per the academic calendar of the next session for the project. Along with the re submission of the project report the student is required to remit the pro-rata fee (subject to change as per university rule)

I. <u>Practical Training in Industry (Project Work)</u>

* The topics for project may be taken from any one of the following sources:

   (i) Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.

   (ii) Inter organizational comparison of performances in different functional areas including management practices.

   (iii) Field study / Empirical study

II. <u>Considering the importance of Project Work for the program, the School has drawn the following guidelines</u>:

A. Submission of Project Proposal and Synopsis

- The Project should be carried out under a Guide/ Project supervisor. Note: It is recommended that students choose supervisors who are active professionals in fields related to the chosen topic. For example, if the selected topic is from the area of finance, the supervisor should preferably be a financial expert, so on and so forth. Ensure that you include the following while submitting the Project Proposal:

  a. Performa for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date-**Annexure I.**

  b. Profile of the company and Bio-data of the project guide with her/his signature and date.

  c. Synopsis of the project proposal (12-15 pages).

Students should submit the synopsis, duly signed by the supervisor and the learner and uploaded in the soft copy format (pdf.) to the University's online portal using their respective login credentials.

1. **Content of** Project Work/ Practical Training in Industry **Synopsis:** The project synopsis needs to be prepared keeping in mind the following points.

   a) Title of the project
   b) Introduction and Objectives of the Study - Maximum 200 words
   c) Problem Statement
   d) Research Methodology and References

A project's synopsis should be prepared in consultation with the 'project supervisor' and submitted to the Course Coordinator by using respective login credentials.

- **The Certificate issued by the Organization** where the candidate completed his project work must also be included in the report.

- **Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.**

B. Submission of Project Report:

Report should contain the following:

  ☐ Table of Contents
      a. Acknowledgements   Page No.
      b. Self-Certificate
      c. Certificate issued by the Organization
      d. Executive Summary
      e. List of Tables
      f. List of Figures
      g. Introduction and Design of the study

46

Note: This summary should cover everything of the project, all points of the project report shall be covered in this section, such as significance of the study, objectives, hypothesis, research methodology, data collection analysis, interpretation, findings and recommendations. In nut shell, executive summary should be a snap shot of the entire project work. This summary should not exceed 3 pages.

1 **INTRODUCTION**

1.1 Background of the study

1.2 Need and Significance of the study

1.3 Statement of problem

1.4 Objectives of the study

1.5 Scope of the study

1.6 Limitations of the study

2 **ORGANIZATION OF THE REPORT**

(Suitable headings based on reviews)

3 **THEORETICAL FRAMEWORK (if any)**

(Suitable headings)

4 **RESEARCH METHODOLOGY**

4.1 Objectives

4.2 Hypothesis

4.3 Research Design

4.4 Sources of Data

4.5 Primary and Secondary data

4.6 Population

4.7 Sample Design

4.8 Sampling method

4.9 Method of data collection

4.10 Drafting a questionnaire

4.11 Pilot survey (Reliability and Validity of the instrument)

4.12 Data analysis techniques

5 **DATA ANALYSIS**

5.1 (suitable headings may be provided)

6   **SUMMARY OF FINDINGS AND CONCLUSION**

7   **RECOMMENDATIONS PROPOSED MODELS (if any)**

   APPENDICES

   BIBLIOGRAPHY

   QUESTIONNAIRE

   SCHEDULES

ANNEXURE: Every Project Report should contain necessary annexure such as Performa of Questionnaire/ Interview Schedule.

The project must be uploaded online only; no other format of project submission will be accepted by the University. For uploading project reports to the student portal, guidelines will be provided by the Course Coordinator on the portal (https://studyonline.kiit.ac.in/users/login).

Communication about approval/rejection/acceptance with suggestion will be made available in the login dashboard of the students.

III. **Presentation and Comprehensive Viva-Voce Examination: Notification email will be sent for the schedule of Comprehensive Viva-Voce Examination which carries a maximum of 20% weightage.**

IV. Specifications

Page numbers - All text pages as well as Program source code listing should be numbered at the bottom centre of the pages.

Normal Body Text: Font Size: 12, Times New Roman, Double Spacing, Justified. 6 point above and below Para spacing.
Paragraph Heading Font Size: 14, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.
Chapter Heading Font Size: 20, Times New Roman, Centre Aligned,
30 point above and below spacing. **Coding Font size:** 10, Courier New, Normal.

16.   Circumstances the project report will be accepted after the due date, neither in online nor in offline format.
Please Note:

1. Revaluation of Project Report is not allowed.

2. Re-submission of Project Report for Class Improvement is not allowed.

V   <u>**Formats of various certificates are as:**</u>

ANNEXURE I

<Name of the Program>

PROFORMA FOR PROJECT PROPOSAL

Enrolment .No.....................................

Name & Address of Student...

Ph.No.:...Email   ID:

....

Title of the Project:..

Specialization (Specific Area)...

Name, Designation and Official Address of the Project Guide..

………………………………………………………………………………………………

………………………………………………………………………………………..……..

Signature of the student   Signature of the Guide

Date: Date:

(For Office use only)

Synopsis

Approved

Not Approved

Comments / Suggestions for reformulation of the project.

Name & Signature of the Evaluator

Date:

49

ANNEXURE II

ACKNOWLEDGEMENT

In the **"Acknowledgement"** page, the writer recognizes his indebtedness for guidance and assistance of the thesis adviser and other members of the faculty. Courtesy demands that he also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgement should be expressed simply, tastefully, and tactfully.

ANNEXURE III

SELF -CERTIFICATE

This is to certify that the dissertation/project report entitled **"_____

_____"** is done by me is an authentic work carried out

for the partial fulfillment of the requirements for the award of the degree of <Name of

the Program> under the guidance of _____.

The matter embodied in this project work has not been submitted earlier for award of

any degree or diploma to the best of my knowledge and belief.

Name of the Student

Signature of the student

Enrolment No.

51

COVER PAGE FORMAT

PRACTICAL TRAINING IN INDUSTRY REPORT

Title of the Project/report

(Times New Roman, Italic, Font size = 24)

Project Report

Submitted in partial fulfilment of the requirements

For the award of the degree

of

<Program Name>

(Bookman Old Style, 16 point, centre)

Submitted by:

Mr. /Ms.   **:..**

Enrolment No. :..

Project Supervisor

(Guide Name)

(Designation)

KIIT University Online Education

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)
Deemed to be University U/S 3 of UGC Act, 1956

Annexure X – e-Resource Access

DELNET	User id: Application ID of the student_XXX Password: Application ID_XXX

PROGRAMME PROJECT REPORT (PPR)

OF

MASTER OF BUSINESS ADMINISTRATION

(MBA)

CENTRE FOR ONLINE EDUCATION

KIIT DEEMED TO BE UNIVERSITY, ODISHA

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Contents

2

3

4

MBA

1. Program Overview

1.1 Program's Mission and Objectives

(i) Mission:

To offer a high-quality Masters' degree in Management (MBA) through both Open and Distance Learning (ODL) & Online (OL) Programmes mode to the students and working professionals to help them develop Managerial and Leadership skills to enhance their career prospects. The students will be able to move up their career ladder and/or launch out on an entrepreneurial career.

(ii) Objectives:

The program aims to achieve the following objectives:

- Building a strong foundation in all the key functional areas of business
- Fostering strong personal, interpersonal, group and communication skills
- Providing academic flexibility to promote the customization and personalization of knowledge
- Engage with industry for executive education
- Develop centers of excellence aligned with emerging areas of knowledge.

1.2 Relevance of the Program with KIIT's Vision and Mission

In order to align with the mission and goals of KIIT University, the OL mode MBAprogram provides students with an in-depth understanding of the core concepts essential for successful management. The curriculum equips them with the knowledge and skills they need to take on leadership roles in the corporate world. The program is designed to help students develop the ability to think critically and strategically, to make sound business decisions, and to solve complex problems. Emphasis is laid on developing skills in leadership, communication, and data analysis. CDOE-KIIT strives to provide the students with the best education and to prepare them to take on the challenges of the modern business world and the same is relevant to KIIT's mission i.e.

- To promote quality education, training, research, consultancy, and enhance employability and entrepreneurial skills of our students.

- To integrate industry with academics in order to prepare our students in an immersive way for the world of work developing an effective interface with the industry and other institutes within and outside the country is the cornerstone of our approach.

- To meet these ends, we encourage and nurture the development of students' physical, mental, emotional, secular, and spiritual faculties.

The MBA Program in online mode aims to provide quality education to the candidates aspiring for higher education but are unable to match the requirements of a fixed time-table and teaching tools in the conventional mode of education in the Universities.

Moreover, to maintain the quality of the curriculum, the syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the students of online mode in the industry. The curriculum is also in line with the aims and objectives of the University and the requirements of future skills in the industry.

1.3 Nature of Prospective Target Group of Students

The curriculum of program infused with flexibility is designed to enhance comprehension of management education and encourage graduates from varied disciplines and enables them to become learned managers or entrepreneurs. The students are prepared to explore opportunities being newly created in the management profession. The program will target all graduates who want to enhance their knowledge, skills and build careers in entrepreneurial and business world.

The target group of students will be both working professionals and students who are deprived of admission in the regular mode due to limited intake capacity, dropouts primarily due to social, financial and economic compulsions as well as demographic reasons, population of any age and those living in remote areas where higher education institutes are not easily accessible. Ones who wish to pursue education in flexible mode of timings/delivery. It is also aimed at the working professionals who wish to upgrade their knowledge. Students enrolled in the program for delivery through online mode shall contribute towards Gross Enrolment Ratio (GER) of 50% by 2035, as envisaged by the Government of India.

1.4 Appropriateness of programs to be conducted in online mode to acquire specific skills and competence

The education throughout the course duration will involve inculcating the skills in the field of business management and entrepreneurship. The degree will provide value to the students in the field of HRM, Marketing, Finance, Information Technology, Operations, Business Analytics apart from various other elective subjects.

The degree shall not only provide values to students for employment as a professional in industry, business house, finance or the civil service, but it will also be value by employers for other occupations where a demonstrated ability for logical and quantitative reasoning is desired.

6

A Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login that keeps track of execution of e-Learning material, learner's engagement, assessment, results and reporting in one centralized location, is in place. All of the above teaching and learning processes will be delivered by online mode with much ease for the students. Hence the program is suited for online mode of learning.

2. Procedure for Admission and Curriculum Transaction

Academic programs offered for candidates who enrolled for online mode of learning will be conducted by CDOE-KIIT with the support of various faculties of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, based on UGC guidelines for the programs which comes under the preview of Online mode for award of Degree.

Details of procedure for admission with eligibility criteria for admission, fee structure, Curriculum including program delivery, details about Learning Management System (LMS) and Assessments and Evaluation are provided below.

2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-KIIT need to apply through www.kiitonline.ac.in in the courses offered there.

2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission in Online MBA program is Bachelor's degree of minimum 3 years duration from a recognized University in any stream as per UGC and AICTE norms and must have obtained at least 50% marks in the qualifying examination. For the reserved category the eligibility criteria as approved by AICTE shall be 45%. The learner should also meet all the required documentation criteria as mentioned on the website for admission in the program. Admission will stand cancelled, if candidate does not submit proof of eligibility within stipulated time given by CDOE-KIIT. Candidates are expected to read all instructions given in the Program prospectus before filling of application form.

2.1.2 Online Admission Process and Instructions: Learner Communication

The online admission process for the students is provided below:

Step	Process	Particulars
Step 1	Counselling	Prospective students would be counselled for the chosen program by designated and authorised counsellors

Step 2	**Registration on admission portal to get access to My Account.**	Prospective student registers by paying Rs. 1450/- as registration fee. Fill all the details in the application form and upload all the mandatory documents.
Step 3	**Details of Document upload**	Student Uploads document as follows- Personal Documents: Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student) Academic Documents: UG Student - 10th Marksheet 12th Marksheet PG Student - 10th Marksheet 12th Marksheet UG Marksheet Other Certificates (detailed list of documents is provided in **Annexure II**)
Step 4	**Scholarship Details**	Student will be eligible for below categories- Merit Base KIIT Alumni Extra Curriculum Excellence KIIT Employee As per the Notice by Dy. Registrar CDOE-KIIT.
Step 5	**Verification of documents by the Deputy Registrar**	Dy. Registrar verify all the documents uploaded by the prospective student on the admission portal and approve/disapprove within 48 hours the eligibility for the chosen program.
Step 6	**Undertaking**	Student will sign Undertaking after Approval in Application.
Step 7	**Payment of fees**	All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment. The Fee is payable through any of the following means: (a) UPI (b) Credit/Debit Card

8

		(c) Net-banking Note: Cash, bank demand draft and Cheques are not accepted
Step 8	**Enrolment**	After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 48 hours.
Step 9	**Access to Learning Management System (LMS)**	

General Instructions:

1. All students should carefully read and understand the eligibility conditions given in student handbook document and mentioned on the university website before applying for the online programs.

2. The prospective learner has to ensure that their education/qualifying degree has been issued from a recognized university/board only. For learners from an Indian higher education institution, it should be recognized by the regulatory authority of Government of India. For recognized Board of Education to check www.cobse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education. To verify degrees from www.ugc.ac.in for recognized universities. For foreign prospective learners they may verify their institutions from www.aiu.ac.in.

3. Prospective learner to check their eligibility on the date of admission and should have passed the qualifying exams before the start of admission batch.

4. Registration fees of Rs.1450/- is non-refundable.

Students after enrolment must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by Ministry of Education, Govt. of India. Academic Bank of Credits (ABC) ID creation is mandatory for all the students. (See **Annexure V** for details)

2.1.3 Program Fee

Program fees for students pursuing MBA in various specializations offered by CDOE-KIIT is mentioned below: Non-Refundable Registration Fees of Rs. 1450/- To be paid at time of Registration

Program	Electives	Academic Fees per Year (INR)	Foreign Nationals Fees Per Year (INR)
MBA	HR Management	**80,000**	**80,000**
	Marketing		
	Finance		
	IT Management		
	Operations		
	Business Analytics		
Other Fees			
	Particulars	**For Indian Students fees (INR)**	**For Foreign /NRI Students Fees (INR)**
1.	Bonafide Letter (On Demand)	300	300
2.	Transcripts (On Demand)	500	500

9

268

3.	Specialization Change Fees	1000	1000
4.	Course Change Fees	1000	1000
5.	Validation Extension Fees (1 Year)	5000	5000
6.	Degree Application Fees	1500	1500
7.	Duplicate Mark Sheet/Grade Card	400	400
8.	Duplicate Degree Certificate	1500	1500
9.	Re-Appearing Exam fees	400	400

EXAMINATION FEE as per the table

	All Programs of CDOE - KIIT		**Foreign Nationals**
A	First Attempt of Exam Per Subject is Included in Program Fees	NIL	NIL
	Back Paper Examination Fees / Re-appear Fees	Rs 400- per Subejct.	Rs 400- per Subejct.
C	Additional Fee for Project evaluation /Thesis		
	All UG / PG Programs	Rs 400	Rs 400

Note:- The Last date for end term examination is same as academic fee.

Scholarship

The eligible students can avail scholarship opportunities extended to the students as follows:

Types of Scholarship	Marks scored in qualifying Examination Percentage /Equivalent CGPA	Scholarship offered	Documents Required
Merit base	60-75%	10%	For UG (12th mark sheets) and for PG (Final year mark sheet of Bachelor Degree)
	75% Onwards	20%	
KIIT Alumni & Student		20%	Student Enrolment (KIIT Degree /Marksheet)

2.1.4 Financial Assistance Policy

The fees will be paid by the students through the online mode provided on the website. The University

has partnered with a third party NBFC to provide financial assistance to those in need.

10

269

2.2 Curriculum Transactions

2.2.1 Program Delivery

The curriculum is delivered through the Self Learning Materials (SLMs) in the form of e-Contents supported by various learning resources including audio-video aids through Learning Management System (as per four quadrant approach) along with the online contact hours with discussion forums and synchronous live interactive sessions conducted through LMS as per the prevailing UGC norms for course delivery.

2.2.2 Learning Management System to support online mode of Course delivery

The Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login is designed to facilitate the students to have a Global learning experience. LMS has user friendly approach through which the learning is made simple, interesting and truly meeting the global standards of learning. The audio-visual mode of teaching, the self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the industry and in sync with the UGC Guidelines of four quadrant approach.

The students can experience uninterrupted learning 24x7 through web and mobile at the pace chosen by them. The user interface will be simple and easy to navigate through the e-learning modules; the LMS will provide seamless accessibility with all the learning tools designed as per standard norms for a perfect learning experience.

2.2.3 Course Design

The Course content is designed as per the 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience

Quadrant-I i.e., e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs

Quadrant-II i.e., e-Content that contains – Portable Document Format or e-Books or Illustration, video demonstrations, documents as required.

Quadrant-III i.e., Discussion forums to raise and clarify doubts on real time basis by the Course Coordinator and his team.

Quadrant-IV i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Assignments with solutions and Discussion forum topics.

11

2.2.4 Academic Calendar

S.No.	Event	Session	Month (Tentative)
1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning Management system	January	Within 48 working hours of fee deposit and confirmation
		July	
3.	Webinars / Interactive Live Lectures and Discussion Forum for query resolution	January	February to May
		July	August to November
4.	Assignment Submission	January	By March-April (i.e. in the mid of the session and towards the end of the session)
		July	By September-October (i.e. in the mid of the session and towards the end of the session)
5.	Performa For Project Proposal	January	by last week of January
		July	by last week of July
6.	Submission of Synopsis (Applicable during Pre final semester)	January	By March
		July	By September
7.	Project Report Submission (Applicable during Final semester)	January	Last week of April
		July	Last week of November
8.	Slot booking for Online Examination	January	April
		July	November
9.	Practical Examinations (Wherever Applicable)	January	May
		July	November
10.	Admit Card Generation	January	By May
		July	By November

12

271

11.	Term End Examination	January	June onwards
		July	December onwards
12.	Result Declaration of End Term Examination	January	By August
		July	By February

3. Instructional Design

3.1 Curriculum Design

The curriculum is designed by Experts in the field of management and has taken into account topics that are contemporary and create environmental awareness. It is approved by the Board of Studies of Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

The curriculum comprises of four types of courses:

1. Core Course- It is a compulsory component for award of degree. It provides the foundational knowledge and skills needed to be successful in a specific subject or field.

2. Elective Course – It allows students to choose courses that are specifically tailored to their interests and goals.

3. Skill Enhancement Course – Courses focused to make students competent and improve their professional skills.

4. Project work – It is a mandatory component of learning experience at CDOE-KIIT. It is designed to be based on the specialization. It involves preparation of a dissertation that enhances the student's understanding of a topic. The format of the project is provided in **Annexure IX**.

3.2 Program Structure and detailed Syllabus

3.2.1   Program Structure

Institution constitutes a team of experts to review the course structure. The review team provides its feedback and recommendations to the concern faculty. In case of any modifications suggested by the review team, the curriculum of the course is re-worked upon.

- **Study Materials:** The study material is Self-Learning (SLM) format, which is the essence of standard distance learning Programs. Thus, Institution initiates to develop all materials in SLMformat. Experts both internal & external to write the study material on the specific guidelines laid down by statutory body.

- **Review by Board of Studies:** The course is meticulously reviewed by BOS. Recommendations of BOS are implemented on priority. It also checks & defines the applicability, credit hours, scheme of

13

272

examination for the course.

● **Approval by Academic Council:** Finally, the course is submitted to the Academic Council ofthe University for Final Approval.

Programs are offered on semester basis. A modular approach towards pursuing a long term degree Program is implemented. Academic activities are linked together to engage learner andmaximize learning.

To enhance the employability of students certain student-centric opportunities in the form of value added online courses by industry partners would be provided. The cost for such value added courses would be paid by the students to such industry partners of the University.

3.2.2 Detailed Syllabus of MBA

Detailed syllabus of MBA is attached in Annexure-I.

3.3 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
MBA	Master's Degree	2 years (4 Semesters)	4 Years	78

3.4 Faculty and Support staff requirements

3.4.1 Director

The individual will be a Permanent, full-time Professor with experience in managing and organizing online and distance learning programs during his/her career. The individual shall lead the CDOE-KIIT department by synchronizing all activities between the faculty, technology department and the staff members. He/She shall be entrusted with both Academic as well as Administrative duties.

KRA

1. Administer the CDOE-KIIT, LMS and the appropriate staff

2. Collaborate with different faculties and other supervisors to ensure use of appropriate pedagogy and andragogy, and delivery of quality content

3. Identify the weaknesses and strength of the program from time to time and suggest adequate solutions.

3.4.2 Deputy Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be conversant with LMS and have technical expertise to coordinate and aid in module development.

14

KRA:-

1. To facilitate information manuals and documents to CDOE team members in coordination with the Technical Manager

2. To prepare the academic calendar for the academic sessions

3. To review the timetable for live classes and interactive sessions and make necessary recommendations to the Program Coordinator

4. To approve the Content Matrix for each program after verifying its compliance with the four quadrants as per UGC guidelines

5. To get involved in syllabus design and updating it regularly as per industry requirements in consultation with Board of Studies and Academic Council of KIIT

6. To ensure academic planning, conduct of academic audit and implementation of academic policies

7. To ensure incorporation and implementation of changes in academic delivery as per the UGC amendments as announced from time to time

8. To ensure the e-content and e-tutorials are approved and forward them to the Technical Manager for uploading on the LMS following the approved procedure (provided in **Annexure IV**)

9. To ensure faculty members are regularly taking their live classes and interactive sessions and their attendance is duly recorded in coordination with the Program Coordinator

10. To ensure record for learner dropouts from the program is maintained, students are followed up and controlled to minimize it

11. To ensure academic notifications for lectures, events, content uploading, examinations etc. are approved and sent out on a regular basis

12. To ascertain all the four quadrants approach being practiced

13. To propose the preparation of the schedule for continuous internal assessments and end-term examination and duly approve it for circulation

14. To ensure the approved schedule is supplied to the Technical Manager for uploading on the LMS

15. To propose and review reports of performance and attendance of students in the assessments from the faculty from time to time

16. To ensure marks for the internal assessments are submitted to the CoE and uploaded as per schedule

17. To ensure examination forms are submitted and examination fees are paid within the deadlines by the students and duly communicated with the CoE

18. To coordinate with the CoE for all purposes of conducting examination at CDOE-KIIT

15

19. To ensure provision for industrial interface is arranged and adequate assistance is provided to the students for the same in coordination with the Program Coordinator

20. To ensure orientation/FDP/ training programs for CDOE-KIIT team members are organized periodically

21. To discharge any other functions as assigned to be part of various committees or teams of relevance for smooth functioning of CDOE-KIIT

3.4.3 Assistant Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be having prior experience in managing online education programs.

KRA:-

1. To coordinate with the various Departments offering Online Programs.
2. To assist the Dy. Director to complete daily duties related to the Online Program.
3. To make certain that the courses are running as per schedule and without errors.

To ensure completion of tasks as and when instructed by the Deputy Director.

3.4.4 Program Coordinator

For each program one Program Coordinator is to be appointed. An individual with the qualifications as prescribed by UGC Regulations 2018 for Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To prepare the time-table for the live classes and interactive sessions and make them accessible to the students and the faculty with due approval from the Dy. Director

2. To schedule/re-schedule classes as and when necessary

3. To ensure course content is prepared as per Content Matrix and coordinate with all faculties and academic partners for the same

4. To prepare subject allocation plan in consultation with the faculty members and seek approval from the Dy. Director

5. To ensure the attendance of the faculty members is maintained and every faculty member is regularly taking their live classes and interactive sessions. while reporting the same to the Dy. Director

6. To ensure instructional delivery is as per the content matrix and four quadrants of UGC regulations

7. To review the quality and plagiarism of the e-content (SLM, e-books etc) and e-tutorials (video

16

and audio content etc) and ensure its adherence to the content matrix, syllabus and branding guidelines of CDOE-KIIT **(Annexure III)** in coordination with the Course Coordinator and submit the same for approval to the Dy. Director

8. To ensure that the e-content, e-tutorials, and events are available on the LMS as per schedule

9. To assist the Dy. Director in ensuring the uploading of e-contents and e-tutorials on LMS in consultation with the technical departments

10. To facilitate necessary technical support to the faculty and students by systemizing tasks between the administrative and technical departments during the entire course duration

11. To ensure live lectures are scheduled on time and delivered without any malfunctions

12. To ensure students are regular to attend the live classes and interactive sessions and the attendance for the same is maintained in proper format

13. To make sure the entire session of a scheduled lecture is utilized, completed on time, and is as per the credit hours scheduled for the course

14. To schedule sessions by Visiting Faculty from the Industry and other institutions of repute with due approval from the Director

15. To co-ordinate with the Deputy Director for the soft skill and value-added relevant certificate programs to be extended for better career prospects, industry experience and personal development of the students

16. To coordinate all academic activities like Discussion Forum with the Course Coordinators

17. To make sure continuous internal assessments are adequately paced, properly planned, and communicated, as well as technically viable

18. To ensure assessment contents are prepared as per Quadrant-IV by the faculty and uploaded on LMS

19. To ensure faculty is allotted to each student for Project work, adequate time is provided for its completion, dissertation preparation guidelines are prepared and communicated, submission dates are ascertained, plagiarism checks are in place and topics of the dissertation are non-repetitive

20. To ensure submission of the thesis on time and viva-voce is scheduled for the students

21. To ensure question papers for the online program have been duly submitted abiding by the guidelines within the deadlines and communicate the same with the CoE

22. To ensure the faculty for every subject evaluates as per schedule and uploads the marks on LMS

23. To ascertain evaluations are assigned and completed on time so that results are published within the planned timeframe in consultation with the CoE

17

3.4.5 Course Coordinator

One Course Coordinator is to be appointed per course having desired subject expertise and industry knowledge for academic delivery of the program. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Professor or Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To be well versed with the functioning of LMS prior to the commencement of the session
2. To be well prepared for daily sessions, engage the students for the entire time allotted and effectively communicate with the students
3. To organize Discussion Forums for doubt-clearing session and ensure quick response to student communications through chat, email, phone, video, or some other synchronous tool as per the policy of the University and as desired through the Student Relationship Manager (SRM)
4. To provide regular feedback to students in response to discussion boards, assignments, tests, and so on
5. To conduct plagiarism check of all the e-tutorial and e-content as defined in the four quadrants by UGC. The same should be reported to the Program Coordinator
6. To schedule regular assessment of the course modules using the LMS platform
7. To ensure assessments are taken by students honestly, and reports on use of unfair means to be submitted to the Program Coordinator

3.4.6 Course Mentor

For every batch of 250 students, one Course Mentor is to be appointed. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Assistant Professor shall be eligible for the position.

KRA

1. To assist the Program Coordinator and Course Coordinator for academic knowledge sharing and procedural query resolution as desired by the students
2. To oversee the teacher-student interaction groups
3. To support the Course Coordinator in organizing and actively participating in discussion forums
4. To devise mechanisms that enhance the learner's learning experience through open dialogues, counselling etc.
5. To ensure resolution of non-academic queries

18

3.4.7 Examinations

Controller of Examination (Dy. CoE)

The Dy. CoE is to oversee and perform all the functions related to the entire process of examination.

KRA

1. To oversee that the students at CDOE-KIIT meet the eligibility criteria to undertake examinations in coordination with the Dy. Director
2. To ensure students have duly submitted the examination form and paid the examination fees within the deadlines in coordination with the Dy. Registrar and student cell.
3. To ensure admit cards are issued to the students who have complied with all the rules and regulations at least 3 days prior to the commencement of the end term examination in coordination with the academic team
4. To prepare and release Examination Time-Table
5. To appoint qualified faculty as examiners for the assessment of the online students. The faculty may be internal to the University or may be invited from other institutions
6. To ensure question papers for the online program have been duly received abiding by the guidelines provided in coordination with the Dy. Director within the deadlines
7. To ensure faculty examiners are duly paid for the paper checking fees as prescribed by the norms of the CDOE-KIIT
8. To ensure the results are duly declared and grade cards are issued to the students in coordination within the given time-frame.
9. To issue notifications, guidelines and regulations to popularize and spread awareness on policies and procedures of exam-conduction among students and faculty members at CDOE-KIIT
10. To coordinate with CDOE-KIIT for all purposes of result declaration and grade-card release

3.4.8 Technical Support Team

1. *Technical Manager* (Operations)– One Technical Manager is to be appointed.

   KRA

   a) To upload the academic content for delivery post approval from Dy. Director
   b) To prepare the e-tutorials and e-contents as per the four quadrants approach, plagiarism guidelines stipulated by UGC and branding guidelines of CDOE-KIIT

c) To work in coordination with the other Technical Managers, ERP and LMS providers for regular upkeep and issue resolution

2. *Technical Associate* (Audio-Video recording and editing)– One Technical Associate is to be appointed.

   KRA

   a) To record, edit and execute duties related to creation of audio-video content for CDOE-KIIT

   b) To incorporate changes and prepare audio-video contents as suggested by the Technical Manager and Director

3.4.9 Administrative Staff Strength

The strength of the administrative staff shall constitute of:

1. *Deputy Registrar* – One individual is to be appointed with minimum Master's degree qualification and five years of experience as an Assistant Registrar or an equivalent position. The individual should have expertise in adequate technology.

   KRA

   1. To coordinate with the Admissions teams for sound functioning of the admission process at CDOE-KIIT
   2. To ensure Academic Bank of Credit (ABC) ids are generated by each and every students after generation of enrolment number
   3. To approve and ensure notifications related to administration are sent out to the faculty and staff on a regular basis
   4. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registrar Office and other Stakeholders.
   5. To approve and ensure notifications related to administration are sent out to students on a regular basis
   6. To ensure student enrolment record including all documents (bonafide letter, NOC, etc.) is maintained
   7. To ensure registration fee, academic fee, admission fees and additional fees are collected from the students as and when applicable
   8. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registration Office and stakeholders

9. To ensure scholarship facility is provided to the students on the basis of criteria laid down by KIIT and other funding agencies (government and private)

10. To ensure adherence to statutory compliance as per UGC, AICTE and all other regulatory bodies

11. To ensure induction and training programs for new recruits and staff members at CDOE-KIIT

12. To determine the necessity of recruiting staff members at various positions for the department of CDOE-KIIT

13. To determine the salary of the employees based on criteria laid down by the University and duly communicate the same with the accounts department of KIIT

14. To ensure all required documents are submitted by employees (NOC, offer letter, appraisal documents etc) for performance appraisal and communicate the same to Registrar's office.

15. To organize events as deemed necessary for effective employee engagement

16. To efficiently address the grievances of the employees at CDOE-KIIT

17. To oversee the grievance addressal of the students

18. To discharge and oversee other duties of the examinations, admissions and technical departments

2. Student Relationship Manager (SRM)

There will be two SRM appointed by CDOE-KIIT. The individual should have a minimum qualification of an undergraduate degree with relevant experience of minimum two years in handling student relationship in an academic institution. The individual should possess good communication skills and be able to work in teams.

KRA

1. To create and maintain relation with the prospective learners and their parents/guardians

2. To help learners in understanding the various courses offered and the up-selling points

3. To identify the opportunities and weaknesses of the SRM systems and implement changes

4. To seek feedback and resolve complaints efficiently throughout the program duration

To discharge all other duties as necessary

3.5 Instructional delivery mechanisms

KIIT has a fully dedicated team of faculty members and staff who are well versed in delivering online lectures under the CDOE – KIIT.

21

Academic calendar will be provided to students at the beginning of each session through LMS. Self-learning material, audio and video content will be shared with the students through LMS through following delivery channels:

3.5.1 Four Quadrants and Academic Delivery

No. of Credits	Duration	Live Sessions	Quadrant – I e-Tutorial		Quadrant – II e-Content	Quadrant – III Discussion Forum	Quadrant – IV Assessment
			(Recorded Lecture)	Open Source Videos	e-Content(E-book/ PDF & PPT)	Live Session (2 hrs/week)	CIA
2	6 weeks	6 (1/week)	6 hrs	4 hrs	•2 files – 1 PPT and 1 E-book/PDF •Total 12 files •Reading time should be mentioned for each file	Forum Topics – For raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team	Multiple Choice Questions, Fill in the blanks, Practice Test: Short Answer Questions, Long Answer Questions
Total Hours= 60	**6 hrs**	**10 Hrs**	**10 Hrs**		**12 hrs**	**22 Hrs**
3	9 weeks	9 (1 session/ week)	9	6	•2 files – 1 PPT and 1 E-book/PDF •Total 18 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 90	**9 Hrs**	**15 Hrs**	**15 Hours**		**18 hrs**	**33 Hrs**
4	12 weeks	12 (1 session/ week)	12	8	•2 files – 1 PPT and 1 E-book/PDF •Total 28 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 120	**12 Hrs**	**20 Hrs**	**20 Hours**		**24 hrs**	**44 Hrs**

3.6 Identification of media-print, audio, or video, online, computer aided

LMS is a comprehensive digital platform that provides all recorded faculty video lectures, provision for real-time discussion forums and live session, e-content in the form of study material, open source materials and graded assessments.

22

For each module of a course, there shall be one live session conducted by the concerned faculty on a particular topic. CDOE-KIIT has designed study material that is lucid and easy to understand with proper summary, self-assessment questions and case studies.

These course materials can be accessed through**:**

- Login credentials as mentioned on the welcome mail sent by the university
- Students can also login through My Account Tab as mentioned on the University website https://kiitonline.com/.

Online Courseware

The students would get access to the following course material through LMS:

- e-Books (SLM) for each module of a course
- Study Guide (PPT) for each module of a course
- Tutorials Videos for each module of a course
- Live Interactive Online Sessions for each module of a course
- Frequently Asked Questions (FAQ) and Misconceptions for each module of a course
- Web Resources for Research Purpose for each module of a course
- Practice Assignments for each module of a course
- Online Discussion Forums for each course

Enriching Content: Case Studies as Value Added Content is provided to students.

The LMS have semester / year wise buckets for subjects and specializations of the respective programs as enrolled.

The Dashboard will ascertain the progress of their learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participation and Examinations. It also provides an opportunity for raising queries which may be answered and conveyed by the course coordinators mentors and faculty.

3.7 Student Support Services

Student would have the access to connect with the SRM for support services offered by CDOE-KIIT in case of any queries related to administration and general technical queries. A ticketing system integrated on the LMS would help the learner to connect with the CDOE-KIIT technical team for support services which shall be duly resolved by the appropriate authority. A notification will also be sent to the Deputy Registrar, to ensure queries are resolved within 24 hours or sooner.

For academic course based queries, the student will raise query which will be directly notified to the Course Coordinator, Program Coordinator and Deputy Director through an open discussion form. The

query should be resolved within 48 hours of the query raised; otherwise the matter should be managed and resolved by the Program Coordinator. The same should be ensured by the Deputy Director.

Apart from being a well-recognized university that delivers academic excellence by integrating industrial expertise, CDOE-KIIT also ensures holistic development of the students. To cater to multifarious needs of the students that shape them to become future leaders, the department aids in widening the scope of opportunities.

To foster innovation and entrepreneurship multiple facilities supported by various Government and private agencies, including infrastructure for pre-incubation, incubation centers, and R&D facilities on campus have been initiated. These centers provide the resources they need to turn their ideas into successful startups.

KIIT TBI, incubation centers at KIIT provide support for the faculty and students of the University to develop their innovative ideas into products and services. These centers offer infrastructure, mentorship, and guidance for developing their innovative ideas.

4. Assessment and Evaluation

4.1 Overview

Learning of the students would be evaluated through internal assignments, quizzes, learner response sheets, and end-term examinations. CDOE-KIIT adopts rigorous process in development of question papers, question / quiz banks, assignments and their moderation, conduct of examinations, analysis of answer scripts by qualified academics, and declaration of result. The Centre shall frame the question papers so as to ensure that complete syllabus is covered. The evaluation shall include two types of assessments-

Examination Name	Marks Division
Continuous Internal Assessment	30 %
Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow **Annexure VI** for guidelines and pre-requisites for Proctored Examination)	70 %

The examinations shall be conducted to assess the knowledge acquired during the study.

For theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment (CIA) by assignments preparation and quizzes. The internal assessment shall comprise of maximum of 30

marks for each course. The end semester examination shall be of two hours duration for each course at the end of each semester.

To ensure flexibility and convenience for the students, they may opt to book an Online Examination Slot for each course on each day of exam dates as declared by the COE of the University. The slot timings will be as follows:

1. 10 am to 12 Noon
2. 12.30 pm to 2.30 pm
3. 3 pm to 5 pm

Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.

4.2 Question Paper Pattern

Online Exam Time: 2 Hours

Max. Marks: 75

1. Part A comprising of 52 Multiple-Choice Questions (1 Mark Each) – 52 Marks

2. Part B comprising of 3 Essay Type Question Answers (6 Marks Each) – 18 Marks

4.3 Distribution of Marks in Continuous Internal Assessments

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 assignments 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%

4.4 Statistical Method for the Award of Relative Grades

As per UGC's recommendations for the 'Evaluation Reforms in the Higher Education System', CDOE-KIIT will be adhering to Relative Grading System. In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty).

A seven-point grading system on a 10 point scale is followed for grading in the examinations. The details are given in a table 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

4.4.1 Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term.

4.4.2 Cumulative Grade Point Average (CGPA)

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University upto and including the latest semester as per the procedure provided in KIIT Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty member is also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

Conversion Factor

- CREDIT POINT = CREDIT X POINT for each course item.
- CREDIT INDEX (CI) = $\sum$ CREDIT POINT of all course items in a semester.
- Semester Grade Point Average

    SGPA = CI / $\sum$ CREDITS (for a semester)
- Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma \text{ CI of all previous semesters up to current semester}]}{[\Sigma \text{ CREDITS of all previous semesters including the current semester}]}$$

4.5   Grade card

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration.

Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

4.5.1 Grade Cards & Certification – Student Communication

- 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 have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Note: Refer to **Annexure VII** and **VIII** for reference to the question paper pattern and formats of documents accepted.

Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

4.5.2 Online Results, Grade Card and Degree Logistics – Internal Process

- After verification of all data by the University team members, the online results would be published on the university website.

- All Soft copies of Online Results / Online Mark Sheets for every semester / year as issued by KIIT University.

- Students need to download and save the copy of online semester / year wise results.

- University would provide hard copy mark sheets and degree certificate at the end of the program who has successfully completed the program.

- Students need to apply by filling the Degree Application form and submit all the required documents as mentioned on the form and the applicable degree processing application fees of Rs. 1500/- to the university.

5. Requirement of the Laboratory Support and Library Resources

5.1 Laboratory Support

To progress research and analytical skills among students, free statistical tools like R Programming and lab facilities with additional payment like SPSS will also be provided to the students.

5.2 Library Resources

The Central Library has reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. The library has more than 35000 books, e-journals, online-database such as

Scopus and Web of Science and institutional repositories having rare book collection. All e-resources can be accessed through LAN on the campus and remotely through login Id and password. Library is automated using TCS-ion library management system. Besides, University library has membership of various consortia such as E-Shod Sindhu, Shodhganga, INFLIBNET, DELNET, ManuPatra etc. The details of accessing these platforms is provided in **Annexure X**. To leverage technology, Learning Management System "TCS-ion" (ERP) has been installed for ensuring smooth student life cycle management. For e-learning, intranet based video platform containing videos consisting of web courses and video lectures from NPTEL G-suite for Education - cloud based solution for messaging and collaboration are provided. URKUND – e-mail based fully-automated system for plagiarism check is also provided.

6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	45,00,000 INR
2	Program Delivery (Per Year)	9,00,000 INR
3	Program Maintenance (Per Year)	30,00,000 INR

7. Quality Assurance Mechanism

Quality of a program depends on the course curriculum, syllabus and academic delivery which is designed to meet the gap between industry and academia. To achieve this Centre for Internal Quality Assurance (CIQA) and the Academic Council shall duly fulfil their duties.

The **Academic Council** is responsible to ratify the curriculum and changes as recommended by CIQA in order to maintain the quality and standard of online education at CDOE-KIIT.

The **Centre for Internal Quality Assurance (CIQA)** shall be responsible to

(i) to conduct periodic assessment of the online learning course material and audio-video tutorials and will assure that the quality of learning is maintained

(ii) to ensure stakeholder's feedback is taken from time to time and recommended changes are executed as per the requirement of the course delivery and industry requirement

(iii) to assess the quality of assignments, quizzes and end- term assessment and advice improvements to maintain the standard of the learning program

(iv) to assure that the learning is truly a global experience for the student along with the possibility to inculcate skills as expected from the program outcomes and map with vision and mission of KIIT

The **CoE** of the University shall oversee the examinations and the evaluation system.

The CDOE-KIIT will work continuously for the betterment of processes, assessments, teaching methodology, e-learning material improvisation as per four quadrant approach and implementation of the same as per New Education Policy. The University is committed to deliver the best education in all the learning modes with adherence to NEP, UGC and other regulatory guidelines in true global sense.

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30

Annexure I _Detailed syllabus of MBA Program

Program Outcomes

The MBA Program curriculum is designed with the aim to achieve the following outcome:

PO1: Provide educational preparation for a career in business management

PO2: Support members of faculty for development of intellectual capital

PO3: Network with industry and greater academia to create, share and use knowledge.

PO4: Meet institutional social responsibilities aligned to the vision and regulations.

PO5: Building a responsive sustainable financial management model

The detailed syllabus for the Program is as follows

Semester wise Core courses and credits

Semester I

Sl. No.	Course Code	Subject	Credit
1	OBM60301	Marketing Management – I	2
2	OBM60204	Accounting for Managers	2
3	OBM60103	Organizational Behavior	2
4	OBM60401	Managerial Economics – I	2
5	OBM60503	Quantitative Techniques – I	2
6	OBM60601	Information Technology for Managers	2
7	OBM60702	Business Communication	2
8	OBM60702	Legal Aspects of Business	2
9	OBM60102	Human Resource Management	2
10	OBM60803	Production & Operations Management – I	2
Semester Total Credits			20

Semester II

Sl. No.	Course Code	Subject	Credit
1	OBM60302	Marketing Management – II	2
2	OBM60202	Cost and Management Accounting	2
3	OBM60403	Managerial Economics – II	2
4	OBM60205	Corporate Finance – I	2
5	OBM60104	Organization Theory	2
6	OBM60804	Production and Operations Management – II	2
7	OBM60502	Business Research Methods	2
8	OBM60504	Quantitative Techniques – II	2
9	OBM60703	Business Ethics and Corporate Social Responsibility	2
10	OBM60829	Business Analytics	2
Semester Total Credits			20

Specialization (Area) Wise Courses

I) Marketing Management

Semester III

Sl. No.	Course Code	Subject	Credit
1	OBM62704	Strategic Management*	2
2	OBM62301	Consumer Behavior	2
3	OBM62302	Product and Brand Management	2
4	OBM62303	Services Marketing	2
5	OBM62308	Customer Relationship Management	2
6	OBM62309	Integrated Marketing Communication	2
7	OBM62311	Marketing Research	2
8	OBM62314	Pricing Management *	2

32

9	OBM62304	Sales & Distribution Management	2
Semester Total Credits			18

Semester IV

Sl. No.	Course Code	Subject	Credit
1	OBM62315	Digital Marketing Analytics	2
2	OBM62305	Retail Management	2
3	OBM62306	B2B Marketing	2
4	OBM62307	Real Estate Marketing	2
5	OBM62312	Digital and Social Media Marketing	2
6	OBM62313	Agency & Media Management	2
7	Project Work (On Job Training)		8
Semester Total Credits			20

II) Finance Management

Semester III

Sl. No.	Course Code	Subject	Credit
1	OBM62704	Strategic Management*	2
2	OBM62213	Corporate Finance-II	2
3	OBM62206	Security Analysis & Portfolio Management	2
4	OBM62201	International Financial Management	2
5	OBM62214	Financial Reporting and Corporate Governance	2
6	OBM62223	Banking & Financial Services	2
7	OBM62204	Mergers, Acquisitions & Corporate Restructuring	2
8	OBM62216	Project & Infrastructure Finance	2

Sl. No.	Course Code	Subject	Credit
9	OBM62314	Pricing Management *	2
Semester Total Credits			18

Semester IV

Sl. No.	Course Code	Subject	Credit
1	OBM62224	Behavioural Finance	2
2	OBM62207	Derivatives & Risk Management	2
3	OBM62210	Business Analysis and Valuation	2
4	OBM62211	Management Control System	2
5	OBM62217	Financial Time Series & Analysis	2
6	OBM62218	Risk Management in Banks	2
7	Project Work (On Job Training)		8
Semester Total Credits			20

III) HR Management

Semester III

Sl. No.	Course Code	Subject	Credit
1	OBM62704	Strategic Management*	2
2	OBM62115	HR Planning and Selection	2
3	OBM62116	Labor Laws and Industrial Relations	2
4	OBM62111	Performance Management Systems	2
5	OBM62834	HR Analytics*	2
6	OBM62113	Compensation and Reward Management	2
7	OBM68108	Managerial Effectiveness	2
8	OBM62117	HR Value Proposition and HR Scorecard	2

34

9	OBM62107	Leadership for Corporate Excellence	2
Semester Total Credits			18

Semester IV

Sl. No.	Course Code	Subject	Credit
1	OBM62105	Organization Development and Change	2
2	OBM62118	HR Accounting and HR Audit	2
3	OBM62119	Human Resource Development (T&D)	2
4	OBM62120	Strategic Human Resource Management	2
5	OBM62121	Competency Mapping and Building the Talent Pipeline	2
6	OBM62122	Managing Employee Engagement	2
7	Project Work (On Job Training)		8
Semester Total Credits			20

IV) Operations Management

Semester III

Sl. No.	Course Code	Subject	Credit
1	OBM62704	Strategic Management*	2
2	OBM62808	Supply Chain Management	2
3	OBM62807	Total Quality Management	2
4	OBM62611	IT Project Management*	2
5	OBM62607	Enterprise Resource Planning Systems	2
6	OBM62601	Data Mining and Business Intelligence	2
7	OBM62815	Managing Service Operations	2
8	OBM62809	Project Management	2
9	OBM62814	Machine Learning & Artificial Intelligence	2

	Semester Total Credits	18

Semester IV

Sl. No.	Course Code	Subject	Credit
1	OBM62610	E-Business*	2
2	OBM62612	Internet of Things*	2
3	OBM62607	Enterprise Resource Planning Systems	2
4	OBM62107	Leadership for Corporate Excellence	2
5	OBM62314	Pricing Management *	2
6	OBM62808	Supply Chain Analytics	2
7	Project Work (On Job Training)		8
Semester Total Credits			20

V) IT Management

Semester III

Sl. No.	Course Code	Subject	Credit
1	OBM62704	Strategic Management*	2
2	OBM62611	IT Project Management	2
3	OBM62814	Machine Learning & Artificial Intelligence	2
4	OBM62610	E-Business	2
5	OBM62612	Internet of Things	2
6	OBM62607	Enterprise Resource Planning Systems	2
7	OBM62601	Data Mining and Business Intelligence	2
8	OBM62838	Multivariate Data Analysis	2
9	OBM62836	Advanced Statistics and Probability for Data	2

Semester Total Credits			18

Semester IV

Sl. No.	Course Code	Subject	Credit
1	OBM62837	Data Analytics Using R	2
2	OBM62833	Analytics Toolbox	2
3	OBM62216	Project & Infrastructure Finance	2
4	OBM62107	Leadership for Corporate Excellence	2
5	OBM62314	Pricing Management *	2
6	OBM62815	Managing Service Operations	2
7		Project Work (On Job Training)	8
Semester Total Credits			20

VI) Business Analytics

Semester III

Sl. No.	Course Code	Subject	Credit
1	OBM62704	Strategic Management*	2
2	OBM62837	Data Analytics Using R	2
3	OBM62830	Advanced Business Analytics	2
4	OBM62831	Introduction to Marketing Analytics	2
5	OBM62832	Supply Chain Analytics	2
6	OBM62833	Analytics Toolbox	2
7	OBM62834	HR Analytics	2
8	OBM62835	Credit Risk Analytics	2
9	OBM62836	Advanced Statistics and Probability for Data	2
Semester Total Credits			18

Semester IV

Sl. No.	Course Code	Subject	Credit
1	OBM62814	Machine Learning & Artificial Intelligence	2
2	OBM62601	Data Mining and Business Intelligence	2
3	OBM62838	Multivariate Data Analysis	2
4	OBM62839	Predictive Analytics using SAS	2
5	OBM62840	Text Mining and Analytics	2
6	OBM62607	Enterprise Resource Planning Systems	2
7	Project Work (On Job Training)		8
Semester Total Credits			20

IV SEMESTER

Practical training in Industry

- The purpose of the practical training is primarily to demonstrate the application of knowledge and skills acquired during the Program, by studying and analysing the selected program in the work situation in a systematic manner while suggesting solutions to the management.

- The topic selected for the Practical Training in Industry should be appropriate to justify program project. It should be genuine and your original work and from the area of program specialization.

Practical Training in Industry could be in the following areas:

- Inter-organizational study

- Application of optimization techniques for business decisions.

- Computer systems development for business operations.

- Choose any organization of your choice, preferably a medium sized or a large enterprise and approach its HR manager /PRO for necessary permission.

- Description of Objectives of the Study, Methodology, Statistical data analysis and Report preparation should conform to the standard research norms.

- Visit the selected organization & collect information either through structured questionnaire / interview schedule. Collection of information/ data needs to be done in consultation with your Project Guide.

<u>Annexure II</u>- **Mandatory Documents for Admission**

To be uploaded on the Online Admission Portal by the Prospective students

Admission Documents	Format (JPEG/PNG/PDF)	Documents Size
Duly filled online application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB
Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes	PDF	500 KB
For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.		
In case of deferred Father name or mother name in such cases without a Gazette notification document.		
If foreign student: colour scan copy of passport	PDF/JPEG	500 KB
Fees submission transaction details or receipt as per University policy for respective online programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process	PDF	500 KB

Students can also visit the University website for the said information.

40

Annexure III- Content uploading protocol: Internal Process

1. All academic content [pdfs, ppt and video] is to be mapped for each module of a subject and stored in a separate sub- folder and ultimately compiled under a Course Folder named after the Course Code. Along with this please provide a combined pdf for all modules of the study material of each subject for plagiarism check by KIIT. For website links for open content, please share the links in a doc file.

   Example: There should be a folder named. There are 14 modules, so there should be 14 sub-folders each folder containing pdfs (e-books, practical assignments, plagiarism reports etc), 1 ppt and 1 recorded lecture video. And 1 compiled study material pdf.

2. A Google drive link is to be created and provided for content sharing by the Program Coordinator. These folders are to be uploaded on drive and the drive link is to be shared with the following members for reviewing:

   Deputy Director [dydirector@kiitonline.com]

   Program Coordinator [pcmgmt@ kiitonline.com]

3. Suggestions and reviews will be shared by the Program Coordinator.

4. The revised contents are to be shared similarly following Step 1 and Step 2 by renaming the files.

5. Final approval shall be communicated by the Deputy Director to upload the contents on LMS to the Technical Manager.

6. Once uploaded on LMS, Program Coordinator will ensure they are uploaded under the correct subject name and program.

7. Students are to be notified for availability of approved content on LMS

Annexure IV – Branding Guidelines for E-Learning Material

Refer to the Branding Guidelines

Annexure V- Academic Bank of Credit Id Creation Process

All students must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by the Ministry of Education, Govt. of India. ABC Id creation is mandatory for all the enrolled students especially students of Indian nationality.

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

Process	• Students can register by logging in at www.abc.digilocker.gov.in
	• Click on My Account → Login as Student
	• Click on "Sign up with DigiLocker" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button
	• You will be prompted with ABC student account creation window
Documents and proofs required	• Aadhaar Card is mandatory for ABC Id creation
	• Learners Name
	• Date of Birth
	• Gender
	• Enrolment Number
	• Requirements by Academic Institution:
	• Mobile Number

The University shall also extend support to the students to create ABC Id. The same documents shall be required by the University as stated above.

Annexure VI - Guidelines and Pre-requisites for Proctored Examination

The minimum hardware, software and connectivity requirements for taking Exams through Online Proctored Examination Platform is provided below. Students should review the following requirements for your camera, operating system, upload/download speeds, RAM, ports, microphones and browsers. Also included is a list of technology not currently supported.

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15

CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

1.1   Additional Requirements:

● A functioning microphone (some web cameras have them built-in); microphone should not be part of headphones

● Headphones are generally not permitted, check with your testing organization to determine if headphones are permitted

● A compatible browser: Google Chrome (preferred) or Mozilla Firefox

● Webcam and microphone (built-in or external) – test your webcam at https://webcamtests.com/

● Connection to network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at www.speedtest.net

1.2   Not Supported:

● Microsoft Edge browser

● Google Chromebooks (for Live Proctoring only)

● Tablets (Nexus, iPad, Tab, Note, etc.)

● Smartphones

43

- Linux operating systems

- Windows 10 in S mode or Surface RT

- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam

- Apple Boot Camp

- Remote Access Software

- Inactive Version of Windows and Test Builds/Test Mode

1.3   Pop-up blocker

Pop-up blockers must be either off or disabled. Disable your pop-up blocker like this:

- Open Chrome on your computer.

- Click on the icon with three vertical dots.

- Click More, then Settings on the top right.

- Go to Privacy and security and click Site settings.

- Click Pop-ups and re-directs.

- Turn the setting to Allowed at the top.

Important : The Institute regularly takes actions to optimize its examination system and hence please note that the above mentioned Hardware, software, equipment and connectivity requirements might change at institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

General Instructions

The timing for the Proctored Online Examinations will strictly be as per the time table schedule (Indian standard Time) communicated. This is also applicable to the candidates appearing for the examination from OUTSIDE India.

- Exams can be taken on devices such as Laptop/ Desktop. Charge the Laptop /Tablet well in advance to last for at least 2 hours.

- The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.

- For the smooth attempt of the online examination, students are advised to:

a)Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.

44

b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.

c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.

d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

- The student should compulsorily login into the portal 30 minutes before the commencement of the examination.
- The following activities are not permitted during the conduct of the online examination:

a) Presence of any other person in the room where the student is taking the examination.

 b) Movement from one place to another during the examination.

- You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
- You are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.
- Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.
- In case of disconnection of network/power failure during the examination, First wait for internet connectivity (do it as fast and resume test within 2 minutes) and click on "Resume " button, If not able to reconnect after 2 minutes, call concern administration for providing appropriate solutions to further proceed with test.
- It is advised to use the same Laptop/ Desktop to appear for the mock examination and for the final online examination.
- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

2. Examination Rules

• Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the LMS portal and will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

• At the beginning of each session, the student undergoes an identity verification at 2 levels,

- Level 1: Capture of facial photo. During the examination, the student is suppose to click and upload his photograph in the system; the system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.
- Level 2: Student must display College ID / Government authorized ID Proof at the beginning of the examination.

• Only 2 attempts will be allowed for every students for every session of the day for a test. After two attempts test student will not be able to take test again for the respective session of the day

• The student should ensure that he/she Clicks on "Submit" button available on right top position of the screen before logging out of the exam.

• The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.

• If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

o Focus changed to a different window: student tabs out of the examination taking window.

o Browser not supported: Student is using an older browser version or a non-compatible browser.

o Webcam is disabled: Students webcam is disabled.

o Face is not visible in the camera: Student is not looking into the camera.

o Several faces in front of the camera: There are other people along with the examination taker.

o Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

o Microphone muted or its volume is low: Student has muted the microphone.

o Conversation or noise in the background: System has captured background noise.

o Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.

o Second display is used: Additional display like extended monitor has been connected.

o Full-screen mode is disabled: student has disabled full screen mode.

3. Examination code of conduct and Malpractices

• Students are not allowed to leave their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• The system uses Artificial Intelligence to detect and record face emotions, eyeball movement, and all other activities.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.

• The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.

• Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination

• Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• Do not try to navigate from the main screen. Doing so will automatically terminate your examination.

• While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than chatting with the proctor; you are only allowed to scroll the cursor with the mouse to answer the question.

• You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.

• Do not leave your place for any reason during the examination.

• Do not have any light source behind your face.

• Do not cover your face with Hair, clothing (mask), hands or anything else.

• Do not use headphones, ear-buds, or any other type of listening equipment.

• Do not have any background noise/ voices / music or Television.

• Do not wear sunglasses during the examination.

• Do not entertain any other people in the room near you.

• Do not communicate with any person by any means during the examination.

• Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination.

• Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

Annexure VII – Continuous Internal Assessment Pattern for Program

Particular	A1 (Objective Type)	A2 (Objective Type)
Weightage %	15%	15%

Question Pattern for the CIA Components

A-1

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-1 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

A-2

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-2 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

Annexure VIII – End-term Examination Pattern for Program

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KIIT University Online Education

End Term Examination

<PROGRAM NAME>

[COURSE NAME][COURSE CODE]

</div>

Time : 2 Hours	Max. Marks : 70

Note for students: The paper is divided into 2 sections. Section A comprises of 52 compulsory objective questions of 1 mark each and Section B of 3 essay type subjective questions carrying 6 marks with internal choices.
SECTION – A (52 X 1 = 52 Marks)
Answer all the questions. Each question carries one mark.
Q. No. 1 to Q. No. 52 - Objective questions with four multiple choices.
SECTION – B (3 X 6 = 18 Marks)
Q. No. 53 to Q. No. 55 - 3 Essay Type Question with internal choices

In proctoring exam mode, student can submit their answer in following mode

1. Type the essay type answer in the format bar provided in the examination window
2. Option to Upload the typed answer in the word document format from the upload options.
3. Option to Upload the Math table and Diagram from upload options. (jpeg and pdf format)

Annexure IX –Guidelines for Practical Training in Industry –

Practical Training in Industry

Name of the Course	Credits	External Assessment (Presentation &Viva)	Continuous Internal Assessment	Interactive session with Faculty Supervisor

50

Major Project	08	70%	30%	5
TOTAL	08	70%	30%	5

Detailed Bifurcation of Internal and External Marks

	Project Proposal/ Synopsis (30%) • Choice and Relevance of the topic • Clarity about Objectives, proposed Methodology and Scope	5% 25%
	Project Report (50%) • Design of the study and methodology, Review of earlier work/literature available for the subject, data collection primary, secondary, questionnaire used where applicable, field work • Analysis and Interpretation of data, Data Processing technique (manual/computer) quantitative OR other tools. • Made use of Innovative technique/approach to problem solving • Finding of Research Study; recommendations, suggestions, policy issues • Report writing and presentation; languages, composition & chapter scheme • Usefulness of the Study; applicability in business/industry, in decision making/system development	10% 10% 10% 5% 5% 10%
	Viva-Voce (20%) **4 questions** based on the following criteria should be framed: • Identification of the problem. Clarity about objectives, scope and coverage of the study • Ability to discuss the report design, methodology instruments used literature connected with the report, data quality analysis and interpretation findings and recommendations • Depth of the subject and conceptualization of the key areas after completing the project work	 5% 5% 5%

	• Linking the Report Recommendations with project objectives and how far these have been achieved	5%

Note: Project reports with plagiarism above 15% will not be accepted.

If the student is unsuccessful in the project, she/he should re-do the whole cycle, right from the submission of the project synopsis. Students are advised to select a new topic for the project and should prepare and submit the project synopsis on the LMS as per the project guidelines. There are no separate slots for the submission of the project synopsis / project reports for the failed students. It should be done strictly as per the academic calendar of the next session for the project. Along with the re submission of the project report the student is required to remit the pro-rata fee (subject to change as per university rule)

I. <u>Practical Training in Industry (Project Work)</u>

- The topics for project may be taken from any one of the following sources:
  - (i) Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.
  - (ii) Inter organizational comparison of performances in different functional areas including management practices.
  - (iii) Field study / Empirical study

II. <u>Considering the importance of Project Work for the program, the School has drawn the following guidelines</u>:

A. Submission of Project Proposal and Synopsis

- The Project should be carried out under a Guide/ Project supervisor. Note: It is recommended that students choose supervisors who are active professionals in fields related to the chosen topic. For example, if the selected topic is from the area of finance, the supervisor should preferably be a financial expert, so on and so forth.
  Ensure that you include the following while submitting the Project Proposal:
  - a. Performa for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date-**Annexure I.**
  - b. Profile of the company and Bio-data of the project guide with her/his signature and date.
  - c. Synopsis of the project proposal (12-15 pages).

  Students should submit the synopsis, duly signed by the supervisor and the learner and uploaded in the soft copy format (pdf.) to the University's online portal using their respective login credentials.

1. **Content of** Project Work/ Practical Training in Industry **Synopsis:** The project synopsis needs to be prepared keeping in mind the following points.

   a) Title of the project
   b) Introduction and Objectives of the Study - Maximum 200 words
   c) Problem Statement
   d) Research Methodology and References

A project's synopsis should be prepared in consultation with the 'project supervisor' and submitted to the Course Coordinator by using respective login credentials.

- **The Certificate issued by the Organization** where the candidate completed his project work must also be included in the report.

- **Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.**

B. Submission of Project Report:

Report should contain the following:

    ☐   Table of Contents
    a.   Acknowledgements   Page No.
    b.   Self-Certificate
    c.   Certificate issued by the Organization
    d.   Executive Summary
    e.   List of Tables
    f.   List of Figures
    g.   Introduction and Design of the study

Note: This summary should cover everything of the project, all points of the project report shall be covered in this section, such as significance of the study, objectives, hypothesis, research methodology, data collection analysis, interpretation, findings and recommendations. In nut shell, executive summary should be a snap shot of the entire project work. This summary should not exceed 3 pages.

   1 **INTRODUCTION**

      1.1 Background of the study

      1.2 Need and Significance of the study

      1.3 Statement of problem

      1.4 Objectives of the study

      1.5 Scope of the study

      1.6 Limitations of the study

2 **ORGANIZATION OF THE REPORT**

   (Suitable headings based on reviews)

3 **THEORETICAL FRAMEWORK (if any)**

   (Suitable headings)

4 **RESEARCH METHODOLOGY**

   4.1 Objectives

   4.2 Hypothesis

   4.3 Research Design

   4.4 Sources of Data

   4.5 Primary and Secondary data

   4.6 Population

   4.7 Sample Design

   4.8 Sampling method

   4.9 Method of data collection

   4.10 Drafting a questionnaire

   4.11 Pilot survey (Reliability and Validity of the instrument)

   4.12 Data analysis techniques

5 **DATA ANALYSIS**

   5.1 (suitable headings may be provided)

6 **SUMMARY OF FINDINGS AND CONCLUSION**

7 **RECOMMENDATIONS PROPOSED MODELS (if any)**

   APPENDICES

   BIBLIOGRAPHY

   QUESTIONNAIRE

   SCHEDULES

ANNEXURE: Every Project Report should contain necessary annexure such as Performa of Questionnaire/ Interview Schedule.

The project must be uploaded online only; no other format of project submission will be accepted by the University. For uploading project reports to the student portal,

guidelines will be provided by the Course Coordinator on the portal (https://studyonline.kiit.ac.in/users/login).

Communication about approval/rejection/acceptance with suggestion will be made available in the login dashboard of the students.

III. **Presentation and Comprehensive Viva-Voce Examination: Notification email will be sent for the schedule of Comprehensive Viva-Voce Examination which carries a maximum of 20% weightage.**

IV. Specifications

Page numbers - All text pages as well as Program source code listing should be numbered at the bottom centre of the pages.

Normal Body Text: Font Size: 12, Times New Roman, Double Spacing, Justified. 6 point above and below Para spacing.
Paragraph Heading Font Size: 14, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.
Chapter Heading Font Size: 20, Times New Roman, Centre Aligned,
30 point above and below spacing. **Coding Font size:** 10, Courier New, Normal.

16.   Circumstances the project report will be accepted after the due date, neither in online nor in offline format.
Please Note:

1. Revaluation of Project Report is not allowed.

2. Resubmission of Project Report for Class Improvement is not allowed.

V   <u>**Formats of various certificates are as:**</u>

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ANNEXURE I

<Name of the Program>

PROFORMA FOR PROJECT PROPOSAL

</div>

Enrolment .No....................................

Name & Address of Student...

Ph.No.:...Email   ID:

....

Title of the Project:..

Specialization (Specific Area)..

Name, Designation and Official Address of the Project Guide...

………………………………………………………………………………………………

………………………………………………………………………………………..……..

Signature of the student   Signature of the Guide

Date: Date:

<div align="center">

(**For Office use only**)

</div>

Synopsis

Approved

Not Approved

Comments / Suggestions for reformulation of the project.

                                                  Name & Signature of the Evaluator

                                                         Date:

ANNEXURE II

ACKNOWLEDGEMENT

In the **"Acknowledgement"** page, the writer recognizes his indebtedness for guidance and assistance of the thesis adviser and other members of the faculty. Courtesy demands that he also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgement should be expressed simply, tastefully, and tactfully.

ANNEXURE III

SELF -CERTIFICATE

This is to certify that the dissertation/project report entitled **"_____**

_____" is done by me is an authentic work carried out

for the partial fulfilment of the requirements for the award of the degree of <Name of the

Program> under the guidance of _____.

The matter embodied in this project work has not been submitted earlier for award of

any degree or diploma to the best of my knowledge and belief.

Name of the Student

Signature of the student

Enrolment No.

ANNEXURE IV

COVER PAGE FORMAT

PRACTICAL TRAINING IN INDUSTRY REPORT

Title of the Project/report

(Times New Roman, Italic, Font size = 24)

Project Report

Submitted in partial fulfilment of the requirements

For the award of the degree

of

<Program Name>

(Bookman Old Style, 16 point, centre)

Submitted by:

Mr. /Ms.   :...

Enrolment No. :..

Project Supervisor

(Guide Name)

(Designation)

KIIT University Online Education

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Annexure X – e-Resource Access

DELNET	User id: Application ID of the student_XXX
	Password: Application ID_XXX

PROGRAMME PROJECT REPORT (PPR)

OF

MASTER OF COMPUTER APPLICATIONS

(MCA)

CENTRE FOR ONLINE EDUCATION

KIIT DEEMED TO BE UNIVERSITY, ODISHA

1

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Contents

2

3

MCA

1. Program Overview

1.1 Program's Mission and Objectives

(i) Mission:

The Pedagogy of MCA program has a practice-oriented approach to learning while integrating the elements of theory and practice. With an advanced level curriculum in the program, the students would be provided the required skill-sets necessary to excel in this technology driven business environment. The programme aims to achieve the following objectives:

(ii) Objectives:

The program aims to achieve the following objectives:

- Pursue a successful career in the field of computer applications, contribute significantly to their profession in industry, research and academia or undertake entrepreneurial endeavours.
- Continuously learn, engage and update themselves to carryout independent or collaborative research, and address constantly evolving technological and global challenges in their field of expertise.
- Develop leadership skills and demonstrate professional, social and ethical responsibilities as an individual.

1.2 Relevance of the Program with KIIT's Vision and Mission

In order to align with the mission and goals of KIIT University, the OL mode MCA program provides students with an in-depth understanding of the core concepts essential for successful technology driven business environment. The curriculum equips them with the knowledge and skills they need to take on leadership roles in the corporate world. The program is designed to help students develop the ability to think critically and strategically, to make sound business decisions, and to solve complex problems. Emphasis is laid on developing skills in leadership, communication, and data analysis. CDOE-KIIT strives to provide the students with the best education and to prepare them to take on the challenges of the modern business world and the same is relevant to KIIT's mission i.e.

- To promote quality education, training, research, consultancy, and enhance employability and entrepreneurial skills of our students.

- To integrate industry with academics in order to prepare our students in an immersive way for the world of work developing an effective interface with the industry and other institutes within and outside the country is the cornerstone of our approach.

- To meet these ends, we encourage and nurture the development of students' physical, mental, emotional, secular, and spiritual faculties.

The MCA Program in online mode aims to provide quality education to the candidates aspiring for higher education but are unable to match the requirements of a fixed time-table and teaching tools in the conventional mode of education in the Universities.

Moreover, to maintain the quality of the curriculum, the syllabus has been designed at par with the conventional mode keeping in mind the specific needs and acceptability of the students of online mode in the industry. The curriculum is also in line with the aims and objectives of the University and the requirements of future skills in the industry.

1.3 Nature of Prospective Target Group of Students

The curriculum of program infused with flexibility is designed to enhance comprehension of technology driven management education and encourage graduates from varied disciplines and enables them to become learned managers or entrepreneurs. The students are prepared to explore opportunities being newly created in the software technology profession. The program will target all graduates who want to enhance their knowledge, skills and build careers in entrepreneurial and business world.

The target group of students will be both working professionals and students who are deprived of admission in the regular mode due to limited intake capacity, dropouts primarily due to social, financial and economic compulsions as well as demographic reasons, population of any age and those living in remote areas where higher education institutes are not easily accessible. Ones who wish to pursue education in flexible mode of timings/delivery. It is also aimed at the working professionals who wish to upgrade their knowledge. Students enrolled in the program for delivery through online mode shall contribute towards Gross Enrolment Ratio (GER) of 50% by 2035, as envisaged by the Government of India.

1.4 Appropriateness of programs to be conducted in online mode to acquire specific skills and competence

The education throughout the course duration will involve inculcating the skills in the field of software technology driven management and entrepreneurship. The degree will provide value to the students in the field of technological and global challenges in their field of expertise.

The degree shall not only provide values to students for employment as a professional in industry, business house, finance or the civil service, but it will also be value by employers for other occupations where a demonstrated ability for logical and quantitative reasoning is desired.

A Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login that keeps track of execution of e-Learning material, learner's engagement, assessment, results and reporting in one centralized location, is in place. All of the above teaching and learning processes will be delivered by online mode with much ease for the students. Hence the program is suited for online mode of learning.

2. Procedure for Admission and Curriculum Transaction

Academic programs offered for candidates who enrolled for online mode of learning will be conducted by CDOE-KIIT with the support of various faculties of the University. Eligibility criteria, course structure, detailed curriculum, duration of program and evaluation criteria shall be approved by Board of Studies and Academic Council, based on UGC guidelines for the programs which comes under the preview of Online mode for award of Degree.

Details of procedure for admission with eligibility criteria for admission, fee structure, Curriculum including program delivery, details about Learning Management System (LMS) and Assessments and Evaluation are provided below.

2.1 Procedure for Admission

Students who are seeking admission in programs offered by CDOE-KIIT need to apply through www.kiitonline.ac.in in the courses offered there.

2.1.1 Minimum Eligibility Criteria for Admission

The minimum eligibility criteria for admission in Online MCA program is Bachelor's degree of minimum 3 years duration from a recognized University in any stream (with Mathematics either in 12th or Graduation / BCA is mandatory) as per UGC and AICTE norms and must have obtained at least 50% marks in the qualifying examination. For the reserved category the eligibility criteria as approved by AICTE shall be 45%. The learner should also meet all the required documentation criteria as mentioned on the website for admission in the program. Admission will stand cancelled, if candidate does not submit proof of eligibility within stipulated time given by CDOE-KIIT. Candidates are expected to read all instructions given in the Program prospectus before filling of application form.

The online admission process for the students is provided below:

Step	Process	Particulars
Step 1	**Counselling**	Prospective students would be counselled for the chosen program by designated and authorised counsellors
Step 2	**Registration on admission portal to get access to My Account.**	Prospective student registers by paying Rs. 1450/- as registration fee. Fill all the details in the application form and upload all the mandatory documents.
Step 3	**Details of Document upload**	Student Uploads document as follows- Personal Documents: Passport-size Photograph Student's Signature Aadhar Card (Back & Front) Passport (For International Student) Academic Documents: UG Student - 10th Marksheet 12th Marksheet PG Student - 10th Marksheet 12th Marksheet UG Marksheet Other Certificates (detailed list of documents is provided in **Annexure II**)
Step 4	**Scholarship Details**	Student will be eligible for below categories- Merit Base KIIT Alumni Extra Curriculum Excellence KIIT Employee As per the Notice by Dy. Registrar CDOE-KIIT.
Step 5	**Verification of documents by the Deputy Registrar**	Dy. Registrar verify all the documents uploaded by the prospective student on the admission portal and approve/disapprove within 48 hours the eligibility for the chosen program.
Step 6	**Undertaking**	Student will sign Undertaking after Approval in Application.

8

327

Step 7	**Payment of fees**	All eligible students, duly approved by the Deputy Registrar, will get fees payment link activated in their My Account for payment.
		The Fee is payable through any of the following means:
		(a) UPI
		(b) Credit/Debit Card
		(c) Net-banking
		Note: Cash, bank demand draft and Cheques are not accepted
Step 8	**Enrolment**	After the payment of program fee, the eligible student will get the Enrolment number and access to the LMS within 48 hours.
Step 9	**Access to Learning Management System (LMS)**	

General Instructions:

1. All students should carefully read and understand the eligibility conditions given in student handbook document and mentioned on the university website before applying for the online programs.

2. The prospective learner has to ensure that their education/qualifying degree has been issued from a recognized university/board only. For learners from an Indian higher education institution, it should be recognized by the regulatory authority of Government of India. For recognized Board of Education to check www.cobse.org.in/ while for Polytechnic Diploma check the respective State Board of Technical Education. To verify degrees from www.ugc.ac.in for recognized universities. For foreign prospective learners they may verify their institutions from www.aiu.ac.in.

3. Prospective learner to check their eligibility on the date of admission and should have passed the qualifying exams before the start of admission batch.

4. Registration fees of Rs.1450/- is non-refundable.

Students after enrolment must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by Ministry of Education, Govt. of India. Academic Bank of Credits (ABC) ID creation is mandatory for all the students. (See **Annexure V** for details)

2.1.3 Program Fee

Program fees for students pursuing MCA offered by CDOE-KIIT is mentioned below: Non-refundable Registration Fees of Rs. 1450/- To be paid at time of Registration.

Program	Academic Fees per Year (INR)	Foreign Nationals Fees Per Year (INR)
MCA	80,000	80,000
Other Fees		

9

	Particulars	For Indian Students fees (INR)	For Foreign /NRI Students Fees (INR)
1.	Bonafide Letter (On Demand)	300	300
2.	Transcripts (On Demand)	500	500
3.	Specialization Change Fees	1000	1000
4.	Course Change Fees	1000	1000
5.	Validation Extension Fees (1 Year)	5000	5000
6.	Degree Application Fees	1500	1500
7.	Duplicate Mark Sheet/Grade Card	400	400
8.	Duplicate Degree Certificate	1500	1500
9.	Re-Appearing Exam fees	400	400

EXAMINATION FEE as per the table

	All Programs of CDOE - KIIT		Foreign Nationals
A	First Attempt of Exam Per Subject is Included in Program Fees	NIL	NIL
	Back Paper Examination Fees / Re-appear Fees	Rs 400- per Subejct.	Rs 400- per Subejct.
C	Additional Fee for Project evaluation /Thesis		
	All UG / PG Programs	Rs 400	Rs 400

Note:- The Last date for end term examination is same as academic fee.

2.1.4 Financial Assistance Policy

The fees will be paid by the students through the online mode provided on the website. The University has partnered with a third party NBFC to provide financial assistance to those in need.

Scholarship

The eligible students can avail scholarship opportunities extended to the students as follows:

Types of Scholarship	Marks scored in qualifying Examination Percentage /Equivalent CGPA	Scholarship offered	Documents Required
Merit base	60-75%	10%	For UG (12th mark sheets) and for PG (Final year mark sheet of Bachelor Degree)
	75% Onwards	20%	

KIIT Alumni & Student	20%	Student Enrolment (KIIT Degree /Marksheet)

2.2 Curriculum Transactions

2.2.1 Program Delivery

The curriculum is delivered through the Self Learning Materials (SLMs) in the form of e-Contents supported by various learning resources including audio-video aids through Learning Management System (as per four quadrant approach) along with the online contact hours with discussion forums and synchronous live interactive sessions conducted through LMS as per the prevailing UGC norms for course delivery.

2.2.2 Learning Management System to support online mode of Course delivery

The Learning Management System (LMS) https://studyonline.kiit.ac.in/users/login is designed to facilitate the students to have a Global learning experience. LMS has user friendly approach through which the learning is made simple, interesting and truly meeting the global standards of learning. The audio-visual mode of teaching, the self-learning materials, discussion forums and evaluation patterns are unique and meeting the requirements of the industry and in sync with the UGC Guidelines of four quadrant approach.

The students can experience uninterrupted learning 24x7 through web and mobile at the pace chosen by them. The user interface will be simple and easy to navigate through the e-learning modules; the LMS will provide seamless accessibility with all the learning tools designed as per standard norms for a perfect learning experience.

2.2.3 Course Design

The Course content is designed as per the 4-quadrant approach as detailed below to facilitate seamless delivery and learning experience

Quadrant-I i.e., e-Tutorial, that contains – Faculty led Video and Audio Contents, Simulations, video demonstrations, Virtual Labs

Quadrant-II i.e., e-Content that contains – Portable Document Format or e-Books or Illustration, video demonstrations, documents as required.

Quadrant-III i.e., Discussion forums to raise and clarify doubts on real time basis by the Course Coordinator and his team.

Quadrant-IV i.e. Self-Assessment, that contains MCQs, Problems, Quizzes, Assignments with solutions and Discussion forum topics.

11

2.2.4 Academic Calendar

S.No.	Event	Session	Month (Tentative)
1.	Commencement of semester	January	January
		July	July
2.	Enrol learner to Learning Management system	January	Within 48 working hours of fee deposit and confirmation
		July	
3.	Webinars / Interactive Live Lectures and Discussion Forum for query resolution	January	February to May
		July	August to November
4.	Assignment Submission	January	By March-April (i.e. in the mid of the session and towards the end of the session)
		July	By September-October (i.e. in the mid of the session and towards the end of the session)
5.	Performa For Project Proposal	January	by last week of January
		July	by last week of July
6.	Submission of Synopsis (Applicable during Pre final semester)	January	By March
		July	By September
7.	Project Report Submission (Applicable during Final semester)	January	Last week of April
		July	Last week of November
8.	Slot booking for Online Examination	January	April
		July	November
9.	Practical Examinations (Wherever Applicable)	January	May
		July	November
10.	Admit Card Generation	January	By May

12

331

		July	By November
11.	Term End Examination	January	June onwards
		July	December onwards
12.	Result Declaration of End Term Examination	January	By August
		July	By February

3. Instructional Design

3.1 Curriculum Design

The curriculum is designed by Experts in the field of management and has taken into account topics that are contemporary and create environmental awareness. It is approved by the Board of Studies of Faculty of Management, the Centre for Internal Quality Assurance (CIQA), and the University Academic Council.

The curriculum comprises of four types of courses:

1. Core Course- It is a compulsory component for award of degree. It provides the foundational knowledge and skills needed to be successful in a specific subject or field.

2. Elective Course – It allows students to choose courses that are specifically tailored to their interests and goals.

3. Skill Enhancement Course – Courses focused to make students competent and improve their professional skills.

4. Project work – It is a mandatory component of learning experience at CDOE-KIIT. It is designed to be based on the specialization. It involves preparation of a dissertation that enhances the student's understanding of a topic. The format of the project is provided in **Annexure IX**.

3.2 Program Structure and detailed Syllabus

3.2.1 Program Structure

Institution constitutes a team of experts to review the course structure. The review team provides its feedback and recommendations to the concern faculty. In case of any modifications suggested by the review team, the curriculum of the course is re-worked upon.

- **Study Materials:** The study material is Self-Learning (SLM) format, which is the essence of standard distance learning Programs. Thus, Institution initiates to develop all materials in SLMformat. Experts both internal & external to write the study material on the specific guidelines laid down by statutory body.

- **Review by Board of Studies:** The course is meticulously reviewed by BOS. Recommendations of BOS

13

are implemented on priority. It also checks & defines the applicability, credit hours, scheme of examination for the course.

- **Approval by Academic Council:** Finally, the course is submitted to the Academic Council ofthe University for Final Approval.

Programs are offered on semester basis. A modular approach towards pursuing a long term degree Program is implemented. Academic activities are linked together to engage learner andmaximize learning.

To enhance the employability of students certain student-centric opportunities in the form of value added online courses by industry partners would be provided. The cost for such value added courses would be paid by the students to such industry partners of the University.

3.2.2 Detailed Syllabus of MCA

Detailed syllabus of MCA is attached in Annexure-I.

3.3 Duration of the Program

Program	Level	Duration	Maximum duration for completion	Credits
MCA	Master's Degree	2 years (4Semesters)	4 Years	82

3.4 Faculty and Support staff requirements

3.4.1 Director

The individual will be a Permanent, full-time Professor with experience in managing and organizing online and distance learning programs during his/her career. The individual shall lead the CDOE-KIIT department by synchronizing all activities between the faculty, technology department and the staff members. He/She shall be entrusted with both Academic as well as Administrative duties.

KRA

1. Administer the CDOE-KIIT, LMS and the appropriate staff
2. Collaborate with different faculties and other supervisors to ensure use of appropriate pedagogy and andragogy, and delivery of quality content
3. Identify the weaknesses and strength of the program from time to time and suggest adequate solutions.

3.4.2 Deputy Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be conversant with LMS and have technical expertise to coordinate and aid in module development.

14

KRA:-

1. To facilitate information manuals and documents to CDOE team members in coordination with the Technical Manager

2. To prepare the academic calendar for the academic sessions

3. To review the timetable for live classes and interactive sessions and make necessary recommendations to the Program Coordinator

4. To approve the Content Matrix for each program after verifying its compliance with the four quadrants as per UGC guidelines

5. To get involved in syllabus design and updating it regularly as per industry requirements in consultation with Board of Studies and Academic Council of KIIT

6. To ensure academic planning, conduct of academic audit and implementation of academic policies

7. To ensure incorporation and implementation of changes in academic delivery as per the UGC amendments as announced from time to time

8. To ensure the e-content and e-tutorials are approved and forward them to the Technical Manager for uploading on the LMS following the approved procedure (provided in **Annexure IV**)

9. To ensure faculty members are regularly taking their live classes and interactive sessions and their attendance is duly recorded in coordination with the Program Coordinator

10. To ensure record for learner dropouts from the program is maintained, students are followed up and controlled to minimize it

11. To ensure academic notifications for lectures, events, content uploading, examinations etc. are approved and sent out on a regular basis

12. To ascertain all the four quadrants approach being practiced

13. To propose the preparation of the schedule for continuous internal assessments and end-term examination and duly approve it for circulation

14. To ensure the approved schedule is supplied to the Technical Manager for uploading on the LMS

15. To propose and review reports of performance and attendance of students in the assessments from the faculty from time to time

16. To ensure marks for the internal assessments are submitted to the CoE and uploaded as per schedule

17. To ensure examination forms are submitted and examination fees are paid within the deadlines by the students and duly communicated with the CoE

18. To coordinate with the CoE for all purposes of conducting examination at CDOE-KIIT

15

334

19. To ensure provision for industrial interface is arranged and adequate assistance is provided to the students for the same in coordination with the Program Coordinator
20. To ensure orientation/FDP/ training programs for CDOE-KIIT team members are organized periodically
21. To discharge any other functions as assigned to be part of various committees or teams of relevance for smooth functioning of CDOE-KIIT

3.4.3 Assistant Director

The individual shall be an Associate Professor as per UGC Regulations 2018. He/she should be having prior experience in managing online education programs.

KRA:-

1. To coordinate with the various Departments offering Online Programs.
2. To assist the Dy. Director to complete daily duties related to the Online Program.
3. To make certain that the courses are running as per schedule and without errors.

To ensure completion of tasks as and when instructed by the Deputy Director.

3.4.4 Program Coordinator

For each program one Program Coordinator is to be appointed. An individual with the qualifications as prescribed by UGC Regulations 2018 for Associate Professor or Assistant Professor shall be eligible for the position.

KRA

1. To prepare the time-table for the live classes and interactive sessions and make them accessible to the students and the faculty with due approval from the Dy. Director
2. To schedule/re-schedule classes as and when necessary
3. To ensure course content is prepared as per Content Matrix and coordinate with all faculties and academic partners for the same
4. To prepare subject allocation plan in consultation with the faculty members and seek approval from the Dy. Director
5. To ensure the attendance of the faculty members is maintained and every faculty member is regularly taking their live classes and interactive sessions. while reporting the same to the Dy. Director
6. To ensure instructional delivery is as per the content matrix and four quadrants of UGC regulations
7. To review the quality and plagiarism of the e-content (SLM, e-books etc) and e-tutorials (video

16

335

and audio content etc) and ensure its adherence to the content matrix, syllabus and branding guidelines of CDOE-KIIT **(Annexure III)** in coordination with the Course Coordinator and submit the same for approval to the Dy. Director

8. To ensure that the e-content, e-tutorials, and events are available on the LMS as per schedule

9. To assist the Dy. Director in ensuring the uploading of e-contents and e-tutorials on LMS in consultation with the technical departments

10. To facilitate necessary technical support to the faculty and students by systemizing tasks between the administrative and technical departments during the entire course duration

11. To ensure live lectures are scheduled on time and delivered without any malfunctions

12. To ensure students are regular to attend the live classes and interactive sessions and the attendance for the same is maintained in proper format

13. To make sure the entire session of a scheduled lecture is utilized, completed on time, and is as per the credit hours scheduled for the course

14. To schedule sessions by Visiting Faculty from the Industry and other institutions of repute with due approval from the Director

15. To co-ordinate with the Deputy Director for the soft skill and value-added relevant certificate programs to be extended for better career prospects, industry experience and personal development of the students

16. To coordinate all academic activities like Discussion Forum with the Course Coordinators

17. To make sure continuous internal assessments are adequately paced, properly planned, and communicated, as well as technically viable

18. To ensure assessment contents are prepared as per Quadrant-IV by the faculty and uploaded on LMS

19. To ensure faculty is allotted to each student for Project work, adequate time is provided for its completion, dissertation preparation guidelines are prepared and communicated, submission dates are ascertained, plagiarism checks are in place and topics of the dissertation are non-repetitive

20. To ensure submission of the thesis on time and viva-voce is scheduled for the students

21. To ensure question papers for the online program have been duly submitted abiding by the guidelines within the deadlines and communicate the same with the CoE

22. To ensure the faculty for every subject evaluates as per schedule and uploads the marks on LMS

23. To ascertain evaluations are assigned and completed on time so that results are published within the planned timeframe in consultation with the CoE

17

3.4.5 Course Coordinator

One Course Coordinator is to be appointed per course having desired subject expertise and industry knowledge for academic delivery of the program. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Professor or Associate Professor or Assistant Professor shall be eligible for the position.

<u>KRA</u>

1. To be well versed with the functioning of LMS prior to the commencement of the session
2. To be well prepared for daily sessions, engage the students for the entire time allotted and effectively communicate with the students
3. To organize Discussion Forums for doubt-clearing session and ensure quick response to student communications through chat, email, phone, video, or some other synchronous tool as per the policy of the University and as desired through the Student Relationship Manager (SRM)
4. To provide regular feedback to students in response to discussion boards, assignments, tests, and so on
5. To conduct plagiarism check of all the e-tutorial and e-content as defined in the four quadrants by UGC. The same should be reported to the Program Coordinator
6. To schedule regular assessment of the course modules using the LMS platform
7. To ensure assessments are taken by students honestly, and reports on use of unfair means to be submitted to the Program Coordinator

3.4.6 Course Mentor

For every batch of 250 students, one Course Mentor is to be appointed. An individual with the qualifications and experience as prescribed by UGC Regulations 2018 for Assistant Professor shall be eligible for the position.

<u>KRA</u>

1. To assist the Program Coordinator and Course Coordinator for academic knowledge sharing and procedural query resolution as desired by the students
2. To oversee the teacher-student interaction groups
3. To support the Course Coordinator in organizing and actively participating in discussion forums
4. To devise mechanisms that enhance the learner's learning experience through open dialogues, counselling etc.
5. To ensure resolution of non-academic queries

18

3.4.7 Examinations

Controller of Examination (Dy. CoE)

The Dy. CoE is to oversee and perform all the functions related to the entire process of examination.

KRA

1. To oversee that the students at CDOE-KIIT meet the eligibility criteria to undertake examinations in coordination with the Dy. Director
2. To ensure students have duly submitted the examination form and paid the examination fees within the deadlines in coordination with the Dy. Registrar and student cell.
3. To ensure admit cards are issued to the students who have complied with all the rules and regulations at least 3 days prior to the commencement of the end term examination in coordination with the academic team
4. To prepare and release Examination Time-Table
5. To appoint qualified faculty as examiners for the assessment of the online students. The faculty may be internal to the University or may be invited from other institutions
6. To ensure question papers for the online program have been duly received abiding by the guidelines provided in coordination with the Dy. Director within the deadlines
7. To ensure faculty examiners are duly paid for the paper checking fees as prescribed by the norms of the CDOE-KIIT
8. To ensure the results are duly declared and grade cards are issued to the students in coordination within the given time-frame.
9. To issue notifications, guidelines and regulations to popularize and spread awareness on policies and procedures of exam-conduction among students and faculty members at CDOE-KIIT
10. To coordinate with CDOE-KIIT for all purposes of result declaration and grade-card release

3.4.8 Technical Support Team

1. *Technical Manager* (Operations)– One Technical Manager is to be appointed.

   KRA

   a) To upload the academic content for delivery post approval from Dy. Director
   b) To prepare the e-tutorials and e-contents as per the four quadrants approach, plagiarism guidelines stipulated by UGC and branding guidelines of CDOE-KIIT
   c) To work in coordination with the other Technical Managers, ERP and LMS providers for regular upkeep and issue resolution

19

2. *Technical Associate* (Audio-Video recording and editing)– One Technical Associate is to be appointed.

KRA

a) To record, edit and execute duties related to creation of audio-video content for CDOE-KIIT

b) To incorporate changes and prepare audio-video contents as suggested by the Technical Manager and Director

3.4.9 Administrative Staff Strength

The strength of the administrative staff shall constitute of:

1. *Deputy Registrar* – One individual is to be appointed with minimum Master's degree qualification and five years of experience as an Assistant Registrar or an equivalent position. The individual should have expertise in adequate technology.

KRA

1. To coordinate with the Admissions teams for sound functioning of the admission process at CDOE-KIIT

2. To ensure Academic Bank of Credit (ABC) ids are generated by each and every students after generation of enrolment number

3. To approve and ensure notifications related to administration are sent out to the faculty and staff on a regular basis

4. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registrar Office and other Stakeholders.

5. To approve and ensure notifications related to administration are sent out to students on a regular basis

6. To ensure student enrolment record including all documents (bonafide letter, NOC, etc.) is maintained

7. To ensure registration fee, academic fee, admission fees and additional fees are collected from the students as and when applicable

8. To conduct official correspondence on behalf of CDOE-KIIT with regulatory bodies, Registration Office and stakeholders

9. To ensure scholarship facility is provided to the students on the basis of criteria laid down by KIIT and other funding agencies (government and private)

10. To ensure adherence to statutory compliance as per UGC, AICTE and all other regulatory bodies

11. To ensure induction and training programs for new recruits and staff members at CDOE-KIIT

12. To determine the necessity of recruiting staff members at various positions for the department of CDOE-KIIT

13. To determine the salary of the employees based on criteria laid down by the University and duly communicate the same with the accounts department of KIIT

14. To ensure all required documents are submitted by employees (NOC, offer letter, appraisal documents etc) for performance appraisal and communicate the same to Registrar's office.

15. To organize events as deemed necessary for effective employee engagement

16. To efficiently address the grievances of the employees at CDOE-KIIT

17. To oversee the grievance addressal of the students

18. To discharge and oversee other duties of the examinations, admissions and technical departments

2. Student Relationship Manager (SRM)

There will be two SRM appointed by CDOE-KIIT. The individual should have a minimum qualification of an undergraduate degree with relevant experience of minimum two years in handling student relationship in an academic institution. The individual should possess good communication skills and be able to work in teams.

KRA

1. To create and maintain relation with the prospective learners and their parents/guardians

2. To help learners in understanding the various courses offered and the up-selling points

3. To identify the opportunities and weaknesses of the SRM systems and implement changes

4. To seek feedback and resolve complaints efficiently throughout the program duration

To discharge all other duties as necessary

3.5 Instructional delivery mechanisms

KIIT has a fully dedicated team of faculty members and staff who are well versed in delivering online lectures under the CDOE – KIIT.

Academic calendar will be provided to students at the beginning of each session through LMS. Self-learning material, audio and video content will be shared with the students through LMS through following delivery channels:

3.5.1 Four Quadrants and Academic Delivery

No. of Credits	Duration	Live Sessions	Quadrant – I e-Tutorial	Quadrant – II e-Content	Quadrant – III Discussion Forum	Quadrant – IV Assessment

21

340

			(Recorded Lecture)	Open Source Videos	e-Content(E-book/ PDF & PPT)	Live Session (2 hrs/week)	CIA
2	6 weeks	6 (1/week)	6 hrs	4 hrs	• 2 files – 1 PPT and 1 E-book/PDF • Total 12 files • Reading time should be mentioned for each file	Forum Topics – For raising of doubts and clarifying the same on real time basis by the Course Coordinator or his team	Multiple Choice Questions, Fill in the blanks, Practice Test: Short Answer Questions, Long Answer Questions
Total Hours= 60	**6 hrs**	**10 Hrs**		**10 Hrs**	**12 hrs**	**22 Hrs**	
3	9 weeks	9 (1 session/ week)	9	6	• 2 files – 1 PPT and 1 E-book/PDF • Total 18 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 90	**9 Hrs**	**15 Hrs**		**15 Hours**	**18 hrs**	**33 Hrs**	
4	12 weeks	12 (1 session/ week)	12	8	• 2 files – 1 PPT and 1 E-book/PDF • Total 28 files Reading time should be mentioned for each file	-same-	-same-
Total Hours = 120	**12 Hrs**	**20 Hrs**		**20 Hours**	**24 hrs**	**44 Hrs**	

3.6 Identification of media-print, audio, or video, online, computer aided

LMS is a comprehensive digital platform that provides all recorded faculty video lectures, provision for real-time discussion forums and live session, e-content in the form of study material, open source materials and graded assessments.

For each module of a course, there shall be one live session conducted by the concerned faculty on a particular topic. CDOE-KIIT has designed study material that is lucid and easy to understand with proper summary, self-assessment questions and case studies.

These course materials can be accessed through:

• Login credentials as mentioned on the welcome mail sent by the university

341

- Students can also login through My Account Tab as mentioned on the University website https://kiitonline.com/.

Online Courseware

The students would get access to the following course material through LMS:

- e-Books (SLM) for each module of a course
- Study Guide (PPT) for each module of a course
- Tutorials Videos for each module of a course
- Live Interactive Online Sessions for each module of a course
- Frequently Asked Questions (FAQ) and Misconceptions for each module of a course
- Web Resources for Research Purpose for each module of a course
- Practice Assignments for each module of a course
- Online Discussion Forums for each course

Enriching Content: Case Studies as Value Added Content is provided to students.

The LMS have semester / year wise buckets for subjects and specializations of the respective programs as enrolled.

The Dashboard will ascertain the progress of their learning, comparison with their peers in terms of learning, regular notifications regarding upcoming Webinars/virtual classes, Assignments, Discussion Forum participation and Examinations. It also provides an opportunity for raising queries which may be answered and conveyed by the course coordinators mentors and faculty.

3.7 Student Support Services

Student would have the access to connect with the SRM for support services offered by CDOE-KIIT in case of any queries related to administration and general technical queries. A ticketing system integrated on the LMS would help the learner to connect with the CDOE-KIIT technical team for support services which shall be duly resolved by the appropriate authority. A notification will also be sent to the Deputy Registrar, to ensure queries are resolved within 24 hours or sooner.

For academic course based queries, the student will raise query which will be directly notified to the Course Coordinator, Program Coordinator and Deputy Director through an open discussion form. The query should be resolved within 48 hours of the query raised; otherwise the matter should be managed and resolved by the Program Coordinator. The same should be ensured by the Deputy Director.

Apart from being a well-recognized university that delivers academic excellence by integrating industrial expertise, CDOE-KIIT also ensures holistic development of the students. To cater to multifarious needs of the students that shape them to become future leaders, the department aids in widening the scope of opportunities.

23

To foster innovation and entrepreneurship multiple facilities supported by various Government and private agencies, including infrastructure for pre-incubation, incubation centers, and R&D facilities on campus have been initiated. These centers provide the resources they need to turn their ideas into successful startups.

KIIT TBI, incubation centers at KIIT provide support for the faculty and students of the University to develop their innovative ideas into products and services. These centers offer infrastructure, mentorship, and guidance for developing their innovative ideas.

4. Assessment and Evaluation

4.1 Overview

Learning of the students would be evaluated through internal assignments, quizzes, learner response sheets, and end-term examinations. CDOE-KIIT adopts rigorous process in development of question papers, question / quiz banks, assignments and their moderation, conduct of examinations, analysis of answer scripts by qualified academics, and declaration of result. The Centre shall frame the question papers so as to ensure that complete syllabus is covered. The evaluation shall include two types of assessments-

Examination Name	Marks Division
Continuous Internal Assessment	30 %
Summative assessment in the form of end-term examination. End-term examination will be held with proctored examination tool technology (follow **Annexure VI** for guidelines and pre-requisites for Proctored Examination)	70 %

The examinations shall be conducted to assess the knowledge acquired during the study.

For theory courses, the internal evaluation shall be conducted as Continuous Internal Assessment (CIA) by assignments preparation and quizzes. The internal assessment shall comprise of maximum of 30 marks for each course. The end semester examination shall be of two hours duration for each course at the end of each semester.

To ensure flexibility and convenience for the students, they may opt to book an Online Examination Slot for each course on each day of exam dates as declared by the COE of the University. The slot timings will be as follows:

1. 10 am to 12 Noon
2. 12.30 pm to 2.30 pm

24

3. 3 pm to 5 pm

Guidelines issued by the Regulatory Bodies from time-to-time about conduct of examinations shall be considered and new guidelines if any will be implemented.

4.2 Question Paper Pattern

Online Exam Time: 2 Hours

Max. Marks: 75

1. Part A comprising of 52 Multiple-Choice Questions (1 Mark Each) – 52 Marks

2. Part B comprising of 3 Essay Type Question Answers (6 Marks Each) – 18 Marks

4.3 Distribution of Marks in Continuous Internal Assessments

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 assignments 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%

4.4   Statistical Method for the Award of Relative Grades

As per UGC's recommendations for the 'Evaluation Reforms in the Higher Education System', CDOE-KIIT will be adhering to Relative Grading System. In this system, grades are awarded to students according to their performance relative to their peers in the same class (class is defined as a unique combination of course-slot-faculty).

A seven-point grading system on a 10 point scale is followed for grading in the examinations. The details are given in a table 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

25

344

Fair	'C'	50 to 59	6
Below average	'D'	40 to 49	5
Failed	'F'	Below 40	2

4.4.1 Cumulative Grade Point Average (CGPA) and Semester Grade Point Average

The letter Grades awarded to a student in all the courses (except audit courses) shall be converted into a semester and cumulative performance index called the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA). The SGPA is an indicator of the overall academic performance of a student in all the courses he/she has registered during a given semester. Similarly, the CGPA indicates the overall academic performance of a student in all the courses registered up to and including the latest completed semester/summer term.

4.4.2 Cumulative Grade Point Average (CGPA)

CGPA will be used to describe the overall performance of a student in all courses in which letter grades are awarded since his entry into the University upto and including the latest semester as per the procedure provided in KIIT Academic Regulations. It is the weighted average of the grade points of all the letter grades received by the student from his entry into the University. Since multiple performance in a course in which the student has already received a grade is possible, whenever through such a process a new grade is obtained, it will replace the earlier one in the calculation of CGPA. On the other hand, if through this process merely a report emerges, this event by itself will not alter the CGPA.

A student's grades, reports, CGPA, etc. at the end of every semester/term will be recorded on a grade card, a copy of which will be issued to him. The grade card will be withheld if a student has not paid his dues or when there is a pending case of breach of discipline or a case of unfair means against him.

The faculty member is also responsible for maintaining the complete records of each student's attendance, performance in different components of evaluation. If a scrutiny or statistical analysis becomes necessary, the above records and any other pertinent information should be made available by the faculty member of the course.

Conversion Factor

- CREDIT POINT = CREDIT X POINT for each course item.
- CREDIT INDEX (CI) = $\sum$ CREDIT POINT of all course items in a semester.

- Semester Grade Point Average

  SGPA = CI / ∑ CREDITS (for a semester)

- Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma\ CI\ of\ all\ previous\ semesters\ up\ to\ current\ semester]}{[\ \Sigma\ CREDITS\ of\ all\ previous\ semesters\ including\ the\ current\ semester]}$$

4.5   Grade card

All grades and reports and other pertinent information for a semester are given in a grade card which is a complete record of the outcome of what was intended in the original registration. The various grades and reports would be appropriately used to tally the grade card with the original registration. Chronologically organized information from the grade cards of a student with the necessary explanation constitutes is transcript which is issued at the time the student leaves the University or at an intermediate point on request.

4.5.1 Grade Cards & Certification – Student Communication

- 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 have to also provide the bachelor's degree certificate of their qualifying exams issued by their previous university.

Note: Refer to **Annexure VII** and **VIII** for reference to the question paper pattern and formats of documents accepted.

27

Students may re-appear for CIA up to next two semesters and has to follow the same procedure. For the last semester the academic rules shall apply.

4.5.2 Online Results, Grade Card and Degree Logistics – Internal Process

- After verification of all data by the University team members, the online results would be published on the university website.

- All Soft copies of Online Results / Online Mark Sheets for every semester / year as issued by KIIT University.

- Students need to download and save the copy of online semester / year wise results.

- University would provide hard copy mark sheets and degree certificate at the end of the program who has successfully completed the program.

- Students need to apply by filling the Degree Application form and submit all the required documents as mentioned on the form and the applicable degree processing application fees of Rs. 1500/- to the university.

5. Requirement of the Laboratory Support and Library Resources

5.1 Laboratory Support

To progress research and analytical skills among students, free statistical tools like R Programming and lab facilities with additional payment like SPSS will also be provided to the students.

5.2 Library Resources

The Central Library has reference, circulation, audio-visual, periodical, book-bank, digital library, and reprographic sections. The library has more than 35000 books, e-journals, online-database such as Scopus and Web of Science and institutional repositories having rare book collection. All e-resources can be accessed through LAN on the campus and remotely through login Id and password. Library is automated using TCS-ion library management system. Besides, University library has membership of various consortia such as E-Shod Sindhu, Shodhganga, INFLIBNET, DELNET, ManuPatra etc. The details of accessing these platforms is provided in **Annexure X**. To leverage technology, Learning Management System "TCS-ion" (ERP) has been installed for ensuring smooth student life cycle management. For e-learning, intranet based video platform containing videos consisting of web courses and video lectures from NPTEL G-suite for Education - cloud based solution for messaging and collaboration are provided. URKUND – e-mail based fully-automated system for plagiarism check is also provided.

6. Cost Estimate of the Program and the Provisions

The Estimate of Cost & Budget could be as follows (all figures on Annual basis) :

Sl. No.	Expenditure Heads	Approx. Amount
1	Program Development (Single Time Investment)	45,00,000 INR
2	Program Delivery (Per Year)	9,00,000 INR
3	Program Maintenance (Per Year)	30,00,000 INR

7. Quality Assurance Mechanism

Quality of a program depends on the course curriculum, syllabus and academic delivery which is designed to meet the gap between industry and academia. To achieve this Centre for Internal Quality Assurance (CIQA) and the Academic Council shall duly fulfil their duties.

The **Academic Council** is responsible to ratify the curriculum and changes as recommended by CIQA in order to maintain the quality and standard of online education at CDOE-KIIT.

The **Centre for Internal Quality Assurance (CIQA)** shall be responsible to

(i) to conduct periodic assessment of the online learning course material and audio-video tutorials and will assure that the quality of learning is maintained

(ii) to ensure stakeholder's feedback is taken from time to time and recommended changes are executed as per the requirement of the course delivery and industry requirement

(iii) to assess the quality of assignments, quizzes and end- term assessment and advice improvements to maintain the standard of the learning program

(iv) to assure that the learning is truly a global experience for the student along with the possibility to inculcate skills as expected from the program outcomes and map with vision and mission of KIIT

The **CoE** of the University shall oversee the examinations and the evaluation system.

The CDOE-KIIT will work continuously for the betterment of processes, assessments, teaching methodology, e-learning material improvisation as per four quadrant approach and implementation of the same as per New Education Policy. The University is committed to deliver the best education in all the learning modes with adherence to NEP, UGC and other regulatory guidelines in true global sense.

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348

30

Annexure I _Detailed syllabus of MCA Program

Program Outcomes

The MCA Program curriculum is designed with the aim to achieve the following outcome:

PO1: Computational knowledge: Apply the knowledge of mathematics and computer fundamentals to solve real life problems.

PO2: Problem analysis: Identify, formulate, review research literature, and analyze complex problems in their program of study using knowledge of mathematics and computer science.

PO3: Design/development of solutions: Design solutions for complex problems and design software components that meet the specified needs with appropriate consideration for the public health and safety, cultural, societal, and environmental considerations.

PO4: Conduct investigations of complex problems: Use application-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.

PO5: Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern IT tools to model complex solutions with an understanding of their limitations.

PO6: The professional and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional practice.

PO7: Environment and sustainability: Understand the impact of the professional solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

PO8: Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the software professional practices.

PO9: Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.

PO10: Communication: Communicate effectively on complex technical activities with the community and with society at large, write and present substantial technical reports/ documents, and give and receive clear instructions.

PO11: Project management and finance: Demonstrate knowledge and understanding of the software and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

PO12: Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

The detailed syllabus for the Program is as follows

Semester wise Core courses and credits

FIRST SEMESTER

THEORY

SL. NO.	COURSE CODE	COURSE	L	T	P	CREDITS
01	OMC40101	Programming and Data Structures	3	-	-	3
02	OMC40103	Computer Organization and Architecture	3	-	-	3
03	OMC40105	Discrete Mathematics	3	-	-	3
04	OMC40107	Database Management System	3	-	-	3
05	OMC40109	Operating Systems	3	-	-	3
PRACTICAL						
06	OMC49101	Programming and Data Structures Lab	-	-	4	2
07	OMC49103	Database Management System Lab	-	-	4	2
08	OMC49105	Soft skills Lab	-	-	2	1
SESSIONAL						
09	YG18001	Yoga and Human Consciousness	-	-	2	2
TOTAL			-	-	-	**23**

SECOND SEMESTER

SL. NO.	COURSE CODE	COURSE	L	T	P	CREDITS
01	OMC40102	Computer Networks	3	-	-	3
02	OMC41104	Design and Analysis of Algorithms	3	1	-	4
03	OMC40106	Object Oriented Programming	3	-	-	3
04	OMC40108	Software Engineering	3	-	-	3
05	OMC40112	Artificial Intelligence	3	-	-	3
PRACTICAL						
06	OMC49102	Java Lab	-	-	4	2
07	OMC49104	Machine Learning Lab	-	-	4	2
08	OMC49106	Professional Communication Lab	-	-	2	1
TOTAL			-	-	-	**21**

32

THIRD SEMESTER

THEORY						
SL. NO.	**COURSE CODE**	**COURSE**	**L**	**T**	**P**	**CREDITS**
01	OMC50101	Big Data Analytics	3	-	-	3
02	OMC51103	Information and Cyber Security	3	1	-	4
03	OMC50105	Cloud Computing	3	-	-	3
04		Elective -1	3	-	-	3
05		Elective - 2	3	-	-	3
PRACTICAL						
06	OMC59101	Data Analytics Lab	-	-	4	2
07	OMC59103	Advanced Java Lab	-	-	4	2
TOTAL			-	-	-	**20**

FOURTH SEMESTER

The entire fourth semester is devoted to practice orientation and training. During the semester students have to undertake compulsory project-oriented training for 120 days and submit a project report based on the work done for evaluation.

SESSIONALS						
SL. NO.	**COURSE CODE**	**COURSE**	**L**	**T**	**P**	**CREDITS**
01	OMC58102	Seminar	-	-	-	6
02	OMC57104	Project Work	-	-	-	8
03	OMC58106	Viva Voce	-	-	-	4
TOTAL			-	-	-	**18**

ELECTIVES

Elective - 1

- OMC50121 - Object Oriented Analysis and Design
- OMC50123 - Web Technology
- OMC50125 - Natural Language Processing
- OMC50127 - Software Testing and Quality Assurance
- OMC50129 - Management Support System
- OMC50131 - Mobile Applications development

33

Elective - 2

- OMC50141 - Software Project Management
- OMC50143 - Computer Graphics
- OMC50145 - Soft Computing
- OMC50147 - Mobile Computing
- OMC50149 - Block Chain Architecture
- OMC50151 - Compiler Design

IV SEMESTER

Practical training in Industry

- The purpose of the practical training is primarily to demonstrate the application of knowledge and skills acquired during the Program, by studying and analysing the selected program in the work situation in a systematic manner while suggesting solutions to the management.

- The topic selected for the Practical Training in Industry should be appropriate to justify program project. It should be genuine and your original work and from the area of program specialization.

Practical Training in Industry could be in the following areas:

- Inter-organizational study

- Application of optimization techniques for business decisions.

- Computer systems development for business operations.

- Choose any organization of your choice, preferably a medium sized or a large enterprise and approach its HR manager /PRO for necessary permission.

- Description of Objectives of the Study, Methodology, Statistical data analysis and Report preparation should conform to the standard research norms.

- Visit the selected organization & collect information either through structured questionnaire / interview schedule. Collection of information/ data needs to be done in consultation with your Project Guide.

Annexure II- Mandatory Documents for Admission

To be uploaded on the Online Admission Portal by the Prospective students

Admission Documents	Format (JPEG/PNG/PDF)	Documents Size
Duly filled online application form with student signature	Digital signature/Student signature JPEG/PNG	20 KB
Colour scan copy of all year/semester mark sheet/grade cards (for PG programs only) or consolidated mark sheet/grade cards also accepted.	PDF/JPEG	500 KB
Colour scan copy of 10th std. Mark sheet/grade card	PDF/JPEG	
Colour scan copy of 12th std./ Three-Year Polytechnic Diploma Mark sheet/grade card	PDF/JPEG	
Colour scan copy of passport size photograph	JPEG or PNG Format	50 KB
Colour scan copy of Govt. Photo id proof, Aadhar card is mandatory. (Other options: Voter's id, Driving License, Passport etc.)	PDF/JPEG	100 KB
In case of name change, Gazette notification documents for name changes	PDF	500 KB
For married women – marriage certificate would be accepted – provided previous maiden name is clearly mentioned in the same.		
In case of deferred Father name or mother name in such cases without a Gazette notification document.		
If foreign student: colour scan copy of passport	PDF/JPEG	500 KB
Fees submission transaction details or receipt as per University policy for respective online programs	PDF/JPEG	500 KB
Digitally Signed undertaking as per the process	PDF	500 KB

Students can also visit the University website for the said information.

Annexure III- Content uploading protocol: Internal Process

1. All academic content [pdfs, ppt and video] is to be mapped for each module of a subject and stored in a separate sub- folder and ultimately compiled under a Course Folder named after the Course Code. Along with this please provide a combined pdf for all modules of the study material of each subject for plagiarism check by KIIT. For website links for open content, please share the links in a doc file.

   Example: There should be a folder named. There are 14 modules, so there should be 14 sub- folders each folder containing pdfs (e-books, practical assignments, plagiarism reports etc), 1 ppt and 1 recorded lecture video. And 1 compiled study material pdf.

2. A Google drive link is to be created and provided for content sharing by the Program Coordinator. These folders are to be uploaded on drive and the drive link is to be shared with the following members for reviewing:

   Deputy Director [dydirector@kiitonline.com]

   Program Coordinator [pcmgmt@ kiitonline.com]

3. Suggestions and reviews will be shared by the Program Coordinator.

4. The revised contents are to be shared similarly following Step 1 and Step 2 by renaming the files.

5. Final approval shall be communicated by the Deputy Director to upload the contents on LMS to the Technical Manager.

6. Once uploaded on LMS, Program Coordinator will ensure they are uploaded under the correct subject name and program.

7. Students are to be notified for availability of approved content on LMS

Annexure IV – Branding Guidelines for E-Learning Material

Refer to the Branding Guidelines

Annexure V- Academic Bank of Credit Id Creation Process

All students must be registered with ABC (Academic Bank of Credits) a central scheme for depositing credit formulated by the Ministry of Education, Govt. of India. ABC Id creation is mandatory for all the enrolled students especially students of Indian nationality.

The ABC Id can be created by students themselves using Digi-locker, UMANG application, ABC portal or Academic Institution Portal. The process for which is provided below.

Process	• Students can register by logging in at www.abc.digilocker.gov.in
	• Click on My Account → Login as Student
	• Click on "Sign up with DigiLocker" → Enter valid mobile number → An OTP is sent at the phone number via SMS → Enter the OTP and click on "Continue" button → Enter Security PIN set created during Sign Up and click "Submit" Button
	• You will be prompted with ABC student account creation window
Documents and proofs required	• Aadhaar Card is mandatory for ABC Id creation
	• Learners Name
	• Date of Birth
	• Gender
	• Enrolment Number
	• Requirements by Academic Institution:
	• Mobile Number

The University shall also extend support to the students to create ABC Id. The same documents shall be required by the University as stated above.

<u>Annexure VI</u> - Guidelines and Pre-requisites for Proctored Examination

The minimum hardware, software and connectivity requirements for taking Exams through Online Proctored Examination Platform is provided below. Students should review the following requirements for your camera, operating system, upload/download speeds, RAM, ports, microphones and browsers. Also included is a list of technology not currently supported.

TYPE	MINIMUM	RECOMMENDED
Internet Connection	Wifi Connection	Wired Connection
PC Users	Windows 8 (Windows 10 S mode is not supported)	Windows 10 (10 S mode is not supported)
Mac Users	MacOS 10.13 (Oldest Still Maintained Version)	MacOS 10.15

37

CPU	more than 2 core CPU less than 85% CPU Usage	more than 4 core CPU less than 50% CPU Usage
Webcam	640x480 resolution	1280x720 resolution
Internet Download Speed	1 Mbps	12 Mbps
Internet Upload Speed	1 Mbps	3 Mbps
RAM	4 GB less than 90% Ram Usage	16 GB less than 70% Usage
Connectivity Ports	1935, 843, 80, 443, 61613, UDP/TCP	1935, 843, 80, 443, 61613, UDP/TCP
Screen Resolution	1366 x 768	1920 x 1080 and above
Chromebook Users (Only for Automated Proctoring. Is not Supported for Live Proctoring)	Chrome device is running the latest version of Chrome OS.	Chrome device is running the latest version of Chrome OS.

1.1 Additional Requirements:

● A functioning microphone (some web cameras have them built-in); microphone should not be part of headphones

● Headphones are generally not permitted, check with your testing organization to determine if headphones are permitted

● A compatible browser: Google Chrome (preferred) or Mozilla Firefox

● Webcam and microphone (built-in or external) – test your webcam at https://webcamtests.com/

● Connection to network with sufficient internet speed: at least 1 Mbps download speed and 1 Mbps upload – test internet speed at www.speedtest.net

1.2 Not Supported:

● Microsoft Edge browser

● Google Chromebooks (for Live Proctoring only)

● Tablets (Nexus, iPad, Tab, Note, etc.)

● Smartphones

38

- Linux operating systems

- Windows 10 in S mode or Surface RT

- Connecting from within a virtual machine. You will be asked to reconnect using your host operating system to take your exam

- Apple Boot Camp

- Remote Access Software

- Inactive Version of Windows and Test Builds/Test Mode

1.3   Pop-up blocker

Pop-up blockers must be either off or disabled. Disable your pop-up blocker like this:

- Open Chrome on your computer.

- Click on the icon with three vertical dots.

- Click More, then Settings on the top right.

- Go to Privacy and security and click Site settings.

- Click Pop-ups and re-directs.

- Turn the setting to Allowed at the top.

Important : The Institute regularly takes actions to optimize its examination system and hence please note that the above mentioned Hardware, software, equipment and connectivity requirements might change at institute's discretion. All students will need to 100% comply with any such changed specifications announced by the Institute.

General Instructions

The timing for the Proctored Online Examinations will strictly be as per the time table schedule (Indian standard Time) communicated. This is also applicable to the candidates appearing for the examination from OUTSIDE India.

- Exams can be taken on devices such as Laptop/ Desktop. Charge the Laptop /Tablet well in advance to last for at least 2 hours.

- The device should have continuous internet connectivity. Do not share the phone's hotspot with any other device while writing the examination.

- For the smooth attempt of the online examination, students are advised to:

a)Sit in a closed room having enough light for the Camera to detect himself/herself. Make sure that you sit, facing the light during the examination. Do not sit against or near the window.

39

b) Please make sure that there is no noise around you during the examination, otherwise it may be detected and captured as deviation.

c) Position the device in such a way that the front camera captures your face properly and you can sit for one hour to take up the examination conveniently without moving the device.

d) If your device is using a Wi-Fi router, make sure to sit near the Wi-Fi Router/Modem to avoid any signal related issues.

- The student should compulsorily login into the portal 30 minutes before the commencement of the examination.
- The following activities are not permitted during the conduct of the online examination:

a) Presence of any other person in the room where the student is taking the examination.

b) Movement from one place to another during the examination.

- You are Not Allowed to refer to any textbook(s) or any other material during the notified examination time.
- You are permitted to use Rough paper and pen /pencil for solving only analytical questions appearing in the question paper and also you can make use of permitted scientific calculators. Before using rough papers and calculator kindly show it in your PC/Mobile camera and then start using it.
- Once a user logs into the system with Username and Password and Please allow camera, location access, and audio device access when prompted. If you do not give access to any of these, you will not be able to appear for the examination or the remote proctor can disable your examination in due course of time.
- In case of disconnection of network/power failure during the examination, First wait for internet connectivity (do it as fast and resume test within 2 minutes) and click on "Resume " button, If not able to reconnect after 2 minutes, call concern administration for providing appropriate solutions to further proceed with test.
- It is advised to use the same Laptop/ Desktop to appear for the mock examination and for the final online examination.
- A helpdesk number will be provided to troubleshoot technical issues during the examination process. The student can reach out to this number in such cases.

2. Examination Rules

40

• Every student will be required to login through the secure ID and password on the online examination taking platform on the day of the examination (the time schedule, URL, User ID and password will be provided in the LMS portal and will also be sent to the registered e-mail ID / SMS will be sent to the registered mobile phone).

• At the beginning of each session, the student undergoes an identity verification at 2 levels,

- Level 1: Capture of facial photo. During the examination, the student is suppose to click and upload his photograph in the system; the system constantly monitors the picture of the student taking the examination with the facial photo captured initially for any mismatch. In case of any mismatch, the system will capture the anomaly and a notification to the student / live proctor is also instantly displayed.
- Level 2: Student must display College ID / Government authorized ID Proof at the beginning of the examination.

• Only 2 attempts will be allowed for every students for every session of the day for a test. After two attempts test student will not be able to take test again for the respective session of the day

• The student should ensure that he/she Clicks on "Submit" button available on right top position of the screen before logging out of the exam.

• The Online Examination system will issue regular warnings for any deviations of the norms specified, on the screen of your device. The maximum number of warning will be 10 after which the test gets terminated.

• If a student is violating any rules during the examination or trying to adopt any unfair means, the system will automatically collect data based on the following deviations and alert the student and will immediately alert the online live-proctor.

o Focus changed to a different window: student tabs out of the examination taking window.

o Browser not supported: Student is using an older browser version or a non-compatible browser.

o Webcam is disabled: Students webcam is disabled.

o Face is not visible in the camera: Student is not looking into the camera.

o Several faces in front of the camera: There are other people along with the examination taker.

o Face does not match the profile: Student taking the examination is not the same person whose photo was captured before starting the examination and the photo of the student as available in the University database.

41

o Microphone muted or its volume is low: Student has muted the microphone.

o Conversation or noise in the background: System has captured background noise.

o Screen activities are not shared: student has stopped screen share activity. Sharing of screen is not necessary for the users of smartphones.

o Second display is used: Additional display like extended monitor has been connected.

o Full-screen mode is disabled: student has disabled full screen mode.

3. Examination code of conduct and Malpractices

• Students are not allowed to leave their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• The system uses Artificial Intelligence to detect and record face emotions, eyeball movement, and all other activities.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the University.

• The Online Examination system will issue regular warnings on the screen of your device. The number of warnings issued to each student will be duly recorded in the online examination system and this will affect the overall credibility score of the student, which may lead to cancellation of your examination.

• Taking photos or recording videos and sharing it with others or indulging in suspicious and objectionable activities during the examination will be automatically recorded and will be treated as malpractice.

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• In addition to auto proctoring by the online examination system, Manual Proctors (Invigilators) will continuously watch and monitor the students during the entire duration of the examination

• Students are not allowed to refer to any textbook(s) in the notified examination time and they should appear for the examination without moving out from their seat during the examination.

• Students are not allowed to consult other people for any information during the time of the examination.

• You are NOT allowed to take photos, take screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

• If a student indulges in suspicious and objectionable activities as detected and recorded by the system, he/she will be booked under malpractice and action will be taken as per the rules and regulations of the Institution

• Do not use headphones, noise cancellation devices, Bluetooth devices during the examination. If used, it will be considered as malpractice.

• Do not try to navigate from the main screen. Doing so will automatically terminate your examination.

• While using laptop or desktop, you are advised not to use the keyboard while you are attempting the examination other than chatting with the proctor; you are only allowed to scroll the cursor with the mouse to answer the question.

• You are not allowed to start the examination from multiple devices at a time. However, you may change the device, if there is a fault during the examination and login again in the new device.

• Do not leave your place for any reason during the examination.

• Do not have any light source behind your face.

• Do not cover your face with Hair, clothing (mask), hands or anything else.

• Do not use headphones, ear-buds, or any other type of listening equipment.

• Do not have any background noise/ voices / music or Television.

• Do not wear sunglasses during the examination.

• Do not entertain any other people in the room near you.

• Do not communicate with any person by any means during the examination.

• Do not have any programs or applications like MS Teams, Zoom, Google Meet etc. that use the webcam, microphone & screen-share during the examination.

43

• Do NOT take photos, screen shots, hear audio, or record videos of the examination and then share it with others during the online examination, a remote proctor would watch such unwanted activities. If found doing such activities, it will be treated as malpractice.

Annexure VII – Continuous Internal Assessment Pattern for Program

Particular	A1 (Objective Type)	A2 (Objective Type)
Weightage %	15%	15%

Question Pattern for the CIA Components

A-1

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-1 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

A-2

1.There will be 50 Objective type Multiple Choice Questions (MCQs), each carrying mark 2 mark

2. The time for the A-2 assignment will be 60 mins

3. All questions are compulsory

4. There will be NO NEGATIVE MARKING for the wrong answers.

Annexure VIII – End-term Examination Pattern for Program

<div align="center">

KIIT University Online Education

End Term Examination

<PROGRAM NAME>

[COURSE NAME][COURSE CODE]

</div>

Time : 2 Hours	Max. Marks : 70
Note for students: The paper is divided into 2 sections. Section A comprises of 52 compulsory objective questions of 1 mark each and Section B of 3 essay type subjective questions carrying 6 marks with internal choices.	
SECTION – A (52 X 1 = 52 Marks)	
Answer all the questions. Each question carries one mark.	
Q. No. 1 to Q. No. 52 - Objective questions with four multiple choices.	
SECTION – B (3 X 6 = 18 Marks)	
Q. No. 53 to Q. No. 55 - 3 Essay Type Question with internal choices	

In proctoring exam mode, student can submit their answer in following mode

1. Type the essay type answer in the format bar provided in the examination window

2. Option to Upload the typed answer in the word document format from the upload options.

3. Option to Upload the Math table and Diagram from upload options. (jpeg and pdf format)

Annexure IX –Guidelines for Practical Training in Industry –

Practical Training in Industry

Name of the Course	Credits	External Assessment (Presentation &Viva)	Continuous Internal Assessment	Interactive session with Faculty Supervisor

45

364

Major Project	08	70%	30%	5
TOTAL	08	70%	30%	5

Detailed Bifurcation of Internal and External Marks

	Project Proposal/ Synopsis (30%) • Choice and Relevance of the topic • Clarity about Objectives, proposed Methodology and Scope	5% 25%
	Project Report (50%) • Design of the study and methodology, Review of earlier work/literature available for the subject, data collection primary, secondary, questionnaire used where applicable, field work • Analysis and Interpretation of data, Data Processing technique (manual/computer) quantitative OR other tools. • Made use of Innovative technique/approach to problem solving • Finding of Research Study; recommendations, suggestions, policy issues • Report writing and presentation; languages, composition & chapter scheme • Usefulness of the Study; applicability in business/industry, in decision making/system development	10% 10% 10% 5% 5% 10%
	Viva-Voce (20%) **4 questions** based on the following criteria should be framed: • Identification of the problem. Clarity about objectives, scope and coverage of the study • Ability to discuss the report design, methodology instruments used literature connected with the report, data quality analysis and interpretation findings and recommendations • Depth of the subject and conceptualization of the key areas after completing the project work	 5% 5% 5%

		• Linking the Report Recommendations with project objectives and how far these have been achieved	5%

Note: Project reports with plagiarism above 15% will not be accepted.

If the student is unsuccessful in the project, she/he should re-do the whole cycle, right from the submission of the project synopsis. Students are advised to select a new topic for the project and should prepare and submit the project synopsis on the LMS as per the project guidelines. There are no separate slots for the submission of the project synopsis / project reports for the failed students. It should be done strictly as per the academic calendar of the next session for the project. Along with the re submission of the project report the student is required to remit the pro-rata fee (subject to change as per university rule)

I. Practical Training in Industry (Project Work)

- The topics for project may be taken from any one of the following sources:

   (i)   Comprehensive case study, covering single organisation with multifunctional area problem formulation, analysis and recommendations.

   (ii)   Inter organisational comparison of performances in different functional areas including management practices.

   (iii) Field study / Empirical study

II. Considering the importance of Project Work for the program, the School has drawn the following guidelines:

A. Submission of Project Proposal and Synopsis

- The Project should be carried out under a Guide/ Project supervisor. Note: It is recommended that students choose supervisors who are active professionals in fields related to the chosen topic. For example, if the selected topic is from the area of finance, the supervisor should preferably be a financial expert, so on and so forth. Ensure that you include the following while submitting the Project Proposal:

   a. Performa for Approval of Project Proposal duly filled and signed by both the student and the Project Guide with date-**Annexure I.**

   b. Profile of the company and Bio-data of the project guide with her/his signature and date.

   c. Synopsis of the project proposal (12-15 pages).

Students should submit the synopsis, duly signed by the supervisor and the learner and uploaded in the soft copy format (pdf.) to the University's online portal using their respective login credentials.

47

1. **Content of** Project Work/ Practical Training in Industry **Synopsis:** The project synopsis needs to be prepared keeping in mind the following points.

   a) Title of the project
   b) Introduction and Objectives of the Study - Maximum 200 words
   c) Problem Statement
   d) Research Methodology and References

   A project's synopsis should be prepared in consultation with the 'project supervisor' and submitted to the Course Coordinator by using respective login credentials.

   - **The Certificate issued by the Organization** where the candidate completed his project work must also be included in the report.

   - **Communication of approval / non-approval of the project proposal will be sent to the candidate within one month of the receipt of the proposal.**

B. Submission of Project Report:

Report should contain the following:

⬜ Table of Contents
   a.   Acknowledgements   Page No.
   b.   Self-Certificate
   c.   Certificate issued by the Organization
   d.   Executive Summary
   e.   List of Tables
   f.   List of Figures
   g.   Introduction and Design of the study

Note: This summary should cover everything of the project, all points of the project report shall be covered in this section, such as significance of the study, objectives, hypothesis, research methodology, data collection analysis, interpretation, findings and recommendations. In nut shell, executive summary should be a snap shot of the entire project work. This summary should not exceed 3 pages.

1   **INTRODUCTION**

1.1 Background of the study

1.2 Need and Significance of the study

1.3 Statement of problem

1.4 Objectives of the study

1.5 Scope of the study

1.6 Limitations of the study

48

2 **ORGANIZATION OF THE REPORT**

(Suitable headings based on reviews)

3 **THEORETICAL FRAMEWORK (if any)**

(Suitable headings)

4 **RESEARCH METHODOLOGY**

4.1 Objectives

4.2 Hypothesis

4.3 Research Design

4.4 Sources of Data

4.5 Primary and Secondary data

4.6 Population

4.7 Sample Design

4.8 Sampling method

4.9 Method of data collection

4.10 Drafting a questionnaire

4.11 Pilot survey (Reliability and Validity of the instrument)

4.12 Data analysis techniques

5 **DATA ANALYSIS**

5.1 (suitable headings may be provided)

6 **SUMMARY OF FINDINGS AND CONCLUSION**

7 **RECOMMENDATIONS PROPOSED MODELS (if any)**

APPENDICES

BIBLIOGRAPHY

QUESTIONNAIRE

SCHEDULES

ANNEXURE: Every Project Report should contain necessary annexure such as Performa of Questionnaire/ Interview Schedule.

The project must be uploaded online only; no other format of project submission will be accepted by the University. For uploading project reports to the student portal,

guidelines will be provided by the Course Coordinator on the portal (https://studyonline.kiit.ac.in/users/login).

Communication about approval/rejection/acceptance with suggestion will be made available in the login dashboard of the students.

III. **Presentation and Comprehensive Viva-Voce Examination: Notification email will be sent for the schedule of Comprehensive Viva-Voce Examination which carries a maximum of 20% weightage.**

IV. Specifications

Page numbers - All text pages as well as Program source code listing should be numbered at the bottom centre of the pages.

Normal Body Text: Font Size: 12, Times New Roman, Double Spacing, Justified. 6 point above and below Para spacing.
Paragraph Heading Font Size: 14, Times New Roman, Underlined, Left Aligned. 12 point above & below spacing.
Chapter Heading Font Size: 20, Times New Roman, Centre Aligned,
30 point above and below spacing. **Coding Font size:** 10, Courier New, Normal.

16.   Circumstances the project report will be accepted after the due date, neither in online nor in offline format.
Please Note:

1. Revaluation of Project Report is not allowed.

2. Resubmission of Project Report for Class Improvement is not allowed.

V   <u>**Formats of various certificates are as:**</u>

<div align="center">

ANNEXURE I

<Name of the Program>

PROFORMA FOR PROJECT PROPOSAL

</div>

Enrolment .No....................................

Name & Address of Student...

Ph.No.:..Email   ID:

....

Title of the Project:...

Specialization (Specific Area)...

Name, Designation and Official Address of the Project Guide...

…………………………………………………………………………………………

…………………………………………………………………………………..…..

Signature of the student   Signature of the Guide

Date: Date:

<div align="center">

(**For Office use only**)

</div>

Synopsis

Approved

Not Approved

Comments / Suggestions for reformulation of the project.

<div align="right">

Name & Signature of the Evaluator

Date:

</div>

51

ANNEXURE II

ACKNOWLEDGEMENT

In the **"Acknowledgement"** page, the writer recognizes his indebtedness for guidance and assistance of the thesis adviser and other members of the faculty. Courtesy demands that he also recognize specific contributions by other persons or institutions such as libraries and research foundations. Acknowledgement should be expressed simply, tastefully, and tactfully.

ANNEXURE III

SELF -CERTIFICATE

This is to certify that the dissertation/project report entitled "_____

_____" is done by me is an authentic work carried out

for the partial fulfilment of the requirements for the award of the degree of <Name of the

Program> under the guidance of _____.

The matter embodied in this project work has not been submitted earlier for award of

any degree or diploma to the best of my knowledge and belief.

Name of the Student

Signature of the student

Enrolment No.

ANNEXURE IV

COVER PAGE FORMAT

PRACTICAL TRAINING IN INDUSTRY REPORT

Title of the Project/report

(Times New Roman, Italic, Font size = 24)

Project Report

Submitted in partial fulfilment of the requirements

For the award of the degree

of

<Program Name>

(Bookman Old Style, 16 point, centre)

Submitted by:

Mr. /Ms.   :...

Enrolment No. :...

Project Supervisor

(Guide Name)

(Designation)

KIIT University Online Education

KALINGA INSTITUTE OF INDUSTRIAL TECHNOLOGY (KIIT)

Deemed to be University U/S 3 of UGC Act, 1956

Annexure X – e-Resource Access

DELNET	User id: Application ID of the student_XXX
	Password: Application ID_XXX