

REGULATIONS 2023

MBA, MCA & M.Sc.



Centre for Distance Education

Anna University

Chennai - 600 025

ANNA UNIVERSITY, CHENNAI - 600 025

REGULATIONS 2023

PROGRAMMES UNDER DISTANCE EDUCATION MODE

Effective from the academic year 2023 and applicable to the students, admitted through Distance Mode at Anna University, both in the calendar and academic years.

P.G.PROGRAMMES

The following Regulations will be applicable to MBA - General Management, MBA - Technology Management, MBA - Marketing Management, MBA - Human Resource Management, MBA - Financial Services Management, MBA - Health Services Management, MBA - Operations Management, MCA, M.Sc. - Computer Science, programmes offered through Distance Mode.

1 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i **“Programme”** means Post graduate Degree Programme:

MBA - General Management, MBA - Technology Management, MBA - Marketing Management, MBA - Human Resource Management, MBA - Financial Services Management, MBA - Health Services Management, MBA - Operations Management, MCA, M.Sc. - Computer Science.
- ii **“Branch”** means a specialization or discipline in MBA programmes such as General Management or Technology Management or Marketing Management or Human Resource Management or Financial Services Management or Health Services Management or Operations Management, M.Sc. in Computer Science.
- iii **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Management Concepts, Financial Management, Computer Organization, Database Management System etc.
- iv **“Academic session”** means duration of twelve months beginning either in January to February or in the month of July to August, as the case may be, of every calendar year.
- v **“Director, Centre for Distance Education”** means the authority of the University to monitor and implement the programmes offered through Distance Mode.
- vi **“Study Centre or Coordinating Centre”** means a college / institution / organization designated by Anna University / Director, Centre for Distance Education by following the procedures prescribed by Authorities concerned. The Study Centre or Coordinating Centre is to serve as a location with all facilities for the conduct of Theory and Laboratory classes as required by the University.

- vii **“Coordinator”** means the designated person of Study Centre or Coordinating Centre who is responsible for relevant academic activities and implementation of relevant rules of this Regulation.
- viii **“Course Instructor”** means a qualified person appointed by the Study Centre or Coordinating Centres / Director, Centre for Distance Education to teach a specific course, to clarify doubts and to interact with the students on course related matters.
- ix **“Counselor”** means a qualified person at the level of Professor/ Associate Professor / Assistant Professor in the area of relevant specialization, identified by the concerned Study Centre or Coordinating Centre or The Director, Centre for Distance Education of the University. The counselor is expected to be a facilitator of the teaching learning process related to the distance education students. He / She is the enabler for all services related to initiation and completion of the course / project work of the students. A counselor may be a course instructor also.
- x **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University Departments for implementation of relevant rules of this Regulation.
- xi **“University”** means ANNA UNIVERSITY, CHENNAI - 600 025.
- xii **“Central Steering Committee”** means a **Committee** constituted by the concerned authority to directly approve, monitor, track and administer the project work and its internal evaluation at **the Centre for Distance Education, Anna University, Chennai.**
- xiii **Centre for Internal Quality Assurance(CIQA)** means a Centre established by a Higher Educational Institution for ensuring the quality of programmes being offered in Open and Distance Learning mode and Online mode, as specified in Annexure - I - UGC (Open and Distance Learning Programmes and Online Programmes) Regulations 2020.
- xiv **Self Learning Material for Open and Distance Learning** mode means and includes contents in the form of course material, whether print or e-form, which is interalia self-explanatory, self-contained, self-directed at the learner, and amenable to self evaluation, and enables the learner to acquire the prescribed level of learning in a course of study, but does not include text-books or guide books.
- xv **“Credit ”** means the Unit award gained by a learner with study efforts of minimum number of hours required to acquire the prescribed level of learning in respect of that Unit;
Explanation - For the purpose of this clause, A study effort for one credit shall mean time required by a learner to understand the contents equivalent to 15 hours of classroom teaching or 30 hours including self-learning time required to acquire the prescribed level of learning in respect of that Unit.
- xvi **“Controller of Examinations”** means the Authority of the University who is responsible for all activities of the University Examinations.

2. PROGRAMMES OFFERED AND ADMISSION REQUIREMENTS

2.1 P.G. PROGRAMMES OFFERED:

- MBA - General Management**
- MBA - Technology Management**
- MBA - Marketing Management**
- MBA - Human Resource Management**
- MBA - Financial Services Management**
- MBA - Health Services Management**
- MBA - Operations Management**

M.C.A.

M.Sc. -Computer Science

The above Programmes will be offered in Distance Mode through authorised “**Study Centres**” situated in colleges / institutions / organizations that are selected by Anna University, Chennai. A candidate may choose to study any one of the programmes and be attached to a Study Centre situated at colleges / institutions/ organisations, where the candidate desires to be enrolled subject to the availability of seats as per rank order and satisfaction of other conditions.

2.2 ACADEMIC TRANSACTION:

Candidates admitted under Distance Mode should attend classes at the Study Centre in the designated colleges / institutions / organisations during the conduct of counseling sessions / classes (on Saturdays and Sundays) for the required number of days. The students are expected to come prepared to the classes after intensive reading of the course material and utilize the counseling sessions for academic discussions and clarification of doubts. The degrees offered through distance mode are more learner-oriented, and the student has to take active part in the teaching-learning process. Most of the instructions are imparted through study materials complemented with face-to-face communication. Self Learning Material prepared by experts in the field of specialization that includes contents in the form of course material will be provided to students either in print or e-form.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission to the first semester of all Programmes shall be required to have passed an appropriate Degree Examination of a recognized University as specified under qualification for admission in **TABLE I** or any other examination of any University recognized by UGC / AICTE or any authority accepted by the Syndicate of Anna University, Chennai as equivalent thereto.

2.3.2 However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed in TABLE I.

2.3.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme / courses as prescribed by the Syndicate of the University from time to time.

2.3.4 Eligibility conditions for admission such as class obtained, number of attempts in qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

2.3.5 Candidates seeking admission to MBA and MCA programmes are required to qualify in Distance Education Entrance Test (DEET) and the score obtained is valid for one year only.

TABLE I
(As per Clause 2.3)

S.No.	PG Programmes	*Qualifications for Admission
1.	Master of Business Administration (MBA) - for all Specializations	Any Degree
2.	Master of Computer Applications(MCA)	Passed BCA/Bachelor Degree in computer Science Engineering or equivalent degree. Obtained at least 50% marks (45% for marks in case of candidates belonging to reserved category) in the qualifying Examination.
3.	Master of Science (M.Sc.) - Computer Science	Any degree with Mathematics/ Statistics as one of the subjects at the Degree level (or) Any degree with Mathematics as one of the subjects at Plus Two level

*All bachelor degrees must have been obtained after "**Plus Two**" or equivalent.

3 DURATION OF THE PROGRAMMES:

The minimum and maximum period for completion of the P.G. Programmes are given below:

Programme	Minimum No. of Semesters	Maximum No. of Semesters*
M. B. A.	4	8
M. C. A.	4	8
M.Sc.	4	8

* includes the period of **break of study**.

4. STRUCTURE OF THE PROGRAMME

- 4.1 Every Programme will have a curriculum and syllabi consisting of core courses, specialization courses and project work. The Programme may also include seminar / practicals / practical training, as specified in the curriculum. The medium of instruction, examination and project report shall be in English.

4.2. MAXIMUM MARKS

The maximum marks assigned to different courses are as follows: Each of the theory and practical courses (excluding project work) shall carry maximum of 100 marks of which 30 marks will be through Continuous Assessment and 70 marks from end-semester examination. As regards the project work, the total marks would be 200, out of which 60 marks will be through continuous assessment in the form of two reviews conducted at approximately equal intervals and the remaining 140 marks would be distributed as 40 for Project Report submitted and 100 marks for viva-voce examination.

4.3 PROJECT WORK

- 4.3.1 Project work shall be carried out by the candidate under the supervision of a qualified guide from a panel of guides approved by the **Central Steering Committee** and listed in the CDE website.
- 4.3.2 A candidate may, however, in certain cases, be permitted to work on the project in an Industry / Research Organization, on the recommendation of the Coordinator of the Study Centre or Coordinating Centre with the approval of the **Central Steering Committee**. In such cases, the Project work shall be jointly supervised by an approved guide of the Study Centre or Coordinating Centre and by a professionally competent person from the Organization. The student shall be instructed to meet the guide periodically and attend the review committee meetings for evaluating the progress.
- 4.3.3 A project proposal validated by the guide has to be submitted online to the **Central Steering Committee**, for approval, as per the schedule in the project semester. A printout of project proposal (submitted online) in pdf format shall be submitted to the study centers on / before the scheduled date with the approval of the guide. The students can proceed with their project work after their proposals are reviewed and approved by the **Central Steering Committee**, Centre for Distance Education.
- 4.3.4 Two project review meetings shall be conducted at the Study Centre and projects are to be reviewed by the two-member committee.
- 4.3.5 The Project Report prepared according to approved guidelines and duly signed by the guide(s) shall be submitted to Coordinator of Study Centre or Coordinating Centre. The final project report must also be submitted online as a word document to the Director, CDE on or before the specified date.
- 4.3.6 The final Project Report for all the programmes shall be submitted at the end of the final Semester as per the schedule announced by the **Central Steering Committee**.

- 4.3.7 a) If the candidate fails to obtain 50% of the Continuous Assessment marks in the Project Work, he/she will not be permitted to submit the report and has to re-enroll for the same in the subsequent semester.
- b) If the candidate fails to submit the Project Report on or before the specified deadline he/she is deemed to have failed in the Project Work and shall re-enroll for the same in a subsequent semester.
- c) If the candidate fails in the viva-voce examination he/she shall re-enroll for the same in the subsequent semester.

4.4 ONLINE COURSES:

Students may be permitted to credit a maximum of three online courses (in his/her chosen area of specialization) during the third/fourth semester, subject to a maximum of nine credits, with the approval of the Director, CDE and the Director, Centre for Academic Courses, in lieu of three elective courses. The Director, CDE shall form a three member committee with members as Deputy Director of the concerned programme, Deputy Director of other programme at CDE and a faculty member (not less than the cadre of Associate Professor) from the concerned department of the programme, Anna University, to ensure that the student has not studied such courses and would not repeat it again as elective courses. Suitable online courses shall be chosen from the courses offered by Anna University, Online Cell Anna University through CDE LMS/ SWAYAM platform.

5 STUDY CENTRES

In order to provide individualised support to its learners the University shall create various Study Centres. The Study Centres are the contact points for the students on all the major aspects of the programmes. These include Counseling sessions, practicals, library facilities, disseminating information and facilities for audio-visual training aids. The Study Centres are also equipped with books on the subjects of the programmes and the books will be accessible to the students during their visits to the Study Centres. All the important communications are sent to the Coordinators of the Study Centres. The Coordinators would display a copy of such important circulars/notifications on the notice board of the Study Centre for the benefit of all the students. The Coordinators of the Study Centres are required to provide advance information about assignments, submission of examination forms, list of students admitted to a particular examination, project work related details, declaration of results and so on.

6 COUNSELOR

To help the students in pursuing their courses of study and for general advice on the academic programmes, a certain number of students will be attached to a Counselor who shall function as Student Counselor for those students. Such Counselors shall advise the students and monitor the courses chosen by the students; check the attendance and progress of the students attached to him/her and counsels them periodically. The Counselor is expected to interact with the students allocated to him through e-mail, telephone, and letter or in person. The Coordinator of the Study Centre or Coordinating Centre will appoint the Counselors from among the teaching staff of the Anna University and/or from the Study Centre or Coordinating Centres. The counselor is expected to submit periodical progress reports about the students under him/her as required by the University.

The functions of the Counselor include:

- Solving problems experienced by students in the usage of Study material and use of software's in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein to the students.
- Informing the students about the academic schedule including the dates of assessments and the syllabus coverage for each assessment.
- Analyzing the performance of the students after each test and finding the ways and means of improving the performance.
- Identifying the students, who need academic assistance, if any and providing additional help or guidance to such students.

7 PROCEDURES FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT

7.1 Every course instructor is required to maintain a 'ASSESSMENT RECORD' which consists of the assessment marks and the record of class work (topic covered, queries asked and feedback regarding study materials etc), separately for each course. This should be submitted to the Coordinator of the Study Centre for checking the conduct of the interactive counseling sessions, syllabus coverage and the records of assessment marks and attendance. Online portal for attendance entry is kept opened for the subsequent 3 days after the week ends on which classes are conducted. The study centres will make online entry of the attendance provided by the course instructors. It is locked on the third working day and no study centre can enter attendance without the approval of the Director, CDE. After 50% classes are over, the attendance particulars of all the students are published to enable them to know their status. At the end of the semester, prevention list for all centres are prepared at the office of the Director, CDE and sent to the Controller's office to arrive at the eligible list of students for writing the examination.

7.2 Theory Courses: Two assessments per course in a semester each carrying 15 marks each shall administered by the Study Centre or Coordinating Centre. The total marks obtained in the assessment shall be 30 marks and rounded off to the nearest integer. (This implies equal weightage to both the assessments).

7.3 Practical Courses: Every practical exercise / experiment shall be evaluated based on conduct of experiment / exercise and records maintained for 15 marks. There shall be at least one mid-semester test/project for 15 marks.

7.4. Project Work: There shall be two project reviews (each 100 marks) at the study centers constituted by the Coordinators and approved by the Director (CDE), in the project semester. The student shall make a presentation on the progress made before the project review committee. The continuous assessment marks from both reviews shall be 60 marks (30 marks each).

8 REQUIREMENTS FOR COMPLETION OF A SEMESTER

A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all counseling sessions / classes and secure 100% attendance. However, the student must have a minimum of 50% attendance, to be eligible to appear for the end-semester examination in that semester, failing which, he / she is required to repeat the incomplete semester in the next semester.

Therefore, a student must secure not less than 50% of overall attendance in that semester taking into account the total number of periods in all courses put together attended by the candidate as against the total number of periods in all courses conducted during that semester.

9 REQUIREMENTS FOR APPEARING FOR SEMESTER EXAMINATION

A candidate shall provisionally be permitted to appear for the semester examination of the current semester if he / she has satisfied the semester completion requirements (vide Clause 8) and has registered for examination in all courses of that semester, as well as the arrears of previous semesters.

10 END SEMESTER EXAMINATIONS

10.1 There shall be one end semester examination of 3 hours duration in each theory course. The examinations shall be conducted between July and August during the odd semesters and between February and March in the even semesters. The practical examinations will succeed the theory examination and the internal and external examiners shall be appointed by the Controller of Examinations, Anna University, Chennai - 600 025. The maximum marks for each theory and practical course shall be 100, comprising of 30 marks for continuous assessment and 70 marks for the end-semester examinations.

The following will be the weightages for different courses.

- i) Theory course:
 - Continuous Assessment - 30%
 - End Semester Examination - 70%

- ii) Practical courses
 - Continuous Assessment - 30%
 - End Semester Examination - 70%

iii) Project work

Continuous Assessment - 30%

Evaluation of Project Report by external examiner - 20%

Viva-Voce Examination - 50%

10.2 The end semester evaluation of the Project work will be based on the project report evaluation and a Viva-Voce Examination by a team consisting of an Internal Examiner and an External Examiner. The team of Examiner(s) shall be appointed by the Controller of Examinations, Anna University, Chennai - 600 025.

10.3 If a student indulges in malpractice in any of the continuous assessment /end semester / project work, he / she shall be liable for punitive action as recommended by the disciplinary committee appointed by the University as per the prevailing University regulations.

10.4 WITHDRAWAL FROM EXAMINATIONS

10.4.1 A candidate may, for valid medical / official reasons be granted permission to withdraw from appearing for the examinations for all courses or any of the courses for that particular semester in which withdrawal is made.

10.4.2 Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination and if it is made within TEN days prior to the commencement of the semester examination based on the recommendation of the Coordinator of the respective Study Centre and Director CDE and submitted to the Controller of Examinations in the prescribed format. Withdrawal facility is available only once in the whole period of study. Withdrawal shall not be construed as an appearance for the eligibility of award of Degree.

10.4.3 Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

10.4.4 If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).

10.4.5 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

10.4.6 Withdrawal is not permitted during final semester and withdrawal is NOT permitted for arrears examinations of the previous semesters.

11 PASSING REQUIREMENTS

11.1 A student who secures not less than 50% of total marks prescribed for the course [Continuous Assessment + End semester University Examinations] with a minimum of 45% of the marks prescribed for the end-semester University Examination, shall be declared to have passed the course and acquired the relevant number of credits. This is applicable for both theory and laboratory courses (including project work)..

- 11.1 If a student fails to secure a pass in a theory course, the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the continuous assessment marks is valid only for the first arrear attempt and for the subsequent arrear attempts the end semester marks alone is to be considered for the grading.
- 11.3 A student who has passed any course / all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in course or the aggregate marks respectively.

12 ISSUE OF MARK SHEETS

Individual mark sheet for each semester will be issued by the Controller of Examination through the Coordinator of the Study Centre or Coordinating Centre after the publication of the results.

13 ELIGIBILITY FOR THE AWARD OF THE DEGREE

- 13.1 A student shall be declared eligible for the award of the degree if he/she has successfully passed all the courses as specified by the curriculum corresponding to the respective programmes and if no disciplinary action is pending against him/her.
- 13.2 The award of the degree must have been approved by the Syndicate.

14 CLASSIFICATION OF THE DEGREE AWARDED

- 14.1 A candidate who qualifies for the award of the Degree (vide clause 13) having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters securing an aggregate of not less than 75% of total marks (Continuous Assessment plus End Semester Examination marks) shall be declared to have passed the examination in First Class with Distinction. Further, the authorized break of study (vide clause 16) will not be counted for the purpose of classification.
- 14.2 A candidate who qualifies for the award of the Degree (vide clause 13) having passed the examination in all the courses within the specified minimum number of semesters,reckoned from his/her commencement of study plus one year for MBA/M.Sc. and for MCA, securing an aggregate of not less than 60% of total marks (Continuous Assessment plus semester examination marks) shall be declared to have passed the examination in First Class. Further, the authorized break of study (vide clause 16.1) will not be counted for the purpose of classification.
- 14.3 All other candidates (not covered in clauses 14.1 and 14.2) who qualify for the award of the degree (vide Clause 13) shall be declared to have passed the examination in Second Class.

15 REVALUATION OF ANSWER SCRIPTS

- 15.1 A candidate can apply for revaluation of end semester examination answer paper in a

theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Coordinator of the Study Centre concerned and Director, Centre for Distance Education. The Controller of Examination will arrange for the revaluation and the results will be intimated to the candidate concerned through the Coordinator of the Study Centre or Coordinating Centre. Revaluation is not permitted for practical courses and for project work.

- 15.2 Copies of the answer scripts for the theory course(s) may be obtained from the Controller of Examinations, Anna University on payment of the prescribed fee.

16 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

If any candidate [student who has been admitted after paying the admission fees] intends to temporarily discontinue the programme at any point of time during the programme for valid reason and to rejoin the programme in the semester for which the candidate had obtained the break of study at a later period, the following rules are prescribed:

- 16.1 The candidate shall apply in the prescribed format with necessary documents to the Director, Centre for Distance Education not later than the last date for enrolling for the semester examination of that concerned semester.
- 16.2 A candidate is eligible for break of study for not more than two semesters without any fees.
- 16.3 In the event of the period of break of study extending beyond two years, the candidate shall pay a break of study fees of Rs.5,000/- for every subsequent semester.

The authorized break of study of maximum of two semesters would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide clause 14) The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 3 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study'

- 16.4 The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through the Director, Centre for Distance Education for the prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits / courses.

17 DISPUTE RESOLUTION

The dispute / conflict that might arise between the stakeholders and the Distance Education Authorities in connection with the functioning of Distance Education Programme shall be resolved within the purview of the Anna University rules and

regulations that are in force.

18 DISCIPLINARY PROCEDURE

The disciplinary procedures and practices to be followed are the same as that is followed for the regular degree programmes of Anna University wherever applicable. In special cases a committee will be constituted by Anna University to look into the intricacies of the issues and offer remedial measures / actions to be taken.

19 REVISION OF REGULATION, CURRICULUM AND SYLLABI

The University may from time-to-time revise, amend or change the Regulations, Curriculum, Syllabus and scheme of examinations through the Academic Council with the approval of Syndicate.