

# Program Project Report (PPR)

## BACHELOR OF COMMERCE



**DIRECTORATE OF DISTANCE EDUCATION  
SRM INSTITUTE OF SCIENCE AND TECHNOLOGY  
KATTANKULATHUR  
KANCHEEPURAM DISTRICT – 603203.**

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## **1. INTRODUCTION**

Concurrent to achieving the mission of increasing Higher education enrolment and also with improving professional skill among the students. The B.Com (Bachelor of Commerce) degree program is designed at SRM Institute of Science and Technology –Directorate of Distance Education. In addition, the course aims to provide students with a wide range of managerial skills such as accounting, financial, legal and corporate ethics for building competence in a particular area of business. It imparts candidates with knowledge of accounting principles, export and import laws, economic policies and other aspects which impact trade and business. After completion of the programme the B.Com. Degree holder is fit to work in any corporate organization or be self-employed thus, the SRM Distance education directorate aims to provide to the B.Com. Graduates a wide variety of skills like accounting, tally, human resource management etc.

### **1.2 CAREER OPPORTUNITIES**

B.COM Course, students have career Opportunities in various wide array of fields such as:

- Auditing
- Business analytics
- Budget Analyst
- Finance Manager
- Finance Analyst
- Stock Broking firms
- Cost Accountant

### **1.3 Teaching Pedagogy**

- Lectures
- Seminars, Guest Lectures and Workshops
- Web based Learning
- Experiential Training Programmes
- Case Studies and Presentations
- Group Discussions

### **1.4 Academic Counselling**

In order to provide academic assistance to students, different levels of Counselling /attention will be provided by three types of coordinators viz.,

1. Academic coordinator
2. Programme coordinator
3. Course coordinator as per the UGC stipulations.

### **1.5 Student Support Services**

- Counseling sessions will be provided to students to choose the courses of their interest and plan their courses of study for career advancement.
- Personal Contact Programme (PCP) / Face-to-Face Counseling will be held in each semester as part of student support services. This would help the students to interact with experts in the course and clarify doubts. However, attendance is not mandatory.
- E-Learning portal for distance education students will be a medium for the

dissemination of knowledge, skill enrichment, assist in examination preparation, exchange of experience and collaborative participation.

- WhatsApp groups has been created for students to post their issues.

## **2. PROGRAM EDUCATIONAL OBJECTIVES**

The B.Com programme aims to achieve the following academic objectives

- To develop a wide spectrum of managerial skills along with competency building qualities in specific areas of business studies.
- To improve exercising Professional skills, values, team spirit, and high leadership and to accept the challenges in the Industry and Academics.
- Graduates of the programme will continue to develop Excel in contemporary knowledge of business and developing inclination towards lifelong learning
- The programme will have a successful career in all Accounting and Finance and can pursue higher education and research.

## **3. RELEVANCE OF THE PROGRAMME WITH HEI'S MISSION AND GOALS**

One of the fundamental aims of education is providing opportunities for learners at all level. The B.Com programme afford at SRM Institute of science and Technology is to attract and build the employable graduates to the people who are not in a position to continue their education in a regular mode by means of more rewarding and inspiring environment thereby fostering freedom, empowerment, creativity and innovation through advanced technology more particularly in Distance mode also. The B.Com programme would help them to transform the individual into intellectually competent human resources which could help the upliftment of the nation. The distance mode of education is effective in imparting quality education through flexi-timings

### **4. Target group of learners**

Graduates and Working Professionals who are passionate in leadership roles. We also target the learners form special target group for Directorate of Distance Education. The special target group includes (PWD, Transgender, Defence paramilitary forces and prison inmates etc.

## **5. Structure of the Programme under National Education Policy (NEP)**

### **5.1. Abbreviations under NEP;**

AEC	Ability Enhancement Course
DSC	Discipline Specific Core
DSE	Discipline Specific Elective
GE	Generic Elective
SEC	Skill Enhancement Course
VAC	Value Addition Course

## 5.2. Definitions

**i) Academic Credit:** An academic credit is a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.

**ii) Courses of Study:**

Courses of the study indicate pursuance of study in a particular discipline. Every discipline shall offer three categories of courses of study, viz. Discipline Specific Core courses (DSCs), Discipline Specific Electives (DSEs) and Generic Electives (GEs).

**a) Discipline Specific Core:** This is a course of study, which should be pursued by a student as a mandatory requirement of his/her programme of study. DSCs shall be the core credit courses of that particular discipline which will be appropriately graded and arranged across the semesters of study, being undertaken by the student, with multiple exit options as per NEP 2020. The DSCs specified in the framework would be identified by the concerned Department as core courses to be taught in a Programme.

**b) Discipline Specific Elective:** The Discipline Specific Electives (DSEs) shall be a pool of credit courses of that particular discipline (single discipline programme of study) or those disciplines (multidisciplinary programme of study), as the case may be, which a student chooses to study from his/her particular discipline(s). There shall be a pool of DSEs from which a student may choose a course of study. The DSEs specified in the framework would be identified by the concerned Department as elective courses to be taught in a Programme.

**c) Generic Elective:** Generic Electives shall be a pool of courses which is meant to provide multidisciplinary or interdisciplinary education to students. GEs shall consist of a pool of courses offered by various disciplines of study (excluding the GEs offered by the parent discipline), in groups of odd and even semesters, from which a student can choose. The GEs specified in the framework would be identified by the concerned Department as GEs to be taught in a Programme. In case a student opts for DSEs beyond his/her discipline specific course(s) of study, such DSEs shall be treated as GEs for that student.

**d) Ability Enhancement Course, Skill Enhancement Course and Value Added Course:** These three courses shall be a pool of courses offered by all the Departments in groups of odd and even semesters from which students can choose. A student who desires to make Academic Project/Entrepreneurship as Minor has to pick the appropriate combination of courses of GE, SEC, VAC, & Internship/Apprenticeship/Project/ Community (IAPC) which shall be offered in the form of various modules as specified in the scheme of studies. AEC courses are the courses based upon the content that leads to knowledge enhancement through various areas of study. They are Language and Literature and Environmental Science and Sustainable Development which will be mandatory for all disciplines. SEC are skill-based courses in all disciplines and are aimed at providing hands-on training, competencies, proficiency and skills to students. SEC courses may be chosen from a pool of courses designed to provide skill-based instruction. Every discipline may provide skill based courses, some of which may be offered to students of its discipline while the rest can be open to students of all other disciplines. VAC courses are common pool of courses offered by different disciplines and aimed towards personality building; embedding ethical, cultural and constitutional values; promote critical thinking, Indian Knowledge Systems, scientific temperament, communication skills, creative writing, presentation skills, sports & physical education and team work which will help in all round development of students.

## **6. Instructional Design:**

The Institution adopts outcome-based approach which ensures effective learning experiences of students through mapping modularized course outcomes and assessment. The program is designed with flexible micro learning methodology to ease the learner engagement. The course content are designed with learner-centric approach, creative study pattern and experimental examples to provide experiential learning Both internal and industrial experts are involved in preparation of curriculum and course content. The curriculum is reviewed by set of experts, quality assurance team and Board of Studies (BoS) and approved by Academic Council.

### **6.1 Delivery Methodology:**

Delivery methodology in SRM IST Distance learning programs is unique in many aspects. The distinct mode of imparting education at SRM IST relies on technology to take its academic programs to the doorsteps of learners far and wide. The system is more learner-oriented and the learner has to be an active participant in the learning process. It combines the features of conventional wisdom and the benefits of technology – driven techniques. A multi-channel approach is followed in knowledge acquisition.

It comprises of the following support services:

- Self-learning material
- Assignments, Projects and Case studies with real time exposure
- Digital library resources
- Study material provided online
- Webinars of some periodicity
- Access to recorded lectures online and teachers who guide and support learners
- Study groups and online discussion forums
- Week-end or online orientation sessions
- Social Media groups for exchange of information and peer group interaction.

### **6.2 Printed and Digital Material:**

The Self Learning Materials in printed form shall be provided. The Self Learning Material (SLM) shall be sent by registered post. The university shall not be responsible for loss or delay by the postal department. Soft copies of Self Learning Material (**E-SLM**) are also being provided to the learners through University's website at web link;

### **6.3 Audio and visual Lessons:**

The audio and video lessons are supplementary material for the enhancement of understanding of the subject. They will be used during counselling sessions at respective Learner Support Centres. A large repository of audio-visual educational programmes has already been prepared by the Media Centre and new lessons are regularly produced and uploaded. The Classes are recorded and have been uploaded in the HEI website. Further students can also access the video lessons available on YouTube Channel.

#### **6.4 Personal Contact Programme (PCP):**

Personal Contact Programme (PCP) will be conducted either through Online (LMS) / Face-to-Face Counselling will be held in each semester as part of student support services. This would help the students to interact with experts in the course and clarify doubts. However, attendance is not mandatory.

#### **6.5 E- Learning Portal :**

E-Learning portal for distance education students will be a medium for the dissemination of knowledge, skill enrichment, assist in examination preparation, exchange of experience and collaborative participation.

### **7. STRUCTURE OF B.COM PROGRAMME**

#### **7.1 Medium of Instruction:**

The medium of instruction, examination and Project report will be English.

#### **7.2 Commencement of academic activities**

The academic year in the month of July and for the calendar year in the month of February

#### **7.3 Registration and Enrolment for Courses**

- The process of signing up for courses is called registering. Students are enrolled after they pay the prescribed fees. For a student to undergo courses he/she has to complete both registration and enrolment.
- Students can enrol after paying the prescribed fees for the semester. Registration and enrolment will be controlled by the office of the Directorate of Distance Education. For a student to pursue courses he/she has to complete both registration and enrolment for the courses every semester.
- If a student fails to register in any particular year within the stipulated time, his / her registration will be cancelled for that semester. The candidate will be permitted to continue the study in a subsequent semester with proper prescribed fees governed by Directorate of Distance Education
- Registration for any course will be done under the supervision of Director (Distance Education)
- For the first semester, registration process shall be completed within a week after the confirmation of Admission.
- The student has to re-register at the beginning of each semester, from the second semester onwards, by paying the prescribed fees.
- Late registration will be permitted with a fine, decided from time to time by the directorate of Distance Education.
- Students shall be permitted to proceed from, the first semester up to final semester irrespective of their failures in any of the courses in the examinations conducted in previous semesters.
- The registration form contains the course number, course name and number of credits.

## 7.4 CURRICULUM

### FIRST YEAR SEMESTER I

CAREER STREAM TITLE	SUBJECT CODE	SUBJECT TITLE	L	T	P	Tot LTP	C
Language	LATD1911	Tamil - I	3	1	0	4	4
	LAHD1911	Hindi -I					
	LAFD1911	French - I	3	1	0	4	4
	LAED1911	English - I					
Core 1	COMD1911	Business Management	3	1	0	4	4
Core 2	COMD1912	Financial Accounting - I	3	1	0	4	4
<b>Total Credits</b>							<b>16</b>

### FIRST YEAR SEMESTER II

CAREER STREAM TITLE	SUBJECT CODE	SUBJECT TITLE	L	T	P	Tot LTP	C
Language	LATD1921	Tamil - II	3	1	0	4	4
	LAHD1921	Hindi -II					
	LAFD1921	French - II	3	1	0	4	4
	LAED1921	English - II					
Core 3	COMD1921	Financial Accounting -II	3	1	0	4	4
Core 4	COMD1922	Business Laws	3	1	0	4	4
<b>Total Credits</b>							<b>16</b>

### SECOND YEAR SEMESTER III

CAREER STREAM TITLE	SUBJECT CODE	SUBJECT TITLE	L	T	P	Tot LTP	C
Core 5	COMD1931	Corporate Accounting - I	3	1	0	4	4
Core 6	COMD1932	Company Law	3	1	0	4	4
Core 7	COMD1933	Marketing Management	3	1	0	4	4
Allied 1	COMD1934	Business Statistics - I	3	1	0	4	4
<b>Total Credits</b>							<b>16</b>

### SECOND YEAR SEMESTER IV

CAREER STREAM TITLE	SUBJECT CODE	SUBJECT TITLE	L	T	P	Tot LTP	C
Core 8	COMD1941	Corporate accounting- II	3	1	0	4	4
Core 9	COMD1942	Management Accounting	3	1	0	4	4
Core 10	COMD1943	Practical Auditing	3	1	0	4	4
Core 11	COMD1944	Business Statistics –II	3	1	0	4	4
<b>Total Credits</b>							<b>16</b>



**THIRD YEAR SEMESTER V**

CAREER STREAM TITLE	SUBJECT CODE	SUBJECT TITLE	L	T	P	Tot LTP	C
Core 12	COMD1951	Cost Accounting I	3	1	0	4	4
Core 13	COMD1952	Income Tax Law and Practice I	3	1	0	4	4
Core 14	COMD1953	Research Methodology	3	1	0	4	4
EVS	BESD 19EC	Environmental Studies	2	1	0	3	3
<b>STUDENTS MUST CHOOSE ONE PAPER AMONG THE TWO ELECTIVES</b>							
Elective 1	COMD19E1	Human Resource Management	3	1	0	4	4
Elective 2	COMD19E2	Financial Management					
<b>Total Credits</b>							<b>19</b>

**THIRD YEAR SEMESTER VI**

CAREER STREAM TITLE	SUBJECT CODE	SUBJECT TITLE	L	T	P	Tot LTP	C
Core 15	COMD1961	Cost Accounting II	3	1	0	4	4
Core 16	COMD1962	Income Tax Law and Practice II	3	1	0	4	4
Core 17	COMD1963	Entrepreneurial Development	3	1	0	4	4
<b>STUDENTS MUST CHOOSE ONE PAPER AMONG THE TWO ELECTIVES</b>							
Elective 3	COMD19E3	Total Quality Management	3	1	0	4	4
Elective 4	COMD19E4	Strategic Management					
<b>Total Credits</b>							<b>16</b>

**Overall Credit Total 99****7.5 Learning Assessment Procedure**

Academic counselor except in the case of project work where an external examiner may be nominated.

The student's performance in each course, in general, is evaluated based on in semester continuous assessment (internal assessment) and end-semester examination.

An in-semester continuous assessment (also known as internal assessment) is spread through the duration of course and is done by the concerned Programme coordinator of the course.

The various assessment components are as follows:

- Assignments
- MCQ based quizzes
- Presentations
- Seminars
- Group discussions/activities, etc

The end semester examination will be conducted with the following perspectives:

1. Evaluation with respect to knowledge
2. Evaluation with respect to Understanding
3. Evaluation with respect to skill
4. Evaluation with respect to Applications
5. Higher Order Thinking Skills

The assessment method of theory is further detailed below:

**(a). Theory courses**

<b>Assessment tool</b>	<b>Marks</b>	<b>Remarks</b>
Assignment - 1	15	It will be in the form of Descriptive Question and Answers, presentation of a topic, MCQ based quizzes, in house seminars as directed by the concerned Programme coordinator of the course.
Assignment - 2	15	
<b>Total in-semester assessment</b>	<b>30</b>	
<b>End semester Examination</b>	<b>70</b>	<b>Duration: 3 hours</b>
<b>Total</b>	<b>100</b>	

**END SEMESTER EXAMINATION**

- Change of examination centre will not be permitted
- Registration for University Examinations is mandatory for all courses including arrear papers.
- The end semester examinations will ordinarily be conducted for academic year students during October to December in the odd semester and even semester for calendar year students whereas during March to May in the even semester for the academic year students and odd semester for calendar year students.
- The End Semester Examination will be conducted at the end of each semester.
- A student should have appeared for the end-semester examination of the prescribed course of study to become eligible for the award of the grade in that course.

## EVALUATION

- The Evaluation process has been developed based on objective and scientific guidelines with due importance to continuous Internal Assessments and Term End Examinations. This is to ensure that the learners get a fair chance of proving their mettle in different platforms of evaluation.
- The complete academic performance of a student is evaluated by Internal / External Examinations
- The student performance in each course, in general, is evaluated based on in-semester assessment and end semester examination
- The maximum marks for any course will be 100 comprising of 30 marks for Internal Assessment and 70 marks for the end semester examinations.

### EVALUATION RATIO:

Courses	Internal Assessment	End Semester Examination	
		Theory	Practical
Theory	30 Marks	70 Marks	--

The Internal Assessment is based on submission of assignments / Quiz/ multiple choice questions / Wherever applicable

The in-semester assessment method is further detailed below:

Course Details	Assessment Tools	Marks
Course with Theory component	assignments / Quiz / multiple choice questions	15 Marks
	assignments / Quiz / multiple choice questions	15 Marks

### Passing Requirements

A student who secures not less than 50 % of total marks prescribed for any course with a minimum of 50 % marks prescribed for the end semester examination shall be declared to have passed in the examination for that course.

### COURSE WISE GRADING OF STUDENTS

Letter Grades and Grade Points (GP) Based on the aggregate of marks obtained through internal assessment and external assessment, each student is awarded a final letter grade at the end of the semester, in each Course. The letter grades and

the corresponding grade points, as recommended by UGC, are as follows:

Letter Grade	Grade Points	Normalized Mark Range
O (Outstanding)	10	91-100
A+ (Excellent)	9	81-90
A (Very Good)	8	71-80
B+ (Good)	7	61-70
B(Above Average)	6	56-60
C (Average)	5	50-55
F (Fail)	0	<50 Failure due to insufficient marks in the course
Ab(Absent)	0	Failure due to non-appearance in examination

A student is considered to have successfully completed a course and earned the credits if he / she secured a letter grade other than “**F**” or “**Ab**” in that course. A letter grade F or Ab in any course implies a failure in that course.

A course successfully completed cannot be repeated

#### Procedure in the event of failure / absent

- a. If a student fail / absent in a particular course, he/she may appear for the university examination in that course in subsequent semesters and obtain pass marks. However, the internal assessment marks obtained by the student in the first attempt shall be retained and considered valid for all subsequent attempts.
- b. If a course has theory and practical components combined, then the student shall appear in the end-semester examination for both theory and practical components duly.
- c. If a student has not registered or fails to register for any end semester examinations he will be permitted to register and appear for the same in the subsequent end semesters with prescribed fees.

#### RE-VIEW OF ANSWER SCRIPTS / SINGLE VALUATION

In case any student feels aggrieved on the final outcome of the assessment in any course, the student shall apply to the Controller of Examinations, along with the

prescribed fee, for the review of end semester examination answer script, within the stipulated time after the announcement of the results of the examinations. The Controller of Examinations shall facilitate the review of the answer script jointly to be carried out by the student and the faculty detailed for this purpose. If any discrepancy is noticed during review the same shall be rectified and the originally awarded grade accordingly amended.

## RE-APPEARING FOR EXAMINATION

- Students who have secured 'F'(Fail) / 'Ab' (Absent) grade in a particular course can reappear when the end semester examination for that course is again conducted provided they satisfy eligibility conditions on or before the maximum duration of the course
- If a student obtains "F" grade or "Ab" grade in a course for which only internal assessment is applicable as per the regulations at the time of admission of the student.(Ref.R.12.7)
- If a course has both theory and practical component, then the student shall appear in the end semester examinations of both the theory and practical components.
- For project work, if a student gets a 'F' or 'Ab' grade he/she should register again for course, earn marks for reviews and project report as applicable and then appear for the final viva. Under this circumstances the student shall choose a new project topic (other than the one he/she had been associated with earlier) under the guidance of the allotted faculty member. Internal assessment is applicable as per R.12.7.1
- All applicable fees charged for the purpose of examination will apply for re-appearance courses as well.

## AWARD OF LETTER GRADE

All assessment of course will be done on absolute marks basis. However for the purpose of the reporting the performance of a student, letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the student (Ref: R.14.1)

## GRADE SHEET

The Grade card / sheet issued by the controller of Examinations to each student, after the announcement of the results will contain the following

- a. The credit of the each course
- b. Letter grade obtained in each course
- c. Total number of credits earned by the student upto end of that semester in each of the course categories

d. The CGPA of all the courses taken from the First semester onwards

### COMPUTATION OF SEMESTER GRADE POINT AVERAGE(SGPA) AND CUMULATIVE GRADE POINT AVERAGE (CGPA)

(i) The SGPA will be calculated according to the formula

$$SGPA = \frac{\sum_1^n C_i \times (GP)_i}{\sum_1^n C_i}$$

Where  $C_i$  = credit for the  $i^{\text{th}}$  course,  $(GP)_i$  = the grade point obtained for the  $i^{\text{th}}$  course,  $n$  = total number of courses and the sum is over all the courses taken in that semester, including those in which the student has secured and Ab grades.

(ii) For the cumulative grade point average (CGPA) following formula is used:

$$CGPA = \frac{\sum_1^r S_i \times (SGPA)_i}{\sum_1^r S_i}$$

Where  $S_i$  = Sum of credits in  $i^{\text{th}}$  semester,  $(SGPA)_i$  = Semester Grade Point Average earned in  $i^{\text{th}}$  semester and  $r$  = number of semesters and the sum is over all the semesters under consideration.

(iii) The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts

### ACADEMIC DISHONESTY

When a student is found responsible for a violation of the DDE SRMIST code of conduct pertaining to academic dishonesty (Malpractice in Examinations), the Office of Controller of Examinations will initiate action based on the pre-approved procedures. Appropriate penalty or punishment will be awarded to the student and communication sent to Director of Distance Education.

### ELIGIBILITY FOR THE AWARD OF THE DEGREE

A Student shall be declared to be eligible for the award of the Degree provided if,

- i. The student has successfully completed the course requirements and has passed all the prescribed examinations in all the Four semesters within the maximum duration
- ii. No disciplinary action is pending against him/her.

### CLASSIFICATION OF THE DEGREE AWARD

Class / Distinction will be awarded to the students after they successfully complete the Programme as per the norms stipulated in the following table:

<b>Category</b>	<b>CGPA</b>	<b>Class / Distinction</b>
Students who successfully completed the Post Graduate Programme within the time duration of 4 Semesters	$\geq 8.0$ (without “F” (or) “Ab” in any semester)	First Class with Distinction
	$\geq 8.0$ (with F (or) Ab in any semester but obtained pass grade “O” to “C” subsequently )	First Class
	$\geq 6.0 \& < 8.0$	First Class
	$\geq 5.5 \& < 6.0$	Second Class
	$\geq 5.0 \& < 5.5$	Third Class
Students who cannot complete the Post Graduate Programme in 4 Semesters but complete it successfully within the time duration of 5 Semesters	$\geq 6.0$	First Class
	$\geq 5.5 \& < 6.0$	Second Class
	$\geq 5.0 \& < 5.5$	Third Class
Students who cannot complete the Post Graduate Programme in 5 Semesters but complete it successfully within the time duration of 8 Semesters	$\geq 5.5$	Second Class
	$\geq 5.0 \& < 5.5$	Third Class

## REVALUATION

There is no revaluation for B.A English

## REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the

regulations, scheme of examinations and syllabi as found necessary.

## PATTERN OF QUESTION PAPER

### a) Pattern of Question Paper (Theory)

The question paper for all theory courses consists of two parts namely PART-A , PART-B.

**PART-A** consists of 10 questions. All questions to be answered, each question carries 2 marks. Answer should not exceed 30 words for each questions.

**Part-B** consists of 5 questions of either or pattern for each unit (5 Units). Answer should not exceed 1000 words for each questions. Each question carries 16 marks.

## 8. LIBRARY RESOURCES:

SRM Institute of Science and Technology (formerly known as SRM University) has an excellent library for the benefit of students, faculties and researchers. As one of the best established libraries according to International Standards, the University Library has a large collection of books covering various branches of Engineering and Technology, Medical and Health Sciences and Science and Humanities and its related fields.

The library is located in the 15-Storey University Administrative Block, and is spread over Ground + 3 floors of 1.50 Lakh sqft area. The library building is

- Fully air-conditioned and automated with RFID (Radio Frequency Identification) technology
- Well protected with fire alarms and CCTV security systems
- Equipped with reading halls in all the floors, with reference collection

### Collections

- **Books:** The resource centre has 136859 volumes of books consisting of 59419 titles. The collection also includes 1550 handbooks & 200 encyclopaedias.
- **Periodicals:** The resource centre subscribes 188 National and 32 International periodicals.
- **Back volumes:** There are about 4105 back volumes.
- **Project reports:** 8235 above project thesis
- **Standards:** 781 standards that include BIS, ISA & IEEE

## 9. Cost estimate of the program:

**Minimum Duration:** 3 Years

**Maximum Duration:** 6 Years

(Depends on the program chosen by the candidate).

**Per Semester:** Rs.3,000/-



**One Year: Rs.6,000/-**

**3 Years: Rs.18,000/-**

## **10. QUALITY ASSURANCE MECHANISM:**

### **Centre for Internal Quality Assurance (CIQA)**

SRM Institute of Science has a well-established quality management system in the form of Centre for Internal Quality Assurance (CIQA). There is a well-defined academic audit process. Its main functions are

#### **OBJECTIVES:**

The Centre for Internal Quality Assurance has been created as a part of quality control measures enshrined in ODL Regulations, 2017. There are several exercises in the field of distance education which require a separate set of quality parameters which may vary from the on campus programmes for which the IQAC is the nodal agency. The activities in ODL include highly flexible delivery systems and need primarily to be learner-centric. Hence this calls for a separate monitoring body overseeing the vital quality parameters. The formation of CIQA will ensure the adoption of qualitative distance education right through all the processes. The ODL programmes envisaged in SRM IST would be a dynamic model aimed at creating a broad-based, technology- assisted and a learner-oriented model. Some of the features are:

- a) To render quality service to the ODL learners
- b) To constantly revisit the system based on experience and keep the ODL activities dynamic
- c) To maintain quality in all the key area of ODL operations
- d) All the Quality Assurance efforts will be made public and shared among all the stake holders
- e) To keep in place an effective feed-back system
- f) CIQA will be the nodal body to coordinate the inter functionality among all the departments of DDE
- g) To provide interactive platforms among all players in ODL to exchange views, ideas and innovative practices
- h) To ensure quality in the delivery tools form the preparation of Programme Project Report for each programme to evaluation of examination scripts
- i) Maintaining accurate records of all the activities in ODL and generate reports of all kinds.

#### **ACTIVITIES:**

To achieve the objectives listed above, the following activities of CIQA will be in place:

- a) The CIQA at SRM IST would meet periodically to review the ongoing activities of the Directorate of Distance Education

- b) To monitor the preparation of Programme Project Report and ensure that the guidelines of the UGC are strictly adhered to
- c) To oversee the preparation of SLM and suggest effective corrective measures wherever required
- d) To follow up the effectiveness of Personal Contact Programmes in terms of its reach, coverage and participation by the students
- e) To engage constantly with the UGC and MHRD and understand the implications of their guidelines
- f) To be in touch with the other institutions offering ODL and familiarize with the best practices followed elsewhere
- g) To encourage research on distance education and encourage the Faculty of SRM IST to go for publications and participate in seminars and conferences.
- h) To prepare reports on the progress of DDE periodically and maintain key data on ODL activities in SRM IST
- i) To ensure that the learning is maximized through learner-centric approaches for the needs of mankind.

## FUNCTIONS

The functions of CIQA will include the following:

- a) The CIQA will collect the Programme Project Report (PPR) for each programme and vet it for quality
- b) It will get the PPRs approved by all the all the statutory bodies of SRM IST
- c) The CIQA will ensure the implementation of all the policies pertaining to distance education of SRM IST
- d) It will generate reports on various activities of DDE and make them available to the authorities of the University
- e) It will ensure production of quality SLM for each programme and look for the adoption of the guidelines of the UGC in the preparation of SLM
- f) The CIQA will ensure the implementation of the UGC guidelines in every aspect of the functioning of DDE in SRM IST.

### 10.1 The expected Program outcomes:

- Understand and operate with ethical, legal, security and professional integrity.
- Ability to communicate effectively and function efficiently in multidisciplinary teams.
- An ability to engage in event management and public relations
- An ability to exhibit skills to meet the industrial standards
- An ability to effectively understand the convergence happening in the industry.
- Develop skills to be a life-long learner for a globalized business for future.
- Hone entrepreneurial skills to provide innovative solutions for the needs of mankind.