

scored the grade point average (GPA) for the semester and the Cumulative Grade point average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of courses registered and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$GPA = (C*GP) / C$ Where CGPA will be calculated in a similar manner, considering all the courses.

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 six semesters within the maximum duration
- ii. No disciplinary action is pending against him/her.

CLASSIFICATION OF THE DEGREE AWARD:

A student who qualifies for the award of the degree having passed the examination in all the courses in his/her first appearance securing a CGPA of not less than 8.00 shall be declared to have passed the examination in First Class with distinction.

A student who qualifies for the award of the degree having passed the CGPA of not less than 6.5 shall be declared to have passed the examination in First class.

All other students (not covered in clauses R.12.1 & R.12.2) who qualify for the award of the degree having passed the examination in all the courses shall be declared to have passed the examination in Second class.

REVALUATION:

A student can apply for revaluation of his/her semester examination answer paper in a theory course, within 10 Days from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through Directorate of Distance Education.

The Controller of Examination will arrange for the revaluation and the results will be intimated to student concerned through Directorate of Distance Education.

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 sq ft 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 center has 136859 volumes of books consisting of 59419 titles. The collection also includes 1550 handbooks & 200 encyclopedias.
- **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

PROGRAMME DEVELOPMENT, DELIVERY AND MAINTENANCE COST

An approx. amount of 27, 00,000 (Twenty Seven Lakh only) is estimated for programme development, delivery and maintenance. Establishment costs are not included. The costs are up to a strength of 1000 learners per programme. This estimate may vary depending on enrolment.

Particulars of cost of the programme in INR

Non-recurring*

Cost of development of SLM 20,0000,00

Recurring (yearly)

Cost of maintenance of LSCs: 200,000

Cost of programme delivery: 200,000

Cost of evaluation and examination: 200,000

Cost of audio visual content:

Development/ online support system

E/technical and administrative costs: 1000

Grand total 27,00000.00

Fee structure (In INR)

01 Admission 1000.00

02 Study material 500.00

03 I Card 200.00

04 Transcript 150.00

05 Provisional Certificate 150.00

06 Library 1000.00

07 Counselling/Tutorial classes 3500.00

08 Infrastructure& Amenities 500.00

09 Development fund 1000.00

Grand Total 10000.00

QUALITY ASSURANCE MECHANISM:

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

Curriculum and Syllabus Functions of IQAC

- Development and application of quality bench marks /parameters in various activities of the university.

- Creating awareness on quality aspects.
- Organization of discussions and promotion of quality circles.
- Recoding and monitoring of quality measures of the institution.
- Acting as a nodal agency of the institution for quality related activities
Preparation of AQARs.

CURRICULUM

BA English (001)		
Semester I		
Course Code	Course Name	Credits
LAED13 11	English	4
✓ ENGD1 312	History of English Literature	4
ECOD1 313	Elements of Economics	4
HOID13 14	History of India from Earliest Times up to 1200 AD	4
Total Credits		16
Semester II		
Course Code	Course Name	Credits
LATD13 21 LAHD1 321 LAFD13 21	Tamil / Hindi / French	4
ENGD1 322	English Literature from 1550AD-1640AD	4
ENGD1 323	Social History of England	4
HOID13 24	History of India From 1200AD-1760AD	4
Total Credits		16
Semester III		
Course Code	Course Name	Credits
ENGD1 331	Business English	4
ENGD1 332	English Literature from 1640AD-1740AD	4
ENGD1 333	Principles of Translation	4
HOID13 34	History of India from 1760 AD-1950AD	4
Total Credits		16
Semester IV		

Course Code	Course Name	Credits
FSTD1341	Foundation Course in Science and Technology	4
ENGD1342	American Literature	4
ENGD1343	Feminist Writing	4
ENGD1344	Canadian Literature	4
	Total Credits	16
Semester V		
Course Code	Course Name	Credits
ENGD1351	English Literature (1750 -1840)	4
ENGD1352	English Literature (1840-1910)	4
ENGD1353	Shakespeare: Othello (Detailed Study)	4
ENGD1354	Creative Writing	4
	Total Credits	16
Semester VI		
Course Code	Course Name	Credits
ENGD1361	Commonwealth Literature	4
ENGD1362	Twentieth Century English Literature	4
ENGD1363	Indian Writing in English	4
ENGD1364	English Language and Linguistics	4
	Total Credits	16

**PROGRAMME PROJECT REPORT FOR B.A PROGRAMME IN
Journalism & Mass Communication**

**DIRECTORATE OF DISTANCE EDUCATION
SRM Institute of Science & Technology**

OVERVIEW:

This is an age of media blitz and taking up a career in journalism is fancied by many youngsters. Hence it is our endeavour to provide opportunity to people who want to pursue their stint in journalism either as part time or full time professionals. Journalism has branched into many main stream media which includes both print and T.V. journalism and social media which requires a discretionary reporting. Media ethics is what is being discussed at length in various fora. Our institution wants to reach out to a large sections of different groups to educate them on the merits of balanced reporting, effectiveness of various approaches and the pitfalls in this profession. Hence B.A. (Journalism & Mass Communication) offered by us through distance education will benefit quiet a lot of professionals.

TARGET GROUPS:

We have specific target groups including budding journalists and professional media persons who have no opportunity to pursue their education on a regular mode. Our programme on journalism and mass communication will give a platform for many ambitious people to hone up their reporting, analytical, creative and HR skills.

INSTRUCTIONAL DESIGN:

Curriculum Design:

The B.A. programme in Journalism & Mass Communication is a three year programme divided into six semesters. There is a project work in the last semester. Each semester has four courses with four credits each. The delivery system includes providing Self Learning Material (SLM) supplemented by Personal Contact Programmes (PCP). We are also contemplating on line instruction through interactive sessions and online tutorial lectures and other learning resources. The details regarding evaluation is given under the heading "Evaluation".



Registrar

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203.
Kancheepuram Dist, Tamil Nadu, India.

ADMISSION, CURRICULUM TRANSACTION, EVALUATION ETC.

ADMISSION:

The minimum qualification for admission to Undergraduate degree programme (Distance Education) shall be: A pass in the 10&+2 (Higher Secondary) or equivalent examination of any authority, recognized by this University

Notwithstanding the above, the actual admissions will be based on the rules and regulations of the UGC/Competent authorities.

In the matter of admission to the under graduate programme the decision of the Directorate is final.

If, at any time after admission, it is found that a student has not fulfilled all the requirements stipulated in the offer of admission, the Director (Distance Education) may revoke the admission and report the matter to the Vice Chancellor.

The medium of instruction, examination and project reports will be English.

ELIGIBILITY AND DURATION

Programme	Eligibility	Credits	Duration	Maximum Duration
BA Journalism & Mass Communication	HSC or equivalent	98	3 Years	6 Years

PROJECT WORK

Project works are offered in few programmes as part of course work. Project work shall be carried out under the supervision of qualified faculty members in the school concerned.

Project work shall be socially relevant and real-time product oriented.

The Project Report is to be prepared according to the approved guidelines and duly signed by the supervisor(s) approved by the University and shall be submitted to the Directorate of Distance Education.

If a student 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 do the same in a subsequent semester.

CREDITS

Credit system helps in mapping the academic achievement of a learner in a fairly accurate manner. Each credit is worth 30 hours of study comprising of all the learning activities. This helps the student to understand the academic effort one has to put in to successfully complete a course. A learner is expected to accumulate a specific number of credits to qualify for the award of a degree.

REGISTRATION/ ENROLLMENT FOR This Programme

- a. 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 enrollment.
- b. All students shall formally register for the courses every semester to undergo course work.

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, upto two weeks from the last date specified for registration.

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.

Students must select elective courses and specializations during admission for the programme. The electives / specialization chosen by the students from the curriculum shall be operational subject to a minimum number of

students registered, fixed by the Directorate. The University reserves the right to offer / cancel any course and specializations.

RE-ADMISSION

If a student is unable to complete a program within the mentioned maximum duration, he/she can seek re-admission to the program by paying the prescribed fee. The University will consider granting additional period to the student to complete the program on case to case basis. The student should do the program under the new curriculum if there is a revision of syllabus. The student will be informed about the equivalent courses and credit transfer under the new curriculum.

STUDENT SUPPORT SERVICES

Counselling 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) will be held in each semester as part of student support services. This would help the students to interact with experts in the subjects 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.

EVALUATION SYSTEM

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 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		The e Int ern
		Theory	Practical	
Theory	30 Marks	70 Marks	--	
Theory cum Practical	30 Marks	40 Marks	30 Marks	

al Assessment is based on submission of assignments / case studies / Quiz / multiple choice questions / Problem based solutions/ Practical Exercises

The End Semester Examination will be conducted at the end of each semester.

- a. 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.
- b. A student who secures not less than 40 % of total marks prescribed for any course with a minimum of 40 % marks prescribed for the end semester examination shall be declared to have passed in the examination for that course.
- c. If a student fails in a particular subject, he/she may appear for the university examination in that subject 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.
- d. Change of examination centre will not be permitted
- e. A student has to register compulsorily for all the subjects including arrear papers for any semester examination

Evaluation of the Project work is based on the Project Review Report submission (50 Marks) and Viva-Voce Examination (50 Marks) conducted by University.

COURSE WISE GRADING OF STUDENTS

Letter Grades and Grade Points (GP)

Based on the semester performance, 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 are as follows:

S	10 grade points
A	9 grade points
B	8 grade points
C	7 grade points
D	6 grade points

- E 5 grade points
- F 0 grade point (Fail grade)
- I 0 grade point (incomplete due to absence in the end semester examination; subsequently to be changed into pass (E to S) or F grade after appearing in the end semester examination.

A student is considered to have completed a Course successfully or achieved a pass grade and earned the credits if he / she secure a letter grade other than F or I in that Course. A letter grade F or I in any Course implies a failure in that Course.

A Course successfully completed cannot be repeated.

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 as detailed below.

Range of Total Marks	Letter Grade	Grade Points
90 – 100	S	10
80 – 89	A	9
70 – 79	B	8
60 – 69	C	7
50 – 59	D	6
40 – 49	E	5
0 – 39	F	0
Incomplete	I	0

“F” denoted failure in the course

“I” denotes incomplete and hence prevented from writing end semester examination.

After results are declared, Grade sheets will be issued to each student, containing the list of courses enrolled during semester and the grade scored the grade point average (GPA) for the semester and the Cumulative Grade point average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of courses registered and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$GPA = (C*GP) / C$ Where CGPA will be calculated in a similar manner, considering all the courses.

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

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All other students (not covered in clauses R.12.1 & R.12.2) who qualify for the award of the degree having passed the examination in all the courses shall be declared to have passed the examination in Second class.

LIBRARY RESOURCES:

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Functions of IQAC

- Development and application of quality bench marks /parameters in various activities of the university.
- Creating awareness on quality aspects.
- Organization of discussions and promotion of quality circles.
- Recoding and monitoring of quality measures of the institution.
- Acting as a nodal agency of the institution for quality related activities
Preparation of AQARs.

Curriculum and Syllabus

BA Journalism & Mass Communication (004)					
Semester I					
	Subject Title	Credits	Internal	End Semester	Total
LAED1311	English	4	30	70	100
JMCD1312	Introduction to Mass Communication	4	30	70	100
JMCD1313	Reporting and Editing for Print	4	30	70	100
JMCD1314	Writing for Print Media	4	30	70	100

		Total Credits	16		
Semester II					
	Subject Title	Credits	Internal	End Semester	Total
LATD1321 LAHD1321 LAFD1321	Tamil/ Hindi/ French	4	30	70	100
JMCD1322	Radio Communication	4	30	70	100
JMCD1323	Theories of Communication	4	30	70	100
JMCD1324	Writing for Radio	4	30	70	100
		Total Credits	16		
Semester III					
	Subject Title	Credits	Internal	End Semester	Total
JMCD1331	Media Laws and Ethics	4	30	70	100
JMCD1332	Advertising: Theory and Practice	4	30	70	100
JMCD1333	Public Relations & Corporate Communication	4	30	70	100
JMCD1334	New Media: Theory and Practice	4	30	70	100
		Total Credits	16		
Semester IV					
	Subject Title	Credits			
JMCD1341	Development Communication	4	30	70	100
JMCD1342	Media & Indian Polity	4	30	70	100
JMCD1343	Media Management	4	30	70	100
JMCD1344	Essential for Broadcast Journalism	4	30	70	100
		Total Credits	16		
Semester V					
	Subject Title	Credits	Internal	End Semester	Total
JMCD1351	Communication Research Methodology	4	30	70	100
JMCD1352	Global Politics & Media	4	30	70	100
JMCD1353	Photo Journalism	4	30	70	100
JMCD1354	Film Appreciation	4	30	70	100
		Total Credits	16		
Semester VI					
	Subject Title	Credits	Internal	End Semester	Total
JMCD1361	Media, Society & Culture	4	30	70	100
JMCD1362	Specialized Journalism (Gender Issues, Sports, Economics, Business, Political)	4	30	70	100
JMCD1363	Print Production	4	30	70	100
JMCD1364	Project work (Media Research)	4	30	70	100
		Total Credits	16		
		Grand Total	96		

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY
DIRECTORATE OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

Bachelor of Business Administration (B.B.A) Distance Mode Programme

Introduction

The world of business is constantly changing due to social change, Market change and consumer and individual attitude change. In addition to the above changes the technology in the form of web based, web enabled and web assisted technologies changes the way we do business by avoiding the place obstacle. Thus, it is of utmost importance to augment the excellent management talent and resources at all levels to face these revolution of changes, Strategies and goals of any educational institution has to be constantly redefined to keep in pace with the internal, external and societal environment changes. In order to achieve the above objectives SRM institute of Science and Technology developed a curriculum of BBA to meet these challenges. The same syllabus is going to be used for the Distance Education students also. The Business administration department is taking all its efforts in motivating the students to take up studies in management with the inclusive growth and developing of an effective entrepreneurs or goal oriented managers who would not be afraid of taking risk. The teachers and researchers at SRM supported by the technology oriented infrastructure create a better atmosphere in creating better managers who would contribute positively towards the betterment of the society or to take up consultancy to help business units leverage on management knowledge.

The Distance Education Directorate's philosophy is to allow students to transition into- or out-of post-secondary education over their lives as their professional and family commitments and also fulfillment of their educational needs. This is accomplished through an open admissions policy, ladder curriculum with a progressive credential structure, and a commitment to active prior learning assessment and recognition

Relevance of the programme with HEP's Mission and Goals

One of the fundamental aims of education is providing opportunities for learners at all level. The B.B.A programme afford at SRM Institute of science and Technology – Distance Education Directorate 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


Registrar

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203,
Kancheepuram Dist, Tamil Nadu, India.

more rewarding and inspiring environment thereby fostering freedom, empowerment, creativity and innovation through advanced technology more particularly in Distance mode. The B.B.A programme would help them to transform the individual into intellectually competent human resources which could help the upliftment of their status. The distance mode of education at SRM is effective in imparting quality education through flexi-timings

Program Educational Objectives

The BBA learning goals specify the intellectual and behavioural competencies that graduates should possess and that provide a foundation for their future management professionals and also personal development and success. Number of measurable learning objectives is established for each goal. In addition, providing Managerial skills and Business knowledge are considered to be the core objective of the Programme. The programme aims to improve other skill areas also which include: Critical thinking and decision making, communication skill, ethical, behavioral and social responsibility The specific objectives of the programme are as follows:

- To impart knowledge to the students in functional areas of business so that they may pursue careers in management and excel in different fields of management.
- To incorporate extensively- along with theoretical knowledge sharing – various skills (viz. presentation, rapid reading, geopolitical awareness, time management) needed for managerial effectiveness.
- To promote knowledge through research- both applied and conceptual relevant to management.
- To enhance the decision-making skills and administrative competence of students.
- To motivate students to apply management techniques to new and innovative areas of management.
- It aims at the holistic development of students by training in soft skills, computer skills, certificate courses and interdisciplinary subjects included under the Choice Based Credit System (CBCS).

Career Opportunities

The career opportunities of BBA students include in the following Main Sectors

- Banks and Financial Organizations KP
- Os related to finance and insurance
- BPOs
- Account, Auditing, Tax
- Actuarial

BBA 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

Program Structure

This Course offers core, allied, skilled and practical Papers. The students have to complete one Project for the core subject at the end of the semester. At the end of each year, the student has to undergo an internship in a company to gain real time industry exposure. Subjects offered:

CURRICULUM			EVALUATION		
Bachelor of Business Administration (008)					
Semester I					
Course Code	Course Title	Credits	INTERNAL	END SEMSTER	TOTAL
LAED 1311	English	4	30	70	100
COAD 1312	Computer and its Applications	4	30	70	100
COM D1313	Managerial Economics	4	30	70	100
COM D1314	Business Communication	4	30	70	100
Total Credits		16			
Semester II					
Course Code	Course Title	Credits	INTERNAL	END SEMSTER	TOTAL
LATD1321 LAHD1321 LAFD1321	Tamil/ Hindi/ French	4	30	70	100
COMD1322	Principles of Management	4	30	70	100
COMD1323	Entrepreneurial Development	4	30	70	100
BBAD1324	Financial Accounting	4	30	70	100
Total Credits		16			
Semester III					
Course Code	Course Title	Credits	INTERNAL	END SEMSTER	TOTAL
BBAD 1331	Management Information System	4	30	70	100

BBAD 1332	Data Base Management System	4	30	70	100
COM D1333	Business Statistics	4	30	70	100
COM D1334	Business Law	4	30	70	100
Total Credits		16			
Semester IV					
Course Code	Course Title	Credits	INTERNAL	END SEMSTER	TOTAL
FSTD1 341	Foundation Course in Science and Technology	4	30	70	100
COM D1342	Company Law	4	30	70	100
COM D1343	Management Accounting	4	30	70	100
COM D1344	Business Environment	4	30	70	100
Total Credits		16			
Semester V					
Course Code	Course Title	Credits	INTERNAL	END SEMSTER	TOTAL
BBAD 1351	Financial Management	4	30	70	100
CPSD 1352	Business Ethics	4	30	70	100
BBAD 1353	Marketing Management	4	30	70	100
COM D1354	Investment Management	4	30	70	100
Total Credits		16			
Semester VI		Credits			
Choose any one of the group of electives listed below		16			
Total Credits		16			
Elective I (GROUP – A): Banking and Finance					
Course Code	Course Name	Credits	INTERNAL	END SEMSTER	TOTAL
BBAD 13A1	Principles & Practices of Banking	4	30	70	100
BBAD 13A2	Project Finance	4	30	70	100
BBAD 13A3	Investment Options & Mutual Funds	4	30	70	100
BBAD	Corporate Finance	4	30	70	100

13A4					
Total credits		16			
Elective II (GROUP – B): Marketing					
Course Code	Course Name	Credits	INTERNAL	END SEMSTER	TOTAL
BBAD 13B1	Consumer Behavior	4	30	70	100
BBAD 13B2	Sales & Retail Management	4	30	70	100
BBAD 13B3	Social Media Marketing	4	30	70	100
BBAD 13B4	Supply Chain Management	4	30	70	100
Total credits		16			
Elective III: (GROUP – C) Retail Management					
Course Code	Course Name	Credits	INTERNAL	END SEMSTER	TOTAL
BBAD 13C1	Introduction to Retail management	4	30	70	100
BBAD 13C2	Store Operations Management	4	30	70	100
BBAD 13C3	Retail Selling and Customer Service	4	30	70	100
BBAD 13C4	IT for Retail Management	4	30	70	100
Total Credits		16			

Activities

In order to provides conceptual knowledge, logical reasoning ability and analytical skills in the domain of commerce. In addition, the students are provided with practical application of the concepts taught during the course to develop managerial and entrepreneurial skills necessary to venture into the corporate sector. Further, it facilitates an all-round development of the student by sensitizing towards the ethical and social needs of the society. To improve their business analytics skills regular sessions on SPSS, Quantitative Techniques and Logical Reasoning, Case study analysis, Analysis of Current Business and Economics, Managerial Communication as part of curriculum for students' professional and personal development.

Eligibility for Admission:

ADMISSION

The minimum qualification for admission to Undergraduate degree programme (Distance Education) shall be: A pass in the 10&+2 (Higher Secondary) or equivalent examination of any authority, recognized by this University

Notwithstanding the above, the actual admissions will be based on the rules and regulations of the UGC/Competent authorities.

In the matter of admission to the under graduate programme the decision of the Directorate is final.

If, at any time after admission, it is found that a student has not fulfilled all the requirements stipulated in the offer of admission, the Director (Distance Education) may revoke the admission and report the matter to the Vice Chancellor.

The medium of instruction, examination and project reports will be English.

ELIGIBILITY AND DURATION

Programmes	Eligibility	Credits	Duration	Maximum Duration
BBA	HSC or equivalent	96	3 Years	6 Years

CREDITS

Credit system helps in mapping the academic achievement of a learner in a fairly accurate manner. Each credit is worth 30 hours of study comprising of all the learning activities. This helps the student to understand the academic effort one has to put in to successfully complete a course. A learner is expected to accumulate a specific number of credits to qualify for the award of a degree.

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) will be held in each semester as part of student support services. This would help the students to interact with experts in the subjects and clarify doubts. However, attendance is not mandatory.

eLearning 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.

EVALUATION SYSTEM

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 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 / case studies / Quiz / multiple choice questions / Problem based solutions/ Practical Exercises

The End Semester Examination will be conducted at the end of each semester.

- a. 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.
- b. A student who secures not less than 40 % of total marks prescribed for any course with a minimum of 40 % marks prescribed for the end semester examination shall be declared to have passed in the examination for that course.

If a student fails in a particular subject, he/she may appear for the university examination in that subject in subsequent semesters and obtain pass

- c. marks. However, the internal assessment marks obtained by the student in the first attempt shall be retained and considered valid for all subsequent attempts.
- d. Change of examination centre will not be permitted
- e. A student has to register compulsorily for all the subjects including arrear papers for any semester examination

Letter Grades and Grade Points (GP)

Based on the semester performance, 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 are as follows:

- | | |
|---|-----------------|
| S | 10 grade points |
| A | 9 grade points |
| B | 8 grade points |
| C | 7 grade points |
| D | 6 grade points |

- E 5 grade points
- F 0 grade point (Fail grade)
- I 0 grade point (incomplete due to absence in the end semester examination; subsequently to be changed into pass (E to S) or F grade after appearing in the end semester examination.

A student is considered to have completed a Course successfully or achieved a pass grade and earned the credits if he / she secure a letter grade other than F or I in that Course. A letter grade F or I in any Course implies a failure in that Course.

A Course successfully completed cannot be repeated.

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 as detailed below.

Range of Total Marks	Letter Grade	Grade Points
90 – 100	S	10
80 – 89	A	9
70 – 79	B	8
60 – 69	C	7
50 – 59	D	6
40 – 49	E	5
0 – 39	F	0
Incomplete	I	0

R.11.0 ELIGIBILITY FOR THE AWARD OF THE DEGREE:

R.11.1 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 six semesters within the maximum duration
- ii. No disciplinary action is pending against him/her.

CLASSIFICATION OF THE DEGREE AWARD:

A student who qualifies for the award of the degree having passed the examination in all the courses in his/her first appearance securing a CGPA of not less than 8.00 shall be declared to have passed the examination in First Class with distinction.

A student who qualifies for the award of the degree having passed the examination in all the courses within the minimum duration securing a CGPA of not less than 6.5 shall be declared to have passed the examination in First class.

All other students not covered by the above clauses who qualify for the award of the degree having passed the examination in all the courses shall be declared to have passed the examination in Second class.

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
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Collections

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QUALITY ASSURANCE MECHANISM:

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

Functions of IQAC

- Development and application of quality bench marks /parameters in various activities of the university.
- Creating awareness on quality aspects.
- Organization of discussions and promotion of quality circles.
- Recoding and monitoring of quality measures of the institution.
- Acting as a nodal agency of the institution for quality related activities
Preparation of AQARs.

The total enrolment expected in the academic year 2018-19 is 500.

SRM INSTITUTE OF SCIENCE AND TECHNOLOGY
DIRECTORATE OF DISTANCE EDUCATION

PROGRAMME PROJECT REPORT (PPR)

Masters of Commerce (M.Com) Distance Mode Programme

INTRODUCTION

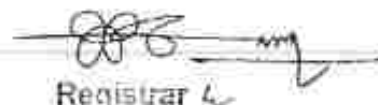
The Masters in Commerce (M.Com) in SRM Institute of Science and Technology – Distance Education Directorate aims to provide professional education in accounting and managerial skills. Further it aims to give training in numerous aspects of commercial knowledge to equip the students with conceptual and analytical skills to foster positive attitudes which are essential for their development into competent and effective professionals or entrepreneurs. It aims to provide a strong foundation in the field of Accounting, Taxation and Finance along with general Core area of Commerce. The course is meant for students who are passionate about finance and accounting subjects. In order to achieve these objectives SRM institute of Science and Technology developed a curriculum of M.Com to meet these challenges. The M.Com course is aimed to provide advanced knowledge in commerce concentrating on Internal, external and societal changes in the field of Business and technology. The advancement of commercial knowledge would contribute positively towards the betterment of the society or to take up consultancy to help business units leverage on better managerial decisions.

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 M.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 M.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

Program Educational Objectives

M.Com programme is designed for students who aspire to become a holistic Business professional, concentrating on commercial, legal and accounting expertise. To be a business leaders and managers of the future, the curriculum should concentrate on multi disciplines. The programme aims to impart necessary knowledge, skills and self confidence to assist in effective and successful management, within constantly changing and highly competitive national and international business environments. The specific objectives of the programme are as follows:


Registrar

- To provides conceptual knowledge, logical reasoning ability and analytical skills in the domain of commerce.
- To enable the students in practical application of the concepts taught during the course.
- To develop managerial and entrepreneurial skills necessary to venture into the corporate sector.
- To facilitate an all-round development of the student by sensitizing towards the ethical and social needs of the society.

Career Opportunities

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

- Mutual Fund Companies
- Investment Banking Companies
- Non-Banking Financial Companies
- Stock Markets
- Financial Advisors
- Financial Institutions
- Insurance Sector
- Banking and Teaching

Teaching Pedagogy

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

PROGRAM STRUCTURE

This Course offers core, allied, skilled and practical Papers. Equal weight age is given to Theory and Practical. The students have to complete one Project for the core subject at the end of the course. At the end of each year, the student has to undergo an internship in a company to gain real time industry exposure. Subjects offered:

CURRICULUM			Evaluation Components		
Master of Commerce (305)					
Semester I			Internal	End semester	Total
Course Code	Course Title	Credits	30	70	100
MCMD1311	Advanced Financial Accounting	4	30	70	100
MCMD1312	Management Concepts and Organizational Behavior	4	30	70	100
MCMD1313	Corporate Financial Management	4	30	70	100
MCMD1314	Economics for Managers	4	30	70	100
Total Credits		16			
Semester II					
Course Code	Course Name	Credits			

MCMD1321	Managerial Statistics	4	30	70	100
MCMD1322	Advanced Cost Accounting	4	30	70	100
MCMD1323	International Business	4	30	70	100
MCMD1324	Advanced Auditing	4	30	70	100
Total Credits		16			
Semester III					
Course Code	Course Name	Credits	30	70	100
MCMD1331	Research Methodology	4	30	70	100
MCMD1332	Strategic Management	4	30	70	100
MCMD1333	Security Analysis and Portfolio Management	4	30	70	100
MCMD1334	Management Accounting	4	30	70	100
Total Credits		16			
Semester IV					
Course Code	Course Name	Credits			
MCMD1341	Human Resource Management	4	30	70	100
MCMD1342	Business Ethics and Corporate Governance	4	30	70	100
MCMD1343	Management Information System	4	30	70	100
MCMD1344	Financial Institutions and Markets	4	30	70	100
Total Credits		16		30	70

ADMISSION

The minimum qualification for admission to Post Graduate programme (Distance Education) shall be : A pass in the specified Undergraduate programmes or equivalent examination of any authority, recognized by this University

Notwithstanding the above, the actual admissions will be based on the rules and regulations of the UGC/Competent authorities.

In the matter of admission to the Post Graduate programme the decision of the Directorate is final.

If, at any time after admission, it is found that a student has not fulfilled all the requirements stipulated in the offer of admission, the Director (Distance Education) may revoke the admission and report the matter to the Vice Chancellor.

The medium of instruction, examination and project reports will be English.

ELIGIBILITY AND DURATION

Programmes	Eligibility	Credits	Duration	Maximum Duration
M.Com	B.Com / BBA / BA Corporate Secretary ship	64	2 Years	4 Years

Credit system helps in mapping the academic achievement of a learner in a fairly accurate manner. Each credit is worth 30 hours of study comprising of all the learning activities. This helps the student to understand the academic effort one has to put in to successfully complete a course. A learner is expected to accumulate a specific number of credits to qualify for the award of a degree

EVALUATION SYSTEM

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.

There will be double valuation for all PG programmes for the End semester exam.

If there is a discrepancy of more than 10% between the two valuations, there will be a third valuation.

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 / case studies / Quiz/ multiple choice questions / Problem based solutions/ Practical Exercises

The End Semester Examination will be conducted at the end of each semester.

- a. 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.
- b. 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.
- c. If a student fails in a particular subject, he/she may appear for the university examination in that subject 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.
- d. Change of examination centre will not be permitted
- e. A student has to register compulsorily for all the subjects including

ELIGIBILITY FOR THE AWARD OF THE DEGREE

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All other students (not covered in clauses R.12.1 & R.12.2) who qualify for the award of the degree having passed the examination in all the courses shall be declared to have passed the examination in Second class.

5. Activities

In order to provide conceptual knowledge, logical reasoning ability and analytical skills in the domain of commerce. In addition, the students are provided with practical application of the concepts taught during the course to develop managerial and entrepreneurial skills necessary to venture into the corporate sector. Further, it facilitates an all-round development of the student by sensitizing towards the ethical and social needs of the society. To improve their business analytics skills regular sessions on SPSS, Quantitative Techniques and Logical Reasoning, Case study analysis, Analysis of Current Business and Economics, Managerial Communication as part of curriculum for students' professional and personal development.

LIBRARY RESOURCES:

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- Creating awareness on quality aspects.
- Organization of discussions and promotion of quality circles.
- Recoding and monitoring of quality measures of the institution.
- Acting as a nodal agency of the institution for quality related activities
Preparation of AQARs.

8. The total enrolment expected in the academic year 2018-19 is 400

PROGRAMME PROJECT REPORT FOR M.A PROGRAMME IN ENGLISH

Directorate of Distance Education

SRM Institute of Science & Technology

OVERVIEW:

A post graduate programme in English is one of the most sought after as it covers a wide range of people. There is the teaching community at schools who always get the benefit of an additional qualification which can be used for their professional advancement. In this era of technical Education, many techies want to pursue M.A. (English) through distance education which helps them in honing their creative thinking and communication skills. Being an international language, English literature offers tremendous possibilities as a spoken language and provides opportunities for candidates to understand how the British, American and European cultures through their classics. The platform provided by distance education also helps people who left their higher education half way due to personal situations to continue their pursuit.

MISSION AND OBJECTIVE OF THE PROGRAMME:

MISSION:

To make students of English literature develop a sense of beauty in their otherwise a mundane approach to life and other matters. It is also our endeavour to inculcate a critical outlook to men and matters around them by invoking the best creative minds in the world of literature.

OBJECTIVE:

The programme we propose to offer encompasses a wide range of subjects including some of the non-British and non-American literature. For example there is a course on English Language teaching and one on Linguistics. The students will be exposed to the subjects that have currency at this point of time and we also will revise the curriculum and syllabus according the demands of time.


Registrar

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203.
Kancheepuram Dist, Tamil Nadu, India.

TARGET GROUPS:

The programme is mainly meant for people who could not continue their studies either due to financial constraint or due to early employment and would like to pursue their studies further. The second target group is the people who have a passion for literature and want to study literature for their own satisfaction. The third group would be people who would like to build up a career by studying literature and language which would make them good translators, journalists or trainers in software industry.

PROGRAMME OUTCOME:

Through this programme, we propose to give exposure to our students a unique experience of handling the nuances of language both in the written and spoken forms. At the end of the programme, a student should be able to approach competitive environments with more confidence. A fluency in English always wins them immediate respectability in the society and also in an administrative set up.

INSTRUCTIONAL DESIGN:

Curriculum Design:

The programme has been designed for two years and divided into four semesters. Each semester will have four courses and carry 4x4 i.e. 16 credits and there will be 64 credits in all. During the fourth semester there will be choice of subjects. A candidate is supposed to complete the programme within a maximum of 4 years as per the UGC guidelines. Apart from the SLM the student will be exposed to 32 hours of face to face guidance. We also propose to provide on line guidance and counselling with the help of the Faculty dedicated for this. A full-fledged on line support system is contemplated in course of time.

Module of the programme:

The Self Learning Material will be on the lines of what DEB has suggested and have been prepared by experts. For each course there will be 14-16 units carefully designed and according to the standard outcome planning. A set of self-evaluation questions will be available at the end of each unit. The Personal Contact Programmes are designed to impart core inputs by trained faculty.

ADMISSION, CURRICULUM TRANSACTION, EVALUATION ETC.

Eligibility: Any graduate with English as a subject in at least two semesters.

REGISTRATION/ ENROLLMENT 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.

All students shall formally register for the courses every semester to undergo course work.

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, upto a maximum of two weeks from the last date specified for registration.

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 programme number, programme name and number of credits.

Students must select elective courses and specializations during admission for the programme. The electives / specialization chosen by the students from the curriculum shall be operational subject to a minimum number of students registered, fixed by the Directorate. The University reserves the right to offer / cancel any course and specializations.

RE-ADMISSION

If a student is unable to complete a program within the mentioned maximum duration, he/she can seek re-admission to the program by

paying the prescribed fee. The University will consider granting additional period to the student to complete the program on case to case basis. The student should do the program under the new curriculum if there is a revision of syllabus. The student will be informed about the equivalent courses and credit transfer under the new curriculum.

STUDENT SUPPORT SERVICES

Counselling 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) 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.

EVALUATION SYSTEM

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.

- a) There will be double valuation for all PG programmes for the End semester exam.
- b) If there is a discrepancy of more than 10% between the two valuations, there will be a third valuation.

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 / case studies / Quiz/ multiple choice questions / Problem based solutions/ Practical Exercises

The End Semester Examination will be conducted at the end of each semester.

- a. 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.
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- c. If a student fails in a particular subject, he/she may appear for the university examination in that subject 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.
- d. Change of examination centre will not be permitted
- e. A student has to register compulsorily for all the subjects including arrear papers for any semester examination

Evaluation of the Project work is based on the Project Review Report submission (50 Marks) and Viva-Voce Examination (50 Marks) conducted by University.

COURSE WISE GRADING OF STUDENTS

Letter Grades and Grade Points (GP)

Based on the semester performance, 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 are as follows:

- | | |
|---|-----------------|
| S | 10 grade points |
| A | 9 grade points |
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| C | 7 grade points |

- D 6 grade points
- F 0 grade point (Fail grade)
- I 0 grade point (incomplete due to absence in the end semester examination; subsequently to be changed into pass (E to S) or F grade after appearing in the end semester examination.

A student is considered to have completed a Course successfully or achieved a pass grade and earned the credits if he / she secure a letter grade other than F or I in that Course. A letter grade F or I in any Course implies a failure in that Course.

A Course successfully completed cannot be repeated.

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 as detailed below.

	Range of Total Marks	Letter Grade	Grade Points	
"F"	90 – 100	S	10	denoted failure in the course
	80 – 89	A	9	
	70 – 79	B	8	
"I"	60 – 69	C	7	denotes incomplete and hence prevented writing end semester
	50 – 59	D	6	
	0 – 49	F	0	
from	Incomplete	I	0	

examination.

After results are declared, Grade sheets will be issued to each student, containing the list of courses enrolled during semester and the grade scored the grade point average (GPA) for the semester and the Cumulative Grade point average (CGPA) of all courses enrolled from first semester onwards.

GPA is the ratio of the sum of the products of the number of credits of courses registered and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

GPA = (C*GP)/ C Where CGPA will be calculated in a similar manner, considering all the courses.

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All other students (not covered in clauses R.12.1 & R.12.2) who qualify for the award of the degree having passed the examination in all the courses shall be declared to have passed the examination in Second class.

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 - Acting as a nodal agency of the institution for quality related activities
- Preparation of AQARs.

Curriculum and Syllabus

CURRICULUM					
MA English(301)					
Semester I			Evaluation		
Course Code	Course Title	Credits	Internal Marks	End semester marks	Total marks
MEND1311	Literature in English 1550-1660	4	30	70	100

MEND1312	Indian Writing in English	4	30	70	100
MEND1313	Critical Theory	4	30	70	100
MEND1314	Literature in English 1660-1798	4	30	70	100
Total Credits		16			
Semester II					
Course Code	Course Title	Credits	Internal Marks	End semester marks	Total marks
MEND1321	Literature and Gender	4	30	70	100
MEND1322	American Literature	4	30	70	100
MEND1323	Linguistics and Stylistics	4	30	70	100
MEND1324	Literature in English 1798-1914	4	30	70	100
Total Credits		16			
Semester III					
Course Code	Course Title	Credits	Internal Marks	End semester marks	Total marks
MEND1331	Modern English Literature	4	30	70	100
MEND1332	Ancient European Classics	4	30	70	100
MEND1333	New Literature	4	30	70	100
MEND1334	Commonwealth Literature	4	30	70	100
Total Credits		16			
Semester IV					
Course Code	Course Title	Credits	Internal Marks	End semester marks	Total marks
MEND1341	Shakespeare	4	30	70	100
MEND1342	Translation Studies	4	30	70	100
MEND1343	Modern Criticism	4	30	70	100
MEND1344	English Language teaching	4	30	70	100
Total Credits		16			



Prof. N. Sethuraman, M.A., M.Phil, Ph.D.
Registrar

No. SRMU/R/ACADEMIC COUNCIL/2013/3601 Date 30.10.2013

Sir/Madam

Sub: SRM University - 24th Academic Council Meeting -
minutes copy - forwarded.

I am pleased to forward a copy of minutes of the 24th Academic Council Meeting of SRM University held on 19.10.2013 in the Tech Park Conference Hall, SRM University, Kattankulathur for your kind information.

Thanking you,

Yours sincerely,

(N. Sethuraman)
Registrar

Encl: Minutes

To
Dr. Anbalagan R
Dean
Distance Education
SRM University

Registrar

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203,
Kancheepuram District, Tamil Nadu, India.

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AGENDA ITEM 3.5

Starting Distance Education Programmes

Dr. R. Rajagopal, Director, Distance Education shall move:

Members are informed that that the approval for starting Distance Education Programmes has been received. The adhoc committee on finalizing the DDE syllabus and curricula met on 15th October, 2013 and recommended curricula for the following 18 programs:

- B.A. English
- B.A. Economics
- B.A. Political Science
- B.A. Journalism and Mass Communication
- B.Sc. Mathematics
- M.Sc. Mathematics
- M.A. English
- M.A. Economics
- M.A. Political Science
- M.A. Public Administration
- BBA
- MBA
- B.Com
- B.Com Corporate Secretaryship
- M.Com
- BCA
- MCA
- B.Sc. Computer Science

The Vice-Chancellor observed that the syllabi of the programmes offered through Distance Education should be the same as that offered under regular programme. He also said that the exams of the Semester based programmes should be conducted with the same question paper and at the same time as that of the regular programme. He further noted that the course material should be developed with unique identity of SRM University at high quality.

With the above observation it is **RESOLVED** that the curricula recommended for the above 18 programs to be offered through distance mode be **APPROVED** by adopting the same syllabus as adopted for the regular courses.

Other item 1:

Conducting a second Examination for the 1st Professional MBBS Examination:

Some of the parents of Medical Students, who have failed in the 1 year Examinations in single subject and have been detained in 1 year MBBS, have placed a request, for Reexamination within a month of Publication of Results, which is in practice in some of the Medical Universities.

There are about totally 48 medical students who have failed in the single subject out of 163 Medical students. Medical Council of India Notification published on 19.04.2010 in the Government of India Gazette says as follows:

"7(7) The supplementary examination for 1st Professional MBBS examination may be conducted within 6 months so that the students who pass can join the main batch and the failed students will have to appear in the subsequent year provided that the students who pass the

36th Academic Council Meeting Minutes

SRM UNIVERSITY

(Established under section 3 of UGC Act, 1956)

MINUTES

FOR THE 36th MEETING OF THE ACADEMIC COUNCIL HELD ON

25.10.2017 (Wednesday) AT 11.00 A.M.




In the Conference Hall at 15th floor of University Buildings, Kattankulathur

FORMAT – A

Format for providing details of teaching staff (Faculty) engaged for ODL Programme on full time and dedicated basis

Academic Staff

S.No.	Name of the permanent academic staff	Designation	Name of ODL Programme	Appointment letter reference number and date	Working at (Headquarter / Regional Centre / Study Centre
1.	Dr.S.Naresh	Associate Professor	Commerce	7284/1 dt. 25.10.2017	Headquarters
2.	Dr.R.Sridhar	Assistant Professor	Commerce	7284/2 dt. 25.10.2017	Headquarters
3.	Mr.James Raaj	Assistant Professor	English	7284/3 dt. 25.10.2017	Headquarters
4.	Mrs.Vetrichelvi	Assistant Professor	English	7284/4 dt. 25.10.2017	Headquarters
5.	Mr.M.Srinivasan	Assistant Professor	BBA	7284/5 dt. 25.10.2017	Headquarters
6.	Mr.Shivashankar	Assistant Professor	Journalism	7284/6 dt. 25.10.2017	Headquarters


SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 103,
Kancheepuram Dist, Tamil Nadu, India.

FORMAT – B

Format for providing details of administrative staff engaged for ODL Programme on full time and dedicated basis

Administrative Staff

S.No.	Name of the permanent academic staff	Designation	Appointment letter reference number and date	Working at (Headquarter / Regional Centre / Study Centre)
1.	Mr.Chitti Babu	Deputy Registrar	7284/7 dt. 25.10.2017	Headquarters
2.	Mrs.Magila	Assistant Registrar	7284/8 dt. 25.10.2017	Headquarters
3.	Ms.K.Vanitha	Section Officer	7284/9 dt. 25.10.2017	Headquarters
4.	Mr.E.Rajesh	Assistant	7284/10 dt. 25.10.2017	Headquarters
5.	Ms.Priya Ganga	Assistant	7284/11 dt. 25.10.2017	Headquarters
6.	Mr.Vinodkumar	Computer Operator	7284/12 dt. 25.10.2017	Headquarters
7.	Mr.Balaraman	Computer Operator	7284/13 dt. 25.10.2017	Headquarters
8.	Mr.Madan	Class IV Multi tasking staff	7284/14 dt. 25.10.2017	Headquarters


Registrar

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203,
Kanchipuram: Tamil Nadu, India.



சென்னை மில்லநாடு TAMILNADU

15644
30/4/18

Registrar
SRM Institute of
Science & Technology
AFFIDAVIT

BN 922520


S.P. VELUSAMY
STAMP VENDER
LICENCE No.15/B3/97
K.K. NAGAR, CHENNAI - 78

I, Dr. S. Ponnubamy, son of O. Subuttaiya Udaiyaged about 54 years, Vice Chancellor/Registrar of SRMIST University residing at Plot No. 124/110, Guduvanchery, Kanchipuram Dist do hereby solemnly affirm and declare as under:

1. That our university namely SRMIST wish to apply for the recognition of programmes to be offered under Open and Distance Learning mode with effect from the academic session 2018-19 beginning in July, 2018.
2. I have fully understood the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017 along with two amendments thereon notified on 11.10.2017 and 06.02.2018.



G. Uma Thirumurugu
G. UMA THIRUMURUGU, B.A., B.L.
ADVOCATE & NOTARY (Govt. of India)
Regn. No: 10972, Dt: 19-02-2015
No.124-C, ARCOT ROAD, VIRUGAMBAKKAM,
CHENNAI - 600 092.
MOB: 9489853633, 7687646759


Registrar &
SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203,
Kanchipuram Dist, Tamil Nadu, India.

Signed before me at
Chennai on 30/4/2018

3. That university has submitted the proposal as per the University Grants Commission (Open and Distance Learning) Regulations, 2017 and its amendments as mentioned in para 2 above.
4. That university has submitted the proposal ONLINE through the designated portal and is also submitting duly certified three hard copies of the same proposal along with all the annexures, within the specified period, to UGC.
5. That university is eligible in all respect to apply for offering education through open and distance learning mode as per UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.
6. It is also declared that academic and instructional facilities at its Regional Centres and Learning Support Centres (Study Centres) meet all the conditions of UGC (ODL) Regulations, 2017, its amendments as mentioned in para 2 above and guidelines issued from time to time, and are commensurate with the number of academic programmes and learner's strength thereto. It is also declared that these are as per the other applicable Regulations of UGC.
7. That the university has not been offering education through open and distance learning mode so far.

OR

That the University has been offering education through open and distance learning mode with the approval of UGC/erstwhile DEC and has not violated any of the terms and conditions as stipulated in the approval/recognition letter No. F. _____ dated _____ and norms issued by the relevant/concerned statutory bodies from time to time.

8. That the university shall scrupulously abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above while offering education through open and distance learning mode after the approval of UGC.



G. UMA THIRUMURUGU, B.A.B.L.
ADVOCATE & NOTARY (Govt. of India)
Regn. No: 10972, Dt: 19-02-2015
No.124-C, ARCOT ROAD, VIRUGAMBAKKAM,
CHENNAI - 600 892.
MOB: 9449932822, 9840121222

SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203
Kancheepuram Dist, Tamil Nadu, India

96 Signed before me at

9. That all the information given by the university in the proposal submitted to UGC is complete, true and correct.
10. That I am fully aware of the consequences, if the University fails to abide by UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above.
11. That I am fully aware that in case any information, documentary evidence submitted/produced by the University is found to be false or fake at a later stage or in case of any violation, the recognition of University shall be withdrawn and UGC may also take other punitive measures mentioned in UGC (ODL) Regulations, 2017 and its amendments as mentioned in para 2 above. I am also fully aware that it is the sole responsibility of the University for the career consequences of students, if any, arising out of the same.


DEPONENT
Registrar


SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203.
Kancheepuram Dist, Tamil Nadu, India.

VERIFICATION:

I, Dr. S. Ponnubamy, the above named deponent do hereby verify at CHENNAI, on 30th day of APRIL 2018 that the contents mentioned above are correct and true statements.




G. UMA THIRUMURUGU, B.A., B.L.
ADVOCATE & NOTARY (Govt. of India)
Regn. No: 10972, Dt: 19-02-2015
No. 124-C, ARCOT ROAD, VIRUGAMBAKKAM,
CHENNAI - 600 092.
MOB: 9489953633, 7687846759


DEPONENT
Registrar
SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203.
Kancheepuram Dist, Tamil Nadu, India.

Signed before me at
Chennai on 30/4/2018



Date: 30.04.2018

DECLARATION

I have fully understand the clauses, terms and conditions as stipulated in the University Grants Commission (Open and Distance Learning) Regulations, 2017.

I am fully aware that in case any information documentary evidence submitted / produced by the University is found to be fake at a later state, the recognition of University shall be withdrawn and / or along with other punitive measures mentioned in the UGC(ODL) Regulations 2017. The University concerned shall be solely responsible for the career consequences if any arising out of the same.

1. It is certified that academic and instructional facilities at our RCs/LSCs meet all the conditions of UGC (ODL) Regulations 2017, as amended and guidelines issued from time to time.
2. The facilities provided are commensurate with the number of academic programmes and students strength there on
3. It is certified that HEI has proper Grievance Redressed System and procedure has been uploaded on the website of HEI
4. It is certified that HEI will upload on its website a copy of complete proposal along with all annexures submitted to the UGC for its ODL programme
5. Nomenclature of all the proposed programme are as per UGC Notification on specification of Degrees 2014
6. No Diploma and certificate programme has been proposed in the application
7. HEI will operate within the territorial jurisdiction as defined in the UGC(ODL) Regulation 2017.

Registrar
SRM Institute of Science and Technology
SRM Nagar, Kattankulathur - 603 203.
Kancheepuram Dist, Tamil Nadu - 688001.