Student Guide to the Online Learning and Proctored Remote Examination

Chitkara Centre for Continuing Education has followed the guidelines prescribed in the University Grants Commission (Open and Distance Learning Programmes and Online Programmes) Regulations, 2020 (including subsequent amendments) to come up with a strategy for delivering the online programme including preparation of learning materials and assessment system etc. Online programme delivery commences with the circulation of a time table and an academic calendar at the beginning of the semester. Following are the details:-

Online Learning & Examination System:

Each course follows the following four quadrant approach:-

(a)   Quadrant-I (e-Tutorial: 20 hours): It contains topic wise Video and Audio Content, Animation, Simulations, video demonstrations, etc, along with the transcription of the video of complete syllabus of all courses.

(b)   Quadrant-II (e-Content: 20 hours): It contains, self-instructional material (digital Self Learning Material), e-Books, illustrations, case studies, presentations etc, and also contains Web resources, Anecdotal information, Global resources, Historical development of the subject, Articles, etc. A student can access e-Tutorials; e-Content etc. on the Learning Management System (LMS) immediately after registration at the beginning of the semester.

(c)   Quadrant-III (Live Classes: 12 hours & Discussion forum: 24 hours) for students to raise questions before the subject matter expert for clarifying their doubts as well as to share their views on a particular topic from a course taken up by the subject matter expert for discussion. Topics are related to the current news; case studies etc. For every 250 learners enrolled in a course one Mentor is there to further help the students.

(d)   Quadrant-IV (Self Study hours including assessment: 44 hours). This contains; Problems and Solutions, in the form of internal assessments and End semester examinations constitutes any one or all of these viz. Multiple Choice Questions, Fill in the blanks, Matching Questions, Short Answer Questions, Long Answer Questions, Quizzes, etc.
Assessment is divided into two parts, internal assessment comprising of 30 marks and end term examination comprising of 70 marks.

1. *Internal assessment:* In addition to the quizzes, a learner will be required to prepare and submit assignments, group projects etc.

2. *Attendance:* A learner should have a minimum participation of 75 per cent in all the activities of Online programme prior to end semester examination.

3. *End-semester Examination:* End Semester examination will be scheduled online at the end of each semester. Learners shall attend same from their respective places by logging in with a user name and a password allotted to them. The learners will have to strictly adhere to the online proctored examination protocol established by the University.

4. *Minimum Duration to complete the program:* A learner can finish PG program in a minimum period of 2 years but should not take more than 4 years to complete the same.