INDIAN INSTITUTE OF INFORMATION TECHNOLOGY DESIGN AND MANUFACTURING KANCHEEPURAM

(An Autonomous Institution Under MHRD, Government of India)
Melakkottaiyur,Off Vandalur-Kelambakkam Road, Chennai – 600127.

Ph: +91442747 6300/6347   Fax : +91442747 6301   Email:academics@iiitdm.ac.in

Acad/Jul-Nov 2016/Online Course/1   17th August 2016

<u>CIRCULAR</u>

Sub: Rules for taking Online Courses for Crediting Purpose-reg

         Knowledge and education are no more confined to the classroom or within an Institute. There are many courses available online offered by eminent teachers/researchers of reputed Institutes/Universities. One must utilize the open resource of education for his/her better growth. The senate has approved the proposal [**Res.No. 12/2016 in its 31st meeting**] of taking online courses for crediting. A committee was formed to frame the rules for crediting online courses. The recommendations of the committee were considered by the Competent Authority and the following rules are approved for implementation.

1. Online Courses has to be taken from the following reputed sources (as approved by the Senate) so that the standard will be maintained,

    edx : https://www.edx.org,
    Coursera : https://www.coursera.org/
    Udacity : https://www.udacity.com/ ,
    NPTEL : http://nptel.ac.in/

    There is **no compulsion** for taking online courses.

2. Online courses can be taken **only as an** <u>Elective course or an extra course for the requirement of the Honours Program</u>.

3. Maximum **SIX** credits (equivalent to two in-house courses) can be earned by a student during the entire program through online courses. The student may combine **two or more courses** to make the total six(6) [*subjected to the approval of competent authority*].

    However, a student in **Honours Programme** may earn **three additional credits** (total 9 credits) through online courses.

4. Credit to be considered for the fulfillment of the required credit for the program. Credit will be transferred according to the rule fixed by the committee:

    Credit Fixation: A student who wishes to do a 3 credit course has to choose $8 \leq L \leq UL$ (for example, say 12 weeks), $E \geq 5$ (say 7 hours/week) and finally, the product is T=84 hours which obeys transfer rule $T \geq 75$, therefore it can be accepted.

Length of the course, L (weeks)	Efforts taken by students, E (hours/week)	Transfer Rule T= LxE	Number of credits to be given
8 to UL	5 and above	$T \geq 75$	3
5 to UL	5 and above	$T \geq 50$	2
3 to UL	5 and above	$T \geq 25$	1

{Justification for Credit Fixation: a 3 credit regular course conducted in the institute usually has a minimum of 45 lectures. Each lecture has 50 minutes duration. Therefore, the total

hours is (45 x 50 mins)/60 =37.5 hours. The teacher does 37.5 hours of teaching, and the students put 75 hours of effort (2 hours of effort per hour). So, the T is fixed at 75.
Similarly, for a 2 credit course, a teacher does (30 x 50)/60=25 hours of teaching, and the students put 50 hours of effort (2 hours of effort per hour). So, the T is fixed at 50.
Again, for a 1 credit course, a teacher does (15 x 50)/60=12.5 hours of teaching and the students put 25 hours of effort (2 hours of effort per hour). So, the T is fixed at 25}

However, for some courses like NPTEL courses, it may be taken as given by them:

> 4 weeks course - 1 credit
> 8 weeks course - 2 credits
> 12 weeks course - 3 credits.

5. The registered and successfully completed online courses will be mentioned in the Gradesheet as Pass/Fail Courses with the approval of the Committee. However, grade secured by the student will **not be considered** for the calculation of his/her CGPA.

6. Students have to get **prior permission** from the academic section of the institute for registering online courses.

7. Application for Registration for online courses may be submitted to the academic section **from 1st to 7th day** of every month for the approval. A committee will look into the courses and recommend for approval.

8. Students who are unsuccessful in completing a particular online course can again opt for the same online course or another online course (by registering in the institute academic section) or they may also take any other in-house elective course whenever offered next.

9. Credit for the completed online course(s) will be considered for a Semester if the document regarding this is submitted to Acad section within **a week from the last End Sem** (theory) exam. Otherwise, the credit will be added to the next semester.

10. Main Exams (Mid Sem/End Sem etc) for all courses should be taken in front of an invigilator from Acad Section other than **some specific cases** (such as NPTEL will conduct under their vigilance may be at some other venue).

    The Student should inform Academic section about the exam plan at least two weeks before its commencement.

11. Academic sec. does not need any verified certificate which obtained by paying.

    The student should submit the grade card and/or completion certificate generated after finishing the exams.

Associate Dean (Academics)