

## Online Degree Programs – Frequently Asked Questions

### 1. What documents are required to be submitted for admission?

Colour scan of the below mentioned original document is required to be uploaded on the admission portal at the time of seeking admission –

- i. Grade sheet of Class 10
- ii. Grade sheet of Class 12
- iii. Grade sheet of all the Semesters of Bachelor's Degree / Consolidated mark sheet (Only for PG Programs)
- iv. Degree Certificate / Provisional Degree Certificate (Only for PG Programs)
- v. Aadhar Card for Indian Nationals and Passport for Foreign Nationals

### 2. Meaning of Program and Course

B.Com is a Program; Introduction to Accounting is a Course (Subject)

### 3. Is the Online Program offered by JAIN (Deemed-to-be University) recognized?

Yes, the University is Entitled by University Grants Commission (UGC) to offer Online Degree Programs. Additionally, MBA and MCA Programs are approved by All India Council for Technical Education (AICTE).

UGC and AICTE are statutory bodies under Ministry of Education, Government of India.

### 4. Is the Degree acquired through online mode equivalent to on-campus mode of learning?

Yes. The below notification UGC endorses this.

UGC Notification No. F. 1-1/2020(DEB-I) dated 4<sup>th</sup> September 2020 – Part VI, Page 79, Point. 22 - Equivalence of qualification acquired through Conventional or Online Learning:

*Degrees at undergraduate and postgraduate level in conformity with UGC notification on Specification of Degrees, 2014 and post graduate diplomas awarded through **Online mode** by Higher Educational Institutions, recognised by the Commission under these regulations, shall be treated as **equivalent** to the corresponding awards of the Degrees at undergraduate and postgraduate level and post graduate diplomas offered through **conventional mode**.*

**5. Is this an Open and Distance Learning (ODL) Program?**

No. This is an Online Learning mode Program. In an Online mode there are regular live online sessions on weekends, online proctored exams, learner engagement activities and support, and no jurisdiction restriction.

**6. Who will award the Degree?**

The Degree will be awarded by JAIN (Deemed-to-be University).

**7. What is the medium of instruction?**

The medium of instruction is English.

**8. When should Elective (Specialization) be indicated?**

At the time of admission.

**9. Can elective/program be changed after Program commencement?**

Once the final list of elective is announced as per time line indicated in the Calendar of Events, there is no provision to change the elective and/or Program.

**10. What is the duration of the Program?**

Undergraduate (UG) – 3 Years; Postgraduate (PG) – 2 Years

**11. What is the maximum period for Program completion?**

Twice the minimum duration of the Program.

**12. Does the Program follow Semester or Annual Scheme?**

Semester system is followed.

**13. How many credits does the Program have?**

UG – 132 credits; PG – 90 credits

**14. How many learning hours are involved?**

UG – 3960 hours and PG – 2700 hours

**15. How many courses does the Program have?**

UG – 32 + Project\* and PG – 21 + Project\*

\* In certain Programs/Electives

**16. In which semester elective courses commence?**

B.Com / BBA – 1<sup>st</sup> Semester

MBA / MCA – 2<sup>nd</sup> Semester

M.Com / MA – 1<sup>st</sup> Semester

**17. How many elective courses will be there in a Program which has an elective option?**

A minimum of 15 in UG and 10 in a PG Program.

**18. What is an Open Elective Course in PG Program?**

A learner will have the option to select a course outside of his discipline from the available options. Ex: A learner enrolled in MBA (Finance) can opt for Java Programming course from MCA.

**19. What is a Cross Functional Elective Course in PG Program?**

A learner will have the option to select a course outside of his chosen elective from the available options. Ex: A learner enrolled in MBA (Finance) can opt for Digital Marketing course from MBA (Marketing).

**20. What is a Learning Management System (LMS)?**

It is a platform (software) through which program delivery and administration is managed. The learner will be provided with a login id and password to access the LMS. The LMS will provide the learner with access to study material, recordings of live sessions, pre-recorded videos, discussion and chat facility to interact with the faculty and clear doubts. The LMS will also contain information about class schedule, course information and other announcements.

**21. Where is the course matrix and syllabus available?**

Both matrix and syllabus are available on the LMS.

**22. How do I know about various due dates?**

A Semester-wise Calendar of Events is available on the LMS.

**23. When will the live sessions be scheduled?**

The live sessions will be delivered online on Saturday and Sunday. The sessions will be scheduled between 9:30 am and 5:30 pm (IST), a maximum of 6 hours per day. The schedule for a week will be intimated via email.

**24. How many teaching hours (Faculty driven) will be there per course?**

Up to 32 hours split between live online and offline (Pre-recorded).

**25. Will I be able to interact with faculty?**

Yes. Learners will be able to interact during the live sessions and through the discussion forum / chat on the LMS.

**26. Will the recording of live sessions be available?**

Yes. The online sessions will be recorded and available on the LMS.

**27. Is attendance for live online sessions mandatory?**

Not mandatory but essential. A learner is required to have a minimum participation of 75% in all the activities.

**28. Will study material be provided?**

Yes. A learner is provided access to an exhaustive and customized Self Learning Material (SLM) on the LMS.

**29. Can the e-content be downloaded?**

Yes. The content on the LMS is only meant to be used by learners enrolled into the Program. Any unauthorized copying, distribution, transmission, uploading on any media or other use of this material is prohibited.

**30. Will a learner need additional reference material?**

No, but both SLM and the Teaching-Learning and Evaluation Plan (TLEP) will indicate open-source material for further reading.

**31. What are the assessment components?**

Assessment in all courses is based on two components - Continuous Assessment (30 Marks) and End Semester Examination (70 Marks).

**32. What does Continuous Assessment (CA) comprise?**

3 Assignments (MCQ pattern) – 1<sup>st</sup> and 2<sup>nd</sup> are optional, 3<sup>rd</sup> is Mandatory

**33. When and how should the assignments be submitted?**

Assignments have to be attempted online on the LMS as per schedule notified.

**34. Is there some minimum marks to be secured in Continuous Assessment?**

There is no requirement of minimum marks in CA. However, it is advisable that a learner attempts the 3<sup>rd</sup> assignment and secures the maximum possible marks in CA in order to improve her/his overall Grade.

**35. How will End Semester Examination be conducted?**

Online Proctored Exam. (Proctored – Webcam monitored)

**36. How many times exam will be conducted in a year?**

Twice (Both odd and even semester)

**37. In which months are examination held?**

Usually in the months of June/July and November/December. The month of examination may change as per guidelines issued by University Grants Commission (UGC) and/or relevant authority.

**38. Will a learner require a laptop/desktop for examination?**

Yes. A desktop or laptop computer with a working webcam & microphone facility.

**39. Is internet connection required for examination?**

Yes. A stable and non-shared connection.

**40. Can examination be taken through a mobile device?**

No.

**41. What is the question paper format for End Semester Examination?**

Objective (MCQ type, 50 marks) and Subjective (Essay type, 20 marks) questions.

**42. What is the minimum passing marks requirement?**

UG – 40%

PG – 40%

**43. Will examination be conducted on a specified day & time?**

Yes. Exam schedule will be communicated as per time line of Calendar of Events.

**44. Will Marks Card be issued?**

A consolidated Marks Card will be issued at the end of the Program.

**45. Will the Marks Card and Degree Certificate indicate mode of Program delivery?**

Yes. As per regulations it is mandatory to indicate on the backside of the document.

**46. When will Degree Certificate be issued?**

Degree Certificate will be issued during/after the annual convocation of JAIN(Deemed-to-be University).

**47. Will hard copy (printed) of the Degree Certificate be available?**

Yes. The Degree Certificate can be collected from the Office or a learner can request dispatch via post on payment of the postage fee applicable at that time.

**48. Is the Degree issued through online mode applicable for Government jobs?**

Yes. The Degree issued by JAIN (Deemed-to-be University) under Online Learning mode is recognized for the purpose of employment to posts and services under the Central Government.

**49. Can Higher Education be pursued based on Degree obtained through Online Learning mode?**

Yes.

**50. For any query relating to the Program, whom should you contact?**

The Program Manager is the first point of contact. The contact details of the concerned Program Manager is available on the LMS under Announcements.