

COMMON REGULATIONS FOR **SHORT TERM PROGRAMMES**

Open and Distance Learning & Online Learning
(From Calendar Year 2021 onwards)



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University
Chennai - 15

COMMON REGULATIONS FOR **SHORT TERM PROGRAMMES**

Open and Distance Learning & Online Learning

(From Calendar Year 2021 onwards)



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம்
Tamil Nadu Open University
Saidapet, Chennai – 600 015



Tamil Nadu Open University

[A State Open University established by Government of Tamil Nadu, Recognized by UGC-DEB,
Member in Asian Association of Open Universities and Association of Commonwealth Universities]

No- 577, Anna Salai, Saidapet, Chennai -600015, Tamil Nadu, India

Prof. K.Parthasarathy
Vice-Chancellor

25.11.2020

FOREWORD

My Dear Learner!

I deem it a great privilege to extend my heartfelt congratulations to you for having chosen the Tamil Nadu Open University (TNOU), a leading Open University for your graduation. I am also glad to brief you here the functions of the University and your Programme that will make you understand how it is open to everyone, who wants to pursue higher education. The University provides flexible entry and exit, as it provides opportunities from adult to nonagenarian in higher education.

As entering two decades in Distance Education, the University has so far produced more than 5 lakh graduates that enhances the Gross Enrolment Ratio (GER) in Indian Higher Education. Being approved by the UGC and the DEB, it is striving hard to ensure quality Open, Distance and Online Education (ODOE). In view of this, the Course Materials, the mainstay of pedagogy in ODOE, are updated suitable for the present context. In addition, the technology enabled Course Materials are also provided to you for easy and any time access. This apart, with a view to ensuring inclusive education, appropriate assistances are given to the learners with disabilities with the support of technology.

The University offers diverse Programmes at different levels including, Certificate, Diploma, Advanced Diplomas, Vocational Diploma, Graduate, Post-Graduate, and Research Programmes, besides Skill-Oriented Short-Term Programmes. In this context, I am happy to inform you that most of the Programmes are being offered not only in English and Tamil medium but also Semester and Non-Semester to satisfy the local and international demands.

The TNOU facilitates the sustainable Learner Support Services by providing holistic curriculum, Open Education Resources (OERs), continuous mentoring and assessments. The Members of staff, who serve as Programme Coordinators are always available on phone and online to counsell you with respect to your study.

This Booklet on "**Common Regulations - Short Term Programmes**" is designed with a view to offer you complete details pertaining to the Programme chosen. In the upcoming pages, you will be able to know about the functions of the University, Pattern of Study, Eligibility, Admission Procedures, Criteria for the Award of Certificate, Programme Structure, Duration, Syllabi, Delivery Mechanism, Evaluation Cum Assessment Procedures, Conduct of Examination, Passing Minimum, Classification of Successful Candidates, Conferment of the Certificate, Students Grievance Redressal Mechanism and so on.

In this context, I wish you fulfill your higher education dreams successfully and achieve greatness in your life.

"HARD WORK NEVER FAILS."

All the very best!

(K.PARTHASARATHY)



tnouvc@gmail.com | drkpsbard@gmail.com



044 24306633 | 24306634



9360991143



91- 44 - 24356767



www.tnou.ac.in

CONT

ENTS

1. Eligibility	01
2. Duration	01
3. Medium	01
4. Age	01
5. Admission	01
6. Programme Structure and Scheme of Evaluation	01
7. Examinations	02
8. Question Pattern for Theory Examinations	02
9. Passing Minimum	03
10. Pattern of Question Paper for Practical Examinations	04
11. Awarding of Marks for Practical Examinations	04
12. Classification of Successful Candidate	04
13. Delivery of Programme	04
14. Ranking	05
15. Cancellation of Admission	05
16. Refund	06
17. Legal Issues	06

Common Regulations for All Short Term Programmes

1. Eligibility

Passed in S.S.L.C or Matriculation or any equivalent examinations

2. Duration

Three Months (75 Hours, 2 ½ hours per day for all week days or 6 hours each on Saturdays and Sundays)

3. Medium

English Medium/ Tamil Medium

4. Age

15 Years and Above

5. Admission

The Candidates will be admitted for the Short Term Programme throughout the year

6. Programme Structure and Scheme of Evaluation

S.No	Course	Credits (Tentative)	Marks Distribution		
			Continuous Internal Assessment (Internal)	Term End Exam (External)	Total
1	Course-1	8	30	70	100
Total			30	70	100

The Scheme of Evaluation includes the Continuous Internal Assessment (Assignment for 25 Marks and attendance for 5 Marks based on percentage of Attendance i.e. 50-60% : 1 - Mark, 60-70% : 2-Marks, 70-80% : 3-Marks, 80-90% : 4-Marks and Above 90 : 5-Marks) and Term End Examination.

7. Examinations

The Examination for the Short Term Programme shall consist of Theory and Practical Courses.

(i) Theory Examinations:

The Theory Examinations shall be of three hours duration to each Course and shall be conducted at the end of three months. The candidates who are failing in the Course will be permitted to reappear for each failed Course in the subsequent examinations.

(ii) Practical Examinations:

The Practical Examinations (if any) shall be of three hours duration to each practical and shall be conducted at the end of each year. The candidates who are failing in any practical(s) will be permitted to reappear for each failed practical(s) in the subsequent examinations.

8. Question Pattern for Theory Examinations

Theory Examination (External):

The Students shall normally be allowed to appear for Theory Examination by completing Practical examinations and Assignment. The Term-End Examination shall carry Section- A and Section- B

Section-A	Multiple Choice Questions	20 X 2 = 40 Marks
Section-B	Five out of Eight Short Answer Questions [Each 6- Marks] (Practical Questions if any may be included)	5 X 6 = 30 Marks
Total		70 Marks

9. Passing Minimum

(i). For Theory Examination

The Candidates shall be declared to have passed the examination if the candidate secures not less than 25 marks in the Term End Examinations (TEE) in each theory paper and secures not less than 11 marks in the Continuous Internal Assessment (CIA) and overall aggregate marks is 40 marks obtained in both external and internal examinations taken together.

Continuous Internal Assessment (CIA)		Term End Examination (TEE)		Overall Aggregated Marks	Maximum Marks
Minimum Pass Mark	Maximum Pass Mark	Minimum Pass Mark	Maximum Pass Mark	CIA + TEE	
11	30	25	70	40	100

(ii). For Practical Examination

The candidate shall be declared to have passed the examination if the candidate secures not less than 40 marks out of 100 marks in the University examination and submission of the practical record notebook taken together is required to pass the examination. There is no passing minimum for record notebook. However submission of record notebook/ Field visit/

Industrial Visit report is a must.

Note: When a learner failed to secure 40 per cent of aggregate marks, he/she may re-appear in term end examination or re-do the assignments for securing passing minimum.

10. Pattern of Question Paper for Practical Examinations

Each set of question paper should contain questions from the syllabus and the candidate has to choose one by lot.

11. Awarding of Marks for Practical examinations

Total Marks: 100 (Practical 70 Marks + Record 30 Marks)

12. Classification of Successful Candidates

The Candidates who pass all the courses prescribed and who secure 60% and above in the aggregate of marks in the Core courses will be placed in the First Class. Those securing 50% and above but below 60% in the aggregate will be placed in the Second Class. All other successful candidates will be placed in the Third Class.

13. Delivery of Programme

Certificate Programme will be offered through Learning Resource Centre/ Community College/ Constituent Community Colleges/ Learners Support Centres. The Assistant Professors/Associate Professors/Professors of relevant faculty employed in Colleges/Universities/Higher Educational Institutions and Industrial Expert Institutions are eligible to handle Academic Counselling for Short Term Programmes.

14. Ranking

The University Rank shall be offered for the toppers (First Rankers) in the University Examinations **(having passed their examinations in the first appearance within the prescribed duration of the respective Programme. Absence from an examination shall not be taken as an attempt).**

The top scorers in the University Rank Examinations would be declared as University Rank Holders, irrespective of their grades/marks in their respective University Term End Examinations.

Rank Certificate will be issued for a Programme as follows:-

- a) There will be no Rank if the learner strength of concerned Programme is below Fifty.
- b) The learners strength of the Programme concerned will be indicated in the Rank Certificate.
- c) The first Rank holder (gold medalist) will be eligible to get the rank certificate in the University convocation ceremony.

15. Cancellation of Admission

Admission is liable to be cancelled at any stage on the following grounds:-

- A candidate admitted to a programme provisionally without verifying and ascertaining his / her eligibility for admission and found ineligible later through scrutiny of the filled-in admission form.
- Suppression of facts, furnishing incomplete, wrong or false information in filled-in Admission Form.
- Misconduct, Indiscipline and Violation of University Norms, Rules and Regulations.

16.Refund

If it is found ineligible later on, admission will be cancelled and the claim for refund of such fees will be considered by the University after deduction of service charges, as applicable from time to time as per prevailing norms of the University.

17.Legal Issues

Any issue of conflict between the candidate and University shall be cleared through mutual representation from both the sides, and in case of conflict of issues still persist, they shall be settled in the Court of Law under the Jurisdiction of Chennai.



தமிழ்நாடு திறந்தநிலைப் பல்கலைக்கழகம் Tamil Nadu Open University

(மாநில திறந்தநிலைப் பல்கலைக்கழகம், தமிழ்நாடு அரசால் நிறுவப்பட்டது.
பல்கலைக்கழக நிதிநல்கைக் குழு & தொலைநிலைக் கல்வி மன்றத்தின் அங்கீகாரம் பெற்றது.)

ஆசிரிய திறந்தநிலைப் பல்கலைக்கழகங்களின் கூட்டமைப்பு &
காமன்வெல்த் பல்கலைக்கழகங்களின் கூட்டமைப்பின் இணைவு பெற்றது)
எண். 577, அண்ணாசாலை, சைதாப்பேட்டை, சென்னை - 600 015



www.tnou.ac.in