

Guidelines for the Registration of Online Course

1. Approval should have been obtained from Departmental Consultative Committee (DCC) and Centre for Academic Courses (CAC) to enroll for a new online course* in the previous semester. The evaluation methodology of the online course shall be also specified by the Departmental Consultative Committee at the time of approval.
2. **Three credits** can be earned through online course, subject to the approval of DCC and CAC.
3. Enrollment for online course should be done in the previous semester itself along with other courses after getting due approval as mentioned above. Registration has to be done in the current semester along with other courses.
4. The student undergoing online course can be evaluated in the following ways:
 - Needs to either receive a certification or earn credits to become eligible to write end semester examination.
 - The assessment is through either End Semester Examination only or evaluated through Continuous Assessments and End Semester Examination, as approved by DCC and CAC.
 - Credits earned from a University, which offers the online course can also be directly transferred to the respective programme of the candidate after getting due approval from DCC and CAC.
5. A faculty member identified by the HOD will be responsible for the evaluation of the course.
6. The student can earn 3 credits through an online course **instead of one of the elective** courses, subject to the condition that the student has not already opted for a self-study course.
7. The DCC approval (for the new online courses only) and the student application is to be forwarded to the Centre for Academic Courses.

* UG degree programme: A student can register for a maximum of either one online course *or* one self-study course

* PG Degree programme: A student can register maximum of one online course *and* one self-study course

Online Course Application Form

(To be submitted by the student to the Department/Centre for approval, if the course is not yet approved by Anna University)

Name of the Student & Registration Number :

Semester and Branch :

Name of the programme (UG / PG) :

1. Whether already registered or completed a self-study course* : Yes No

(If Yes, then UG students shall not register for online course)

2. Name of the online course (for the new online courses only) :

3. Name of the University and Department offering online course :

4. Whether the syllabus of the online course is enclosed : Yes No

5. Number of credits offered by the online course :

6. Whether the nature of evaluation of the online course by the offering university is prescribed : Yes No

If yes, proof to that effect is to be attached

7. Whether an elective is to be dropped from registration : Yes No

If Yes, then Elective number (Elective I or II, etc).

Signature of the Student

Signature of the faculty In-charge

Signature of the HoD / Director of the Centre

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* PG Degree programme: A student can register maximum of one online course *and* one self-study course

Approval of Departmental Consultative Committee for the Registration of Online Course

*(For the credits earned by the student through online course by University/Organization where
evaluation is carried out at Anna University)*

1. Name and Syllabus of the Online Course : Approved / Not Approved
(for new online courses only)

2. Name of the University/Institution offering Online Course and
Number of credits offered :

3. Whether the list of Students registering for the online course is enclosed :

Yes No

4. Nature of Assessment :

a) End Semester Examination only:

b) End Semester Examination and Continuous Assessment

5. Name of the Coordinator of the online course :

6. Members of the Coordination committee for assigning grade for the Online
course:

- (i) HoD
- (ii) Senior faculty member (nominated by HoD)
- (iii) Coordinator of Online course (nominated by HoD)

Signature of DCC Members

Approval of Departmental Consultative Committee for the Registration of Online Course

(For credits earned by the student from the offering University to be transferred to Anna University)

1. Name of the Online Course : Approved / Not Approved
(for new online courses only)

2. Name of the University/Institution offering Online Course and
Number of credits offered :

3. Whether appropriate authorities of Anna University* has approved the
credits of the online course of the offering University: Yes No
If yes, attach minutes of the meeting.

4. Whether the list of Students registering for the online course is enclosed:
Yes No

5. Coordination committee for evaluation of Online course:

For the credits from offering University to be transferred, grades shall be assigned
by

- (i) Chairperson of faculty
- (ii) HoD
- (iii) Senior faculty member (nominated by Chairman)

Signature of DCC Members

* It is mandatory to get approval from the appropriate authorities by forming a committee (Regulation 2015: vide clause 10.8)

Online Course - Student Registration Form

(To be submitted by the student to ACOE office)

Name of the Student & Registration Number	:				
Semester and Branch	:				
Name of the programme (UG / PG)	:				
Course Code & Course Title	:				
No. of Credit	:				
1. Whether approval is obtained from DCC and CAC for Online course (Copy of the approval letters to be enclosed) for new online courses only	:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
2. Whether already registered or completed a self-study course* (If Yes, then UG students shall not register for online course)	:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
3. Whether Certificate / Credits offered by the Online course If Yes, then number of credits of the online course	:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
4. Whether the transfer of the credits offered by the online course is approved by the appropriate authorities of Anna University (If yes, the minutes of the meeting is to be enclosed)	:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
5. If credit transfer is not approved then whether DCC and CAC has approved conduction of end semester examination	:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
6. Whether Continuous assessment is also to be conducted (As per DCC and CAC approval)	:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
7. Whether syllabus of the online course is enclosed	:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
8. Whether an elective is to be dropped from registration	:				
If Yes, then Elective number (Elective I or II, etc).	:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Signature of the Student

Signature of the faculty In-charge
(with Staff ID)

Signature of the HoD / Director of the Centre

* UG degree programme: A student can register for a maximum of either one online course *or* one self-study course

* PG Degree programme: A student can register maximum of one online course *and* one self-study course

After Completion of Evaluation and Fixing of Grades

(To be sent to ACOE for Result Processing)

Evaluation at Anna University

(For the credits earned by the student through online course by University/Organization

where evaluation is carried out at Anna University)

Sl No	Name of the Candidate	Roll No. of the candidate	Subject code and Name of the On-Line Course	Marks Scored			Grade Assigned	Signature of the Course Coordinator
				Internal (Out-of-Fifty)	End Semester (Out-of-Fifty)	Total (Out-of-Hundred)		
				A1	A2			

Signature of the Course Coordinator

Signature of the Senior Professor

Signature of the HoD

After Completion of Evaluation and Fixing of Grades

(To be sent to ACOE for Result Processing)

Credit Transfer

(For the credits earned by the student from the offering University to be transferred to Anna University)

Sl No	Name of the Candidate	Roll No. of the candidate	Subject code and Name of the Online Course	Grade Assigned	Signature of the Course Coordinator

Signature of the Senior Professor

Signature of the Faculty Chairperson

Signature of the HoD