

ACADEMIC REGULATIONS FOR FACULTY OF ENGINEERING

1. ACADEMIC PROGRAMMES

- 1.1 Under FoE, the University offers Bachelor of Technology (B.Tech.) and Master of Technology (M.Tech.) programmes.
- 1.1.1 Duration of the B.Tech. programme is 8 semesters.
- 1.1.2 Duration of M.Tech. programme is 4 semesters.
- 1.1.3 The maximum duration for a student for complying with the Degree requirement is the actual duration of the academic programme plus 2 years from the date of joining.

2. ELIGIBILITY FOR ADMISSION

2.1 Undergraduate Programme (B.Tech.):

- 2.1.1 The candidate must have passed 10+2 or A-Level or IB or American 12th grade or equivalent examination with Physics, Mathematics and English as Compulsory subjects, along with any one of Chemistry or Computer Science or Biotechnology or Biology or Statistics or Engineering Drawing as optional subject for admission to B Tech, with minimum of 50% marks in Physics, Mathematics and the optional subject, put together.
- 2.1.2 Candidates can apply for Lateral Entry to second year B.Tech. Programme, who have passed 3- year diploma in the relevant field of Engineering/BSc (PCM) with a minimum of 50% marks in aggregate. Admissions are done on the basis of marks obtained in the qualifying examination and there is no entrance test.
- 2.1.3 Candidates can apply for Lateral Entry to second year B.Tech. Programme, who have passed the first year of engineering elsewhere, in recognized Indian/ Foreign University/ Institutions.
- 2.1.3.1 The credits transferred will reduce the number of courses to be registered by the student at MUJ
- 2.1.3.2 Maximum number of credits that can be transferred by a student shall be limited to the total number of credits for the first year, as specified by programme scheme at MUJ. However, the decision of the Dean of the Faculty concerned in this regard shall be final.
- 2.1.4 Eligible NRI/International students are admitted based on their qualifying examination performance.

2.2 Post Graduate Programmes (M.Tech.):

- 3.2.1 BE/ B.Tech. / AMIE or equivalent in relevant branch with a minimum of 50% aggregate marks in the qualifying examination
- 3.2.2 Eligible NRI/ International students are admitted based on their qualifying examination performance.

3. ADMISSION PROCEDURE

- 3.1 Undergraduate Programme (B.Tech.): Eligible students are admitted on the basis of the rank obtained in the All India MET (Manipal Entrance Test). Seats are reserved for NRI / Foreign students.
- 3.2 Post Graduate Programmes (M.Tech.): Admissions are done on the basis of Personal Interview (PI) & marks obtained in the qualifying examination. There is no entrance test.

4. ACADEMIC PROCESS

4.1 Registration: Students have to register for the courses with the parent department at the commencement of each semester on the day notified in the academic calendar.

4.2 Pre-registration: Students need to pre-register for elective courses (both program & open electives) with their department for the next semester as notified in the academic calendar.

4.3 Withdrawal of course registration:

A student who has registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination notified in the Academic Calendar.

4.4 Academic Term:

- 4.4.1 Each semester has a specified course structure.
- 4.4.2 The first year B.Tech. course structure is common to all branches of Engineering.
- 4.4.3 The medium of instruction for all courses offered is English.

4.4.4 Eighth semester of B.Tech. programme as well as third & fourth semesters of M.Tech. programme is fully dedicated to project work.

4.5 Course Numbering:

4.5.1 The courses offered by each Department are coded with 2 letters indicating the department offering the course followed by 4 digits.

4.5.2 First digit indicates the level (1-5 for UG; 6-7 for PG; 8-9 for Doctoral studies), second digit indicates semester offered ('1': offered in ODD; '2': offered in EVEN; '0': offered in BOTH) and the last two digits indicate the course code.

4.5.3 The following codes are used for different departments:

S.No.	Department	Code
1	Architecture	AR
2	Arts	AT
3	Automobile Engineering	AU
4	Biosciences	BT
5	Business Administration	BB
6	Chemical Engineering	CE
7	Chemistry	CY
8	Civil Engineering	CV
9	Commerce/B. Com (Honors)	CM/BH
10	Computer & Communication Engineering	CC
11	Computer Applications	CA
12	Computer Science & Engineering	CS
13	Economics	EO
14	Electrical & Electronics Engineering	EE
15	Electronics & Communication Engineering	EC
16	Fashion Design	FD
17	Fine Arts	AA
18	Hotel Management	HA
19	Information Technology	IT
20	Interior Design	ID
21	Journalism & Mass Communication	JC
22	Languages	LN
23	Law	LA
24	Mathematics	MA
25	MBA	MB
26	Mechanical Engineering	ME
27	Mechatronics Engineering	MC
28	Physics	PY
29	Planning	PL
30	Psychology	PS

4.6 Credit Based System:

4.6.1 Each course, theory as well as practical, is expressed in terms of a certain number of credits. The credits are determined by the number of contact hours per week.

For theory courses: 1 Credit = 1 Hour Lecture / Tutorial per week

For practical courses: 1 Credit = 2 or 3 contact hours per week

4.6.2 Course work in each semester is expressed in terms of a specified number of credits. A student successfully completes a particular semester when he/she earns all the credits of that semester. A student earns full credits for a subject registered if he/she secures letter grade E or higher.

4.6.3 Promotion of a student to higher semesters is based on securing a prescribed minimum number of credits as mentioned in Section 4.14.

4.7 Assessment:

- 4.7.1 Student performance is continuously assessed in all courses, based on class/tutorial participation, assignment work, lab work, class tests, in semester tests, quizzes and end semester examinations, which contribute to the final grade awarded in the course. The academic performance of a student is assessed by the course instructor(s) concerned.
- 4.7.2 The student performance in each theory course is evaluated out of 100 marks, of which 60 marks are for in-semester assessments and 40 marks are for end-semester assessment. In-semester assessment consists of two sessional examinations of 20 marks each and CWS of 20 marks.
- 4.7.3 The in-semester assessment in theory courses is based on periodic tests, assignments, quizzes, case presentations, seminars, etc. which shall be defined by the course instructor.
- 4.7.4 The student performance in laboratory courses is also evaluated out of a maximum of 100 marks and is based on the in-semester assessment of 60 marks and end-semester examination conducted for 40 marks. Absolute grading is to be applied to lab courses.
- 4.7.5 Course instructors are to give the complete course plan approved by the HoD to the students, at the beginning of the semester. Course plan includes lesson plan & evaluation plan of the course offered.
- 4.7.6 Course instructors are to give regular feedback on the performance of students.
- 4.7.7 The performance of a student in a course is reflected in the Letter Grade awarded.

4.8 Attendance Requirements:

- 4.8.1 Students are expected to attend every lecture, tutorial and practical class scheduled for them. Attendance will be recorded for every class in every course they attend.
- 4.8.2 A student with less than 75% attendance in individual courses shall not be permitted to write the end semester examination in that course and will be given DT Letter Grade in the course.
- 4.8.3 The aggregate percentage of attendance of the student during the semester will be entered in his/her grade sheet for that semester.

4.9 Grading System:

- 4.9.1 10 point grading system shown is used for awarding letter grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass F: Failure I: Incomplete DT: Attendance shortage

- 4.9.2 The overall performance of a student in each semester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that semester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where,

n=number of courses graded per semester

C = Course credits

G = Grade points

- 4.9.3 The overall performance of the student for the entire programme is indicated by the Cumulative Grade Point Average (CGPA) which is the weighted average of the grade points obtained across all semesters till date

$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

where, N=Total number of courses graded till date

- 4.9.4 A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course and earned the credits assigned to it.
- 4.9.5 A total of 35% marks for UG programmes, 35% marks for PG and post PG programmes is essential for a student to be awarded a passing grade in any theory course.
- 4.9.6 A student who is eligible for, but fails to appear in, the end-semester examination will be awarded 'F' Grade. However, if he/ she fails to appear in the end semester examination due to valid reasons, (including medical, non-payment of dues or other family reasons) he/she will be awarded an 'I' (incomplete) grade. Relaxation to the award of 'I' grade is permissible, only if prior approval has been obtained before the start of the examinations.
- 4.9.7 If a student is not eligible to appear in the end-semester examination owing to his/her not fulfilling the minimum attendance requirements in any course, he/she will be awarded a 'DT' grade (detained) and has to re-register for the course(s) at the next available opportunity.

4.9.8 A student should have appeared for the end-semester examination of the prescribed course of study (mere appearance in the continuous assessment tests is not sufficient) to be eligible for the award of a passing grade in the course. A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.

4.10 Evaluation of Project Work Dissertation/ Thesis:

4.10.1 Eighth Semester B.Tech:

- 4.10.1.1 Project work should be carried out for a minimum duration of 16 weeks at the institution/ industry/ research laboratory or any other institution where facilities exist, with approval of the parent Department.
- 4.10.1.2 The grade awarded to the student will be on the basis of the total marks obtained by him/ her out of 400 marks.
- 4.10.1.3 There will be a mid-semester evaluation of the work done on the project after 8-10 weeks.
- 4.10.1.4 In case of external projects, the qualitative feedback of the external guide shall be taken.
- 4.10.1.5 The final evaluation and viva-voce will be conducted after the completion of the project work and submission of the project report, by a panel of examiners including the internal guide.

4.10.2 Second year M.Tech:

- 4.10.2.1 A student of M.Tech. shall carry out a Project Work for a minimum of 36 weeks during the second year of the programme, in the institution/ industry/ research laboratory or any other institution where facilities exist with approval of the parent Department.
- 4.10.2.2 The grade awarded to the student will be on the basis of the total marks obtained by him/her out of 400 marks.
- 4.10.2.3 There will be a mid-term evaluation of the work after about 18 weeks by the department concerned.
- 4.10.2.3 The final evaluation will be conducted after the completion of the project work and submission of the dissertation by a panel of examiners consisting of an internal guide.
- 4.10.2.4 In case of external projects, the qualitative feedback of the external guide shall be considered during mid-semester evaluation.

4.11 Class Committee:

- 4.11.1 A class committee headed by the Dy. Director/ Coordinator (First year) is formed for the first year B.Tech. programme. The section coordinators, course coordinators, and student representatives of all sections will be members of this committee.
- 4.11.2 For III to VIII Semester of B.Tech. programme and for every semester of M.Tech. programme, separate class committees are constituted by the Heads of the respective departments. The committee is formed with a senior faculty of the Department as Chairman & Course Coordinators/Course Instructors of all courses & student representatives as members.
- 4.11.3 Course Coordinator: If there is more than one section, one of the senior faculty members is nominated by the HOD as Course Coordinator.
- 4.11.4 Functions of the Class Committee:
 - 4.11.4.1 The class committee will meet thrice in a semester.
 - 4.11.4.2 The first meeting will be held within two weeks from the commencement of the semester in which the course plan, evaluation plan, etc. are discussed.
 - 4.11.4.3 The second meeting will be held two weeks after the first sessional to collect feedback and improve the effectiveness of the teaching-learning process. Performance of the students in the tests may also be analyzed.
 - 4.11.4.4 The Chairman of the class committee should send the minutes of the class committee meeting to the Director (Academics) through the Head of the Department after each class committee meeting.
 - 4.11.4.5 The third meeting is to be held to analyze the performance of the students in all courses of study and grade finalization. However, the student representatives are exempted from this meeting.
 - 4.11.4.6 The CoE will declare the results after processing.

4.12 Section Committee:

- 4.12.1 Each section of every semester will have a Section Committee, consisting of the Section Coordinator, faculty members handling both theory and practical classes for that section and student representatives as members.

- 4.12.2 The Section Coordinator will be a senior faculty member who teaches at least one subject for that section. Section Coordinators will be nominated by the Dy. Director/Coordinator for the first year and by HoDs for the higher year of study, who will administer the functioning of all the Section Committees.
- 4.12.3 The section committee will meet periodically to review the overall effectiveness in the conduct of first year classes.

4.13 Faculty Advisors:

- 4.13.1 To help the students in planning their courses of study and for general advice regarding academic programmes the Head of the Department will assign one to two senior faculty members in the III semester who will be Faculty Advisors for the batch.
- 4.13.2 Faculty Advisor for a particular batch will continue until the regular students complete the programme.

4.14 Promotion to Higher Semesters:

4.14.1 B.Tech. Programme: Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher odd semester	Minimum credits required
III	26 at the end of II semester
V	68 at the end of IV semester (including OE courses)
VII	115 at the end of VI semester (including OE courses)

4.14.2 M.Tech. Courses: A student can start the project work at the beginning of the third semester only if she/he has acquired 40 credits at the end of the second semester, and he/she has to earn all the credits of the first and second semesters, before he /she is permitted to submit the project thesis.

4.15 Academic Probation and Termination of the Registration to the Programme:

- 4.15.1 A student who is not eligible for promotion from an even semester to the next higher odd semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case, he/she will be put on academic probation for the next academic year, and a warning letter shall be issued.
- 4.15.2 If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.
- 4.15.3 The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can re-join the academic programme after fulfilling the academic requirements as in 4.14 at the end of the academic probation.
- 4.15.4 At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher odd semester, his/her registration for the academic programme shall be terminated.

4.16 Re-joining a Programme:

A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

4.17 End-Semester Examination:

- 4.17.1 The end semester examination will be conducted only in the courses offered in the current semester.
- 4.17.2 Only students with attendance $\geq 75\%$ will be permitted to appear for the end semester examination.
- 4.17.3 A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.
- 4.17.4 A course successfully completed cannot be repeated for grade improvement. However, in special cases, students may be allowed to reject and repeat the entire semester with the consent of HoD/ Deputy Director (Academics).

4.18 Make-up examinations:

- 4.18.1 Make-up Examinations are conducted along with the Regular ETE of a semester only for the courses running in that semester.
- 4.18.2 Students who get F or I grade in their ETE, are allowed to take these Make-up Exams.
- 4.18.3 In addition to the above, Make-up Examinations for theory courses of both Odd/Even semesters are also conducted in the month of July every year.
- 4.18.4 Grades Applicable in Make-up Examination
 - a. The grade boundaries for Make-up Examination courses conducted along with Regular ETE will be the same as those for Regular ETE courses.
 - b. The grade boundaries for Make-up Examination courses conducted in July will be the same as those in the immediately preceding ETE for that course.
 - c. All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

4.19 Re-registration of courses:

- 4.19.1 Students with F/I/DT Grade are allowed to re-register for subjects of the lower semester along with their regular term subjects by paying the prescribed fees.
- 4.19.2 Students may not be permitted to re-register in courses if there are clashes in the time table.
- 4.19.3 The prevailing re-registration course-wise fee will have to be paid by the student.
- 4.19.4 Students need to attend regular classes in all such cases and have to submit assignments and appear for sessional tests along with the regular students.
- 4.19.4 Students are allowed to register for a maximum of 32 credits in a given semester.
- 4.19.5 Students are eligible to get actual graded in re-registered courses.

4.20 Withholding of Results:

Results will be withheld when a student has not paid his/her dues, or there is a case of disciplinary action pending against him/her.

4.21 Eligibility for the Award of Degree:

- 4.21.1 A student will be eligible for the award of the degree if:
 - 4.21.1.1 He/she earns the required number of credits specified for all semesters.
 - 4.21.1.2 He/she has paid all dues to the Institute.
 - 4.21.1.3 No case of disciplinary action is pending against him/her.
- 4.21.2 Total number of credits required for obtaining:
 - 4.21.2.1 B.Tech. – 169*
 - * Credit used for CGPA computation: 157.
 - Open electives, industrial training, and experiential learning, are excluded from GPA/CGPA computation.
 - 4.21.2.2 M.Tech. - 75
- 4.21.3 Minimum CGPA for Graduation is 5.0 and the Maximum that can be earned is 10.
- 4.21.4 However, in the credits system, class/rank is not awarded.

4.22 Audit Courses:

- 4.22.1 Students have the option of Auditing additional courses with the consent of the course instructor.
- 4.22.2 On successful completion, the student will be given 'AP' letter grade.

4.22.3 The grade obtained in an audit course will not be used for the computation of CGPA.

4.23 Minor Specialization:

4.23.1 Students have the choice of getting a minor specialization along with their degrees by earning 12 credits in the prescribed set of subjects offered as electives.

4.23.2 Minor specialization shall be mentioned in the VIII semester marks card / Transcript along with CGPA.

5. Change of Branch:

5.1 Change of branch is allowed on request against vacancies before the commencement of the third semester based on academic performance of first year B. Tech.

5.2 Applications for change of branch shall be submitted to the Deputy Director (Academics), at the end of the second semester.

5.3 Consent of Parents is a must. Student should submit a written request from parents along with the application for branch change.

5.4 Merit list will be prepared based on the student's CGPA after the declaration of second semester results.

5.5 Students applying for branch change should qualify all the courses of B. Tech. first year programme in the first attempt.

5.6 Students who have secured seats under any scholarship scheme and have opted for branch change will not be eligible for the scholarship from the second year.

5.7 Mutual change of branch is not permitted.

6. Transfer of Credits:

6.1 The courses credited elsewhere, in Indian/Foreign University/ Institutions/Colleges by students during their study period at Manipal University Jaipur may be counted towards the credit requirements for the award of the degree.

6.2 Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has an MoU for the above purpose.

6.3 The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:

6.3.1 B. Tech. student with consistent academic performance and CGPA ≥ 7 can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Engineering of Manipal University Jaipur, in other institutions during 3rd/ 4th year and during semester breaks.

6.3.2 Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirements of the program.

6.3.3 Credit transfer can be considered only for the courses at the same level or above.

6.3.4 Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.

6.3.5 Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However, total credit earned at the completion of degree should not be less than the required credit for the award of the degree. In case a student has earned more credits from other universities/ educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.

6.3.6 Student has to pass all such courses for which credits transfer is to be made.

6.3.7 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

7. B. Tech. Honours:

7.1 Any student with CGPA ≥ 8.5 at the end of IV semester can opt for B. Tech (Honours).

7.2 Student need to earn an additional 12 credits of specified subjects at PG level or above (One each in V – VII Semesters).

7.3 Student should take up a project work related to his/her domain with at least ONE Scopus indexed Journal/Conference publication from work, as First author (8 credits) in 8th semester.

7.4 Total Credits earned will be $169+20 = 189$.

7.5 Student should maintain a minimum CGPA of 8.5 at the end of the program.

8. Termination from the Programme:

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

- 8.1 If a student fails to acquire the minimum number of credits required to get promoted to the next higher semester at the end of academic probation year.
- 8.2 If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period.
- 8.3 If a student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.
- 8.4 Based on disciplinary action, on the recommendation of an appropriate committee and approved by the President of the University.

ACADEMIC REGULATIONS FOR SCHOOL OF HOTEL MANAGEMENT AND SCHOOL OF BUSINESS & COMMERCE - 2019 Onwards

1. ACADEMIC PROGRAMMES

1.1 Under Faculty of Management and Commerce (FoMC), School of Hotel Management offers Bachelor of Hotel Management (BHM) programme.

1.1.1 Duration of the BHM programme is 8 semesters.

1.2 Under Faculty of Management and Commerce (FoMC), School of Business & Commerce, FOMC offers Bachelor of Business Administration (BBA), Bachelors of Commerce (B.Com), Bachelors of Commerce, Honours (B.Com Honours), and Masters of Commerce (M.Com) programmes.

1.2.1 Duration of the BBA, B.Com, and B.Com (Hons.) programmes is 6 semesters.

1.2.2 Duration of M.Com. Programme is 4 semesters.

1.3 The maximum duration for a student for complying with the Degree requirement is the actual duration of the academic programme plus 2 years from the date of joining.

2. ELIGIBILITY FOR ADMISSION

2.1 Undergraduate Programme (BHM):

2.1.1 Admission to the BHM course is open to all candidates who possess a Pre-University education [10+2] or equivalent level of education recognized by this University/Board with minimum 45 percent aggregate marks.

2.1.2 Eligible NRI/ Foreign students are admitted based on their qualifying examination performance.

2.1.3 Candidates can apply for Lateral Entry to second year BHM Programme, who have passed First year of Hotel Management elsewhere, in recognized Indian/ Foreign University/ Institutions

2.1.3.1 The credits transferred will reduce the number of courses to be registered by the student at MUJ

2.1.3.2 Maximum number of credits that can be transferred by a student shall be limited to the total number of credits for first year, as specified by programme scheme at MUJ. However, the decision of the Dean of the Faculty concerned in this regard shall be final.

2.2 Undergraduate Programme (B.Com):

2.2.1 Admission to the B.Com. Programme is open to all candidates who possess a Pre-University/ Senior Secondary education [10+2] or equivalent level of education recognized by University / Board in any discipline.

2.2.2 Those who secure minimum 50% aggregate marks in 10+2 level from recognized Board/ University are eligible to apply for the programme.

2.3 Under Graduate Programme (B.Com (Hons.)):

2.3.1 Admission to the B.Com. (H) Programme is open to all candidates who possess a Pre-University / senior secondary education [10+2] or equivalent level of education recognized by University / Board.

2.3.2 Those who secure minimum 60% aggregate marks in 10+2 level from recognized Board/ University in Commerce are eligible to apply for the programme.

2.4 Under Graduate Programme (BBA):

2.4.1 Admission to the BBA Programme is open to all candidates who possess a Pre-University/ Senior Secondary education [10+2] or equivalent level of education recognized by University / Board in any discipline.

2.4.2 Those who secure minimum 50% aggregate marks in 10+2 level from recognized Board/ University are eligible to apply for the programme.

2.5 Post Graduate Programme (M.Com):

2.5.1 B.Com. or equivalent in relevant branch with a minimum of 50% aggregate marks in qualifying examination.

3. ADMISSION PROCEDURE

3.1 The selection for the BHM programme is based on merit and the performance during the interview conducted by MUJ.

3.2 Admissions to BBA, B.Com, B. Com (Hon.) and M. Com are done on the basis of Personal Interview (PI) & marks obtained in the qualifying examination.

4. ACADEMIC PROCESS

4.1 Registration:

The Students have to register for the courses with the department at the commencement of each trimester on the day notified in the academic calendar.

4.2 Pre-registration:

Students need to pre-register for elective courses with the department for the next semester as notified in the academic calendar.

4.3 Withdrawal of course registration:

A student who has registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination notified in the Academic Calendar.

4.4 Academic Term:

4.4.1 Each semester has a specified course structure.

4.4.2 The medium of instruction for all courses offered is English.

4.4.3 Fifth & Eighth semester of BHM programme is fully dedicated to internship and project work.

4.4.4 The first year course structure is common for B.Com and B.Com (Hons.).

4.5 Course Numbering:

4.5.1 The courses offered by each Department are coded with 2 letters indicating the department offering the course followed by 4 digits.

1.5.2 First digit indicates the level (1-5 for UG; 6-7 for PG; 8-9 for Doctoral studies), second digit indicates semester offered ('1': offered in ODD; '2': offered in EVEN; '0': offered in BOTH) and the last two digits indicate the course code.

1.5.3 The following codes are used for different departments.

S.No.	Department	Code
1	Architecture	AR
2	Arts	AT
3	Automobile Engineering	AU
4	Biosciences	BT
5	Business Administration	BB
6	Chemical Engineering	CE
7	Chemistry	CY
8	Civil Engineering	CV
9	Commerce/ B. Com. (Honours)	CM/ BH
10	Computer & Communication Engineering	CC
11	Computer Applications	CA
12	Computer Science & Engineering	CS
13	Economics	EO
14	Electrical & Electronics Engineering	EE
15	Electronics & Communication Engineering	EC
16	Fashion Design	FD
17	Fine Arts	AA
18	Hotel Management	HA
19	Information Technology	IT
20	Interior Design	ID
21	Journalism & Mass Communication	JC
22	Languages	LN
23	Law	LA
24	Mathematics	MA
25	MBA	MB
26	Mechanical Engineering	ME
27	Mechatronics Engineering	MC
28	Physics	PY
29	Planning	PL
30	Psychology	PS

4.6 Credit Based System

4.6.1 Each course, theory as well as practical, is expressed in terms of a certain number of credits. The credits are determined by the number of contact hours per week.

For theory courses: 1 Credit = 1 Hour Lecture / Tutorial per week

For practical courses: 1 Credit = 2 or 3 contact hours per week

4.6.2 Course work in each semester is expressed in terms of a specified number of credits. A student successfully completes a particular semester when he/she earns all the credits of that semester. A student earns full credits for a subject registered if he/she secures letter grade E or higher.

4.6.3 Promotion of a student to higher semesters is based on securing a prescribed minimum number of credits as mentioned in Section 4.12.

4.7 Assessment:

4.7.1. Student performance is continuously assessed in all courses, based on class/tutorial participation, assignment work, lab work, class tests, in semester tests, quizzes and end

semester examinations, which contribute to the final grade awarded in the course. The academic performance of a student is assessed by the course instructor(s) concerned.

4.7.2 The student performance in each theory course is evaluated out of 100 marks, of which 60 marks are for in-semester assessments and 40 marks are for end-semester assessment. In-semester assessment consists of two sessional examinations of 20 marks each and CWS of 20 marks.

4.7.3 The in-semester assessment in theory courses is based on periodic tests, assignments, quizzes, case presentations, seminars etc. which shall be defined by the course instructor.

4.7.4 The student performance in laboratory courses is also evaluated out of a maximum of 100 marks, and is based on in-semester assessment of 60 marks and end-semester examination conducted for 40 marks. Absolute grading is to be applied to lab courses.

4.7.5 Course Instructors are to give the complete course plan approved by the HoD to the students, at the beginning of the semester. Course plan includes lesson plan & evaluation plan of the course offered.

4.7.6 Course instructors are to give regular feedback on the performance of students.

4.7.7 The performance of a student in a course is reflected in the Letter Grade awarded.

4.8 Attendance Requirements:

4.8.1 Students are expected to attend every lecture, tutorial and practical class scheduled for them. Attendance will be recorded for every class in every course they attend.

4.8.2 A student with less than 75% attendance in individual courses shall not be permitted to write the end semester examination in that course and will be given DT Letter Grade in the course.

4.8.3 The aggregate percentage of attendance of the student during the semester will be entered in his/her grade sheet of that semester.

4.9 Grading System:

4.9.1 10 point grading system shown is used for awarding letter grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass F: Failure I: Incomplete DT: Attendance shortage

4.9.2 The overall performance of a student in each semester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that semester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where,

n=number of courses graded per semester, C = Course credits, G = Grade points

4.9.3 The overall performance of the student for the entire programme is indicated by the Cumulative Grade Point Average (CGPA) which is the weighted average of the grade points obtained across all semesters till date

$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

where, N=Total number of courses graded till date

- 4.9.4 A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course and earned the credits assigned to it.
- 4.9.5 A total of 35% marks is essential for a student to be awarded a passing grade in any theory course.
- 4.9.6 A student who is eligible for, but fails to appear in, the end-semester examination, will be awarded 'F' Grade. However if he/ she fails to appear in the end semester examination due to valid reasons, (including medical, non-payment of dues or other family reasons) he/she will be awarded an 'I' (incomplete) grade. Relaxation to the award of 'I' grade is permissible, only if prior approval has been obtained before the start of the examinations.
- 4.9.7 If a student is not eligible to appear in the end-semester examination owing to his/her not fulfilling the minimum attendance requirements in any course, he/she will be awarded a 'DT' grade (detained) and has to re-register for the course(s) at the next available opportunity.
- 4.9.8 A student should have appeared for the end-semester examination of the prescribed course of study (mere appearance in the continuous assessment tests is not sufficient) to be eligible for the award of a passing grade in the course. A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.

4.10 Class Committee:

- 4.10.1 A class committee headed by the Departmental Faculty Coordinator – Student Affairs is formed for the BHM programme. The HoD, Faculty members of the department and student representatives of all batches will be members of this committee.

4.10.2 Functions of the Class Committee:

- 4.10.2.1 The class committee will meet thrice in a semester.
- 4.10.2.2 The first meeting will be held within two weeks from the commencement of the semester in which the course plan, evaluation plan etc. are discussed.
- 4.10.2.3 The second meeting will be held two weeks after the first sessional to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analyzed.
- 4.10.2.4 The Chairman of the class committee should send the minutes of the class committee meeting to the Director (Academics) through the Head of the Department after each class committee meeting.
- 4.10.2.5 The third meeting is to be held to analyze the performance of the students in all courses of study and grade finalization. However, the student representatives are exempted from this meeting.
- 4.10.2.6 The CoE will declare the results after processing.

4.11 Faculty Advisors:

- 4.11.1 To help the students in planning their courses of study and for general advice regarding academic programmes the Head of the Department will assign one to two senior faculty members in the III semester who will be Faculty Advisors for the batch.
- 4.11.2 Faculty Advisor for a particular batch will continue till the regular students complete the programme.

4.12 Promotion to Higher Semesters:

- 4.12.1 **UG Programmes:** Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher odd semester	Minimum credits required
III	26 at the end of II semester
V	68 at the end of IV semester (including OE courses)
VII	115 at the end of VI semester (including OE courses)

4.12.2 **PG Programme:** Promotion of a student from an even semester to the next higher (odd) semester is subject to securing 40 credits at the end of the second semester.

4.12 Academic Probation and Termination of the Registration to the Programme:

- 4.12.1 A student who is not eligible for promotion from an even semester to the next higher odd semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.
- 4.12.2 If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.
- 4.12.3 The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can re-join the academic programme after fulfilling the academic requirements as in 1.11 at the end of the academic probation.
- 4.12.4 At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher odd semester, his/her registration for the academic programme shall be terminated.

4.13 Re-joining a Programme:

A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

4.14 End-semester Examination:

- 4.14.1 The end semester examination will be conducted only in the courses offered in the current semester.
- 4.14.2 Only students with attendance $\geq 75\%$ will be permitted to appear for the end semester examination.
- 4.14.3 A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.
- 4.14.4 A course successfully completed cannot be repeated for grade improvement. However, in special cases students may be allowed to reject and repeat the entire semester with the consent of HoD/ Deputy Director (Academics).

4.15 Make-up Examinations:

- 4.15.1 Make-up Examinations are conducted along with the Regular ETE of a semester only for the courses running in that semester.
- 4.15.2 Students who get F or I grade in their ETE, are allowed to take these Make-up Exam.

4.15.3 In addition to the above, Make-up Examinations for theory courses of both Odd/Even semesters are also conducted in the month of July every year.

4.15.4 Grades Applicable in Make-up Examination

4.15.4.1 The grade boundaries for Make-up Examination courses conducted along with Regular ETE will be the same as those for Regular ETE courses.

4.15.4.2 The grade boundaries for Make-up Examination courses conducted in July will be the same as those in the immediately preceding ETE for that course.

4.15.4.3 All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

4.16 Re-registration of Courses:

4.16.1 Students with F/I/DT Grade are allowed to re-register for subjects of lower semester along with their regular term subjects by paying the prescribed fees.

4.16.2 Students may not be permitted to re-register in courses if there are clashes in the time table.

4.16.3 The prevailing re-registration course-wise fee will have to be paid by the student.

4.16.4 Students need to attend regular classes in all such cases and have to submit assignments and appear for sessional tests along with the regular students.

4.16.5 Students are allowed to register for a maximum of 32 credits in a given semester.

4.16.6 Students are eligible to get actual graded in re-registered courses.

4.17 Withholding of Results:

Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

4.18 Eligibility for the Award of Degree:

4.18.1 A student will be eligible for the award of the degree if:

4.18.1.1 He/she earns the required number of credits specified for all semesters.

4.18.1.2 He/she has paid all dues to the Institute.

4.18.1.3 No case of disciplinary action is pending against him/her.

4.18.2 Total number of credits required for obtaining:

4.18.2.1 BHM. - 166*

*Credit used for CGPA computation: 160. Open electives are excluded from GPA/CGPA computation.

4.18.2.2 BBA & B.Com (Hons.) - 148**

**Credit used for CGPA computation: 145 in B.Com (Hons). (Open electives are excluded from GPA/CGPA computation). Credit used for CGPA computation: 142 in BBA (Open electives are excluded from GPA/CGPA computation)

4.18.2.3 B.Com- 132*

* Credit used for CGPA computation: 126 in B.Com. (Open electives are excluded from GPA/CGPA computation)

4.18.2.4 M.Com. – 100

4.18.3 Minimum CGPA for Graduation is 5.0 and the Maximum that can be earned is 10.

4.18.4 However, in the credits system class/rank is not awarded.

5. Transfer of Credits

- 5.1 The courses credited elsewhere, in Indian/Foreign University/ Institutions/Colleges by students during their study period at Manipal University Jaipur may be counted towards the credit requirements for the award of degree.
- 5.2 Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has a MoU for the above purpose.
- 5.3 The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:
 - 5.3.1 B. Tech. student with consistent academic performance and CGPA ≥ 7 can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in TSB, Manipal University Jaipur, in other institutions during 2nd year.
 - 5.3.2 Credit transferred will not be used for GPA/CGPA computation. However credit transferred will be considered for the overall credit requirements of the programme.
 - 5.3.3 Credit transfer can be considered only for the courses at same level or above.
 - 5.3.4 Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.
 - 5.3.5 Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credit earned at completion of degree should not be less than the required credit for award of degree. In case a student has earned more credits from other universities/ educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean (FoMC) in this regard shall be considered as final.
 - 5.3.6 Student has to pass all such courses for which credits transfer is to be made.
 - 5.3.7 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

6. Termination from the Programme

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

- 6.1 If a student fails to acquire minimum number of credits required to get promoted to next higher semester at the end of academic probation year.
- 6.2 If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period.
- 6.3 If a student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.
- 6.4 Based on disciplinary action, on recommendation of an appropriate committee and approved by the President of the University.

ACADEMIC REGULATIONS FOR FACULTY OF SCIENCE-2019 Onwards

1. ACADEMIC PROGRAMMES

1.1 Under Faculty of Science (FoS), the University offers Undergraduate (UG) and Postgraduate (PG) programmes.

1.1.1 Duration of the UG programme is 6 semesters.

1.1.2 Duration of PG programme is 4 semesters.

1.1.3 The maximum duration for a student for complying with the Degree requirement is the actual duration of the academic programme plus 2 years from the date of registration for first semester.

2. ADMISSION PROCEDURE

2.1 In both UG (B.Sc.) and PG (M.Sc.) Programmes admissions are done on the basis of Personal Interview (PI) & marks obtained in the qualifying examination.

3. ELIGIBILITY FOR ADMISSION

3.1 Undergraduate Programme (B.Sc./BCA):

3.1.1 The candidate must have passed 10+2 or equivalent examination with minimum 55% marks in relevant subjects.

3.2 Post Graduate Programmes (M.Sc./MCA):

3.2.1 The candidate must have passed UG in relevant subject with a minimum of 55% aggregate marks.

4. ACADEMIC PROCESS

4.1 Registration:

Students have to register for the courses with the parent department at the commencement of each semester on the day notified in the academic calendar.

4.2 Pre-registration:

Students need to pre-register for elective courses (both program & open electives) with their department for the next semester as notified in the academic calendar.

4.3 Withdrawal of course registration:

A student who has registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination notified in the Academic Calendar.

4.4 Academic Term:

4.4.1 Each semester has a specified course structure.

4.4.2 The medium of instruction for all courses offered is English.

4.4.3 Fourth semester of PG programme is fully dedicated to project work.

4.5 Course Numbering:

4.5.1 The courses offered by each Department are coded with 2 letters indicating the department offering the course followed by 4 digits.

4.5.2 First digit indicates level (1-5 for UG; 6-7 for PG; 8-9 for Doctoral studies); second digit indicates semester offered ('1': offered in ODD; '2': offered in EVEN; '0': offered in BOTH and the last two digits indicate the course code.

4.5.3 The following codes are used for different departments:

S.No.	Department	Code
1	Architecture	AR
2	Arts	AT
3	Automobile Engineering	AU
4	Biosciences	BT
5	Business Administration	BB
6	Chemical Engineering	CE
7	Chemistry	CY
8	Civil Engineering	CV
9	Commerce/B.Com(Honors)	CM/BH
10	Computer Applications	CA
11	Computer & Communication Engineering	CC
12	Computer Science & Engineering	CS
13	Economics	EO
14	Electrical Engineering	EE
15	Electronics & Communication Engineering	EC
16	Fashion Design	FD
17	Fine Arts	AA
18	Hotel Management	HA
19	Information Technology	IT
20	Interior Design	ID
21	Journalism & Mass Communication	JC
22	Language	LN
23	Law	LA
24	MBA	MB
25	Mathematics and Statistics	MA/MS
26	Mechanical Engineering	ME
27	Mechatronics Engineering	MC
28	Physics	PY
29	Planning	PL
30	Psychology	PS

4.6 Credit Based System:

4.6.1 Each course, theory as well as practical, is expressed in terms of a certain number of credits. The credits are determined by the number of contact hours per week.

For theory courses: 1 Credit = 1 Hour Lecture / Tutorial per week

For practical courses: 1 Credit = 2 or 3 contact hours per week

4.6.2 Course work in each semester is expressed in terms of a specified number of credits. A student successfully completes a particular semester when he/she earns all the credits of that

semester. A student earns full credits for a subject registered if he/she secures letter grade E or higher.

4.6.3 Promotion of a student to higher semesters is based on securing a prescribed minimum number of credits as mentioned in Section 4.13.

4.7 Assessment:

4.7.1 Student performance is continuously assessed in all courses, based on class/tutorial participation, assignment work, lab work, class tests, in semester tests, quizzes and end semester examinations, which contribute to the final grade awarded in the course. The academic performance of a student is assessed by the course instructor(s) concerned.

4.7.2 The student performance in each theory course is evaluated out of 100 marks, of which 60 marks are for in-semester assessments and 40 marks are for end-semester assessment. The semester assessment consists of two sessional examination of 20 marks each and CWS of 20 marks.

4.7.3 The in-semester assessment in theory courses is based on periodic tests, assignments, quizzes, case presentations, seminars etc. which shall be defined by the course instructor.

4.7.4 The student performance in laboratory courses is also evaluated out of a maximum of 100 marks, and is based on in-semester assessment of 60 marks and end-semester examination conducted for 40 marks.

4.7.5 Course instructors are to give the complete course plan approved by the HoD to the students, at the beginning of the semester. Course plan includes lesson plan & evaluation plan of the course offered.

4.7.6 Course instructors are to give regular feedback on the performance of students.

4.7.7 The performance of a student in a course is reflected in the Letter Grade awarded.

4.8 Attendance Requirements:

4.8.1 Students are expected to attend every lecture, tutorial and practical class scheduled for them. Attendance will be recorded for every class in every course they attend.

4.8.2 A student with less than 75% attendance in individual courses shall not be permitted to write the end semester examination in that course and will be given DT Letter Grade in the course.

4.8.3 The aggregate percentage of attendance of the student during the semester will be entered in his/her grade sheet of that semester.

4.9 Grading System:

4.9.1 10-point grading system shown is used for awarding letter grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass F: Failure I: Incomplete DT: Attendance shortage

4.9.2 The overall performance of a student in each semester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that semester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where, n = Number of courses graded per semester, C = Course credits, G = Grade points

- 4.9.3 The overall performance of the student for the entire programme is indicated by the Cumulative Grade Point Average (CGPA) which is the weighted average of the grade points obtained across all semesters till date

$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

where, N = Total number of courses till date

- 4.9.4 A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course and earned the credits assigned to it.
- 4.9.5 A total of 35% marks for UG, PG and post PG programmes is essential for a student to be awarded a passing grade in any theory course.
- 4.9.6 A student who is eligible for, but fails to appear in, the end-semester examination, will be awarded 'F' Grade. However, if he/ she fails to appear in the end semester examination due to valid reasons, (including medical, non-payment of dues or other family reasons) he/she will be awarded an 'I' (incomplete) grade. Relaxation to the award of 'I' grade is permissible, only if prior approval has been obtained before the start of the examinations.
- 4.9.7 If a student is not eligible to appear in the end-semester examination owing to his/her not fulfilling the minimum attendance requirements in any course, he/she will be awarded a 'DT' grade (detained) and has to re-register for the course(s) at the next available opportunity.
- 4.9.8 A student should have appeared for the end-semester examination of the prescribed course of study (mere appearance in the continuous assessment tests is not sufficient) to be eligible for the award of a passing grade in the course. A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.

4.10 Evaluation of Project Work Dissertation/ Thesis

4.10.1 Fourth Semester PG:

- 4.10.1.1 A student of PG programme shall carry out a Project Work for the whole fourth semester of the programme, in the institution/ industry/ research laboratory or any other institution where facilities exist with approval of the parent Department.
- 4.10.1.2 The grade awarded to the student will be on the basis of the total marks obtained by him / her out of 400 marks.
- 4.10.1.3 There will be a mid-term evaluation of the work after about 8 - 10 weeks by the department concerned.
- 4.10.1.4 The final evaluation will be conducted after the completion of the project work and submission of the dissertation by a panel of examiners consisting of an internal guide.
- 4.10.1.5 In case of external projects, the feedback of the external guide shall be considered during mid-semester evaluation.

4.11 Class Committee:

- 4.11.1 For every semester of UG and PG programme, separate class committees are constituted by the Heads of the respective departments. The committee is formed with a senior faculty of the Department as Chairman & Course Coordinators/Course Instructors of all courses & student representatives as members.

4.11.2 Course Coordinator: If there is more than one section, one of the senior faculty members is nominated by the HOD as Course Coordinator.

4.11.4 Functions of the Class Committee:

4.11.4.1 The class committee will meet thrice in a semester.

4.11.4.2 The first meeting will be held within two weeks from the commencement of the semester in which the course plan, evaluation plan etc. are discussed.

4.11.4.3 The second meeting will be held two weeks after the first sessional to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analyzed.

4.11.4.4 The Chairman of the class committee should send the minutes of the class committee meeting to the Director (Academics) through the Head of the Department after each class committee meeting.

4.11.4.5 The third meeting is to be held to analyze the performance of the students in all courses of study and grade finalization. However, the student representatives are exempted from this meeting.

4.11.4.6 The CoE will declare the results after processing.

4.12 Section Committee:

4.12.1 The Section Coordinator will be a senior faculty member who teaches at least one subject for that section. The Section Coordinators will be nominated by the, who will administer the functioning of all the Section Committees.

4.12.2 The section committee will meet periodically to review the overall effectiveness in the conduct of first year classes.

4.13 Faculty Advisors:

4.13.1 To help the students in planning their courses of study and for general advice regarding academic programmes the Head of the Department will assign one to two senior faculty members in the III semester who will be Faculty Advisors for the batch.

4.13.2 Faculty Advisor for a particular batch will continue till the regular students complete the programme.

4.14 Promotion to Higher Semesters:

4.14.1 **UG Programme:** Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher odd semester	Minimum credits required
III	26 at the end of II semester
V	68 at the end of IV semester (including OE courses)

4.14.2 **PG Programme:** A student can start the project work at the beginning of the fourth semester only if she/he has acquired 40 credits at the end of the second semester, and he/she has to earn all the credits of the first, second and third semesters, before he /she is permitted to submit the project thesis.

4.15 Academic Probation and Termination of the Registration to the Programme:

- 4.15.1 A student who is not eligible for promotion from an even semester to the next higher odd semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.
- 4.15.2 If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.
- 4.15.3 The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can re-join the academic programme after fulfilling the academic requirements as in 4.14 at the end of the academic probation.
- 4.15.4 At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher odd semester, his/her registration for the academic programme shall be terminated-

4.16 Re-joining a Programme:

A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

4.17 End-semester Examination:

- 4.17.1 The end semester examination will be conducted only in the courses offered in the current semester.
- 4.17.2 Only students with attendance $\geq 75\%$ will be permitted to appear for the end semester examination.
- 4.17.3 A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.
- 4.17.4 A course successfully completed cannot be repeated for grade improvement. However, in special cases students may be allowed to reject and repeat the entire semester with the consent of Director (Academics).

4.18 Make-up Examinations:

- 4.18.1 Make-up Examinations are conducted along with the Regular End Term Examination (ETE) of a semester only for the courses running in that semester.
- 4.18.2 Students who get F or I grade in their ETE, are allowed to take these Make-up Exam.
- 4.18.3 In addition to the above, Make-up Examinations for theory courses of both Odd/Even semesters are also conducted in the month of July every year.
- 4.18.4 Grades Applicable in Make-up Examination
 - 4.18.4.1 The grade boundaries for Make-up Examination courses conducted along with regular ETE will be the same as those for Regular ETE courses.
 - 4.18.4.2 The grade boundaries for Make-up Examination courses conducted in July will be the same as those in the immediately preceding ETE for that course.
 - 4.18.4.3 All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

4.19 Re-registration of Courses:

- 4.19.1 Students with F/I/DT Grade are allowed to re-register for subjects of lower semester along with their regular term subjects by paying the prescribed fees.
- 4.19.2 Students may not be permitted to re-register in courses if there are clashes in the time table.
- 4.19.3 The prevailing re-registration course-wise fee will have to be paid by the student.
- 4.19.4 Students need to attend regular classes in all such cases and have to submit assignments and appear for sessional tests along with the regular students.
- 4.19.5 Students are allowed to register for a maximum of 32 credits in a given semester.
- 4.19.6 Students are eligible to get actual grades in re-registered courses.

4.20 Withholding of Results:

Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

4.21 Eligibility for the Award of Degree:

- 4.21.1 A student will be eligible for the award of the degree if:
 - 4.21.1.1 He/she earns the required number of credits specified for all semesters.
 - 4.21.1.2 He/she has paid all dues to the Institute.
 - 4.21.1.3 No case of disciplinary action is pending against him/her.
- 4.21.2 Total number of credits required for obtaining:
 - 4.21.2.1 **B. Sc. /BCA-** 148*
 - * Open electives and industrial training are excluded from GPA/CGPA computation.
 - 4.21.2.2 **M.Sc./MCA** - 80
- 4.21.3 Minimum CGPA for Graduation is 5.0 and the Maximum that can be earned is 10.
- 4.21.4 However, in the credits system class/rank is not awarded.

4.23 Audit Courses:

- 4.23.1 Students have the option of Auditing additional courses with the consent of the course instructor.
- 4.23.2 On successful completion, the student will be given 'AP' letter grade.
- 4.23.3 The grade obtained in an audit course will not be used for computation of CGPA.

5. Transfer of Credits:

- 5.1 The courses credited elsewhere, in Indian/Foreign University/ Institutions/Colleges by students during their study period at Manipal University Jaipur may be counted towards the credit requirements for the award of degree.
- 5.2 Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has a MoU for the above purpose.

5.3 The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:

5.3.1 UG student with consistent academic performance and CGPA ≥ 7 can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in Science of Manipal University Jaipur, in other institutions during 2nd - 3rd year.

5.3.2 Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirements of the program.

5.3.3 Credit transfer can be considered only for the courses at same level or above.

5.3.4 Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.

5.3.5 Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credit earned at completion of degree should not be less than the required credit for award of degree. In case a student has earned more credits from other universities/ educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.

5.3.6 Student has to pass all such courses for which credits transfer is to be made.

5.3.7 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

6. Termination from the Programme

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

6.1 If a student fails to acquire minimum number of credits required to get promoted to next higher semester at the end of academic probation year.

6.2 If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period.

6.3 If a student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.

6.4 Based on disciplinary action, on recommendation of an appropriate committee and approved by the President of the University.

Academic Regulations of Bachelor of Architecture

1. ACADEMIC PROGRAMMES

1.1 Under School of Architecture and Design (SA&D), Faculty of Design (FoD) the University offers Bachelor of Architecture (B Arch) and Master of Architecture (Landscape) Programmes.

1.1.1 Duration of the B Arch Programme is 10 semesters.

1.1.2 The maximum duration for a student for complying with the degree requirement is as defined by Council of Architecture, Minimum Standards of Architectural Education 2017 Regulations – “The B Arch Program shall be completed in a maximum period of 8 years from the date of registration for first semester. However, in special circumstances a candidate may be granted an extension of 1 year by the University to complete the program. This extension shall be given only once to the candidate”

2. ELIGIBILITY FOR ADMISSION

2.1 A candidate must have scored the qualifying marks in All India National Aptitude Test in Architecture (NATA) conducted by the Council of Architecture (COA) or any specially designed aptitude test in Architecture conducted by the competent authority of the Center/State Governments.

AND

A candidate shall be admitted to architecture course only if he / she has passed an examination at the end of the 10+2 scheme of examination with 50% marks in Physics, Chemistry and Mathematics and also has secured 50% marks in aggregate of the 10+2 level examination.

OR

10+3 Diploma with subject of Mathematics duly recognized by Central / State Governments as equivalent to 10+2 level, with minimum 50% aggregate marks.

2.2 Eligible NRI / Foreign students are admitted based on basis of Clause 3.1.

2.3 RULES FOR TRANSFER CASE

Migration of a student of any class from one institution to another institution is permitted at the discretion of the institutions involved, subject to the number of students not exceeding the permitted maximum intake in that class in the receiving institution and the same shall be notified by the receiving institution to the Council of Architecture.

Candidates can apply for Lateral Entry to second year B Arch Programme, who have passed First year of B Arch elsewhere, in recognized Indian/ Foreign University/ Institutions.

2.3.1 Maximum number of credits that can be transferred by a student shall be limited to the total number of credits for first year, as specified by programme scheme at MUJ. However, the decision of the Dean of the Faculty in this regard shall be final.

3. ADMISSION PROCEDURE

A candidate must meet the eligibility criteria for admission as per Clause 2. He/She will have to attend a Personal Interview after which a Merit List shall be prepared.

4. ACADEMIC PROCESS

3.1 Registration

3.1.1 Students have to register for the courses with the parent Department / School at the commencement of each semester on the day notified in the academic calendar.

3.2 Pre-Registration

3.2.1 Students need to pre-register for elective courses (both program & open electives) with their Department / School for the next semester as notified in the academic calendar.

3.3 Withdrawal of Course Registration

- 3.3.1** A student who has registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination as notified in the Academic Calendar.

3.4 Academic Term

Each semester has a specified course structure.

- 3.4.1** The medium of instruction for all courses offered is English.

- 3.4.2** Eighth semester of B Arch Programme is dedicated for Professional Training.

3.5 Course Numbering

- 3.5.1** The courses offered by each Department / School are coded with 2 letters indicating the Department / School offering the course followed by 4 digits.

- 3.5.2** First digit indicates Level (1-5: UG; 6-7: PG; 8-9: Doctoral Studies); Second digit indicates Semester (1: Odd, 2: Even, 0: Both Even and Odd); Last two digits indicate the Course Code.

- 3.5.3** The Letter Code for Architecture is **AR**.

3.6 Credit Based System

- 3.6.1** Each course comprises of Studio (S), Lecture (L), Tutorial (T), and Practical (P) work. The Course Work in each Semester is expressed in terms of specified number of credits. The credits are determined by number of contact hours / week (as per CoA).

For Theory Courses (Lecture/Tutorial):

1 Credit = 1 Contact Hour per Week

For Studio Courses (Design/Construction/Dissertation):

1.5 Credit = 1 Contact Hour per Week

For Practical Courses (Lab/Workshop):

1 Credit = 2 Contact Hour per Week

- 3.6.2** A student successfully completes a particular semester when he/she earns all the credits of that semester. A student earns full credits for a subject registered if he/she secures letter grade E or higher.

- 3.6.3** Promotion of a student to higher semesters is based on securing a prescribed minimum number of credits as mentioned in Section 3.13.

3.7 Assessment

- 3.7.1** Student performance is continuously assessed in all courses, based on class/tutorial participation, assignment work, lab work, class tests, in semester tests, quizzes and end semester examinations, which contribute to the final grade awarded in the course. The academic performance of a student is assessed by the course co-ordinator and team concerned.

- 3.7.2** The student performance in each theory course is evaluated out of 100 marks, of which 60 marks are for In-Semester Assessment and 40 marks for End-Semester Assessment. In-semester assessment comprises of 40 marks from Course Work and 20 marks from average of two Sessional Examinations (20 marks each).

- 3.7.3** The In-semester course work assessment in theory courses is based on periodic tests, assignments, quizzes, case presentations, seminars etc. which shall be defined by the course co-ordinator.

- 3.7.4** The student performance in Architectural Design is evaluated out of a maximum of 150 marks, and is based on In-Semester Assessment of 90 marks and End-Semester Viva conducted for 60 marks.

- 3.7.5** The student performance in Design Dissertation - I is evaluated out of a maximum of 200 marks, and is based on In-Semester Assessment of 120 marks and End-Semester Viva conducted for 80 marks.
- 3.7.6** The student performance in Design Dissertation - II is evaluated out of a maximum of 200 marks, and is based on In-Semester Assessment of 120 marks and End-Semester Viva conducted for 80 marks.
- 3.7.7** Course co-ordinators are to give the complete Course Plan approved by the Director of School to the students, at the beginning of the semester. Course Plan includes lesson plan and evaluation plan of the course offered.
- 3.7.8** Course co-ordinators are to give regular feedback on the performance of students.
- 3.7.9** The performance of a student in a course is reflected by a Letter Grade awarded.

3.8 Attendance Requirements

- 3.8.1** Students are expected to attend every studio, lecture, tutorial and practical class scheduled. Attendance will be recorded for every class in the course they attend.
- 3.8.2** A student with less than 75% attendance in individual courses shall not be permitted to write the end semester examination/viva in that course and will be given DT (detained) Letter Grade in the course.
- 3.8.3** The aggregate percentage of attendance of the student during the semester will be entered in his/her grade sheet of that semester.

3.9 Grading System

3.9.1 A 10 point grading system shown below is used for awarding Letter Grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass **F:** Failure **I:** Incomplete **DT:** Detained

3.9.2 The overall performance of a student in each semester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that semester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where, n=number of courses graded per semester

C = Course credits

G = Grade points

3.10 Evaluation of Professional Training

- 3.10.1** Professional Training is offered in the Eighth Semester.
- 3.10.2** Minimum duration of the Professional Training work should be 16 weeks.
- 3.10.3** Each student is to send a Joining Report within 10 days of joining the Architectural Firm. Date of issue of the Joining Report shall be considered as starting date of Training Period.
- 3.10.4** Students shall send their Log Reports every fortnightly.
- 3.10.5** The final evaluation and viva voce will be conducted after the completion of the training period and submission of the project reports, by an external examiner along with the training and placement coordinator.
- 3.10.6** Professional Training evaluation comprises of two components. The first component of 16 Credits is a Mandatory Learning Course (MLC) which shall be awarded for completion of 16 weeks training. The second component of 10 Credits is awarded based on evaluation process highlighted in 4.10.7.
- 3.10.7** The student performance in Professional Training is evaluated out of a maximum of 200 marks, and is based on In-Semester Assessment of 40 marks and End-Semester Viva conducted for 160 marks awarded by an external examiner along with the internal Training and Placement Coordinator.

3.11 Evaluation of Design Dissertation

3.11.1 Design Dissertation - I:

3.11.1.1 Design Dissertation - I is offered as part of Ninth Semester.

3.11.1.2 In case of Design Dissertation-I the student performance is evaluated out of a maximum of 200 marks, and is based on In-Semester Assessment of 120 marks and end-semester examination conducted for 80 marks.

3.11.1.3 The final evaluation and viva voce will be conducted by an External Examiner along with the Director, Dissertation Coordinator and Guide of the student.

3.11.2 Design Dissertation - II:

3.11.2.1 Design Dissertation - II is offered as part of Tenth Semester.

3.11.2.2 In case of Design Dissertation-II the student performance is evaluated out of a maximum of 200 marks, and is based on In-Semester Assessment of 120 marks and end-semester examination conducted for 80 marks.

3.11.2.3 The final evaluation and viva voce will be conducted by an External Examiner along with the Director, Dissertation Coordinator and Guide of the student.

3.12 Class Committee

3.12.1 For every semester of B Arch Programme, separate class committees are constituted by the Director of School. The committee is formed with the Studio Coordinator as Chairman & Course Coordinators of all courses & student representatives as members.

3.12.2 Functions of the Class Committee:

3.12.2.1 The class committee will meet thrice in a semester.

3.12.2.2 The first meeting will be held within two weeks from the commencement of the semester in which the course plan, evaluation plan etc. are discussed.

3.12.2.3 The second meeting will be held two weeks after the first test to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analysed.

3.12.2.4 The Chairman of the class committee should send the minutes of the class committee meeting to the Director (Academics) through the Director of School after each class committee meeting.

3.12.2.5 The third meeting is to be held to analyse the performance of the students in all courses of study and grade finalization. However, the student representatives are exempted from this meeting.

3.12.2.6 The Controller of Examinations (CoE) will declare the results after processing.

3.13 Promotion to Higher Semesters

3.13.1 Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher Odd Semester	Minimum credits required
III	29 Credits at the end of II Semester
V	87 Credits at the end of IV Semester (including OE Courses)
VII	143 Credits at the end of VI Semester (including OE Courses)
IX	198 Credits at the end of VIII Semester (including OE Courses)

3.13.2 A student shall not be permitted to enrol for the Architectural Design course in higher odd semester unless he/ she has completed the Architectural Design course in lower odd and even semester..

3.13.3 A student shall not be permitted to enrol for the Ninth Semester Architectural Design Thesis/Dissertation/Project course unless he/ she has successfully completed Practical Training/ Internship.

3.14 Academic Probation and Termination of the Registration to the Programme

3.14.1 A student who is not eligible for promotion from an even semester to the next higher odd semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.

3.14.2 If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.

3.14.3 The student put on academic probation shall be periodically monitored and mentored by the class co-ordinator. He/she can re-join the academic programme after fulfilling the academic requirements as in 4.13 at the end of the academic probation.

3.14.4 At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher odd semester, his/her registration for the academic programme shall be terminated.

3.15 Re-Joining a Programme

3.15.1 A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

3.16 End Term Examination (ETE)

3.16.1 The end semester examination will be conducted only in the courses offered in the current semester.

3.16.2 Only students with attendance $\geq 75\%$ will be permitted to appear for the end semester examination.

3.16.3 A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in all courses.

3.16.4 A course successfully completed cannot be repeated for grade improvement. However in special cases students may be allowed to reject and repeat the entire semester with the consent of Director/ Director (Academics).

3.17 Make-Up Examinations

3.17.1 Make-up Examinations are conducted along with the Regular ETE of a semester only for the courses running in that semester.

3.17.2 Students who get F or I grade in their ETE, are allowed to take these Make-up Exam.

3.17.3 In addition to the above, Make-up Examinations for theory courses of both Odd/Even semesters are also conducted in the month of July every year.

3.17.4 Grades Applicable in Make-up Examination

a) The grade boundaries for Make-up Examination courses conducted along with Regular ETE will be same as those for Regular ETE courses.

b) The grade boundaries for Make-up Examination courses conducted in July will be same as those in the immediately preceding ETE for that course.

c) All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

3.18 Re-Registration of Courses

- 3.18.1** Students with F/I/DT Grade are allowed to re-register for subjects of lower semester along with their regular term subjects by paying the prescribed fees.
- 3.18.2** The prevailing re-registration course-wise fee will have to be paid by the student.
- 3.18.3** Students need to attend regular classes in all such cases and have to submit assignments and appear for sessional tests along with the regular students.
- 3.18.4** Students are allowed to register for a maximum of 32 credits in a given semester.
- 3.18.5** Students are eligible to get actual grades in re-registered courses.

3.19 Withholding of Results

- 3.19.1** Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

3.20 Eligibility for the Award of Degree

- 3.20.1** A student will be eligible for the award of the degree if:
 - 3.20.1.1** He/she earns the required number of credits specified for all semesters.
 - 3.20.1.2** He/she has paid all dues to the Institute.
 - 3.20.1.3** No case of disciplinary action is pending against him/her.
- 3.20.2** Total number of credits required for obtaining:
 - 3.20.2.1** For obtaining B Arch degree the number of credits required = 280*
*Credit used for CGPA computation: 258
CGPA / GPA computation is done excluding open electives and MLC
- 3.20.3** Minimum CGPA for Graduation is 5.0 and Maximum that can be earned is 10.
- 3.20.4** However in the credits system class/rank is not awarded.

3.21 Mandatory Learning Course (MLC)

- 3.21.1** Students have to take the consent of the course co-ordinators for taking MLC courses.
- 3.21.2** Professional Training in 8th Semester of B Arch has an MLC component of 16 Credits.
- 3.21.3** On successful completion, the student will be given 'AP' (Audit Pass) letter grade.
- 3.21.4** The grade obtained in an MLC course will not be used for computation of CGPA.

5. TRANSFER OF CREDITS

- 5.1** Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has a Memorandum of Understanding (MoU) for the above purpose.
- 5.2** The courses credited elsewhere, in Indian / Foreign University / Institutions / Colleges by students during their study period at Manipal University Jaipur may count towards the credit requirements for the award of degree subject to approval of School Committee.
- 5.3** The credit transferred will reduce the number of courses to be registered by the student at MUJ. The guidelines of such transfer of credits are as follows:
 - 4.3.1** B Arch Student with consistent academic performance and CGPA ≥ 7 can undertake the courses in other institutions during 3rd/ 4th year and during semester breaks.
 - 4.3.2** Student must provide all details for the course which he/she is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned School Committee, before proceeding for the course.
 - 4.3.3** Credit transfer can be considered only for the courses at same level or above.
 - 4.3.4** Credit transferred will not be used for GPA/CGPA computation. However credit transferred will be considered for the overall credit requirements of the program.
 - 4.3.5** Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credit earned at completion of degree should not be less than the required credit for award of degree. In

case a student has earned more credits from other universities/ educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.

4.3.6 Student has to pass all such courses for which credits transfer is to be made.

4.3.7 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

6. TERMINATION FROM THE PROGRAMME

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

6.1 If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period as per clause 1.1.2.

6.2 If a student fails to acquire minimum number of credits required to get promoted to next higher semester at the end of academic probation year as per clause 4.13.1 and 4.14.4.

6.3 If a student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.

6.4 Based on disciplinary action, on recommendation of an appropriate committee and approved by the President of the University.

Academic Regulations of Master of Architecture (Landscape)

ACADEMIC PROGRAMMES

1.1 Under School of Architecture and Design, Faculty of Design the University offers Bachelor of Architecture (B Arch) and Master of Architecture (Landscape) Programmes.

1.1.1 Duration of the M Arch (Landscape) Programme is 4 semesters.

1.1.2 The maximum duration for a student for complying with the Degree requirement is the actual duration of the academic programme plus 2 years from the date of registration for first semester.

ELIGIBILITY FOR ADMISSION

2.1 Bachelor of Architecture (B Arch) with a minimum of 5.0 CGPA or 50%. Bachelor of Planning (B Plan) students meeting the academic requirement and with one year experience can also apply.

2.2 Eligible NRI / Foreign students are admitted based on basis of clause 3.1.

ADMISSION PROCEDURE

3.1 Admission will be done on the basis of Personal Interview and assessment of submitted portfolio reflecting applicant's professional and/or academic experience and technical skills in design, layout and content.

3.2 Three letters of recommendation are required, and it is suggested that at least two of the letters come from former educators or academic contact.

ACADEMIC PROCESS

4.1 Registration

4.1.1 Students have to register for the courses with the parent department at the commencement of each semester on the day notified in the academic calendar.

4.2 Pre-Registration

4.2.1 Students need to pre-register for elective courses (both program & open electives) with their department for the next semester as notified in the academic calendar.

4.3 Academic Term

4.3.1 The University follows Semester system of 16 weeks with continuous and comprehensive assessment.

4.3.2 Each semester has a specified course structure.

4.3.3 The medium of instruction for all courses offered is English.

4.4 Course Numbering

4.4.1 The courses offered by each Department / School are coded with 2 letters indicating the Department / School offering the course followed by 4 digits.

4.4.2 First digit indicates Level (1-5: UG; 6-7: PG; 8-9: Doctoral Studies); Second digit indicates Semester (1: Odd, 2: Even, 0: Both Odd and Even); Last two digits indicate the Course Code.

4.4.3 The Letter Code for Architecture is AR.

4.4.4

4.5 Credit Based System

4.5.1 Each course comprises of studio, theory and practical work and is expressed in terms of certain number of credits. The credits are determined by number of contact hours / week.

For Theory Courses (Lecture/Tutorial):

1 Contact Hour per Week = 1 Credit

For Studio Courses (Design/Construction/Dissertation):

1 Contact Hour per Week = 1 Credit

For Practical Courses (Lab/Workshop/Seminar):

1 Contact Hour per Week = 0.5 Credit

4.6 Assessment

- 4.6.1 The academic performance of a student is assessed by the course instructor(s) concerned.
- 4.6.2 The student performance in each theory course is evaluated out of 100 marks, of which 60 marks are for In-Semester Assessment and 40 marks are for End-Semester Assessment.
- 4.6.3 The In-semester assessment in theory courses is based on periodic tests, assignments, quizzes, case presentations, seminars etc. which shall be defined by the course instructor.
- 4.6.4 The student performance in Landscape Design & Communication is evaluated out of a maximum of 150 marks, and is based on In-Semester Assessment of 90 marks and End-Semester Viva conducted for 60 marks.
- 4.6.5 The student performance in Design Dissertation is evaluated out of a maximum of 200 marks, and is based on In-Semester Assessment of 120 marks and End-Semester Viva conducted for 80 marks.
- 4.6.6 Course co-ordinators are to give the complete Course Plan approved by the Director of School to the students, at the beginning of the semester. Course Plan includes lesson plan & evaluation plan of the course offered.
- 4.6.7 Course co-ordinators are to give regular feedback on performance of students.
- 4.6.8 The performance of a student in a course is reflected by a Letter Grade awarded.

4.7 Attendance Requirements

- 4.7.1 Students are expected to attend every studio, lecture, tutorial and practical class scheduled. Attendance will be recorded for every class in the course they attend.
- 4.7.2 A student with less than 75% attendance in individual courses shall not be permitted to write the end semester examination/viva in that course and will be given DT (detained) Letter Grade in the course.
- 4.7.3 The aggregate percentage of attendance of the student during the semester will be entered in his/her grade sheet of that semester.

4.8 Grading System

- 4.8.1 A 10 point grading system shown below is used for awarding Letter Grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass F: Failure I: Incomplete DT: Detained

- 4.8.2 The overall performance of a student in each semester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that semester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

4.9 Evaluation of Professional Training

- 4.9.1 Professional Training is offered during Third Semester and assessment done as part of Third Semester.
- 4.9.2 Minimum duration of the Professional Training work shall be 16 weeks.
- 4.9.3 Each student is to send a Joining Report within 10 days of joining the Landscape firm. Date of issue of the Joining Report shall be considered as starting date of Training Period.
- 4.9.4 Students shall send their Log Reports every fortnightly.

- 4.9.5** The final evaluation and viva voce will be conducted at the end of Third Semester. The evaluation shall be based on project reports submitted by the students after the training period.
- 4.9.6** The student performance in Professional Training is evaluated out of a maximum of 100 marks, and is based on In-Semester Assessment of 20 marks and End-Semester Viva conducted for 80 marks awarded by an External Examiner along with the internal Training and Placement Coordinator

4.10 Evaluation of Thesis

4.10.1 Thesis:

- 4.10.1.1** Thesis is offered as part of Fourth Semester.
- 4.10.1.2** In case of Thesis the student performance is evaluated out of a maximum of 200 marks, and is based on In-Semester Assessment of 120 marks and end-semester examination conducted for 80 marks.
- 4.10.1.3** The final evaluation and viva voce will be conducted by an External Examiner along with the Director, Dissertation Coordinator and Guide of the student.

4.11 Class Committee

- 4.11.1** For every semester of M Arch Programme, separate class committees are constituted by the Heads of the respective departments. The committee is formed with the Studio Coordinator as Chairman & Course Coordinators/Course Instructors of all courses & student representatives as members.

4.11.2 Functions of the Class Committee:

- 4.11.2.1** The class committee will meet thrice in a semester.
- 4.11.2.2** The first meeting will be held within two weeks from the commencement of the semester in which the course plan, evaluation plan etc. are discussed.
- 4.11.2.3** The second meeting will be held two weeks after the first test to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analysed.
- 4.11.2.4** The Chairman of the class committee should send the minutes of the class committee meeting to the Director (Academics) through the Head of the Department after each class committee meeting.
- 4.11.2.5** The third meeting is to be held to analyse the performance of the students in all courses of study and grade finalization. However the student representatives are exempted from this meeting.
- 4.11.2.6** The Controller of Examinations (CoE) will declare the results after processing.

4.12 Promotion to Higher Semesters

- 4.12.1** Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher odd semester	Minimum credits required
III	27 at the end of II Semester

4.13 Academic Probation and Termination of the Registration to the Programme

- 4.13.1** A student who is not eligible for promotion from an even semester to the next higher semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.
- 4.13.2** If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.
- 4.13.3** The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can re-join the academic programme after fulfilling the academic requirements as in 4.13 at the end of the academic probation.
- 4.13.4** At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher semester, his/her registration for the academic programme shall be terminated.

4.14 Re-Joining a Programme

- 4.14.1** A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

4.15 End-Semester Examination

- 4.15.1** The end semester examination will be conducted only in the courses offered in the current semester.
- 4.15.2** Only students with attendance $\geq 75\%$ will be permitted to appear for the end semester examination.
- 4.15.3** A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.
- 4.15.4** A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course, and earned the credits assigned to that course.
- 4.15.5** A course successfully completed cannot be repeated for grade improvement. However in special cases students may be allowed to reject and repeat the entire semester with the consent of Director, Associate Director (Academics).
- 4.15.6** If a student is eligible for but fails to appear in the end-semester examination due to valid reasons he/she will be awarded an 'I' grade (incomplete) on the grade sheet. However, it needs approval of Director / Director (Academics).

4.16 Make-Up Examination

- 4.16.1** Make-up Examinations are conducted along with the Regular ETE of a semester only for the courses running in that semester.
- 4.16.2** Students who get F or I grade in their ETE, are allowed to take these Make-up Exam.
- 4.16.3** In addition to the above, Make-up Examinations for theory courses of both Odd/Even semesters are also conducted in the month of July every year.
- 4.16.4 Grades Applicable in Make-up Examination**
 - d) The grade boundaries for Make-up Examination courses conducted along with Regular ETE will be the same as those for Regular ETE courses.
 - e) The grade boundaries for Make-up Examination courses conducted in July will be the same as those in the immediately preceding ETE for that course.
- 4.16.5** All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

4.17 Re-Registration of Courses

- 4.17.1** Students with F/I/DT Grade are allowed to re-register for subjects of lower semester along with their regular term subjects by paying the prescribed fees.
- 4.17.2** Students may not be permitted to re-register in courses due to clashes in the time table.
- 4.17.3** Students are allowed to register for a maximum of 32 credits in a given semester.
- 4.17.4** Students are eligible to get actual grades in re-registered courses.

ACADEMIC REGULATIONS FOR SCHOOL OF HUMANITIES & SOCIAL SCIENCES (SHSS) AND SCHOOL OF MEDIA & COMMUNICATION (SMC)

1. ACADEMIC PROGRAMMES

1.1 Under FoA&L, the University offers BA (Hons) in Psychology / English / Economics, Bachelor of Physical Education & Sports (BPES), BA in Journalism and Mass Communication [BA (J&MC)] and MA in Journalism and Mass Communication [MA (J&MC)] programmes.

1.1.1 Duration of BA (Hons), BPES, BA (J&MC) programmes is 6 semesters.

1.1.2 Duration of MA (J&MC) programme is 4 semesters.

1.1.3 The maximum duration for a student for complying with the Degree requirement is the **actual duration of the academic programme plus 2 years** from the date of joining the programme.

2. ADMISSION PROCEDURE

2.1 Undergraduate Programmes BA (Hons) in Psychology / English / Economics and BPES: Admissions are done on the basis of marks obtained in the qualifying examination, followed by a personal interview (PI).

2.2 Undergraduate Programme BA (J&MC): Admissions are done on the basis of marks obtained in the qualifying examination.

2.3 Post Graduate Programmes MA (J&MC): Admissions are done on the basis of the candidate passed a bachelor's degree in any discipline from a recognized university

3. ELIGIBILITY FOR ADMISSION

3.1 Undergraduate Programmes BA (Hons) in Psychology / English / Economics, BPES, BA (J&MC):

3.1.1 For BA (Hons) programmes, the candidate must have passed 10+2/Intermediate or A Level or *IB* or American 12th Grade or equivalent with a minimum of 50% marks in any discipline/stream.

3.1.2 For BPES and BA (J&MC) programmes, the candidate must have passed 10+2/Intermediate or A Level or *IB* or American 12th Grade or equivalent in any discipline/stream.

3.1.3 Candidates can apply for Lateral Entry to second year of BA (Hons) Programme, who have passed first year from any recognized Indian/Foreign University/Institution/College.

3.1.3.1 The credits transferred will reduce the number of courses to be registered by the student at MUJ.

3.1.3.2 Maximum number of credits that can be transferred by a student shall be limited to the total number of credits for first year, as specified by programme scheme at MUJ. However, the decision of the Dean of the Faculty concerned, in this regard, shall be final.

3.2 Post Graduate Programme MA (J&MC):

3.2.1 The candidate must have passed a Bachelor's degree in any discipline from a recognized University

4. ACADEMIC PROCESS

4.1 Registration:

4.1.1 Students have to register for the courses with the parent department at the commencement of each semester on the day notified in the academic calendar.

4.2 Pre-registration:

4.2.1 Students need to **pre-register for elective courses (both program & open electives)** with their department for the next semester as notified in the academic calendar.

4.3 Withdrawal of course registration: A student who has registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination as notified in the Academic Calendar.

4.4 Academic Term:

4.4.1 Each semester has a specified course structure.

4.4.2 The medium of instruction (for all courses offered) is English.

4.5 Course Numbering:

4.5.1 The courses offered by each Department are coded with 2 letters indicating the department offering the course followed by 4 digits.

4.5.2 **First digit** indicates the level (1-5 for UG; 6-7 for PG; 8-9 for Doctoral studies), **second digit** indicates semester offered ('1': offered in ODD; '2': offered in EVEN; '0': offered in BOTH) and the **last two digits** indicate the course code.

4.5.3 The following codes are used for different departments:

S.No.	Department	Code
1	Architecture	AR
2	Arts	AT
3	Automobile Engineering	AU
4	Biosciences	BT
5	Business Administration	BB
6	Chemical Engineering	CE
7	Chemistry	CY
8	Civil Engineering	CV
9	Commerce/B.Com(Honors)	CM/BH
10	Computer & Communication Engineering	CC
11	Computer Applications	CA
12	Computer Science & Engineering	CS
13	Economics	EO
14	Electrical & Electronics Engineering	EE
15	Electronics & Communication Engineering	EC
16	Fashion Design	FD
17	Fine Arts	AA
18	Hotel Management	HA
19	Information Technology	IT
20	Interior Design	ID
21	Journalism & Mass Communication	JC
22	Languages	LN
23	Law	LA
24	Mathematics	MA
25	MBA	MB
26	Mechanical Engineering	ME
27	Mechatronics Engineering	MC
28	Physics	PY
29	Planning	PL
30	Psychology	PS

4.6 Credit Based System:

4.6.1 Each course, theory as well as practical, is expressed in terms of a certain number of credits. The credits are determined by the number of contact hours per week.

For theory courses: 1 Credit = 1 Hour Lecture / Tutorial per week

For practical courses: 1 Credit = 2 contact hours per week

4.6.2 Course work in each semester is expressed in terms of a specified number of credits. A student successfully completes a particular semester when he/she earns all the credits of that semester. A student earns full credits for a subject registered, if he/she secures letter grade E or higher.

4.6.3 Promotion of a student to higher semesters is based on securing a prescribed minimum number of credits as mentioned in Section 4.13.

4.7 Assessment:

4.7.1 Student performance is continuously assessed in all courses, based on class/tutorial participation, assignment work, lab work, class tests, in-semester tests, quizzes and end semester examinations, which contribute to the final grade awarded in the course. The academic performance of a student is assessed by the course instructor(s) concerned.

4.7.2 The performance of the student in each theory course is evaluated out of 100 marks, of which **60 marks are for in-semester assessments** and **40 marks are for end-semester assessment**. In-semester assessment consists of two sessional examinations of 20 marks each and CWS of 20 marks.

4.7.3 The in-semester assessment in theory courses is based on periodic tests, assignments, quizzes, presentations, seminars etc. which shall be defined by the course instructor.

4.7.4 The performance of the student in laboratory courses is also evaluated out of a maximum of 100 marks, and is based on in-semester assessment of 60 marks and end-semester examination of 40 marks. Absolute grading is to be applied for lab courses.

4.7.5 Course Instructors shall give the complete course plan, approved by the HoD, to the students, at the beginning of the semester. Course plan includes lesson plan & evaluation plan of the course offered.

4.7.6 Course instructors are required to give regular feedback on the performance of students.

4.7.7 The performance of a student in a course is reflected in the Letter Grade awarded.

4.8 Attendance Requirements:

4.8.1 Students are expected to attend every lecture, tutorial and practical class scheduled for them. Attendance will be recorded for every class in every course they attend.

4.8.2 A student with less than 75% attendance in individual courses shall not be permitted to write the end semester examination in that course and will be given DT Letter Grade in the course.

4.8.3 The aggregate percentage of attendance of the student, during the semester, will be entered in his/her grade sheet of that semester.

4.9 Grading System:

4.9.1 Ten-point grading system as shown, is used for awarding letter grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

- 4.9.2 The overall performance of a student in each semester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that semester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where,

n = Number of courses graded per semester, C = Course credits, G = Grade points

- 4.9.3 The overall performance of the student for the entire programme, is indicated by the Cumulative Grade Point Average (CGPA) which is the weighted average of the grade points obtained across all semesters till date

$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

where, N=Total number of courses graded till date

- 4.9.4 A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course and earned the credits assigned to it.
- 4.9.5 A total of 35% marks for UG programmes, 35% marks for PG and post PG programmes is essential for a student to be awarded a passing grade in any theory course.
- 4.9.6 A student who is eligible for, but fails to appear in, the end-semester examination, will be awarded 'F' Grade. However, if he/ she fails to appear in the end semester examination due to valid reasons, (including medical, non-payment of dues or other family reasons) he/she will be awarded an 'I' (Incomplete) grade. Relaxation to the award of 'I' grade is permissible, only if prior approval has been obtained before the start of the examinations.
- 4.9.7 If a student is not eligible to appear in the end-semester examination, owing to his/her not fulfilling the minimum attendance requirements in any course, he/she will be awarded a 'DT' grade (detained) and has to re-register for the course(s) at the next available opportunity.
- 4.9.8 A student should have appeared for the end-semester examination of the prescribed course of study (mere appearance in the continuous assessment tests is not sufficient) to be eligible for the award of a passing grade in the course. A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.

4.10 Evaluation of Project Work / Dissertation:

4.10.1 BA (Hons) Psychology, English & Economics Project Work /Dissertation:

- 4.10.1.1 Project Work / Dissertation should be carried out for a duration of 16 weeks in the parent Department.
- 4.10.1.2 The grade awarded to the student will be on the basis of the total marks obtained by him/her out of 100 marks.
- 4.10.1.3 The final evaluation and viva voce will be conducted (after completion of the project work /dissertation and submission of the project report / thesis) by a panel of examiners including the supervisor.

4.10.2 BA (J&MC) & MA (J&MC) Summer Internship and Dissertation:

- 4.10.2.1 The BA (J&MC) students should do the summer internships after the completion of II Semester and IV semester. The student has to complete 7 to 9 weeks of internship in any of the media outlet and evaluation of the same will be carried out in III and V semester respectively.
- 4.10.2.1 The MA (J&MC) students should do the summer internships after the completion of II Semester. The student has to complete 7 to 9 weeks of internship in any of the media outlet and evaluation of the same will be carried out in III semester.
- 4.10.2.2 The grade awarded to the student will be on the basis of the total marks obtained by him/her out of 100 marks.
- 4.10.2.3. The qualitative feedback of the external guide in Internship shall be taken.
- 4.10.2.4 The final evaluation and viva voce will be conducted after the completion of the project work and submission of the project report, by a panel of examiners including the internal guide.
- 4.10.2.5. As for Dissertation the student has to submit an in-depth original contribution to media literature at the end of VI Semester and the viva-vice and evaluation out of 100 marks, of the same will be carried in the same semester.

4.11 Class Committee:

- 4.11.1 A class committee is formed, headed by the HOD, the semester coordinators, course coordinators/instructors and student representatives.
- 4.11.2 Course Coordinator: If there is more than one section in a semester, one of the faculty members is nominated by the HOD as Course Coordinator.
- 4.11.3 Functions of the Class Committee:
 - 4.11.3.1 The class committee will meet thrice in a semester.
 - 4.11.3.2 The first meeting will be held within two weeks from the commencement of the semester in which the course plan, evaluation plan etc. are discussed.
 - 4.11.3.3 The second meeting will be held two weeks after the first sessional to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analyzed.
 - 4.11.3.4 The Chairman of the class committee should send the minutes of the class committee meeting to the Director (Academics) through the Head of the Department after each class committee meeting.
 - 4.11.3.5 The third meeting is to be held to analyse the performance of the students in all courses of study and grade finalization. However, the student representatives are exempted from this meeting.
 - 4.11.3.6 The CoE will declare the results after processing.

4.12 Faculty Advisor(s):

- 4.12.1 To help students on academic probation, the Head of the Department will assign one to two senior faculty members. During the period of probation, the student shall be periodically monitored and mentored by the faculty advisor.

4.13 Promotion to Higher Semesters:

- 4.13.1 **BA (Hons), BPES and BA (J&MC) Programmes:** Promotion of a student from an even

semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher odd semester	Minimum credits required
III	26 at the end of II semester
V	68 at the end of IV semester (including OE courses)

4.13.2 MA (J&MC) Programmes: Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher odd semester	Minimum credits required
III	26 at the end of II semester

4.14 Academic Probation and Termination of the Registration to the Programme:

4.14.1 A student who is not eligible for promotion from an even semester to the next higher odd semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.

4.14.2 If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.

4.14.3 The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can re-join the academic programme after fulfilling the academic requirements as in 4.13 at the end of the academic probation.

4.14.4 At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher odd semester, his/her registration for the academic programme shall be terminated.

4.15 Re-joining a Programme: A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

4.16 End-Semester Examination:

4.16.1 The end semester examination will be conducted only in the courses offered in the current semester.

4.16.2 Students with attendance $\geq 75\%$ only, will be permitted to appear for the end semester examination.

4.16.3 A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.

4.16.4 A course successfully completed cannot be repeated for grade improvement. However, in special cases, students may be allowed to reject and repeat the entire semester with the consent of Director (Academics).

4.17 Make-up examinations:

4.17.1 Make-up Examinations are conducted along with the Regular ETE of a semester only for the courses running in that semester.

4.17.2 Students who get 'F' or 'I' grade in their ETE, are allowed to take these Make-up Exam.

4.17.3 In addition to the above, Make-up Examinations for theory courses of both Odd/Even semesters are also conducted in the month of July every year.

4.17.4 Grades Applicable in Make-up Examination

- a. The grade boundaries for Make-up Examination courses conducted along with Regular ETE will be the same as those for Regular ETE courses.
- b. The grade boundaries for Make-up Examination courses conducted in July will be the same as those in the immediately preceding ETE for that course.
- c. All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

4.18 Re-registration of Courses:

4.18.1 Students with F/I/DT Grade are allowed to re-register for subjects of lower semester along with their regular term subjects by paying the prescribed fees.

4.18.2 Students may not be permitted to re-register in courses if there are clashes in the time table.

4.18.3 The prevailing re-registration course-wise fee will have to be paid by the student.

4.18.4 Students need to attend regular classes in all such cases and have to submit assignments and appear for sessional tests along with the regular students.

4.18.4 Students are allowed to register for a maximum of 32 credits in a given semester.

4.18.5 Students are eligible to get actual grades in re-registered courses.

4.19 Withholding of Results: Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

4.20 Eligibility for the Award of Degree:

4.20.1 A student will be eligible for the award of the degree if:

4.20.1.1 He/she earns the required number of credits specified for all semesters.

4.20.1.2 He/she has paid all dues to the Institute.

4.20.1.3 No case of disciplinary action is pending against him/her.

4.20.2 Total number of credits required for obtaining a degree:

4.20.2.1 BA (Hons) Psychology/English/Economics - 148*

* Credit used for CGPA computation: 142. Open electives are excluded from GPA/CGPA computation.

4.20.2.2 BPES - 132*

* Credit used for CGPA computation: 126. Open electives are excluded from GPA/CGPA computation.

4.20.2.3 BA (J&MC) - 132*

* Credit used for CGPA computation: 126. Open electives, and experiential learning courses are excluded from GPA/CGPA computation.

4.20.2.4 MA (J&MC) - 84

4.20.3 Minimum CGPA for Graduation is 5.0 and the Maximum that can be earned is 10.

4.20.4 However, in the credits system, class/rank is not awarded.

5. Transfer of Credits:

5.1 The courses credited elsewhere, in Indian/Foreign University/Institutions/Colleges by students during their period of study at Manipal University Jaipur may be counted towards the credit requirements for the award of degree.

5.2 Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has a MoU for the above purpose.

5.3 The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:

5.3.1 BA (Hons) student with consistent academic performance and CGPA ≥ 7 can credit the courses, approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) of Arts & Law of Manipal University Jaipur, in other institutions during 3rd year and during semester breaks.

5.3.2 Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirements of the program.

5.3.3 Credit transfer can be considered only for the courses at same level or above.

5.3.4 Student must provide all details of the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.

5.3.5 Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credits earned at completion of degree should not be less than the required credits for the award of degree. In case a student has earned more credits from other universities/ educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard, shall be considered as final.

5.3.6 Student has to pass all such courses for which credits transfer is to be made.

5.3.7 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

6. Termination from the Programme

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

6.1 If a student fails to acquire minimum number of credits required to get promoted to next higher semester at the end of academic probation year.

6.2 If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period.

6.3 If a student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.

6.4 Based on disciplinary action, on recommendation of an appropriate committee and approved by the President of the University.

ACADEMIC REGULATIONS FOR SCHOOL OF LAW

1. ACADEMIC PROGRAMMES

1.1 Under School of Law, the University offers BA.LLB (Hons) Five year Integrated Programme, BBA.LLB (Hons) Five Year Integrated Programme, Bachelor of Law (LLB) and Master of Law (LLM) programmes.

1.1.1 Duration of the BA.LLB (Hons) and BBA.LLB (Hons) programme is 5 years (10 semesters).

1.1.2 Duration of LLB programme is 3 years (6 semesters).

1.1.3 Duration of LLM programme is 1 year (2 semesters).

1.1.4 The maximum duration for a student for complying with the Degree requirement is the **actual** duration of the academic programme plus 2 years from the date of joining.

2. ELIGIBILITY

2.1 Undergraduate Programmes

2.1.1 BA.LLB (Hons) BBA.LLB(Hons): The candidate must have minimum 50% (45% for SC/ST) marks in any subject/stream of 10+2 examinations.

2.1.2 LLB: The candidate must have a Bachelor's degree from a recognized university with a minimum of 50% marks (45% for SC/ST) in aggregate.

2.1.3 Eligible NRI / Foreign students are admitted based on their qualifying examination performance.

2.2 Post Graduate Programme (LLM):

2.2.1 The candidate must have a Bachelor's degree in Law, with minimum 50% marks in aggregate (48% for SC/ST) in concerned discipline from a recognized university.

2.2.2 Eligible NRI / Foreign students are admitted based on their qualifying examination performance.

3. ADMISSION PROCEDURE

3.1 Undergraduate Programme [BA.LLB (Hons) BBA.LLB (Hons) and LLB]: Admissions are done on the basis of marks obtained in the qualifying examination and a personal interview (PI).

3.2 Post Graduate Programmes (LLM): Admissions are done on the basis of marks obtained in the qualifying examination & MUJ written entrance test.

4. ACADEMIC PROCESS

4.1 Registration:

4.1.1 Students have to register for the courses with the parent department at the commencement of each semester on the day notified in the academic calendar.

4.2 Pre-registration:

4.2.1 Students need to **pre-register for elective courses (both program & open electives)** with their department for the next semester as notified in the academic calendar.

4.3 Withdrawal of course registration: A student who has registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination as notified in the Academic Calendar.

4.4 Academic Term:

4.4.1 Each semester has a specified course structure.

4.4.2 The medium of instruction (for all courses offered) is English.

4.5 Course Numbering:

4.5.1 The courses offered by each Department are coded with 2 letters indicating the department offering the course followed by 4 digits.

4.5.2 **First digit** indicates level (1-5 for UG / 6-7 for PG/ 8 for Doctoral studies); **second digit** indicates Semester (1 for ODD, 2 for EVEN, 0 for BOTH); **last two digits** indicate the course code.

4.5.3 The following codes are used for different departments:

S.No.	Department	Code
1	Architecture	AR
2	Arts	AT
3	Automobile Engineering	AU
4	Biosciences	BT
5	Business Administration	BB
6	Chemical Engineering	CE
7	Chemistry	CY
8	Civil Engineering	CV
9	Commerce/ B. Com (Honours)	CM/ BH
10	Computer & Communication Engineering	CC
11	Computer Applications	CA
12	Computer Science & Engineering	CS
13	Economics	EO
14	Electrical & Electronics Engineering	EE
15	Electronics & Communication Engineering	EC
16	Fashion Design	FD
17	Fine Arts	AA
18	Hotel Management	HA
19	Information Technology	IT
20	Interior Design	ID
21	Journalism & Mass Communication	JC
22	Languages	LN
23	Law	LA
24	Mathematics	MA
25	MBA	MB
26	Mechanical Engineering	ME
27	Mechatronics Engineering	MC
28	Physics	PY
29	Planning	PL
30	Psychology	PS

4.6 Credit Based System:

4.6.1 Each course, theory as well as practical, is expressed in terms of a certain number of credits. The credits are determined by the number of contact hours per week.

For theory courses: 1 Credit = 1 Hour Lecture / Tutorial per week

For practical courses: 1 Credit = 2 or 3 contact hours per week

4.6.2 Course work in each semester is expressed in terms of a specified number of credits. A student successfully completes a particular semester when he/she earns all the credits of that semester. A student earns full credits for a subject registered if he/she secures letter grade E or higher.

4.6.3 Promotion of a student to higher semesters is based on securing a prescribed minimum number of credits as mentioned in Section 4.13.

4.7 Assessment:

4.7.1 The academic performance of a student is assessed by the course instructor(s) concerned.

4.7.2 The student performance in each theory course is evaluated out of 100 marks, of which 60 marks are for in-semester assessments and 40 marks are for end-semester assessment.

4.7.3 The in-semester assessment in theory courses is based on periodic tests, assignments, quizzes, case presentations, seminars etc. which shall be defined by the course instructor.

4.7.4 Course instructors are to give the complete course plan approved by the HoD to the students, at the beginning of the semester. Course plan includes lesson plan & evaluation plan of the course offered.

4.7.5 Course instructors are to give regular feedback on the performance of students.

4.7.6 The performance of a student in a course is reflected in the Letter Grade awarded.

4.8 Attendance Requirements:

4.8.1 All students must attend every lecture, tutorial and practical classes.

4.8.2 A student with less than 75% attendance in individual courses shall not be permitted to write the end semester examination in that course and will be given DT Letter Grade in the course.

4.9 Grading System:

4.9.1 Ten-point grading system as shown, is used for awarding letter grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass F: Failure I: Incomplete DT: Attendance shortage

4.9.2 The overall performance of a student in each semester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that semester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where,

n = Number of courses graded per semester

C = Course credits

G = Grade points

- 4.9.3 The overall performance of the student for the entire programme, is indicated by the Cumulative Grade Point Average (CGPA) which is the weighted average of the grade points obtained across all semesters till date

$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

where, N=Total number of courses graded till date

4.10 Evaluation of Dissertation:

4.10.1 Second Semester LLM:

- 4.10.1.1 The grade awarded to the student will be on the basis of the total marks obtained by him/her out of 100 marks.
- 4.10.1.2 The final evaluation and viva voce will be conducted (after the submission of the thesis) by a panel of examiners including the supervisor.

4.11 Class Committee:

- 4.11.1 For every semester of Under Graduate and Post Graduate programmes, separate class committees are constituted by the Heads of the respective departments. The committee is formed with a senior faculty of the Department as Chairman & Course Coordinators/Course Instructors of all courses & student representatives as members.
- 4.11.2 Course Coordinator: If there is more than one section, one of the senior faculty member is nominated by the HOD as Course Coordinator.
- 4.11.3. Functions of the Class Committee:
- 4.11.3.1 The class committee will meet thrice in a semester.
- 4.11.3.2 The first meeting will be held within two weeks from the commencement of the semester in which the course plan, evaluation plan etc. are discussed.
- 4.11.3.3 The second meeting will be held two weeks after the first test to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analysed.
- 4.11.3.4 The Chairman of the class committee should send the minutes of the class committee meeting to the Director Academics through the Head of the Department after each class committee meeting.
- 4.11.4.5 The third meeting is to be held to analyse the performance of the students in all courses of study and grade finalization. However, the student representatives are exempted from this meeting.
- 4.11.4.6 The Controller of Examination (CoE) will declare the results after processing.

4.12 Faculty Advisors:

- 4.12.1 To help students on academic probation, the Head of the Department will assign one to two senior faculty members. During the period of probation, the student shall be periodically monitored and mentored by the faculty advisor.

4.13 Promotion to Higher Semesters:

4.13.1 Under Graduate Programme: Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher even semester	Minimum credits required
III	26 at the end of II semester
V	68 at the end of IV semester (including OE)
VII	115 at the end of VI semester (including OE)
IX	168 at the end of VIII semester

4.14 Academic Probation and Termination of the Registration to the Programme:

4.14.1 A student who is not eligible for promotion from an even semester to the next higher semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.

4.14.2 If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.

4.14.3 The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can re-join the academic programme after fulfilling the academic requirements as in 4.13 at the end of the academic probation.

4.14.4 At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher semester, his/her registration for the academic programme shall be terminated.

4.15 Re-joining a Programme: A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

4.16 End-Semester Examination:

4.16.1 The end semester examination will be conducted only in the courses offered in the current semester.

4.16.2 A student should have appeared for the end-semester examination of the prescribed course of study to be eligible for the award of a passing grade in the course.

4.16.3 Only students with attendance $\geq 75\%$ will be permitted to appear for the end semester examination.

4.16.4 A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.

4.16.5 A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course, and earned the credits assigned to that course.

4.16.6 A course successfully completed cannot be repeated for grade improvement. However, in special cases students may be allowed to reject and repeat the entire semester with the consent of Director Academics.

4.16.7 If a student is eligible for but fails to appear in the end-semester examination due to valid reasons, he/she will be awarded an 'I' grade (incomplete) on the grade sheet. However, it needs approval of Director Academics.

4.17 Make-up examinations:

4.17.1 Make-up examinations will be held at the end of the semester break to help the students who have got F/I grade in the courses offered during the semester.

4.17.2 The cut-off marks for grades in the make-up examination will be same as those in the regular end-semester examination.

4.17.3 However, for students who have once failed (F grade) in any course, he/she will be awarded a grade lower than the secured grade in subsequent examinations.

4.17.4 Those who miss regular examinations due to valid reasons (I grade) will be allowed to retain whatever grade they secure in make-up examinations.

4.18 Re-registration of courses:

4.18.1 Students with DT Grade are allowed to re-register for subjects of lower semester along with their regular term subjects by paying the prescribed fees.

4.18.2 Students may not be permitted to re-register in courses if there are clashes in the time table.

4.18.3 Students are allowed to register for a maximum of 32 credits in a given semester.

4.18.4 Students are eligible to get actual grades in re-registered courses.

4.19 Withholding of Results: Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

4.20 Eligibility for the Award of Degree:

4.20.1 A student will be eligible for the award of the degree if:

4.20.1.1 He/she earns the required number of credits specified for all semesters.

4.20.1.2 He/she has paid all dues to the Institute.

4.20.1.3 No case of disciplinary action is pending against him/her.

4.20.2 Total number of credits required for obtaining:

4.20.2.1 BALLB(Hons) and BBALLB(Hons). - 242*

* Credit used for CGPA computation: 236. Open electives are excluded from GPA/CGPA computation.

4.20.2.2 LLB-146*

* Credit used for CGPA computation: 140. Open electives are excluded from GPA/CGPA computation.

4.20.2.3 LLM. – 24

4.20.3 Minimum CGPA for Graduation is 5.0 and the Maximum that can be earned is 10.

4.20.4 However, in the credits system class/rank is not awarded.

5. Change of branch (LLM)

5.1 Change of branch is allowed on request against vacancies before the commencement of I Sessional exams.

5.2 Applications for change of branch shall be submitted to the Head of Department.

5.3 Mutual change of branch is not permitted.

6. Transfer of credits:

6.1 The courses credited elsewhere, in Indian/Foreign University/Institutions/Colleges by students during their period of study at Manipal University Jaipur may be counted towards the credit requirements for the award of degree.

6.2 Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has a MoU for the above purpose.

6.3 The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:

6.3.1 Student with consistent academic performance and CGPA ≥ 7 can credit the courses, approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) of Arts & Law of Manipal University Jaipur, in other institutions during 3rd year and during semester breaks.

6.3.2 Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirements of the program.

6.3.3 Credit transfer can be considered only for the courses at same level or above.

6.3.4 Student must provide all details of the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.

6.3.5 Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credits earned at completion of degree should not be less than the required credits for the award of degree. In case a student has earned more credits from other universities/ educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard, shall be considered as final.

6.3.6 Student has to pass all such courses for which credits transfer is to be made.

6.3.7 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

7. Termination from the programme

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

7.1 If a student fails to acquire minimum number of credits required to get promoted to next higher semester at the end of academic probation year.

7.2 If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period.

7.3 If a student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.

7.4 Based on disciplinary action, on recommendation of an appropriate committee and approved by the President of the University.

ACADEMIC REGULATIONS OF SCHOOL OF PLANNING & DESIGN

1. ACADEMIC PROGRAMMES

- 1.1. Under School of Planning & Design, the University offers Bachelor of Design (B Des) – Fashion Design, Interior Design, Bachelor of Fine Arts (Applied Art) and Bachelor of Arts (BA) - Interior Design Degree.
 - 1.1.1. Duration of the All B Des & BFA programmes are 8 semesters.
 - 1.1.2. Duration of BA (Interior Design) programme is 6 semesters.
 - 1.1.3. The maximum duration for a student for complying with the Degree requirement is the actual duration of the academic programme plus 2 years from the date of registration for first semester.

2. ELIGIBILITY FOR ADMISSION

- 2.1. The candidate must have passed 10+2 or A Level or IB or American 12th grade or 10+3 year diploma in relevant field or equivalent qualification from a recognized Board/University of any stream, with minimum of 50% marks in aggregate subject, put together.
- 2.2. Eligible NRI / Foreign students are admitted based on their qualifying examination performance.

3. ADMISSION PROCEDURE

Undergraduate Programmes B Des/ BFA/ BA: Admissions are done on the basis of marks obtained in the last qualifying examination and student should preferably have creative ability, design aptitude and good communication skills. There is no entrance test.

4. ACADEMIC PROCESS

4.1. Registration

- 4.1.1. Students have to register for the courses with the parent department at the commencement of each semester on the day notified in the academic calendar.

4.2. Pre-Registration

- 4.2.1. Students need to pre-register for elective courses (both program & open electives) with their department for the next semester as notified in the academic calendar.

4.3. Withdrawal of Course Registration

- 4.3.1. A student who have registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination notified in the Academic Calendar.

4.4. Academic Term

- 4.4.1. The University follows Semester system of 16 weeks with continuous and comprehensive assessment.
- 4.4.2. Each semester has a specified course structure.
- 4.4.3. The medium of instruction for all courses offered is English.
- 4.4.4. The first year Interior Design course structure is common to B Des (Interior Design) & BA (Interior Design) Programmes. After completing their first year of the programme, student are given an option of either continuing with 4 years B Des (Interior Design) or opting for 3 years BA (Interior Design) degree. Accordingly, student's grade card / mark sheet of the semester be amended.
- 4.4.5. Seventh semester of B Des/ BFA is dedicated to Internship/ Long Term Industry Attachment/Craft Project.
- 4.4.6. Eighth semester of B Des/ BFA Programme is dedicated to Dissertation/ Final Design Project Work.

4.5. Course Numbering

- 4.5.1. The courses offered by each Department are coded with 2 letters indicating the department offering the course followed by 4 digits.
- 4.5.2. First digit indicates the level (1-5 for UG; 6-7 for PG; 8-9 for Doctoral studies), second digit indicates semester offered ('1': offered in ODD; '2': offered in EVEN; '0': offered in BOTH) and the last two digits indicate the course code.
- 4.5.3. The following codes are used for different departments:

S.No.	Department	Code
1	Architecture	AR
2	Arts	AT
3	Automobile Engineering	AU
4	Biosciences	BT
5	Business Administration	BB
6	Chemical Engineering	CE
7	Chemistry	CY
8	Civil Engineering	CV
9	Commerce/B.Com (Honors)	CM/BH
10	Computer Applications	CA
11	Computer & Communication Engineering	CC
12	Computer Science & Engineering	CS
13	Economics	EO
14	Electrical Engineering	EE
15	Electronics & Communication Engineering	EC
16	Fashion Design	FD
17	Fine Arts	AA
18	Hotel Management	HA
19	Information Technology	IT
20	Interior Design	ID
21	Journalism & Mass Communication	JC
22	Language	LN
23	Law	LA
24	MBA	MB
25	Mathematics	MA
26	Mechanical Engineering	ME
27	Mechatronics Engineering	MC
28	Physics	PY
29	Planning	PL
30	Psychology	PS

4.6. Credit Based System

- 4.6.1. Each course comprises of lecture/studio, theory and practical work and is expressed in terms of certain number of credits. The credits are determined by number of contact hours / week.
- For Theory Courses (Lecture/Tutorial):
1 Credit = 1 Contact Hour per Week
- For Studio Courses:
1 Credit = 1 Contact Hour per Week
- For Practical Courses (Lab/Workshop):
1 Credit = 2 Contact Hour per Week
- Course work in each semester is expressed in terms of a specified number of credits. A student successfully completes a particular semester when he/she earns all the credits of that

semester. A student earns full credits for a subject registered if he/she secures letter grade E or higher.

4.6.2. Promotion of a student to higher semesters is based on securing a prescribed minimum number of credits as mentioned in Section 4.13.

4.7. Assessment

The student's performance in each theory course is evaluated out of 100 marks, of which 60 marks are for In-Semester Assessment and 40 marks are for End-Semester Assessment. In semester assessment consists of average of 2 sessional examination of 20 marks and CWS of 40 marks.

4.7.1. The In-semester assessment in theory courses is based on periodic tests, assignments, quizzes, case presentations, seminars etc. which shall be defined by the course instructor.

4.7.2. The student performance in Studio/ Practical are also evaluated out of a maximum of 100 marks, and is based on In-Semester Assessment of 60 marks and End-Semester of 40 marks and the End Semester Assessment is based on viva-voce evaluation conducted by external/internal jury.

4.7.3. Course Instructors are to give the complete Course Plan approved by the HoD to the students at the beginning of the semester. Course Plan includes lesson plan & evaluation plan of the course offered.

4.7.4. Course instructors are to give regular feedback on the performance of students.

4.7.5. The performance of a student in a course is reflected by a Letter Grade awarded.

4.8. Attendance Requirements

4.8.1. All students must attend every studio, lecture, tutorial and practical classes.

4.8.2. A student with less than 75% attendance in individual courses shall not be permitted to appear in the end semester examination\ viva in that course and will be given DT Letter Grade in the course.

4.9. Grading System

4.9.1. 0 point grading system shown is used for awarding letter grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass F: Failure I: Incomplete DT: Attendance shortage

4.9.2. The overall performance of a student in each semester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that semester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where,

n=number of courses graded per semester, C = Course credits, G = Grade points

4.9.3. The overall performance of the student for the entire programme is indicated by the Cumulative Grade Point Average (CGPA) which is the weighted average of the grade points obtained across all semesters till date

$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

where, N=Total number of courses graded till date

4.9.4. A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course and earned the credits assigned to it.

- 4.9.5. A total of 35% marks for UG programmes, 35% marks for PG and post PG programmes is essential for a student to be awarded a passing grade in any theory course.
- 4.9.6. A student who is eligible for, but fails to appear in, the end-semester examination, will be awarded 'F' Grade. However if he/ she fails to appear in the end semester examination due to valid reasons, (including medical, non-payment of dues or other family reasons) he/she will be awarded an 'I' (incomplete) grade. Relaxation to the award of 'I' grade is permissible, only if prior approval has been obtained before the start of the examinations.
- 4.9.7. If a student is not eligible to appear in the end-semester examination owing to his/her not fulfilling the minimum attendance requirements in any course, he/she will be awarded a 'DT' grade (detained) and has to re-register for the course(s) at the next available opportunity.
- 4.9.8. A student should have appeared for the end-semester examination of the prescribed course of study (mere appearance in the continuous assessment tests is not sufficient) to be eligible for the award of a passing grade in the course. A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.

4.10. Evaluation of Professional Training/Long Term Industry Attachment/Craft Project & Design Dissertation/Final Design Project.

- 4.10.1. Professional Training/Long Term Industry Attachment/Craft Project (for B Des/ BFA):
- 4.10.2. Minimum duration of the Professional Training/Long Term Industry Attachment/ Craft Project should be 16 weeks.
- 4.10.3. The evaluation for the Professional Training/ Long Term Industry Attachment/Craft Project will be done at the end of the seventh semester.
- 4.10.4. The grade awarded to the student will be on the basis of the total marks obtained by him/ her out of 400 marks.
- 4.10.5. The final evaluation and viva-voce will be conducted after the completion of the Professional Training/ Long Term Industry Attachment/Craft Project and submission of the report by an external examiner along with the internship coordinator.
- 4.10.6. Design Dissertation/ Final Design Project:
 - 4.10.6.1. Minimum duration of the Design Dissertation/ Final design project work should be 16 weeks.
 - 4.10.6.2. Design Dissertation/ Final Design Project for B Des & BFA is in eighth semester and for BA, dissertation is in sixth semester.
 - 4.10.6.3. The End-semester viva-voce evaluation will be done by a jury consisting of one external examiner & Guide/ Dissertation/ Project Coordinator.
 - 4.10.6.4. The grade awarded to the student will be on the basis of the total marks obtained by him/ her out of 400 marks.
 - 4.10.6.5. The Final Design Project can be carried out in the institution/ industry where facilities exist, with approval of the parent Department. In case of external projects, the feedback of the external guide shall be considered during evaluation.
 - 4.10.6.6. Mandatory Summer Internship (for BA):
 - 4.10.6.7. Minimum duration of summer internship/ Project Work should be 8 weeks.
 - 4.10.6.8. Student has to submit the training report immediately after the training finishes.
 - 4.10.6.9. The final evaluation and viva voce will be conducted after the completion of the Professional Training and submission of the report by an external examiner.
 - 4.10.6.10. Summer internship will be part of MLC course.

4.11. Class Committee

- 4.11.1. A class committee for each semesters shall be constituted by the HoD consisting of Class-coordinator (a senior member of the teaching faculty), members (teachers of all courses of

study in the semester) and student representatives of all sections. HoD shall conduct the meeting.

4.11.2. Functions of the Class Committee:

4.11.3. The class committee will meet thrice in a semester.

4.11.4. The first meeting will be held within two weeks from the commencement of the semester in which the course plan, evaluation plan etc. are discussed.

4.11.5. The second meeting will be held two weeks after the first sessional to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analysed.

4.11.6. The Chairman of the class committee should send the minutes of the class committee meeting to the Director (Academics) through the Head of the Department after each class committee meeting.

4.11.7. The third meeting is to be held to analyse the performance of the students in all courses of study and grade finalization. However the student representatives are exempted from this meeting.

4.11.8. The Controller of Examinations (CoE) will declare the results after processing.

4.12. Faculty Advisors

4.12.1. To help the students in planning their courses of study and for general advice regarding academic programmes the Head of the Department will assign one to two senior faculty members in the III semester who will be Faculty Advisors for the batch.

4.12.2. Faculty Advisor for a particular batch will continue till the regular students complete the programme.

4.13. Promotion to Higher Semesters

4.13.1. Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

Promotion to Higher odd semester	Minimum credits required
III	20 at the end of II Semester
V	60 at the end of IV Semester (including OE Courses)
VII	103 at the end of VI Semester (including OE Courses)

4.14. Academic Probation and Termination of the Registration to the Programme

4.14.1. A student who is not eligible for promotion from an even semester to the next higher semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.

4.14.2. If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.

4.14.3. The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can re-join the academic programme after fulfilling the academic requirements as in 4.13 at the end of the academic probation.

4.14.4. At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher semester, his/her registration for the academic programme shall be terminated.

4.15. Re-Joining a Programme

- 4.15.1. A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

4.16. End-Semester Examination

- 4.16.1. The end semester examination will be conducted only in the courses offered in the current semester.
- 4.16.2. Only students with attendance $\geq 75\%$ will be permitted to appear for the end semester examination.
- 4.16.3. A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.
- 4.16.4. A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course, and earned the credits assigned to that course.
- 4.16.5. A course successfully completed cannot be repeated for grade improvement. However in special cases students may be allowed to reject and repeat the entire semester with the consent of HoD/ Director (Academics).
- 4.16.6. If a student is eligible for but fails to appear in the end-semester examination due to valid reasons, he/she will be awarded an 'I' grade (incomplete) on the grade sheet. However, it needs approval of Director (Academics).

4.17. Make-Up Examination

- 4.17.1. Make-up examinations will be held at the end of the semester break to help the students who have got F/I grade in the courses offered during the semester.
- 4.17.2. Make-up Examinations are conducted along with the Regular ETE of a semester only for the courses running in that semester.
- 4.17.3. In addition to the above, Make-up Examinations for theory courses of both Odd/Even semesters are also conducted in the month of July every year.
- 4.17.4. Grades Applicable in Make-up Examination
- 4.17.5. The grade boundaries for Make-up Examination courses conducted along with Regular ETE will be the same as those for Regular ETE courses.
- 4.17.6. All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

4.18. Revaluation of Answer Papers

- 4.18.1. A student may apply for the revaluation of end-semester examination by submitting an application along with the specified fee.
- 4.18.2. Those who apply for revaluation will be able to see their answer papers along with the scheme of evaluation on a scheduled date.
- 4.18.3. The fee will be refunded in case of any change in grade after revaluation.

4.19. Re-Registration of Courses

- 4.19.1. Students with F/I/DT Grade are allowed to re-register for subjects of lower semester along with their regular term subjects by paying the prescribed fees.
- 4.19.2. Students may not be permitted to re-register in courses due to clashes in the time table.
- 4.19.3. Students are allowed to register for a maximum of 32 credits in a given semester.
- 4.19.4. Students are eligible to get actual grades in re-registered courses.

4.20. Withholding of Results

- 4.20.1. Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

4.21. Eligibility for the Award of Degree

- 4.21.1. A student will be eligible for the award of the degree if:
- 4.21.2. He/she earns the required number of credits specified for all semesters
- 4.21.3. He/she has paid all dues to the Institute.
- 4.21.4. No case of disciplinary action is pending against him/her.
- 4.21.5. Total number of credits required for obtaining:
 - 4.21.5.1. For obtaining B Des/ BFA degree the number of credits required = 166*
*Credit used for CGPA computation: 160
 - 4.21.5.2. For obtaining BA degree the number of credits required = 132*
*Credit used for CGPA computation: 126
 - 4.21.5.3. CGPA / GPA computation is done excluding open electives and MLC.
- 4.21.6. Minimum CGPA for Graduation is 5.0 and Maximum that can be earned is
- 4.21.7. However in the credits system class/rank is not awarded.

4.22. Mandatory Learning Course (MLC)

- 4.22.1. Students have the option of taking MLC courses with the consent of the course instructor.
- 4.22.2. On successful completion, the student will be given 'AP' letter grade.
- 4.22.3. The grade obtained in an MLC course will not be used for computation of CGPA.

5. Transfer of Credits

- 5.1. The courses credited elsewhere, in Indian / Foreign University / Institutions / Colleges / certified MOOC by students during their study period at Manipal University Jaipur may count towards the credit requirements for the award of degree.
- 5.2. The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:
 - 5.2.1. Student with consistent academic performance and $CGPA \geq 7$ can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) of Design, Manipal University Jaipur, in other institutions during 3rd/ 4th year and during semester breaks.
 - 5.2.2. Credit transferred will not be used for GPA/CGPA computation. However credit transferred will be considered for the overall credit requirements of the program.
 - 5.2.3. Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has a Memorandum of Understanding (MoU) for the above purpose.
 - 5.2.4. Credit transfer can be considered only for the courses at same level or above.
 - 5.2.5. Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned DCC, before proceeding for the course.
 - 5.2.6. Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding semester in MUJ. However total credit earned at completion of degree should not be less than the required credit for award of degree. In case a student has earned more credits from other Universities/ Educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean of the Faculty concerned in this regard shall be considered as final.

5.2.7. Student has to get minimum passing grades/marks for such courses for which credits transfer is to be made. Only such courses may be considered for acceptance of credit transfer, in which the student has secured at least B grade/GPA of 8 or above/a minimum of 50% marks, as the case may be.

5.2.8. Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

6. TERMINATION FROM THE PROGRAMME

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

6.1. If a student fails to acquire minimum number of credits required to get promoted to next higher semester at the end of academic probation year.

6.2. If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period.

6.3. If a student is absent for more than 6 weeks at a stretch in a semester without sanctioned leave.

6.4. Based on disciplinary action, on recommendation of an appropriate committee and approved by the Vice Chancellor.

ACADEMIC REGULATIONS FOR TAPMI SCHOOL OF BUSINESS-2019 Onwards

1. ACADEMIC PROGRAMMES

1.1 Under Faculty of Management and Commerce (FoMC) the university offers Master of Business Administration (MBA).

1.1.1 The duration of the programme is 6 trimesters.

1.1.2. The maximum duration for a student for complying with the Degree requirement is the actual duration of the academic programme plus 2 years from the date of joining.

2. ELIGIBILITY FOR ADMISSION

2.1 The candidate must have a Bachelor's degree (those who are pursuing must submit the evidence of passing by October 31, 2019) in any discipline from a recognized university with a minimum of 50% marks in aggregate and preferably a valid score from any aptitude test (CAT/MAT/CMAT/XAT/GMAT).

3. ADMISSION PROCEDURE

3.1. Indian Nationals: Based on the performance in academics (X, XII & Graduation), entrance test, group discussion, personal interview, presentation and English comprehension test a merit list will be drawn to select the students for the programme. Any previous work experience will be given due weightage.

3.2. Foreign/NRI Candidates: As per the AICTE regulations, 5% of the total seats are reserved for foreign/NRI category. Under this category, MUJ admits NRI sponsored students whose parents, blood relatives or parents' family could sponsor them. Sponsors are required to submit a Notarized Affidavit stating their relationship with the candidate. Payment is to be made in US Dollars from the sponsor's bank account. The admission process shall be the same as followed for Indian National Students.

4. SPECIALIZATIONS OFFERED

4.1. A student is offered single specialization in either Marketing or Finance or Human Resource Management with other courses on offer from basket of courses.

4.2. Offer of a particular specialization/elective is subject to minimum students opting for the specialization/ elective.

5. ACADEMIC PROCESS

5.1 Registration:

The Students have to register for the courses with the department at the commencement of each trimester on the day notified in the academic calendar.

5.2 Pre-registration:

Students need to pre-register for elective courses with the department for the next trimester as notified in the academic calendar.

5.3 Withdrawal of course registration:

A student who has registered for a course, but desires to withdraw the registration, will be permitted to do so at any time after the registration, but at least seven days before the commencement of the first sessional examination notified in the Academic Calendar.

5.4 Academic Term:

- 5.4.1. Each trimester has a specified course structure.
- 5.4.2. The first year MBA course structure is common for all the students.
- 5.4.3. The medium of instruction for all courses offered is English.
- 5.4.4. The end of third trimester of MBA programme is completely dedicated for a twelve-week Summer Internship.

5.5 Course Numbering:

- 5.5.1 The courses offered by MBA Department are coded with 2 letters (MB) indicating the department offering the course followed by 4 digits.
- 5.5.2 First digit indicates the level (6-7) second digit indicates the trimester (1-6) and last two digits indicate the course code.

Example: MB6301: indicates MBA first year, third trimester and last two digits indicate further the course code.

5.6 Credit Based System:

- 5.6.1 Each course, theory as well as practical, is expressed in terms of a certain number of credits. The credits are determined by the number of contact hours per week.

For theory courses: 1 Credit = 1 Hour 15 minutes lecture per week and

for practical courses: 1 Credit = 2 Hours 30 minutes contact hours per week

- 5.6.2 Course work in each trimester is expressed in terms of a specified number of credits. A student successfully completes a particular trimester when he/she earns all the credits of that trimester. A student earns full credits for a subject registered if he/she secures letter grade E or higher.
- 5.6.3 Promotion of a student to higher trimesters is based on securing a prescribed minimum number of credits. A student should have earned 32 credits of the total 54 credits assigned for the first year to be eligible for promotion into second year.

5.7 Assessment:

- 5.7.1. Student performance is continuously assessed in all courses, based on class participation, assignments, lab work, class tests, in trimester tests, quizzes, End Term project, live project, and end-trimester examinations, which contribute to the final grade awarded in the course. The academic performance of a student is assessed by the course instructor(s) concerned.
- 5.7.2. The student performance in each theory course is evaluated out of 100 marks, of which 60 marks are for in-trimester assessments and 40 marks are for end-trimester assessment
- 5.7.3 Course instructors are to give the complete course plan approved by the HoD to the students, at the beginning of the trimester. Course plan includes lesson plan & evaluation plan of the course offered.
- 5.7.4 Course instructors are to give regular feedback on the performance of students.
- 5.7.5 The performance of a student in a course is reflected in the Letter Grade awarded.

5.8 Attendance Requirements:

- 5.8.1 Students are expected to attend every lecture, tutorial and practical class scheduled for them. Attendance will be recorded for every class in every course they attend.

5.8.2 A student with less than 75% attendance in individual courses shall not be permitted to write the end trimester examination in that course and will be given DT Letter Grade in the course.

5.8.3 The aggregate percentage of attendance of the student during the trimester will be entered in his/her grade sheet of that trimester

5.9 Grading System:

5.9.1 10-point grading system shown is used for awarding letter grade in each course.

Letter Grade	A+	A	B	C	D	E	AP	F/I/DT
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass F: Failure I: Incomplete DT: Attendance shortage

5.9.2 The overall performance of a student in each trimester is indicated by the Grade Point Average (GPA) which is the weighted average of the grade points obtained in that trimester expressed as

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

where,

n=number of courses graded per trimester, C = Course credits, G = Grade points

5.9.3 The overall performance of the student for the entire programme is indicated by the Cumulative Grade Point Average (CGPA) which is the weighted average of the grade points obtained across all trimesters till date

$$CGPA = \frac{\sum_{i=1}^N C_i G_i}{\sum_{i=1}^N C_i}$$

where, N=Total number of courses graded till date

5.9.4 A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course and earned the credits assigned to it.

5.9.5 A total of 35% marks is essential for a student to be awarded a passing grade in any theory course.

5.9.6 A student who is eligible for, but fails to appear in, the end-trimester examination, will be awarded 'F' Grade. However, if he/ she fails to appear in the end trimester examination due to valid reasons, (including medical, non-payment of dues or other family reasons) he/she will be awarded an 'I' (incomplete) grade. Relaxation to the award of 'I' grade is permissible, only if prior approval has been obtained before the start of the examinations.

5.9.7 If a student is not eligible to appear in the end-trimester examination owing to his/her not fulfilling the minimum attendance requirements in any course, he/she will be awarded a 'DT' grade (detained) and has to re-register for the course(s) at the next available opportunity.

5.9.8 A student should have appeared for the end-trimester examination of the prescribed course of study (mere appearance in the continuous assessment tests is not sufficient) to be eligible for the award of a passing grade in the course. A separate minimum of 35% of marks in the end trimester examination is essential for awarding a passing grade in a theory course.

5.10 Evaluation of Summer Internship Project and Dissertation

5.10.1 It is mandatory for every student to undertake a twelve-week Summer Internship Programme (SIP) after the completion of third trimester. The SIP coordinator constitutes faculty committee that evaluates the SIPs of the students on the basis of their presentation. The external guide from the company also evaluates each student for 20% marks out of 100 marks. The students

need to do dissertation during the sixth trimester in their specialized area under faculty guidance. The faculty concerned will evaluate the student on the basis of project and presentation for 100 marks.

5.11 Class Committee:

5.11.1 For first and second year of M.B.A. programme a class committee is constituted by the HoD. The committee is formed with a senior faculty of the Department as Chairman & Course Coordinators/ Course Instructors of all courses & student representatives as members.

5.11.3 Course Coordinator: If there is more than one section, one of the senior faculty members is nominated by the HOD as Course Coordinator.

5.11.4 Functions of the Class Committee:

5.11.4.1 The class committee will meet twice in a trimester.

5.11.4.2 The first meeting will be held two weeks after the first class test/mid-term examination to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analyzed.

5.11.4.3 The Chairman of the class committee should send the minutes of the class committee meeting to the Director (Academics) through the Head of the Department after each class committee meeting.

5.11.4.4 The second meeting is to be held to analyze the performance of the students in all courses of study and grade finalization. However, the student representatives are exempted from this meeting.

5.11.4.6 The CoE will declare the results after processing.

5.12 Section Committee:

5.12.1 Each section of every trimester will have a Section Committee, consisting of the Section Coordinator, faculty members handling both theory and practical classes for that section and student representatives as members.

5.12.2 The Section Coordinator will be a senior faculty member who teaches at least one subject for that section. The Section Coordinators will be nominated by the HoDs, who will administer the functioning of all the Section Committees.

5.12.3 The section committee will meet periodically to review the overall effectiveness in the conduct of classes.

5.13 Faculty Advisors:

5.13.1 To help the students in planning their courses of study and for general advice regarding academic programmes the Head of the Department will assign one to two senior faculty members in the IV trimester who will be Faculty Advisors for the batch.

5.13.2 Faculty Advisor for a particular batch will continue till the regular students complete the programme.

5.14 Academic Probation and Termination of the Registration to the Programme:

5.14.1 A student who is not eligible for promotion from first year to second year for reasons of not having earned the minimum number of credits prescribed in section 5.6.3, will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.

5.14.2 If a student is repeating a trimester/s due to poor academic performance, he/she will also be put on academic probation.

5.14.3 The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can re-join the academic programme after fulfilling the academic requirements.

5.14.4 At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to 2nd year, his/her registration for the academic programme shall be terminated.

5.15 Re-joining a Programme:

A student who discontinues the academic programme for any reason and re-joins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme.

5.16 End-trimester Examination:

5.16.1 The end trimester examination will be conducted only in the courses offered in the current trimester.

5.16.2 Only students with attendance $\geq 75\%$ will be permitted to appear for the end trimester examination.

5.16.3 A separate minimum of 35% of marks in the end trimester examination is essential for awarding a passing grade in a theory course.

5.16.4 A course successfully completed cannot be repeated for grade improvement. However in special cases students may be allowed to reject and repeat the entire trimester with the consent of Director (Academics).

5.17 Make-up Examinations:

5.17.1 Make-up Examinations are conducted both for the first and second years in subsequent trimesters without detrimental to the class work routine.

5.17.2 Students who get F or I grade in their ETE, are allowed to take these Make-up Exam.

5.17.3 Grades Applicable in Make-up Examination

5.17.3.1 The grade boundaries for Make-up Examination courses conducted along with Regular ETE will be the same as those for regular ETE courses.

5.17.3.2 All students who appear in these Examinations (except those having I grade in the ETE), will be awarded one grade lower than what they have secured. However, a student who secures an E grade will retain the same grade.

5.18 Re-registration of Courses:

5.18.1 Students with F/I/DT Grade are allowed to re-register for subjects of lower trimester along with their regular term subjects by paying the prescribed fees.

5.18.2 Students may not be permitted to re-register in courses if there are clashes in the time table.

5.18.3 The prevailing re-registration course-wise fee will have to be paid by the student.

5.18.4 Students need to attend regular classes in all such cases and have to submit assignments and tests along with the regular students.

5.18.5 Students are allowed to register for a maximum of 32 credits in a given trimester.

5.18.6 Students are eligible to get actual grades in re-registered courses.

5.19 Withholding of Results:

Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

5.20 Eligibility for the Award of Degree:

5.20.1 A student will be eligible for the award of the degree if:

5.20.1.1 He/she earns the required number of credits specified for all trimesters.

5.20.1.2 He/she has paid all dues to the Institute.

5.20.1.3 No case of disciplinary action is pending against him/her.

5.20.2 A student has to secure 102 credits for obtaining MBA degree.

5.20.3 Minimum CGPA for Graduation is 5.0 and the Maximum that can be earned is 10.

5.20.4 However, in the credits system class/rank is not awarded.

6. Transfer of Credits

6.1 The courses credited elsewhere, in Indian/Foreign University/ Institutions/Colleges by students during their study period at Manipal University Jaipur may be counted towards the credit requirements for the award of degree.

6.2 Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has a MoU for the above purpose.

6.3 The credit transferred will reduce the number of courses to be registered by the student at Manipal University Jaipur. The guidelines of such transfer of credits are as follows:

6.3.1 M.B.A. student with consistent academic performance and CGPA ≥ 7 can credit the courses approved by the concerned Board of Studies (BoS) and ratified by Faculty Board (FB) in TSB, Manipal University Jaipur, in other institutions during 2nd year.

6.3.2 Credit transferred will not be used for GPA/CGPA computation. However, credit transferred will be considered for the overall credit requirements of the program.

6.3.3 Credit transfer can be considered only for the courses at same level or above.

6.3.4 Student must provide all details for the course which he is requesting for credit transfer along with the acceptance letter for the scrutiny of the concerned BoS, before proceeding for the course.

6.3.5 Maximum number of credits that can be transferred by a student shall be limited to the number of credits earned in the corresponding trimester in MUJ. However total credit earned at completion of degree should not be less than the required credit for award of degree. In case a student has earned more credits from other universities/ educational Institutions/ Research Institutions, the student may indicate his/her preference for credit transfer. However, the decision of the Dean (FoMC) in this regard shall be considered as final.

6.3.6 Student has to pass all such courses for which credits transfer is to be made.

6.3.7 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

7. Termination from the Programme

A student shall be required to leave the institute without the award of the degree, under the following circumstances.

7.1 If a student fails to acquire minimum number of credits required to get promoted to next higher trimester at the end of academic probation year.

7.2 If a student fails to acquire the requirements for the completion of the degree within the maximum permissible period.

7.3 If a student is absent for more than 6 weeks at a stretch in a trimester without sanctioned leave.

7.4 Based on disciplinary action, on recommendation of an appropriate committee and approved by the President of the University.