1. ACADEMIC PROCESS

1.1 Programmes of Study

Manipal University Jaipur aims to provide globally accepted education in all programmes of study. Great emphasis is placed on the use of modern communication technology to impart quality education to students.

The University follows an efficient and flexible semester system with continuous and comprehensive evaluation. Each semester of study has minimum requirements of number of course credits that must be taken. Each course is defined in terms of contact hours, by lectures, tutorials and/or practical sessions.

1.2 Maximum duration of Academic Programme

The maximum time allowed for a student to complete the degree requirement is twice the duration of the academic programme, from the date of first registration in the first semester.

2. CREDITS AND PROMOTION

2.1 Credit Based System

Each course, theory as well as practical, is expressed in terms of a certain number of credits. The number of contact hours per week determines the credits. Normally, in the case of theory courses, the number of credits is equal to the number of contact hours (lectures & tutorials) per week. For practical courses, one credit is assigned for every two/three contact hours per week.

Every course is assigned an [L T P C] code indicating Lectures/week, Tutorials/week, Practical/week and the credits assigned. For example, a theory course with an [L T P C] code of [3 1 0 4] has 3 hours of Lectures/week, 1 hour of Tutorial/week and the credits assigned are 4. A laboratory course with [L T P C] code of [0 0 6 2] has 6 hours of Lab/week and the credits assigned are 2.

2.2 Semester completion

A student successfully completes a particular semester when he/she earns the specified credits of that semester and passes (i.e., obtains letter grade E or above) in any Audit course prescribed in the curriculum. A student earns full credits for a registered course if he/she secures letter grade E or higher in that course.

2.3 Promotion to higher semesters is based on securing a prescribed minimum number of credits, as detailed in section 4 below.

2.4 Graduation

A student completes the requirements for graduation when he/she earns the specified number of credits in all the semesters making up the programme including Audit courses, if any prescribed in the curriculum.

2.5 Course Codes

The courses offered are coded with 2 letters indicating the department offering the course, followed by 4 digits. The first digit indicates the level (UG / PG), the second digit indicates the semester and the last two digits indicate the course. The courses are listed for each branch/department separately.
3. REGISTRATION

3.1 Each student has to register for the core courses of his/her programme with the parent department at the commencement of each semester, on the day notified in the Academic Calendar.

3.2 The student must also register for the elective courses, if any, (both programme and open electives) that he/she wishes to take in the semester.

4. PROMOTION TO HIGHER SEMESTERS

Promotion of a student from an even semester to the next higher odd semester is subject to the minimum academic performance requirements as stated below.

4.1 To be eligible for promotion to the third semester, a student should have earned a minimum of 30 credits at the end of second semester.

To be eligible for promotion to the fifth semester, a student should have earned a minimum of 75 credits at the end of fourth semester.

To be eligible for promotion to seventh semester of a four year programme, a student should have earned a minimum of 125 credits at the end of sixth semester.

4.2 Commencing Academic Year 2013 – 14, students of 2nd year will be promoted to 3rd year only if they have earned all credits of 1st year. Similarly, students of 3rd year will be promoted to 4th year only if they have earned all credits of 2nd year.

4.3 If a student is unable to earn 30 credits of the first year in two years, he/she will be forced to discontinue the programme. Similarly, if a student is unable to earn 75 credits in four years or 125 credits in 6 years, he/she will have to discontinue the programme.

4.5 All credits of core courses in a programme should be earned, but a student may register for different Programme/Open elective courses, if necessary, on re-registration.

5. COURSE RE-REGISTRATION

5.1 On failure

5.1.2 If a student fails in any course, he/she may re-register for the course in any regular semester, provided there is no Time-table clash with the regular courses.

5.1.2 A student can re-register for a maximum of 8 credits of such backlog courses, in addition to the credits of the current semester, provided the total does not exceed 32 credits.

5.1.3 The prevailing re-registration course fee will have to be paid by the student. (See section on Fees).

5.1.4 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.
5.1.5 Re-registration during a regular semester will be allowed only with prior permission of respective Deans/HODs.

5.2 On passing

5.2.1 If a student has a passing grade in any course, but desires to improve his grade in that course, he/she may re-register in that course in the next regular semester, provided the course is running.

5.2.2 In such cases, he is allowed to retain the grades he/she earns in these courses.

5.2.3 The normal re-registration fee will be charged in such cases.

6. SEMESTER WITHDRAWAL

6.1 If a student has been unable to meet the attendance requirements because of prolonged illness in a semester, he/she may opt for semester withdrawal.

6.2 Approval for withdrawal should be taken at least one month before the start of the semester examinations.

6.3 No fees will be reimbursed in such cases.

7. OUTLINE OF EVALUATION

7.1 Continuous Assessment

Student performance is continuously assessed in all the courses. The student is evaluated 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 for the subject.

7.2 Student performance in each theory course is evaluated out of a maximum of 100 marks, of which 50 marks are for in-semester assessments and 50 marks for the end-semester examinations (ETE).

The in-semester assessment in a theory course is based on sessional tests (MTE), and assignments, quizzes, case presentations, seminars, etc. (CWS).

Student performance in practical courses is also evaluated out of a maximum of 100 marks and is based totally on in-semester assessment of which 60 marks are awarded based on class performance (PRS) and 40 marks based on the test/s conducted before the semester ends (PRE). There is no ETE in a practical course.

7.3 The Course plan and evaluation scheme, including the distribution of the weightage for each component, approved by the HOD, will be given to the students by the Course Instructor at the beginning of the semester.

7.4 The performance of students in the sessional tests and assignments is properly documented and announced within the scheduled period after the tests by the course instructor.

The overall performance of a student in a course is expressed in terms of a Letter Grade (as given in section 8 below).
8. EVALUATION PROCEDURE

8.1 Relative Grading

Marks obtained in the in-semester and end-semester examinations are added together and a 10-point grading system is used to award the student with an overall letter grade for the course.

8.2 Letter Grading System

Letter Grades and Grade Points are as shown below:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>A+</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F/I/DT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Points</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

8.3 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.

8.4 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.

8.5 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' grade (incomplete). However relaxation to award 'I' grade is not permissible, unless the necessary permission has been obtained before the exam date.

8.6 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.

9. GRADE POINT AVERAGE (GPA) & CUMULATIVE GRADE POINT AVERAGE (CGPA)

9.1 The overall performance of a student will be indicated by two indices: Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA).

GPA is the weighted average of the grades obtained in a semester.

The GPA of all semesters at any point of time is CGPA at that point of time.

The details of calculation of GPA and CGPA are given in Appendix 1.

9.2 After the results are declared, grade cards will be issued to each student, which will contain the list of courses for that semester and the grades obtained by the student, GPA of that semester as well as aggregate attendance percent of that semester.
10. END-SEMESTER / MAKE-UP EXAMINATION

10.1 The end semester examination will be conducted only in the courses offered in the current semester. That is, at the end of the odd semester, examinations in the courses of the odd semester will be conducted. Similarly, at the end of the even semester, examinations will be conducted only in the courses of the even semester.

10.2 Make-up (supplementary) examinations will only be held together with the examinations of the summer semester, for students who have got F/I grade in the courses offered during the earlier semesters.

10.2.1 A student can take a Make-up examination in a course in which he is awarded F grade.

10.2.2 F grade is awarded if a student fails to secure 35 % for UG courses 40% per PG courses marks in a course.

10.2.3 There will be no Make-up examinations after the odd semester.

10.2.4 Make-up examinations for all courses will be held only at the end of the Summer semester.

10.2.5.1 The grade boundaries in the make-up examination in any course will be the same as those in the immediate preceding regular end-semester examination for that course.

10.2.5.2 For all students who appears in the summer semester/make-up examination, the grade awarded will be one lower than what they earn as per point no. 10.2.5.1 above.

10.2.5.3 However, a student who secures an E grade will retain the same grade he/she has earned.

10.2.6 A student who is awarded I grade in a course, and who subsequently takes a make-up examination in that course, will retain the grade he/she has earned.

10.2.7 Students may register for make-up examinations in as many courses as they desire, by paying the prescribed fee. (See section on Fees)

10.2.8 Make-up exams. may be taken any number of times, as long as a student continues to remain on the University rolls, as a regular/re-registered student.

10.3 Showing of Answer Books

Students will be shown their test/exam answer books on the dates notified in the Academic Calendar. Requests to show the answer books would not be entertained beyond this schedule. There will be no re-valuation of the answer books after the results are declared.

Students will satisfy themselves that all Answers have been evaluated and there are no totaling errors. No arguments will be entertained on the evaluation style per se.

10.4 Grade Moderation Committee

10.4.1 One Grade Moderation Committee (GMC) will be notified by the HoD, for every class in the Dept., and marked to the CoE, before the exams start.
10.4.2 Each GMC will have the HoD as Chairperson and all teachers teaching that class as members.

10.4.3 The GMC will satisfy itself that all the guidelines for the award of grades have been adhered to and may slightly tweak/modify the grade boundaries calculated in the first instance, by taking into consideration any natural gaps in the marks. However, marks will not be changed.

10.4.3 The moderated grades will be forwarded to the COE and a copy of the marks and final grades, along with the statistical parameters used, will be retained by it.

10.4 Declaration of results

The Controller of Examinations will declare the results after approval by HOS.

10.5 Withholding of results

A student is not allowed to appear in the exam if he/she has not paid all his/her dues.

The results of a student will be withheld if there is a case of disciplinary action pending against him/her.

10.6 Requirements for award of degree

A student completes the requirements for award of degree if he/she fulfills all the conditions given below:

10.6.1 Has earned the number of credits specified in the prescribed courses of study, and cleared all Audit courses.

10.6.2 Paid all dues to the Institute.

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

11. ATTENDANCE

11.1 All students are expected to attend every lecture, tutorial and practical class scheduled for them, and all such attendance will be recorded for every course he/she attended.

11.2 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. Attendance of lectures, class tests, practicals and tutorials all count towards the calculation of this percentage.

11.3 A student should meet the above attendance requirement, irrespective of the number of days he/she is on medical and/or other leave for any reason whatsoever. In exceptional circumstances, if a student’s attendance falls slightly short of 75% but is above 70% he/she may be given the benefit of having attended any university events or maybe given extra assignments.

11.4 Attendance of students will be monitored and displayed during a semester as per the approved guidelines.
11.5 The names of students who have attendance shortage, will be intimated by the Course Coordinator through HoD, on the last day of teaching, to the Academic Section, for display on the Notice Board and onward transmission to the COE.

11.7 Students with short attendance will not be allowed to appear in the end semester exams.

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

**12. SUMMER SEMESTER**

12.1 A summer semester of eight weeks will run, only for the 1st year of professional UG programmes. The number of contact hours per week per course will be six to eight against three to four per course in the regular semester.

12.2 It will run only for students with DT grade in a course (i.e., short attendance cases) and only if a minimum of 5 such students register for the course.

12.3 Students who have F/I grade may also register for a summer semester course, to improve their in-semester marks, provided the course is running.

12.4 A student can register for only upto 3 theory and one lab. course or upto 13 credits, whichever is lower, in the Summer semester.

12.5 The prevailing course-wise registration fee will have to be paid by the student. (See section on Fees)

12.6 A student will be awarded one grade lower that what he/she earns in the summer semester/make-up examination for any course.

12.7 The evaluation process for summer term will be the same as that of the regular semester. There will be regular internal assessment and examinations at the end of the summer semester.

**13. CHANGE OF BRANCH**

13.1 Students of BTech. are allowed to change their branch at the end of the first year, on the basis of academic performance and subject to departmental student strength constraints. This is a privilege and not a right, and is awarded on meritorious performance. Applications for change of branch shall be allowed in April every year and must be submitted to the Deputy Registrar (Academics) by the stipulated date.

13.2 Branch change will be made against the vacancies available at the end of the first year, on the basis of merit. A merit list will be prepared, based on the students’ CGPA, after the declaration of second semester result. If two or more students have the same CGPA, their entrance examination (MU OET) rank/12th percentage will be considered to break the tie.

13.3 Only students who have passed in all courses of I & II semesters, without any backlog, are eligible to apply for change of branch.

13.4 Students who have secured free seats are not eligible for branch change.
13.5 Students who have opted for branch change are not eligible for the AICTE scholarship from the second year.

13.6 A branch change is permitted only if the student strength in any branch does not fall below 60% of the prescribed intake.

13.7 Mutual exchange of branch is not permitted.

14. UNFAIR MEANS AND PLAGIARISM

14.1 In case a student is found adopting, or is suspected of adopting, unfair means, before, during or after the examination, or lifting or copying work of someone else and inserting it in his Class Work submissions, Project, Dissertation, or Report, etc., without proper acknowledgement, credit and reference, or plagiarizing the Dissertation/Project/Class work Submissions/Report, etc., such penal action shall be taken by the Institute against the student, as may be necessary and adequate to uphold the sanctity and integrity of the examination system and the credibility of the Institute.

Guidelines for award of punishment for malpractice are indicated elsewhere.

15. MOBILE PHONE REGULATIONS

Mobile phones, ipods and similar electronic gadgets (except laptops) are strictly prohibited for use in the academic areas/ classrooms. These are permitted only in hostel / student activity areas and food court. Defaulters will be punished as follows:

The mobile set will be confiscated and the students will be suspended for a period of two days or more, with intimation to the parents. The confiscated mobile set will be handed over to the respective HOD. It will be returned only at the end of the semester.

Possession of mobiles/ ipods/ programmable calculators/other similar electronic gadgets in the examination halls is strictly banned. Defaulters during the examination/sessional tests will be penalized as per the prevailing Malpractice regulations.
Calculation of GPA and CGPA

Each letter grade is converted into grade points as given in section 8.2 above. These grade points (Gi) are weighted with the number of credits (Ci) assigned to the course. The Grade Point Average (GPA) is the weighted average of Grade Points awarded to a student in a semester. The weighted average of GPA of all semesters at any point of time is the Cumulative Grade Point Average (CGPA) at that point of time.

GPA and CGPA calculations can be expressed as

\[
\text{GPA} = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}
\]

\[
\text{CGPA} = \frac{\sum_{i=1}^{n} GPA_i \times (\sum_{j=1}^{n} C_j)_i}{\sum_{i=1}^{n} (\sum_{j=1}^{n} C_j)_i}
\]

Where
- \( n \) = Number of courses registered
- \( C_i \) = Course credits
- \( G_i \) = Grade points
- \( N \) = Number of semesters

Example of calculation of GPA and CGPA

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
<th>Letter Grade</th>
<th>Grade Points</th>
<th>( C_i \times G_i )</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engg.Mathematics-1</td>
<td>4</td>
<td>A</td>
<td>9</td>
<td>36</td>
</tr>
<tr>
<td>Mechanics of Solids</td>
<td>4</td>
<td>A+</td>
<td>10</td>
<td>40</td>
</tr>
<tr>
<td>Basic Electronics</td>
<td>4</td>
<td>B</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td>Mechanical Engg. Science</td>
<td>4</td>
<td>C</td>
<td>7</td>
<td>28</td>
</tr>
<tr>
<td>Engineering Physics</td>
<td>4</td>
<td>B</td>
<td>8</td>
<td>32</td>
</tr>
<tr>
<td>Comm. Skills in English</td>
<td>3</td>
<td>A</td>
<td>9</td>
<td>27</td>
</tr>
<tr>
<td>Basic Workshop Practice</td>
<td>1</td>
<td>A</td>
<td>9</td>
<td>9</td>
</tr>
<tr>
<td>Engineering Physics lab</td>
<td>1</td>
<td>B</td>
<td>8</td>
<td>8</td>
</tr>
</tbody>
</table>

Credits \( =25 \) GPA \( = \frac{(36+40+32+28+32+27+9+8)}{25} = 8.48 \)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Credits earned</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>25</td>
<td>8.48</td>
</tr>
<tr>
<td>II</td>
<td>25</td>
<td>8.62</td>
</tr>
<tr>
<td>III</td>
<td>26</td>
<td>8.24</td>
</tr>
<tr>
<td>IV</td>
<td>26</td>
<td>8.42</td>
</tr>
</tbody>
</table>

Total credits earned 102 CGPA \( = \frac{8.48 \times 25 + 8.62 \times 25 + 8.24 \times 26 + 8.42 \times 26}{860.66/102} = 8.44 \)