



ACADEMIC RULES AND REGULATIONS

1. ACADEMIC PROGRAMS

Manipal University Jaipur aims to provide globally accepted education of a high standard. In all programs 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.

1.1. Maximum duration of any Academic Program: The maximum time allowed for a student to complete the degree requirement in any program is as per the prevalent norms at the time of admission. Maximum duration to complete an Academic Program is N+2 where N is the minimum duration of the program. At present it is (2 years + the actual duration of the program).

2. ELIGIBILITY FOR ADMISSION

The eligibility for admission is varies from program to program. The latest information can be obtained by visiting our website (<https://jaipur.manipal.edu/indian-program-offered-eligibility.php>)

Eligible NRI/ International students are admitted based on their qualifying examination performance. More details can be obtained by visiting our website (<https://jaipur.manipal.edu/international-program-offered.php>).

3. ADMISSION PROCEDURE

The admission in any of the programs is subject to various factors, which may include:

- Minimum eligibility criteria,
- Score/rank in various entrance tests,
- Personal interaction/interview/via-voce.

More information can be obtained here: <https://admissions.jaipur.manipal.edu/>

4. CREDITS AND PROMOTION

4.1. 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 hour 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.

4.2. 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/Mandatory Learning 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.

4.3. Promotion to next odd higher semesters: It is based on securing a prescribed minimum number of credits, which is generally 60% of the total credits. More details can be obtained from the Academic Handbook of the respective program.

4.4. Graduation: A student completes the requirements for graduation, when he/she earns the specified number of credits in all the semesters making up the program, including Audit/Mandatory Learning courses, if any, prescribed in the curriculum within the maximum allowed duration of the program.

4. ACADEMIC PROCESS

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



- **Eligibility criteria for registration:**

- Students need to clear their outstanding dues pertaining to finance, hostel, mess etc., and must fulfill the credit requirements.
- The students must have completed the pre-registration process for the elective courses, viz., Open Elective and Program Elective courses (OE/DSE/PE/Value Added Courses).

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

*Pre-Registration should be done before registration.

4.3. Re-registration: The students who got DT/F grades (Detained because of shortage of 75% attendance criteria) can do re-registration for the specific course after obtaining approval from the department.

- Students may not be permitted to re-register in courses if there are clashes in the timetable.
- The prevailing re-registration course-wise fee will have to be paid by the student.
- Students need to attend regular classes in all such cases and must submit assignments and appear for sessional tests along with the regular students.
- Students are allowed to register for a maximum of 32 credits in each semester.
- Students are eligible to get actual grades in re-registered courses if the re-registration happens with the regular semester.

4.4. 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 least seven days before the commencement of the Mid-Term Examination notified in the Academic Calendar.

4.5 Academic Term:

4.5.1. Each semester has a specified course structure.

4.5.2. The first year B.Tech. Course structure is common to all branches of Engineering.

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

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

4.6. Course Numbering: Course Code

4.6.1. The courses offered by each Department are coded with **3 letters** indicating the department offering the course followed by **4 digits**.

4.6.2. 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 Semester; '2': offered in Even Semester; '0': offered in both semesters**) and the **last two digits indicate the course code** as follows:

- Code for Program Core Courses: 1-19
- Code for Flexi Core/Discipline Specific Elective Courses: 20-29
- Code for Lab Courses: 30-39
- Code for Program Elective/Generic Elective Courses: 40-69
- Code for Projects/Seminars/Dissertation/Internships: 70-79
- Code for Hons. Courses: 80-89
- Code Minor Courses: 90-99
- Code for Open Elective Courses: 00XX (Graded: XX=01-49, Non-graded XX=51-99) Example:

Examples (indicative):

- ECE3201 is a core course with code 01 offered in the even semester of the III year (Sem-VI) of B. Tech. in ECE.
- ECO1145 is an elective course with code 45 offered in the odd semester for the I year (Sem-I) of B. A. (Economics).



The following codes are used for different departments:

S.No.	Department/ Program	Code
1	Architecture	ARC
2	Arts	ART
3	Artificial Intelligence and Machine Learning	AIM
4	Biosciences	BIO
5	Biotechnology and Chemical Engg. (B.Tech Computer Science and Biosciences)	BIT/CHE/CSB
6	Business Administration	BBA
7	BBA (Business Analytics)	BBN
8	BBA (HTO)	BBH
9	BCA – Honours (Software Product Engineering)	CAH
10	Integrated MBA (BBA+MBA)	IMB
11	Chemistry	CHY
12	Civil Engineering	CIV
13	Commerce/B. Com (Hons.)	COM/BCH
14	Computer & Communication Engineering	CCE
15	IoT & Intelligent Systems	IIS
16	Computer Applications/BCA (Hons.)	CAP/BCA
17	Computer Science & Engineering	CSE
18	Data Science & Engineering	DSE
19	Economics	ECO
20	Electrical & Electronics Engineering	EEE
21	Electrical & Computer Engineering	ELC
22	Electronics & Communication Engineering	ECE
23	Electronics Engineering (VLSI Design and Technology)	VDT
24	Fashion Design	FAD
25	Fine Arts	FAR
26	Hotel Management	HOM
27	Information Technology/ B.Tech Computer Science and Engineering (Cyber Security)	INT/ICS
28	Interaction and Communication Design	ICD

29	Interior Design	IDE
30	Journalism & Mass Communication	JMC
31	Languages, Literature, and Cultural Studies	LLC
32	Law (Arts & Science)	LAS
33	Law (Commerce & Management)	LCM
34	Mathematics and Statistics	MAS
35	MBA	MBA
36	Mechanical Engineering/ Automobile Engineering	MEE/AUT
36	Mechatronics Engineering/ B.Tech Robotics and Artificial Intelligence	MCE/RAI
37	MBA (Business Analytics)	MBB
38	Physical Education, Sports & Yoga	PES
39	Physics	PHY
40	Psychology	PSY

4.7. Credit Based System:

4.7.1. 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

4.7.2. 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 Course registered if he/she secures letter grade E/S or higher.

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

4.8. Assessment:

4.8.1. 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.

4.8.2. 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 one sessional examination of 30 marks and CWS of 30 marks.

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

4.8.4. The student performance in laboratory courses/Minor Project/ Experiential Learning 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.

4.8.5. Course instructors are to give the Course Handout which contains the complete course plan approved by the HoD to the students, at the beginning of the semester.

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

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

4.9. Attendance Requirements:

4.9.1. 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.

4.9.2. 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.

4.10. Grading System:

4.10.1. 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/S/U
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass; F: Failure; I: Incomplete; DT: Attendance shortage; S: Satisfactory; U: Unsatisfactory

4.10.2. 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.

4.10.3. The overall performance of the student for the entire program 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

4.10.4. A student who earns a minimum of 5-grade points (E grade) in a course and S (satisfactory) grade in a mandatory learning course(s) is declared to have successfully completed the course and earned the credits assigned to it.

4.10.5. Student must secure minimum 35% and 40% of marks for both end term exam and overall, respectively for UG and PG course examination, to get a passing grade in any theory course.

4.10.6. 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.

4.10.7. 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 the student has to re-register for the course(s) at the next available opportunity.

4.10.8. 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.

4.11. Class Committee:

4.11.1. A class committee is headed by the Head of the Department (B.Tech. 1st Year coordinator in case of the first year B.Tech. program). The class/section coordinators, course Instructors, course coordinators, and 3-5 nominated student representatives of all sections will be members of this committee.

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 prior to the 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.

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 analyze the performance of the students in all courses of study, attainment calculation, grade finalization, and scopes for improvement. However, the student representatives are exempted from this meeting.

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 Course for that section. Section Coordinators will be nominated by the HoDs (Dy. Director for the B.Tech. first year program), 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. Promotion to Higher Semesters:

Promotion to the next higher odd semester (the next academic year) is subject to clearing a minimum specific number of credits (applicable for the admitted student 2023 onwards). The promotion criteria vary between faculties and programs. The general guidelines is provided in the table below:

Promotion to higher odd semester for batch 2023 onwards									
Minimum credits required	FoE	FoE/FoS (PG)	FoA / FoL / FoMC / FoS	FoMC PG	TSB General	TSB Business Analytics	B Arch	M Arch	Design & Arts
Minimum Credits required at the end of II semester	24	40	26	26	31	32	29	27	20
Minimum Credits required at the end of IV semester (including OE courses)	60		68	48			87		60
Minimum Credits required at the end of VI semester (including OE courses)	107		115	72			143		103
Minimum required Credits required for VIII Semester			168	103			198		

4.14. Academic Probation and Termination of the Registration to the Program:

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 program temporarily. In such case, he/she will be put on academic probation for the next academic year, and an advisory letter shall be issued.

4.14.2. If a student is repeating a semester 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 program after fulfilling the academic requirements as in 4.14 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 program shall be terminated.

4.15. Re-joining a Program:



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

4.16. End-Semester Examination:

4.6.1. 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% and 40% of marks in the end semester examination is essential for awarding a passing grade in a theory course of UG and PG programs respectively.

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 HoD/ Deputy 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 Exams.

4.17.3. In addition to the above, Make-up Examinations for courses of Odd and Even semesters are also conducted after the result declaration of Odd Semester and Even Semester Exams respectively.

4.17.4. Grades Applicable in Make-up Examination:

4.17.1.1. The grade boundaries for Make-up Examination courses conducted along with Regular ETE will be the same as those in the immediately preceding ETE for that course.

4.17.1.2. 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.

4.18. Withholding of Results:

Results will be withheld when a student has uncleared dues or there is a case of disciplinary action pending against him/her.

4.19. Eligibility for the Award of Degree:

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

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

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

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

4.19.2. Minimum CGPA for graduation is 5.0 and the maximum that can be earned is 10.

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

4.19.4. If a student fails to complete the academic formalities within $(N + 2)$ years from the year of joining the program (where N is the minimum duration of the program), he/she will not be eligible to get the degree from MUJ.

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 the degree.

5.2. Students can earn external credits only from Indian/Foreign Universities/Institutions with which MUJ has an 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 $CGPA \geq 7$ 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.

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 the 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 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.
- 5.3.6. Student must 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.

5.4. Transfer of Credits through SWAYAM NPTEL:

- 5.4.1. Regarding the equivalency and grading policy of the courses offered by SWAYAM and NPTEL MOOC platforms:

- 5.4.1.1. A departmental committee chaired by the HoD must recognize the equivalency of the course (by comparing the curricula and credit/duration of the courses).
- 5.4.1.2. A maximum of 40% of the credits of the semester can be fulfilled via the SWAYAM/NPTEL MOOC platforms.

- The course duration should be:
 - 4-6 weeks for 1 or 2 -credit courses,
 - 8-12 weeks for 3 credit courses, and
 - Minimum 12 weeks for 4 credit courses.
- The course must be actively running and aligned with the academic calendar of MUJ ensuring completion of the course (including examination and certification) by the last instruction day of the semester.
- 5.4.1.3. The evaluation scheme/grading policy for credit transfer of the SWAYAM/NPTEL courses is as follows:
 - If the SWAYAM/NPTEL course is being treated as supplementary material for evaluation of the CWS component, then the existing grading policy will apply.
 - If a student
 - Needs to clear DT grade for a course,
 - Needs to complete a bridge course as a lateral entry student,
 - Takes a course with prior approval from departmental BoS and Directorate of Academics,
 - Wishes to take an advanced course.

via the SWAYAM/NPTEL platforms, then their score and credits in that course awarded by the SWAYAM/NPTEL platforms will be directly transferred. Marks scored on the SWAYAM/NPTEL platforms for the certain course will be considered for grading at MUJ as per the existing policy of 'absolute grading'. The same will be used for the GPA and CGPA calculations.

- 8. Termination from the Program:** 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 management of the university.