



**MANIPAL UNIVERSITY
JAIPUR**

VISION

Global Leadership in Higher Education and Human Development

MISSION

- Be the most preferred University for innovative and interdisciplinary learning
- Foster academic, research and professional excellence in all domains
- Transform young minds into competent professionals with good human values

VALUES

Integrity, Transparency, Quality,
Team Work, Execution with Passion, Humane Touch

The Manipal Education Group is the dream of Dr. Tonse Madhav Ananth Pai. His vision is converted to India largest education township with more than 24 institutions so of learning. The Manipal Education Group is an established leader in the field of education, research, and healthcare. In over six decades, it has transformed the lives of more than 3,00,000 students from over 59 countries. The group includes five Universities - Manipal Academy of Higher Education (MAHE, Karnataka), Sikkim Manipal University (Sikkim), American University of Antigua (Caribbean Islands), Manipal International University (Malaysia) and Manipal University Jaipur (Jaipur).

The University has off-campus in Mangalore and Bangalore, and off-shore campuses in Dubai (UAE) and Melaka (Malaysia). The Mangalore campus offers medical, dental, and nursing programs. The Bangalore Campus offers programs in Regenerative Medicine. The Dubai campus offers programs in engineering, management, and architecture, and the Melaka campus offers programs in medicine and dentistry. Manipal Group is proud to build in Jaipur, a multi-disciplinary university, offering courses across disciplines. Every institute has world-class facilities and pedagogy, which are regularly reviewed and upgraded to reflect the latest trends and developments in higher education.

About Manipal University Jaipur

Manipal University Jaipur (MUJ) was launched in 2011 on an invitation from the Government of Rajasthan, as a self-financed State University. MUJ has redefined academic excellence in the region, with the Manipal way of learning; one that inspires students of all disciplines to learn and innovate through hands-on practical experience.

Jaipur, is one of the fastest growing cities in India, has increased demand for quality higher education in the region. Following an allotment of 122 Acres of land at Dehmi Kalan village near Jaipur, the permanent campus of the University has come up at a fast pace and is by far one of the best campus in the region.

The multi-disciplinary University offers career-oriented courses at all levels, i.e., UG, PG and doctoral and across various streams, including Engineering, Architecture, Planning, Fashion Design, Fine Arts, Hospitality, Humanities, Journalism and Mass Communication, Basic Sciences, Law, Commerce, Computer Applications, Management, etc. Some PG programmes are also available in the research mode.

MUJ boasts of best-in-class infrastructure, including state-of-the-art research facilities and a modern, digital library. In line with Manipal University's legacy of providing quality education to its students, the campus uses the latest in technology to impart knowledge.

Leadership



Dr. N N Sharma
President



Dr Karunakar Kotegar
Pro-President



Dr. Amit Soni
Registrar



Dr Nitu Bhatnagar
Provost



Dr. Ajay Kumar
Dean Graduate Outcomes



Dr Dasari Nagaraju
Controller of Examinations



**MANIPAL UNIVERSITY
JAIPUR**

1. Organogram.....	1
2. Examination Process.....	2
<i>a. Types of Examination</i>	
<i>b. Examination Schedule</i>	
<i>c. Appointment of Examiners</i>	
<i>d. Printing of Question papers</i>	
<i>e. Answer Booklet Evaluation & Marks Entry</i>	
<i>f. Grade Moderation</i>	
<i>g. Mid Term Examination</i>	
<i>h. Summer End Term Examinations</i>	
<i>i. Make up examinations</i>	
<i>j. Result Declaration</i>	
<i>k. Malpractice</i>	
<i>l. Guidelines to Control the Malpractice/Unfair Means</i>	
<i>m. Relative Grading Policy</i>	
<i>n. Evaluation procedure</i>	
<i>o. GPA & CGPA</i>	
<i>p. Calculation of GPA and CGPA</i>	
<i>q. Transfer of credits</i>	
<i>r. Process of Collecting the Question Paper for the Examination</i>	
<i>s. Guidelines for use of a scribe/paper writer for visually handicapped/orthopedically handicapped students:</i>	
<i>t. Practical Examination</i>	
<i>u. Internship and Final Year Projects.</i>	
3. Academic Calendar.....	13
4. Appendices.....	16
a. Appendix – I	
<i>i. Responsibilities of Departmental Exam Coordinator</i>	
<i>ii. Invigilators</i>	
<i>iii. Office Superintendent</i>	
<i>iv. Clerks</i>	
<i>v. Chief Superintendent/Members</i>	
<i>vi. Remuneration of ETE</i>	
b. Appendix – II	
<i>i. Various Applications & formats for all certificates</i>	

c. Appendix – III

- i. Format for all certificates*

d. Appendix – IV

- i. Moderation committee form*
- ii. Course Outcome attainment*
- iii. Program Outcome Attainment*
- iv. format for Question Paper*
- v. format for Answer copy distribution*
- vi. format for Answer copy submission*
- vii. Sample Answer copy for Sessional Examination*
- viii. Sample Answer copy for End Term Examination*
- ix. Examination Attainment Sheet*
- x. Remuneration Bill for Answer Copy*
- xi. Revaluation form faculty*
- xii. Revaluation form Student*

e. Appendix - V