

## **ACADEMIC PROCESS**

### **Programmes of Study**

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

### **Maximum duration of any Academic Programme**

The maximum time allowed for a student to complete the degree requirement in any programme is as per the prevalent UGC norms at the time of admission. At present it is 2 years + the actual duration of the programme.

**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.

**Promotion to higher semesters** is based on securing the prescribed minimum number of credits.

**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.

### **Continuous Assessment**

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.

Performance in each theory course is evaluated out of a maximum of 100 marks (from session 2015-16), of which 60 marks are for in-semester assignments and 40 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).

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 (PRE) at the end of the semester.

### **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.

## Letter Grading System

Letter Grades and Grade points are as shown below:

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

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.

F grade is awarded if a student fails to secure 35 % marks for UG courses or 40% marks in PG and post PG courses.

## Showing of Answer Books

MUJ follows a policy of transparent evaluation. To this end, Students are shown their evaluated answer books after every test/exam.

## Moderation of Question Papers and Grades

All end-term examination question papers are moderated before the exam, to ensure that the entire syllabus has been covered and marks allotted uniformly to questions. To remove/reduce anomalies in grades and ensure uniformity, grades may also be moderated before notifying to the students.

## Attendance

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

A student with less than 75% attendance in individual courses is not permitted to write the end semester examination in that course and is given DT letter grade in the course. Attendance of lectures, class tests, practicals and tutorials, all count towards the calculation of this percentage.

## Summer Semester

A summer semester of eight weeks runs every year, only for the 1<sup>st</sup> year of professional UG programmes. The number of contact hours per week per course is six to eight, against three to four per course in the regular semester.

Only students with DT grade in any course (i.e., short attendance cases) are allowed to register for the summer semester. A course runs only if a minimum of 5 students register for it.

## Calculation of GPA and CGPA

## Appendix

### 1

Each letter grade is converted into grade points as given above. These grade points ( $G_i$ ) are weighted with the number of credits ( $C_i$ ) 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**

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i} \quad CGPA = \frac{\sum_{j=1}^N GPA_j (\sum_{i=1}^n C_i)_j}{\sum_{j=1}^N (\sum_{i=1}^n C_i)_j}$$

Where  $n$  = Number of courses registered

$C_i$  = Course credits

$G_i$  = Grade point

$N$  = Number of semesters

**Example of calculation of GPA and CGPA**

Courses	Credits	Letter Grade	Grade Points	$C_i * G_i$
Engg. Mathematics-1	4	A	9	36
Mechanics of Solids	4	A+	10	40
Basic Electronics	4	B	8	32
Mechanical Engg. Science	4	C	7	28
Engineering Physics	4	B	8	32
Comm. Skills in English	3	A	9	27
Basic Workshop Practice	1	A	9	9
Engineering Physics lab	1	B	8	8

Credits = 25

GPA =

$$(36+40+32+28+32+27+9+8)/25 = 8.48$$

Semester	Credits earned	GPA
i	25	8.48
ii	25	8.62
iii	26	8.24
iv	26	8.42

Total credits earned 102

$$CGPA = 8.48 \times 25 + 8.62 \times 25 + 8.24 \times 26 + 8.42 \times 26 = 860.66 / 102 = 8.44$$

