Manipur 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 twice the duration of the 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

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, as notified by the Department.

### 4. PROMOTION TO HIGHER SEMESTERS

Promotion 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. Similarly, to be eligible for promotion to ninth semester of a five year programme, a student should have earned a minimum of 175 credits at the end of eighth semester.

#### 4.2 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 and students of 4th year will be promoted to 5th year only if they have earned all credits of 3rd year.
4.3 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

5.1.1 If a student fails in any course, he/she may re-register for the course in any regular semester, to improve his/her in-semester marks, 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 failed (backlog) courses, in addition to the credits of the current semester, provided the total does not exceed 32 credits.

5.1.3 For such re-registered courses, he/she will be awarded one grade lower than what he earns.

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

5.1.5 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.

Re-registration during a regular semester will be allowed only with prior permission of respective HO-Ds.

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

6.2 No fees will be reimbursed in such cases.

7. OUTLINE OF EVALUATION

7.1 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.

7.2 Performance in each theory course is evaluated out of a maximum of 100 marks, of which 50 marks are for in-semester assignments 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).

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).

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

7.4 Performance 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 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 Point</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 total of 35% marks for UG programmes, 40% marks for PG and post PG programmes is essential for a student to be awarded a passing grade in any theory course.

8.6 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.

8.7 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.

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.
CGPA is the weighted average of the grades upto and including any semester. 
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 grades obtained by the student, GPA of that semester as well as aggregate attendance percentage 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.

10.2.1 Make-up (supplementary) examinations will be conducted along with regular end-term examinations at the end of each semester (provided the course was running in that semester) as also along with the summer semester examination. This facility will be available for students who got F/I grade in the courses offered during the earlier regular semesters.

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

10.2.3.1 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.

10.2.3.2 For all students who appear in the end summer semester/make-up examinations, the grades awarded will be one lower than what they earn as per point no. 10.2.3.1 above. However, a student who secures an E grade will retain the same grade he/she has earned.

10.2.4 A student who repeats an examination in any course, will be awarded one grade lower than what he/she earns.

10.2.5 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.

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

10.2.7 Make-up examinations may be given any number of times, as long as a student continues to remain on the University rolls, as a regular/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.

10.4 Grade Moderation Committee

10.4.1 Grade Moderation Committees (GMC) will be notified by the HoD, for every class in the department 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.

10.4.4 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.

10.5 Declaration of results

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

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

10.7 Requirements for Award of degree

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

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

10.7.2 Paid all dues to the Institute.

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

11. ATTENDANCE

11.1 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.

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 may be given extra assignments, after approval from the HoS.

11.4 Attendance of students is recorded and displayed in the AMS during the semester.

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.