

Handbook of Information

Department - School of
Architecture & Design
Academic Year: 2024 -25

Table of Contents

1. About Department (details about department, Vision/ Mission/ PEO, career opportunities, etc.)
2. Quick facts about department (Total MoUs, % of faculty with Ph.D, Average/ Median package, placement %, etc.)
3. Faculty members (list containing qualifications, contact information, specialization, seating position, etc.)
4. University/ Departmental Academic Calander
5. Programs Offered (Formation year, PO/ PSO, etc.)
6. Scheme/ Curriculum of programs offered
7. List of Academic Committees & Coordinators (Brief description along with list of coordinators)
 - a. Course Coordinators
 - b. Class Coordinators
 - c. PAC/ BoS Committee
 - d. Time-table Committee/ Coordinator
 - e. Examination Committee
 - f. Project/ Dissertation/ Internship Coordinator
 - g. Mentor-mentee Coordinator
 - h. PE/ OE Coordinator
 - i. Website Coordinator
 - j. Ph.D/ Research Coordinator
 - k. OBE Coordinator
 - l. KPI, NBA/ NAAC Coordinators
 - m. Student grievance committee
 - n. Lab Coordinators
 - o. Social media coordinator
 - p. Alumni coordinator
 - q. Student clubs (details/ guidelines)
 - r. Any other committee/ coordinator
8. List of Resources available (labs - along with details of available equipment/ software, departmental library, webpage, etc.)
9. List of MoUs
 - a. Industrial MoUs (details of MoUs, nodal officer, etc.)
 - b. International MoUs (details of MoUs, nodal officer, etc.)
10. Guidelines for students
 - a. Registration Guidelines (Process/ Regulations, details of registration coordinators, process of registration/ re-registration, addition/ deletion of credits, semester withdrawal, Minor specialization, etc.)
 - b. Class Committee guidelines (Brief description, class committee, schedule/ frequency of meetings, list of coordinators)
 - c. Guidelines for promotion to next/ higher semester
 - d. Mentor-Mentee Scheme (Brief description along with list of coordinators)
 - e. Attendance/ Discipline policy

- f. Examination guidelines (process, punishments for malpractices, etc.) for students and faculty members
 - g. Guidelines for self-study, Value added courses (if any), MOOCs, etc.
 - h. Project guidelines, assessment process, SoP for best project, etc.
 - i. Plagiarism guidelines for Project/ Dissertation/ Research work
 - j. Guidelines for obtaining Marksheets, degree, transcript, etc.
 - k. Academic integrity and other important guidelines
- 11. Awards/ Honours/ Recognition offered by department/ School/ Faculty (if any - for e.g., Dean's List)
- 12. OBE framework and assessment scheme (Bloom's Taxonomy, details about internal/ external assessment, implementation of OBE framework, CO/PO attainment process, etc.)
- 13. Policies for students
 - a. Scholarship policy for U.G/ P.G/ Ph.D
 - b. Research policy (PRAISE)
- 14. Any other point as per relevance of the department

Note: These are minimum requirements. Departments may add/ modify the headings as per their requirements.

Vision & Mission



Vision and Mission of School of Architecture & Design

Vision:

Global Leadership in Sustainable Built Environment and Human Development.

Mission:

1. Leading globally in architectural education, inspiring visionary architects
2. Empowering a Sustainable future with innovation & collaboration
3. Nurturing the transformation of individuals into lifelong learners grounded in human values.

List of Faculty members School of Architecture & Design



Mr. Saurabh Sharma

Assistant Professor (Selection Grade) &
HoD (I/C)
School of Architecture & Design

PHD, MUJ, PURSUING
M.ARCH., IIT, ROORKEE, 2011
B.ARCH., MAULANA AZAD NAITONAL INSTITUTE OF
TECHNOLOGY, BHOPAL, 2009



Dr. Sunanda Kapoor

Professor
School of Architecture & Design

PHD, DR. APJ KALAM TECHNICAL UNIVERSITY,
MARCH, CHITKARA UNIVERSITY, 2011
BARCH, PANJAB UNIVERSITY, 1995



Mr. Sanjeev Pareek

Assistant Professor
School of Architecture & Design

PHD, NIT PATNA, PURSUING
M.ARCH., RAJASTHAN TECHNICAL UNIVERSITY KOTA, 2020
B.ARCH., UNIVERSITY OF RAJASTHAN, 2001



Dr. Subhash Chandra Devrath

Associate Professor
School of Architecture & Design

PHD, MANIPAL UNIVERSITY JAIPUR, 2021
M.ARCH., YASHWANTRAO CHAVAN MAHARASHTRA OPEN
UNIVERSITY, NASIK, 2008
B.ARCH., JAI NARAYAN VYAS UNIVERSITY, JODHPUR, 2005



Mrs. Neha Saxena

Associate Professor
School of Architecture & Design

MARCH, SPA, NEW DELHI, 2009
BARCH, UNIVERSITY OF RAJASTHAN, 2007



Mr. Siddhant Walia

Assistant Professor (Senior Scale)
School of Architecture & Design

PHD, MUJ, PURSUING
PGP-ACM, NICMAR, PUNE, 2009
B.E., JAYPEE UNIVERSITY, 2007

List of Faculty members School of Architecture & Design



Mr. Akshay

Assistant Professor (Senior Scale)
School of Architecture & Design

PHD, MUJ, PURSUING
MARCH, SPA, BHOPAL, 2015
BARCH, SPA, BHOPAL, 2013



Mr. Siddharth Mishra

Assistant Professor(Senior Scale)
School of Architecture & Design

PHD, RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA BHOPAL, PURSUING
M.ARCH., SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL, 2015
B.ARCH., MADHAV INSTITUTE OF TECHNOLOGY & SCIENCE, GWALIOR, 2012



Mrs. Kinzalk S Chauhan

Assistant Professor
School of Architecture & Design

PHD, MADHAV INSTITUTE OF TECHNOLOGY AND SCIENCE, GWALIOR, PURSUING
M.ARCH., SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL, 2015
B.ARCH., RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALA, BHOPAL, 2012



Mr. Raunak Prasad

Assistant Professor
School of Architecture & Design

PHD, MNIT JAIPUR, 2024
MPLAN, MNIT, JAIPUR, 2016
BARCH, UTTAR PRADESH TECHNICAL UNIVERSITY, 2014



Dr. Ashutosh Saini

Assistant Professor
School of Architecture & Design

PHD, MNIT JAIPUR, 2023
M.TECH., (URBAN PLANNING), GURU NANAK DEV UNIVERSITY, 2019
B.ARCH., NIT, HAMIRPUR, 2017

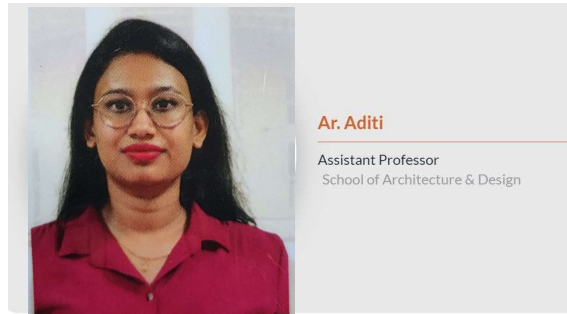


Mrs. Ayushi Sharma

Assistant Professor
School of Architecture & Design

M.ARCH., CEPT UNIVERSITY, 2020
B.ARCH., MANIPAL UNIVERSITY JAIPUR, 2018

List of Faculty members School of Architecture & Design



PHD, MUJ, PURSUING
M.ARCH., MANIPAL UNIVERSITY JAIPUR, 2022
B.ARCH., MAHE, 2020

PHD (PURSUING) - BIRLA INSTITUTE OF TECHNOLOGY MESRA
M.UP (2021) - BIRLA INSTITUTE OF TECHNOLOGY MESRA
B.ARCH (2019) - BIRLA INSTITUTE OF TECHNOLOGY MESRA

Academic Calander 2024-2025



**MANIPAL UNIVERSITY
JAIPUR**
(University under Section 2(f) of the UGC Act)

ACADEMIC CALENDAR 2024-2025

ODD SEMESTER 2024				JULY - DECEMBER -2024				EVEN SEMESTER 2025				JANUARY-JULY-2025			
JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY			
1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.	1 Mid-Semester Examinations for B.Tech. I Sem.
2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28	28	28	28	28
29	29	29	29	29	29	29	29	29	29	29	29	29	29	29	29
30	30	30	30	30	30	30	30	30	30	30	30	30	30	30	30
31	31	31	31	31	31	31	31	31	31	31	31	31	31	31	31

* The Academic Calendar for B.Tech first year of all programs will be announced separately

Registrar
Manipal University Jaipur

School of Architecture and Design


OVERVIEW

School of Architecture & Design (SA&D), Manipal University Jaipur is dedicated to provide world class Architectural education. Ambience & environment to inculcate creativity & innovation, state of the art facilities, dedicated & experienced faculty and student-centric academic practices beyond syllabus are the hallmarks of the school. The quality of life at SA&D is designed to mold the students into professionals with good human values. SA&D strives for 'excellence in imparting architectural education and training for changing socio-cultural aspirations, environmental compulsions, technological innovations, the IT revolution and globalization of economies' Architecture is a popular choice of subject amongst students.

Programs Offered :-

1. Bachelor of Architecture (B.Arch)
2. Master of Architecture (M.Arch)
3. Master of Planning

Bachelor of Architecture (B.Arch) -
Program Outcomes and Program Specific Outcomes

- [PO.1]. Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
 - [PO.2]. Problem analysis: Identify, formulate, research literature, and analyse complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
 - [PO.3]. Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
 - [PO.4]. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
 - [PO.5]. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.
 - [PO.6]. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
 - [PO.7]. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
 - [PO.8]. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
 - [PO.9]. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- 

Bachelor of Architecture (B.Arch) -
Program Outcomes and Program Specific Outcomes

[PO.10]. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

[PO.11]. Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

[PO.12]. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.


[PSO.1]. Architecture and Sustainability: Students shall be able to address changing socio- cultural issues, environmental compulsions, technological innovations, the IT revolution and globalization of economies.

[PSO.2]. Academic and Industry: Students shall be able to apply creative, innovative, intellectual learning to establish academic and professional excellence in the field of Architecture.

[PSO.3]. Professional Excellence: Students shall be able to contribute a critical, ethical and poetic voice for the ongoing development of the profession.

[PSO.4]. International Standards: Students shall be able to meet international standards to underpin technological development.

Master of Architecture (Landscape Architecture) -
Program Outcomes and Program Specific Outcomes

- [PO.1]. Engineering knowledge: Apply the knowledge of mathematics, science, engineering fundamentals, and an engineering specialization to the solution of complex engineering problems.
 - [PO.2]. Problem analysis: Identify, formulate, research literature, and analyse complex engineering problems reaching substantiated conclusions using first principles of mathematics, natural sciences, and engineering sciences.
 - [PO.3]. Design/development of solutions: Design solutions for complex engineering problems and design system components or processes that meet the specified needs with appropriate consideration for the public health and safety, and the cultural, societal, and environmental considerations.
 - [PO.4]. Conduct investigations of complex problems: Use research-based knowledge and research methods including design of experiments, analysis and interpretation of data, and synthesis of the information to provide valid conclusions.
 - [PO.5]. Modern tool usage: Create, select, and apply appropriate techniques, resources, and modern engineering and IT tools including prediction and modelling to complex engineering activities with an understanding of the limitations.
 - [PO.6]. The engineer and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety, legal and cultural issues and the consequent responsibilities relevant to the professional engineering practice.
 - [PO.7]. Environment and sustainability: Understand the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
 - [PO.8]. Ethics: Apply ethical principles and commit to professional ethics and responsibilities and norms of the engineering practice.
 - [PO.9]. Individual and team work: Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- 

Master of Architecture (Landscape Architecture) - Program Outcomes and Program Specific Outcomes

[PO.10]. Communication: Communicate effectively on complex engineering activities with the engineering community and with society at large, such as, being able to comprehend and write effective reports and design documentation, make effective presentations, and give and receive clear instructions.

[PO.11]. Project management and finance: Demonstrate knowledge and understanding of the engineering and management principles and apply these to one's own work, as a member and leader in a team, to manage projects and in multidisciplinary environments.

[PO.12]. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change.

[PSO.1]. Landscape Architecture and Sustainability: Students shall be able to address changing socio- cultural issues, environmental compulsions, technological innovations, the IT revolution and globalization of economies.

[PSO.2]. Academic and Industry: Students shall be able to apply creative, innovative, intellectual learning to establish academic and professional excellence in the field of Landscape Architecture.

[PSO.3]. Professional Excellence: Students shall be able to contribute a critical, ethical and poetic voice for the ongoing development of the profession.

[PSO.4]. International Standards: Students shall be able to meet international standards to underpin technological development.

Programs Offered :- Scheme/ Curriculum

CURRICULUM & SCHEME OF EXAMINATION – 2023-24

B Arch: Five Years Program (Applicable from 2022 Batch and later)

As per the Council of Architecture Minimum Standards for Architectural Education from Academic Session 2019-2020

Year	Course Code	Course Name	L/S	T	P	C	Course Code	Course Name	L/S	T	P	C
First	First Semester						Second Semester					
	AR 1101	Architectural Design I	4	0	2	7	AR 1201	Architectural Design II	4	0	2	7
	AR 1102	Building Const. & Mat. I	2	0	2	4	AR 1202	Building Const. & Mat. II	2	0	2	4
	AR 1103	Arch. Representation I	2	0	2	3	AR 1203	Arch. Representation II	2	0	2	3
	AR 1104	History of Architecture I	2	1	0	3	AR 1204	History of Architecture II	2	1	0	3
	AR 1105	Structures I	2	1	0	3	AR 1205	Structures II	2	1	0	3
	AR 1106	Visual Arts & Workshop I	2	0	2	3	AR 1206	Visual Arts & Workshop II	2	0	2	3
	CY 1003	Environmental Studies	2	1	0	3	AR 1207	Climate Responsive Arch.	2	1	0	3
	LN 1109	Communication Skills	2	1	0	3	AR 1208	Surveying and Levelling	2	1	0	3
	Total		18	4	8	29	Total		18	4	8	29
Second	Course Code	Course Name	L/S	T	P	C	Course Code	Course Name	L/S	T	P	C
	Third Semester						Fourth Semester					
	AR 2101	Architectural Design III	4	0	2	7	AR 2201	Architectural Design IV	4	0	2	7
	AR 2102	Building Const. & Mat. III	2	0	2	4	AR 2202	Building Const. & Mat. IV	2	0	2	4
	AR 2103	Computer App. in Arch. I	2	0	2	3	AR 2203	Computer App. in Arch. II	2	0	2	3
	AR 2104	History of Architecture III	2	1	0	3	AR 2204	History of Architecture IV	2	1	0	3
	AR 2105	Structures III	2	1	0	3	AR 2205	Structures IV	2	1	0	3
	AR 2106	Building Services I	2	1	0	3	AR 2206	Building Services II	2	1	0	3
	AR 2107	Spec. Estimation & Costing	2	1	0	3	AR 2207	Building Codes & Byelaws	2	1	0	3
	AR 2108	Landscape Architecture	2	0	2	3	XX XXXX	Open Elective I	-	-	-	3
Total		18	4	8	29	Total		16	4	6	29	
Third	Fifth Semester						Sixth Semester					
	AR 3101	Architectural Design V	4	0	6	9	AR 3201	Architectural Design VI	4	0	6	9
	AR 3102	Building Const. & Mat. V	2	0	2	4	AR 3202	Building Const. & Mat. VI	2	0	2	4
	AR 3103	Working Drawing I	3	0	4	5	AR 3203	Working Drawing II	3	0	4	5
	AR 3104	History of Architecture V	2	1	0	3	AR 3204	Theory of Urban Design	2	1	0	3
	AR 3105	Structures V	2	1	0	3	AR 3205	Human Settlement Plng.	2	1	0	3
	AR 3106	Building Services III	2	1	0	3	AR 3206	Sustainable Buildings	2	1	0	3
Total		15	3	12	27	Total		15	3	12	27	

Programs Offered :- Scheme/ Curriculum

Fourth	Course Code	Course Name	L/S	T	P	C	Course Code	Course Name	L/S	T	P	C
	Seventh Semester						Eighth Semester					
	AR 4101	Architectural Design VII	6	0	8	13	AR 4201	Professional Training	16 Weeks			16
	AR 4102	Professional Practice	3	0	0	3	AR 4202	Professional Report				10
	AR 4103	Interior Design & Detailing	2	0	2	3						
	AR 4104	Construction & Project Mgt.	2	1	0	3						
	AR 4105	Research Methodology	2	1	0	3						
	AR 4106	Traffic Awareness	1	0	0	0						
	AR 41XX	Elective I	2	1	0	3						
Total		17	3	10	28	Total		16 Weeks			26	
Fifth	Course Code	Course Name	L/S	T	P	C	Course Code	Course Name	L/S	T	P	C
	Ninth Semester						Tenth Semester					
	AR 5101	Design Dissertation I	8	0	8	16	AR 5201	Design Dissertation II	10	0	10	20
	AR 5102	Seminar	2	0	2	3	AR 52XX	Elective II	3	0	2	4
	AR 5103	Housing	2	1	0	3	AR 52XX	Elective III	3	0	2	4
	XX XXXX	Open Elective II	-	-	-	3						
	LN 5101	Foreign Language	2	1	0	3						
	Total		14	2	10	28						

L/S – Lecture / Studio, T – Tutorial, P – Practical, C – Credits

Electives offered as part of Seventh (AR 41XX) and Tenth (AR 52XX & AR 52XX) Semester of B Arch

Elective I (AR 41XX)		Elective II (AR 52XX)		Elective III (AR 52XX)	
AR 4140	Disaster Management	AR 5240	Urbanism	AR 5245	Advanced Urban Design
AR 4141	Digital Architecture	AR 5241	Architectural Conservation	AR 5246	Advanced Landscape Design
AR 4142	Cost Effective Building	AR 5242	Building Performance Evaluation	AR 5247	Green Building Rating Systems
AR 4143	Furniture Design	AR 5243	Sustainable Cities and Communities	AR 5248	Bamboo Architecture
AR 4144	Advanced Interior Design	AR 5244	Graphic and Product Design	AR 5250	Industrial Design
AR 4145	Design Thinking	AR 5249	Digital Exploration with 3D Design		
AR 4146	Building Economics				

Programs Offered :- Scheme/ Curriculum

CURRICULUM & SCHEME OF EXAMINATION 2023-2024

M Arch: Two Years Program

Applicable from Academic Session 2023-2024

Year	Course Code	Course Name	L/S	T	P	C	Course Code	Course Name	L/S	T	P	C
First	First Semester						Second Semester					
	AR 6101	Landscape Design & Communication - I	1	0	0	10	AR 6201	Landscape Design & Communication – II	10	0	0	10
	AR 6102	Regional Ecology - I	2	2	0	4	AR 6202	Regional Ecology - II	2	2	0	4
	AR 6103	Site Planning and Landscape Engineering	4	0	0	4	AR 6203	Planting Design	4	0	0	4
	AR 6104	History of Indian Landscape	2	1	0	3	AR 6204	History of International Landscape	2	1	0	3
	AR 6105	Landscape Morphology	2	1	0	3	AR 6205	Research in Landscape	2	1	0	3
	AR 61XX	Elective - I	2	1	0	3	AR 62XX	Elective - II	2	1	0	3
	AR 6101	Landscape Design & Communication - I	1	0	0	10	AR 6201	Landscape Design & Communication – II	10	0	0	10
Second	Total						Total					
	22 5 0 27						22 5 0 27					
	Course Code	Course Name	L/S	T	P	C	Course Code	Course Name	L/S	T	P	C
	Third Semester						Fourth Semester					
	AR 7101	Professional Training	-	-	-	16	AR 7201	Thesis	20	0	0	20
	AR 7102	Pre-Thesis	-	-	-	4	AR 7202	Network and Systems in Landscape Architecture	2	1	0	3
							AR 7203	Environment Laws & Legislations	3	1	0	4
	Total						Total					
	- - - 20						25 2 0 27					


Electives offered as part of the First (AR 61XX) and Second (AR 62XX) Semesters of M. Arch. (Landscape Arch.)

Elective – I (AR 61XX)		Elective – II (AR 62XX)	
AR 6140	Landscape Heritage Conservation	AR 6204	Landscape Performance Evaluation
AR 6141	Settlement History and Development	AR 6241	Understanding Indian Landscape through Visual Arts
		AR 6242	Rural Landscape Planning

Facts about the department (Total MoUs)

Sr. No.	Name of Partner Entities	Name	Status	Renewal Required	Activities Conducted so far	Activities planned till December	Nodal Officer
		Industry/institution/NGO/University	Ongoing				
1	Manipal University Jaipur	A. Mridul, Architect, Jodhpur	Till Sept. 2025	No			Dr. Madhura Yadav
2	Manipal University Jaipur	Dronah Foundation	Till Sept. 2025	No			Dr. Madhura Yadav
3	Manipal University Jaipur	Shreshtha, Jaipur	Till Feb. 2025	No			Ar. Raunak Prasad
4	Manipal University Jaipur	Integrative Design Solutions Pvt. Ltd., New Delhi	Till Sept. 2025	No	Energy Audit of MUJ Campus	Training for MUJ Staff Member on	Ar. Bibhu K Nayak
5	Manipal University Jaipur	Konkan Bamboo & Cane Development Centre (KonBAC)	Till Dec. 2025	No			Dr. Madhura Yadav
6	Manipal University Jaipur	Mahila Housing SEWA Trust, Ahmedabad	Till March 2026	No			Dr. Madhura Yadav
7	Manipal University Jaipur	RVS Chennai Padmavathy School of Architecture, Chennai, Tamilnadu	Till Aug. 2026	No			Dr. Madhura Yadav
8	Manipal University Jaipur	Jaipur Virasat Foundation	In Process				
9	Manipal University Jaipur	Chandigarh Collage of Architectre	In Process				
10	Manipal University Jaipur	Srishti Manipal Institute of Art, Design and Technology	In Process				
11	Manipal University Jaipur	PDCOR Limited	Till Oct 2028	NO			Dr. Madhura Yadav


Course Allocation Odd Semester 2024-25



MANIPAL UNIVERSITY
JAIPUR



School of Architecture and Design

FACULTY OF
DESIGN




Course Allocation Odd Semester [2024-25]						
S.No	Course	Contact Hours	Faculty Members		Studio Mentor	Course Coordinator
First semester	Class Coordinator: Ar. Kinzalk Singh Chauhan					
	Architectural Design-I	6	Ar. Kinzalk Singh Chauhan	Ar. Ayushi Sharma	Dr. Madhura Yadav	Ar. Kinzalk Singh Chauhan
	Building Const. & Material-I	4	Dr. Subhash Chandra Devrath	New Faculty		Dr. Subhash Chandra Devrath
	Architectural Representation-I	4	Ar. Akshay Gupta	Dr. Ashutosh Saini		Ar. Akshay Gupta
	History of Architecture-I	3	Ar. Neha Saxena			Ar. Neha Saxena
	Structures-I	3	Mr. Siddhant Walia			Mr. Siddhant Walia
	Visual Arts & Workshop-I	4	Ar. Ayushi Sharma	New Faculty		Ar. Ayushi Sharma
	Environmental Studies	3	Visiting			Visiting
	Communication Skills	3	Visiting			Visiting
Third semester	Class Coordinator: Dr. Subhash Chandra Devrath					
	Architectural Design-III	6	Dr. Subhash Chandra Devrath	Ar. Sanjeev Pareek	Ar. Saurabh Sharma	Dr. Subhash Chandra Devrath
	Building Const. & Material-III	4	Dr. Ashutosh Saini	Mr. Siddhant Walia		Dr. Ashutosh Saini
	Computer Application in Arch-I	4	Ar. Akshay Gupta			Ar. Akshay Gupta
	History of Architecture-III	3	Ar. Siddharth Mishra			Ar. Siddharth Mishra
	Structures-III	3	Mr. Siddhant Walia			Mr. Siddhant Walia
	Building Services-I	3	Ar. Saurabh Sharma			Ar. Saurabh Sharma
	Spec. Estimation & Costing	3	Dr. Ashutosh Saini			Dr. Ashutosh Saini
	Landscape Architecture	4	Ar. Kinzalk Singh Chauhan			Ar. Kinzalk Singh Chauhan

Course Allocation Odd Semester 2024-25

 MANIPAL UNIVERSITY JAIPUR			School of Architecture and Design		FACULTY OF DESIGN 	
Course Allocation Odd Semester [2024-25]						
S.No	Course	Contact Hours	Faculty Members		Studio Mentor	Course Coordinator
Fifth semester	Class Coordinator: Dr. Sunanda Kapoor					
	Architectural Design-V	10	Dr. Sunanda Kapoor	Dr. Ashutosh Saini	Ar Saurabh Sharma	Dr. Sunanda Kapoor
	Building Const. & Material-V	4	Ar. Raunak Prasad			Ar. Raunak Prasad
	Working Drawing I	7	Ar. Sanjeev Pareek			Ar. Sanjeev Pareek
	History of Architecture V	3	Ar. Ayushi Sharma			Ar. Ayushi Sharma
	Structure V	3	Mr. Siddhant Walia			Mr. Siddhant Walia
	Building Services III	3	Ar. Raunak Prasad			Ar. Raunak Prasad
Seven Semester	Class Coordinator: Ar. Akshay Gupta					
	Architectural Design VII	14	Ar. Akshay Gupta (10)	Ar. Siddharth Mishra (10)	Dr. Madhura Yadav	Ar. Akshay Gupta
	Professional Practice	3	Dr. Subhash Chandra Devrath			Dr. Subhash Chandra Devrath
	Interior Design & Detailing	4	Ar. Saurabh Sharma			Ar. Saurabh Sharma
	Counstruction & Project Management	3	Mr. Siddhant Walia			Mr. Siddhant Walia
	Research Methodology	3	New Faculty			New Faculty
	Elective I (Digital Architecture)	3	Ar. Raunak Prasad			Ar. Raunak Prasad


Course Allocation Odd Semester 2024-25



MANIPAL UNIVERSITY
JAIPUR

School of Architecture and Design

FACULTY OF
DESIGN



Course Allocation Odd Semester [2024-25]						
S.No	Course	Contact Hours	Faculty Members		Studio Mentor	Course Coordinator
Ninth Semester	Class Coordinator: Ar. Neha Saxena					
	Design Dissertation-I	16	Ar. Neha Saxena (10)	Dr. Madhura Yadav (2) Dr. Sunanda Kapoor (2) Dr. Subhash Chandra Devrath (2) Ar. Akshay Gupta (2) Ar. Raunak Prasad (2) Ar. Sanjeev Pareek (2) Ar. Saurabh Sharma (2) Ar. Siddharth Mishra (2) Dr. Ashutosh Saini (1) Ar. Ayushi Sharma (1) Ar. Kinzalk Singh Chauhan (1) New Faculty (1)	Dr. Madhura Yadav	Ar. Neha Saxena
	Seminar	4	Dr. Madhura Yadav			Dr. Madhura Yadav
	Housing	3	New Faculty			New Faculty
	Open Elective	4	Ar. Ayushi Sharma			Ar. Ayushi Sharma
	Foreign Language	3	Visiting			Visiting
First semester	Master of Architecture (Landscape)					
	Class Coordinator: Ar. Kinzalk Singh Chauhan					
	Landscape design & Communication I	10	Ar. Kinzalk Singh Chauhan	Visiting		Ar. Kinzalk Singh Chauhan
	Regional Ecology I	4	New Faculty			New Faculty
	Site Planning and Landscape Engineering	4	Ar. Raunak Prasad			Ar. Raunak Prasad
	History of Indian Landscape	3	Ar. Siddharth Mishra			Ar. Siddharth Mishra
	Landscape Morphology	3	Ar. Megha Prabhu			Ar. Megha Prabhu
	Elective I	3	Ar. Megha Prabhu			Ar. Megha Prabhu

Responsibility_School of Architecture and Design 2024-25

School of Architecture and Design

Faculty of Design Responsibilities (2024-2025)

S.No.	Responsibility	Coordinator(s)	Task
1	CAD LAB	Ar. Raunak Prasad	<ul style="list-style-type: none">• Software Updating• Any other issues related to Hardware• Finance management related to printing
2	Climatology Lab	Ar. Saurabh Sharma	<ul style="list-style-type: none">• Upkeeping and updating of equipment.• Utilization of lab in courses like CRA, Energy Efficient buildings etc.
3	Material Museum	Ar. Sanjeev Pareek	<ul style="list-style-type: none">• Upkeeping and Expansion of Material Museum• Adding Latest Building Material and arranging seminars sensitizing students about the application techniques of new building materials in Design.• Encouraging students to research about the recent building materials.
4	Model Making Lab	Ar. Siddharth Mishra	<ul style="list-style-type: none">• Utilization of Equipment.• Finance management related to Model making.• Conducting workshops based upon model making.• Encouraging students to prepare models using equipment.
5	Timetable	Ar. Ayushi Sharma	<ul style="list-style-type: none">• Coordination with Academic Department for timetable.• Updating the timetable as per requirement.• Issuing timetable to all faculty members.
6	Placement Coordinator	Ar. Ayushi Sharma	<ul style="list-style-type: none">• Data Collection from pass out batches in a standard format.• Coordinating with Training & Placement cell.• Providing data for review meeting.
7	Training Coordinator	Ar. Siddharth Mishra	<ul style="list-style-type: none">• Preparing & updating the training manual for U.G & P.G programme.• Coordinating One Semester training for B.Arch. and M. Arch. students• Briefing students about the requirements of practical training [one semester before the commencement of training]: list of offices, training manual etc.• Coordinating the issuing of letter from the office.

Responsibility_School of Architecture and Design 2024-25

			<ul style="list-style-type: none"> Collection and Compilation of Joining report, monthly progress report etc. Coordinating External Viva-Voce.
8	LEED Lab	New Faculty	<ul style="list-style-type: none"> Orientation to students & faculty regarding Lab Proposing activities related to the lab
9	Library	Ar. Neha Saxena	<ul style="list-style-type: none"> Coordinating with Central Library for Book/Journal/Magazine purchase. Ensuring Library setup is in place and maintained.
10	OBE coordinator	Dr. Ashutosh Saini	<ul style="list-style-type: none"> Compiling OBE sheet on semester basis
11	Alumni Coordinator	Ar. Akshay Gupta and Prof. (Dr.) Sunanda Kapoor	<ul style="list-style-type: none"> Coordinating with Alumni for activities i.e., lecture series, workshops etc. Coordinating with Directorate of Alumni Relations for assigned task. Management of Alumni Data on Website: MUJALUMNI.IN
12	Exhibition	Ar. Ayushi Sharma & Dr. Ashutosh Saini	<ul style="list-style-type: none"> Regular updating and maintenance of Exhibition Coordinating the visit of dignitaries at Exhibition areas
13	NASA	Ar. Ayushi Sharma & New Faculty	<ul style="list-style-type: none"> Coordinating all activities related to NASA and Zonal NASA Coordinating and updating regarding participation of students for various competitions under NASA
14	Convener Monthly Meetings	New Faculty	<ul style="list-style-type: none"> To coordinate monthly faculty meetings and prepare MoM for the same
15	Examination and DMS Coordinator	Mr. Siddhant Walia	<ul style="list-style-type: none"> Preparation and Smooth conduction of midterm 1, midterm 2, and end term examination in online and offline mode Preparation and circulation of Exam timetable Announcements related to Exams [MTE and ETE] Coordinating with examination department, academic section, and faculty member for exam related processes. Ensuring that evaluation is done on time. All concerns related to DMS
16	Web Site Updating	Mr. Siddhant Walia	Coordinating with webmaster of MUJ for updating SA&D website for events, workshops etc.
17	e-branding	Ar. Akshay Gupta and Ar. Megha Prabhu	<ul style="list-style-type: none"> Regular updating social media platforms Proposal of Paid boosting when required
18	Construction Yard	Dr. Subhash Chandra Devrath	<ul style="list-style-type: none"> Maintenance of Construction Yard Expansion of Construction Yard

Responsibility_School of Architecture and Design 2024-25

			<ul style="list-style-type: none"> Record keeping of activities at Construction Yard and providing the reports for the same.
19	IGBC Student Chapter	Ar. Sanjeev Pareek, Ar. Siddharth Mishra & Ar. Kinzalk Chauhan	<ul style="list-style-type: none"> Proposal of activities under IGBC student chapter Report submission of activities in standard format.
20	ASHRAE Chapter	Ar. Saurabh Sharma	<ul style="list-style-type: none"> Proposal of activities under ASHRAE Chapter. Report submission of activities in standard format.
21	Heritage Club	Ar. Neha Saxena, Ar. Ayushi Sharma	<ul style="list-style-type: none"> Proposal of activities under Heritage Club in coordination with DSW Report submission of activities in standard format.
22	International Relations	Ar. Megha Prabhu	<ul style="list-style-type: none"> Coordinating with respective Nodal officers for activities under active MoU's
23	NAAC/ NIRF/NBA/KPI	Ar. Neha Saxena & Ar. Akshay Gupta	<ul style="list-style-type: none"> Coordinating with Faculty members (as per their assigned KPI) to update the KPI/ AQAR master sheet as per Q&C schedule. Updating the DATA as per directions of IQAC
24	PhD Coordination	Ar. Sanjeev Pareek	<ul style="list-style-type: none"> Coordinating DRC and SDC: informing all the concerned well in advance. Any task related to the Course work of enrolled candidates. Coordinating entrance exam of PhD
25	E-Cell	Prof. (Dr.) Sunanda Kapoor	<ul style="list-style-type: none"> Encouraging students for participating in Ideation, innovation, and incubation activities. Proposing extension and outreach program. Initiating start-ups
26	Admissions	Ar. Raunak Prasad, Ar. Kinzalk Singh Chauhan & Ar. Megha Prabhu	<ul style="list-style-type: none"> All admission related activities: increasing visibility, organizing school connect programmes, participation in Education fairs. Coordination with Directorate of Admissions
27	Consultancy Cell	Dr. Subhash Chandra Devrath	<ul style="list-style-type: none"> Fetching Departmental Consultancy
28	BoS Coordinator	Prof. (Dr.) Sunanda Kapoor	<ul style="list-style-type: none"> Approval of BoS Agendas Invitation to all members Conducting BoS Preparing MoM of BoS
29	M. Arch (Landscape) Coordinator	Ar. Kinzalk Singh Chauhan	<ul style="list-style-type: none"> Coordinating with Professor Chair, external experts, and internal faculty members. Updating Course contents

Responsibility_School of Architecture and Design 2024-25

30	Faculty Mentor	All faculty members	<ul style="list-style-type: none"> • Maintaining Mentor-Mentee documentation in standard format • Providing solutions for any issues raised by mentee. • Updating Head for any unresolved issue.
31	AAD Coordinator	Ar. Siddharth Mishra	<ul style="list-style-type: none"> • Monthly faculty seminar at FoD level
32	Registration and Scholarship Coordinator	Ar. Raunak Prasad	<ul style="list-style-type: none"> • To coordinate for registration [DoA] and scholarship of students [DWS]
33	Research Coordinator	Mr. Siddhant Walia	<ul style="list-style-type: none"> • To coordinate with faculty members and DoR on papers, conferences, patents and other IPRs.
34	NATA	Dr. Ashutosh Saini, Ar. Sanjeev Pareek and Dr. Subhash Chandra Devrath	<ul style="list-style-type: none"> • Conduction and documentation of NATA exam at MUJ
35	ICOMOS	Ar. Siddharth Mishra	<ul style="list-style-type: none"> • Proposal of activities under ASHRAE Chapter. • Report submission of activities in standard format.
36	IPA	Dr. Subhash Chandra Devrath	<ul style="list-style-type: none"> • Proposal of activities under ASHRAE Chapter. • Report submission of activities in standard format.

List of Resources available - School of Architecture & Design

Climatology Lab

The lab consists of instruments and equipments for assessing and evaluating the climatic factors and their influence on buildings and it's design. Students and researchers utilize it on regular basis.

Fabrication of Heliodon for Solar analysis. Application for demonstration of solar path and corrspondndg workshops have been organized.



Material Museum

The Museum consists of different material and brochure used in building construction fields.

Latest material and brochures have been added



List of Resources available - School of Architecture & Design

Model Making Lab

Model Making Lab comprising of Laser cutter, 3D Printer and Zodiac cutter aid the students in making study models.

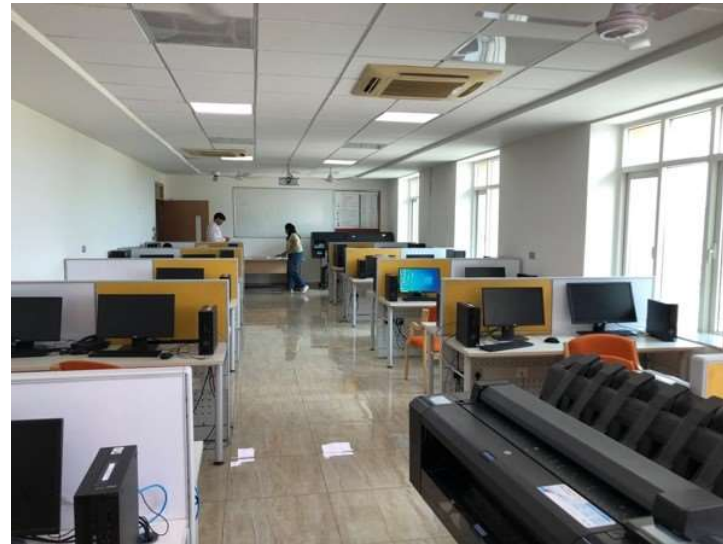
Ballabgarh hawali model and National scout and Guide, Jamborree campus model has been prepared by School of Architecture and design consultancy cell in year 2022-23



Computer lab

The lab consists of latest high end Desktops with all the upgraded licensed softwares related to architecture and Design. The lab also has full size plotters for printing of A0 size sheets.

The lab is utilised to conduct training programmes and workshops for Faculties and students.



List of Resources available - School of Architecture & Design

LEED Lab

LEED Lab to provide students and faculty with opportunities to gain exposure to green rating systems and certification procedures

As a part of this Lab an Open elective course delivered for all MUJ student to make them aware of sustainable buildings.



Construction Yard

Construction Yard where students undertake demonstration and hands on experience of construction techniques
Brick bond workshop for Architecture students



List of Resources available - School of Architecture & Design

Exhibition Hall

Exhibition Hall, where the outstanding work of the students is displayed which creates a healthy competition amongst the students to improve their performance continuously.
Best students have been exhibited



Awards/ Honors / Recognition

-

STUDENT ACHIEVEMENTS

First prize in Indian green league

Ar. Sanjeev Pareek awarded first prize in Indian green league at national level quiz competition and received a cash award of Rs. 50000 in 2023

Publication in Designboom

Alumnus of SA&D Ar. Manas Bhatia work was published in designboom-Big Stories of 2022 for the project 'Symbiotic Architecture'

Best Outgoing Student of the Year 2022

Ar. Priyam Sabla (B.Arch 2017-22), received "Best Outgoing Student of the Year 2022" Award by The Indian Institute of Architect.

National level competition on covid memorial structure design competition

Our student Ishaan Sood received Special Mention entry in National Level Competition on Covid Memorial Structure Design Competition.

IFLA2020 International Student Charrette

Bhagyashree Khot (2nd Year M.Arch-Landscape), won a team challenge in **IFLA2020 International Student Charrette** with a group of 10 students. She presented a video on vermicomposting: **Recycling of Waste at a Domestic level** under the theme of "Waste is Value,"

Awards/ Honors / Recognition

-

DEPARTMENT ACHIEVEMENTS

2nd Rank in category of excellence

Ranked 2nd in the category of excellence by global human resource development centre
pvt. ltd. 2017

Global Architecture Education excellence award

School of Architecture & Design has been awarded into global architecture education
excellence award 2015

Awards/ Honors / Recognition

-

FACULTY ACHIEVEMENTS

Women scientists of Manipal University Jaipur

Prof. (Dr.) Madhura Yadav [Dean, Faculty of Design, MUJ] received recognition as women scientists of Manipal University Jaipur for her contribution to Science and Technology, by Department of Science & Technology, Government of Rajasthan

IBC Goel Memorial Award

Dr. Madhura Yadav Awarded Indian Building Congress(IBC) 2022

IGBC FOLLOWSHIP AWARD

Dr. Madhura Yadav Awarded Indian Green Building Council (IGBC) Bestows the Title of IGBC Fellow Award

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 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:

4.16.1. 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.



MANIPAL UNIVERSITY
JAIPUR

MUJ/REGR/POLICY/1850/ 531/2019

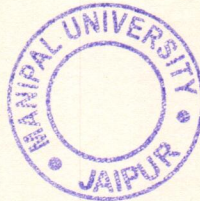
06th December 2019

Subject: **Mentor Mentee Policy -2019**

It is hereby notified to all concerned that Mentor Mentee policy is hereby formulated and will be effective from 01 Jan 2020.

It is also to be noted by all that policy is to be complied by all concerned. The policy will be reviewed as required.

Dr H Ravi Shankar
Registrar



Enclosure: As stated above

To,

All Deans/ Directors/ HoDs

All Faculty Members (BY Mail)

Copy to:-

Hon'ble Presidents through AR

Pro-President through PS

All Deans/ Director/ HoDs

- for information please
- for information please
- for information please

Registrar



Policy Mentor Mentee Scheme for Students' Engagement at MUJ

Genesis

1. Students are the ambassadors of the institution who brings laurels to their alma-matter worldwide and need to be given life time experience. It can be intimidating to join university or college after the nurturing, security and confidence that one has enjoyed in schools. Transition to higher education is crucial and the experiences of the transition process influence a student's subsequent academic, personality, social and career development. The five essential elements of positive transition are to be ensured at University namely (i) Personality and personal development, (ii) Satisfying academic life, (iii) Defining career and life goals, (iv) Learning personal organization and decision-making and (v) Development of personal values, social norms and integrity.
2. MUJ has always been on the forefront has been adopting pathbreaking practices to ensure holistic development of the students. Accordingly, to align with the vision and mission of the Manipal University Jaipur, it has been realized that we need to put in place an effective mentor-mentee system that would allow students to develop holistically and realize their true potential.

Implementation of Mentor – Mentee Scheme

3. **For Engineering Courses:** The University operates at 1:15 teacher student ratio. First year's students would continue to be under the TG scheme. All students of 2nd, 3rd and 4th years are to be equally distributed among teachers from each year. A teacher would continue to be the mentor of these students who have been allocated to him in the first year throughout their stay in the University. Every year 4th year students would complete their degree and new students of second year are to be allocated to him. This is illustrated below:

Illustration

(i) Intake of students / per year	= 180
(ii) Total strength of students of 2 nd , 3 rd and 4 th year.....	= 540
(iii) Probable faculty Strength (1:15) (540/15)	= 36
(iv) Faculty member in Admin position HoD/Director/Dean etc (Assume)	= 06
(v) Balance Faculty members.....	= 30
(vi) Students allocation to Faculty member 'A' from 2 nd year (180/30)	= 06
(vii) Students allocation to Faculty member 'A' from 3 rd year (180/30)	= 06
(viii) Students allocation to Faculty member 'A' from 4 th year (180/30)	= 06
(ix) Total number of Students allocation to Faculty member A (6+6+6)	= 18



4. Therefore, each faculty member will get only 6 new students for mentoring every year. This process will help in effective monitoring and mentoring of students by faculty members. This would ensure focused problem-solving with involvement of all the faculty members while handling small number of students by each faculty member.

5. In addition, each faculty member can make two teams comprising of three/two students and allocate them a long-term project for three years from his area of research or supervise a project proposed by student/s to ensure comprehensive learning by the students. This long-term project may culminate into final project of the students that would facilitate holistic learning by students and implementation of concepts while ensuring high level of productivity. This would facilitate faculty members to carry forward their research through highly enthusiastic and innovative undergraduate students leading to meaningful publications. However, a student would be free to choose his guide and area of project. Even a student may be allowed to a different project every semester, if he/she desires. It is pertinent to mention that mentor would be same as allocated in the 2nd year.

6. **Non-Engineering Courses.** The variation for Non-Engineering courses is that Mentor-Mentee allocation will be from the first year onward.

Execution

7. Following actions are to be initiated and scheme is to be brought into operation from 01 Jan 2020: -

(i) HoD is requested to allocate students equally from each year to each faculty members except Deans/Directors/ HoDs as enumerated above. All mentee students should be preferably from the same section. The allocation of Engineering students would be from second year and all other courses from first year onwards.

(ii) The mentor is not to be changed for next three years unless a faculty member proceeds on long leave/transfer/leaves the organization. In that case, it is to be allotted to the new faculty member in lieu and interim arrangement is to be made as deemed appropriate by HoD in consultation with respective Director of the school.

(iii) Any concern arising between mentor and mentee is to be resolved by counselling of both by HoD. If required, it may be escalated to Director level.

(iv) Explain the implementation methodology to all faculty member.

(v) The mentors are to keep track of the attendance of their respective mentees on biweekly basis and intimate parents and discuss with them that requires their attention.



(vi) The mentor is to keep track of the academic performance of their respective mentees after every sessional and end term examination and intimate parents and discuss with parents that requires their attention.

(vii) The mentors are to interact with their mentees at-least on biweekly basis and record the brief findings. An immediate remedial action in consultation with HoD/Director/ Dean to be initiated by mentor for any cause of concern.

(viii) The mentors are to allocate long term project to the students from second year onward which shall continue till final year of the student and take at-least biweekly feedback on the progress of the same. They may make group two or three for each project. The allocated project would be credit based assessed under Seminar / PBL credit. In case, a student wants to undertake a different project/ or under different supervisor, he/she may be allowed.

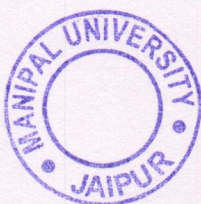
(ix) The required assistance to be provided by HoD/Director/Dean to the faculty members as required to create holistic environment for teaching and learning, students and faculty development and quality relationship between students and faculty members.

Review

8. The proposed scheme is being implemented in its present form and would be introspected from time to time to implement course correction, required if any, to make it progressively more effective.

MUJ/REGR/POLICY/1850/2019/

Date : 6 Dec 2019



A handwritten signature in blue ink, appearing to read "Dr H Ravishankar Kamath".

Dr H Ravishankar Kamath
Registrar

A. Preamble

Plagiarism is an act of fraud and is widely recognized as a serious problem in academic Institutions all over the world. For this reason, every Institution should have a well-defined policy on not only dealing with plagiarism and any similar acts of academic dishonesty by students or faculty, but also educating them about its ill-effects. Often people are unaware of what constitutes plagiarism and how it can have very adverse effect on the individual and the Institution. Manipal University Jaipur has zero-tolerance for academic dishonesty!

B. Definition

The online dictionary (<http://www.dictionary.reference.com>) defines plagiarism as '*an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author*'.

C. Scope

Almost every academic activity is a potential target for plagiarism, including essays, term papers, project reports, theses, dissertations, presentations, research publications, etc. Examples of plagiarism include the following:

1. Buying, stealing or borrowing assignments, experiments or results.
2. Reproducing someone's idea/work, in part or whole, without permission and presenting it as one's own idea/work.
3. Copying a section of a book or article from another's Report or Dissertation, without proper citation.
4. Quoting *word for word* from a source, without giving reference.
5. Self-plagiarism: reproducing or publishing one's own published work, in part or whole, without referring to the earlier published work.

D. Prevention and Control

To avoid unintentional plagiarism, a little vigilance and caution is required. The following checklist can be used as a guide to maintain good practice in academics:

1. Always use your own intellect and resources only, as far as possible.
2. If it is required to use a phrase from another person's work, always follow it up with proper citation of that work.



3. If the work is likely to generate revenue, it is important that permission is sought from the original author, in order to use any Figure or Table from it, otherwise complete citation should be given below the Figure or Table.
4. Copyright violations should be thoroughly checked and avoided at all times.

E. Obligations of the University

1. Orientation Programme

- I. MUJ should undertake to sensitize all its students and faculty members towards academic honesty, by holding regular Workshops about its Plagiarism policy, scope, prevention and punishment.
- II. Every staff member, research scholar and senior student of MUJ should be provided a copy of the Plagiarism Policy document.
- III. An Orientation programme should be organized for all new entrants, by the University Research Committee (URC) in association with the Academic Section. The Orientation programme should discuss what is plagiarism, how to avoid it, what is the writing style for Reports and research papers, and to explain the University policy on plagiarism.

2. Plagiarism detection

- I. With a plagiarism detection software tool like Turnitin, MUJ will organize special training sessions for all concerned, on how to use it and analyze its results.
- II. Every thesis/Report submitted to the University should have a Report from the plagiarism detection tool.
- III. The DRC (for PhD thesis) or Department Academic Committee (for PG thesis) will examine the Report of the plagiarism detection software tool, to ascertain the level/extent of plagiarism, if any.
- IV. All research scholars and PG students will submit a declaration/certificate of original work with their theses. To facilitate this, a Form should be designed and provided to them.
- V. All research papers should be analyzed by the detection tool and the Report shared with the guide before the paper is sent for publication to any journal or magazine.



F. Reporting and Handling

1. A complaint or charge of a suspected case of plagiarism **against a student** should be addressed to the Director of the School (for PG students) or the URC (for research scholars). Complaints received from external agencies should be directed to these persons, for time bound action within 30 days. The URC or Department may, on its own, take cognizance of any suspected case
2. In the above situation, a Fact-finding Committee will be set up by the Dean of the Faculty, consisting of the Director of the concerned School, the Head of the Department and one senior faculty member from another Department. The Committee shall examine the details of the case and get a Report of the detection tool, if any. It shall also look at the previously published work of the concerned person, if relevant.
3. The Committee shall submit its Recommendation with the plagiarism detection Report and any other relevant documents. The Recommendation shall be clearly specified in the following categories:
 - I. The charge of plagiarism cannot be substantiated. The similarity between documents is within acceptable limits and all relevant citations are present. No further action is required.
 - II. Low-level plagiarism: it seems that the plagiarism is the result of negligence and there is no clear intention to copy. The student may be let off with counselling about plagiarism and asked to resubmit the Report within a given time frame.
 - III. Mid-level plagiarism: Copying a few portions from online resources, failure to cite a few references, low intent to cheat, which may be due to lack of knowledge. The student should be asked to resubmit the work and a ceiling put on the grade to be awarded.
 - IV. High-level plagiarism: deliberate and planned attempt to copy someone else's work, large portions copied from the original, with clear intention to cheat. The student's programme may be terminated.
 - V. If the charge of plagiarism is substantiated on a complaint against a student, after he/she has been awarded a degree, the degree may be rescinded.

Note: the level and quantification of plagiarism is left to the judgment of the Committee.



4. A complaint of suspected plagiarism **against a faculty member** should be taken up by a similar 3-member Fact-Finding Committee, set up by the President and consisting of 2 senior faculty members in the concerned specialization and a faculty member from another academic department.
- I. The Recommendations of the Committee should be received within 30 days of its constitution
 - II. The Committee should examine all evidences on record and conclusively establish whether the charge of plagiarism is substantiated or not. Its Report should contain all relevant documentary proof.
 - III. Based on the findings of the Committee, the competent authority would take suitable action against the person, which could range from salary or rank reduction, to suspension or termination.

G. Appeal

A faculty member or student found guilty of plagiarism and awarded punishment, has the right to appeal against the punishment if he/she so desires.

References

1. www.iitr.ac.in/academics IIT Roorkee plagiarism policy
2. www.plagiarism.org The online resource for dealing with plagiarism
3. www.ox.ac.uk Oxford University: what is plagiarism
4. www.cmu.org/policies Carnegie Mellon University policy on cheating and plagiarism


Registrar MUJ





**MANIPAL UNIVERSITY
JAIPUR**

MUJ/REGR/1403/2018/48

August 21, 2018

CIRCULAR

Sub : Guidelines :Publication & Research Award Incentive for Students to Excel (PRAISE)

Ref : Decision taken in the 18th Board of Management Meeting

With reference to the above, the Board of Management of MUJ has approved the guidelines for improving the quality and citation of student's research publications to fulltime & part-time PhD scholars / research fellows / students enrolled for post-graduation program / all undergraduate students of MUJ. This office letter No. MUJ/REGR/1467/2018 dated August 20, 2018 containing the above guidelines is circulated herewith for information of all concerned.

These guidelines will be effective from July 01, 2018. All are requested to comply with the guidelines.

Registrar
Manipal University Jaipur



Encl : Five Sheets

To:

All Deans,
All Directors,
All HoDs,
CoE,
Head HR,
CF&AO & PhD Section.

Copy to:

AR to President – for kind info of President
Pro-President
Registrar Office (Office File)



Publication and Research Award Incentive for Students to Excel (PRAISE)

Preamble:

Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and societal development. Science, technology and innovation is often initiated in the University's research environment and it is also the mission of Manipal University Jaipur. Research and development activities create and disseminate new knowledge in diverse fields, promote innovation. These in turn will enhance learning and teaching among students and faculty members of the University. Research is the foundation of knowledge that brings new energy, builds state of the art lab facilities, promotes research publications, develops collaborations and becomes part of active community, focused on achieving the mission objectives. Taking the above into consideration, guidelines on research incentives for faculty/students has been formulated.

1) Objectives:

- 1.1 To inculcate and promote research perception among the students of Manipal University Jaipur.
- 1.2 To improve the quality and citations of student research publications.
- 1.3 To encourage students to publish their research work in reputed journals, which are indexed in Scopus or listed in Journal Citation Report (JCR) by Clarivate Analytics.

2) Applicability:

- 2.1 The journal publications which are indexed in Scopus or listed in the latest Journal Citation Report (JCR) by Clarivate Analytics, published after July 01, 2018, where the student is an author with MUJ affiliation, shall be considered for PRAISE.
- 2.2 The student research articles with MUJ affiliation, where the student is author and on rolls of MUJ, and published after July 01, 2018 shall be considered for Publication and Research Award Incentive for Students to Excel (PRAISE).
- 2.3 Graduated students will be considered for PRAISE provided they publish their research article (s) with MUJ affiliation within one academic year of their programme completion.

3) Eligibility:

Fulltime and Part-time Ph.D. scholars / research fellows / students enrolled for post-graduation program / all undergraduate students of MUJ are eligible for PRAISE.





4) Responsibility:

- 4.1 The corresponding author shall take the responsibility to screen the paper for plagiarism, ethics approval [See Annexure I] and background checks about the potential, possible, or probable predatory scholarly open access journals before communicating the research publication. Paper published in discontinued Scopus journals or those not listed in the latest release of JCR at the time of communication shall not be considered for incentives [See Annexure II, III].
- 4.2 The names of student authors eligible for PRAISE are to be furnished by the supervising faculty/corresponding author.
- 4.3 Directorate of Research (DoR) shall intimate the departments about the students who are recipients of the award incentives for further processing.
- 4.4 Students who are recipients of PRAISE shall receive a certificate of appreciation from nominated competent authority at the institutional level on the annual awards day.
- 4.5 MUJ shall reserve the rights to revise the award incentive guidelines periodically.

5) Incentive for published papers:

- 5.1 Original research articles, review articles and full length papers published in Scopus or JCR listed journals (by Clarivate Analytics only) qualify for the award incentive as per the slab:

Amount in INR

Sr. No.	Percentile as per Cite Score [Annexure IV]	First Author (Student) (a)	Corresponding Author Faculty (b)	Faculty Co-Author(s)* (c)	Student Co-Author(s) (d)	Maximum Incentives (Per paper)
1	Q4 (Top 75)#	3000	3000	1500	1500	9000
2	Q3 (Top 50-74)##	6000	6000	3000	3000	18000
3	Q2 (Top 25-49)	12000	12000	6000	6000	36000
4	Q1 (Top 10-24)	18000	18000	9000	9000	54000
5	Q1 (Top 2-9)	24000	24000	12000	12000	72000
6	Q1 (Top 1)	36000	36000	18000	18000	108000
8	Category E*	3000	3000	1500	1500	9000

Authors can claim points for a maximum of two papers in an academic year for papers published in Q4 journals.





##Authors can claim points for a maximum of four papers in an academic year for papers published in Q3 journals.

*Category E is reserved for article (maximum 2 in an academic year) published in UGC approved journals which are not contained in first six categories. The list of Journals (maximum ten journals) of category E should be provided by the Departmental Research Committee (DRC) in the beginning of each calendar year with proper justification, which will be authorized by DoR. Authors can claim award incentives for a maximum of two papers in calendar year for papers published in E category.

** The award incentives/points that a faculty is entitled to, is the same as is mentioned in the FAIR guidelines.

5.2 The maximum award incentive for short communication and case reports is as given below:

Amount in INR					
Percentile as per Cite Score	First Author (Student) (a)	Corresponding Author (Faculty) (b)	Faculty Co-Author(s)*	Student Co-Author(s)	Maximum Incentives
Q1 and Q2 (Top 0-49)	4000	4000	2000	2000	12000

* The incentive/points that a faculty is entitled to, is the same as is mentioned in the Faculty Award Incentive for Research (FAIR) Publication.

5.3 While the first student author and the corresponding author are eligible for the award incentive as stated, the co-authors, both the student as well as faculty shall share the specified incentive equally.

5.4 Short note, letters to the editor, book chapters, short surveys, erratum, replies and conference papers (abstracts, proceedings) etc. **do not** qualify for the award.

6) Plagiarism and related issues:

In the event of any conflict about authorship of complaints related to scientific misconduct, a committee shall be appointed by the DoR under the direction of the university to investigate the matter as per the policy adopted by MUJ.





7) Custodian of Guidelines / Research Management

The implementation and updating of research guidelines shall be carried out by Directorate of Research, MUJ.

Annexure I: MUJ Policy on Academic Dishonesty and Plagiarism

Annexure II: Link of the Scopus Discontinued List

<https://www.elsevier.com/solutions/scopus/content>

Annexure III: Link to Journal Citation Report (JCR) by Clarivate Analytics

<https://jcr.incites.thomsonreuters.com/JCRJournalHomeAction.action>

Annexure IV: Link to Cite Score / Percentile

<https://www.scopus.com/sources>

File No. : MUJ/REGR/1467/2018

Dated : 21 August 2018



Bhag

Registrar

Manipal University Jaipur



Manipal University Jaipur Policy on Academic Dishonesty and Plagiarism

1. Preamble:

The Manipal University Jaipur is committed to academic excellence and high standards of ethical conduct in research and scientific work. Scientific misconduct relates to data fabrication, falsification, plagiarism, or any other practice that seriously deviates from those commonly accepted within the national and international scientific community, either in performing or reporting research from Manipal University Jaipur. Manipal University Jaipur expects that its faculty, research scholars and students will adhere to the highest national and international standards of good scientific conduct for their work and actions. Academic excellence of the University shall be maintained on implementation of the University Policy on Academic Dishonesty and Plagiarism.

2. Prevention:

It is the author's and co-author's responsibility to prevent any complaint of plagiarism and academic dishonesty while publishing papers/manuscripts, books or making paper presentation in a conference/seminar. The authors are also responsible for any act of plagiarism, cheating, fabrication, academic dishonesty and research misconduct. Matters related to faculty/student plagiarism, authorship issues and actions of research misconduct will be dealt by the departments and institutions. Departmental Research Committee (DRC) will scrutinize authorship, affiliations, acknowledgement, suitability, improvement and other issues.

3. Disciplinary Actions:

The Registrar of Manipal University Jaipur will appoint an enquiry committee, in consultation with the President, MUJ, to investigate and suggest punitive actions whenever an act of plagiarism or academic dishonesty is reported. The Dean of the respective faculty and Head of the respective department will help the enquiry committee to prevent and curb any type of plagiarism and academic dishonesty. Disciplinary action will be taken as per the recommendations of the enquiry committee after approval of the President.

This policy is framed in order to maintain the academic excellence and honesty at Manipal University Jaipur. This policy may be amended from time to time as per the requirements and circumstances.

Scholarship policy 1

Category	Scholarships	Waiver
UG	TMA Pai Engineering Scholarships	100% tuition fee waiver for topper; 50% tuition fee waiver for second topper
UG	Sir M Visvesvaraya Scholarship	30% fee waiver for students with 80-89.99% in 12th; 50% fee waiver for students with 90%+ in 12th
UG	Scholarship for Lateral Entry (B.Tech.)	25% fee waiver
UG	Dr. TMA Pai Merit Scholarship	100% fee waiver for topper; 50% fee waiver for second topper; 25% fee waiver for third
UG	Rajasthan Merit Scholarship	Maximum ₹1 Lakh or annual tuition fee, whichever is lower
UG	Scholarships for Local Region Students	50% fee waiver
UG	Financial Assistance for Sibling(s)	20% fee waiver
UG	Scholarship for BBA (Hospitality & Tourism) students	25% fee waiver
PG	Tuition Fee Concession for MUJ Graduates (PG Students)	20% for CGPA 8.5+; 15% for CGPA 7-8.5; 10% for CGPA 5-7
PG	Scholarship/Preference for Local Region Students (PG Program)	50% fee waiver
PG	Merit Scholarships for PG students (M.Tech)	₹15000/month for GATE qualified; ₹5000/month for 60-70% in qualifying exam; ₹10000/month for 70%+ in

PG	Merit Scholarships for PG students (MA, M.Com, M.Sc, M.Arch, MCA, LLM)	50% fee waiver for top student; 25% fee waiver for next two students
PG	TAPMI School of Business (TSB)	10-45% fee waiver based on scores in exams and work experience
Both UG and PG	Scholarship for "Differently-Abled" students	20% fee waiver for 40-75% disability; 50% fee waiver for 75%+ disability
Both UG and PG	Scholarships for wards of Martyrs of Defence Personnel / Para Military Forces	20% fee waiver
Both UG and PG	Scholarships for the wards of Single Mother	20% fee waiver
Both UG and PG	Scholarships for Orphan Students	20% fee waiver
UG	Scholarships for students of Higher Semesters	20% fee waiver
UG	Female Merit Scholarship	50% fee waiver
UG	Scholarships for Sports Persons	30-100% fee waiver based on level of sports achievement

for U.G/ P.G/ Ph.D

Eligibility Criteria	Continuation Criteria
Top 5000 ranks in MET, combined ITR of parents < ₹8 lakhs	Maintain CGPA of 8.0 or above each academic year
Applicable for 14 core branches of engineering, First Come First Serve if more candidates meet criteria	Maintain CGPA of 8.0 or above each academic year
90%+ aggregate marks / CGPA 9.0+ in qualifying examination	Maintain CGPA of 8.5 or above each academic year
>80% aggregate marks in 12th standard	Maintain CGPA of 8.5 or above each academic year
Rajasthan domicile, 80%+ in 10+2, passed 10th and 12th from a school in Rajasthan	Maintain CGPA of 7.5 or above each academic year
From nearby villages (Dehmi Kalan, Thikaria, Sanjharia, Begas, Dehmi Khurd), combined parental income < ₹8 lakhs, based on highest aggregate percentage marks in 12th	Maintain CGPA of 8.0 or above each academic year
Combined parental income < ₹8 lakhs, documentary proof of sibling (ID card/Admission Letter and Aadhaar IDs of both siblings)	Maintain CGPA of 8.0 or above each academic year
Marks higher than 75% in aggregate in 12th standard, First Come First Serve basis	Maintain CGPA of 7.5 or above each academic year
Graduates from MUJ	Maintain CGPA of 7.5 or above each academic year
From nearby villages (Dehmi Kalan, Thikaria, Sanjharia, Begas, Dehmi Khurd), combined parental income < ₹8 lakhs	Maintain CGPA of 7.5 or above each academic year
M.Tech students, Endowment Fund Scheme for GATE qualified	Maintain CGPA of 7.5 or above each academic year

Highest aggregate marks in qualifying examination	Maintain CGPA of 7.5 or above each academic year
Scores in relevant exams (CAT, MAT, CMAT, XAT, GMAT, NMAT), additional waiver for work experience, MUJ students	Maintain CGPA of 7.5 or above each academic year
Certificate of handicap from competent state/national government hospital/board	Maintain CGPA of 7.5 or above each academic year
Certificate of martyrdom from competent state/national government authority	Maintain CGPA of 7.5 or above each academic year
Certificate of single mother from competent state/national government authority, combined parental income < ₹8 lakhs	Maintain CGPA of 7.5 or above each academic year
Certificate confirming orphan status from competent authority, affidavit by the applicant notarized confirming orphan status	Maintain CGPA of 7.5 or above each academic year
Topper in each stream of engineering and non-engineering program based on merit	Maintain CGPA of 8.0 or above each academic year
Top female candidate in UG program securing more than 80% aggregate marks in 12th or UG program	Maintain CGPA of 8.0 or above each academic year
Sports achievements at state, national, or international level, 45%+ aggregate marks in 12th standard	No backlogs each academic year