6.1.2. Decentralization and participative management at

MANIPAL ACADEMY OF HIGHER EDUCATION

Manipal Academy of Higher Education believes in involving all the stake holder in the decision making process for better outcome and thus practices decentralization at all levels of decision making. The university has a well-designed organizational structure to facilitate involvement of all the stakeholders in the various activities of the university. Vice chancellor is the head of the university and ably enabled by various committees at the university to facilitate decision making. All the constituent institutions are headed by Dean/Principal/Director and the various departments are headed by Heads of various departments. Various statutory and non-statutory committees are established at the university and the constituent units consisting of staff members from various segments and relevant stake holders to obtain the feedback and facilitate decision making process.

Below are some of the examples for decentralization and participative management:

Participative Management

At the university level, various committees are constituted with members from all the constituent units to facilitate collective and participative decision making process. The management decides on the goals and roadmap which is communicated to the heads of the constituent units. The objectives and goals are communicated to all the faculty and heads of the department discuss them during the departmental meeting to set the targets for individual faculty and department. The achievement status of these objectives are regularly monitored through audits at the college level which are then communicated to the university for necessary action during senior management meeting.

Financial administration

At the beginning of each financial year, Head of the department in consultation with faculty members proposes annual capital and operation budget. The proposed budget

is discussed with the Head of the Institution. Head of the institution compiles the budget requirements of all the departments and prepares a consolidated Annual budget for the institution based on priority of the capital and operation budget items. At the university level, director finance consolidates the budget requirements of all the constituent institutes. Top management along with heads of institution deliberates on the proposal and the budget is allotted based on the available resources. Based on the budget amount allotted, the head of the institution in consultation with the head(s) of the department may fine tune the budget, if necessary. Once the budget is allotted, the departments are communicated regarding the same and head of the department is entrusted with the procurement of sanctioned items as per the budget. Purchase department at the university facilitates this by providing quotations from various agencies.

Academic Activities

Academic administration involving introduction of new courses or revision of syllabus are initiated from the department level which will be discussed during the meeting of the Board of studies consisting of Faculty, external expert as well as student representatives. Up on approval from Board of Studies, the matter will be discussed in the academic senate for approval. Feedback from various stakeholders such as students, faculty and feedback from external expert are taken into consideration during the board of studies meeting.

Academic calendar and time tables for regular courses are prepared at the institutional level which is circulated to all the departments concerned. At the department level, the allotted time is utilized to plan the delivery of academic content and is assigned to respective faculty. The delivery of academic content is audited every six months.

The institute plans and organizes the internal assessment examination during the academic year whereas the university examination is conducted by the university. The institution supports the university by providing the question papers, list of internal examiners and external examiners and the facilities needed to organize the exam.

Research activities

University encourages all the faculty to contribute to the research excellence of the university. Directorate of Research is established at the university level with representatives from all the constituent units for their participation in formulating research objectives, monitoring of research activities and their progress, and to communicate research opportunities to all the faculty. All the faculty are provided with financial support and research incentives to conduct research, publish their research in reputed journals and to attend conferences at national and international forums. The university also communicates active grant proposals and facilitates grant applications. The financial management of the research budget is facilitated by the university.

Research scholars are selected based on the entrance test organized by the university at national level. The selected students are provided with an opportunity select the research problem. The Doctoral advisory committee provides suggestions related to course work and monitors the progress of the research work.

Staff participation

The performance of the staff and its participation in achieving the goals and objectives of the university are assessed through performance appraisal. During this process, the university sets forth certain minimum criteria for the faculty. However, the head of the institutions has flexibility in modifying the criteria for assessment of the faculty depending on the need. The faculty are assessed at the department level by Head of the department whereas head of the department are assessed by head of the constituent unit. Similarly, performance assessment of non-teaching is also conducted every year.

Student Activities

All the student related activities such as co-curricular, extra-curricular and social activities are organized and mentored through staff coordinators. In addition, student's council is elected at the college level to represent the student body in various student and academic activities of the institution. Cultural and sports council are represented by students both at the institution as well as the university level for the

smooth organization of activities. Further, academic and non-academic student clubs mentored by faculty are actively involved in various activities including dance, music, innovation, team building, social welfare, etc.

Quality related activities

To ensure all the services offered by the university meet the standards and expectations of all the stake holders, university has internal quality assurance cell as well as quality and compliance department at the university cell. Institutional Management Representative represent the institution at the university level and are responsible for implementation of quality related activities which are audited at six month intervals. Any non-confirmations from the department level are discussed at the institutional management review meetings and unresolved issues are escalated to senior management review meetings for necessary action.

Outreach and social welfare activities

To inculcate a sense of social responsibility among the faculty and students, university encourages and organizes various outreach and social activities for community welfare in and around the Udupi district. The volunteer services organization at the university level and the student's council at the institutional level plans and organizes these activities. Such activities are also organized in collaboration with various non-government organizations to offer various services to various sections of the society such as orphanages, old age homes, remote villages, etc.

CASE STUDY

Autonomy for Examination Process at MIT Manipal

Manipal Academy of Higher Education (MAHE) has given academic autonomy to Manipal Institute of Technology (MIT), for conducting the examination process. This process includes preparation of academic calendar, planning and executing in-semester assessments, assigning roles and responsibilities related to examinations, scheduling of examinations, question paper setting and management, managing evaluation process, processing and announcing the results.

The advantages of autonomy in examination process are as follows:

1. Empowerment of Institute administration and faculty members would ensure the effective management of teaching-learning process.
2. Provides flexibility in managing examination process.
3. Decentralized process enables just-in-time decisions paving the way for smooth conduction of the process.
4. Timely completion of calendared events.
5. Facilitates micro-management of critical activities leading to hassle-free process.

Supporting Documents are attached Herewith ☛

AUTONOMY FOR EXAMINATION PROCESS

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Associate Director (Academics)

MANIPAL INSTITUTE OF TECHNOLOGY
MANIPAL
(A constituent unit of MAHE, Manipal)

Standard Operating Procedure for End-Semester Assessment (2019)

1 ACADEMIC CALENDAR

Institute strictly adhere to the Academic Calendar approved by the Registrar, providing the details of date of commencement of classes, in-semester assessment schedules, last instructional day, dates of end examination, date of publication of the results, revaluation schedule, makeup examination schedule.

2 APPOINTMENT OF CHIEF AND DEPUTY SUPERINTENDENT OF EXAMINATION

2.1 Director/HoI of the institute nominates Associate Director – Academics as the Chief Superintendent of Examination of first year B Tech courses/subjects.

2.2 Director/HoI of the institute nominates HoDs of the respective departments as Chief Superintendent of Examination of second, third and fourth year B Tech and M Tech/MCA programmes.

2.3 HoDs nominate a senior faculty member of the department as Deputy Chief Superintendent of Examinations of second, third and fourth year B Tech and M Tech/MCA programmes.

2.4 Associate Director – Academics may appoint the Assistant Director-Academics as Deputy Chief Superintendent of Examinations of first year B Tech courses/subjects.

3 SCHEDULING OF EXAMINATION

3.1 The end semester examination is scheduled in line with the academic calendar of the institute. The time table is prepared by the Associate Director-academics and circulated to the Departments. It is also published on notice boards.

3.2 The students who are appearing for the exam alone (prior to 2014 academic regulations) will have to register for the examination before the last date mentioned in the academic calendar.

4 QUESTION PAPER SETTING AND MANAGEMENT

4.1 A standard template of Question paper will be shared with the faculty and a last date for submission of the question papers will be intimated by the Associate Director / Assistant Director (Academics) at least two weeks in advance.

4.2 For all regular courses, concerned faculty handling the subject will prepare TWO sets of question papers of which one will be used for regular examination, one will be used for the makeup examination.

4.3 The Head of the Departments will arrange for scrutinizing the Question Papers to ensure quality.

4.4 Custodian of the question papers will be Associate Director – Academics for first year B Tech.

4.5 The Heads of the Departments are custodians of the question papers for second, third and fourth year B Tech and M Tech/MCA programmes.

4.6 The subject coordinators will be responsible for making multiple copies of the question paper one day before the examination for maintaining the confidentially for conducting exam. In case of any public holiday before the examination, multiple copies can be taken before the holiday.

5 EVALUATION PROCESS

5.1 Evaluation of Answer scripts is managed at the Department under the supervision of the Head of the Department.

5.2 Associate Director – Academics would coordinate the evaluation of answer scripts of first year B Tech.

5.3 Scheme of valuation prepared by the subject coordinator will be approved by the Class Committee Chairperson, before commencement of the valuation and the same will be deposited with the Head of the Department after the evaluation.

5.4 Faculty members who have taught the subject will evaluate the answer scripts.

5.5 In the case of multiple sections and multiple faculty handling a single subject, the evaluation is done by distribution the papers among them.

5.6 After the completion of valuation, the end semester marks are entered in SLcM by the concerned faculty / subject coordinator.

5.7 Academic courses like Laboratory work, Engineering graphics, Seminar, Industrial training, Project work etc. shall be evaluated by a group of faculty (minimum of TWO) assigned by the Department and its results are graded on absolute scale. However there will not be any provision for an appeal revaluation as these courses are assessed by a group of faculty.

5.8 Faculty shall keep all the documents related to assessment of the course he/she has handled (which includes attendance register, sessional answer scripts etc.), at least for another semester after completion of that semester. Also the departments shall keep all answer scripts of end semester examination for at least for another semester after the completion of that semester.

5.9 A committee shall be formed under the supervision of Associate Director (Academics) / Assistant Director (Academics) to take decision on malpractice cases and the punishment shall be given as per the recommendation of the committee based on the Malpractice rules.

6 GRADING, RESULT AND ISSUE OF GRADE CARDS/SHEETS

6.1 MIT follows the relative grading system. The details are provided in the ANNEXURE - I. However, a minimum of 18 marks in the end semester examination for theory courses/subjects of B Tech programme is mandatory for a student to be eligible for a pass grade irrespective of the Internal Assessment marks. For M Tech/MCA programme a minimum of 20 marks in the end semester examination is mandatory for a pass grade.

6.2 For a student who does not make it to the minimum PASS cut off in the end semester exam marks or total marks, up to 3 marks moderation can be given in every subject in End semester examination marks.
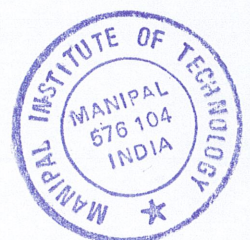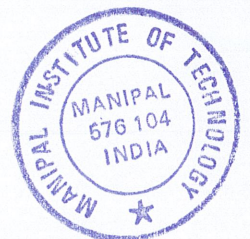
6.3 This is applicable to one or all of the subjects that the student has appeared for either end semester or makeup examination.

6.4 Student with just one paper left for the completion of the program up to 8 marks moderation can be given in the pending paper (subject with F grade) on total marks.

6.5 Results are declared by Academic Section/Associate Director - Academics

6.6 Grade sheets are printed by the academic section and signed by the Director/Hol of the institute and Registrar – Evaluation, MAHE.

6.7 In the case of final semester, the list of students who are eligible for the award of Degree is sent to the University for printing the Degree Certificates

6.8 Grade sheets are sent to the Heads of the Departments for issuing to the students.

7 APPEAL PROCESS

7.1 In all theory subjects/courses, students are allowed to request for paper seeing and revaluation by paying the prescribed fee.

7.2 Academic Section would coordinate the activity.

7.3 Scripts and scheme of evaluation are made available at the time of paper seeing.

7.4 Departments may assign a different examiner for revaluation.

7.5 Fees will be refunded to students in case of Grade improvement after revaluation.

8. ROLES AND RESPONSBILITIES

Director, MIT Manipal	• Overall responsibility of Examination management • Co signatory of the Grade sheet as Hol. • Co signatory of the provisional pass certificate as Hol
Registrar – Evaluation, MAHE Manipal	• Co signatory of the Grade sheet as representative of MAHE • Co signatory of the provisional pass certificate as representative of MAHE
Associate Director-Academics	• Chief Superintendent of Examination of first year B Tech • Custodian of the question papers of first year B Tech • In charge of examination scheduling & conduct, evaluation process, grading & grade sheet preparation. • Arranging the evaluation of answer scripts of first year B Tech Courses/subjects

Head of the Department	- Chief Superintendent of Examinations of second, Third and fourth year B Tech and M Tech/MCA students - Custodian of question papers of second, third and fourth year B Tech and M Tech/MCA programmes - Arranging the evaluation of answer scripts of second, third, fourth year B Tech and M Tech/MCA programmes
Deputy Superintendent of Examination	Assisting Chief Superintendent of Examination in conducting the examination and evaluation of the answer scripts

Proposed by:

Associate Director – Academics, MIT Manipal

Dr. Raviraja Adhikari
Associate Director (Academics)
MANIPAL INSTITUTE OF TECHNOLOGY
Manipal - 576 104

Director, MIT Manipal

DIRECTOR
MANIPAL INSTITUTE OF TECHNOLOGY
MANIPAL - 576 104

Approved by:

Registrar – Evaluation, MAHE Manipal

Dr. Vinod V Thomas
Registrar-Evaluation
Manipal Academy of Higher Education

ANNEXURE - I

Academic Regulations

1. ACADEMIC PROGRAMMES

1.1 The institute offers Bachelor of Technology (B.Tech.), Master of Technology (M.Tech.) and Master of Computer Applications (MCA) programmes of MAHE.

1.1.1 Duration of the B.Tech. programme is 8 semesters.

1.1.2 Duration of M.Tech. and MCA programme is 4 semesters.

1.1.3 The maximum duration for a student for complying with the Degree requirement is twice the duration of the academic programme from the date of joining.

2. ADMISSION PROCEDURE

2.1 Undergraduate Programme (B.Tech.):

Eligible students are admitted on the basis of the rank obtained in the All India MAHE Online Entrance Test. Seats are reserved for NRI / Foreign students.

2.2 Post Graduate Programmes (M.Tech. / MCA):

Eligible students are admitted on the basis of the rank obtained in the All India MAHE Online Entrance Test. Seats are reserved for NRI / Foreign students.

3. ELIGIBILITY FOR ADMISSION

3.1 Undergraduate Programme (B.Tech.):

3.1.1 Pass in 10+2 or equivalent with Physics, Mathematics and English as compulsory subjects along with Chemistry / Biotechnology / Biology / any technical vocational subjects as optional; with a minimum of 50% marks taken together in Physics and Mathematics and any one of the optional subjects.

3.1.2 Holders of three years Diploma in Engineering awarded by the Board of Technical Education in Karnataka or equivalent / B.Sc. Degree with Mathematics as one of the subjects; securing an aggregate of at least 50% marks are eligible to join Third semester under lateral entry scheme.

3.1.3 Eligible NRI / Foreign students are admitted based on their qualifying examination performance.

3.2 Post Graduate Programmes:

3.2.1 M.Tech.:

3.2.1.1 BE / B.Tech. / AMIE or equivalent in relevant branch with a minimum of 50% aggregate marks in qualifying examination

3.2.1.2 Eligible NRI / Foreign students are admitted based on their qualifying examination performance.

3.2.2 M.Tech. (Part-time):

3.2.2.1 Faculty/Staff sponsored from MAHE only are eligible to do parttime M.Tech. programme.

3.2.2.2 Duration of M.Tech. (Part time) programme is 6 semesters.

3.2.3 MCA:

3.2.3.1 A bachelor's degree in Computer Applications / Computer Science / Information Technology with a minimum of 50% aggregate marks in the qualifying examination.

3.2.3.2 Eligible NRI / Foreign students are admitted based on their qualifying examination performance.

4. ACADEMIC PROCESS

4.1 Registration:

4.1.1 Students have to register for the courses with the parent department at the commencement of each semester on the day notified in the academic calendar.
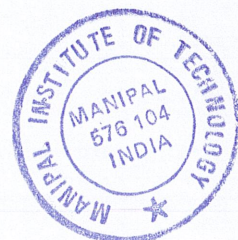
4.2 Pre-registration:

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

4.3 Academic Term:

4.3.1 Semester system of 16 weeks duration with continuous and comprehensive assessment is followed.

4.3.2 Each semester has a specified course structure.

4.3.3 The first year B.Tech. course structure is common to all branches of Engineering.

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

4.3.5 Eighth semester of B.Tech. programme, fourth semester of MCA programme as well as third & fourth semesters of M.Tech. programme is fully dedicated to project work.

4.4 Course Numbering:

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

4.4.2 First digit indicates the level, second digit indicates semester offered ('1': offered in ODD; '2': offered in EVEN; '0': offered in BOTH) and the last two digits indicate the serial number.

4.4.3 The following codes are used for different departments:

| DEPARTMENT	CODE
Aeronautical and Automobile Engineering	AAE
Biomedical Engineering	BME
Biotechnology	BIO
Chemical Engineering	CHE
Civil Engineering	CIE
Computer Science and Engineering	CSE
Electronics and Communication Engineering	ECE
Electrical and Electronics Engineering	ELE
Information and Communication Technology	ICT
Instrumentation and Control Engineering	ICE
Mechanical and Manufacturing Engineering	MME
Mechatronics	MTE
Media Technology	MED
Physics	PHY
Chemistry	CHM
Mathematics	MAT
Humanities and Management	HUM
Computer Applications	MCA

4.5 Credit Based System:

4.5.1 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 Hour Lecture / Tutorial per week is assigned 1 Credit, whereas for practical courses 3 contact hours per week is assigned 1 Credit.

4.5.2 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 subject registered if he/she secures letter grade E or higher.

4.5.3 Promotion of a student to higher semesters is based on securing a prescribed minimum number of credits.
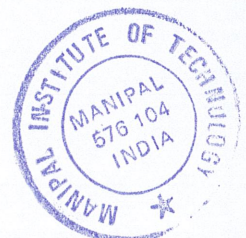
4.6 Assessment:

4.6.1 The academic performance of a student is assessed by the course instructor/s concerned.

4.6.2 The student performance in each theory course is evaluated out of 100 marks, of which 50 marks are for in-semester assessments and 50 marks are for end-semester assessments.

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

4.6.4 The student performance in laboratory courses is also evaluated out of a maximum of 100 marks, and is based on in-semester assessment of 60 marks and examination conducted for 40 marks.

4.6.5 Course Instructors are to give the complete course plan approved by the HoD, at the beginning of the semester. Course plan includes lesson plan & evaluation plan of the course offered.

4.6.6 Course instructors are to give regular feedback on theperformance of students.

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

4.7 Attendance Requirements:

4.7.1 All students must attend every lecture, tutorial and practical classes.

4.7.2 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.

4.7.3 The aggregate percentage of attendance of the student during the semester will be entered in his/her grade sheet of that semester.

4.8 Grading System:

4.8.1 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
Grade Points	10	9	8	7	6	5	0	0

AP: Audit Pass F: Failure I: Incomplete DT: Attendance shortage

4.8.2 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

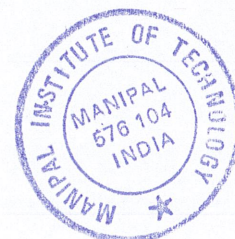$$GPA = \frac{\sum_{i=1}^{n} C_i G_i}{\sum_{i=1}^{n} C_i}$$

where
n= Number of courses graded per semester
C = Course credits
G = Grade points

4.8.3 The overall performance of the student for the entire programme is indicated by the Cumulative Grade Point Average (CGPA) which is the weighted average of the grade points obtained across all semesters till date

$$CGPA = \frac{\sum\limits_{i=1}^{N} C_i G_i}{\sum\limits_{i=1}^{N} C_i},$$

where

N= Total number of courses graded till date

4.8.4 Evaluation of Project Work Dissertation/ Thesis

4.8.4.1 Eighth Semester B.Tech.:

4.8.4.1.1 B.Tech. student shall carry out a Project Work for a minimum of 16 weeks duration.

4.8.4.1.2 The Project Work can be carried out in the institution / industry / research laboratory or any other institution where facilities exist with approval of the parent Department

4.8.4.1.3 There will be a mid-semester evaluation of the work done on the project after 8-10 weeks. This evaluation will be done by the department concerned and will be out of 100 marks.

4.8.4.1.4 The final evaluation and viva voce will be conducted after the completion of the project work and submission of the project report, by a panel of examiners including the internal guide.

4.8.4.1.5 In case of external projects, the feedback of the external guide shall be considered during evaluation.

4.8.4.1.6 The end-semester evaluation of the project work is out of 300 marks.

4.8.4.1.7 The grade awarded to the student will be on the basis of the total marks obtained by him / her out of 400 marks.

4.8.4.2 Second year M.Tech. / Fourth Semester MCA:

4.8.4.2.1 A student of M.Tech. shall carry out a Project Work for a minimum of 36 weeks during the second year of the programme, in the institution/ industry/ research laboratory or any other institution where facilities exist with approval of the parent Department.

4.8.4.2.2 There will be a mid-term evaluation of the work after about 18 weeks by the department concerned. This evaluation will be out of 100 marks.

4.8.4.2.3 In the case of the Fourth SemesterMCA students, theminimum project duration is 16 weeks and there will be a mid-term evaluation by the department concerned after about 8weeks.

4.8.4.2.4 The final evaluation will be conducted after the completion of the project work and submission of the dissertation by a panel of examiners consisting of an internal guide.

4.8.4.2.5 In case of external projects, the feedback of the external guide shall be considered during evaluation.

4.8.4.2.6 The end-semester evaluation of the project work is out of 300 marks.

4.8.4.2.7 The grade awarded to the student will be on the basis of the total marks obtained by him / her out of 400 marks.

4.9 Class Committee:

4.9.1 A class committee headed by the Associate Director (Academics) is formed for the first year B.Tech. progamme. The section coordinators, course coordinators and student representatives of all sections will be members of this committee.

4.9.2 For III to VIII Semester of B.Tech. progamme and for every semester of M.Tech. & M.C.A. progamme, separate class committees are constituted by the Heads of the respective departments. The committee is formed with a senior faculty of the Department as Chairman & Course Coordinators/Course Instructors of all courses & student representatives as members.

4.9.3 Course Coordinator: If there is more than one section, one of the senior faculty member is nominated by the HOD as Course Coordinator.
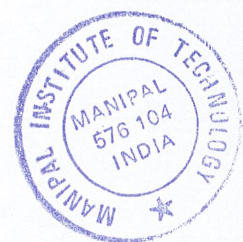
4.9.4 Functions of the Class Committee:

4.9.4.1 The class committee will meet thrice in a semester.

4.9.4.2 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.

4.9.4.3 The second meeting will be held two weeks after the first test to collect feedback and improve the effectiveness of the teaching learning process. Performance of the students in the tests may also be analyzed.

4.9.4.4 The Chairman of the class committee should send the minutes of the class committee meeting to the Associate Director (Academics) through the Head of the Department after each class committee meeting.

4.9.4.5 The third meeting is to be held to analyze the performance of the students in all courses of study and grade finalization. However the student representatives are exempted from this meeting.

4.9.4.6 The Associate Director (Academics) will declare the results after processing.

4.10 Section Committee:

4.10.1 Each section of the first year 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.

4.10.2 The Section Coordinator will be a senior faculty member who teaches at least one subject for that section. The Section Coordinators will be nominated by the Associate Director (Academics), who will administer the functioning of all the Section Committees.

4.10.3 The section committee will meet periodically to review the overall effectiveness in the conduct of first year classes.

4.11 Faculty Advisors:

4.11.1 To help the students in planning their courses of study and for general advice regarding academic programmes the Head of the Department will assign one to two senior faculty members in the III semester who will be Faculty Advisors for the batch.

4.11.2 Faculty Advisor for a particular batch will continue till the regular students complete the programme.

4.12 Promotion to Higher Semesters:

4.12.1 B.Tech. Programme:

4.12.1.1 Promotion of a student from an even semester to the next higher (odd) semester is subject to securing the minimum academic performance specified.

4.12.1.2 To be eligible for promotion to the third semester, a student should have earned a minimum of 26 credits at the end of the second semester.

4.12.1.3 To be eligible for promotion to the fifth semester, a student should have earned a minimum of 72 credits at the end of the fourth semester.

4.12.1.4 To be eligible for promotion to seventh semester, a student should have earned a minimum of 118 credits at the end of the sixth semester.

4.12.2 M.Tech. Courses:

4.12.2.1 A student can start the project work at the beginning of the third semester only if she/he has acquired 40 credits at the end of the second semester, and he/she has to earn all the credits of the first and second semesters, before he /she is permitted to submit the project thesis

4.12.2.2 A part-time M.Tech student can start the project work at the beginning of the third year, but he/she has to earn all the credits of course work, before he/she is permitted to submit the project thesis

4.12.3 M.C.A. Course:

4.12.3.1 Promotion of a student from second semester to third semester is subject to securing a minimum of 30 credits at the end of the second semester.
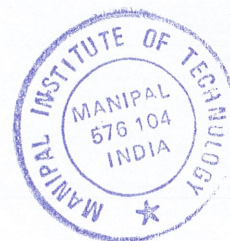
4.13 Academic Probation and Termination of the registration to the programme:

4.13.1 A student who is not eligible for promotion from an even semester to the next higher semester for reasons of not having earned the prescribed minimum number of credits will be required to discontinue the academic programme temporarily. In such case he/she will be put on academic probation for the next academic year and a warning letter shall be issued.

4.13.2 If a student is repeating a semester/s due to poor academic performance, he/she will also be put on academic probation.

4.13.3 The student put on academic probation shall be periodically monitored and mentored by the faculty advisor. He/she can rejoin the academic programme after fulfilling the academic requirements as in 4.12 at the end of the academic probation.

4.13.4 At the end of the academic probation year, if a student fails to acquire the minimum credits to get promoted to next higher semester, his/her registration for the academic programme shall be terminated.

4.14 Rejoining a Programme:

A student who discontinues the academic programme for any reason and rejoins the programme at a later date shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her rejoining the programme.

4.15 End-Semester Examination:

4.15.1 The end semester examination will be conducted only in the courses offered in the current semester.

4.15.2 A student should have appeared for the end-semester examination of the prescribed course of study to be eligible for the award of a passing grade in the course.

4.15.3 Only students with attendance ≥75 % will be permitted to appear for the end semester examination.

4.15.4 A separate minimum of 35% of marks in the end semester examination is essential for awarding a passing grade in a theory course.

4.15.5 A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course, and earned the credits assigned to that course.

4.15.6 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/ Associate Director (Academics).

4.15.7 If a student is eligible for but fails to appear in the endsemester examination due to valid reasons, he/she will be awarded an 'I' grade (incomplete) on the grade sheet. However, it needs approval of Associate Director (Academics).

4.16 Make-up examinations:

4.16.1 Make-up examinations will be held at the end of the semester break to help the students who have got F/I grade in the courses offered during the semester.

4.16.2 The cut-off marks for grades in the make-up examination will be same as those in the regular end-semester examination.

4.16.3 However, for students who have once failed (F grade) in any course, a maximum of C grade only will be awarded in subsequent examinations irrespective of their performance.

4.16.4 Those who miss regular examinations due to valid reasons (I grade) will be allowed to retain whatever grade they secure in make-up examinations.

4.17 Re-valuation of answer papers:

4.17.1 A student may apply for the revaluation of end-semester examination by submitting an application along with the specified fee.

4.17.2 Those who apply for reevaluation will be able to see their answer papers along with the scheme of evaluation on a scheduled date.
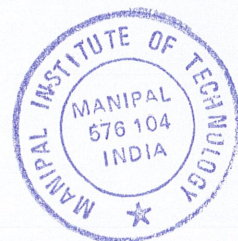
4.17.3 The fee will be refunded in case of any change in grade after revaluation.

4.18 Re-registration of courses:

4.18.1 Students with F/I/DT Grade are allowed to re-register for subjects of lower semester along with their regular term subjects by paying the prescribed fees.

4.18.2 Students may not be permitted to re-register in courses if there are clashes in the time table.

4.18.3 Students are allowed to register for a maximum of 36 credits in a given semester.

4.18.4 Students are eligible to get actual grades in re-registered courses.

4.19 Withholding of Results:

Results will be withheld when a student has not paid his/her dues or there is a case of disciplinary action pending against him/her.

4.20 Eligibility for the Award of Degree:

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

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

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

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

4.20.2 Total number of credits required for obtaining:

4.20.2.1 B.Tech. - 170*

* Credit used for CGPA computation: 157. Open electives and industrial training are excluded from GPA/CGPA computation.

4.20.2.2 M.Tech. - 75

4.20.2.3 MCA - 80

4.20.3 Minimum CGPA for Graduation is 5.0 and the Maximum that can be earned is 10.

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

4.21 Audit Courses:

4.21.1 Students have the option of Auditing additional courses with the consent of the course instructor.

4.21.2 On successful completion, the student will be given 'AP' letter grade.

4.21.3 The grade obtained in an audit course will not be used for computation of CGPA.

4.22 Minor Specialization:

4.22.1 Students have the choice of getting a minor specialization along with their degrees by earning 12 credits in the prescribed set of subjects offered as electives.

4.22.2 Minor specialization shall be mentioned in the VIII semester marks card / Transcript along with CGPA.

5. CHANGE OF BRANCH

5.1 Change of branch is allowed on request against vacancies before commencement of the third semester based on academic performance of first year B.Tech.

5.2 Applications for change of branch shall be submitted to the Associate Director (Academics), at the end of the second semester.

5.3 Merit list will be prepared based on the CGPA after the declaration of second semester results.

5.4 Only students who have passed in all the subjects of I & II semesters are eligible for change of branch.

5.5 Students who have secured seats under any scholarship scheme and have opted for branch change will not be eligible for the scholarship from the second year.

5.6 Mutual change of branch is not permitted.

6. TRANSFER OF CREDITS

The courses credited elsewhere, in Indian/Foreign University/Institutions/Colleges/certified MOOC by students during their study period at MIT Manipal may count towards the credit requirements for the award of degree. The credit transferred will reduce the number of courses to be registered by the student at MIT. The guidelines of such transfer of credits are as follows:

6.1 B.Tech student with consistent academic performance and CGPA ≥ 7 can credit the courses approved by the concerned Department Curriculum Committee (DCC) and ratified by Board of Studies (BoS) in Engineering of MAHE, in other institutions during 3rd and 4th year and during semester breaks.

6.2 Credit transferred will not be used for GPA/CGPA computation. However credit transferred will be considered for the overall credit requirements of the program.

6.3 Students can earn external credits only from Indian/Foreign Universities/Institutions with which MU/MIT has a MoU for the above purpose.

6.4 Credit transfer can be considered only for the courses at same level or above.

6.5 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 DCC.

6.6 Maximum number of credits that can be transferred by a student shall be limited to 20.

6.7 Student has to get minimum passing grades/marks for such courses for which credits transfer is to be made.

6.8 Credit transfer availed by a student shall be properly recorded on the academic record(s) of the student.

7. B. Tech. Honours

7.1 Any student with CGPA ≥ 8.5 at the end of IV semester can opt for B. Tech (Honours)

7.2 Student need to earn additional 12 credits of specified subjects at level 500 or above (One each in V – VII Semesters)

7.3 Student should take up a project work related to his/her domain with at least ONE Scopus indexed publication from the work, as First author (8 credits)

7.4 Total Credit will be 170+20 = 190.

7.5 Student should maintain a minimum CGPA of 8.5 at the end of the program.

## 8. TERMINATION FROM THE PROGRAMME

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 minimum number of credits required to get promoted to 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 recommendation of an appropriate committee and approved by the vice chancellor.
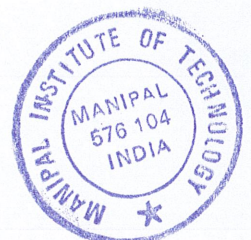
ANNEXURE – II

Guidelines for managing malpractice & extraordinary situations during End Semester/Makeup Examination

Level	Definition (Type)	Punishment
0	In ability of the student to continue with paper due to medical/ other critical emergency during examination	Cancellation of the paper, if requested by the student and 'I' grade shall be awarded to the subject in such cases.
1	Possession of mobile phones or other electronic gadgets (with or without examination related material, either in switch ON or OFF mode), attempts to elicit answers from neighbors during examination ignoring warning, allowing fellow students to copy from one's book ignoring warning etc.	'F' grade shall be awarded to the subject. The student will be allowed to write the paper in the immediate makeup exam.
2	Carrying and copying the material from paper or electronic form (chits, mobile phone, digital watch with memory and blue tooth, programmable calculator with memory and provision to connect to other devices), examination related material scribbled on the parts of body, hall tickets, calculators etc. exchanging answer sheet/other materials which are of assistance in the examination.	Invalidation of whole semester examination. 'F' grade shall be awarded in all subjects. The student is allowed to all the papers in the immediate makeup examination.
3	Repeated Offence	Invalidation of whole semester examination and 'F' grade shall be awarded in all subjects and the student is not allowed to appear for the respective paper in the immediate makeup examination.
4	Impersonation, Threatening exam officials, fellow students, destroying answer papers, disrupting examination.	Debarring from the examination up to one year based on the recommendation by the enquiry committee.

Note: In all the above malpractice cases the Department shall report the same immediately to the Associate Director – Academics. The enquiry shall be done at the Department with a nominee by the Associate Director - Academics