



**JOY UNIVERSITY**  
semper paratus

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**ACADEMIC REGULATIONS**  
**2025-2026**

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## **1. INTRODUCTION**

### **1.1 Background**

At Joy University our endeavor is to create our University of Excellence that will provide an environment for free and uninhibited thinking, where faculty and students can experiment with novel ideas without the fear of failure. It is our firm belief that such a university will foster the highest level of research: blue sky research as well as developmental research leading to proof of concepts and prototypes.

### **1.2 Organizational Structure of Academics**

The academic programs of the Joy University are governed by the Rules and Regulations approved by the Academic Council and Governing Council from time to time. The Academic Council is chaired by the Vice Chancellor and comprises various faculty of Joy University. The Pro Vice Chancellor – Academics of Academic Programs will oversee the implementation of academic programs and handles all its related matters. The Academic Council may also form various sub-committees from time to time for specific purposes.

At the Department level, the Head of the Department (HOD) together with Dean of the School will oversee the academic progress of the students. They are aided by the faculty who are envisioned as the primary and first contact point for the students on all academic matters. If on any academic matter a student would like to approach the Dean – Academics, it is suggested that he/she may do so through the HOD with advice and recommendations from Faculty Advisor. The Faculty Advisor will be allocated for 30 students who will act as Mentor for taking care of their day-to-day academic progress and monitoring their wellbeing in all extra co-curricular and in solving their problems if any.

### **1.3 Code of Conduct for Students**

Students are expected to conduct themselves with integrity and proper consideration for others at all times. They are expected to exhibit proper respect for others in their personal behavior and interpersonal interactions, both within and outside the campus. The Joy University strictly prohibits ragging and sexual harassment; any instance of either should be reported immediately to Dean - Student Welfare and will be dealt with as a serious offense. Students are expected to respect Joy University property and follow all Joy University Rules and Regulations at all times.

The student must also adhere to the hostel rules and regulations; details of the same can be found on the <https://joyuniversity.edu.in>

If the students feel victimized by the conduct, academic or personal, of any other member of the Joy University, they may register a complaint with the statutory bodies such as the Women Empowerment Committee, SC/ST Committee, Student Grievance Committee, etc.

#### 1.4 Glossary of Terms

**Credit:** The quantitative measure of recognition given to a course, stated in semester hours. Typically, a theory course running for a full semester with three contact hours per week would be 3 credits, 4 credits theory paper will be having 4 periods per week. Similarly, a lab course with the same number of contact hours would be 2 credits.

- ❖ **Departmental Core:** Core subjects offered by the Department.
- ❖ **Discipline Specific Elective:** A course of the student's choice, to be selected from the same department (or offered by a different department, but identified as "core" by one's department).
- ❖ **Open Elective:** A course of the student's choice, to be selected from any department (subject to meeting the pre-requisites).
- ❖ **Applied Science:** A course of the student's choice, to be selected from the Mathematics, Physics & Chemistry list of courses.
- ❖ **Skill Enhancement Course:** Courses designed to improve or develop specific abilities, knowledge, or competencies, often to increase employability or prepare individuals for new challenges.
- ❖ **Ability Enhancement Course (AECC):** Courses designed to develop specific skills and knowledge, often beyond the core curriculum, to enhance a student's overall capabilities and employability.
- ❖ **Value-Added Course:** Courses that provide extra skills and knowledge beyond a standard academic or professional curriculum.
- ❖ **Major:** The primary set of discipline-specific coursework pertaining to the student's department/discipline.
- ❖ **Minor:** Additional basket of coursework done from a discipline different from the student's original discipline (and would also find mention in the final degree).

## 1.5 Schools

The following are the Schools at Joy University

School	Abbreviation	Code
School of Agricultural Sciences	SOAGS	SOAGS
School of Arts and Natural Sciences	SOANS	SOANS
School of Computational Intelligence	SOCI	SOCI
School of Design	SOD	SOD
School of Law	SOL	SOL
School of Life and Health Sciences	SOLHS	SOLHS
School of Entrepreneurship and Management	SOEM	SOEM
School of Nursing	SON	SON
School of Pharmacy	SOP	SOP
School of Engineering Technology	SOET	SOET

## 1.6 Degrees offered

The University is offering the following Degrees:

### ❖ Undergraduate

- ❖ Bachelor of Technology (B.Tech)
- ❖ Bachelor of Design (B.Des)
- ❖ Bachelor of Science (B.Sc)
- ❖ Bachelor of Computer Applications (BCA)
- ❖ Bachelor of Physiotherapy (BPT)
- ❖ Bachelor of Business Administration (BBA)
- ❖ Bachelor of Arts (BA)
- ❖ Bachelor of Science (Honors) (B.Sc (Hons.))
- ❖ Bachelor of Legislative Law (Honors) (LL.B (Hons.))
- ❖ Bachelor of Business Administration & Legislative Law (Honors) (BBA LL.B (Hons.))
- ❖ Bachelor of Arts & Legislative Law (Honors) (BA LL.B (Hons.))

### ❖ Postgraduate

- ❖ Master of Business Administration (MBA)
- ❖ MS (By Research)
- ❖ M.Sc.
- ❖ M.L. (Law)

❖ PhD

## 1.7 Programs Offered

The University offers the following Programs

### ❖ School of Computational Intelligence (SOCI)

**Table: 1.7.1** Program Code & Programs offered in SOCI

Department of Computing & Information Systems	Code
<b>B. Tech</b>	
CSE (AI & Machine Learning)	BTAM
CSE (Cyber Security & Forensics)	BTCF
CSE (Data Analytics)	BTDA
<b>B. Tech</b>	
Computer Science Engineering (AI & Data Science)	BTDS
Computer Science Engineering (AI & Machine Learning)	BTAM
Computer Science Engineering (AI & Machine Learning-In collaboration with Intel and NEC)	BTIN
Computer Science Engineering (Cyber Security)	BTCY
Computer Science Engineering (CSE)	BTCS
Information Communication Technology (ICT)	BTIC
Mathematics and Computing	BTMC
<b>BCA</b>	
Artificial Intelligence	BCAI
Computer Networks	BCCN
Cyber Security	BCCY
Data Analytics	BCDA
<b>MS (By Research)</b>	
Computer Science and Engineering	MSCS
<b>Department of Engineering &amp; Technology</b>	
<b>B. Tech</b>	
Aeronautical Engineering	BTAN
Civil Engineering	BTCV
Electronics and Communication Engineering	BTEC
Mechanical Engineering	BTME
Mechatronics	BTMT
Biotechnology	BTBT
Biomedical Engineering	BTBM

❖ **School of Agricultural Sciences (SOAGS)**

**Table 1.7.2** Program Code & Programs offered in SOAGS

<b>B.Sc. (Hons.)</b>	<b>Code</b>
Agriculture	BSAG
Horticulture	BSHC
<b>B. Tech.</b>	
Agriculture Engineering	BTAE
Dairy Technology	BTDT
<b>M.Sc</b>	
Agronomy	MSAY
Agricultural Entomology	MSAW
Agricultural Extension Education	MSAX
<b>M.Sc. Horticulture</b>	
Floriculture and Landscaping	MSHF
Vegetable Science	MSHV

❖ **School of Arts & Natural Sciences (SOANS)**

**Table 1.7.3** Program Code & Programs offered in SOANS

<b>Department of Humanities &amp; Social Sciences</b>	<b>Code</b>
<b>BA</b>	
English	BAEN
Tamil	BALT
History	BAHI
Criminology & Police Administration	BACP
Economics	BAEC
<b>Department of Sciences</b>	
<b>B.Sc</b>	
Mathematics	BSMA
Applied Physics	BSAP
Electronics	BSET
Psychology	BSPS
Media & Journalism	BSMJ
Forensic Science	BSFS
B.Lib.I.Sc	BLIB
M.Sc Psychology	MSPS

❖ **School of Design (SOD)**

**Table: 1.7.4** Program Code & Programs offered in SOD

<b>School of Design (SOD)</b>	<b>Code</b>
<b>B. Design</b>	
Transportation & Automobile Design	BDAD
Fashion Design	BDFD

❖ **School of Law (SOL)**

**Table 1.7.5** Program Code & Programs offered in SOL

<b>School of Law</b>	<b>Code</b>
BA LL.B (Hons.)	BALB
BBA LL.B (Hons.)	BBLB
LL.B (Hons.)	BLLB
LL.M (Taxation Law)	MLTX
LL.M.(Cyber Law)	MLCC

❖ **School of Life & Health Sciences (SOLHS)**

**Table 1.7.6** Program Code & Programs offered in SOLHS

<b>Department of Allied Health Sciences</b>	<b>Code</b>
<b>B.Sc.</b>	
Cardiac Perfusion Technology	BSCT
Dialysis Therapy	BSDT
Medical Laboratory Technology	BSML / BSLB
Medical Radiology and Imaging	BSRI
Neurophysiology Technology	BSNT
Operation Theatre & Anesthesia Technology	BSAO
Optometry	BOPT
Physician Assistant	BSPA
<b>M.SC.,</b> Operation Theatre & Anesthesia Technology	MSAO
<b>M.SC.,</b> Cardiac Perfusion Technology	MSCT
<b>BPT</b>	
Bachelor of Physiotherapy	BPPT
<b>Department of Biotechnology</b>	
<b>B.Sc.</b>	
Biotechnology	BSBT
<b>M.Sc.,</b> Biotechnology	MSBT

## School of Entrepreneurship & Management (SOEM)

**Table 1.7.7** Program Code & Programs offered in SOEM

Department of Management	Code
<b>B. Com</b>	
Fintech with Block Chain	BCFB
Accounting and Finance	BCAF
Computer Application	BCCA
General	BCGN
<b>BBA</b>	
E-Commerce & Digital Marketing	BMEC
Business Analytics	BMBA
Digital Marketing	BMDM
Financial Management	BMFM
Logistics & Supply Chain Management	BMLS
Entrepreneurship Management	BBEM
<b>MBA</b>	
Data Analytics	MBID
Business Analytics	MBBA
Finance Management	MBFM
Human Resource Management	MBHR
Marketing Management	MBMM
Entrepreneurship Management	MBEM
Digital Transformation	MBDT
Hospital and Healthcare System Management	MBHH
International Business	MBIB

## ❖ School of Nursing (SON)

**Table 1.7.8** Program Code & Programs offered in SON

School of Nursing	Code
<b>B.Sc.</b>	
Nursing	BSNG

## ❖ School of Pharmacy (SOP)

**Table 1.7.9** Program Code & Programs offered in SOP

School of Pharmacy	Code
B.Pharm	BPRX

## ❖ **Doctor of Philosophy (PhD)**

All the above Schools & Departments will offer the Ph.D. program of Joy University. Students may visit the Joy University Admissions Page for more information.

## **2. GENERAL ACADEMIC RULES & PROCEDURES**

### **2.1 Programme Structure, Course structure and Credit System**

#### **2.1.1 Programme Structure**

With Medium of instruction as English, every School / Department has a prescribed Programme Structure for 2 - year/ 3 - year / 4 – year /5 - year UG and PG Programmes and Programme Structure is displayed on the Joy University website.

#### **2.1.2 Course Structure**

The Course Structure prescribes all the courses / labs / evaluation components for the Degree Programme in the form of a **COURSE HANDOUT** which also gives the syllabus for each course, the detailed semester wise lecture schedule of all 40 lectures, evaluation components and the course notices if any. The Course Handout is updated every semester and is made available at the Joy University website.

#### **2.1.3 Credit System**

A credit is a measure of the teacher-student interaction in a classroom. In general, a certain quantum of academic work measured in terms of credits is laid down as the requirement for a particular degree. A student's performance/progress is measured by the number of credits that he/she has earned, i.e., completed satisfactorily. Based on the course credits and grades obtained by the student, cumulative grade point average (CGPA) is calculated.

A minimum grade point average is required to be maintained for the satisfactory progress and continuation in the Program. Further, a minimum number of earned credits and a minimum grade point average should be acquired in order to qualify for the degree. All Programs are defined by the total credit requirement and a pattern of credit distribution over courses of different categories.

The credits associated with a course are dependent upon the number of hours of instruction per week in that course and also on the number of fractional segments the course spans. Typically, a theory course running for full semester has three hours of instruction in a week and is equivalent to 3-credits. and four hours of instruction in a week and is equivalent to 4 – credits. Similarly, a full semester lab course will have one 3- hour's lab session in a week and is equivalent to 2-credits.

Subject to fulfilling the Academic Regulations of Joy University, the student will be issued a grade sheet at the end of each semester, a Transcript and a

Provisional Certificate followed by the Final Degree Certificate at the end of the UG/PG/Ph.D programme.

For successful completion of a **UG Programme**, the student should obtain a minimum **CGPA of 4.50 and no RA grade** in any course.

For successful completion of a **PG Programme**, the student should obtain a minimum **CGPA of 5.50 and no RA grade** in any course.

No student can register in any other course of his/her degree along with Dissertation in PG or Project work in UG.

Failure to meet the minimum academic requirements will bring the student under the purview of Joy University Academic Monitoring Board (JUAMB), which will

prescribe a suitable course package for the student and monitor his/her progress and academic performance closely.

#### 2.1.4 Course Numbering Scheme

Each course is denoted by a course number consisting of four alphabets followed by four numerals,

**Table 2.1** Course Code Description

Course Code	Regulations year	B	T	A	I	1	1	1
<b>Descriptions</b>	In ex 2023 2024 2025 etc	Program Code				Category of the paper	Semester Number	Paper Number in each semester  (That starts from 1 according to the category)
<b>Categories</b>		See From Table 1.7.1 to 1.7.10						

**Table 2.2** Category

Course Type	Category
<b>1.</b>	<b>Departmental Core</b>
<b>2.</b>	<b>Discipline Specific Electives</b>
<b>3.</b>	<b>Open Electives</b>
<b>4.</b>	<b>Applied Sciences</b>

<b>5.</b>	<b>Internship/Industrial visit</b>
<b>6.</b>	<b>Project/Dissertation/Research Paper</b>
<b>7.</b>	<b>Skill Enhancement Courses</b>
<b>8.</b>	<b>Ability Enhancement Courses</b>
<b>9.</b>	<b>Value Added Courses</b>

**Table 2.3** Level of Programs

<b>Level</b>	<b>Category</b>
1 2 3 4 5	❖ For B.Tech / B.Design / BPT / B.Sc (SOLHS)/B.Sc (SOANS) (From 1 <sup>st</sup> to 4 <sup>th</sup> Year) ❖ For BCA / B.Sc / BA / BBA / LL.B (Hons.) (SOL) (From 1 <sup>st</sup> to 3 <sup>rd</sup> Year) ❖ For BA LL.B (Hons.) / BBA LL.B (Hons.) (From 1 <sup>st</sup> to 5 <sup>th</sup> Year)
6	❖ For MBA / MCA / M.Sc/ M.L. (1 <sup>st</sup> & 2 <sup>nd</sup> Year)
7	❖ For Ph.D

### **2.1.5 Course Coordinator/Faculty**

In a multi section course wherein two to three faculty are teaching the same course, then a course coordinator is appointed. This faculty member is designated as the Course Coordinator. He / she has the full responsibility for conducting the course, coordinating the work of other members of the faculty and teaching assistants involved in that course, administering assignments, conducting the tests as well as awarding the grades. For any difficulty related to a course, the student is expected to approach the respective course coordinator for advice and clarification. The distribution of the weightage for tests, quizzes, assignments, laboratory work, etc. that will be the basis for award of grade in a course will be decided by the course coordinator of that course and announced at the start of the course.

### **2.2 Academic Sessions**

The academic session normally runs from the First week of July in one year to the middle of June in the next year. The academic session is divided into three parts: two regular semesters and a summer term as per the following timelines:

Semester I: From the First week of July to the last week of December.

Semester II: From the First week of January to the last week of May.

Summer Term: From the middle of May to the middle of July.

Excluding the days of the examinations, the total number of days of instruction in a semester is at least 90.

## **2.3 Academic Calendar**

The dates of all academic activities including those of registration, late registration, first and the last days of classes, examinations, make-up examination, deadline for final grade submission, mid-semester recess, and vacation are published in the Academic Calendar every year. The academic calendar for each year will be available on the Joy University website.

As a convention, convocation is tentatively scheduled on the 3rd Saturday of August every year. Academic Council meetings will be held two times in an academic year in November and April.

### **2.3.1 Class Timings**

The classes are usually scheduled between 9:00am to 4:00 pm with a lunch break. The classes are of 50-minute duration with a 5-minute recess in between; while the regular classes are scheduled in a 5-day week, from Monday to Friday, the Joy University presumes a residential ecosystem and the faculty may schedule some additional classes/exams/activities in the weekends too.

### **2.3.2 Registration**

Each admitted student is required to register before the commencement of each semester to study during that period in the Joy University. Registration is a very important procedural part of the academic system. The registration procedure ensures that the student's name is on the roll list of each course that he / she wants to study. No credit is given if the student attends a course for which he/she has not registered.

The student can register for courses he/she intends to take during a given semester on the basis of the Program for each discipline as given in the Courses of Study.

Registration for courses has to be done through the web-based system within the prescribed dates announced in the Academic Calendar. The submitted registration will be considered auto approved and no formal approval of faculty will be needed; hence students are advised to carefully complete the registration process.

It must also be ensured that there is no time-table conflict between the courses for which the student has registered. Students must also pay attention to the category under which a particular course is being registered (eg: Departmental Core, Core- Elective, Elective including categories such as Regular, Backlog, Improvement etc). As mentioned earlier, the responsibility for completing the registration process correctly and timely rests with the students; he/she may approach the Dean of the School for any clarifications.

**NOTE:**

- (a) The academic registration will be completed only when the student clears all the outstanding fee of the previous semesters for old students.
- (b) For a newly admitted student the registration is completed only when he/ She pays all the fees and complete the final procedures.
- (c) No student is permitted to attend any class without the completion of registration process and No registration is complete without payment of fees.

**2.3.3 Final Registration with Late Fee**

Before the commencement of classes of each semester, on a date specified in the Semester Schedule, every student is required to be present on campus and validate his/her registration by logging into the portal. In exceptional circumstances they may be allowed to complete the process after the due date of registration by paying the late registration fee. The student is also expected to pay his/her fees before the beginning of the semester.

**2.3.4 Add/Drop of Courses**

Students may add or drop courses using the online registration system during the period specified for this purpose in the Academic Calendar. Each add/drop request needs to be accepted by the concerned faculty of the course. The following are some rules regarding add/drop of courses,

- ❖ Adding of a course can be done up to one week of starting date of the course.
- ❖ In rare situations late registration to a course is permitted till the course drop deadline upon payment of late registration penalty.
- ❖ Dropping a course can be done within two weeks of start-date in which the course is running.
- ❖ Dropping of the course after 2 weeks is not possible and even if the student does not participate in the classes/exams, it may reflect in the transcript in the form of Not Registered (NR).
- ❖ Students seeking to change their programme may be required to pay an additional fee, in accordance with the regulations of Joy University. Change of program is allowed on or before 30<sup>th</sup> October of every academic year or at the end of 1<sup>st</sup> semester only, will not be entertained then.

**2.3.5 Type of Courses/Electives**

During the registration, the student is also expected to select under which category she/he is registering for that course. The following is a list of possible course types and their description:

<b>Course / Elective</b>	<b>Description</b>	<b>Nature of Course</b>
Basic Engineering Skills	Courses of other Engineering Departments	Mandatory / Compulsory
Basic Sciences	Courses of Science Departments	Mandatory / Compulsory
Departmental core theory	Theory courses offered by same department	Mandatory / Compulsory
Departmental core laboratory	Lab courses offered by same department	Mandatory / Compulsory
Departmental elective	Elective courses offered by the same department	Elective
Open elective	Any course offered by any department	Elective
Humanities & social Sciences (HSS) Elective	Any course offered by HSS department	Elective
Additional	Essential/Optional courses beyond the department wise curriculum.	Clean India: Mandatory NSO/NSS: Mandatory Any other courses: Optional
Professional Ethics	Ethics and Values	Mandatory / Compulsory
Internship/ Industrial Visit	For respective course	Mandatory/Compulsory

In addition, for each course the student is expected to select if the course is a (a) regular course or (b) backlog course or (c) improvement course. These categories once selected cannot be edited freely by the student subsequently. Hence, he/she is advised to pay careful attention to these categories and approach the Dean of the School for further assistance if required.

## **2.4 Attendance & Absence**

### **Rules 2.4.1 Attendance**

The students should attend all the classes within 75% attendance which is mandatory as per the Academic Council regulations. However, the faculty may assign up to 5% of the weightage for attendance. This attendance policy will be announced by the faculty at the beginning of the semester. Students are entitled to a maximum of five medical leaves and five On-Duty (OD) leaves. Medical Leaves must be approved by the Joy University medical

officers, while On-Duty leaves require approval from the School Dean and other concerned authorities.

#### **2.4.2 Vacation**

The Joy University has two semesters (Jul, Jan) and two vacations (Winter, Summer) in a year. Undergraduate students can avail the winter and summer vacations as specified in the Academic Calendar without seeking any permission. This Vacation gap is not applicable for postgraduate students and they are guided by respective leave rules. Also, the other regular activities of the Joy University will continue as usual even during vacation time.

#### **2.4.3 Absence & Semester Withdrawal of Students**

If the student is absent on medical grounds, information needs to be given to the concerned faculty of the course along with the Dean of the School and Dean – Student Welfare within one week about the medical leave through email/letter by him/her or his/her parents (or first order of family members).

The following are the rules regarding such semester withdrawal:

- ❖ Semester withdrawal and absence for a semester can be under different conditions (i) Medical (ii) Acute personal problems, on the recommendation by the concerned faculty to Dean of the School and Pro Vice Chancellor- Academics.
- ❖ Semester Withdrawal (SW) is proposed to reflect the condition in which a student is forced to withdraw from all courses in the semester for medical conditions. A student can apply for semester withdrawal if he /she has missed at least 20 teaching days on these grounds. Under no circumstances, an application for semester withdrawal will be acceptable after the commencement of mid semester exams.
- ❖ In case the period of absence on medical grounds is more than twenty working days during the semester, a student may apply for withdrawal from the semester, if he/she so desires.
- ❖ Internship Break (IB) is proposed to indicate the situation in which a student is permitted to take one or more semesters off for industrial internship or any other assignment with prior approval and planning. The application is to be routed through his/her faculty and Dean of the School and the final approving authority will be Dean – Academics and Pro Vice Chancellor- Academics.
- ❖ All such applications must be processed before the beginning of the semester in which the student is permitted for Internship Break.

The following is the application procedure for semester absence:

- ❖ Any application on medical grounds shall be accompanied with a medical certificate from a statutory Medical Officer. A certificate from a registered medical practitioner containing the registration number may also be accepted in those cases where a student is normally residing off-campus or becomes ill while away from Joy University. Upon reporting back to Joy

University, the student is also expected to produce fitness certificate stating that the student is fit to continue studies.

- ❖ A Ph.D student may apply for withdrawal after the consent from the supervisor, DC Committee members and the case may be considered by the Dean - Research on case-to-case basis.
- ❖ The student applies to Joy University within 15 days of commencement of the semester or from the date last attended the classes, stating fully the reasons for such withdrawal together with supporting documents (and endorsement of the parent/guardian for Bachelor students).
- ❖ The Joy University should be satisfied that, inclusive of the period of withdrawal, the student is likely to complete all the requirements for the degree within the maximum allowed years of admission to the program.
- ❖ There should be no outstanding dues.
- ❖ The period of authorized absence in the semester should not be less than three weeks in a Semester, for which withdrawal is to be granted. Regularity in attending the classes/ department and satisfactory performance in courses/ the mid-term examinations/ Comprehensive examinations, if any, held prior to the date of application for withdrawal are the factors which would be taken into account while recommending/granting withdrawal.

## **2.5 Teaching and Evaluation**

### **2.5.1 Medium of Instruction**

The medium of Instruction for all courses at Joy University is strictly English.

### **2.5.2 Conduct of Courses**

The list of courses to be offered by a department in the next semester is finalized by the department before the pre-registration period in the current semester. The courses to be offered are decided by taking into consideration all the requirements of the Program structure.

For offering elective courses, it is expected that **at least 10 students** are registered for a course.

Each course (Single section / Multi section) is conducted by the Faculty / Course Coordinator respectively with the assistance of other Faculty and Teaching Assistants (TA); the Course Coordinator / Faculty has the overall responsibility for the successful completion of the course.

For floating a new course, any faculty member can put a proposal to the Academic Council with the details of the syllabus and reference books. All courses (and any changes to them) in the Joy University must be approved by the Academic Council and are identified by their unique course number. The course may be run on trial basis for 2 years with regular credits after which the matter may be placed before the Academic Council for operating regular course with regular credits. This will apply to new subjects that may include Advanced Lab/Theory. If the primary Faculty is from Joy University, there is no need for approval of the Academic Council. If the primary Faculty is not

from Joy University, prior approval of the Academic Council should be obtained before operating the course.

### **2.5.3 Modes of Evaluation**

Semester-wise performance assessment of every registered student is done through various modes of examinations. The Faculty will announce the modes of evaluation and distribution of weightage for each of the assessments at the beginning of the course in the form of Course Handout.

Various modes of assessment used for rating students' performance in a theory course include quizzes, class tests, home assignments, group assignments, viva voce, and end-semester examination. Makeup for any absence from in-semester evaluations like mid semester/quizzes will be at the discretion of the faculty. Faculty needs to be convinced that the reasons for absence are genuine.

The assessment in a laboratory course will be based on turn-to-turn supervision of the student's work, her/his performance in viva-voce examinations and group discussions, the quality of their work as prescribed through laboratory journals and an end-semester laboratory test that contains an experiment or a written examination.

Projects are supervised, and need regular interaction (at least once a week) with the supervisor. Student has to submit a project report and defend it in front of a panel of examiners, upon which the final grade is awarded. The dates for submission of reports, the dates for presentations, and details of mode of assessment are decided by the individual departments.

Sufficient care is taken while evaluation of answer scripts. The faculty will allow students to see the evaluated answer scripts and do rechecks if any applied by the student immediately before finalization of grades. The faculty is expected to preserve the evaluated answer scripts for one additional semester. Details regarding examinations are given in the Examination Regulations.

### **2.5.4 Course Feedback**

On the completion of the course, the student is requested to give feedback on the conduct of the course. These feedbacks are formally documented in an

anonymous manner and help in improving the quality of teaching at Joy University. Hence, although voluntary, the students are strongly encouraged to fill the course feedback.

## **3. ENTRY REQUIREMENTS**

### **3.1 Routes for Admission**

**Route 1:** JEE Mains/CUET ( $\geq 80$  percentile) - The candidates scoring equal to or more than 80 percentile in JEE (Mains) or CUET are eligible for direct offer of admissions. However, certain cut-off will be applicable

for admission in each department. JOYAT will be exempted for admissions through this route.

**Route 2:** JOYAT - The candidates scoring below < 80 percentile will have to appear for Joy University Entrance Test (JOYAT). No interview is required for admissions through this route.

**Route 3:** JOYAT + Interview - All The candidates can apply after appearing in the JOYAT Test. The shortlisted candidates will be informed to attend an interview with respective departments to be eligible for final selection.

### 3.2 General Guidelines for All Prospective Students

- ❖ We have introduced remote proctoring of our tests (JOYAT), thus, allowing you to take JOYAT in the safety of your home. The AI based test will be monitored by a proctor from our testing partner Pearson VUE. Candidates can also appear for the tests at Pearson center. Either of the mode can be selected.
- ❖ Personal Interviews of the shortlisted candidates will be conducted using online meeting tools only.
- ❖ All candidates can also apply to our undergraduate programs through JOYAT scores. Those shortlisted will also require to give a personal interview with respective department/departments to be eligible for selection.
- ❖ The admission offers of selected candidates will be provisional in nature and the candidate should meet the eligibility criteria defined by Joy University once the Class XII results are declared.
- ❖ PCM score (For Engineering programs).
- ❖ Aggregate (For Non-Engineering programs).
- ❖ Please note that applying for a program(s) doesn't confirm Admission. The selection in a particular program depends on the cut-off & the available seats.

### 3.3 Intake & Eligibility Criteria

#### ❖ School of Computational Intelligence (SOCI)

Programme		Intake	Eligibility
<b>B.Tech ( 4 years)</b>			<ul style="list-style-type: none"> <li>❖ HSE/CBSE/ICSE/CIE +2 with Maths, Physics, Chemistry and English as mandatory subjects with minimum 60% in PCM aggregate marks and minimum 50% in every subject.</li> <li>❖ Candidates scoring JEE mains &gt;80 percentile are eligible for direct offer.</li> <li>❖ Valid Score of JOYAT</li> </ul>
CSE (AI & Machine Learning)		120	
CSE (Cyber Security)		60	
CSE (AI & Data Science)		60	
CSE (AI & IoT)			
CSE (AI& Robotics)			
Computer Science & Engg.		60	
Info. Communication Tech.		60	

<b>MS (By Research) (2 years)</b>		❖ A Bachelor’s Degree in Computer Science/Electronics/Information Technology/Mathematics/ Statistics with minimum 60% aggregate marks and minimum 50% in every subject. ❖ Valid Score of JOYAT + Interaction
Computer Science and Engineering	10	
<b>BCA (3 years)</b>		❖ HSE/CBSE/ICSE/CIE +2 with English and Mathematics as compulsory subjects and minimum 60% aggregate marks and minimum 50% in every subject. ❖ Valid Score of JOYAT
Artificial Intelligence	60	
Computer Network	60	
Cyber Security	60	
Data Science	60	
<b>School of Engineering and Technology (SOET)</b>		
<b>B.Tech (4 years)</b>		❖ HSE/CBSE/ICSE/CIE +2 with Maths, Physics, Chemistry and English as mandatory subjects with minimum 60% in PCM aggregate marks and minimum 50% in every subject ❖ Valid Score of JOYAT
Aeronautical Engineering	60	
Civil Engineering	60	
Electronics and Communication Engineering	60	
Mechanical Engineering	60	
Mechatronics	60	
Biotechnology	60	
Biomedical Engineering	60	

**❖ School of Agricultural Sciences (SOAGS)**

Programme	Intake	Eligibility
<b>B.Sc. (Hons.) (4 years)</b>		❖ HSE/CBSE/ICSE/CIE +2 or equivalent with minimum 60% aggregate marks with Biology, Physics, Chemistry and English as mandatory subjects and minimum 50% in every subject. ❖ Note: Score of Life Sciences/Biotechnology/Zoology/ Botany can be considered in case a candidate does not have biology as the subject ❖ Valid Score of JOYAT
Agriculture	120	
Horticulture	60	
<b>B.Tech., (4 years)</b>		
<ul style="list-style-type: none"><li>• Agricultural Engineering</li><li>• Dairy Technology</li></ul>	60	

<b>M.Sc. Agriculture (2 years)</b>		❖ A Bachelor's Degree in Agriculture/ Horticulture/ Forestry from a recognized University with minimum 60% aggregate marks and minimum 50% in every
Agronomy	20	
Agricultural Entomology	20	

Agricultural Extension Education		subject. ❖ Valid score of JOYAT +Interaction
<b>M.Sc. Horticulture (2 years)</b>		
Floriculture and Landscaping	20	
Vegetable Science	20	

❖ **School of Arts & Natural Sciences (SOANS)**

Programme	Intake	Eligibility
<b>B.A. (3 years)</b>		❖ HSE/CBSE/ICSE/CIE +2 or equivalent with 60% aggregate marks with English as mandatory subject and minimum 50% in every subject ❖ Valid Score of JOYAT
English	30	
Tamil	30	
History	30	
Economics	30	
Criminology & Police Administration	30	
<b>B.Sc., (3 years)</b> Forensic Science	30	
Applied Physics	30	
Electronics	30	
Mathematics	30	
Psychology	30	
Media & Journalism	30	
<b>B.LiSc., ( 1 year)</b>	<b>30</b>	
		Any UG or PG Degree with 60% marks

❖ **School of Design (SOD)**

Programme	Intake	Eligibility
<b>B. Design (4 years)</b>		❖ HSE/CBSE/ICSE/CIE +2 or equivalent with 60% aggregate marks with minimum 50% marks in every subject. ❖ Valid score from NIFT/ UCEED/PUEE (or) Valid score of JOYAT
Transportation & Automobile Design	30	
Fashion Design	30	

❖ **School of Law (SOL)**

Programme	Intake	Eligibility
<b>BA LL.B (Hons.) (5 years)</b>	60	❖ HSE/CBSE/ICSE/CIE +2 or equivalent with minimum 60% aggregate marks and minimum 50% marks in every subject ❖ Valid Score of JOYAT
<b>BBA LL.B (Hons.) (5 years)</b>	60	
<b>LL.B (Hons.) (3 years)</b>	60	❖ A Bachelor's Degree with minimum 60% aggregate marks and minimum 50% in every subject from a recognized University. ❖ Valid Score of JOYAT + Interaction.

<b>Taxation Law (LL.M.,) (2 years)</b>	20	❖ LL.B (3 years or 5 years) with minimum 50% aggregate marks and minimum 50% in every subject from a recognized University. ❖ Valid Score of JOYAT+Interaction.
<b>Cyber Law (LL.M.,) (2 years)</b>	20	❖ LL.B (3 years or 5 years) with minimum 50% aggregate marks and minimum 50% in every subject from a recognized University. ❖ Valid Score of JOYAT+Interaction.

**❖ School of Life & Health Sciences (SOLHS)**

Programme	Intake	Eligibility
<b>B.Sc. (4 years)</b>		❖ HSE/CBSE/ICSE/CIE +2 or equivalent with 60% aggregate marks with Biology, Physics, Chemistry and English as mandatory subjects and minimum 50% in every subject  ❖ Note: Score of Life Sciences/Biotechnology/Zoology/Botany can be considered in case a candidate does not have biology as the subject.  ❖ Valid Score of JOYAT
Cardiac Perfusion Technology	30	
Medical Laboratory Technology	30	
Medical Radiology and Imaging	30	
Operation Theatre & Anesthesia Technology	30	
Optometry	30	
Physician Assistant	30	
<b>B.Sc.(3 years)</b>		❖ Valid Score of JOYAT
Biotechnology	30	
Clinical Nutrition & Dietetics	30	
<b>BPT</b> Bachelor of Physiotherapy (4.5 years)	60	❖ HSE/CBSE/ICSE/CIE +2 or equivalent with minimum 60% aggregate marks with Biology, Physics, Chemistry and English as mandatory subjects and minimum 50% in every subject ❖ Valid Score of JOYAT
M.Sc., Biotechnology (2 years)		❖ Any B.Sc., Degree with 60% marks
M.Sc., (2 years) Operation Theatre & Anesthesia Technology  • Cardiac Perfusion Technology		❖ B.Sc., in OT & AT with 60% marks  B.Sc., CPT with 60% marks

**❖ School of Entrepreneurship & Management (SOEM)**

Programme	Intake	Eligibility
<b>BBA (3 years)</b>		❖ HSE/CBSE/ICSE/CIE +2 or equivalent with minimum 60% aggregate marks and minimum 50% marks in every subject ❖ Valid Score of JOYAT
Business Analytics	30	
Digital Marketing	30	
Financial Management	30	
Logistics & Supply Chain Management	30	
Entrepreneurship Management	30	

E-Commerce & Digital Marketing		
<b>B.Com (Hons.) (3 years)</b>		
<ul style="list-style-type: none"> <li>• Fintech with Block Chain</li> <li>• Accounting &amp; Finance</li> <li>• Computer Application</li> <li>• General</li> </ul>	60	
<b>MBA (2 years)</b>		
Digital Transformation	30	
Business Analytics	30	
Hospital & Health Care System Management	30	
Human Resource Management	30	
Marketing Management	30	
Entrepreneurial Management	30	
International Business	30	
International Business	30	<ul style="list-style-type: none"> <li>❖ A Bachelor's Degree (minimum 3-year duration), with minimum 60% aggregate marks and minimum 50% in every subject.</li> <li>❖ Valid Score of JOYAT + Interaction</li> </ul>

#### ❖ School of Nursing

Programme	Intake	Eligibility
<b>B.Sc. Nursing (4 years)</b>	60	<ul style="list-style-type: none"> <li>❖ HSE/CBSE/ICSE/CIE +2 or equivalent with minimum 60% aggregate marks with English, Physics, Chemistry and Biology as mandatory subjects and minimum 50% in every subject.</li> <li>❖ The minimum age for admission shall be 17 years on 31<sup>st</sup> December of the year in which admission is sought.</li> <li>❖ Valid score of JOYAT</li> </ul>

#### ❖ School of Pharmacy

Programme	Intake	Eligibility
<b>B.Pharm (4 years)</b>	60	<ul style="list-style-type: none"> <li>❖ HSE/CBSE/ICSE/CIE +2 or equivalent with minimum 60% aggregate marks with English, Physics, Chemistry and Biology/Mathematics as mandatory subjects and minimum 50% in every subject</li> <li>❖ The minimum age for admission shall be 17 years on 31<sup>st</sup> December of the year in which admission is sought.</li> <li>❖ Valid score of JOYAT</li> </ul>

### 3.4 UNDERGRADUATE REGULATIONS (B.Tech/B.Sc/B.Des /BA)

#### 3.5 Admission & Branch Change

Admission for the UG program is through the Joy Admission Test (JOYAT) and the corresponding branch allocation as part of the counselling process.

After admission into the UG program, it is possible for a student to opt for branch change internally in the same Joy University based on the performance in the first semester. The following are the rules and regulations regarding the same:

1. Branch change is affected at the end of the first semester.
2. Based on the CGPA at the end of the first semester of all those who seek branch change.
3. In case of a tie, the person with a higher JOYAT rank will be given allotment.
4. The student strength of a department cannot decrease by more than 20% due to branch change.
5. Each department can take 10% of new students from branch change.
6. Once the allotment is made, there is no possibility of a further change either to a new branch or the original branch.
7. There is no cap on CGPA.
8. To ensure points 4 & 5, any student applying for branch change should also notify both the departments.

A branch change student can convert courses up to 3 credits of first department from the first semester into free electives of new department at the time of branch change.

### 3.6 Overall Degree Requirements

#### 3.6.1 Credit Requirements

For a UG degree, the following are the credit requirements,

<b>Programme</b>	<b>Total Credit Requirements</b>
Bachelor of Technology (B.Tech)	165
Bachelor of Design (B.Des)	160
Bachelor of Science (B.Sc)	151
Bachelor of Computer Applications (BCA)	124
Bachelor of Physiotherapy (BPT)	164
Bachelor of Business Administration (BBA)	125
Bachelor of Arts (BA)	140
Bachelor of Science (Honors) (B.Sc (Hons.))	140
Bachelor of Science in Nursing (B.Sc Nursing)	156
Bachelor of Pharmacy (B.Pharm)	212/214/215
Bachelor of Legislative Law (Honors) (LL.B (Hons.))	164
Bachelor of Business Administration & Legislative Law (Honors) (BBA LL.B (Hons.))	236
Bachelor of Arts & Legislative Law (Honors) (BA LL.B (Hons.))	236

### 3.6.2 Duration of Study

Generally, a student is expected to complete the requirements as follows

<b>Programme</b>	<b>Duration (No. of Years)</b>
Bachelor of Technology (B.Tech)	4
Bachelor of Design (B.Des)	4
Bachelor of Science (B.Sc)	3
Bachelor of Computer Applications (BCA)	3
Bachelor of Physiotherapy (BPT)	4.5
Bachelor of Business Administration (BBA)	3
Bachelor of Arts (BA)	3
Bachelor of Pharmacy (BPharm)	4
Bachelor of Science (Honors) (B.Sc (Hons.))	4
Bachelor of Science in Nursing (B.Sc Nursing)	4
Bachelor of Legislative Law (Honors) (LL.B (Hons.))	3
Bachelor of Business Administration & Legislative Law (Honors) (BBA LL.B (Hons.))	5
Bachelor of Arts & Legislative Law (Honors) (BA LL.B (Hons.))	5

### 3.6.3 Graduation Requirements

A student is deemed to have completed the requirements for graduation if s/he has:

- ❖ Cleared all courses as per the respective Program Structure, satisfying the minimum credit requirement in each course category.
- ❖ Met the minimum/maximum duration and academic requirements.
- ❖ Satisfied additional requirements, if any, of the concerned department.
- ❖ Paid all dues to the Joy University.
- ❖ No case of indiscipline is pending against her/him.

### 3.6.4 Termination from Program

The enrolment of a student to the Joy University will lapse after the maximum permissible semesters. Hence, a student who is not able to complete the graduation requirements within the maximum permissible time will deem to be automatically terminated from the program. Students facing disciplinary action for any serious offence (example ragging) may also

face premature termination from the program, if so recommended by the disciplinary action committee.

A student whose Program is terminated may appeal to the Pro Vice Chancellor - Academics through the Dean of the School for reinstatement in the Program. In cases of termination due to inadequate academic performance, the student should clearly explain the causes for the poor performance, including how those causes will not adversely affect her/his performance in the future. The Pro Vice Chancellor - Academics will submit his recommendations to the Vice Chancellor for approval.

### **3.6.5 Internship**

Internship is a mandatory part of the degree requirement as applicable. So, students are strongly encouraged to pursue internships in various research and industrial setups during the vacation periods. Such internships may be obtained through placement office or through the self-endeavor of the students. If done during vacation periods, without clashing with the academic calendar of the Joy University, no permission from academic administration will be needed for such internships.

## **4. POST GRADUATE REGULATIONS (MCA/ M.Sc / MBA)**

### **4.1 Overall Degree Requirements**

#### **4.2 Credit Requirements**

For a PG degree, the following are the credit requirements,

<b>Programme</b>	<b>Total Credit Requirements</b>
Master of Science (M.Sc)	80
Master of Business Administration (MBA)	60
Master of Law	72

#### **4.3 Duration of Study**

Generally, a student is expected to complete the requirements as follows

<b>Programme</b>	<b>Duration (No. of Years)</b>
Master of Science (M.Sc)	2
Master of Business Administration (MBA)	2

## **5. OPERATIONAL DETAILS OF TEACHING & RESEARCH ASSISTANTSHIPS**

The stipend given to Masters/ Ph.D students is called Teaching Assistantship. Students receiving Teaching Assistantship are called Teaching Assistants (TAs). This TA'ship is mandatory for all funded students.

Each TA will be assigned to work with a faculty member by their respective department. The concerned faculty member is responsible for monitoring TA's work. This typically involves the TA maintaining a work schedule and

signed and approved by the concerned faculty to ensure this average is maintained.

The following are some set of duties a TA can be asked to perform,

- ❖ Conducting Tutorials
- ❖ Maintaining software and hardware and information related to academic activities in the department.
- ❖ Grading answer sheets, assignments and assisting in conducting viva, seminars.
- ❖ Help students with difficulties: TA's should be available during regular office hours to clear doubts about the course. Limit should be two hours per week.
- ❖ Arranging instrument/ reagents/ chemicals/ software's/ hardware's related to course or labs.
- ❖ Attending Classes: If the TA is asked to attend classes by the Faculty, then attending one hour of class accounts for one hour of TA.
- ❖ The following are the working hours expected of a TA.
- ❖ On an average the TA must work for eight hours per week (five days).
- ❖ Student's own research work (for thesis) or research with a faculty in his lab does not count as TA'ship hours.
- ❖ In the case of Research Assistant (RA), the rules and procedures are similar, except that the expected working hours per week may be higher than 8 hours per week.

### **5.1 Regulations Concerning Scholarship Students**

The following are the rules and regulations guiding the students receiving MHRD funded scholarships (rephrasing the relevant parts from the MHRD circular F.No.17-2/2014-TS.I, dated 18th February, 2015)

- ❖ Eligibility:
  - ❖ For PhD Programs (Junior Research Fellow (JRF)/Senior Research Fellow (SRF):Post Graduate Degree in Basic Science OR Graduate / Post Graduate Degree in Professional Course selected through a process described through any one of the following: (a) Scholars who are selected through National Eligibility Tests
  - ❖ UGC NET including lectureship (Assistant Professorship) and GATE (b) The selection process through National level examination conducted by MHRD and its Agencies and Institutions such as UGC/IIT/IISc/IISER/IIIT etc.
- ❖ Sponsored and Self-Financed Category of students including those in receipt of any other similar assistantship/ scholarship/ fellowship would not be eligible for assistantship/ scholarship/ fellowship. Further, the assistantship/ scholarship/ fellowship would be provided to the scholars on the basis of GATE scores above the prescribed cut-off level.
- ❖ The stipend of research fellow/ associate is exempted from the payment of income tax under Section 10(16) of the Income Tax Act, 1961.
- ❖ DA and CCA: JRFs and SRFs will not be entitled to these allowances.

## 5.2 Supervisor Allocation Procedure

Each student will have a Project/ Research Supervisor, referred as Supervisor from the faculty of the parent Department to which he/she is admitted. In addition, co- Supervisor from the same or other Department may be co-opted by the Supervisor (in some special cases like external PhD students, the co-guide can also be from outside Joy University).

The procedure for the selection of Supervisor for thesis varies departmentally. In general, guide allocation happens after the student finishes his/her first semester in the Joy University engaged in the coursework. To the extent possible, the preferences of the student in the area of research interest are taken into account and the student is given a freedom to choose his/her guide based on the area of research interest. Once the student joins, they are advised to consult their faculty Supervisor regarding the same.

## 5.3 Thesis/Dissertation & Duration

**M.Sc:** The thesis credits may be spread over 2 or 3 semesters and is pursued along with other courses. An evaluation at the end of each semester is done by a committee of at least two members beyond the guide/co-guide. This committee is selected from amongst the faculty of Joy University or scientists from reputed outside Organizations / Joy University. At the end of project work, a dissertation is to be submitted to the Joy University to meet the graduation requirements. This dissertation needs to be accompanied by a plagiarism check report.

Generally, a student is expected to complete the requirements for the Master's degree in two years (3 years for MS category). A maximum of one additional year is allowed to the student for completing these requirements. The following are some rules guiding the duration of study:

- ❖ The students may not be eligible for hostel accommodation beyond their scheduled course period (2-years for all Masters programs except MTech RA; 3-years for MTech RA)
- ❖ The summer semester will not be considered as a registered semester.
- ❖ A semester when a student has been granted a semester withdrawal or granted leave will not be considered as a registered semester.
- ❖ When a student is suspended for one or more semesters on disciplinary grounds, the student status should be called Disciplinary Withdrawal period (DW). Time spent in DW status will be counted towards the total period permitted for completion of the degree.

## 6. PhD REGULATIONS

### 6.1 PhD requirements

The following is the procedure for a regular PhD program at Joy University:

- ❖ Completion of the following set of credits with a minimum CGPA of 7.0 within the first year of admission. The Doctoral Committee may recommend up to two additional courses and/or may allow an extra semester to complete the course work:

- ❖ 12 credits for regular PhD admissions with Master's degree
- ❖ A research proposal to be defended within thirteen months of registration. In case of unsatisfactory performance, a second attempt is allowed within one month, failing which registration will lapse.
- ❖ Original work should be carried out at least partly under the supervision of a Research Supervisor from among the faculty members of Joy University and defended in the form of a thesis. A Co- Supervisor, if needed, may be opted from Joy University, industry or another Joy University of repute.
- ❖ Publication of at least two research papers in SCI Indexed reputed journals or refereed conferences.
- ❖ A minimum of 3 years and maximum of 5 years of registration for the PhD Program at Joy University.
- ❖ A Supervisor will be allotted at the end of the first semester based on the choices given by the student. The Supervisor will constitute a Doctoral Advisory Committee (DAC) comprising himself/ herself and at least two members of his/ her choice selected from amongst faculty of Joy University or scientists from reputed outside Organizations/ Joy University. A faculty member of Joy University outside the parent department will act as Chairman of the committee.
- ❖ The DAC would conduct progress seminar at least once a year for the first 3 years (from the date of registration) to evaluate the progress of the work. After 3 years, these progress seminars should be held every six months.
- ❖ If the research progress is unsatisfactory, supervisor will call for Doctoral Advisory Committee (DAC) to evaluate the progress. If DAC finds the progress unsatisfactory, appropriate time interval (minimum of 3 months) will be set to improve the performance. If DAC finds that the progress still remains unsatisfactory, registration will stand terminated. However, DAC may recommend for award of MS by Research degree.
- ❖ An MHRD funded PhD student is eligible to convert to SRF (senior research fellow) after two years as a JRF (Junior Research Fellow). This JRF to SRF conversion assessment should be done by committee having an external examiner also. This external examiner can be a part of regular Doctoral Committee and can be a faculty from the other department also. In addition, if a faculty member wishes, he/she may also involve an examiner from outside Joy University. For students supported by other funding agencies, their respective norms prescribed for JRF to SRF conversion will be followed.

For the external part time sponsored Ph.D the following rules, in addition to the above mentioned are applicable:

- ❖ The Program is aimed at candidates from national research laboratories/ reputed industrial organizations where research work can be carried out.

- ❖ The Supervisor may be allotted at the beginning. Nevertheless, it is recommended that the procedure outlined above for regular PhD students should be followed.
- ❖ **No stipend will be paid to the part time PhD student;** however, he/ she may be employed in a project, full or part time.
- ❖ Candidates from reputed research organizations may have a Co-Supervisor from their research organization.
- ❖ External PhD students do not have a residency requirement to take their courses; with the permission of Supervisor and DAC, they also have the option of taking video and self-study based coursework.
- ❖ External PhD students should complete the research proposal within 18 months from the time of joining. In case of unsatisfactory performance, a second attempt is allowed within three months, failing which registration will lapse.

## 6.2 Thesis Submission and Evaluation Guidelines

- ❖ Pre-requisite for submission of PhD thesis: The student must have two Scopus indexed publications (accepted or published) to be eligible for the submission of doctoral thesis. Out of the two publications, at least one should be in a Journal (exception for CSE department: two conference papers from their list of standard conferences are also permitted). Departments are given the freedom to define the parameters/stature expected of the journals/conferences to be acceptable.
- ❖ Synopsis Seminar: On completion of the doctoral research the student has to give a Synopsis Seminar.
- ❖ The Doctoral Advisory Committee (DAC) and the Supervisor will have to be present in the Synopsis Seminar. The requirement for Synopsis Seminar is a thesis draft and the Supervisor's approval and the full publication of the research papers. The draft will be sent to the Doctoral Advisory Committee at least two weeks before the Synopsis Seminar. The student will have to incorporate the suggestions that come from the Synopsis Seminar. The revised thesis meant for sending to the examiners should be submitted within one month of the successful completion of Synopsis Seminar.
- ❖ Extended synopsis: The student will have to submit an extended synopsis (8- 10 pages) that will be sent to external examiners.
- ❖ External examiners/ reviewers: The Supervisor will have to submit a list of 8 external experts to the Dean - Research Office forwarded through the Dean of the School.
- ❖ Choosing the examiners: Opting for examiners from Abroad: The Supervisor may opt for examiners from abroad, however, this is not mandatory. The Dean - Research will submit the examiner list to the Vice Chancellor in a sealed cover. The Vice Chancellor will choose three examiners from the list provided by the thesis supervisor.
- ❖ Viva Voce Seminar: The Viva Voce Seminar will be open to all followed by closed door Q&A.

- ❖ The viva voce will be held within two months of submitting the thesis to the external examiners. The extended synopsis will be sent to two external examiners. After reading through the extended synopsis if they agree to be in the examination committee and to be present during the defense in person, the thesis will be sent to both. If any of them refuses to be in the examination committee after reading the extended synopsis, the Dean - Research will contact other examiners from the list submitted by the thesis supervisor. The thesis will be sent to the examiner as and when one agrees to be in the examination committee. The examiners will be asked to submit written report. The supervisor will schedule the defense date in consultation with the CoE and Dean - Research.
- ❖ Preparing the PhD thesis: The PhD thesis must be prepared in a format prescribed by the Joy University and a soft copy of the thesis must be submitted to the library for archiving. Plagiarism check/ similarity index less than 5% mandatory to be submitted along with Thesis submission.

**THANK YOU**