



JOY UNIVERSITY
semper paratus

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Academic Regulations

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TABLE OF CONTENTS

S.No		Description	Page No
1		INTRODUCTION	
	1.1	Background	1
	1.2	Organizational Structure of Academics	1
	1.3	Code of Conduct for Students	1
	1.4	Glossary of Terms	2
	1.5	Schools	3
	1.6	Programs Offered	3
	1.7	Course Offered	4
2		GENERAL ACADEMICS RULES AND PROCEDURE	
	2.1	Programme Structure, Course structure and Credit System	9
	2.1.1	Programme Structure	9
	2.1.2	Course Structure	9
	2.1.3	Credit System	9
	2.1.4	Continuous Internal Evaluation	10
	2.1.5	Grading Process	13
	2.1.6	Cumulative Grade Point Average (CGPA)	13
	2.1.7	Semester Grade Point Average (CGPA)	14
	2.1.8	Dissertation / Project Work	14
	2.1.9	Procedure for Declaration of Results	15
	2.1.10	Course Numbering Scheme	15
	2.1.11	Course Coordinator / Faculty	16
	2.2	Academic Sessions	16

	2.3	Academic Calendar	17
	2.3.1	Class Timings	17
	2.3.2	Registration	17
	2.3.3	Final Registration with Late Fee	18
	2.3.4	Add / Drop of Courses	18
	2.3.5	Type of Courses / Electives	19
	2.4	Attendance & Absence Rules	20
	2.4.1	Attendance	20
	2.4.2	Vacation	20
	2.4.3	Absence & Semester Withdrawal of Students	20
	2.5	Teaching and Evaluation	21
	2.5.1	Medium of Instruction	21
	2.5.2	Conduct of Courses	22
	2.5.3	Modes of Evaluation	22
	2.5.4	Make Up Policy	23
	2.5.5	Academic Malpractice/ Plagiarism	24
	2.5.6	Course Feedback	24
3		ENTRY REQUIREMENTS	
	3.1	Routes for Admission	25
	3.2	General Guidelines for All Prospective Students	25
	3.3	Eligibility Criteria	26
4		UNDER GRADUATE REGULATIONS (B.Tech / B.Sc / B.Des / BA)	
	4.1	Admission & Branch Change	34
	4.2	Overall Degree Requirements	34

	4.2.1	Credit Requirements	34
	4.2.2	Duration of Study	35
	4.2.3	Graduation Requirements	36
	4.2.4	Termination from Program	36
	4.2.5	Internship	36
5		POST GRADUATE REGULATIONS (M.Tech / M.Sc / M.Des / MA)	
	5.1	Overall Degree Requirements	37
	5.1.1	Credit Requirements	37
	5.1.2	Duration of Study	37
	5.1.3	Operational Details of Teaching & Research Assistantships	38
	5.1.4	Regulations Concerning Scholarship Students	38
	5.1.5	Supervisor Allocation Procedure	39
	5.1.6	Thesis/Dissertation	39
	5.1.7	Maximum Duration	40
6		PhD REGULATIONS	
	6.1.1	PhD Requirements	42
	6.1.2	Thesis Submission and Evaluation Guidelines	43

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 Dean of Academic Programs & Research (Dean - Academics & Research) 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 faculty advisors who are envisioned as the primary and first contact point of students for all academic matters. If on any academic matter a student would like to approach the Dean Academics & Research, 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 10 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 behaviour 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 <http://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

- ❖ **Core 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).
- ❖ **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. Similarly, a lab course with the same number of contact hours would be 2 credits.
- ❖ **Departmental Elective:** Elective courses offered by the same department
- ❖ **Double Major:** Coursework pertaining to two departments/disciplines and leading to a degree with two departments listed.
- ❖ **Elective:** Course chosen by the student and which would form part of his/her degree requirements.
- ❖ **Free Elective:** A course of the student's choice, to be selected from any department (subject to meeting the pre-requisites).
- ❖ **Honors:** Additional basket of coursework done in the same discipline as the student's original discipline (and would also find mention in the final degree).
- ❖ **LA Elective:** A course of the student's choice, to be selected from the Liberal Art
- ❖ **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).
- ❖ **Pre-requisite:** The preliminary requirement, usually successful completion of another course that must be met before a course can be taken.
- ❖ **Science Elective:** A course of the student's choice, to be selected from the Mathematics, Physics & Chemistry list of courses.

1.5 Schools

The following are the Schools at Joy University

School	Abbreviation	Code
School of Agricultural Sciences	AGS	AG
School of Arts and Natural Sciences	AS	AS
School of Computational Intelligence	CI	CI
School of Design	DES	DS
School of Law	LW	LW
School of Life and Health Sciences	LHS	LH
School of Entrepreneurship and Management	EM	EM

1.6 Programs offered

The University is running the following Degree Programs:

- ❖ 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 Commerce (B.Com)
 - ❖ Bachelor of Management Studies (BMS)
 - ❖ Bachelor of Arts (BA)
 - ❖ Bachelor of Science (Honors) (B.Sc (Hons.))
 - ❖ Bachelor of Commerce & Legislative Law (B.com. LLB)
 - ❖ Bachelor of Science & Legislative Law (B.Sc .LLB)
 - ❖ Bachelor of Arts & Legislative Law (BA. LLB)

- ❖ Postgraduate
 - ❖ Master of Technology (M.Tech)
 - ❖ Master of Design (M.Des)
 - ❖ Master of Computer Application (MCA)
 - ❖ Master of Science (M.Sc)
 - ❖ Master of Physiotherapy (MPT)
 - ❖ Master of Business Administration (MBA)
 - ❖ Master of Entrepreneurship (MoE)
- ❖ PhD

1.7 Courses Offered

The University offers the following courses,

- ❖ **School of Computational Intelligence (SOCI)**

Table: 1.1 Course Code & Courses offered in SOCI

Department of Computing & Information Systems	Code
B.Tech	
Artificial Intelligence & Data Science	BTAI
Artificial Intelligence and Machine Learning	BTML
Computer Science and Business Systems	BTBS
Computer Science Engineering (AI & Data Science)	BTDS
Computer Science Engineering (Artificial Intelligence & ML)	BTAM
Computer Science Engineering (Big Data Analytics)	BTBD
Computer Science Engineering (Blockchain)	BTBK
Computer Science Engineering (Cloud Computing)	BTCC
Computer Science Engineering (Cyber Security)	BTCS
Computer Science Engineering (IoT)	BTIT
Computer Science Engineering (Mobile Application Development)	BTMA
Computer Science Engineering (Robotics)	BTRT
Information Communication Technology	BTIC
M.Tech	
Computer Science Engineering (Cloud Computing)	MTCC
Computer Science Engineering (Artificial Intelligence)	MTAI
Computer Science Engineering (Machine Learning)	MTML
Computer Science Engineering (IoT)	MTIO
Computer Science Engineering (Data Analytics)	MTDA
Computer Science Engineering (Robotics)	MTRT

Computer Science Engineering (Software Engineering)	MTSE
Computer Science Engineering (Software System)	MTSS
BCA	
Artificial Intelligence	BCAI
Machine Learning	BCML
Computer Networks	BCCN
Cyber Security	BCCS
Data Analytics	BCDA
IoT & Blockchain	BCIB
MCA	
Artificial Intelligence	MCAI
Machine Learning	MCML
Computer Network	MCCN
Cyber Security	MCCS
Data Analytics	MCDA
IoT & Blockchain	MCIB
B.Sc.	
Computer Science	BSCS
Data Science	BSDS
Information Systems	BSIS
M.Sc.	
Computer Science	MSCS
Information Systems	MSIS
Data Science	MSDS
Department of Engineering & Technology	
B.Tech	
Civil Engineering	BTCV
Electronics and Communication Engineering	BTEC
Mechanical Engineering	BTME
Mechatronics	BTMT
Robotics & Control	BTRC
B.Sc	
Robotics	BSRT

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

Table 1.2 Course Code & Courses offered in SOAGS

B.Sc. (Hons.)	Code
Agriculture	BSAG
Horticulture	BSHC
B.Tech.	
Agriculture Engineering	BTAE
M.Sc.	
Agriculture	MSAG

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

Table 1.3 Course Code & Courses offered in SOANS

Department of Humanities & Social Sciences	Code
BA	
English	BAEN
History	BAHI
Philosophy	BAPH
Psychology	BAPS
Language & Lit. Studies (Tamil / Sanskrit)	BALT
B.Sc., B.Ed	
Education	BBED
Biology	BBBI
Mathematics	BBMA
Physics	BBPH
Department of Sciences	
B.Sc	
Biology	BSBI
Mathematics	BSMA
Physics	BSPH

❖ **School of Design (SOD)**

Table: 1.4 Course Code & Courses offered in SOAD

School of Design (SOD)	Code
B.Design	
Department of Industrial Design	
Furniture & Interior Design	BDID
Product Design	BDPD

Transportation & Automobile Design	BDAD
Department of Communication Design	
Animation Film Design	BDAD
Film & Video Communication	BDVD
Graphic Design	BDGD
Department of Fashion Design	
Fashion Design	BDFD
M.Design	
Interaction Design	MDIT
Information Design	MDID
Fashion Design	MDFD
Digital Game Design	MDDG

❖ **School of Law (SOL)**

Table 1.5 Course Code & Courses offered in SOL

B.Com. LLB	BCLL
B.Sc. Computing and Law	BSCL
B.Sc. LLB	BSSL
BA. LLB	BALL

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

Table 1.6 Course Code & Courses offered in SOLHS

Department of Allied Health Sciences	Code
B.Sc.	
Anaesthesia & Operation Theatre	BSAO
Cardiac Perfusion Technology	BSCT
Dialysis Therapy	BSDT
Medical Radiology and Imaging	BSRI
Optometry	BSOP
BPT	
Bachelor of Physiotherapy	BPPY
MPT	
Master of Physiotherapy	MPPY
Department of Biotechnology	
B.Sc.	
Biotechnology	BSBT
Microbiology	BSMB

B.Tech.	
Biotechnology	BTBT
M.Sc.	
Biotechnology	MSBT
Microbiology	MSMB

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

Table 1.7 Course Code & Courses offered in SOEM

Department of Management	Code
BMS	
Business Analytics	BMBA
Digital Marketing	BMDM
Financial Management	BMFM
Logistics & Supply Chain Management	BMLS
MBA	
Business Analytics	MBBA
Finance Management	MBFM
Human Resource Management	MBHR
Marketing Management	MBMM
Strategy & Entrepreneurship	MBSE
Economics & Public Policy	MBEP
Department of Commerce	
B.Com	
Professional Accounting	CPA
Finance	CMFN
B.Sc	
Economics	BSEC
Finance	BSFN
Department of Entrepreneurship	
B.Sc	
Entrepreneurship	
MoE	
Master of Entrepreneurship	MOEP

❖ **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 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 fractal 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. Similarly, a full semester lab course will have one 3- hours 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.

The minimum academic requirements for successful completion of our PG

programmes require that a student obtains a minimum **CGPA of 5.50 and no E grade** in any course.

For UG Programmes, the student should obtain a minimum **CGPA of 4.50** aggregate.

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 Continuous Internal Evaluation:

At Joy University, we follow continuous system of internal evaluation and letter grades **A+, A, B+, B, C+, C, D, E** carrying grade points **10, 9, 8, 7, 6, 5, 4, 2** respectively are awarded for all courses other than Dissertation/Project Work for which only non-letter grades namely **Excellent, Good, Fair, Poor** are awarded. If a student does not offer adequate opportunity for evaluation in a course, reports such as **NC** (Not cleared) may be awarded.

The list of Letter and Non-Letter Grades, their applicability and connotation are given below:

(a) Letter Grades

(i) The Students shall be graded in each courses on a 10 point scale, as follows

Table 2.1 Grades

Where Applicable	Letter	Qualitative meaning	Grade Point attached	Normalized Percentile
(For All the courses other than those specified in (b) below)	A+	Excellent	10	90-100
	A	Very Good	9	80-89
	B+	Good	8	70-79
	B	Above Average	7	60-69
	C+	Fair/Average	6	50-59
	C	Below Average	5	40-49
	D	Poor	4	30-39
	E	Exposed	2	<30

(ii) The Marks obtained by the student out of 100 will be normalized as per the above percentile range.

(iii) The grading will be relative and he / she will be evaluated as per the above

table. For example, if a student Mr. A scores 55 in a particular course out of 100 wherein the maximum marks in that course is 70 then the normalized percentile of the Mr. A will be,

$$55 \times 100 / 70 = 78.57 \approx 79$$

So the grade of Mr. A will be B+ (From the above table)

(b) Non Letter Grades

Seminar / Viva Voce / Internship / Ph.D Seminar	Outstanding / Very Good / Good / Average / Poor
Interim semester grade for Ph.D. Thesis	Satisfactory / Unsatisfactory
Final grade for Ph.D. Thesis	Commendable / Acceptable / Unacceptable

The various reports listed as below are elaborated in the subsequent clauses as specified below:

- (i) **Incomplete (I)** as described as If the faculty in-charge finds a student who have not fulfilled all the requirements and completed all evaluations of a course in a semester, the incomplete ‘I’ grade is given. In such a case the student should contact the Dean Academics and submit a request for converting the (I) grade to letter grade. The Dean Academics in consultation with the faculty concerned will take a decision to re-conduct missing evaluations and the faculty will submit the final grade to the CoE.
- (ii) **Grade Awaited (GA)** described as due to operational and practical difficulties may cause a delay in submitting the grade to CoE. In the following cases like : (i) where a case of unfair means is pending; (ii) where a case of indiscipline is pending; The Dean Academics will take a decision and will advise the faculty concerned to report “GA”.
 - (a) where a Ph.D. Thesis has been submitted and the final evaluation is pending.
 - (b) For evaluation of Dissertation course in the final semester for 20 credits, the Dissertation course is offered in split form of 10 credits in a semester and the next 10 credits in the subsequent semester. In such a case the Dean Academics will take a decision to permit AC grade (Allowed to continue) if the faculty feels that the student can continue the dissertation work in the next semester.
 - (c) If the student has not done any progress in the dissertation the award of NC (Not Cleared) will continue to remain.
 - (d) Whenever the report GA appears in the grade sheet, permission for further registration of such a student will be acted upon by Dean Academics on the recommendation of the Vice Chancellor

- (iii) **Registration Cancelled (RC)** described as where a student's registration for a course has to be cancelled this fact will be reported in his/her grade sheet as RC (Registration Cancelled);
- (iv) **Required to Register Again (RRA)** described as If it is clearly known that the student will be required to register again in the same course it will be reported as RRA (Required to Register Again).
- (v) If the RC amounts to discontinuation from the programme or the programme option it will be reported as DP (Discontinued from the programme)
- (vi) **Not Cleared (NC)** described as where a student continued to remain registered in a course but gave the faculty inadequate opportunity to evaluate him by absenting himself from quizzes/ tests/ examinations/other components of evaluation, or by appearing in the same for the sake of appearance without applying himself to the task in hand or by submitting a blank script (answer book) this event will be reported as NC (Not Cleared).
 - (a) Whenever a student gets an NC grade in a course which is in the compulsory package of his/her programme He/she is required to again register in the same course and get a valid grade therein.
 - (b) If a student has an NC grade in a course taken as elective, He/she can either repeat the course to get a valid grade or ignore it to choose another course. However, a student must get valid grades in atleast the prescribed number of electives in his/her programme.
 - (c) Whenever a student's record has an NC in a course which remains unaccounted after a process of transfer has been completed, it will not be possible for him to wipe out the NC report in such a course because this course is not a part of his/her programme anymore; and He/she can graduate with this NC.
 - (d) If a student is reported NC in Thesis or Seminar or Dissertation, He/she will be required to register in the same for one more semester.
 - (e) If a student is reported NC in a project course, it will be administratively converted to RC by Dean Academics and future registration in project courses will be done only if the Dean Academics is satisfied with the genuineness of the student interest in the course.
- (vii) **Thesis Grade Awaited (TGA)** described as Where a Ph.D. Thesis has been submitted and the final evaluation is pending, the Dean ARD/Dean WILP will report TGA.
- (viii) **Allowed to Continue (AC)** described as For evaluation of Dissertation course, in case the Dissertation course is offered in split form in more than one semester, with

the prior approval of the concerned Dean, student may be given, in semesters other than the final

2.1.5 Grading Process:

At the end of each semester, the performance of each student in a course, is specified as a LETTER GRADE (namely A+, A, B+, B, C+, C, D or E) which is obtained through a Relative Grading procedure, which is described below.

- (i) The Marks obtained by the student out of 100 will be normalized as per the above percentile range.
- (ii) The grading will be relative and he / she will be evaluated as per the above table. For example, if a student Mr. A scores 55 in a particular course out of 100 wherein the maximum marks in that course is 70 then the normalized percentile of the Mr. A will be,

$$55 \times 100 / 70 = 78.57 \approx 79$$

So the grade of Mr. A will be B+ (As shown in the table 2.1)

2.1.6 Cumulative Grade Point Average (CGPA):

The **CGPA** (calculated on a 10 point scale) will be used to describe the overall performance of a student (from the semester of admission till the point of reckoning) in all courses for which LETTER GRADES are awarded.

The Cumulative Grade Point Average (CGPA) will be used to describe the overall performance of a student in all courses in which He/she is awarded letter grades in a semester. It is the weighted an average of the grade points of all the letter grades received by the student from his/her entry into the University and is computed as follows:

$$\text{CGPA} = \frac{C_1 G_1 + C_2 G_2 + U_3 G_3 \dots\dots}{C_1 + C_2 + C_3 \dots\dots}$$

where C₁, C₂, C₃,.....denotes **Credits** associated with the courses taken by the student and G₁, G₂, G₃ denotes **Grade points** of the **Letter Grades** awarded in the respective courses.

Note: Non- Letter Grades do not go into computation of CGPA.

The Cumulative Grade Point Average (CGPA) indicates the overall academic performance of a student in all the courses registered up to the latest completed semester.

The CGPA is computed, considering all the courses in all semesters wherein the E grade is not counted. The CGPA is calculated only on the basis of all pass grades

(A+, A, B+, B, C+, C, D)

2.1.7 Semester Grade Point Average (SGPA):

The **SGPA** (calculated on a 10 point scale) will be used to describe the overall performance of a student (from the semester of admission till the point of reckoning) in all courses for which **LETTER GRADES** are awarded.

The Semester Grade Point Average (SGPA) will be used to describe the overall performance of a student in all courses in which He/she is awarded letter grades in a semester. It is the weighted an average of the grade points of all the letter grades received by the student from his/her entry into the University and is computed as follows:

$$\text{SGPA} = \frac{C_1 G_1 + C_2 G_2 + U_3 G_3 \dots\dots}{C_1 + C_2 + C_3 \dots\dots}$$

where C₁, C₂, C₃,.....denotes **Credits** associated with the courses taken by the student and G₁, G₂, G₃ denotes **Grade points** of the **Letter Grades** awarded in the respective courses.

The Semester Grade Point Average (SGPA) indicates the semester academic performance of a student in all the courses registered including the E grade. The SGPA is computed considering all the courses in that particular semester.

2.1.8 Dissertation / Project Work:

The students enrolled in UG programmes will have to register for a full semester Project work / Dissertation (Student - Choice) in their final semester for 20 credits. The students of PG programmes will be required to register for a full semester Dissertation in their final semester.

Each student should complete all prescribed coursework of the programme and fulfill the minimum academic requirements before he/she can register for Project Work or Dissertation in his/her final semester of the programme. If the academic performance of the student falls below the minimum requirements, he/she will be required to register in some courses again in a subsequent semester to improve his/her CGPA, before he/she can register for Project Work/Dissertation.

A student is allowed to attend classes in a course and earn credit for it, only if he/she has registered for that course. At the end of every course, a letter grade is awarded in each course for which a student had registered. On obtaining a pass grade, the student accumulates the course credits as earned credits.

2.1.9 Procedure for Declaration of Results

The following procedure would be followed for declaration of results and timeline would be as per Academic Calendar.

1. Evaluation scheme to be displayed by faculty in the Course Handout at the start of a semester.
2. Display of answer sheets and all scores by faculty after examinations.
3. Finalization of grades by faculty.
4. Recommendation of grades by the Head of the Department after scrutiny of grades by a Grade Evaluation Committee.
5. Display of grades by Faculty
6. Grade correction, if any, within 48 hours of display of grades after approval of the Head of the Department.
7. Approval of Grades by the Dean (UG/PG) to be submitted to CoE.
8. Finalization of results by the Dean (UG/PG) to be submitted to CoE.
9. Consolidation of all Grades to be submitted to Vice Chancellor for kind approval by CoE. Approval of the results by the Vice Chancellor.
10. Results once approved cannot be changed under any circumstance. In exceptional cases, the student may appeal to the CoE for reconsideration, with formal justification.

2.1.10 Course Numbering Scheme

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

Table 2.2 Course Code Description

Course Code	B	T	A	I	1	1	0	0
Descriptions	Offering Department		Programme Name		Course Type	Level of Courses	Unique Identification Number	
Categories	See From Table 1.1 to 1.7		See From Table 1.1 to 1.7		See Table 2.2	See Table 2.3	This code will be given centrally by the Dean - Academics	

Table 2.3 Course Type

Course Type	Category
1	Theory
2	Laboratory
3	Project-Based Courses (e.g. Major, Minor, Mini Projects)
4	Non-Graded Core Component
5	Thesis
6	Seminar Courses

Table 2.4 Level of Courses

Level	Category
1	❖ For B.Tech / B.Design / BPT / B.Sc (SOLHS) / B.Sc (SOAS) (From 1 st to 4 th Year)
2	❖ For BCA / B.Sc / BA / BBA / B.Sc (SOL)
3	(From 1 st to 3 rd Year)
4	❖ For B.Com LLB / B.Sc LLB / BA LLB (SOL)
5	(From 1 st to 5 th Year)
6	❖ For M.Tech / M.Design / MPT / MBA / MCA / M.Sc (1 st & 2 nd Year)
7	❖ For Ph.D

2.1.11 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 academics website.

As a convention, convocation is tentatively scheduled on the 3rd Saturday of July every year. Academic Council meetings will be held two times in an academic year on 1st Monday of November and April.

2.3.1 Class Timings

The classes are usually scheduled between 9:00am to 5:00pm with a lunch break from 1:00pm to 2:00pm. Some additional classes may also be scheduled in the evening hours. The classes are of 55 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 credits 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 upto 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).

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:

Course / Elective	Description	Nature of Course
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
Free 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

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 upto 5% of the weightage for attendance. This attendance policy will be announced by the faculty at the beginning of the semester.

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.
- ❖ 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. 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 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 5 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 sem/tests/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. Any re-evaluation of evaluated answer scripts before the grade submission is the discretion of the Faculty. 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.

2.5.4 Make Up Policy

A student who has missed minor(s) or the major examination due to genuine reasons like illness etc. may be permitted to write a make-up examination for the missed components. The student should make an application to the Faculty concerned and Dean - Academics within 10 days from the date of the examination missed, explaining the reasons for their absence. Applications received after this period will not be entertained. The permission to take a make-up examination will be given under exceptional circumstances such as admission to a hospital due to illness. A student needs to produce the necessary document subject to one of the following categories:

- ❖ Students residing in the Hostels should produce a Medical Certificate issued by the Medical Officer of the Institute that he/she was admitted to the Hospital during the period of the missed quiz/exam.
- ❖ Students residing in the Hostels and taking medical consultation with outside Doctors are required to obtain written permission from the Medical Officer of the Institute Hospital before they proceed for such consultation.
- ❖ Students residing in the hostels but taking medical consultation with outside Doctors are required to obtain an endorsement on the certificate of treatment by the Medical Officer of the Univeristy Hospital.
- ❖ A student staying outside the Campus permanently / temporarily must produce a medical certificate from the Registered Medical Practitioner and the same should be duly endorsed by the parent/guardian.

A slot-wise make-up examination for major will be held during the makeup / supplementary week as per Academic Calendar of the subsequent semester for those who are permitted to take the make-up examination. A student who misses this make-up examination will not normally be given another make-up examination. However, in exceptional cases of prolonged illness resulting in the student missing a make-up examination in consultation with the Dean of

Academics may permit the student to appear for make-up examination any day before the end of the first week of the next semester. Under no circumstances, prorating can be done for the missed examinations or attendance.

2.5.5 Academic Malpractice / Plagiarism

Any academic malpractices are severely dealt with at Joy University. In the case of malpractice during any of the valuations like assignments, quizzes, tests, and examinations, the Faculty can award a fail grade in the course immediately on occurrence and report the matter to the Dean - Academics. If the Dean- Academics finds that the offence is serious enough, s/he may further refer the matter to the Student Disciplinary Action Committee.

Students should note that carrying cell phones to the exam hall is strictly prohibited.

In every other respect also, students are expected to do their academic work with integrity, with proper acknowledgement if material from other sources is included in their own work. Plagiarism, whether intended or not, is an act of academic dishonesty and will be penalized as such. If there is any doubt about what constitutes plagiarism, students should consult their Faculty to ensure the maintenance of academic honesty in their work. Any case of cheating will be dealt with strictly by the Joy University.

2.5.6 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 (≥ 80 percentile) - The candidates scoring equal to or more than 80 percentile in JEE (Mains) 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 Eligibility Criteria

❖ School of Computational Intelligence (SOCI)

Department of Computing & Information Systems	Eligibility
B.Tech	
Artificial Intelligence & Data Science	<ul style="list-style-type: none"> ❖ Subject Combination: All subjects in the marksheet with Physics, Chemistry, Maths and English are mandatory ❖ State Board 10+2: Physics, Chemistry, Maths \geq 60% marks in 12th Board Exam with minimum 50 % in every subject ❖ CBSE / ISC/ CIE Physics, Chemistry, Maths \geq 60% marks in 12th Board Exam with minimum 50 % in every subject ❖ IB curriculum : Aggregate score of 28 with a minimum 4 in every course.
Artificial Intelligence and Machine Learning	
Computer Science and Business Systems	
Computer Science Engineering (AI & Data Science)	
Computer Science Engineering (Artificial Intelligence & ML)	
Computer Science Engineering (Big Data Analytics)	
Computer Science Engineering (Blockchain)	
Computer Science Engineering (Cloud Computing)	
Computer Science Engineering (Cyber Security)	
Computer Science Engineering (IoT)	
Computer Science Engineering (Mobile Application Development)	
Computer Science Engineering (Robotics)	
Information Communication Technology	
M.Tech	
Computer Science Engineering (Cloud Computing)	<ul style="list-style-type: none"> ❖ Relevant B. Tech in the UG Programme with 60% aggregate or \geq 6.0 CGPA ❖ The applicant must either have a valid GATE score or exempted from GATE as per MHRD circular or have qualified an equivalent National Examination or have qualified in the JOYAT written test and/or interview conducted by Joy University.
Computer Science Engineering (Artificial Intelligence)	
Computer Science Engineering (Machine Learning)	
Computer Science Engineering (IoT)	
Computer Science Engineering (Data Analytics)	
Computer Science Engineering (Robotics)	
Computer Science Engineering (Software Engineering)	
Computer Science Engineering (Software System)	
BCA	
Artificial Intelligence	<ul style="list-style-type: none"> ❖ The student must have an aggregate of 60% or above in Class 12 in any stream (Arts, Science, Commerce) with English and Mathematics as a compulsory subject. ❖ Some colleges grant admission to students who have completed class 12 without Maths and English as compulsory subjects.
Machine Learning	
Computer Network	
Cyber Security	
Data Analytics	
IoT & Blockchain	
MCA	

Artificial Intelligence	❖ Students must have graduation in computer applications, computer science, or related field with a minimum of 60% marks obtained at the UG level. ❖ Student must have Mathematics as one of the subjects in Class 12 which is Mandatory.
Machine Learning	
Computer Network	
Cyber Security	
Data Analytics	
IoT & Blockchain	
B.Sc.	
Computer Science	❖ Proficiency in English ❖ A 10+2 degree from any recognized board with English, Mathematics, Physics and Chemistry as mandatory with minimum of 60% aggregate. ❖ Students from any stream can apply for admission to this course.
Data Science	
Information Systems	
M.Sc.	
Computer Science	❖ The applicants under the category must have a minimum of 60% marks/ 6.0 CGPA in aggregate or as specified by the university on the scale of 10; OR a first-class as specified by the university. ❖ Valid score of JOYAT + Interview. ❖ Valid score from JAM - Joint Admission Test for Master JAM conducted by IITs.
Information Systems	
Data Science	
Department of Engineering & Technology	
B.Tech	
Civil Engineering	❖ Subject Combination: All subjects in the mark sheet with Physics, Chemistry, Maths and English are mandatory ❖ State Board 10+2: Physics, Chemistry, Maths \geq 60% marks in 12th Board Exam with minimum 50 % in every subject ❖ CBSE / ISC/ CIE Physics, Chemistry, Maths \geq 60% marks in 12th Board Exam with minimum 50 % in every subject ❖ IB curriculum : Aggregate score of 28 with a minimum 4 in every course.
Electronics and Communication Engineering	
Mechanical Engineering	
Mechatronics	
Robotics & Control	

B.Sc	
Robotics	<ul style="list-style-type: none"> ❖ Proficiency in English ❖ A 10+2 degree from any recognized board with English, Mathematics, Physics and Chemistry as mandatory with minimum of 50% aggregate. ❖ Students from any stream can apply for admission to this course.

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

School of Agricultural Sciences (SOAGS)	Eligibility
B.Sc. (Hons.)	
Agriculture	Candidates should have passed ALL the subjects in 10+2 years of schooling under Board of Higher Secondary Education of Government of Tamil Nadu / Central Board of Secondary Education
Horticulture	
B.Tech.	
Agriculture Engineering	<ul style="list-style-type: none"> ❖ Subject Combination: All subjects in the marksheet with Physics, Chemistry, Maths and English are mandatory ❖ State Board 10+2: Physics, Chemistry, Maths \geq 60% marks in 12th Board Exam with minimum 50 % in every subject ❖ CBSE / ISC/ CIE Physics, Chemistry, Maths \geq 60% marks in 12th Board Exam with minimum 50 % in every subject ❖ IB curriculum : Aggregate score of 28 with a minimum 4 in every course.
M.Sc.	
Agriculture	Bachelor's degree in Agriculture or related fields like Horticulture or Forestry from a recognized institution along with JOYAT written test and/or interview conducted by Joy University.

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

Department of Humanities & Social Sciences	Eligibility
BA	❖ Subject Combination: All subjects in marksheet with English as mandatory ❖ Good Command in Tamil / Sanskrit for Lit. Studies. ❖ State Board 10+2: 60% marks in aggregate in 12th Board Exam (excluding non-academic subjects) with minimum 50% marks in every subject. ❖ CBSE / ISC/ CIE 60% marks in aggregate in 12th Board Exam (excluding non-academic subjects) with minimum 50% marks in every subject. ❖ IB curriculum: Aggregate score of 28 with a minimum 4 in every course.
English	
History	
Philosophy	
Psychology	
Language & Lit. Studies - Tamil	
Language & Lit. Studies - Sanskrit	
B.Sc., B.Ed	
Education	A Pass in the Plus two examination or equivalent of any recognized board in India with 60% marks (Biology, Mathematics /Statistics, Physics and Chemistry)
Biology	
Mathematics	
Physics	
Department of Sciences	
B.Sc	
Biology	All subjects in mark sheet with English and Biology as mandatory.
Mathematics	All subjects in mark sheet with English, Mathematics and Physics as mandatory.
Physics	All subjects in mark sheet with English, Mathematics and Physics as mandatory.

❖ **School of Design (SOD)**

School of Design (SOD)	Eligibility
B.Design	
Department of Industrial Design	
Furniture & Interior Design	❖ Proficiency in English
Product Design	

Transportation & Automobile Design	<ul style="list-style-type: none"> ❖ 10+2 from any stream (from any of the State Boards/ CBSE/ ICSE/ ISC/ CIE/ IB/ NIOS or equivalent exam) ❖ 60% marks in aggregate in 12th Board Exam (excluding non-academic subjects) with minimum 50% marks in every subject ❖ Valid score of JOYAT + Interview ❖ Valid score from NIFT, UCEED – IIT Mumbai, Pearson -PUEE + Interview
Department of Communication Design	
Animation Film Design	
Film & Video Communication	
Graphic Design	
Department of Fashion Design	
Fashion Design	
M.Design	
Interaction Design	
Information Design	
Fashion Design	
Digital Game Design	<ul style="list-style-type: none"> ❖ Bachelor Degree of minimum 4 year duration in any specialization, after 12th standard or equivalent to 12th standard from any university or institute recognized by law in India with Valid score of JOYAT + Interview . Or ❖ Full-time Diploma of minimum 4-year duration in Design/Fine Arts/Applied Arts/ Architecture, after 12th standard or equivalent to 12th standard, from any university or institute recognized by law in India Valid score of JOYAT + Interview.

❖ School of Law (SOL)

School of Law (SOL)	Eligibility
B.Com. LLB	<ul style="list-style-type: none"> ❖ B.A / B.Com/ B.Sc LLB Full Form is Bachelor of Legislative Law or Legum Baccalaureus in Latin. LLB Course Details deals with subjects relating to the legal profession.
B.Sc. Computing and Law	
B.Sc. LLB	
BA. LLB	<ul style="list-style-type: none"> ❖ Bachelor of Legislative Law is a foundation course in law for students who have cleared class 12th with a minimum of 60% aggregate marks. ❖ LLB course duration is 3 years or 5 years depending on the type of Law Degree. ❖ Must have cleared class 12th from a recognized board with at least 60% marks. ❖ Candidates that hold a Bachelor's degree from any UGC recognized university are also eligible for the program.

- ❖ **Valid JOYAT Score + Interview**
- ❖ **Valid Score in CLAT, AILET, LSAT, DUET**

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

Department of Allied Health Sciences	Eligibility
B.Sc.	
Anaesthesia & Operation Theatre	Candidate must have passed HSC/CBSE/ISCE in subjects of Physics, Chemistry, Biology/Botany and Zoology and English with 60%. Aggregate and not less than 50% in each subject.
Cardiac Perfusion Technology	
Dialysis Therapy	
Medical Radiology and Imaging	
Optometry	
BPT	
Bachelor of Physiotherapy	Higher Secondary (10+2) or equivalent qualification, completed from a recognized university, in the Science stream, with Physics, Chemistry and Biology as main subjects. A minimum aggregate score of 60% or equivalent CGPA at the 10+2 level.
MPT	
Master of Physiotherapy	The minimum eligibility required is aggregate 60% score in BPT from a recognized board or university. Also...Students who appear for entrance exams too like IPU CET, NEET PG and alike.
Department of Biotechnology	
B.Sc.	
Biotechnology	<ul style="list-style-type: none"> ❖ All subjects in mark sheet with English & Biology as mandatory ❖ Note: Scores of Life Sciences or Biotechnology or Zoology or Botany can be considered in case a candidate does not have Biology as a subject.
Microbiology	
B. Tech.	
Biotechnology	❖ Subject Combination: All subjects in the mark

	<p>sheet with Physics, Chemistry, Maths and English are mandatory</p> <ul style="list-style-type: none"> ❖ State Board 10+2: Physics, Chemistry, Maths \geq 60% marks in 12th Board Exam with minimum 50 % in every subject ❖ CBSE / ISC/ CIE Physics, Chemistry, Maths \geq 60% marks in 12th Board Exam with minimum 50 % in every subject ❖ IB curriculum : Aggregate score of 28 with a minimum 4 in every course.
M.Sc.	
Biotechnology	<ul style="list-style-type: none"> ❖ The applicants under the category must have a minimum of 60% marks/ 7.0 CGPA in aggregate or as specified by the university on the scale of 10; OR a first-class as specified by the university. ❖ Valid score of JOYAT + Interview ❖ Valid score from JAM - Joint Admission Test for Master JAM conducted by IITs.
Microbiology	

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

Department of Entrepreneurship	Eligibility
BMS	
Business Analytics	❖ Proficiency in English
Digital Marketing	
Financial Management	❖ 10+2 from any stream (from any of the State Boards/ CBSE/ ICSE/ ISC/ CIE/ IB/ NIOS or equivalent exam)
Logistics & Supply Chain Management	
MBA	
Business Analytics	❖ The two-year Post-graduate Programme in Management (PGP) at Joy University is a course for graduates from all disciplines wishing to choose a career in management.
Finance Management	
Human Resource Management	
Marketing Management	
Strategy & Entrepreneurship	
Economics & Public Policy	❖ The candidate must hold a bachelor's degree, with at least 60% marks or equivalent of any of the universities

	<p>incorporated by an act of the central or state legislature in India or other educational institutions. The bachelor's degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary schooling (10+2) or equivalent.</p> <ul style="list-style-type: none"> ❖ A candidate appearing for the final year bachelor's degree/equivalent qualification examination and those who have completed the degree requirements and are awaiting results can also apply. Such a candidate must produce a certificate from the principal/head of the department/registrar/director of the institution/university certifying that the candidate is currently in the final year/is awaiting final results and has obtained at least 50% marks or equivalent based on latest available grades/marks.
Department of Commerce	
B.Com	
Professional Accounting	❖ Good Command of English
Finance	<ul style="list-style-type: none"> ❖ A 10+2 degree from any recognized board with a minimum of 50% aggregate. ❖ Students from any stream can apply for admission to this course.
B.Sc	
Economics	❖ Good Command of English
Finance	<ul style="list-style-type: none"> ❖ A 10+2 degree from any recognized board with a minimum of 50% aggregate. ❖ Students from any stream can apply for admission to this course.
Department of Entrepreneurship	
B.Sc	❖ Good Command of English
Entrepreneurship	
MoE	❖ A 10+2 degree from any recognized board with a minimum of 50% aggregate.
Master of Entrepreneurship	❖ Students from any stream can apply for admission to this course.

4 UNDERGRADUATE REGULATIONS (B.Tech / B.Sc / B.Des / BA)

4.1 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 effected 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 upto 3 credits of first department from the first semester into free electives of new department at the time of branch change.

4.2 Overall Degree Requirements

4.2.1 Credit Requirements

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

Programme	Total Credit Requirements
Bachelor of Technology (B.Tech)	160
Bachelor of Design (B.Des)	286
Bachelor of Science (B.Sc)	140
Bachelor of Computer Applications (BCA)	148

Bachelor of Physiotherapy (BPT)	184
Bachelor of Commerce (B.Com)	144
Bachelor of Management Studies (BMS)	144
Bachelor of Arts (BA)	120
Bachelor of Science (Honors) (B.Sc (Hons.))	140
Bachelor of Commerce & Legislative Law (B.com. LLB)	200
Bachelor of Science & Legislative Law (B.Sc .LLB)	200
Bachelor of Arts & Legislative Law (BA. LLB)	200

4.2.2 Duration of Study

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

Programme	Duration (No. of Years)
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
Bachelor of Commerce (B.Com)	3
Bachelor of Management Studies (BMS)	3
Bachelor of Arts (BA)	3
Bachelor of Science (Honors) (B.Sc (Hons.))	4
Bachelor of Commerce & Legislative Law (B.com. LLB)	5
Bachelor of Science & Legislative Law (B.Sc .LLB)	5
Bachelor of Arts & Legislative Law (BA. LLB)	5

4.2.3 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

4.2.4 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 Dean - 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 Dean - Academics will submit his recommendations to the Vice Chancellor for approval.

4.2.5 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-endeavour 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.

5 POST GRADUATE REGULATIONS (M.Tech / M.Sc / M.Des / MA)

5.1 Overall Degree Requirements

5.1.1 Credit Requirements

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

Programme	Total Credit Requirements
Master of Technology (M.Tech)	72
Master of Design (M.Des)	156
Master of Science (M.Sc)	80
Master of Computer Applications (MCA)	162
Master of Physiotherapy (MPT)	100
Master of Business Administration (MBA)	60
Master of Arts (MA)	60
Master of Entrepreneurship (MoE)	60

5.1.2 Duration of Study

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

Programme	Duration (No. of Years)
Master of Technology (M.Tech)	2
Master of Design (M.Des)	2
Master of Science (M.Sc)	2
Master of Computer Applications (MCA)	2
Master of Physiotherapy (MPT)	2
Master of Business Administration (MBA)	2
Master of Arts (MA)	2
Master of Entrepreneurship (MoE)	2

5.1.3 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 vivas, 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/ softwares/ hardwares 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 (six days).
- ❖ Student's own research work (for thesis) or research with a faculty in his lab does not count in TAship 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.

5.1.4 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 M.Tech/ M.Des: B.E/ B.Tech/ B.Sc/ B.Des and GATE/ GPAT / CEED qualified
 - ❖ 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, SRFs and ME/ MTech/ MS/ MDes will not be entitled to these allowances.

5.1.5 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.

5.1.6 Thesis/Dissertation

M.Tech: At the end of the first semester, after the allocation of guide, the student in consultation with the guide will choose a project topic for thesis. In the second semester, he/she is expected to pick courses relevant to this thesis. The full time work on thesis will commence soon after the completion of the second semester (after first semester itself for RA students). This thesis work carries credits and 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 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. 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.

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.

M.Des: The students will take one project course for 3 credits for the first three semesters. In the final semester, students have to do a thesis project with a dissertation work. Thesis is 12 credits, dissertation is 3 credits.

MA: Students will typically begin working on their dissertation in the second year of the program, although they can begin thinking about it from earlier as well. For an MA dissertation, it is generally expected that students would select a specific topic, and engage with an extensive review of the literature on the topic, or analysis of related data (either primary or secondary). The thesis is typically prepared in consultation with the thesis supervisor. The supervisor will constitute the MA Dissertation Committee, which will consist of the supervisor and one faculty member within the department as the subject expert. The MA dissertation should not be less than 8000 words. There is no upper limit for the dissertation. Prior to submission of the dissertation, the student is required to make a pre-submission seminar in the department on a mutually agreeable date. This will be an open seminar presided by the MA Dissertation Committee. Comments and remarks coming from the Committee need to be incorporated into the thesis. One hard copy and one soft copy in a document format must be submitted to the Committee.

5.1.7 Maximum Duration

Generally, a student is expected to complete the requirements for the Masters degree in two years (3 years for MTech-RA 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

6.1.1 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 Masters 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 atleast 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 PhD 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 month, failing which registration will lapse.

6.1.2 Thesis Submission and Evaluation Guidelines

- ❖ Pre-requisite for submission of PhD thesis: The student must have two scopus indexed publications (accepted or publications) to be eligible for the submission of doctoral thesis. Out of the two publications, atleast 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 months 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/ reviewer's: 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.
