



JOY UNIVERSITY  
semper paratus

**Established by the Government of Tamil Nadu under  
TN Act No: 14 of 2019**

# **Examination Regulations**

The objective of the examination regulations is to streamline the process of conducting examinations in a systematic manner with proper grading and marking system.

### 1. Registration:

Every student has to register for all the prescribed courses in each semester. The Registration process will ensure clarity on the courses he/she needs to do and each student will get his/her Registration Card after payment of the semester fees. The student should submit the duly signed Registration Card along with the fee payment receipt to the Dean-Academics.

### 2. Evaluation Scheme:

The evaluation scheme at Joy University is as follows:

Evaluation Component*	Weightage	Date and Time#	Remarks
<b>Test - I (1 Hr)</b>	15%	TBA	Closed Book
<b>Test - II (1.5 Hrs)</b>	20%	TBA	Open Book
<b>Assignments</b>	10%	TBA	Open Book
<b>Quiz (Surprise)</b>	5%	TBA	Open / Closed Book
<b>Mid Semester Examination (2 Hrs)</b>	20%	TBA	Closed Book
<b>Comprehensive Examination (3 Hrs)</b>	30%	TBA	Open Book

\***Projects (Major)** 20% can be included as one of the evaluation components in place of Test - II and Assignments.

\***Projects (Minor)** 15% weightage can be included as one of the evaluation components in place of quiz and Assignments.

# To be Announced

1. On the first day of classwork the faculty should issue a Course Hand-Out which contains (i) the operations of the course (its pace, coverage and level of treatment, textbooks and other reading assignments, home tasks etc.); (ii) various components of evaluation, such as tutorials, laboratory exercises, home assignment, several quizzes/tests/examinations (announced or unannounced, open book or closed book), regularity of attendance, etc., (iii) the frequency, duration, tentative schedule, relative weightage etc. of these various components; (iv) the broad policy which governs decisions about make-up; (v) mid-semester grading; (vi) grading procedure (overall basis, review of border line cases, effect of class average, etc.).
2. The different components of evaluation are evenly spread out in the semester so that the student will be able to apply the knowledge, concepts and attempt to answer the questions in a cognitive manner.
3. The comprehensive examination will cover the whole course and will be held at the end of the semester. The mid semester examination will be conducted as per schedule during the middle of the semester.

4. At least 20% of the evaluation component should be open book for the UG degree course and 40% for the PG degree course.
5. It is the responsibility of the student to have 75% of attendance in all classes including labs so as to be eligible to write quizzes, tests and other evaluation components as per the Hand-Out.
6. Any student who misses any component of evaluation must immediately approach the Faculty in-charge, so that alternative makeup examination shall be conducted.
7. The decision of the CoE is final and binding in all matters of examinations.
8. Just as evaluation is done in a continuous manner, feedback should also be available in a continuous manner. Thus the answer scripts must be promptly evaluated, shown to the students for them to obtain any clarification on their own performance and returned to the students whenever practicable.
9. The performance of the students in the examination should be discussed in the class giving as much detail as possible like the highest, lowest and average performances.
10. At the conclusion of the semester a student is awarded a grade in each of the courses He/she has taken during the semester. The grade awarded to a student in a course will depend on his/her total performance in all the components of evaluation as designed by the faculty-in-charge.
11. The CoE is responsible for holding the examinations and obtaining the final grades from all faculty and generate the grade reports for the approval of the Vice Chancellor.
12. The CoE will issue Roll Numbers to each student as per the following legend; the Roll Number shall have 11 digits in which the first 4 digits are the year of joining followed by 2 digits for UG / PG / Ph.D followed by 2 digits of program discipline followed by 3 digits of numeric number. For example,

Roll Number: 

2	0	2	2	B	T	C	S	0	0	1
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### 3. Minimum Academic Requirements:

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** 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.

#### **4. Programme Structure, Course structure and Credit System**

##### **4.1.1 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.

##### **4.1.2 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.

##### **4.1.3 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.

#### **4.1.4 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

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

(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<sup>+</sup> (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.



#### 4.1.5 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)

#### 4.1.6 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:

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

where C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>,.....denotes **Credits** associated with the courses taken by the student and G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub> ..... 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<sup>+</sup>, A, B<sup>+</sup>, B, C<sup>+</sup>, C, D**)

#### 4.1.7 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:

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

where C<sub>1</sub>, C<sub>2</sub>, C<sub>3</sub>,.....denotes **Credits** associated with the courses taken by the student and G<sub>1</sub>, G<sub>2</sub>, G<sub>3</sub> ..... 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.

#### 4.1.8 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.

#### **4.1.9 Procedure for Declaration of Results**

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

- a. Evaluation scheme to be displayed by faculty in the Course Handout at the start of a semester.
- b. Display of answer sheets and all scores by faculty after examinations.
- c. Finalization of grades by faculty.
- d. Recommendation of grades by the Head of the Department after scrutiny of grades by a Grade Evaluation Committee.
- e. Display of grades by Faculty
- f. Grade correction, if any, within 48 hours of display of grades after approval of the Head of the Department.
- g. Approval of Grades by the Dean (UG/PG) to be submitted to CoE.
- h. Finalization of results by the Dean (UG/PG) to be submitted to CoE.
- i. Consolidation of all Grades to be submitted to Vice Chancellor for kind approval by CoE. Approval of the results by the Vice Chancellor.
- j. Results once approved cannot be changed under any circumstance. In exceptional cases, the student may appeal to the CoE for reconsideration, with formal justification.

#### 4.1.10 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

<b>Course Code</b>	<b>B</b>	<b>T</b>	<b>A</b>	<b>I</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Descriptions</b>	Offering Department		Programme Name		Course Type	Level of Courses	Unique Identification Number	
<b>Categories</b>	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

<b>Course Type</b>	<b>Category</b>
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

<b>Level</b>	<b>Category</b>
1	❖ For B.Tech / B.Design / BPT / B.Sc (SOLHS) / B.Sc (SOAS) (From 1 <sup>st</sup> to 4 <sup>th</sup> Year)
2	
3	❖ For BCA / B.Sc / BA / BBA / B.Sc (SOL) (From 1 <sup>st</sup> to 3 <sup>rd</sup> Year)
4	
5	❖ For B.Com LLB / B.Sc LLB / BA LLB (SOL)

	(From 1 <sup>st</sup> to 5 <sup>th</sup> Year)
6	❖ For M.Tech / M.Design / MPT / MBA / MCA / M.Sc (1 <sup>st</sup> & 2 <sup>nd</sup> Year)
7	❖ For Ph.D

#### 4.1.11 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.

### 5 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.

### 6 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 3<sup>rd</sup> Saturday of

July every year. Academic Council meetings will be held two times in an academic year on 1<sup>st</sup> Monday of November and April.

#### **6.1.1 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.

#### **6.1.2 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 are 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:**

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

**6.1.3 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.

**6.1.4 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).

### 6.1.5 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
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.



## **7 Attendance & Absence Rules**

### **7.1.1 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.

### **7.1.2 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.

### **7.1.3 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.

## **8 Teaching and Evaluation**

### **8.1.1 Medium of Instruction**

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

### **8.1.2 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.

### **8.1.3 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.

#### **8.1.4 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 University 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.

#### **8.1.5 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.

#### **8.1.6 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.