



MANIPUR UNIVERSITY
CANCHIPUR: IMPHAL

OFFICE ORDER NO/793

Dated, the 24th November, 2022

No. MU/3-77/GSC-NEP/22/Aca: The Vice-Chancellor is pleased to approve the Admission and Examination Regulations for the Four-Year Undergraduate Programmes in Science, Arts, Commerce and Other Streams, 2022 as per the recommendations of the Committee for Preparation of Examination Regulations for 4-Year Degree Course under NEP-2020 subject to the ratification in the next Academic Council.

(Prof. W. Chandbabu Singh)
Registrar

Copy to:

1. A.R. to the Vice-Chancellor, MU
2. Deans, School of Studies, MU
3. Controller of Examinations, MU
4. Finance Officer, MU
5. Principals, all affiliated College under Manipur University
- ✓ 6. Systems Manager, MU with a request to upload on the University Website
7. Office Order Book
8. Relevant file

MANIPUR UNIVERSITY
CANCHIPUR, IMPHAL-795003

**ADMISSION AND EXAMINATION REGULATIONS FOR THE FOUR-YEAR
UNDERGRADUATE PROGRAMMES IN SCIENCE, ARTS, COMMERCE AND OTHER
STREAMS, 2022**

[Under Section 32 of the Manipur University Act, 2005]

In exercise of the powers conferred by Section 32 of the Manipur University Act, 2005 and in consonance with the "Manipur University's Ordinance for Undergraduate Programmes in Science, Arts and Commerce, 2021", the Manipur University hereby makes these regulations for the four-year undergraduate academic programmes in Science, Arts, Commerce, and other Streams, under the University.

1. Short Title, Commencement, Scope, and Coverage:

- 1.1. These regulations shall be called the Manipur University's Admission and Examination Regulations for the Four-Year Undergraduate Programmes in Science, Arts, Commerce, and other Streams, 2022.
- 1.2. These Regulations shall come into force from the Academic Session 2022-2023.
- 1.3. These Regulations shall be applicable only to the students taking admission to the Four-Year Undergraduate Programmes under the Manipur University.

2. Definitions of Key Words:

- 2.1 **"University"** means the Manipur University established and incorporated as a University under the Manipur University Act, 2005.
- 2.2 **"Ordinance"** means the Manipur University's Ordinance for Undergraduate Programmes in Science, Arts and Commerce, 2021
- 2.3 **"Controller of Examinations"** means the Controller of Examinations of the Manipur University
- 2.4 **"College"** means a College affiliated to the University.
- 2.5 **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- 2.6 **Semester:** Each semester will consist of 15-16 weeks of academic work equivalent to 90 actual teaching days. In a bi-semester system, an academic year consists of two semesters. The odd semesters may be scheduled from June/July to November/ December, and even semester from November/ December to April/May.
- 2.7 **"Programme"** means an academic programme leading to award of a degree, diploma or certificate.
- 2.8 **"Course"** usually referred to as 'paper', is a component of a Programme.
- 2.9 **"Credit"** defines the quantum of work-load for a course usually measured in terms of number of hours of instructions required per week in a semester. Generally, one credit is taken as one hour of lecture/tutorial or two hours of practical/ field work, per week in a semester or one week of internship. In terms of evaluation, one credit is generally equivalent to 25 marks in a semester.
- 2.10 **"Grade Point"** is a numerical weight allotted to each letter grade on a 10-point scale.
- 2.11 **"Letter Grade"** is an index of the performance of students in a course. Grades are denoted by letters O, A+, A, B+, B, C, P, F and Ab.
- 2.12 **"Semester Grade Point Average (SGPA)"** is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various courses registered in a semester to the total course credits taken during that semester. It shall be expressed up to two decimal places.
- 2.13 **"Cumulative Grade Point Average (CGPA)"** is a measure of overall cumulative performance of a student over all semesters of a programme. The CGPA is the

- ratio of total credit points secured by a student in various courses in all semesters to the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- 2.14 “Transcript or Grade Card or Certificate”** is a grade certificate to be issued to all the registered students after every semester, based on the grades earned. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.
- 2.15 “Core”** means a core course which is to be compulsorily studied by a student as a core requirement to complete the requirement of a programme.
- 2.16 “DSE”** means a Discipline Specific Elective Course which is an elective course offered to advance knowledge and skill in the core domain.
- 2.17 “GEC”** means a Generic Elective Course which is an elective course to be chosen generally from an unrelated discipline/subject, with an intention to seek wide exposure.
- 2.18 “AECC”** means an Ability Enhancement Compulsory Course which is a course that leads to knowledge enhancement in the areas of either Environmental Science or English/MIL Communication.
- 2.19 “SEC”** means a Skill Enhancement Course designed to promote skills pertaining to the main discipline/subject of study.
- 2.20 “VAC”** means Value Addition Course designed to help develop all capacities of human beings – intellectual, aesthetic, social, physical, emotional, and moral in an integrated manner.
- 2.21 “Dissertation/Project/Internship”** is an elective course designed to acquire special/advanced knowledge through involvement in solving/ analyzing/ exploring a real life situation/ difficult problem.
- 2.22 Academic Bank of Credit (ABC):** It is a national-level facility for onboarding of Higher Educational Institutions (HEIs) and Academic Account by students. ABC will digitally store the academic credits earned by students from HEIs registered with ABC for awarding degrees/diplomas/certificates taking into account credits earned by students. ABC will ensure the opening, closure and validation of Academic Bank Accounts, credit verification, credit accumulation, and credit transfer, redemption for students.
- 2.23 Multiple Entry and Exit Points:** These are stages where the students may have options for entry and exit in the academic programmes in Higher Education Institutions to be facilitated through the facility created by the Academic Bank Credit scheme.

I. ADMISSION REGULATIONS

3. Admission Notice:

Notice inviting applications for admission into the different programmes shall be issued by the Principals of the colleges as per the Academic Calendar of the University.

4. Admission to 1st Year Bachelor’s Programme:

- 4.1 A candidate who has passed the Higher Secondary (10+2) or its equivalent examination recognized by the University is eligible for admission to the 1st Year Bachelor’s programme in a discipline.
- 4.2 The selection of candidates may be made based on the total marks obtained in top-four subjects in order of marks at the (10+2) level examination or the score obtained in Common University Entrance Test (CUET), as may be decided by the University from time to time.
- 4.3 The reservation norm of the Govt. of Manipur shall be followed for the intake of students at the time of admission to the 1st Year Bachelor’s programme.



4.5 All admitted students in 1st semester shall compulsorily register with the University with their credentials and their unique ID issued by the Academic Bank of Credit (ABC).

4.6 Change of Courses shall not be permitted after sending the records of the students to the University for registration.

5. Admission to 2nd Year Bachelor's Programme:

5.1 A candidate who has possessed a Bachelor's Certificate (obtained after having completed the first year of the Bachelor's programme) is eligible for admission to the 2nd Year Bachelor's programme in the same discipline of the 1st Year Bachelor's programme.

5.2 Depending on availability of vacant seats, transfer of admission for students of other Universities and within the University is permissible only at the beginning of the 3rd semester and the concerned College may conduct an entrance test of its own for selection of candidates to be admitted against the vacant seats.

5.3 The concerned College should do the needful for credit transfer in respect of the students who have been admitted to the College on transfer, using the unique ABC ID of those students.

6. Admission to 3rd Year Bachelor's Programme:

6.1 A candidate who has possessed a Bachelor's Diploma (obtained after having completed two years of the Bachelor's programme) is eligible for admission to the 3rd Year Bachelor's programme in the same discipline which he/she studied in the first-two years of the Bachelor's programme.

6.2 Depending on availability of vacant seats, transfer of admission for students of other Universities and within the University is permissible only at the beginning of the 5th semester and the concerned College may conduct an entrance test of its own for selection of candidates to be admitted against the vacant seats.

6.3 The concerned College should do the needful for credit transfer in respect of the students who have been admitted to the College on transfer, using the unique ABC ID of those students.

7. Admission to 4th Year Bachelor's Programme:

7.1 A candidate who has possessed a Bachelor's Degree (obtained after having completed three years of the Bachelor's programme) with a CGPA not less than 7.5 is eligible for admission to the 4th Year Bachelor's programme in the same discipline in which he/she obtained the Bachelor's degree.

7.2 Depending on availability of vacant seats, transfer of admission for students of other Universities and within the University is permissible only at the beginning of the 7th semester and the concerned College may conduct an entrance test of its own for selection of candidates to be admitted against the vacant seats.

7.3 The concerned College should do the needful for credit transfer in respect of the students who have been admitted to the College on transfer, using the unique ABC ID of those students.

8. Transfer of Admission:

Transfer of admissions is permissible only for odd semesters for students of other universities and within the University.

9. Conditions for transfer of admission of students within the University:

9.1 Transfer admission shall be within the intake permitted to the college.

9.2 Availability of same combination of subjects studied in the previous college.



10. Conditions for transfer admission of students of other Universities:

- 10.1 A Candidate migrating from any other University may be permitted to join odd semester of the degree programme provided he/she has passed all the subjects of previous semesters / years as the case may be. Such candidates must satisfy all other conditions of eligibility stipulated in the regulations of the University.
- 10.2 Transfer admission shall be within the intake permitted to the college.
- 10.3 The candidate who is migrating from other Universities is eligible for overall SGPA/CGPA or Class but not for ranking.
- 10.4 The candidate shall complete the programme as per the regulation governing the maximum duration of completing the programme.

II. EXAMINATION REGULATIONS

11. Attendance:

- 11.1 Attendance will be calculated from the date of commencement of classes or the date of admission, whichever is later.
- 11.2 A student attending at least 75% of the total number of classes held shall be allowed to appear at the concerned Semester Examinations subject to fulfilment of other conditions laid down in the regulations.

12. Assessment and Evaluation:

For assessment and evaluation, one credit shall be taken as equivalent to 25 marks in a semester. Thus, courses will be assessed according to the following scheme:

- 1 credit is equivalent to 25 marks;
- 2 credits is equivalent to 50 marks;
- 3 credits is equivalent to 75 marks;
- 4 credits is equivalent to 100 marks;
- 5 credits is equivalent to 125 marks;
- 6 credits is equivalent to 150 marks.

13. Registration for Examinations:

- 13.1 A College shall submit application forms, in prescribed format duly filled in by the candidates intending to appear in an end semester examination to the Controller of Examinations within the last date fixed by the University.
- 13.2 In the said application forms, the concerned candidates should provide their unique ABC ID and should also furnish information of all the courses/papers that he/she wishes to appear in the end semester examination.

14. Internal Examinations:

- 14.1 Value Addition Courses (VAC) shall be conducted and evaluated internally by the respective colleges as per the Guidelines of the University. The minimum for passing a VAC course shall be 40% marks.
- 14.2 The internal assessment should, as far as possible, be woven into normal classroom teaching and not be a separate activity conducted after a course has been taught.
- 14.3 Internal Assessment shall be performed during the semester in which a candidate becomes eligible to appear in the concerned End Semester Examination.

- 14.4 Evidences for conducting Internal Assessment and VAC courses need to be presented/uploaded by the colleges as per directions of the Controller of Examinations, for verification.
- 14.5 There shall be no pass marks for Internal Assessment.
- 14.6 Marks of Internal Assessments and VAC courses shall be submitted to the Controller of Examinations by the respective Colleges within a week from the date of the University's notification of an end semester examination.
- 14.7 Marks obtained in Internal Assessment for a theory paper shall be retained for the entire duration of enrolment of the candidate.

15. End Semester Examinations:

- 15.1 There shall be Theory and Practical examinations at the end of each semester, ordinarily during December-January for odd semesters and during June-July for even semesters.
- 15.2 The University shall hold the end semester examination for the courses/papers under Core Courses (CC), Discipline Specific Elective Courses (DSE), Generic Elective Courses (GEC), Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). Such examinations shall be held as per the syllabus currently in force.
- 15.3 Practical examinations shall be conducted at the end of each semester. They shall be conducted by two examiners, one internal and one external. The candidate shall submit the record book for practical examination duly certified by the course teacher and the HOD/staff in-charge before the examiners for assessment and evaluation.
- 15.4 A theory paper having 4 credits shall have the end semester examination for 3 credits/75 marks and internal assessment for 1 credit/25 marks.
- 15.5 A theory paper having 5 credits shall have the end semester examination for 4 credits/100 marks and internal assessment for 1 credit/25 marks.
- 15.6 The pass marks for all theory/practical/tutorial papers in an end semester examination shall be 40%.
- 15.7 If a candidate secures pass marks in practical paper(s)/ tutorials but fails to secure pass marks in theory paper(s), the marks of practical paper(s)/ tutorials along with Internal Assessment shall be retained.
- 15.8 The statement of marks sheet and the answer books of practical examinations shall be sent to the Controller of Examinations by the respective Colleges immediately after the practical examinations are over.

16. Medium of Instructions:

- 16.1 The medium of instructions for all courses other than language-based courses (e.g. Manipuri, Hindi etc.), shall be English.
- 16.2 All candidates shall write their answers in English for all courses other than language-based courses.

17. Duration of End Semester Examinations:

End Semester Examination in theory papers carrying full marks above 50 (e.g. 75, 100 etc.) shall be of 3 hours duration and that of practical paper carrying full marks 50 shall be of 3 hours. On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

18. Model of Question for Theory Papers:

- 18.1 The question for a theory paper shall consists of four parts: Part-A: Objective Type Questions, Part-B: Very Short Answer Type Questions, Part-C: Short Answer Type Questions, and Part-D: Long Answer Type Questions.

18.2 The pattern of questions for a theory paper carrying **75** Marks in an end semester examination shall match with the following format:

Time: 3 hrs. Pass Marks: 30

Part	Instructions to Candidates	Marks
Part-A	Answer ALL questions. Each question carries 1 mark	10 x 1 = 10
Part-B	Answer any FIVE out of EIGHT questions. Each question carries 2 marks	5 x 2 = 10
Part-C	Answer any FIVE out of EIGHT questions. Each question carries 5 marks	5 x 5 = 25
Part-D	Answer any THREE out of FIVE questions. Each question carries 10 marks	3 x 10 = 30
Total:		75

18.3 The pattern of questions for a theory paper carrying **100** Marks in an end semester examination shall match with the following format:

Time: 3 hrs. Pass Marks: 40

Part	Instructions to Candidates	Marks
Part-A	Answer ALL questions. Each question carries 1 mark	10 x 1 = 10
Part-B	Answer any FIVE out of EIGHT questions. Each question carries 3 marks	5 x 3 = 15
Part-C	Answer any FIVE out of EIGHT questions. Each question carries 6 marks	5 x 6 = 30
Part-D	Answer any THREE out of FIVE questions. Each question carries 15 marks	3 x 15 = 45
Total:		100

19. Minimum for a Pass in Semester Examination:

19.1 For a pass in an end Semester Examination, a candidate shall be required to secure at least 40% marks separately in all theory/practical/tutorial papers covered in that semester.

19.2 A candidate shall be declared to have passed a Bachelor's program (Certificate/Diploma/Degree/Degree with Honours) if he/she secures at least CGPA of 4.0 ('P' Grade) in the 10-point grading system in all the credit courses over all semesters covered by the programme.

20. Transcript/Grade Certificate:

After the result of a Semester Examination is published by the University, a grade certificate shall be issued by the Controller of Examination to all the registered students who have appeared in that semester examination. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester.

21. Re-evaluation:

There shall be no provision for re-evaluation of the answer-scripts of the end-semester examinations. However, a candidate may apply for re-scrutiny within 3 (three) months from the date of announcement of the result.

22. Grace Marks:

A candidate who fails to obtain pass mark in any paper(s) in any semester due to shortage of one mark shall be awarded one grace mark in such paper(s).

23. Award of Certificate/Diploma/Degree/Degree with Honours:

If a candidate clears all the papers and secures a minimum of CGPA 4.00 in the 1st Year/2nd Year/ 3rd Year/ 4th Year Bachelor's programme examinations, as the case may be, he/she shall be declared as obtaining Bachelor's Certificate/Diploma/Degree/Degree with Honours respectively, with his/her CGPA and corresponding Letter Grade (O, A+, A, B+, B, C, P).

24. Eligibility for ranking:

- 24.1 The candidates who pass all the end semester examinations in the first attempts are eligible for ranks provided they secure at least CGPA of 7.00 ('B+' grade).
- 24.2 A candidate who passes the end-semester examinations in parts is eligible for only Class, CGPA and Letter Grade but not for ranking.
- 24.3 The results of the candidates who have passed the last semester examination but not passed the lower semester examinations shall be declared as NCL (Not Completed the Lower Semester Examinations). Such candidates shall be eligible for the degree only after completion of all the lower semester examinations.
- 24.4 If a candidate fails in a subject, either in theory paper or in practical paper, he/she shall appear for that subject only at any subsequent regular examination, as prescribed for completing the programme.

25. Re-appearance:

- 25.1 A candidate who fails to secure pass marks in one or more papers of a semester may appear in those paper(s) when the concerned End Semester Examinations will be held next, provided that such a re-appearance is within the allowed stipulated period as laid down in the Ordinance.
- 25.2 A candidate who is eligible to appear at any of the End Semester Examinations but does not enrol/ appear at or fails to pass the examination, he/she will be allowed to attend the classes in the next higher semester, as applicable.

26. Rejection of Results:

- 26.1 A candidate may be permitted to reject result of the whole examination of any semester. Rejection of result course/paper wise or subject wise shall not be permitted.
- 26.2 The candidate who has rejected the result shall appear in the corresponding subsequent semester examination.
- 26.3 The rejection shall be exercised only once in each semester and the rejection once exercised shall not be revoked.
- 26.4 Application for rejection of results along with the payment of the prescribed fee shall be submitted to the Controller of Examinations through the College of study together with the original statement of marks within 30 days from the date of publication of the result.
- 26.5 A candidate who rejects the result is eligible for only SGPA/CGPA or Class but not for ranking.

27. Power to remove Difficulties:

If any difficulty arises in giving effect to the provisions of these Regulations, the Vice-Chancellor may, by order, may make such provisions, as appears to be necessary or expedient to remove the difficulty.

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