

**ANNA UNIVERSITY, CHENNAI**

**REGULATIONS 2009**

**CREDIT SYSTEM**

(This Regulations is applicable to the students admitted to the **University Departments** under the Faculty of Architecture and Planning of the University from the academic year 2009-2010).

**POST GRADUATE PROGRAMMES**

**1. PRELIMINARY DEFINITIONS AND NOMENCLATURE**

In these regulations, unless the context otherwise requires:

- i. **“Programme”** means PG Degree Programme e.g. M. Arch., M. Plan Degree Programme
- ii. **“Specialization”** means a discipline of the M. Arch/ M Plan programme like Digital Architecture, Landscape Architecture, etc.
- iii. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Theory of Virtual Architecture, Landscape Construction, Regional Planning, etc.
- iv. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University Departments for implementation of relevant rules of this Regulations.
- v. **"Head of the Institution"** means the Dean of the campus.
- vi. **“Chairman”** means Head of the Faculty.
- vii. **“Head of the Department”** means Head of the concerned Department of the University.
- viii. **“ACOE”** means Additional Controller of Examinations (University Departments).
- ix. **"University"** means ANNA UNIVERSITY CHENNAI.

## **2. PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS**

### **2.1 P.G. PROGRAMMES OFFERED**

A candidate may be offered anyone of the branches of study from those approved by the University as outlined in Table 1:

**TABLE 1**

#### **Programmes offered in the Faculty of Architecture and Planning**

<b>M. Arch.</b>	<b>Full-Time &amp; Part-Time (Day time)</b>
<b>M. Arch. (Digital Architecture)</b>	<b>Full-Time &amp; Part-Time (Day time)</b>
<b>M. Arch (Landscape Architecture)</b>	<b>Full-Time &amp; Part-Time (Day time)</b>
<b>M. Plan.</b>	<b>Full-Time &amp; Part-Time (Evening)</b>

### **2.2 MODES OF STUDY**

#### **2.2.1 Full-Time:**

Candidates admitted under 'Full-Time' should be available in the Department during the complete working hours for curricular, co-curricular and extra –curricular activities assigned to them.

#### **2.2.2. Part-Time – Day Time:**

In this mode of study, the candidates are required to attend classes on every working day, along with full-time students for half–a–day, either in the Forenoon or in the Afternoon for the required number of courses.

#### **2.2.3. Part-time- Evening:**

In this mode of study, separate classes are conducted in the evening.

#### **2.2.4 Conversion from one mode of study to the other is not permitted.**

### **2.3. ADMISSION REQUIREMENTS**

**2.3.1.** Candidates for admission to the first semester of the Post Graduate degree programme shall be required to have passed an appropriate Degree Examination of Anna University as specified in Table 2 or any other examination of any University or authority accepted by the Syndicate of Anna University as equivalent thereto.

**TABLE 2**

<b>Degree</b>	<b>Qualifications required for admissions</b>
M. Arch	B. Arch.
M. Plan	B.Arch., BE (Civil) M.A. / M. Sc in geography, economics & Sociology.

**2.3.2** However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualifications prescribed in Table -2.

**2.3.3** Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme/courses as prescribed by the Syndicate of the University from time to time.

**2.3.4** Eligibility conditions for admissions such as class obtained, number of attempts in qualifying examination and physical fitness will be prescribed by the Syndicate of the University from time to time.

**2.3.5** All Part-time candidates should satisfy other conditions regarding experience, Sponsorship etc. that may be prescribed by the Syndicate from time to time.

**2.3.6.** A candidate seeking admission to Part-Time mode of study, shall have his/her place of employment within a distance of 90 km from the study campuses.

### **3. DURATION OF THE P.G.PROGRAMMES**

Minimum and maximum period for completion of the P. G. Programmes are given below in Table 3.

**TABLE 3**

<b>Programme</b>	<b>Min. No. of Semesters</b>	<b>Max. No. of Semesters</b>
M. Arch.- Full-time	4	8
M. Arch.- Part-time-Day time	6	12
M. Plan.-Full-time	4	8
M. Plan.-Part-time (evening)	6	12

#### **4. STRUCTURE OF THE PROGRAMMES**

- 4.1** Every programme will have curriculum and syllabi consisting of Theory courses, Elective Courses, Studio Courses, Theory cum studio courses, practical courses, Design / Planning Project, Dissertation and Thesis. The programme will also include seminars/ practical training, if they are specified in the Curriculum
- 4.2** The electives from the curriculum are to be chosen with the approval of the Head of Department.
- 4.3** The number of credits to be earned for the successful completion of the programme is 75 as specified in the Curriculum of the respective specialization of the P.G. Programme.
- 4.4** Each semester shall normally consist of 90 working days or 450 periods of 50 minutes duration for full time mode and 300 periods of 50 minutes duration for part time- day time/ evening mode. The HOD shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. End–Semester Examination will ordinarily follow immediately after the last working day of the semester.
- 4.5** Credits will be assigned to the courses for different modes of study as given below:  
The following will apply to all modes of P.G. programmes.
- One credit for each lecture period per week.
  - One credit for each practical period per week.
  - One credit for two studio periods per week.
- 4.6** A candidate may be permitted by the HOD to choose a maximum of two electives from other P.G. Programmes offered in the institution or in any one of the other departments of the University during the period of his /her study, provided the Head of the Department offering such a course also agrees and there is no clash in the time-table for the lecture classes.

#### **4.7 DISSERTATION:**

- 4.7.1** Dissertation is a Thesis preparation course offered in the third semester of the PG programmes. It is basically a review and critical appraisal of literature/ works done related to any coursework of the respective program. The dissertation shall be carried out under the supervision of a qualified teacher in the concerned Department. In this context “qualified teacher” means the faculty member possessing Ph.D degree or PG degree with a minimum of 3 years experience in teaching PG courses.
- 4.7.2** The Dissertation shall be pursued for a minimum of 16 weeks during the third semester.
- 4.7.3** The Dissertation Report prepared according to approved guidelines and duly signed by the supervisor(s) shall be submitted to the HOD.
- 4.7.4** The Dissertation shall be submitted within 30 calendar days from the last working day of the semester in which the Dissertation is done
- 4.7.5** If a candidate fails to submit the Dissertation on or before the specified deadline, he/she is deemed to have failed in the Dissertation and shall re-enroll the same in a subsequent semester when the course is offered next.
- 4.7.6** After submitting the Dissertation report if a candidate fails to appear for the viva-voce examinations on valid reasons he / she may apply to the Director, Academic Courses through the HOD within one week from the scheduled date of viva-voce with relevant documents for such absence. The Director after having satisfied with the reasons specified may permit the candidate to appear for the viva-voce examination within 30 days from the date of his application.

**4.8 THESIS:**

- 4.8.1** Thesis shall be carried out under the supervision of a qualified teacher in the concerned Department. In this context “qualified teacher” means the faculty member possessing Ph.D degree or PG degree with a minimum of 3 years experience in teaching PG courses.
- 4.8.2** A candidate may, however, in certain cases, be permitted to work on the project in an Industrial / Research Organization, on the recommendations of HOD, with the approval of the Chairman, FAP. In such cases, the Thesis shall be jointly supervised by a supervisor of the department and an expert from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 4.8.3** The Thesis shall be pursued for a minimum of 15 weeks during the final semester.
- 4.8.4** The Thesis Report and Drawings shall be prepared according to approved guidelines and duly signed by the supervisor(s) and shall be submitted to the HOD.
- 4.8.5** The deadline for submission of final Thesis is 60 calendar days from the last working day of the semester in which thesis is done.
- 4.8.6** If a candidate fails to submit the Thesis on or before the specified deadline, he/she is deemed to have failed in the Thesis and shall re-enroll the same in a subsequent semester when the course is offered next.
- 4.8.7** Every candidate doing M. Arch. / M. Plan. Shall, based on his/her thesis work shall be encouraged to send a paper for publication in a journal or a conference.

- 4.9** A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve his/her marks in a course or the aggregate marks / CGPA. Besides a student who has acquired the minimum number of total credits prescribed in the Curriculum for the award of the Masters Degree will not be permitted to enroll for more courses to improve his/her cumulative grade point average.
- 4.10** The medium of instruction shall be English for all courses, examinations, seminar presentations and project/thesis/dissertation reports.

## **5. FACULTY ADVISER**

To help the students in planning their courses of study and for general advice on the academic programme, the HOD of the student will attach a certain number of students to a teacher of the Department who shall function as Faculty Adviser for those students in that semester. Such Faculty Adviser shall advise the students and monitor the courses taken by the students, check the attendance and progress of the students attached to him/her and counsel them periodically. If necessary, the faculty adviser may also discuss with or inform the parents about the progress of the students.

## **6. CLASS COMMITTEE**

**6.1** A Class Committee consists of teachers of the concerned class, student Representatives, Faculty Adviser and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- Resolving academic issues experienced by students in the class room and in the studios.
- Clarifying the regulations of the degree programme and the details of rules therein.

- Informing the student representatives about the academic schedule including the number of assessments, their dates and the syllabus coverage for each assessment.
- Informing the student representatives the details of regulations regarding the weightage used for each assessment. In the case of courses such as design / Planning project/ dissertation/ thesis, etc. the breakup of marks for each module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any
- Identifying the weak students, if any and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

**6.2** The class committee for a class under a particular specialization is normally constituted by the HOD with the approval of the Chairman. However, if the students of different specializations are mixed in a class, the class committee is to be constituted by the Chairman.

**6.3** The class committee shall be constituted within a week from the commencement of the semester.

**6.4** At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.

**6.5** The chairperson of the class committee may invite the HOD and Faculty Advisers to any class committee meeting.

**6.6** The Chairman may participate in any class committee of the Institution.

**6.7** The chairperson of the class committee is required to prepare the minutes of every meeting, submit the same to the HOD within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the Director, Academic Courses by the HOD.



- 6.8** The first meeting of the class committee shall be held within 10 days from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.
- 6.9** The Class Committee excluding student members shall meet within 10 days of the completion of the End Semester Examinations to discuss and finalize grades for all courses in that semester. The results shall be approved by the HOD and published by the ACOE.
- 6.10** The Head of the Department with the approval of the Chairman of the Faculty shall appoint as Class Adviser, Faculty Adviser, Class Committee Chairman, Internal and External Examiners and Review Committee etc.

## **7. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT**

- 7.1** Every teacher is required to maintain a 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work class, the test marks and the record of class work (topic covered) separately for each course. This should be submitted to the HOD periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The HOD will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the HOD who will keep this document in safe custody (for five years). The University or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters.

## **7.2 THEORY COURSES, PRACTICAL COURSES AND THEORY CUM STUDIO COURSES.**

Three evaluations carrying 100 marks each shall be conducted by the Department out of which one shall be a test on the lines of the End semester Examination which the student shall write compulsorily. The marks obtained from the better of the two other assessments along with the test marks shall be averaged and reduced to 45 marks.

**7.2.1.** The remaining 5 marks for attendance shall be awarded as given below

76% to 80% of attendance	-	1 mark
81% to 85% of attendance	-	2 marks
86% to 90% of attendance	-	3 marks
91% to 95% of attendance	-	4 marks
96% to 100% of attendance	-	5 marks.

## **7.3 STUDIO BASED COURSES:**

Every course shall be evaluated based on the conduct of assignments / projects and the records maintained. Three evaluations shall be done as part of the internal assessment. The criteria for arriving at the internal assessment marks shall be decided (based on the recommendation of the class committee) by the HOD and shall be announced at the beginning of every semester. The Internal assessment will carry a weightage of 70% of the total marks prescribed for the course as outlined in Table 5.

## **7.4 DESIGN/ PLANNING PROJECT**

Every design/ planning project shall be continuously evaluated based on the projects conducted and records maintained and submitted at the end of each assessment period to the HOD. The criteria for arriving at the internal assessment marks shall be approved (based on the recommendation of the Class Committee) by the HOD and shall be announced at the beginning of every Semester. The internal assessment will carry a weightage of 70% of the total marks prescribed for the course as outlined in Table 5.

## **7.5 PRACTICAL COURSES**

Every practical exercise shall be evaluated based on the conduct of the exercise and records maintained. There shall be at least one mid-semester test. The criteria for arriving at the internal assessment marks shall be decided (based in the recommendation of the Class Committee) by the HOD and shall be announced at the beginning of every semester.

## **7.6 DISSERTATION/ THESIS**

There shall be a minimum of three assessments (each carrying 100 marks) during the semester by a review committee. The student shall make a presentation on the progress made before the committee. The HOD shall constitute the review committee on approval of Chairman, FAP which shall comprise of Thesis Coordinator, supervisor of the thesis/ dissertation and one external member for each branch of study. The total marks obtained in all the assessments put together, shall be reduced to a weightage of 70% of the total marks prescribed for the course as outlined in Table 5.

**7.7** If seminar is prescribed in the curriculum, the same will be evaluated by a committee constituted by the HOD through internal assessment only.

## **8. MINIMUM REQUIREMENTS TO DO THESIS**

**8.1.** A candidate shall be permitted to enroll the final semester Thesis if he/she has earned a minimum of 40 credits which shall includes credits in the compulsory courses credits as outlined in Table 4.

**8.2.** If a candidate has not earned the requisite minimum credits he/she has to complete the arrears (at least to the extent of earning the minimum credits specified) and then enroll for the thesis work in the subsequent semester.

**TABLE 4**

<b>PROGRAMME</b>	<b>Compulsory courses to be completed</b>	
M. Arch.	<b>AA 9125</b>	Advanced Architectural Design Studio I
	<b>AA 9133</b>	Dissertation
	<b>AA 9134</b>	Advanced Architectural Design Studio II
M. Arch. (Digital architecture)	<b>AA 9128</b>	Digital Design Studio I
	<b>AA 9133</b>	Dissertation
	<b>AA 9134</b>	Advanced Digital Design Studio II
M. Arch. (Landscape architecture)	<b>AA 9126</b>	Landscape Design Studio I
	<b>AA 9134</b>	Dissertation
	<b>AA 9135</b>	Advanced Landscape Design Studio II
M. Plan.	<b>MP 9116</b>	Planning Project I
	<b>MP 9125</b>	Planning Project II
	<b>MP 9134</b>	Planning Project III
	<b>MP 9133</b>	Dissertation

## 9. REQUIREMENTS FOR COMPLETION OF A SEMESTER

- 9.1 A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

Ideally every student is expected to attend all classes and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as **prolonged hospitalization / accident / specific illness**, the student is expected to earn a minimum of 75% attendance.

Therefore, he/she shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses attended by the candidate as against the total number of periods in all courses offered during that semester.

9.2 However, a candidate who secures overall attendance between 65% and 74% in the current semester due to medical reasons (prolonged hospitalization / accident / specific illness / Participation in Sports events) may apply for condonation of attendance to the Director, Academic Courses, Anna University Chennai and may be permitted to appear for the current semester examinations subject to the condition that the candidate shall submit the medical certificate attested by the Head of the Department. The same shall be forwarded to the Additional Controller of Examinations, Anna University Chennai for record purposes.

9.3 Candidates who could secure less than 65% overall attendance and candidates who do not satisfy the clauses 9.1 & 9.2 will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

## **10. REQUIREMENTS FOR APPEARING FOR THE SEMESTER EXAMINATIONS**

A candidate shall normally be permitted to appear for the semester examination if he/ she has satisfied the semester completion requirements (vide clause 9) and registered for examination in all courses of that semester. Registration is mandatory for all courses in the current semester as well as for the arrear course(s) failing which the candidate will not be permitted to move to the higher semester.

## **11. END SEMESTER EXAMINATIONS AND VIVA-VOCE EXAMINATIONS**

11.1. There shall be one end – semester examination of not less than 3 hours duration in each theory, practical and theory cum studio courses.

The examination shall ordinarily be conducted between October and December during the odd semesters and between April and June in even semesters (University Departments). The maximum marks for each theory, theory cum studio and practical courses shall be 100 comprising of

50 marks for internal assessment and 50 marks for the end – semester examinations.

- 11.2** Supplementary Examination shall be conducted in those subjects in which the candidates have arrears prior to the End Semester Examinations of a Semester.
- 11.3** The Studio based courses / Design / Planning project/ Dissertation and Thesis shall be evaluated through a Viva – Voce Examination based on a report / drawings / and records maintained.
- 11.4** The evaluation of the Studio based courses / design / Planning project / Dissertation and Thesis shall be based on the report and drawings and through a Viva–Voce Examination conducted by a panel of two External Examiners. The external examiners shall be appointed by the HOD based on the approval of the Chairman, Faculty of Architecture and Planning. The thesis coordinator and the supervisor shall also be present at the Viva-Voce Examination.
- 11.5** If a student indulges in malpractice during tests / examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

## **12. PASSING REQUIREMENTS**

### **12.1 Theory and theory cum studio based courses:**

- 12.1.1** A candidate who secures not less than 50% of total marks prescribed for the courses with a minimum of 50% of the marks prescribed for the end–semester examination shall be declared to have passed in the Examination.
- 12.1.2** If a candidate fails to secure a pass in a particular course he / she shall register and reappear for the examinations in that course during the next semester when examination is conducted in that course.

**12.1.3** The internal assessment marks obtained by the candidate is valid for a maximum of two attempts in the end semester examination, including the first appearance. From the 3<sup>rd</sup> attempt onwards the internal assessment will not be taken into account and the passing requirement shall be 50% of the total marks prescribed for the end semester examination.

**12.2 Studio course / Design/ Planning Project / Dissertation:**

**12.2.1** If a candidate does not obtain 50% of the marks prescribed for the internal assessment he/she shall not be permitted to take the viva voce examination at the end of the semester. He / she shall re-enroll for the course when the Course is offered next and shall register and reappear for the viva-voce examination in that course till he/she **secures a pass**. He/she shall also not be permitted to proceed to the next semester.

**12.2.2** A candidate who secures not less than 50% of total marks prescribed with a minimum of 50% of the marks prescribed for the viva voce examination shall be declared to have passed in the Examination.

**12.2.3** If a candidate does not secure 50% of the marks in the viva voce examination and therefore fails to secure a pass he/she may be permitted to go to the next semester and he/she shall resubmit the work with improvements within 30 days of the declaration of results and appear for a supplementary viva-voce examination. However, the internal assessment marks obtained by the candidate shall be retained and considered valid for the supplementary viva-voce examination.

**12.2.4** In such a case where the candidate fails to pass the supplementary viva-voce examination conducted, he/she shall not take the end semester examination and viva voce examination for the courses of that semester. He /she shall re-enroll for the course in which he fails to secure a pass when the course is offered next and shall register and reappear for the viva – voce examination in that course till he/she secures a pass. He/she shall also not be permitted to proceed to the next semester.

### **12.3 THESIS:**

- 12.3.1** If a candidate does not obtain 50% of the marks prescribed for the internal assessment he/she shall not be permitted to take the viva-voce examination at the end of the semester. He/she shall re-enroll for the course when the course is offered next and shall register and reappear for the viva voce examination in that course till he/she secures a pass.
- 12.3.2** A Candidate who secures not less than 50% of total marks prescribed with a minimum of 50% of the marks prescribed for the viva voce examination shall be declared to have passed in the examination.
- 12.3.3** If a candidate does not secure 50% of the marks in the viva voce examination and therefore fails to secure a pass he/she shall resubmit the thesis within 30 days of the declaration of results and appear for the supplementary viva-voce examination. However, the internal assessment marks obtained by the candidate shall be retained and considered valid for the supplementary viva voce examination.

### **12.4 Weightages**

The weightage for the different courses shall be outlined in Table 6

**TABLE 5**

<b>Courses</b>	<b>Internal assessment</b>	<b>End semester Examination</b>	<b>Viva – voce examination</b>
(i) Theory courses, practical courses and theory cum studio courses	50%	50%	-
(ii) Studio courses/ design/ Planning project/ dissertation	70%	-	30%
(iii) Thesis	70%	-	30%



### 13.0 AWARD OF LETTER GRADES

13.1 All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain points, will be awarded as per the range of total marks (out of 100) obtained by the candidate, as detailed below:

Range of total marks	Letter grade	Grade Points
91 to 100	S	10
****	A	9
****	B	8
****	C	7
****	D	6
****	E	5
0 to 49	U	0
****	I	0
****	W	0

“U” denotes **reappearance** is required for the examination in the course. (This grade will figure both in Marks Sheet as well as in Result Sheet “W” denotes **withdrawal** from the course).

The Grade “I” denotes inadequate attendance (as per clause 9) and hence prevention from writing the end semester examination.

The Grade “I” and “W” will figure only in the Result Sheets.

The mark ranges for all the other grades will be decided by the class committee taking into account the above guide lines.

13.2 After results are declared, Grade Sheets will be issued to each student which shall contain the following details:

- (i) The institution in which the candidate has studied
- (ii) The list of courses enrolled during the semester and the grade scored.
- (iii) The Grade Point Average (**GPA**) for the semester and
- (iv) The Cumulative Grade Point Average (**CGPA**) of all courses enrolled from first semester onwards.

**GPA** is the ratio of the sum of the number of credits of courses enrolled and the points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

$$\mathbf{GPA} = \frac{\text{Sum of [ C * GP]}}{\text{Sum of C}}$$

**CGPA** will be calculated in a similar manner, considering all the courses enrolled from first semester. “**U**”, “**I**” and “**W**” grades will be excluded for calculating **GPA** and **CGPA**.

**13.3** Whenever regular students are not there and only arrear students take up the examinations, the letter grades will be awarded based on the range of marks used in the immediately preceding end-semester examinations.

#### **14.0 ELIGIBILITY FOR THE AWARD OF THE DEGREE**

**14.1** A Student shall be declared to be eligible for the award of the Degree if he/ she has:

- Successfully acquired the required credits as specified in the curriculum corresponding to his/her programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit/industrial training, if any, as prescribed in the curriculum.

**14.2** The award of the degree must be approved by the Syndicate.

## **15. CLASSIFICATION OF THE DEGREE AWARDED**

**15.1** A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters securing a CGPA of not less than **8.50** shall be declared to have passed the examination in **First Class with Distinction**. For this purpose the withdrawal from examination (vide clause 16) will not be construed as an appearance. Further, the authorized break of study (vide clause 17- iii) will not be counted for the purpose of classification.

**15.2** A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses within the specified minimum number of semesters reckoned from his / her commencement of study plus one year securing a CGPA of not less than **6.50** shall be declared to have passed the examination in **First Class**. For this purpose the authorized break of study (vide clause 17- iii) will not be counted for the purpose of classification.

**15.3** All other candidates (not covered in clauses 15.1 and 15.2) who otherwise qualify for the award of the degree (vide Clause 14) shall be declared to have passed the examination in **Second Class**.

**15.4** A candidate who is absent in end semester examination / viva – voce examination in a course after having enrolled for the same shall be considered to have appeared in that examination for the purpose of classification.

**15.5** A candidate can apply for revaluation of his/her semester examination answer paper in a theory or theory cum studio course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the ACOE, through the HOD concerned. The ACOE will

arrange for the revaluation and the results will be intimated to the candidate concerned through the HOD. Revaluation is not permitted for practical courses, studio courses, planning project, design, dissertation and thesis.

#### **16. PROVISION FOR WITHDRAWAL FROM EXAMINATION:**

(i) A candidate may, for valid medical reasons, be granted permission to withdraw from appearing for any course or courses of only one semester examination during the entire duration of the degree programme. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought.

(ii) Withdrawal application shall be valid only if the candidate is, otherwise, eligible to write the examination and only if it is recommended by the HOD and submitted to the Director, Academic Courses, prior to the commencement of the examination in that course or courses.

(iii) Withdrawal application is to be made within TEN days prior to the commencement of the examination”.

(iv) “Withdrawal is NOT permitted for arrears Examination of the previous semesters”.

(v) Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

(vi) Withdrawal shall not be construed as an appearance for the eligibility of a candidate for purpose of classification vide Clause 15.1 and 15.2.

#### **17. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME**

17.1 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and rejoin the

programme in a later semester, permission may be granted based on the merits of the case provided he / she applies to the Director, Academic Courses in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Department stating the reasons therefor and the probable date of rejoining the programme.

However, if the candidate has not completed the first semester of the programme, Break of Study will not be considered.

17.2 The candidate permitted to rejoin the Programme after the break shall be governed by the rules and regulations in force at the time of rejoining.

17.3 The authorized break of study will not be counted for the duration specified for passing all the courses for the purpose of classification. ( vide Clause 15.1 and 15.2).

17.4 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 3 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree (vide clause 14).

17.5 If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 17.3 is not applicable for this case.

## **18. FIELD / SITE VISIT**

Every student is expected to undergo one field / site visit for every course offered. The teacher shall take the students for at least one field/site visit in the semester.

## **19. DISCIPLINE**

Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University/ College. In the event

of an act of indiscipline being reported, the Dean shall constitute a disciplinary committee consisting of the Dean, HOD of the faculty of the student and one senior professor from another Department to enquire into the acts of indiscipline and notify the University about the disciplinary action recommended for approval.

## **20. REVISION OF REGULATION AND CURRICULUM**

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary.

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