

ANNA UNIVERSITY :: CHENNAI - 600 025
UNIVERSITY DEPARTMENTS
REGULATIONS 2015
CHOICE BASED CREDIT SYSTEM
COMMON TO M.Arch./M.Plan. DEGREE PROGRAMMES

(For the students admitted to M.Arch./M.Plan. Degree programmes at University Departments from the Academic year 2015-2016 onwards).

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this regulation, unless the context otherwise specifies:

- i. **"Programme"** means PG Degree Programme i.e. 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 course 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 for implementation of relevant rules and regulations.
- v. **"Additional Controller of Examination"** means the authority of the University who is responsible for all activities of End Semester Examinations of the University Departments.
- vi. **"Head of the Institution"** means the Dean of the campus.
- vii. **"Chairman"** means Head of the Faculty.
- viii. **"Head of the Department"** means Head of the University Department concerned.
- ix. **"University"** means ANNA UNIVERSITY, CHENNAI.

2. ADMISSION PROCEDURE

- 2.1** Students 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 or any other examination of any University or authority accepted by the Syndicate of Anna University as equivalent thereto.
- 2.2** However, the Syndicate of the University may decide to restrict admission in any particular year to students having a subset of qualifications prescribed at the time of admission.
- 2.3** Notwithstanding the qualifying examination the student 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.

- 2.4 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.

3. PROGRAMMES OFFERED

- 3.1 A student may be offered admission to any one of the following programme of study approved by the University.

1. M.Arch.
2. M.Plan.

Details of programme currently being offered by the University are listed Annexure 1.0

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorization of Courses

Every Post Graduate Degree Programme M.Arch./M.Plan. will have curriculum and syllabi consisting of Theory courses, Elective courses, Studio Courses, Theory cum Studio courses, Design / Planning Project, Dissertation, Internship Training and Thesis. These will be categorized as follows:

- i. **Professional Core (PC)** courses include the core courses relevant to the chosen specialization/branch
- ii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/branch. The electives from the curriculum are to be chosen with the approval of the Head of Department. A student 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.
- iii. **Employability Enhancement Courses (EEC)** include Design/Studio Courses, Dissertation, Thesis and Project etc.

4.2 Number of Courses per semester

Curriculum of a semester shall normally have a blend of lecture courses and practical courses including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3.

4.3 Credit Assignment

Each course is assigned certain number of credits based on the following:

TABLE 1

Contact period per week	CREDITS
1 Lecture Period	1
2 Tutorial Periods	1
2 Studio/Practical Periods	1

The Contact Periods per week for Tutorials and Practical can only be in multiples of 2.

4.4 Project / Field Visits and Educational Tour

For students of M.Arch./M.Plan programme participating in Field visit for Design Studio/ Planning project is compulsory.

In addition, all M.Plan students are expected to undertake an educational tour except in the case of health reasons/participation in sports/ participation in International exchange programmes approved by the University with prior permission and approved by Centre for Academic Courses.

4.5 Dissertation:

4.5.1 Dissertation is a Thesis preparation course offered in the penultimate semester of the PG programmes. It is basically a review and critical appraisal of literature/ works done related to any coursework of the respective programme. 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 (i) PG degree with relevant specialization with a minimum of 3 years experience in teaching PG courses or (ii) Ph.D degree in relevant discipline.

4.5.2 The Dissertation Report prepared according to approved guidelines and duly signed by the supervisor(s) shall be submitted to the Head of the Department. The Dissertation shall be submitted within 20 calendar days from the last working day of the semester in which the Dissertation is done. In case, if that day happens to be a public holiday, the next working day will be considered as the date of submission

4.6 Thesis:

4.6.1 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 (i) PG degree with relevant specialization with a minimum of 3 years experience in teaching PG courses or (ii) Ph.D degree in relevant discipline.

4.6.2 A student 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. 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.

4.6.3 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.

4.6.4 The deadline for submission of final Thesis is 30 calendar days from the last working day of the semester in which thesis is done and if that happens to a public holiday, then the next working day may be considered for submission

4.6.5 Every student doing M. Arch. / M. Plan. shall be encouraged to send a paper for publication in a journal or a conference based on his/her thesis work.

4.7 Internship Training

For M.Plan., Internship Training of 4 weeks full time will be undertaken during the vacation in an Organization engaged in Planning activities and approved by the Department.

4.8 One Credit Courses

One credit courses shall be offered by a Department with the prior approval from Centre for Academic Courses. The details of the syllabus, time table and faculty may be sent to the Centre for Academic Courses after approval from the Departmental Consultative Committee concerned. The credits earned through the one credit courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. Students can take a maximum of two one credit courses. They shall be allowed to take one credit courses offered in other Departments with the permission of Head of the Department offering the course.

4.9 Online Courses

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Departmental Consultative Committee and Centre for Academic Courses subject to a maximum of three credits. This online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Anna University. In case of credits earned through online mode from a University approved by appropriate authorities of Anna University, the credits may be transferred after due approval procedures from Departmental Consultative Committee and Centre for Academic Courses.

4.10 Self Study Courses

4.10.1 Students may be permitted to credit only one Self Study course with the approval of Departmental Consultative Committee and Centre for Academic Courses .

4.10.2 The Department / Centre / Division may offer self study courses. The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need to be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded through the Chairman, Faculty to the Centre for Academic Courses for the formal approval of the course by the academic bodies, preferably before the commencement of the semester. The self study course of 3 credits can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

4.11 Medium of Instruction

The medium of instruction is English for all courses, examinations, seminar presentations and project / thesis / dissertation reports.

5. DURATION OF THE PROGRAMMES

5.1 Minimum and maximum period for completion of the P.G. Programmes are given below in Table 2.

TABLE 2

Programme	Min. No. of Semesters	Max. No. of Semesters
M. Arch.- Full-time	4	8
M. Plan.- Full-time	4	8

5.2 Each semester shall normally consist of 90 teaching days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.

5.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the degree (vide clause 14).

6. COURSE ENROLLMENT AND REGISTRATION

- 6.1** Every student shall enroll for the course of the succeeding semester in the current semester. However, the student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the concerned semester.
- 6.2** No course shall be offered by a Department unless a minimum of 5 students register for that course.
- 6.3** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
- 6.3.1** Each student on admission shall register for **all the courses prescribed in the curriculum** in the student's **first Semester of study**.
- 6.3.2** The enrollment for all the courses of the Semester II will commence 10 working days prior to the last working day of Semester I. The student shall confirm the enrollment by registering for the courses within the first five working days after the commencement of the Semester II. However, the student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

If the student wishes, the student may drop or add courses (vide clause 6.5) within **five** working days after the commencement of the concerned semester and complete the registration process duly authorized by the Faculty-in-Charge of the Programme.

- 6.3.3** The enrollment for the courses of the III Semester to Final Semester will commence 10 working days prior to the last working day of the preceding semester. The student is allowed to register for courses for which the student has not enrolled, if these are the courses in which the student has failed.

6.4 MINIMUM CREDITS TO REGISTER FOR THESIS

- 6.4.1** A student 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 3.
- 6.4.2** If the student has not earned the requisite minimum credits, the student cannot enroll for the Thesis. In such a case, the student can enroll for the project work in the subsequent semester, only after earning the minimum credits specified.

TABLE 3

PROGRAMME	Compulsory courses to be completed
M. Arch.	Advanced Architectural Design Studio I
	Advanced Architectural Design Studio II
	Advanced Architectural Design Studio III
	Dissertation
M. Arch. (Digital Architecture)	Architectural Visualization Studio
	Digital Design Studio I
	Digital Design Studio II
	Dissertation
M. Arch. (Landscape Architecture)	Advanced Landscape Design Studio I
	Advanced Landscape Design Studio II
	Advanced Landscape Design Studio III
	Dissertation
M. Plan.	Planning Project I
	Planning Project II
	Planning Project III
	Dissertation

6.5 Flexibility to Add or Drop courses

6.5.1 A student has to earn the total number of credits as specified in the curriculum of the respective Programme of study. However, if the student wishes, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme.

6.5.2 From the II to final semesters, the student has the option of registering for additional courses or dropping existing courses. Total number of credits of such courses cannot exceed 6. However the maximum number of credits the student can register in a particular semester cannot exceed 30 credits (including courses for which the student has done reappearance registration (vide clause 6.6)).

6.6 Reappearance Registration

6.6.1 If a student fails in a theory course, the student shall do reappearance registration for that course in the subsequent semester when it is offered next. The student shall earn Continuous Assessment marks and attend end semester examination.

6.6.2 The student may attend the classes for the reappearance registration courses, if the student wishes. However, the attendance requirement (vide clause 7) is not compulsory for such courses.

6.6.3 If the theory course, in which the student has failed, is an elective, the student may register for some other elective course in the subsequent semesters.

6.6.4 The student who fails in any Studio Course/ Design/ Planning Project/ Dissertation and Thesis even after subsequent attempt (Clause 11.1.5.2) shall repeat the same in the subsequent semester, when offered next, and **repeat** the course. In this case, the student shall attend the classes, satisfy the attendance requirements (vide clause 7), earn Continuous Assessment marks and appear for the End Semester Viva Voce Examinations.

6.6.5 If a student is prevented from writing end semester examination of a course due to lack of attendance, the student has to repeat the course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 7. If the course, in which the student has lack of attendance, is a Professional Elective or an Open Elective, the student may register for some other Professional Elective or Open Elective course respectively in the subsequent semesters.

7. REQUIREMENTS FOR APPEARING FOR THE END SEMESTER EXAMINATION OF A COURSE

A student who has fulfilled the following conditions (vide clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular course.

- 7.1** Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.
- 7.2** If a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.
- 7.3** A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 7.4** Students who do not satisfy clause 7.1 and 7.2 and who secure **less than 65%** attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and repeat this course in a subsequent semester when it is offered next (vide clause 6.6.5).

- 7.5** In the case of reappearance registration for a course (vide Clause 6.6), the attendance requirement as mentioned in Clauses 7.1 - 7.3 is not applicable. However, the student has to register for examination in that course by paying the prescribed fee.
- 7.6** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades.
- 7.7** If a student, does not secure 80 % attendance in the field visits undertaken for the 'Planning Project' courses, he/she shall not be permitted to appear for the End Semester Examination of that particular 'Planning Project course'.

8. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in Registration and Reappearance Registration of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To authorize the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.

9. COURSE COMMITTEES

9.1 Common Course Committee

A theory course handled by more than one teacher shall have a "Common Course Committee" comprising of all teachers teaching that course and some students who have registered for that course. There shall be two student representatives from each batch of that course. One of the teachers shall be nominated as Course Coordinator by the Faculty Chairman duly approved by the Director, Academic Courses.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to the whole batch.

In addition the "Common Course Committee" (without the student representatives) shall meet to ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10).

Wherever feasible, the common course committee (without the student representatives) shall prepare a common question paper for the continuous assessment tests also. The question paper for the end semester examination is common and shall be set by the Course Coordinator in consultation with all the teachers.

9.2 Multiple Courses Committee

If a programme has in a semester, course(s) handled by a single teacher, there will be a "Multiple Courses Committee" comprising of all the above teachers and two student representatives from each course. One of the above teachers, nominated by the Head of the Department shall coordinate the activities of this committee. The functions of this committee is similar to that of the common course committee, which is as follows:

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of commencement of the semester. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students.

9.3 Overall Monitoring Committee

In addition, there shall be a overall monitoring committee for each semester of a programme which comprises of (i) the Course Coordinators / Course teachers (as applicable), (ii) the senior Faculty of the Department and (iii) the Head of Department. This overall monitoring committee shall meet periodically to discuss academic related matters, progress and status of the students of the semester concerned.

9.3.1 The overall monitoring committee can invite the Faculty Advisors or students of the semester concerned for any of the committee meetings if necessary.

9.3.2 The Overall Monitoring Committee shall fix the dates for the submission of portfolios/ records/ drawings for all studio courses/ Design/ Planning Project/ Dissertation/ Thesis.

10. ASSESSMENT PROCEDURES FOR AWARDING MARKS

Every Post Graduate Degree Programme, i.e. M.Arch./M.Plan. will have curriculum and syllabi consisting of Theory courses, Elective courses, Studio Courses, Theory cum studio courses, Design / Planning Project, Dissertation, Internship Training and Thesis.

Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) University examination at the end of the semester.

For Theory, Theory cum Studio and Internship Training out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks.

The continuous assessment is 70 marks for Studio courses, Dissertation, Design/ Planning Project and Thesis and the viva-voce examination carries 30 marks.

Internship Training shall be evaluated by viva voce examination only.

(i.e.) Each course shall be evaluated for a maximum of 100 marks as shown below:

TABLE 4

S.No	Category of course	Continuous Assessments	End-Semester /Viva-Voce Examinations
i.	Theory/ Elective Courses	50 Marks	50 Marks
ii.	Theory cum Studio Courses	50 Marks	50 Marks
iii.	Internship Training	-	50 Marks
iv.	Studio Courses /Design/Planning Project/ Dissertation	70 Marks	30 Marks
v.	Thesis	70 Marks	30 Marks

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work, 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.

There shall be one end semester examination of not less than 3 hours duration in each theory, theory cum studio and elective 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).

10.1 Assessment for Theory, Elective Courses

For Theory Courses out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks.

Continuous Assessment comprises of two assessments of equal weightage, conducted by the course instructor / coordinator / department. The total marks obtained in the **2 assessments / assignment** put together shall be reduced to 50 marks and rounded to the nearest integer. A minimum of two assessments would be conducted in a day (in the case of tests and they would be of one and a half hours durations each) students will not have regular classes on the scheduled day of these tests. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board a **Reassessment / Assignment submission** may be given at the end of the semester after getting approval from the Head of the Department through the concerned course instructor.

The University examinations for theory courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

If a student has failed (vide clause 11) in a theory course, the continuous assessment marks the student has earned is no longer valid. The student on doing reappearance registration has to appear for the assessments along with the current batch of students and earn continuous assessment marks again.

10.2 Assessment for Theory Cum Studio Courses

The maximum marks for Continuous Assessment shall be 50 in case of theory cum studio courses. Three assessments for theory cum studio courses each carrying 100 marks shall be conducted by the Department. At least one should be in the form of a test in the lines of the End Semester Examination and the other two assessments can be in the form of assignments, drawing plates, models, etc.

The total marks obtained in all the assessments put together out of 300, shall be reduced to a weightage of 50 marks and rounded to nearest integer.

The University examinations for Theory cum Studio courses will be of 3 hours duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

If a student has failed (vide clause 11) in a Theory cum Studio course, the continuous assessment marks the student has earned is no longer valid. The student on doing reappearance registration has to appear for the assessments along with the current batch of students and earn continuous assessment marks again.

10.3 Assessment for Studio Based Courses:

Every Studio based 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 course committee) by the Head of the Department 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.

For Studio Courses students shall submit final presentation drawings/ models for viva voce examination on the date of submission fixed by the Course Committee Meeting and approved by the Head of the Department. The Viva-Voce examinations for all studio courses shall be conducted at the end of the Semester by two external examiners appointed by the Head of the Department and approved by the Chairman, Faculty for a weightage of 30% of the total marks. The course instructor shall also be present at the Viva-Voce Examination.

The student who fails (vide clause 11) in the Studio course shall register for the same in the subsequent semester, when offered next, and repeat the Studio course again.

10.4 Assessment for Design/ Planning Project/ Dissertation

Every Design/ Planning Project/Dissertation shall be continuously evaluated based on the projects conducted and records maintained and submitted at the end of each assessment period to the Head of the Department. The criteria for arriving at the internal assessment marks shall be approved (based on the recommendation of the Multiple Course Committee) by the Head of the Department and shall be announced at the beginning of every Semester. The continuous internal assessment will carry a weightage of 70% of the total marks prescribed for the course.

For Design/ Planning Project/Dissertation students shall submit final report / presentation drawings/ models for viva voce examination on the date of submission fixed by the Course Committee and approved by the Head of the Department. The Viva-Voce examinations for all studio courses shall be conducted at the end of the Semester by one / two external examiners appointed by the Head of the Department and approved by the Chairman, Faculty for a weightage of 30% of the total marks. The coordinator and supervisor shall also be present at the Viva-Voce Examination.

10.5 Assessment of Internship Training

The student shall submit an Internship Report with the completion certificate issued by the firm / organization wherein the student had undergone Internship. A Viva Voce Examination, on the basis of Internship Report submitted by the student will be conducted by a Committee comprising one Internal and one External Examiner.

10.6 Assessment for 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 Head of the Department shall constitute the review committee on approval of Chairman, which shall comprise of Thesis Coordinator, supervisor of the thesis 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.

Thesis students shall submit final report / presentation drawings/ models for viva voce examination on the date of submission fixed by the Course Committee Meeting and approved by the Head of the Department. The Viva-Voce examinations shall be conducted at the end of the Semester by one / two external examiners appointed by the Head of the Department and approved by the Chairman, Faculty for a weightage of 30% of the total marks. The coordinator and the supervisor shall also be present at the Viva-Voce Examination.

The student is expected to obtain a minimum of 50% in the end semester examination (Viva - voce) in order to obtain pass in the Thesis.

The student who fails (vide clause 11) in the Thesis shall register for the same in the subsequent semester, when offered next, and repeat the Thesis again.

10.7 Assessment for One Credit Course

The one credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee

consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior Faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance.

10.8 Assessment for Online Course

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Departmental Consultative Committee and Centre for Academic Courses subject to a maximum of three credits. This online course of 3 credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Anna University. The Head of the Department may identify a faculty member as coordinator for the course, who is responsible for evaluation process. The course shall be evaluated through the End Semester Examination only. A committee consisting of the Head of the Department, coordinator and a senior Faculty member nominated by the Head of the Department shall assign the grades to the students based on their relative performance.

In case of credits earned through online mode from a University approved by appropriate authorities of Anna University, the credits may be transferred and grades shall be assigned by a committee consisting of Chairman of the Faculty concerned, Head of the Department and Senior faculty member nominated by the Chairman.

10.9 Assessment for Self Study Course

Students may be permitted to credit at the most one Self Study course with the approval of Departmental Consultative Committee and Centre for Academic Courses.

The Department / Centre / Division may offer self study courses. The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Centre for Academic Courses for the formal approval of the course by the academic bodies, preferably before the commencement of the semester. The self study course of 3 credits can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

11. PASSING REQUIREMENTS

11.1 The Passing requirement for a student in a course is determined statistically based on the analysis of the marks obtained both in Continuous Assessment and End Semester Examinations. A student who earns a minimum of 6 grade points in a course is declared to have successfully passed the course.

11.1.1 If a student fails to secure a pass in a Theory and Theory cum studio courses (except electives), the student shall do reappearance registration for that course in the subsequent semester, when offered next, earn continuous assessment marks and attend the end semester examination.

11.1.2 If the course, in which the student has failed, is an elective, the student may be permitted to register for the same or any other elective course in the subsequent semesters, attend the classes and fulfill the attendance requirements as per Clause 7.

11.1.3 If a student fails to secure a pass in Dissertation, the student shall repeat the course again, when offered next.

11.1.4 If a student fails to secure a pass in Internship Training, the student shall repeat the course again, when offered next.

11.1.5 If a student fails to secure a pass in examinations of studio courses comprising of Architectural Design/ Planning Project and Thesis, the student 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.

In such a case where the candidate fails to pass the supplementary Viva-Voce examination conducted, the student shall not take the end semester examination and Viva Voce examination for the courses of that semester. The student shall repeat the course in which he fails to secure a pass when the course when it is offered next secure fresh internal assessment and submit the Architectural Design/ Planning Project and Thesis as in the case of a regular student.

11.2 The Thesis shall be submitted within 30 calendar days from the last working day of the semester. If that day happens to be a public holiday, the next working day will be considered as the date of submission

11.3 The passing requirement for one credit course shall be 50% of the marks prescribed for the course(**Internal assessment only**).

- 11.4 A student can apply for reevaluation of the student's semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee along with prescribed application to the Additional Controller of Examination through the Head of Departments. The Additional Controller of Examination will arrange for the reevaluation and the results will be intimated to the student concerned through the Head of the Department. Reevaluation is not permitted for Studio courses/ Design/Planning Project/ Dissertation/Internship Training/ Thesis.

12. AWARD OF LETTER GRADES

- 12.1. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

TABLE 6

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Above average)	6
RA (Reappearance Registration)	0
SA (Shortage of Attendance)	0

The range of marks for each grade is decided automatically by the system based on statistical methods.

'RA' denotes Reappearance registration is required for that particular course.

'SA' denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

- 12.2 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title '**Value Added Courses**'. The other grades RA, SA **will not figure in the mark sheet.**

13. GPA AND CGPA CALCULATION

- 13.1 The coordinator of the common course committee / multiple courses committee (excluding the student members) shall call for a meeting of the committee after the end-semester examinations, to pass the results and forward the same to the Additional Controller of the Examinations. After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- the list of courses registered during the semester and the grades scored.
- the Grade Point Average (GPA) for the semester and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards.

During each semester, the list of courses registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of courses registered and the grade 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.

$$\text{GPA} = \frac{\sum_{i=1}^n c_i GP_i}{\sum_{i=1}^n c_i}$$

Where C_i - is the Credits assigned to the course

GP_i - is the grade point corresponding to the letter grade obtained for each course

n - is number of all Courses successfully cleared during the particular semester in the case of GPA and during all the semesters in the case of CGPA.

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. "RA" and "SA" grades will be excluded for calculating GPA and CGPA.

- 13.2** The credits earned through one credit courses shall not be considered for calculating GPA and CGPA.
- 13.3** If a student studies more number of electives than required as per the student's programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

14. ELIGIBILITY FOR THE AWARD OF DEGREE

- 14.1.** A student shall be declared to be eligible for the award of the PG Degree (M.Arch./M.Plan)., provided the student has
- Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
 - Successfully completed the field visit/ industrial training, if any, as prescribed in the curriculum.

- iii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the student was admitted.
- iv. Successfully completed any additional courses prescribed by the Director, Academic Courses whenever readmitted under regulations other than R-2015 (vide clause 16.3)
- v. No disciplinary action pending against the student.
- vi. The award of Degree must have been approved by the Syndicate of the University.

14.2. CLASSIFICATION OF THE DEGREE AWARDED

14.2.1 FIRST CLASS WITH DISTINCTION:

A student who satisfies the following conditions shall be declared to have passed the examination in First class with Distinction:

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorised break of study of one year. Withdrawal from examination (vide Clause 15) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

14.2.2 FIRST CLASS:

A student who satisfies the following conditions shall be declared to have passed the examination in **First class**:

- Should have passed the examination in all the courses of all four semesters **within three years** , which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **7.00**

14.2.3 SECOND CLASS:

All other students (not covered in clauses 14.2.1 and 14.2.2) who qualify for the award of the degree (vide Clause 14.1) shall be declared to have passed the examination in **Second Class**.

- 14.2.4** A student who is absent in End Semester Examination in a course / project work after having registered for the same shall be considered to have appeared in that examination (except approved withdrawal from end semester examinations as per clause 15) for the purpose of classification.

15. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

- 15.1** A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Academic Courses through HOD with required documents.
- 15.2** Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 15.3** Notwithstanding the requirement of mandatory TEN working days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 15.4** Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 15.5** Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years as per clause 14.2.1.

16. BREAK OF STUDY FROM A PROGRAMME

- 16.1** A student is permitted to go on break of study for a maximum period of one year either as two breaks of one semester each or a single break of one year
- 16.2** The student applies for break of study, the student shall apply to the Director, Academic Courses in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department. In the case of short term employment/ training/ internship, the application for break of study shall be approved and forwarded by the Departmental Consultative Committee to the Director, Centre for Academic Courses.
- 16.3** The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.

- 16.4** The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 14).
- 16.5** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Academic Courses through the concerned Head of the Department before the end of the semester in which the student has taken break of study.
- 16.6** If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

17. DISCIPLINE

- 17.1** 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. The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the departments to which the student concerned belongs, and the Head of another department to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted by the Registrar of the University for taking final decision.
- 17.2** If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

18. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

The University may from time to time revise, amend or change the Regulations, Curriculum, Syllabus and Scheme of examinations through the Academic Council with the approval of the Syndicate.

Annexure 1.0

A student may be offered one of the following PG programmes of study approved by the University. A student of a programme should earn the credits specified against it to enable the student to be eligible to be awarded the degree.

SL.NO.	NAME OF THE PROGRAMME	CREDITS TO BE EARNED
1.	M. Arch.	72
2.	M. Arch (Landscape Architecture)	72
3.	M. Arch. (Digital Architecture)	72
4.	M. Plan.	72