

ANNA UNIVERSITY : CHENNAI 600 025
REGULATIONS 2013
CREDIT SYSTEM
AFFILIATED INSTITUTIONS
FACULTY OF ARCHITECTURE AND PLANNING
POST GRADUATE PROGRAMME

(This Regulation is effective from the academic year **2013-2014** and applicable to the students to be admitted in **Architectural Institutions / Engineering Colleges (Non-Autonomous) Affiliated to Anna University Chennai under the Faculty of Architecture and Planning**).

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g. M.Arch. Degree Programme.
- ii. **“Specialization”** means a discipline of M.Arch. Degree Programme like “Real Estate Development”, Environmental Architecture, etc.
- iii. **“Course”** means a Theory, Theory cum studio, studio or Practical subject that is normally studied in a semester, like Contemporary Processes in Architectural Design, Sustainable and Green Building Design, Real Estate Finance, Construction Project Management, Environmental Impact Assessment etc.
- iv. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University for implementation of relevant rules of this Regulations.
- v. **“Controller of Examinations (COE)”** means the Authority of the University who is responsible for all activities of the University Examinations.
- vi. **“Head of the Institution”** means the Principal of a College / Institution who is responsible for all academic activities of that College / Institution and for implementation of relevant rules of this Regulation.
- vii. **“Chairman”** means the Head of the Faculty.
- viii. **“Head of the Department”** means Head of the concerned Department of the College
- ix. **“University”** means ANNA UNIVERSITY CHENNAI.

2. PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 PG 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

M. Arch. (General)
M. Arch. (Real Estate Development)
M. Arch. (Environmental Architecture)

2.2 MODES OF STUDY

2.2.1 Full-Time:

Candidate admitted under 'Full-Time' should be available in the College/Institution 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.

Sponsored candidates from Government departments and faculty members from Affiliated colleges of Anna University are only permitted for part-time - day-time mode.

2.2.3 Conversion from one mode of study to the other is not permitted.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission for the first semester of the Post Graduate degree program 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 the University as equivalent thereto.

TABLE 2

Degree	Qualifications required for admissions
M.Arch.	B. Arch./ AIIA *
M.Arch.(RED)	B.Arch. / B.E.(Civil)**/AIIA*
M.Arch. (EA)	B.Arch. /AIIA*

***Candidates who have qualified with AIIA and registered with Council of Architecture only are eligible.**

****Candidates with B.E. (Civil) are not eligible to register with Council of Architecture.**

- 2.3.2** However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualification 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 (Day-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 (day-time) mode of study shall have his /her permanent place of work within a distance of 65km from the study campus of the college/institution.

3. DURATION OF THE P.G.PROGRAMME:

- 3.1** Minimum and maximum period for completion of the P.G. Programme are given below in Table 3.

TABLE 3

Programme		Min. No. of Semesters	Max. No. of Semesters
M. Arch.	- Full-Time	4	8
M. Arch.(RED)	- Full-Time	4	8
M.Arch. (EA)	- Full-Time	4	8
M. Arch.	Part-Time (Day-Time)	6	12
M. Arch.(RED)			
M. Arch. (EA)			

4. STRUCTURE OF THE PROGRAMME

- 4.1** Every programme will have curriculum and syllabi consisting of Theory courses, Studio Courses, Theory cum studio courses, Dissertation and Thesis. The programme will also include seminars/ professional training/ if they are specified in the Curriculum
- 4.2** The number of credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.

4.3 Each semester shall normally consists 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. 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. For the purpose of calculation of attendance requirement or writing the end semester examinations (as per clause 9) by students, following method shall be used.

$$\text{Percentage of Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No.of periods / week as prescribed in the curriculum}) \times 15 \text{ taken together for all courses of the semester}} \times 100$$

End–Semester Examination will ordinarily follow immediately after the last working day of the semester.

4.4 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 two practical periods per week.
- One credit for two studio periods per week.

4.5 DISSERTATION:

4.5.1 Dissertation is a Thesis preparation course offered in the third semester of the PG programs. 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 (i) Ph.D. degree in relevant discipline or (ii) PG degree in the relevant discipline with a minimum of 3 years experience in teaching.

4.5.2 The Dissertation shall be pursued for a minimum of 16 weeks during the third semester.

4.5.3 The Dissertation Report prepared according to approved guidelines and duly signed by the supervisor(s) shall be submitted to the HOD.

4.5.4 The Dissertation shall be submitted within 20 calendar days from the last working day of the semester in which the Dissertation is done

4.5.5 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.

4.6 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) Ph.D. degree in relevant discipline or (ii) PG degree in the relevant discipline with a minimum of 3 years experience in teaching.
- 4.6.2** 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 Head of Institution. 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 shall be pursued for a minimum of 15 weeks during the final semester.
- 4.6.4** 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.
- 4.6.5** The deadline for submission of final Thesis is 30 calendar days from the last working day of the semester in which thesis is done.
- 4.6.6** 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.
- 4.6.7** Every candidate shall be encouraged to send a paper for publication in a journal or a conference based on his/her thesis work.

4.7(a) SEMINAR / WORKSHOP (If applicable)

The candidates are expected to present a seminar and /or workshop on selected theme on the chosen topics.

4.7(b) PROFESSIONAL TRAINING (If applicable)

If Professional training is prescribed it shall be of 6 weeks full time or 12 weeks part time with the concerned office at any time during the semester as decided by the institution offering the course.

- 4.8** A student who has acquired the minimum number of 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.
- 4.9** The medium of instruction shall be English for all courses, examinations, design studio, seminar presentations and project/thesis/ dissertation reports / professional training report.

5. CLASS ADVISER

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the Head of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HoD and the students of the respective class.
- To collect and maintain various statistical details of students.
- To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- To monitor the academic performance of the students including attendance and to inform the class committee.
- To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

6 CLASS COMMITTEE

6.1 A Class Committee consists of teachers of the concerned class, student representatives 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:

- Solving problems experienced by students in the class room and in the laboratories.
- Clarifying the regulations of the programme and the details of rules therein.
- Informing the student representatives, the "academic schedule" including the dates of assessments and the syllabus coverage for each assessment period.
- Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar / professional training etc.) the breakup of marks for each experiment/ exercise/ 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 improving the Students Performance
- Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

6.2 The class committee for a class under a particular programme is normally constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee is to be constituted by the Head of the Institution.

- 6.3 The class committee shall be constituted on the first working day of any semester or earlier.
- 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 shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.
- 6.6 The Head of the Institution 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 Head of the Institution 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 management by the Head of the Institution.
- 6.8 The first meeting of the class committee shall be held within one week 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.

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 the test mark, and record of class work (topics 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 signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution 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

The maximum marks for Internal Assessment shall be 20% of the total marks prescribed for the course. 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 two other assessments along with the test marks shall be averaged and reduced to 20 marks.

7.3 THEORY CUM STUDIO COURSES:

The maximum marks for Internal Assessment shall be 40% of the total marks prescribed for the course. Three assessments 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 two other assessments along with the test marks shall be averaged and reduced to 40 marks.

7.4 STUDIO BASED COURSES AND PROJECT

Every course shall be evaluated based on conduct of assignments / projects and records maintained. Three evaluations shall be done as part of internal assessment. The criteria for arriving at the internal assessment marks shall be decided (based on the recommendation of the class 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 50% of the total marks prescribed for the course as outlined in Table 5 under Clause 13.4 (b).

7.5 DISSERTATION AND THESIS

There shall be 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 the Head of Institution which shall comprise of one internal member, 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 50% of the total marks prescribed for the course as outlined in Table 5 under Clause 13.4 (b).

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

7.7 If Professional Training is prescribed in the curriculum, the same will be evaluated by a committee constituted by the HOD through internal assessment only, based on the Professional Training Report submitted by the candidate at the end of the semester.

8. MINIMUM REQUIREMENTS TO DO FINAL SEMESTER

8.1 A candidate shall be permitted to enroll for the final semester if he/ she has earned a minimum of 40 credits including the compulsory courses 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 final semester courses in the subsequent semester.

TABLE 4

PROGRAMME	Compulsory courses to be completed to enroll for the final Semester
M. Arch.	Advanced Architectural Design Studio I
	Dissertation
	Advanced Architectural Design Studio II
M.Arch. (Real Estate Development)	Project – I Corporate Development, Land Development
	Project – II Mega Project Township Land and Building
	Dissertation
	Project –III Specialized Activities SPV – Infra structure / SEZ
M.Arch. (Environmental Architecture)	Environmental Architecture Design Studio - I
	Environmental Architecture Design Studio - II
	Dissertation
	Environmental Architecture Design Studio - III

9. REQUIREMENTS FOR COMPLETION OF A SEMESTER

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

- 9.1** 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 medical/personal grounds/participation in sports, 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 as per clause 4.3.
- 9.2** However, a candidate who could secure attendance between 65% and 74% only in one particular 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 Head of the Institution through Head of the Department concerned shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for that particular semester examinations. The candidate shall submit the medical certificate / sports participation certificate to the HOD. The certificate attested by the Head of the Institution shall be forwarded to the Controller of Examinations 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 END – SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the end – semester examination of the current semester if he / she has satisfied the semester completion requirements (vide clause 9.0) and has enrolled for examination in all the 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

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

The examination shall ordinarily be conducted between October and December during the odd semesters and between April and June in even semesters by the Controller of Examinations, Anna University Chennai.

11.2 Supplementary Examination shall be conducted in those subjects in which the candidates have arrears along with the End Semester Examinations of a Semester.

11.3 The Studio based courses shall be evaluated through a Viva–Voce Examination by a team consisting of supervisor, one internal examiner (other than the supervisor) and one External Examiner appointed by COE based on the reports / drawings / records maintained by an Internal Examiner.

11.4 The evaluation of Dissertation and Thesis shall be based on the report and drawings submitted and conducted through a Viva–Voce Examination by a team consisting of supervisor, one internal examiner (other than the supervisor) and one External Examiner appointed by COE.

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 REVALUATION

A candidate can apply for revaluation / photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses, seminar and for project work. A candidate can apply for revaluation of answer scripts for not exceeding 5 subjects at a time.

Revaluation is not permitted for Studio courses, Project, Dissertation and Thesis (where Viva-Voce Examination is involved).

REVIEW

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution. Candidates applying for photocopy-cum-Revaluation only are eligible to apply for Review.

13 PASSING REQUIREMENTS

13.1 Theory and Theory cum Studio Courses

13.1.1 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 and acquired the relevant number of credits.

13.1.2 If a candidate fails to secure a pass in a particular course he / she shall register and reappear for the examination in that course during the next semester when examination is conducted in that course.

13.1.3 The internal assessment marks obtained by the candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass as per clause 13.1.1. However, from the 3rd attempt onwards if a candidate fails to obtain pass marks (Internal Assessment + End Semester Examination) as per clause 13.1.1 then the candidate shall be declared to have passed the examination, if he/she secure a minimum of 50% marks prescribed for the course in the University End-semester Examination alone.

13.2 Studio Courses, Project and Dissertation

13.2.1 If a candidate does not obtain 50% of the marks prescribed for the internal assessment he/she shall not be permitted to submit the report/thesis and 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. Further, he/she shall not be permitted to proceed to the next semester.

13.2.2 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.

13.2.3 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 shall resubmit the work with improvements within 30 days of the declaration of the

results and shall appear for a supplementary Viva-Voce examination which shall be conducted at least 30 days before the last working day of that semester. However, the internal assessment marks obtained by the candidate shall be retained and considered valid for the supplementary Viva-Voce examination.

13.2.4 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.

13.2.5 If a candidate fails to secure a pass in the Studio /Project/Dissertation courses, he/she shall re-register from the third attempt onwards and secure fresh internal marks and appear for Viva-Voce examination.

13.3 THESIS

13.3.1. If a candidate does not obtain 50% of the marks prescribed for the internal assessment in the Thesis he/she shall not be permitted to submit the thesis and 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.

13.3.2. A candidate who secures not less than 50% of total marks prescribed for the Thesis with a minimum of 50% of the marks prescribed for the Viva-Voce examination shall be declared to have passed in the examination.

13.3.3. 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 improved thesis within 30 days of the declaration of results and shall 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.

13.3.4 If a candidate fails to secure a pass in the thesis, he/she shall re-register from the third attempt onwards and secure fresh internal marks and appear for Viva-Voce examination.

13.4(a) SEMINAR/ WORKSHOP (If applicable)

If Seminar is prescribed in the Curriculum, it shall be evaluated by a Committee constituted by the Head of the Department and the candidate has to secure a minimum of 50% of the total marks to secure a pass.

If a candidate does not secure 50% of the marks in the seminar/workshop he/she shall resubmit / undertake seminar/workshop within 30 days of declaration of results and shall appear for the seminar/workshop.

13.4(b) PROFESSIONAL TRAINING (If applicable)

The professional training report shall be evaluated by a Committee constituted by the Head of the Department and the candidate has to secure a minimum of 50% of the total marks to secure a pass.

If a candidate does not secure 50% of the marks in the professional training he/she shall resubmit the professional training report within 30 days of declaration of results and the professional training report may be evaluated.

WEIGHTAGES

The weightage for the different courses shall be as outlined in Table 5

TABLE 5

COURSES	INTERNAL ASSESSMENT	END SEMESTER EXAMINATION	VIVA – VOCE EXAMINATION
(i) Theory Courses	20%	80%	-
(ii) Theory cum studio courses	40%	60%	-
(iii) Studio courses/ Project	50%	-	50%
(iv) Dissertation and Thesis	50%	-	50%
(v) Seminar /Professional Training	100%	-	-

14. AWARD OF LETTER GRADES

14.1 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 number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter grade	Grade Points	Marks Range
S	10	91 – 100
A	9	81 – 90
B	8	71 – 80
C	7	61 – 70
D	6	57 – 60
E	5	50 – 56
U	0	< 50
		(or ≥ 50 but not satisfying clause 13.1.1, 13.2.2, 13.3.2)
W	0	

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “S”, “A”, “B”, “C”, “D”, “E”.

‘SA’ denotes shortage of attendance (as per clause 9.3) and hence prevention from writing the end semester examination. ‘SA’ will appear only in the result sheet.

“U” denotes **Reappearance** (RA) is required for the examination in the course. “W” denotes **withdrawal** from the exam for the particular course. (The grades U and W will figure both in Marks Sheet as well as in Result Sheet)

14.2 GRADE SHEET

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

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

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

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

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where C_i is the number of Credits assigned to the course

GP_i is the point corresponding to the 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

15. ELIGIBILITY FOR THE AWARD OF THE DEGREE

- 15.1 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 pending against him/her.
- 15.2 The award of the degree must be approved by the Syndicate.

16. CLASSIFICATION OF THE DEGREE AWARDED

- 16.1 A candidate who qualifies for the award of the Degree (vide clause 15 having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters securing 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 17) will not be considered as an appearance. Further, One year authorized break of study (if availed of) is permitted in addition to specified minimum number of semesters for award of First class with Distinction.
- 16.2 A candidate who qualifies for the award of the Degree (vide clause 15) having passed the examination in all the courses within the specified minimum number of semesters plus one year (two semesters), securing a CGPA of not less than **6.50** shall be declared to have passed the examination in **First Class**. For this purpose, One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included within the specified minimum number of semesters plus one year (two semesters).
- 16.3 All other candidates who qualify for the award of the degree but not covered in clauses 16.1 and 16.2 shall be declared to have passed the examination in **Second Class**.
- 16.4 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.

17. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

- A candidate may for valid reasons and on prior application, be granted permission to withdraw from appearing for the examination of any one course or consecutive examinations of more than one course in a semester examination.
- 17.1 Such withdrawal shall be permitted only once during the entire period of study of the degree programme.

- 17.2** Withdrawal application is valid only if it is made within 10 days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.
- 17.3** 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.
- 17.4** Withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction. Withdrawal is not permitted during final semester.
- 17.5** Withdrawal from the End semester examination is **NOT** applicable to arrears subjects of previous semesters
- 17.6** The candidate shall reappear for the withdrawn courses during the examination conducted in the subsequent semester.

18 AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 18.1** 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 subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs 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 Institution stating the reasons therefor and the probable date of rejoining the programme.
- 18.2** The candidates 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 Institution for prescribed additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 18.3** The authorized break of study (for a maximum of one year) will not be counted for the duration specified for passing all the courses for the purpose of classification (vide Clause 16.1). However, additional break of study granted will be counted for the purpose of classification.

18.4 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 3.1 irrespective of the period of break of study (vide clause 18.1) in order that he/she may be eligible for the award of the degree.

18.5 If any student is detained for want of required attendance, the period spent in that semester shall not be considered as authorized 'Break of Study' is not applicable for this case.

19. DISCIPLINE

Every student is expected to observe discipline and decorum 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 Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, two Heads of Departments of which one should be from the faculty of the student, to inquire into acts of indiscipline and notify the University about the disciplinary action taken. The disciplinary action is subject to review by the University in case the student represents to the University. Any expulsion of the student from the college shall be done with prior concurrence of the University.

20. 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.

21. REVISION OF REGULATION, CURRICULUM AND SYLLABUS

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi if found necessary through the Academic Council and approved by the Syndicate.
