

**ANNA UNIVERSITY, CHENNAI - 600 025**  
**AFFILIATED INSTITUTIONS REGULATIONS 2021**  
**CHOICE BASED CREDIT SYSTEM**  
**B.Des., Full-Time Programme**

**1. Title:**

These regulations shall be called as 'Academic Regulations 2021'.

**2. Scope:**

**2.1** The regulations provided herein shall apply to the students admitted to the B. Des Degree Programme at Non-Autonomous Colleges Affiliated to Anna University, from the Academic year 2024 – 2025.

**2.2** These regulations are quite comprehensive and include definitions of key terms, critical concepts, methods of calculations, the role of various committees, evaluation systems, and other academic processes.

**3. Definitions:**

**3.1 'University'** means 'ANNA UNIVERSITY, CHENNAI'.

**3.2 'Choice-Based Credit System (CBCS)'** is a flexible system of learning that permits students to

- a) learn at their convenient pace.
- b) choose electives from a wide range of elective courses offered by the departments.
- c) adopt an inter / trans-disciplinary approach in learning and
- d) make the best use of the expertise of available faculty.

**3.3 'Programme'** means B.Des Degree Programme.

**3.4 'Semester'** means a term of study consisting of a minimum of 90 working days (including examinations), generally with eight 'CONTACT HOURS' per day. The Semester scheduled between August and December shall be called 'Odd Semester' (I, III, V, VII), and that scheduled between January and May, shall be called 'Even semester' (II, IV, VI, VIII).

**3.5 “Course”** refers to a Theory/ Theory cum Studio/Studio course that is offered in a semester of the Programme.

**3.6 ‘Contact Hours’** means duration of Lecture, Tutorial, Practical or Project Work, as applicable.

**3.7 ‘Credit’** means the weightage assigned to a particular course based on the contact hours to teach the prescribed syllabus. One credit is allocated to 15 contact hours for theory and 30 contact hours for practical.

**3.8 Continuous Assessment** means evaluation of the students’ progress and performance in a course during a semester through various activities such as tests, assignments, quizzes, presentations, practical works, case studies, technology enabled services to community, etc.,

**3.9 End Semester Examination** means an examination conducted for a course at the end of the semester to evaluate the student’s overall learning achievements.

**3.10 ‘Faculty’** means a group of allied Programmes.

**3.11 “Bona fide Student”** means the student who is admitted, joined and on-roll in an Undergraduate Programme.

**3.12 ‘Head of the Department’** means Head of the Department concerned.

**3.13 ‘Department Consultative Committee’** means the committee constituted by the University to look after academic and development activities of the Department.

**3.14 ‘Chairperson’** means Head of the Faculty.

**3.15 ‘Head of the Institution (HI)’** means the Director / Principal of the Affiliated college who is responsible for all academic activities of the Affiliated college, Anna University.

**3.16 ‘Controller of Examinations (COE)’** means the authority of the University who is responsible for all activities of the End Semester Examinations of the University (applicable for University Colleges of Engineering, Anna University).

**3.17 'Director, Centre for Academic Courses'** means the Officer of the University who is responsible for all the activities in connection with academic regulations, curricula, syllabi & academic schedule for all the academic programmes and other academic activities, from time-to-time.

**3.18 'Academic Council'** means the principal academic body of the University and have control and general regulation of teaching and examination in the University and be responsible for the maintenance of the academic standards thereon.

**3.19 'Syndicate'** means the apex governing body of the University.

#### **4. Admissions**

**4.1** Students for admission to the first semester of the B.Des. Programme shall be required to have a pass in Higher Secondary Examination (Academic 10+2) curriculum or its equivalent examinations with 50% marks in Physics, Chemistry & Mathematics and also 50% marks in aggregate of the 10+2 level examination or 10+3 Diploma Examination with Mathematics as compulsory subject with at least 50% marks in aggregate.

**4.2** The eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Affiliating University and Directorate of Technical Education, Chennai, from time to time.

#### **5. Programme Structure:**

##### **5.1 Curriculum**

Every programme has a specific structure, known as the 'Curriculum', which prescribes all the details of courses for undergoing the programme and sets out the sequence semester wise.

##### **5.2 Programme Duration:**

(i). A student is ordinarily expected to complete the B.Des. Programme in 8 semesters

(4 years) but in any case not more than 7 years (14 Semesters), irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

(ii). Each semester normally consists of 90 working days (including examination days). In any contingent situation, the number of working days per semester shall not be less than 65 days. The Principal is given the discretionary powers to decide the number of working days in such contingencies. The Principal 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.

(iii). For the purpose of regulations, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester from December to May.

(iv). 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 5.2 (i) irrespective of the period of break of study (vide clause 10.0) or prevention in order that the student may be eligible for the award of the degree (vide clause 13).

(v). The courses in the curriculum of the odd semesters will be conducted only in odd semesters and that of the even semesters only in even semesters.

### **5.3 Course Categories:**

The B.Des Programme will have a curriculum with syllabi consisting of theory, theory cum studio and studio courses that shall be categorised as follows:

(i) Professional Core Courses (PCC): Courses that should compulsorily be studied as a core requirement.

- (ii) Building Sciences and Applied Engineering Courses (BSC and AEC): Courses that inform the Professional Core and should compulsorily be studied.
- (iii) Professional Elective Courses (PEC): Elective Courses that are very specific or specialised or advanced or supportive to the discipline or which provides an extended scope. Professional Elective courses are offered under verticals (specialisation groups)
- (iv) Professional Ability Enhancement Courses (PAEC): which may be of two kinds - Professional Ability Enhancement Compulsory Courses (PAECC) and Skill Enhancement Courses (SEC)
- (v) Humanities, Social Sciences and Management Courses (HSMC) include Introduction to Language and English Skills, Professional Management I etc.

**5.3.1** There shall be a certain minimum number of professional core courses and sufficient number of professional elective courses that can be opted by the students. The blend of different courses shall be so designed that the student, at the end of the programme, would have been trained not only for his/her relevant professional field but also would have developed as a socially conscious professional. The recommended credit range for each programme is 160 – 175.

#### **5.4 Personality and Character Development**

All students shall register, on admission, in any one of the personality and character development programmes (NCC/NSS) and undergo training and attend camps as prescribed by the respective officers / coordinators. The training shall include classes on hygiene and health awareness and also training in first aid.

- National Cadet Corps (NCC) will have a number of parades/camps specified by the NCC officer.
- National Service Scheme (NSS) will have social service activities in and around the college specified by the NSS coordinator
- Sports, games, drills and physical exercises specified by the Physical Director While the training activities will normally be during weekends, the camp will normally be

during vacation period. Every student shall put in a minimum attendance in the training and attend the camp.

### 5.5 Assignment of Credits

- (i). Each course is assigned with credits with respect to contact hours as given in Table 1.

**Table 1 – Credits for Contact Hour(s)**

Contact Hour	Credits
1 Lecture Hour	1
1 Tutorial Hour	1
1 Laboratory Period	1
1 Studio Period	0.5

- (ii). ONE credit is assigned to 'Industrial training / Internship' for every 'TWO WEEKS' duration.
- (iii). ONE credit is assigned to 'SWAYAM / NPTEL' courses for every 'FOUR WEEKS' duration.

### 5.6 Number of Courses/ Credits per semester

Curriculum of a semester shall normally have a blend of theory courses, theory cum studio courses, theory cum studio (skill based) and studio courses. Each course may have credits assigned as per clause 5.5. However, the total number of courses per semester shall not exceed 6. The maximum number of credits the student can register in a particular semester cannot exceed 28 credits (excluding courses for which the student has done reappearance registration (vide clause 8.7).

### 5.7 Educational Tour/Study Tour

Educational Tour as Study Tour or as Case study visits shall be part of the course and conducted every year. They help to consolidate course contents by acquainting students not only with professional practice but also the culture and context of a region. At the end of the study tour, the students shall submit a report that gives an overall

understanding of the place(s) through different modes as found appropriate- sketches, analysis, cognitive mapping, digital documentation, essays, etc.

### **5.8 Industry Oriented Courses**

Students can opt for one-credit courses and two credit courses offered by experts from industry /research organizations and approved by the academic council. Students can register for such courses in his/her fourth year. A student is also permitted to register for these courses of other departments, provided the student has fulfilled the necessary pre-requisites of the courses being offered and subject to the approval of both the heads of the departments. However, a student can register for only one course in a semester under Programme Specific Elective for Expanded Scope or Programme Specific Elective for Skill Enhancement in Programme Elective category. These courses are evaluated by the respective course coordinator of the programme. The maximum number of credits that can be earned from industry supported courses is limited to 4.

If a student does not successfully complete the registered industry supported one-credit or two credit courses in a semester, the registration of that course will be considered as canceled. Further, it will not be treated as arrear and no supplementary examination will be conducted; alternatively, if he/she wishes, he/she can re-register for the same course in the ensuing semesters and successfully complete it as and when it is offered subsequently.

### **5.9 Online Courses**

Students may be permitted to register for online courses (which are provided with a certificate after evaluation of the performance), during the fourth to sixth semester of his/her study with the prior approval of the Department Committee nominated by the Head of the Institution (HI) and approval from Academic Council. On successful completion of the course, he/she has to submit the copy of the certificate to the HI for exemption from registering for an elective course. Based on the recommendation by the team of faculty members nominated by the HI, the student will be awarded grade

and credits maximum 2 per course (maximum of 4 credits) in Programme Specific Elective or Programme Specific Elective for Expanded Scope sub- categories. The recommendation will be sent to the Controller of Examinations after the approval by the HI.

#### **5.10 Medium of Instruction**

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

### **6. Academic Calendar**

The dates of all academic activities including those of course registration, first and the last days of classes, examinations, supplementary examinations, and vacation are published in the Academic Calendar every year. The academic calendar for each year shall be available in the University website.

### **7. Mentoring & Statutory Support for Students**

#### **7.1 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 will assign a certain number of students (Maximum 20 to 25) to a faculty member of the Department. He /she shall function as Faculty Advisor for these students throughout their period of study. The faculty advisors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters also. Students are expected to consult the Faculty Adviser on any matter relating to their academic performance and the courses they may take in various semesters. Notwithstanding the above, the following are some of the roles and responsibilities of a faculty advisor:

- Review courses already taken and those offered in the upcoming semester.
- Serve as a guide to the students in their course selection.
- Serve as a liaison between students and course instructors on many academic matters including learning disabilities, language barriers, etc.

- Review students' academic progress at least once a semester.
- Identify cases where the students' performance is deteriorating. Discuss with the student and suggest avenues for improvement / support.
- Provide the details about scholarship, placement, co-curricular and extra-curricular activities of the students.
- Coordinate with other academic bodies, if needed.

## **7.2 Grievance Cell**

Each Department shall have a 'Student Grievance Committee'. Students shall approach this committee in the event of academic as well as non-academic grievances. This committee shall be constituted by the respective Head of the Department, with the approval of the competent authority.

## **7.3 Class Committee**

The objective of the Class Committee is to improve the teaching-learning process.

The functions of the class committee include:

- Resolving difficulties experienced by students in the classroom and the laboratories.
- Clarifying the regulations of the degree programme and the details of the rules therein.
- Discussing the Progress of the academic schedule and deviations if any.
- Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.
- From the first semester onwards, the Class committee comprises all the faculty members who are handling courses in that particular semester and comprises a minimum of five student representatives. A chairperson who is a faculty not handling a course for that particular semester, nominated by the Head of the Department, shall coordinate the activities of this committee.
- The class committee shall be constituted by the Head of the Department on the first week of commencement of the semester.
- The class committee shall meet three times in a semester as specified in the academic calendar:

- The Principal/ Dean/ Head of the Department may participate in any class committee of the institution.
- During these meetings, the representative of the class shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.
- The Chairperson is required to prepare the minutes of the meeting, signed by the members, and submit the same to the Head of the Department within five working days of the meeting. The Head of the Department will in turn consolidate and forward the same to the Principal, within 10 working days of the meeting.
- In each meeting, the action taken report of the previous meeting is to be presented by the Chairperson of the class committee.

## **8. Registration of Courses**

The HI is responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester. The registration details of the student shall be approved by the HI and forwarded to the COE/Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

### **8.1 Reappearance Registration**

- 8.1.1** a) If a student fails in a Theory or a Theory-cum-Studio course, or a theory cum studio (skill based), the student shall do reappearance registration for that course in the subsequent semester by retaining the Continuous Assessment Marks already earned in the next two attempts. For further attempts, only the marks earned in the supplementary examination will be considered for passing the course as prescribed in the Scheme of Examinations (Minimum Marks for Pass).
- b) If a student is prevented from taking the End Semester examination of a course

(theory / theory cum studio / studio) due to lack of attendance, student has to register for that course again, when offered next, attend the classes and fulfill the attendance requirements as per clause 6.

**8.1.2 a)** If a student fails in a Programme Electives or Elective Foundation Courses, he/she may register for the same course or any other course in the respective category in the subsequent semesters. If a student registers for another course, he/she has to satisfy all the requirements in Clauses 9 and 14.

b) If the course, in which student has lack of attendance, is a Programme Elective or an Elective Foundation Courses, students may register for the same or other Programme Elective or Elective Foundation course respectively in the subsequent semesters.

**8.1.3 a)** If a student is prevented to take the End Semester Examination in the form of viva-voce of a Professional Core Course (Studio courses) due to lack of attendance, the student cannot register for the Professional Core Course of the subsequent semester until he/she registers for the course again when offered next, attend the classes & fulfill the attendance requirement as per clause 9.

b) If a student attends and fails in the End semester examination of a studio course, he/she shall attend the end semester examination again within 60 days from the date of declaration of the results. The subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case, the student fails in the subsequent viva-voce examination also, the student shall redo the course again, when offered next.

**8.1.4** If a student has submitted the studio project report but is absent in the end-semester examination of a studio course, the student is deemed to have failed. He/she shall adhere to Clause 8.7.3 b above.

**8.1.5** The student who fails in Professional Training shall repeat the course again, when

offered next.

- 8.1.6** A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear for the same course for improvement of Grade / Marks.

## **9. Attendance Criterion**

- 9.1** The students are expected to attend all the classes without fail. The University mandates a minimum of 75% attendance to the students in each course to be eligible for appearing in the University End Semester Examination of the particular course. The attendance of the student is calculated as follows.

$$\% \text{ of attendance} = \frac{\text{Actual No. of Classes attended}}{\text{Total No. of Classes conducted}} \times 100$$

- 9.2** For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Department concerned, within 5 days from the date of reporting back for class work. In the event of student not able to secure 75% attendance, but has at least 65% attendance, such 'Medical Certificate' shall be considered, with the approval of the respective Head of the Department, to calculate attendance as follows;

$$\% \text{ of attendance} = \frac{\text{Actual No. of Classes attended}}{\text{(Total No. of Classes conducted - No. of Classes held during the medical emergency)}} \times 100$$

The student shall be permitted to appear in the University End Semester Examinations, if the attendance is 75% and above for each course.

- 9.3** Under any circumstances, medical certificate(s) submitted after the due date, as

stipulated in Clause 9.2 shall not be accepted and in this case, % of attendance of the student is calculated as given in Clause 9.1.

- 9.4** The student shall be prevented from appearing in the end semester examination for a particular course, if the attendance in that course is less than 75%. Students who are prevented for 'Shortage of Attendance' shall repeat the course, when offered next in the subsequent semester(s) by the Department. If the academic regulation is changed, equivalent courses for PCC & UC categories shall be recommended by the respective Head of the Department and the student have to undergo these courses for completion of the programme.
- 9.5** If a student has shortage of attendance in all the registered courses in a semester, the student shall not be permitted to attend the courses of subsequent semester. In such case, the student has to repeat all the courses in the semester, when offered next by the Department.
- 9.6** The students should get prior approval from the respective Head of the Department to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities including Sports. Only upon prior approval of Head of the Department, attendance for the above said activities shall be considered as 'ON-DUTY'. Additional classes may be conducted by the Department to the student(s) who are participating only in Sports activities, representing the University in the University / State / National / International Level so that such students shall attain the prescribed % of attendance to appear in the University End Semester Examinations.
- 9.7** The list of students eligible for appearing in the end semester examination(s) and prevented from writing the end semester examination(s) shall be published and displayed in the Department notice board within TWO working days from the last day of the semester.
- 9.8** A student, if eligible for appearing in the end semester examinations shall be allowed to

withdraw the course(s) for bona fide reasons, only with prior approval of the Head of the Department and the same shall be intimated to the Director, Centre for Academic Courses. In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian by the Head of the Department. Students shall appear for the 'End Semester Examination' in the subsequent semester. The courses withdrawn shall not be considered as an appearance for classification of degree. For any course that may be withdrawn by the student in the final semester of the programme, supplementary examination shall be conducted within a maximum period of 45 days from the date of publication of the results.

## **10. Break of Study**

- 10.1** A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to The Principal, through the Head of the Department stating the reasons, in any case, not later than the last lecture day, provided he/she fulfills the requirement in Clause 9.0.
- 10.2** The student permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.
- 10.3** The students re-joining in new Regulations shall register for additional courses, if any, as notified by the Centre for Academic Courses under change of Regulations.
- 10.4** 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 5.2 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 10.5** 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'.

## **11. Unauthorised Absence**

If a student has not reported officially to the Head of the Department for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the respective Head of the Department) for 'Break of Study', admission of the student stands cancelled automatically and name of the particular student shall be permanently removed from the roll list, following the University procedure. This University procedure includes prior intimation to the student & parent / guardian through email regarding unauthorised absence, before the end of the first assessment period in the particular semester.

## **12. Re-joining the Programme**

After the end of approved 'Break of study', student shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable. Appearance of the student (including absence) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Regulations & Curriculum, the student has to undergo additional courses or get exemption from undergoing the courses, as recommended (as per guidelines prescribed by Centre for Academic Courses) by the committee, constituted by the Director, Centre for Academic Courses, for this purpose. Recommendations of this committee, with the approval of the respective Faculty Chairperson, shall be sent to the Director, Centre for Academic Courses, for further action.

## **13. Termination**

- 13.1** A student who is not able to complete the requirements for the award of degree, within the maximum permissible duration prescribed, will deem to be automatically terminated from the programme and Transfer certificate shall be issued forthwith.
- 13.2** Students faced with disciplinary action for any serious offence (For example: ragging) may face premature termination from the programme, based on the recommendations of the disciplinary action committee.

## 14. Teaching & Evaluation

- 14.1** Performance in each course of study shall be evaluated based on (i) continuous internal assessment throughout the semester and (ii) University examination at the end of the semester.
- 14.2** Each course, both theory and practical (including project work & viva-voce examinations) shall be evaluated for a maximum of 100 marks.
- 14.2.1** For Theory Courses (Including Elective Theory Courses) the maximum marks for Continuous Assessment is 30 and the University End Semester Examination is 70.
- 14.2.2** For Theory cum Studio Courses (Including Elective Theory cum Studio Courses), the maximum marks for Continuous Assessment is 40 and the University End Semester Examination is 60.
- 14.2.3** For Studio Courses the maximum marks for Continuous Assessment is 40 and the University End Semester Examination is 60.
- 14.2.4** For Dissertation and Thesis the maximum mark for Continuous Assessment is 50 and the University End Semester Examination is 50.
- 14.2.5** Summer internship the maximum marks for Continuous Assessment is 50 and the University End Semester Examination is 50

S.No	Category of Course	Internal Assessment	University Examination
i	Theory Courses (Including Elective Theory Courses)	40 Marks	60 Marks
ii	Theory cum Studio Courses (including Elective Theory cum Studio	50 Marks	50 Marks
lii	Studio Courses *	60 Marks	40 Marks
iv	Dissertation and Project *	50 Marks	50 Marks
v	Summer Internship *	50 Marks	50 Marks

\* Viva voce examination

- 14.3** The University examination (theory and practical) of 3 hours duration shall ordinarily be conducted between October and December during the odd semesters and between April and June during the even semesters.
- 14.4** The University end semester evaluation for Project Work shall consist of evaluation of the final report, final presentation, submitted by the student by an external examiner and an internal examiner, followed by a viva-voce examination conducted separately for each student by an external examiner.
- 14.5** For end semester university viva voce of studio courses, Dissertation & Project Work, the internal and external examiners shall be appointed by the Controller of Examinations in the case of UCE.
- 14.6** Students are prohibited from entering into the Examination Hall / Laboratories with any book or portion of book, manuscript, or paper of any description or Communicating with or copying from each other or communicating with anyone outside the Examination Hall/ Laboratories. Programmable calculator, mobile phone shall not be permitted inside the Examination hall / Laboratories. However, any required codebooks and data sheets / books as specified in the question paper will be supplied inside the Examination hall / laboratories by the office of the Controller of Examinations. The students are warned that any form of Malpractice will be dealt with severely. The punishment may be canceling all the examinations registered by the student in that semester and debarring permanently from all the examinations and disciplinary action will be taken by the college authorities after conducting enquiry.
- 14.7** Identity card/ Hall ticket of the college must be produced at the time of End Semester examination. Any student fails to produce an Identity card / Hall ticket shall be levied a spot fine by the Chief superintendent/ Examiners.

**14.8** A student can apply for reassessment of his/her semester examination answer paper in theory, within three working days from the declaration of results, on payment of a prescribed fee, as specified by the Controller of Examinations from time to time. The Controller of Examination will arrange for going through the answer scripts by the students and to make appeals. The reassessment results will be published before the commencement of supplementary examinations. Reassessment is not permitted for Studio Courses, Theory cum Studio (Skill Based) Courses and Online/Industry Oriented Courses.

## **15. PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT**

### **15.1 Assessment for Theory Courses**

- 15.1.1** The internal assessment of Theory courses will be carried out in the form of two assessments: written test and Assignments (Individual assignments/tutorials/seminars/mini projects/site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercises). Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts: Assignments and tests with each having a weightage of 40% and 60% respectively.
- a. Two internal tests each carrying 60 marks shall be conducted during the semester for Duration of 2 hours. The tests shall be in written mode.
  - b. Two internal assignments each carrying 40 marks shall be conducted as a part of continuous assessment.

The total marks obtained in all assessments put together out of 200\*, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

<b>Assessment Test 1 (Written Test)</b>	<b>Assessment Test 2 (Written Test)</b>	<b>Individual assignments/tutorials/seminars /mini projects/site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercises</b>		<b>Total</b>
60	60	40	40	100%

\*The weighted average shall be converted into 40 marks for internal Assessment.

**15.1.2** Students will have regular classes on the assessment days 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 may be given at the end of the semester after getting approval from the Head of the Department by the concerned course instructor.

## **15.2 Assessment for Theory cum Studio Courses**

**15.2.1** The internal assessment of Theory cum Studio courses will be carried out in the form of two assessments: Written tests and Assignments (Individual assignments /tutorials/seminars /mini projects /site study/field visit report/working model/evaluation report/ test report/drawings/construction yard exercises).

Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts: Assignments and tests with each having a weightage of 60% and 40% respectively.

- a. Two internal tests each carrying 40 marks shall be conducted during the semester. The tests shall be in written mode.
- b. Two internal assignments each carrying 60 marks shall be conducted as a part of continuous assessment.

Assessment Test 1 (Written Test)	Assessment Test 2 (Written Test)	Individual assignments/tutorials/seminars/mini projects/site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercises		Total
		60	60	
40	40	60	60	100%

\*The weighted average shall be converted into 50 marks and rounded to the nearest integer for internal Assessment.

**15.2.2** Students will have regular classes on the assessment days of these tests. The student will abide by clause 15.1.2.

### **15.3 Assessment for Studio Courses**

The Continuous Assessment evaluation for Studio Courses like Foundational Design Studio, Design of Interior spaces, etc will be carried out for 60 marks for the performance of the candidate in the studio projects throughout the semester. The total marks obtained in the continuous assessments put together shall be reduced to 60 marks and rounded to the nearest integer. The number of projects and evaluation weightage for the studio projects shall be discussed and recommended by the Department Committee constituted by the Head of the Department.

### **15.4 Assessment for Professional Training**

**15.4.1** Every student shall undergo Professional Training (Summer Internship) after the VI Semester for a period of two months. The student shall undergo Professional Training in architecture /Interior design firms in India only under architects registered with the Council of Architecture, India with a minimum of 5 years professional standing or with Interior Designers who have a long standing professional practice of more than 5 years, with the approval of the Head of the Department.

**15.4.2** If the student wishes to undergo training outside India, it should be under a chief designer/ architect / interior designer registered with the Governing body for Architects of that Country with a minimum of 5 years professional standing experience. This should be duly approved by the Department Committee two weeks prior to the training period.

**15.4.3** Ideally every student is required to undertake the entire duration of Professional Training after the VI semester in a single architecture /interior design firm. However, under unforeseen circumstances, if the student wishes to change his/ her place of Professional Training, student shall be allowed to do so only once with the prior approval of the coordinator. Student who fails to complete the internship at the end of the VI semester can be given a chance to completed the end of the VII Semester.

**15.4.4** The Continuous Assessment evaluation for Studio Courses like Professional Training shall be carried out for 50 marks for the entire period of the Professional training. The evaluations shall be in the form of Monthly Progress report, Work diary, Portfolio, Site visits etc., which will be evaluated by the Chief Designer or Principal Architect / Interior designer, his or her Designee Architect / Designer. The evaluation weightage for these studio subjects shall be discussed and recommended by the Department Committee constituted by the Head of the Department.

**15.4.5** For the Professional Training, End Semester Examination shall be conducted in the form of viva-voce examination at the end of the VII semester by an internal and external examiners appointed by the Controller of Examination from a panel recommended by the Head of the Department.

### **15.5 Assessment for Interior Design Thesis**

Every candidate shall submit a synopsis at the end of the VII Semester to be approved by the Department Committee constituted by the Head of the Department. The thesis review committee constituted by the Head of the Department shall comprise the Coordinator of the Thesis, the Supervisor, and One External member. The Thesis shall be evaluated for 100 marks by the Thesis review committee

through continuous assessment with a minimum of 5 reviews (including **one topic selection review which may be online and will not be evaluated**) throughout the semester. The total marks obtained in the four assessments put together shall be reduced to 60 marks and rounded to the nearest integer. The External Review members will be appointed by the Controller of Examination from a panel recommended by the Head of the Department. End Semester Examination shall be conducted in the form of a viva-voce examination at the end of the VIII semester by the External Examiners appointed by the Controller of Examination from a panel recommended by the Head of the Department.

**15.6** Revaluation is not permitted for Studio Courses; Skill Based Theory cum Studio Courses and Industry Supported Courses.

## **16. ELIGIBILITY FOR PASS IN EACH COURSE**

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 put together.

### **16.1 Theory Courses**

**16.1.1** For Theory courses (including Programme Elective and Elective foundation courses) a student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End Semester Examinations] with a minimum of 45% of the marks prescribed for the End Semester Examination, shall be declared to have passed the course and acquired the relevant number of credits.

**16.1.2** If a student is absent or fails to secure a pass in a theory course (including elective theory course) the student shall register and appear only for the End Semester examination in the subsequent semester. In such cases, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for two subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain passing marks

(Internal Assessment + End Semester Examination) as per clause 16.1.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the End Semester examinations alone.

## **16.2 Theory cum Studio Courses**

**16.2.1** For Theory cum Studio courses a student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + End Semester Examinations] with a minimum of 45% of the marks prescribed for the End Semester Examination, shall be declared to have passed the course and acquired the relevant number of credits.

**16.2.2** If a student is absent or fails to secure a pass in a theory course (including elective theory course) the student shall register and appear only for the End Semester examination in the subsequent semester. In such cases, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for two subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Internal Assessment + End Semester Examination) as per clause 16.2.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the End Semester examinations alone.

## **16.3 Studio Courses**

**16.3.1** For studio courses, a candidate shall be declared to have passed the examination if he/she secured an aggregate of 50 marks out of 100 obtained in the Continuous Assessment and End Semester Examination put together. The End Semester Examination will be conducted as Viva-Voce for the portfolio submitted by the candidate.

**16.3.2** If a student fails to secure a pass in examinations of studio courses comprising Foundational Design Skills and Interior Design Thesis, the student shall resubmit a portfolio/report within 60 calendar days of publishing of the results. In case the 60<sup>th</sup> day happens to be a public holiday, the next working day can be considered for the date of submission. The resubmission of the portfolio/report and the subsequent viva-voce examination will be considered as arrears with payment of exam fee.

**16.3.3** In case, a student fails in the resubmission of the portfolio/report and subsequent viva- voce examination, the student shall repeat when the course is offered next, attend classes, secure continuous assessment marks and submit the portfolio/works/sheets as in the case of a regular student as per vide clause 9 and 14.

**16.3.4** If a student fails to secure a pass in Professional Training, the student shall repeat when the course is offered next. There is no option to resubmit the portfolio and attend a subsequent Viva Voce Examination for this course.

### **17. Award of Grades**

The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as given in Table 3:

Table 3: Grade Classification

Letter Grade	Grade Point (GP)
O (Outstanding)	10
A+ (Excellent)	9
A (Very Good)	8
B+ (Good)	7
B (Average)	6
C (Satisfactory)	5

RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	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: “O”, “A+”, “A”, “B+”, “B”, “C”.

“SA” denotes shortage of attendance (as per clause 6.1) and hence prevented from writing the End Semester examination. SA will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course. “W” denotes withdrawal from the exam for the particular course.

The grades RA and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the End Semester examination as per the Regulations.

If the grade RA or W is given to Theory courses (including Elective Theory Courses) and Theory cum Studio (Skill Based) Courses, it is not required to re-attend the classes (vide clause 6) but the student has to appear for the End Semester examination and fulfill the norms specified in Clause 11 to earn a pass in the respective courses.

If the grade RA or W is given to Studio Courses, Foundational Design Skills, Interior design Thesis, etc the procedure to be followed will be as per Clause 16.4.

## **12.0 ISSUE OF GRADE CARD**

**12.1** The Consolidated Grade card will be issued, through the head of the Department when the student is declared to be eligible for the degree. The consolidated grade card will contain the following information:

- (i) The courses for which credits are earned
- (ii) Grade obtained in each course
- (iii) Cumulative grade point average earned during the course
- (iv) Month and year of successful appearance
- (v) Course code and title

**12.2** Grade Cards will be issued at the end of each semester examinations. The Grade Card will contain the following information:

- (i) The credits registered and earned in the particular semester
- (ii) Grade obtained in each course
- (iii) Grade point average earned in the particular semester
- (iv) Cumulative grade point average earned until the semester.
- (v) Course code and title

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

A student shall be declared to be eligible for the award of the B.Des. Degree provided the student has satisfied the following

- a. A student seeking B.Des degree shall be required to undergo the prescribed courses of study and evaluation in the college for the specified duration and to pass all the examinations prescribed therefore.
- b. He/ she should register for all the courses prescribed in the curriculum of the respective degree programme, fulfill the requirement of credits in each category of credit distribution, pass in all mandatory courses in the curriculum and earn the minimum number of 160 credits.
- c. The maximum time limit for the completion of the B.Des Degree programme is 7 (Seven) years from the date of admission to the first semester of the programme, irrespective of the period of break of study (vide clause 16), or prevention (vide clause 6.1), in order that the student may be eligible for the award of the degree.
- d. No disciplinary action pending against the student

### **14.0 CLASSIFICATION OF THE DEGREE AWARDED**

#### **14.1 First class with Distinction**

A student who qualifies for the award of degree (vide clause 13.0) having passed the examination in all registered courses in his / her first appearance (including industry supported courses), within FIVE years including the authorized Break of Study of One Year, and securing a CGPA of not less than 8.50 shall be declared to have passed in

First class with distinction and should not have been prevented from writing End Semester Examination due to lack of attendance in any of the courses. The authorized break of study (vide clause 10.0) and withdrawal from the examination (vide clause 15.0) will not be counted as an attempt.

#### **14.2 First Class**

A student who qualifies for the award of degree (vide clause 13.0) having passed the examination in all the courses within FIVE years including the authorized Break of Study of One Year and securing a CGPA of not less than 6.50 shall be declared to have passed in First class and should not have been prevented from writing End Semester examination due to lack of attendance in any of the courses. The authorized break of study (vide clause 10.0) and withdrawal from the examination (vide clause 15.0) will not be counted as an attempt.

#### **14.3 Second Class**

All other students (not covered in 14.1 and 14.2) who qualify for the award of degree having passed the examination in all the courses and fulfilling the requirements given in clause 13.0 above shall be declared to have passed in Second Class.

**14.4** A student who is absent for End Semester Examination in a course/project work after having registered for the same shall be considered to have appeared in that (except approved withdrawal from End Semester Examination) for the purpose of classification.

### **15.0 PROVISION FOR WITHDRAWAL FROM THE EXAMINATIONS**

**15.1** A student will be permitted to withdraw in anyone of the semesters except first semester during the entire duration of the degree programme for valid and genuine reasons by making an application in the office of the Controller of Examinations through the respective Head of the Department for withdrawal at least one day in advance of the last theory examination in that semester. When he / she appears subsequently, he / she has to appear for all the courses of that semester on registration and payment of fees. Subsequent appearances will not be counted as separate attempts.

**15.2** Those students who withdraw are eligible for the award of First Class and First Class with Distinction as per the requirement in this regard. However he / she will not be considered for ranking.

**15.3** Withdrawal is permitted ONLY ONCE during the entire duration of the degree programme.

**15.4** Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in clause 9.0 as requirements for appearing in the End Semester Examination.

**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 5 years as per clause 5.2.

## **16.0 DISCIPLINE**

**16.1** Every student is required to observe discipline 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 college. The Principal shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a special committee shall be constituted by the Head of the Institution for taking the final decision.

**16.2** If a student indulges in malpractice in any test/Examinations, the student shall be liable for punitive action as prescribed by the College from time to time.

## **17.0 REVISION OF REGULATIONS AND CURRICULUM**

The standing committee/Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

## **18.0 SPECIAL CASES**

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/ clarifications /amendments required for special cases on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.