

# **ANNA UNIVERSITY**

**Affiliated Institutions (Non-Autonomous)**

---

## **ACADEMIC REGULATIONS 2025**

---

**UNDERGRADUATE PROGRAMMES (UG)**

### **B. Des., Programmes (Full-Time)**

*Applicable to the students admitted in B. Des., Programmes, offered in Affiliated  
Institutions (Non-Autonomous), from the  
Academic year 2025 – 2026*

## **CONTENTS**

|     |  |    |
|-----|--|----|
| 1.  | Title .....  | 1  |
| 2.  | Scope.....   | 1  |
| 3.  | Definitions .....  | 1  |
| 4.  | Admissions (R-2025) .....  | 3  |
| 5.  | Programme Structure .....  | 3  |
| 6.  | Induction Programme .....  | 7  |
| 7.  | Academic Calendar .....  | 8  |
| 8.  | Mentoring & Statutory Support for Students .....                                   | 8  |
| 9.  | Class Timings.....   | 11 |
| 10. | Registration of Courses .....  | 11 |
| 11. | Attendance Criterion.....  | 15 |
| 12. | Break of Study.....  | 18 |
| 13. | Unauthorised Absence .....   | 19 |
| 14. | Re-joining the Programme.....  | 19 |
| 15. | Disciplinary Proceedings .....   | 20 |
| 16. | Vacation .....   | 21 |
| 17. | Teaching & Evaluation.....   | 21 |
| 18. | Eligibility for Pass in Each Course.....   | 33 |
| 20. | Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA) . | 34 |
| 21  | Award of Degree .....  | 35 |
| 22. | Academic Audit .....   | 36 |
| 23  | Revision .....   | 37 |

## 1. Title

These regulations shall be called as 'Academic Regulations 2025 (Affiliated)'. In short, it is referred as 'BS2025-UG(Affl.)'.

## 2. Scope

**2.1.** The regulations provided herein shall apply to the students admitted in the Undergraduate (UG), B. Des. Programmes, offered in Affiliated Institutions (Non-Autonomous) of Anna University, Chennai from the Academic year 2025 – 2026.

**2.2.** These regulations are quite comprehensive and include definitions of key terms, critical concepts, methods of calculations, roles 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 courses from a wide range of elective courses offered by the departments.
- c) adopt an inter / multi-disciplinary approach in learning and
- d) make the best use of the expertise of available faculty.

**3.3.** 'Programme' means Degree Programme (i.e) B.Des. Degree Programme.

**3.4.** 'Discipline' means Branch of B.Des. Degree Programme.

**3.5.** '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 July / August and December shall be called 'Odd Semester' (I, III, V, VII), and that scheduled between December / January and May, shall be called 'Even semester' (II, IV, VI, VIII).

**3.6.** 'Course' refers to a Theory or Theory cum Studio or Studio subject that is offered in a semester of the Programme.

- 3.7. 'Contact Hours'** means duration of Lecture, Tutorial, Practical, Project Work or Studio, as applicable.
- 3.8. 'Credit'** means the weightage assigned to the 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 Studio/Practical.
- 3.9. Continuous Assessment** means evaluation of the students' progress and performance in a course during a semester through various activities such as Assignments, written Test /Examination, study, seminar, and or a combination of modes, etc. Importantly, the students shall complete all activities, as prescribed in the syllabus of the respective course to get the internal marks.
- 3.10. End Semester Examination** means an examination conducted for a course at the end of the semester to evaluate the student's overall learning attainments.
- 3.11. 'Faculty'** means a group of allied Programmes.
- 3.12. "Bona fide Student"** means the student who has been admitted and joined the B. Des. Programme.
- 3.13. 'Head of the Department'** means Head of the Department concerned, offering the B.Des programme.
- 3.14. 'Head of the Institution'** means the Principal / Dean of the respective Institution.
- 3.15. 'Disciplinary Committee'** means the committee constituted by the Head of the Institution to look after students' discipline.
- 3.16. 'Institute Academic Affairs Committee'** means the committee constituted by the Head of the Institution to look after academic and development activities of the Institute.
- 3.17. 'Chairperson'** means Head of the Faculty.
- 3.18. 'Controller of Examinations'** means the Officer of the University responsible for all the activities related to examinations in the Affiliated Institutions.
- 3.19. '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.

**3.20. '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.

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

#### **4. Admissions (R-2025)**

- 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.

Passed 10+2 examination

Obtained at least 45% marks (40% in case of candidates belonging to reserved category) in the qualifying Examination. OR Passed D.Voc. Stream in the same or allied sector.

- 4.2** All students admitted provisionally or otherwise to any programme shall submit Photo ID proof issued by State / Central Govt., Original Transfer Certificate from the institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the competent authorities.
- 4.3** The admission of a student, who fails to submit the prescribed documents by the above-said date in Clause 4.2, or fails to meet other stipulated requirement(s), shall be cancelled by the University. The University shall also cancel the admission of a student at a later time, if the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the programme in the Affiliated Institutions

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

##### **5.1. Curriculum**

B. Des. 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). Duration of the programme is Four years (Eight Semesters) for a student admitted to a programme with qualifications as prescribed in Clause 4.1, of the regulations. The student shall successfully complete all the requirements as per the curriculum and regulations of the programme within the above-said duration of 'FOUR' years.
- (ii). Above mentioned period in Clause 5.2 (i) shall be extended for 'ONE' more year to a student, who is permitted to avail the authorized break of study or opt for dropping of courses as per the regulations.
- (iii). 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 5.2 [(i) & (i)].
- (iv). After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'SEVEN' years .This maximum duration for successful completion shall be reckoned from the date of original admission to the programme.
- (v). In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'SEVEN' years.

## 5.3. Course Categories

B. Des. Programme will have a curriculum consisting of theory, theory cum studio and Studio based courses, with prescribed syllabi as categorized below:

- I. **Building Sciences and Applied Engineering (BS & AE):** Course that inform the Professional Core and should compulsorily be studied.

- II. **Humanities (HUM)** include courses such as Language and Heritage.
- III. **Professional Core (PC)** include compulsory core courses relevant to the chosen discipline.
- IV. **Professional Elective (PE)** are the courses which can be chosen from a larger pool of courses and are very specific / specialised / advanced / supportive to the discipline and nurtures the candidate's proficiency in the discipline.
- V. **Professional Ability Enhancement (PAE)** are the courses offered to enhance professional abilities and proficiencies of the students in academic and professional contexts.
- VI. **Skill Development (SD)** are the courses offered to enhance specific abilities and competencies of the students in academic and professional contexts. Industry Oriented Courses (IOC), that are offered to allow students to expand their knowledge and skills in niche areas and meet the ever-changing arising in the relevant industries, from time to time are classified under **Skill Development (SD)** category.
- VII. **Value Added (VA) Courses** are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and skills of the student. Completion of these course(s) is / are not mandatory for successful completion of the programme.
- VIII. **Off Campus (OC) Courses** are the courses that can be undergone by the student, offered by other institutions / firms.

#### 5.4. Medium of Instruction

The medium of instruction in B.Des. programme is 'English' for all courses, examinations, presentations and reports. University courses- 'Heritage of Tamils' and 'Tamils and Technology' are offered with medium of instruction as 'Tamil' and 'English'.

## 5.5. Assignment of Credits

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

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

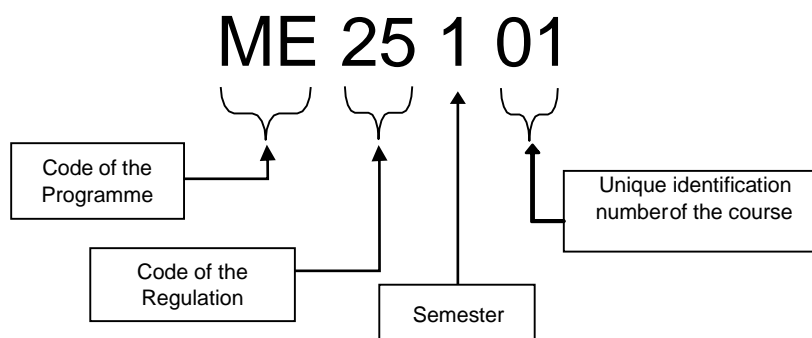
| Contact Hour        | Credits |
|---------------------|---------|
| 1 Lecture Hour      | 1       |
| 1 Tutorial Hour     | 1       |
| 1 Laboratory Period | 1       |
| 1 Studio Period     | 0.5     |

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

## 5.6. Course Code

Each course offered by a department under Engineering Science - Programme Core ES (PC) category is assigned with a course code consisting of two alphabets, followed by five numerals. First two alphabets denote the code of the Programme. First two numerals denote the code of the Regulation. Third numeral denotes 'Semester' and last two numerals denote the unique identification number of the course.

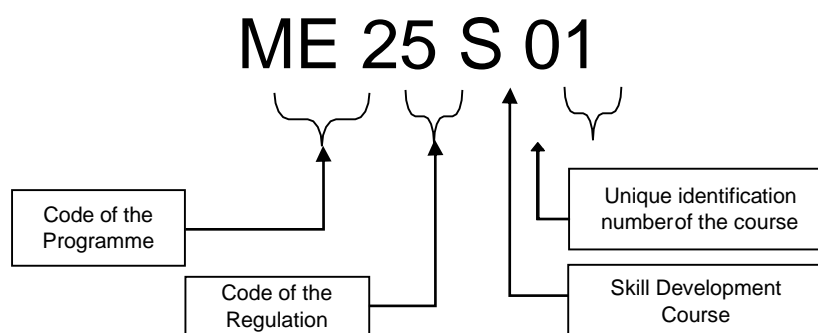
- For example, in B.E., Mechanical Engineering programme, a particular ES (PC) offered in the first semester is denoted as



- For Engineering Science - Programme Elective, ES (PE) category, offered by the Department, the third numeral denoting 'Semester' is designated as '0'.



- For Open Elective Courses offered by the Department, the third numeral denoting 'Semester' is designated as '9'.
- For common courses offered by the Department, the third numeral denoting 'Semester' is designated as 'C'.
- For Skill Development Courses offered with respect to discipline, course codes are assigned as follows.



## 6. Induction Programme

The students shall undergo a mandatory 'FIVE DAY' induction programme comprising of lectures by eminent people, visits to various departments and ice-breaking events within department / branch immediately after getting admitted in the respective Institution.

Induction Programme shall be conducted by the respective Head of the Institution, aimed at offering the incoming students, an interface to understand and interact with the diverse student community in the respective Institute. The objectives of this induction programme include:

- ❖ Welcoming and orienting the new students.
- ❖ Guiding the new students about life at respective Institute and its activities, college fests, etc.
- ❖ Providing academic guidance to the students.
- ❖ Enforcing the anti-ragging rule.

On the whole, the Induction Programme aims to provide the incoming students with a cordial environment to make their transition to the Higher Education system as smooth as possible.

## **7. 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 semester. The academic calendar for each semester shall be available in the University website.

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

### **8.1. Faculty Advisor**

Each Department of the Institution shall operate in a system with faculty advisors, where a faculty member is assigned to look after the general welfare of a set of students, nominally 30 to 40 students. 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 Advisor 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:

- ❖ Discuss what the student already knows about the University system and give the students relevant information, especially in the beginning of the student's academic programme.
- ❖ 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.

## **8.2. Grievance Cell**

Each Institute is mandated to constitute a 'Student Grievance Committee' under the Chairmanship of Head of the Institution. Committee shall comprise the following;

1. Head of the Institute – Chairperson
2. Faculty Representatives – Three faculty members in the cadre of Professor / Associate Professor from different departments and among them one shall be a woman faculty member.
3. Student Representatives – Two student representatives preferably from final year or third year students, and one shall be a girl student.
4. Member Secretary – A faculty member nominated by the Head of the Institution to coordinate the Cell.

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 Institution and the tenure of the faculty representatives and member secretary shall be for a period of one academic year.

## **8.3. Guidance & Counselling Cell**

Each Institute shall have a dedicated 'Guidance and Counselling' unit. This cell comprises of psychological counsellors, faculty representatives including the faculty advisor and student representatives. This cell shall help and offer advice in all kinds of matters. This counselling cell shall be constituted by the respective Head of the Institution.

## **8.4. Prevention of Sexual Harassment (POSH) Cell**

POSH Cell shall be established to ensure a safe and secure working / studying environment for Girls and Women in each institute. More information about this cell can be accessed at the following link <https://www.annauniv.edu/POSH/index.php>.

## **8.5. SC / ST Cell**

A separate cell is functioning in the University to safeguard the rights and privileges of the students, belonging to SC / ST category. This cell also informs

the students about the various scholarships and fellowships and encourages them to apply for relevant ones. More information about this cell can be accessed at the following link: <https://www.annauniv.edu/scstcell/>.

### **8.6. Institute Academic Affairs Committee**

- (i). The Institute Academic Affairs Committee (IAAC) shall function under the Chairpersonship of Head of the Institution. This mandated committee shall be constituted by Head of the Institute and its composition shall be as follows;
- ❖ Head of the Institute – Chairperson
  - ❖ Faculty Representatives –Head of the Department
  - ❖ Student Representatives – Two student representatives from each year and one shall be a girl student.
  - ❖ Member Secretary – A faculty member in the cadre of Professor / Associate Professor to be nominated by Head of the Institutions.
- (ii). The first meeting of IAAC shall be conducted within ‘SEVEN’ working days from the commencement of academic session. The second IAAC meeting shall be conducted after the first assessment period and third meeting shall be conducted before ‘TEN’ working days, from the last date of Academic session.
- (iii). Major responsibilities of IAAC include;
- a) Addressing difficulties experienced by students in the classroom and in the laboratories, if any.
  - b) Analysing the academic performance of the students after each assessment test and finding ways and means of improving the performance of the students.
  - c) Minutes of the Meeting shall be prepared and recorded.
  - d) Communication of minutes of each meeting to the faculty members, students and other stakeholders.
  - e) The IAAC shall ensure the highest standards of academic integrity and adopt utmost transparency.

- f) Identification of areas for academic support to the students and recommend remedial measures.
- g) Any Points requiring action from the University shall be brought to the notice of the Director, Academic Courses, through the respective Head of the Institution, for necessary action.

## **9. Class Timings**

The classes are usually scheduled between 08:30 AM to 05:00 PM with necessary recesses and lunch break. Regular classes are scheduled 5-days in a week, from Monday to Friday. The course instructors may also schedule some additional classes / exams / activities with prior approval of the respective Head of the Institute.

## **10. Registration of Courses**

- 10.1.** Each student admitted is required to register before the commencement of each semester to undergo the courses during that semester as per the academic calendar. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list.
- 10.2.** Registration of courses shall be only through the web-based system within the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully complete the registration process. Responsibility for completion of the registration process on time, rests with the student and the student shall approach the Head of the Department / Head of the Institute concerned, for any clarifications.
- 10.3.** A student shall not re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.
- 10.4.** Students shall register the courses in a semester, subject to the maximum credit limit of 36 per semester that includes courses registered for Shortage of Attendance.
- 10.5.** Students shall add or drop courses using the online registration system during the period specified for this purpose in the Academic Calendar. Each add / drop request shall be processed by only the Head of the Institution concerned,

considering necessary pre-requisites, and other conditions (if any) for the same. Any drop / add of courses shall be communicated to 'The Director, Centre for Academic Courses', within 10 working days from the commencement of the academic session. Under any circumstance drop / add of course in registration process shall not be entertained after 10 working days from the commencement of the academic session. The following rules shall be adhered for add / drop of course(s).

- (i). Advancement of courses with prior approval of the respective Head of the Institute shall be completed by a student only before the start of every semester. These courses shall be registered by a particular student.
- (ii). Dropping of a course can be done within 7 working days from the start of academic session and under any circumstances dropping of a course shall not be allowed after 7 working days.

However, a student cannot drop the courses comprising of Design Studios, Dissertation, Internship Training and Project. They have to register for these courses in the respective semesters as per curriculum only.

- 10.6.** If PE courses are not successfully completed by a student, in a particular semester, student shall be permitted to opt for alternate course(s) under these categories in the subsequent semester(s).
- 10.7.** A student can choose all the PE Courses either from one of the Streams or a combination of courses from more than one Streams in a semester. Minimum registration of 15 students is required to offer a PE course.
- 10.8.** PE Courses shall be selected in the specialised groups given as Streams. Students shall choose the courses from various Streams as specified in the respective curriculum.
- 10.9.** Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, under PC / PE category in any programme with the prior permission of the Head of the Institution. The credits earned shall be printed in the grade sheet and shall not be considered for the computation of CGPA.

#### **10.10. Value-Added (VA) Course(s)**

- (i). Students have the option of registering for Value Added (VA) Course(s) and the credits earned after successful completion of VA courses shall be featured in the Grade sheet. However, credits earned (if any) will not be considered for computation of CGPA. Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Institution concerned.
- (ii). Syllabus content, timetable and faculty for conduct of VA course(s) shall be placed before the Departmental Committee (DC) for making recommendations. DC shall be constituted by the Head of the Institute, consisting of,
  - 1. Head of the Department concerned
  - 2. A Professor / Associate Professor from parent department
  - 3. A Professor / Associate Professor from allied department
  - 4. Assistant Professor from the Parent Department
  - 5. Faculty Advisor(s) of the class.
- (iii). The recommendations of DC shall be sent to 'The Director, Centre for Academic Courses', within 30 working days from the commencement of a semester for offering VA course(s) in the subsequent academic semester. VA Course(s) once approved by the University shall be notified in the Institute website and these courses can also be offered by other Departments of the respective Institute. Post-facto approval shall not be granted by the University, under any circumstances.
- (iv). The result(s) of VA Course(s) shall be printed in grade sheet, only upon successful completion of the course. However, the credits earned shall not be considered for computation of CGPA.

#### **10.11. Off Campus (OC) Course(s)**

- (i). Student shall have the option of registering courses in physical / online / hybrid mode with other institutes or online platforms in a semester (except VIII semester), with prior permission from the Director, Centre

for Academic Courses. The Institute concerned shall notify and obtain such proposals from the interested students, within ONE month from the commencement of a semester, for undergoing the OC course(s) in the subsequent semester. Such proposals shall be processed through the above-said DC (clause 10.10(ii)) and recommendations of the DC shall be submitted to the Director, Centre for Academic Courses, by the respective Head of the Institution, 30 working days before the last working day of the semester. Repetition of courses already registered / completed shall not be permitted. Post-facto permissions shall not be entertained under any circumstances.

(ii). Students shall opt the OC Course(s) offered

- a) By SWAYAM / NPTEL portal.
- b) By State / Central funded Universities or Institutions, which are in the top 25 positions in the latest 'National Institutional Ranking Framework' (NIRF) ranking. NIRF ranking is based on respective stream for PE Course.
- c) Directly by foreign Universities within QS ranking 500 for the last three years and not through Edutech platforms.
- d) By State / Central Research Laboratories or Institutions (other than Universities & Colleges) or Companies / Firms ( Architecture / allied Engineering / Interior designer/ interior designer practicing Industry / allied field) related to the programme and involved in transfer of knowledge (provided the knowledge transferring company is a spinoff from an ( Architecture / allied Engineering / Interior designer/ interior designer practicing Industry/ allied field ) and sharing the experience of the respective industry. In this case, the academic content and delivery shall be in consonance with the University academic standards and norms

(iii). Maximum number of courses that a student can undergo is 'THREE' for the above clause 10.11 (ii) a) – d). Number of courses that can be registered shall not exceed 'TWO' per semester, subject to the



maximum credit limit of 36, in a semester.

- (iv). Student shall also undergo OCC in the 'University abroad' under students' exchange programme through Centre for International Relations of Anna University (refer Student Exchange Guidelines). Number of courses to be undergone by a student in the 'University abroad' shall be as per the MoU & Learning agreement. In this case, the academic content and delivery shall be in consonance with the University academic standards and norms. Upon successful completion of the courses, the credits earned by the student shall be transferred as per the learning agreement. The Head of the Institution shall be the nodal officer for coordinating all the activities with Centre for International Relations, Anna University, in offering the OC Course(s) to the students, as per the University guidelines in force, from time to time.
- (v). For each Institute, a Coordinator shall be nominated as a Single Point of Contact (SPoC) by the respective Head of the Institute, for coordinating all the activities related to the OC Course(s).
- (vi). Advancement of courses, if any shall be permitted as per Clause 10.5.

## 11. Attendance Criterion

- 11.1.** The students are expected to attend all the classes without fail. Attendance of the student in each course is calculated from

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

- 11.2.** The University mandates a minimum overall attendance of 80%. This overall attendance percentage is calculated by taking average of student's attendance in all the registered courses in a semester. For example, if a student has attendance of ATT1, ATT2, ATT3, ATT4, ATT5 and ATT6 in the registered Course 1, Course 2, Course 3, Course 4, Course 5 and Course 6, respectively in a semester, then overall attendance of such student's is calculated from

$$\% \text{ of Overall Attendance} = \frac{(\text{ATT1} + \text{ATT2} + \text{ATT3} + \text{ATT4} + \text{ATT5} + \text{ATT6})}{\text{Total No. of Classes conducted for 'SIX' courses}} \times 100$$

Overall percentage of attendance in a semester for a student is calculated from,

$$\% \text{ of Overall Attendance} = \frac{\text{Actual No. of periods attended in all registered courses (AP)}}{\text{Total No. of periods conducted in all registered courses (TP)}} \times 100$$

- 11.3.** Marks will be awarded for student's attendance in 'EACH' course and the distribution of marks is given below;

| Attendance (%) | 80 – 85% | 85 – 90% | 90 – 95% | Above 95% |
|----------------|----------|----------|----------|-----------|
| Marks          | 1        | 2        | 3        | 5         |

The marks earned by a student shall be included in the Continuous Assessment for each course, based on the percentage of attendance secured in a particular course as given above.

- 11.4.** For medical reasons, if a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Institute concerned, within 5 days from the date of reporting back for class work. In the event of student not able to secure 80% attendance, but has at least 70% attendance, such 'Medical Certificate' shall be considered, with the approval of the respective Head of the Institute. In this case, the overall percentage of attendance in all the registered courses in a semester is calculated from clause 11.2 of this regulation with inclusion of 'number of periods during the medical emergency (MEP)' as below;

$$\% \text{ of Overall Attendance} = \left( \frac{AP}{TP - MEP} \right) \times 100$$

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

- 11.5.** Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 11.4 shall not be accepted and in this case, % of attendance of the student is calculated as given in Clause 11.1.

- 11.6.** The student shall be prevented from appearing in the end semester examination for all courses in a semester, if the overall attendance secured by a student is less than 80%. Such prevented student shall not be permitted to go to next semester. Importantly, such prevented student shall be permitted to rejoin the programme in the semester of prevention, during only in the next academic year and undergo all the courses. If the academic regulation is changed, addition / deletion of course(s) shall be prescribed by the Director, Centre for Academic Courses, and such student shall undergo additional courses, if any for completion of the programme.
- 11.7.** The students should get prior approval from the respective Head of the Institution to attend campus recruitments, seminars, project works, and internships, co-curricular and extra-curricular activities. Only upon prior approval of Head of the Institution, attendance for the above said activities shall be considered as 'ON-DUTY'. Students shall be permitted to avail only 10% of total working days in a semester. However, student participating in sports activities, representing the institution in the University / State / National / International Level, shall be permitted to avail ON-DUTY without any restriction period of 10%, only with prior approval of the Chairman, Anna University Sports Board, through the respective Head of the Institution. Additional classes shall be conducted by the Institute to the student(s) who are participating only in above said Sports activities so that such students shall attain the prescribed overall percentage attendance to appear in the University End Semester Examinations.
- 11.8.** 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 by the Controller of Examinations within THREE working days from the last working day of a particular semester.
- 11.9.** A student, if eligible for appearing in the end semester examinations shall be allowed to withdraw the course(s) for bona fide reason(s), only with prior approval of the Head of the Institution 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 Institution. Students shall appear for the 'End Semester Examination' in the subsequent semester. The course(s) 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 (VIII semester) of the programme, supplementary examination shall be conducted within a maximum period of 30 working days from the date of publication of the results.

With the permission to appear for the end semester examination, withdraw is granted to student in any course or courses in ANY ONE of the semester examinations during the entire duration of the degree programme.

- (i). For all Studio courses, Internship Training, Dissertation and Project, if a student has submitted the portfolio/ report within stipulated date and obtains Withdrawal from a Viva Voce examination, he/ she can appear for a Supplementary Viva Voce exam with the same jury as the regular exam with the portfolio/ report that was already submitted. There is no option to submit improved portfolio/ report. Supplementary Viva Voce Exam shall be conducted within a maximum period of 30 working days from the date of publication of the results.
- (ii). Withdrawal is permitted for the End Semester examinations in the final semester only if the period of study of the student concerned does not exceed 6 years .

## **12. Break of Study**

- 12.1** Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (Two consecutive semesters) in the entire four years of the programme for bona fide reasons (such as hospitalization / accident / specific illness) only. However, Break of Study shall also be granted for above-said bona fide reasons, for a period of SIX months (One semester) to the students who have already completed up to the VII semester of the programme. The student shall

apply for Break of Study to the respective Head of the Institution through email / letter, which in turn shall be forwarded to the Director, Centre for Academic Courses for further action. Under any circumstances, student shall not be permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the generation of 'Prevention list'. Duration of the Programme, is 'as given in Clause 5.2 includes the period of above approved Break of Study.

- 12.2** Students who are granted 'Break of Study', shall be allowed to appear for the End Semester Arrear Examinations for backlog courses, if any, during the period of Break of Study.

### **13. Unauthorised Absence**

If a student has not reported officially to the Institution for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the respective Head of the Institution) for 'Break of Study', Head of the Institute shall send the intimation on unauthorized absence to such Student / Parent / Guardian through email/registered post. Considering students' welfare and the natural justice, Head of the Institute shall inform such Student / Parent / Guardian a minimum of three times periodically in a semester on the unauthorised absence. If a student has not reported after three intimations, then the Head of Institution shall send the list of such student(s) to 'The Director, Centre for Academic Courses'. Upon verifying all relevant records, admission of such student(s) shall be cancelled by the University and this decision shall be communicated to competent state authority for students' admission.

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

After the end of approved 'Break of study' period, student shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Student(s) shall re-join the programme within TEN working days from the date of commencement of semester. Under any circumstances, the period of rejoining shall not be extended. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable to such student(s).

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 Academic Regulations & Curriculum, the student shall undergo additional course(s) or get exemption from undergoing the course(s), as recommended by the committee, constituted by the Director, Centre for Academic Courses, for this purpose. Addition/exemption of course(s) if any due to change of regulations at the time of re-joining shall be prescribed to the student within FIFTEEN working days from the date of re-joining and the intimation shall be sent to the Head of the Institute.

### 15. Disciplinary Proceedings

Students faced with disciplinary action for any serious offence (For example: ragging, misbehaviour, etc.), the disciplinary committee of the Institute shall conduct a detailed inquiry within SEVEN working days from the date of cognizance of such incident(s). Disciplinary committee of the institute shall be constituted by the Head of the Institution consisting of following members;

- |  |               |
|--|---------------|
| 1. Head of the Institute   | - Chairperson |
| 2. Head of the Department of the student (s) concerned           | - Member 1    |
| 3. Head of the Department from other department                  | - Member 2    |
| 4. Professor / Associate Professor from other department         | - Member 3    |
| 5. Professor / Associate Professor (Women) from other department | - Member 4    |
| 6. Faculty Advisor of the respective student                     | - Member 5    |

Head of the Institution shall in turn forward the committee report with remarks to the Director, Centre for Student Affairs. If the recommendations of the committee suspension more than one week or debarring for a semester or issuance of Transfer Certificate, then Committee report shall be placed in the Students' Grievance Redressal committee of the University and appropriate disciplinary action shall be taken against the student, if charges are proved. Representation of the students shall

be considered, in all the stages of the enquiry, before imposing any penalty to the student(s).

## 16. Vacation

There are two vacations (winter, summer) in an academic year. Period of both vacations shall be announced in the academic calendar.

## 17. Teaching & Evaluation

**17.1.** Each course is conducted by a 'Course Instructor', who has the overall responsibility for successful conduct of class work. Responsibilities of the Course Instructor include the maintenance of attendance and assessment records for the courses handled.

**17.2.** Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only.

**17.3. For 'Theory (T) Courses',** evaluation can be through continuous assessments and end semester examination. Each course under theory type in the respective curriculum, students' performance shall be evaluated for a maximum of 100 marks. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%.

- (i). Continuous assessments comprise of two assessments of equal weightage, conducted by the Department / College concerned. At least one of the assessments shall be conducted as test, along the lines of University End Semester Examinations. The other assessment can be test or assignment in any mode such as study, seminar, and or a combination of modes, etc.
- (ii). End semester examination shall be conducted for 100 marks with a duration of THREE hours, However, for theory course with ONE credit End semester examinations shall be conducted for a maximum of 50 marks, with a maximum time duration of 90 minutes. Marks secured in such ONE credit theory course shall be subsequently converted into equivalent marks out of 100.

**17.4 For 'Theory Cum Studio (TS) Courses',** (including courses with digital content in the syllabus), evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

- (i). Continuous assessment comprises of three assessments of equal weightage shall be made during the semester by the Department / College concerned. One of the Assessments will be a test along the lines of University End Semester Examinations. The other two assessments will incorporate continuous marking of the work and performance during the particular assessment period such as drawings, models, study, seminar, etc.
- (ii). End semester examination shall be conducted for 100 marks with a duration of THREE hours.

**17.5. For Studio Courses,** (including courses with digital content in the syllabus and Integrated Design Seminar) evaluation shall be through continuous assessments and end semester examination. Out of 100 marks, the Continuous Assessment shall have the weightage of 60% and the End Semester Viva Voce shall have the weightage of 40%.

- (i). Continuous assessment comprises of three assessments of equal weightage, conducted by the Department / College concerned, which shall be based on the student's regular work and performance during the studio. The total marks obtained in the three assessments put together shall be taken as internal marks for the particular course.
- (ii). End Semester Examination for Studio Courses will be through Viva Voce Examination conducted for two days by a Jury consisting of two External Examiners for each batch appointed by the COE.

For the End Semester Viva Voce examinations, the students shall submit final manual or printed portfolio / report that consists of study / Design drawings/ Physical and Virtual models / Research and any other



type of work as applicable. The date of submission final portfolio / report shall be or on or before the last working day of the semester.

For each Batch, two External Examiners will evaluate based on the project brief and methodology followed by the particular class within the scope of the syllabus for the course with the weightage of marks given by each being 50%:50% of the marks for the examination. The number of students evaluated for Viva Voce exams by a jury shall not exceed 15 students per day.

- 17.6. For Internship Training** evaluation shall be through continuous assessments and end semester examination. Out of 100 marks, the Continuous Assessment shall have the weightage of 50% and the End Semester Viva Voce shall have the weightage of 50%.

Every student shall undergo Internship Training (Summer Internship training) after the IV & VI Semesters during May/June. 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.

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 Departmental Committee (DC) two weeks prior to the training period

Ideally every student is required to undertake the entire duration of Professional Training after the IV and VI semesters. Student who fails to complete the internship at the end of the IV or VI semester or after both the semesters, he/she can be given a chance to completed the end of the VII Semester as per clause 5.2(iv). 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 co-ordinator.

- (i). Continuous Assessment comprises of three assessments of equal weightage based on the student's regular work and performance in the office. It will be done by the Principal Architect/Chief Designer / interior designer, his/her designee architect in whose office the student is undergoing training. The assessments will be compiled by a Internship Training Coordinator (who will be an internal faculty member) for each batch of Internship Training. The total marks obtained in the three assessments put together shall be taken as internal marks for the particular course.
- (ii). For the End Semester Viva Voce examinations, the students shall submit final portfolio / report that consists of work done during the Internship Training. The submission of portfolio / report shall be within 7 calendar days from the last working day of the semester. If the date happens to be on a public holiday, the next working day may be considered for submission.

The Viva Voce Examination for Internship Training will be conducted for each Batch by a jury comprising of an External Examiner and an Internal Examiner from the Department appointed by the COE with the weightage for each being 80%:20% of the marks for the examination respectively. Viva Voce external examiner shall have a minimum of 5 years professional experience in a field of study relating to the subject of examination. The number of students evaluated for Viva Voce exams by a jury shall not exceed 15 students per day.

**17.10. For Dissertation**, evaluation shall be through continuous assessments and End semester examination. Out of 100 marks, the Continuous Assessment shall have the weightage of 50% and the End Semester Viva Voce shall have the weightage of 50%.

Every student shall undergo dissertation and will be supervised by Dissertation Supervisor assigned by the Head of the department. Topics for dissertation have to be chosen as outlined in the syllabus and submitted for approval on the date specified by the Head of the Department.

- (i). Continuous assessment comprises of three assessments of equal weightage shall be made by the Dissertation Supervisor during the semester.

Each assessment shall incorporate continuous marking of the work and performance during the particular assessment period.

- (ii). The Viva Voce Examination for a batch of 30 will be conducted by a jury comprising of an External Examiner and Internal Examiner from the Department appointed by the COE with the weightage for each being 80%:20% of the marks for the examination respectively. Any external examiner shall have a minimum of 5 years teaching / professional experience in a field of study relating to the subject of examination. The number of students evaluated for Viva Voce exams by a jury shall not exceed 15 students per day.

**17.8. For 'Project',** evaluation shall be through continuous assessments and end semester examination. Out of 100 marks, the Continuous Assessment shall have the weightage of 50% and the End Semester Viva Voce shall have the weightage of 50%.

Every student shall undergo Project with the topic chosen as outlined in the syllabus and submitted for approval at the end of the VII Semester on the date specified by the Head of the Department. Every student will be supervised by a Project Supervisor assigned by the Head of the department.

- (i). Continuous assessment comprises of three assessments with weightage of 30%:30%:40% for the first, second and third assessments respectively, shall be made during the semester by the Department / College concerned. Each assessment shall incorporate continuous marking of the work and performance during the particular assessment period. This consists of regular discussions with the Project Supervisor and periodic reviews before a Project Review Committee, with a minimum of five reviews (including one topic selection review which may be online and will not be evaluated). The Review Committee shall consist of the Project Coordinator, the Project Supervisor of the student and an External Member appointed by the Head of the Department.

- (ii). The Viva Voce Examination for a batch of 30 will be conducted by a jury comprising of an External Examiner appointed by the COE, the Thesis Supervisor and an Internal Examiner with the weightage for each being 80%:10%:10% of the marks for the examination respectively. Any internal examiner shall have a minimum of 5 years teaching / professional experience in a field of study relating to the subject of examination. However, an external examiner for Thesis shall have a minimum of 10 years teaching/ professional experience in a field of study relating to the subject of examination.

**17.9.** One of the four activities, '**National Cadet Corps (NCC) / National Sports Organization (NSO) / National Service Scheme (NSS) / Youth Red Cross (YRC)**', is a mandatory requirement during the first year of the programme.

- (i). The choice shall be solely based on the decision of the student at the time of admission and no change shall be permitted at a later stage. These activities are normally conducted during off-working hours and weekends and are designed to build character and to sensitize the students to social / national development. Camp for each activity shall be conducted during vacation period. Training period and camp duration shall be decided by the respective unit, from time to time. These activities shall not carry any credits.
- (ii). In addition to the above mandatory requirements, the student(s) shall be permitted to participate in NSS / NSO / NCC / YRC in subsequent years too, if they have an interest to pursue further. Successful completion of such participation shall be awarded with credits and shall be featured only in the grade sheet. However, the credits earned shall not be considered for computation of CGPA.

**17.10. Industry Oriented Course (IOC) ( shift this above NSS/NCC..)**

- (i). The IOC shall be evaluated internally for 100 marks only. End Semester Examinations shall not be conducted for IOC course.

- (ii). There shall be 'TWO' Industry Oriented Course (IOC) to be successfully completed by student, as prescribed in the respective curriculum. Students shall also be permitted to register for these courses offered by other departments, provided the student has fulfilled the necessary pre-requisites of the course being offered.
- (iii). Proposal for conduct of IOC shall be submitted by the respective department to the Head of the Institution during the commencement of each semester for conducting IOC(s) in the subsequent semester, as per the curriculum.
- (iv). Course content of IOC shall be framed by the identified industrial expert in consultation with the department concerned. A faculty member shall be nominated as coordinator by the respective Department. Content shall be of trans / multidisciplinary in nature, with practical applications such as case studies, standards, certifications, etc.
- (v). The proposal shall contain a brief introduction about the expert, title of the course, lesson plan for 15 hours, tentative schedule of the classes and pre-requisite(s), if any, for the students to undergo the IOC.
- (vi). The received proposals shall be placed before the IAAC by the Head of the Department and with recommendations of IAAC, proposal(s) shall be forwarded, within 15 days before the last working day of the ongoing semester to the Director, Centre for Academic Courses for further action. List of approved IOCs shall be widely published among the students through the website and other official media of the Institution, before the last examination date of the ongoing semester. Approved IOCs shall be offered in the subsequent semester.
- (vii). Classes shall be conducted by the industry expert through physical / hybrid mode and slot for these courses shall be allotted depending on the availability of the expert in regular timetable, before or after the working hours. However, time slots on Saturdays may also be judiciously decided by the respective Head of the Institution, depending on the convenience of the students and expert. For all sessions, the coordinator shall attend the classes along with the students. Attendance register for IOC shall be maintained by the Coordinator.
- (viii). Size of the batch shall be preferably below 75 for both physical and hybrid mode.

- (ix). Classes for IOC shall be held in the Institute premises and the practical classes or case studies / project, if any shall be conducted at the Institute / Industry, which shall be decided by the Industry Expert in consultation with the Coordinator.
- (x). Performance of the students shall be evaluated only through continuous assessments, with 'TWO' IEs viz. First IE in mid-term of the course and second IE at the end of the course. These IEs have equal weightage. Mode of assessment can be Quiz, Multiple Choice Questions, Descriptive type, Assignments, Projects, etc., and it is at the discretion of Industrial Expert and Coordinator. End Semester Examinations shall not be conducted for IOC course.
- (xi). Students shall also be permitted to attend the IOCs as 'Value Added Courses' over and above the two mandatory IOCs. The result(s) of such VACs shall be printed in the Grade sheet and the credit acquired shall not be considered for computation of CGPA.
- (xii). At the end of each IOC, students' feedback shall be obtained and reviewed by the respective Head of the Department, for further refinement of the course.

**17.11. Educational Tour/Study Tour** is a mandatory requirement of the B.Des programme. Educational Tour as Study Tour or as Case study visits shall be part of the course and conducted every year. The Tours is to assist and consolidate course contents by acquainting students not only with professional practice but also the culture and context of a region.

Each student after undertaking and successfully completing the Educational Tour , shall submit a report conveying an overall understanding of the place(s) culture and context through different modes as found appropriate - sketches, analysis, cognitive mapping, digital documentation, essays, etc.

**17.12.** In summary, the weightage for Continuous Assessments & End Semester Examination for various category of courses is given in 'Table 2' as follows.

**Table 2 – Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses**

| S. No. | Category of course | Continuous Assessments | End-Semester Examinations |
|--------|--------------------|------------------------|---------------------------|
| 1.     | Theory             | 40%                    | 60%                       |

|    |                              |      |      |
|----|------------------------------|------|------|
| 2. | Theory cum studio            | 50%  | 50%  |
| 3. | Studio courses               | 60%  | 40%  |
| 4. | Internship Training          | 50%  | 50%  |
| 5. | Dissertation                 | 50%  | 50%  |
| 6. | Project                      | 50%  | 50%  |
| 7. | Skill Development Course     |      |      |
|    | (i) Industry Oriented Course | 100% | ---- |
| 8. | Humanities Category          |      |      |
|    | (i). Heritage of Tamils      | 40%  | 60%  |
|    | (ii). Tamils and Technology  | 40%  | 60%  |

### 17.13. Passing Criteria in a Course

A Student is declared 'PASS' in a course upon satisfying the following conditions.

- (i). **For Theory, Theory cum Studio (Including Elective Theory and Theory cum Studio Courses),** student has to secure a minimum of 45% of total marks in the end semester examination and also obtain 50% of total marks (Continuous assessments + End semester examination), in a particular course which falls under.
- (ii). **For Studio Courses,** (including courses with digital content in the syllabus and Integrated Design Seminar) **Internship Training , Dissertation and Project,** the student who secures not less than 50% of the total marks prescribed for the course [Internal Assessment + University End Semester Viva Voce Examinations] with a minimum of 50% of the marks prescribed for the End Semester Viva Voce University Examination, shall be declared to have passed the course and acquired the relevant number of credits.
- (iii). **For Courses on 'Heritage of Tamils', and 'Tamils and Technology',** students shall secure a minimum of 45% of total marks in the end semester

examination and also obtain a 50% of total marks (Continuous assessments + End semester examination).

- (iv). **For 'Industry Oriented Courses'**, student shall secure a minimum 50% of marks in continuous assessments.
- (v). **For 'Off Campus Courses'**, student shall submit the result of these courses to the Head of the Institution, after successful completion of the course(s), within a week's time from the date of publication of the results. Marks obtained by a student in the course(s) shall be converted to equivalent Grade, adopting the procedure as prescribed in Clause 19.2 of this regulation.

In the case where grade point is awarded to Off Campus Courses, a new equivalent grade shall be awarded. In the case where grade point is awarded to Off Campus Courses, a new equivalent grade shall be awarded by converting the grade points secured by the student on 10-point scale and a new equivalent grade shall be awarded as per Clause 19.1 of the regulations. If the decimal of grade point is equal or greater than to 0.50, then the grade point shall be rounded-off to next higher integer. If the decimal of grade point is less than to 0.50, the grade point shall be rounded-off to integer of grade point. For example, 1, if a student secures a grade point of 3.4 on 4-point scale, then the grade point on 10-point scale shall be 8.50 and rounded-off to 9. Hence, the new equivalent grade for grade point '9' is 'A' as per Clause 20.1 of the regulations. For example, 2, grade point secured by a student is 3.6 out of 7-point, then the grade point on 10-point scale shall be 5.14 and rounded-off to 5. Hence, the new equivalent grade is for grade point '5' is 'C'.



- (vi). **For ‘Value Added Courses’**, a student shall secure a minimum 50% marks, as per the evaluation processes, prescribed by the approved Firm / Company offering the VAC. Grade shall be awarded as prescribed in Clause 19.2 of the regulations. Credits earned shall not be considered for computation of CGPA.

#### **17.14. Publication of Results and Revaluation**

- (i). Publication of examination results shall be within TWENTY working days from the date of completion of regular end semester examinations of a particular programme.
- (ii). After publication of end semester examination results, student shall apply for revaluation of the answer script(s), as per the guidelines prescribed by the Controller of Examinations from time-to-time.
- (iii). Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) in which the students’ performance is evaluated only based continuous assessment.
- (iv). Student shall not be permitted to apply for revaluation of the answer script(s) for the course(s) offered under SD category.
- (v). Revaluation is not permitted for all Studio Courses, Internship Training Dissertation and Project
- (vi). The COE will arrange for the revaluation and the results of revaluation shall be published within 15 days from the last date for submission of application for revaluation answer script, as notified by the Controller of Examinations.

#### **17.15. NOT SATISFYING ‘PASSING’ CRITERIA**

A student who has not satisfied the passing conditions in,

- (i). **For Theory and Theory cum Studio (Including Elective Theory, Theory cum Studio Courses)**, student has to reappear in the ‘End Semester Examination’ in the subsequent semester(s). In such case, the continuous assessment marks obtained in the first appearance shall

be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Continuous Assessments + End Semester Examination) as per clause 17.12 (i), then the student shall be declared to have passed the examination if the student secures a minimum 50% of total marks in the end semester examinations alone.

- (ii). **For Studio Courses, (including courses with digital content in the syllabus and Integrated Design Seminar), Dissertation and Project**, if the student is unsuccessful in getting 'pass' can attend a Subsequent Viva Voce exam with improved portfolio/ report submitted within 30 days from the publication of the results. In case the 30<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.

In case, student eligible to attend Subsequent Viva Voce Examination, , the student fails in (a) resubmission of the portfolio/report or (b) submitted the portfolio and absent for viva examination or (c) appeared for viva exam and failed to secured an pass mark , then 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.

- (iii). **Internship Training**, if a student fails to secure a pass in Internship 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.
- (iv). **Industry Oriented Courses**, re-examination shall be conducted within a minimum period of 10 days from the date of publication of results. If a student does not successfully complete the IOC in the re-examination, registration of the particular IOC shall stand cancelled. Student shall register for the same IOC / any other IOC, in the ensuing semester.

## 18. 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.

## 19. Grading of Courses

19.1 The grades and corresponding grade points are given in Table 3.

**Table 3 – Grading of Courses**

| Grade | Description   | Grade Points |
|-------|---|--------------|
| S     | <b>Outstanding</b> performance with respect to course learning objectives; exhibits original and creative thinking, and demonstrates the ability to analyze critically and synthesize information | 10           |
| A+    | <b>Excellent</b> performance with respect to course learning objectives and creative thinking   | 9            |
| A     | <b>Very Good</b> achievement with respect to course learning objectives   | 8            |
| B+    | <b>Good</b> achievement with respect to course learning objectives  | 7            |
| B     | <b>Above Average</b> achievement with respect to course learning objectives   | 6.5          |
| C+    | <b>Average</b> achievement with respect to course learning objectives   | 6            |
| C     | <b>Satisfactory</b> achievement   | 5            |
| U     | <b>Re-appearance</b>  | 0            |
| SA    | <b>Shortage of Attendance</b>   | 0            |
| WC    | <b>Withdrawal of Course</b>   | 0            |

19.2 (i) Absolute grading system shall be followed for all category of courses. Range of marks for corresponding grades is presented in Table 4.

**Table 4 – Range of Marks for Grades**

| S        | A+     | A      | B+      | B       | C+      | C       | U    |
|----------|--------|--------|---------|---------|---------|---------|------|
| 91 – 100 | 81– 90 | 71– 80 | 66 – 70 | 61 – 65 | 56 – 60 | 50 – 55 | < 50 |

For courses categorised under OC, SL & VA, absolute grading system shall be followed as given in 'Table 4' and for NPTEL / SWAYAM courses alone, the corresponding range of marks for each grade is presented in Table 5.

**Table 5 – Range of Marks for grading of NPTEL courses**

| <b>S</b> | <b>A+</b> | <b>A</b> | <b>B+</b> | <b>B</b> | <b>C+</b> | <b>C</b> | <b>U</b> |
|----------|-----------|----------|-----------|----------|-----------|----------|----------|
| 91 – 100 | 81 – 90   | 71-80    | 61 – 70   | 51 – 60  | 46-50     | 40 – 45  | < 40     |

## **20. Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)**

20.1 Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are used to evaluate the academic performance of the student.

20.2 The GPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For example, if a student passes five courses (Theory / Laboratory / Project / Seminar etc.) in a semester with credits C1, C2, C3, C4 and C5 and the students' grade points in these courses are g1, g2, g3, g4 and g5 respectively, then GPA of the student is calculated as:

$$\text{GPA} = \frac{(C1 \times g1) + (C2 \times g2) + (C3 \times g3) + (C4 \times g4) + (C5 \times g5)}{(C1 + C2 + C3 + C4 + C5)}$$

20.3 At the end of each semester, the student is given with a semester wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the appropriate GPA calculation.

20.4 The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, except that all the courses registered up to and including the latest completed semester. Grades obtained after successful completion of additional courses, that are not mandatory for minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed only in the grade sheet.

- 20.5 If a student opts to drop PE Courses(s) as per the Clause 10.6, this appearance in the particular PE Course shall be considered as an appearance for the purpose of classification of degree.
- 20.6 After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Institute.
- 20.7 The percentage of marks shall be printed in the consolidated grade sheet from the CGPA earned using,

$$\% \text{ of Marks} = \text{CGPA} \times 10$$

## 21 Award of Degree

21.1 A student is deemed to have completed the requirements for the award of degree, if the student has:

- ❖ Successfully completed all courses as per the respective curriculum of the discipline satisfying the minimum credit requirement and other academic requirements for the programme.
- ❖ Successfully completed One Educational tour
- ❖ No pending disciplinary action against him / her.

21.2 The award of Degree shall be approved by the 'Syndicate'.

21.3 A student, who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First Class with Distinction'**.

- (i) Should have passed the examination of all the courses prescribed in curriculum of the respective programme in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 5.2 (i) and 5.2 (i) of the regulations.
- (ii) Should have secured a CGPA of at least 8.50.
- (iii) Should not have been prevented from appearing for any end semester examination(s), for the courses prescribed in the curriculum.

**21.4** A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First Class'**

- (i). Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i) and 5.2 (i) of the regulations.
- (ii). Should have secured a CGPA of at least 6.50.
- (iii). Should not have been prevented from appearing for end semester examination.

**21.5** A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'Second Class'**

- (A)** (i) Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (i) and 5.2 (i) of the regulations.
- (ii) Has secured a CGPA below 6.50.

**(OR)**

- (B)** Should have passed the examination of all the courses within the prescribed duration as per Clauses 5.2 (ii) and 5.2 (iii) of the regulations.

## **22. Academic Audit**

The Controller of Examinations shall initiate the academic audit process once in every semester, by inviting external expert(s) approved by the competent authority. The Controller of Examinations shall make the arrangements for the conduct of Academic Audit.

Academic audit shall cover (not limited to),

**22.1** Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for continuous assessments, end semester examinations, practical assignments, mini projects and conduct of practical classes and the evaluation.

- 22.2** Co-curricular and extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- 22.3** Academic functioning of the Institute encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.
- 22.4** The quality criteria prescribed by statutory bodies.
- 22.5** Academic documents of UG programmes for a particular batch of students shall be kept for a period of 'THREE' years after the end of programme duration.
- 22.6** Academic audit report and subsequent action taken in every academic year shall be placed in Academic Council meeting for continuous improvement towards the academic excellence.

## **23 Revision**

Notwithstanding all that has been stated above, the Syndicate has the right to modify any of the above regulations, based on the recommendations of the Academic Council, from time to time.

\*\*\*\*\*