

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme (i.e) B. Arch. Degree Programme.
- II. **“Discipline”** means Branch or Specialization of B. Arch. Degree Programme, namely Architecture.
- III. **“Course”** means a Theory or Theory cum Studio or Studio or any subject that is normally studied in a semester, like Introduction to Architecture, Foundational Design Studio, etc.,
- IV. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities for the implementation of relevant rules and regulations.
- V. **“Additional Controller of Examinations (UD)”** means the Authority of the University who is responsible for all activities of the End Semester Examinations of the University Departments.
- VI. **“Head of the Institution”** means the Dean of the campus.
- VII. **“Chairperson”** means Head of the Faculty.
- VIII. **“Head of the Department”** means Head of the University Department concerned.
- IX. **“University”** means ANNA UNIVERSITY, CHENNAI.
- X. **“Department Consultative Committee”** means the committee constituted by University for approving academic matters of the Department.
- XI. **“Bonafide students”** means a student who pays the tuition fee to institution and yet to complete all the programme requirements to earn the degree.

2. ADMISSION PROCEDURE

- 2.1 Candidates seeking admission to the first semester of the ten semester B. Arch. Degree Programme:

Should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III with at least 50 per cent aggregate marks in Physics, Chemistry and Mathematics and also at least 50 per cent marks in aggregate of the 10+2 level examination or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

Should have passed the 10+3 Diploma Examination recognized by the Central / State Government with Mathematics as compulsory subject with at least 50 per cent marks in aggregate.

- 2.2** Notwithstanding the qualifying examinations the candidate shall have passed, he/she shall pass an aptitude test as specified by the Council of Architecture in the Minimum Standards of Architectural Education and Regulations.
- 2.3** Weightage of marks in the matter of admissions shall be 50 per cent marks for aptitude test and 50 per cent marks for the qualifying examination.
- 2.4** The above clauses are based on principal regulations of Council of Architecture (Minimum Standards of Architectural Education) Regulations, 2020. Any modifications in the same notified by the Council of Architecture will be in operation from time to time.
- 2.5** The eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Syndicate of the University from time to time.

3. STRUCTURE OF THE PROGRAMME

3.1 Categorization of Courses

The B. Arch. Programme will have a curriculum with syllabi consisting of theory, theory cum studio and studio courses that shall be categorized 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 specialized or advanced or supportive to the discipline or which provides an extended scope. Professional Elective courses are offered under verticals (specialization groups).
- (iv) Professional Ability Enhancement Courses (PAEC): Courses which may be of two kinds - Professional Ability Enhancement Compulsory Courses (PAECC) and Skill Enhancement Courses (SEC)
- (v) Open Elective Courses (OEC): Multidisciplinary Courses that includes the courses from Humanities, Planning, Engineering and Technology. Students can choose these courses from the list of Open Elective courses specified in the respective curriculum. Students may also choose courses from other disciplines from Swayam/NPTEL platform.

3.2 Personality and Character Development

All students shall enroll, on admission, in any one of the personality and character development programmes (NCC/NSS/NSO/YRC) and undergo training for about 80 hours and attend a camp of about seven days. The training shall include classes on hygiene and health awareness and also training in first-aid.

National Cadet Corps (NCC) will have about 20 parades.

National Service Scheme (NSS) will have social service activities in and around the College / Institution. The activities will include practical projects on recycling and reusing biodegradable and dry waste.

National Sports Organization (NSO) will have sports, Games, Drills and Physical exercises.

Youth Red Cross (YRC) will have activities related to social services in and around College/Institutions.

While the training activities will normally be during weekends, the camp will normally be during vacation period.

3.3 Mandatory Two Week Induction Programme

Students are expected to undergo a mandatory two week induction programme comprising of physical activity, creative arts, universal human values, proficiency modules, lectures by eminent people, visits to local areas and familiarization to department/ branch immediately after admission.

3.4 Number of courses per semester

Each semester curriculum, except Practical Training and Thesis Semester, shall normally have a blend of 3-4 Theory Courses, 1-2 Theory cum Studio Courses and 1-2 Studio Courses. The total number of courses per semester shall not exceed 7. Each Course shall have credits assigned as per clause 3.5

3.5 Credit Assignment

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

CONTACT PERIODS PER WEEK	CREDITS
1 Lecture Period	1
1 Tutorial Period	1
1 Practical/ Studio Period	1

3.6 Study Visits/ Tours

The students shall undertake one rural visit as part of their Rural Habitat Design Studio in the IV semester. They shall also undertake other study visits for various courses as arranged during the course of the B. Arch Degree Programme.

Every student shall undergo one mandatory educational tour that is directed towards understanding specific place(s) of architectural and cultural significance as a totality. At the end of the tour, the students shall submit a study report that gives an overall understanding of the place(s) through different modes as found appropriate- sketches, analysis, cognitive mapping, digital documentation, essays, etc.,

3.7 Value Added Courses

- Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. Courses with two/ three credits shall be offered by a Department with the prior approval from the Director, Academic Courses.
- The details of the syllabus, timetable and faculty may be sent to the Centre for Academic Courses after approval from the Departmental Consultative Committee concerned.

- Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the department offering the course.
- The courses once approved by the University represented by any Department shall be made available in the University website and these courses can be offered by the University Departments / Constituent colleges / affiliated colleges (Non Autonomous with information to Director Academic Courses).

3.8 Off campus courses and Transfer of Credits

Students are permitted to optionally enroll and study a maximum of three off campus courses in physical/online/hybrid mode with a maximum of one course in fully online mode as per the options given below with the approval of DCC and Director, Centre for Academic courses as per the Regulations. The successful completion of these courses through any of the following modes shall be considered in lieu of professional elective / open elective courses of curriculum as approved by DCC.

- 3.8.1** Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table A and the Mapping of the marks with the grades is explained in Table B. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

Table A: Duration of the course and Number of credits

Sl. No.	No. of Weeks	No. of Credits
1.	4	1
2.	8	2
3.	12	3
4.	16	4

Table B: Mapping of Marks scored in NPTEL course and Credits earned

Letter Grade	Marks
O	90-100
A+	80-89
A	70-79
B+	60-69
B	50-59
C	40-49

- 3.8.2.** Students are permitted to optionally enroll and study the courses in physical / hybrid / online modes offered by reputed Central / State funded Universities / Institutions in top 20 positions in the latest NIRF ranking and also conducting examination towards award of

marks and grades. (NIRF Ranking of any of the last three years with respect to the year in which course is to be registered; NIRF ranking is based on respective stream for professional elective courses and based on any stream for open elective course).

Students are also permitted to enroll and undergo such courses in Online mode at Universities abroad in top 500 in QS ranking in the last three years.

Students are also permitted to study courses of a particular semester in a University / Institution abroad based on MoU. A learning agreement shall be evolved to map all the courses offered in the programme and the courses offered in University abroad as per the procedure outlined by the Centre for Academic Courses. The credits earned by the students in the University abroad shall be transferred as per the learning agreement.

In the case of 3.8.2, the students can enroll for the courses with the approval of DCC only if the course is offered directly by Institution/University and not with the edutech platforms. The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by Director, Centre for Academic courses and approved by the University.

- 3.8.3** Students are also permitted to enroll and study the courses in physical/hybrid mode (not less than 50% in physical mode) that are offered by (i) National/State funded research institutions/laboratories and (ii) (a) reputed companies related to the programme, and (b) reputed companies involved in transfer of knowledge provided the knowledge transferring company is a spinoff from an Architecture or allied /Planning/ Engineering /Technology practicing Industry and sharing the work experience of the respective industry. The companies mentioned in 3.8.3 (ii) (a) and the company with which the knowledge transfer company associated in the case of 3.8.3 (ii) (b) should have average annual turnover of more than 200 crores over a period of 5 years. However, the academic content and delivery shall be in consonance with the University academic standards and norms.

The minimum qualification of the course instructor from the company as mentioned in 3.8.3 (ii) (a) shall be UG in the relevant degree of the course with 10 years of research / industrial experience and it shall be minimum of PG degree in the case of National/State laboratories and companies mentioned in 3.8.3 (ii) (b). Such courses shall be offered through MOU / MOA between Anna University and such institutions/ organizations/companies. The design of the courses with regard to the syllabus content, duration of each course and number of credits offered for each course shall be discussed and recommended by DCC and approved by Director, Centre for Academic Courses as per the Regulations.

For the offer of each course under 3.8.3, a course coordinator shall be nominated from the Department who shall also attend such course and shall coordinate the question paper setting and answer script evaluation with the course instructor from research institution / laboratories /industry / company for the continuous assessment and end semester examination conducted by the University. The passing requirements are as per regulations.

3.9 Medium of Instruction

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

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4. DURATION OF THE PROGRAMME

- 4.1** A student is ordinarily expected to complete the B. Arch. Programme in 10 semesters (5 academic years) but in any case not more than 16 Semesters (8 years). However, in special circumstances, a student may be granted an extra 1 year by the University to complete the programme. This shall be given only once to the student and treated as zero year.
- 4.2** Each semester shall normally consist of 90 working days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.
- 4.3** The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 4.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 6.4) in order that the student may be eligible for the award of the degree (vide clause 14).

5. COURSE ENROLLMENT AND REGISTRATION

- 5.1** Each student, on admission shall be assigned to a Faculty Advisor (vide clause 7) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 5.2** After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
- 5.2.1** Each student on admission shall register for all the courses prescribed in the curriculum in the student's first Semester of study.
- 5.2.2** The enrollment for all the courses of curriculum from the Semesters II to X will commence 5 working days prior to the commencement of the succeeding semester. The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide clause 5.3) within **10** working days after the commencement of the semester concerned and complete the registration process duly authorized by the Course Instructor within 30 days from the commencement of semester concerned. The courses approved by the course instructor shall be final and would be considered for attendance, grades and calculation of CGPA and no changes shall be made thereafter.
- 5.3 Flexibility to Add or Drop courses**
- 5.3.1** A student has to earn the total number of credits specified in the curriculum of the programme of study in order to be eligible to obtain the degree. From the III to IX semesters, the student has the option of registering for additional courses or dropping existing courses in a semester. However, courses that are pre-requisites to moving to higher semester (vide Clause 11) cannot be added or dropped. The total number of credits that a student can add or drop is limited to 8, courses to a maximum of 2 courses. Maximum number of credits enrolled in a semester (including Shortage of Attendance (SA)) shall not exceed 32.

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5.3.2 If a student wishes to earn more than the total number of credits prescribed in the curriculum of the student's programme within the minimum duration of the programme, then he/she can enroll for such additional courses in any programme with the permission of Head of the Department to which student belongs and Head of the Department in which the course is offered of by paying the examination fee. If the course is taken under clause 3.8, it has to be approved by DCC and Centre for Academic Courses. The credits earned will be neither considered for the computation of CGPA nor for the classification of the degree. The courses successfully completed will be printed in the grade sheet, however if there is shortage of attendance or arrears then it shall neither be reflected in the grade sheet nor be considered for classification. Maximum number of credits enrolled in a semester (including Shortage of Attendance (SA)) shall not exceed 32.

5.4 Choice of Professional Elective/ Open Elective Courses

The Professional Elective Courses are listed in the Curriculum in Table format as verticals (Specialization groups). A student can choose all the Professional Elective Courses either from one of the verticals or a combination of courses from all verticals. For a professional elective course and open elective course, minimum number of students enrolment permitted shall be 10. However, for each professional elective at least two choices shall be offered.

5.5 Redoing a Course

Redoing a course means reregistering for a course, attending all classes, fulfilling the attendance requirements as per Clause 6, earning fresh Continuous Assessment marks and appearing for End Semester Examinations. A student has to redo a course in the following conditions.

- 5.5.1** If a student is prevented from writing end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.
- 5.5.2** If a student is prevented from writing the end semester examination of any professional / open elective course due to lack of attendance, the student can opt to register for the same course again when offered next and redo the course, or he/she can opt to register for a different professional / open elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 6, secure Continuous Assessment marks and appear for End Semester Examinations.
- 5.5.3** If the course in which the student fails to secure a pass is a professional / open elective course, then the student, if he/she so wishes, can opt to register for a different professional/open elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 6, secure Continuous Assessment marks and appear for End Semester Examinations.
- 5.5.4** If a student fails to secure a pass in Design Studio Courses, Critical Writing, Dissertation, Practical Training and Thesis, including after availing opportunities, if eligible, for Subsequent and Substitute Viva as per Clause 10.2 and 10.3, he/she shall register for the same when offered next and redo the course.

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

A student who has fulfilled the following conditions (vide clause 6.1 and 6.2) shall be deemed to have satisfied the attendance requirements for appearing for End Semester examination of a particular course.

- 6.1 Ideally every student is expected to attend all periods and earn 100% attendance. However, a student shall secure not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.
- 6.2 If a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board and Head of the Department, the student shall be given exemption from the prescribed attendance requirement (75%) and the student shall be permitted to appear for the End Semester Examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor. The HOD shall inform the course instructor to provide necessary attendance at the end of semester before finalizing attendance. Producing such documents while finalizing attendance at the end of semester shall not be accepted.
- 6.3 A student shall normally be permitted to appear for End Semester examination of the course if the student has satisfied the attendance requirements (vide Clause 6.1 and 6.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 6.4 Students who do not satisfy Clause 6.1 and 6.2 and who secure **less than 65%** attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and redo the course when it is offered next as per Clause 5.5. If the course in which the student has been prevented is a professional/open elective, the student can opt to redo the same course or opt for different professional/open elective course as per Clause 5.5.2
- 6.5 If a student has shortage of attendance in all the registered courses of the current semester as per curriculum, he/ she would not be permitted to move to higher semester and has to repeat the current semester in the subsequent year.
- 6.6 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

7. 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 attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students in registration and reappearance (Arrear) registration of courses, authorize the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned. The number of students assigned to a faculty advisor will be decided by the Head of the Department. However, it shall not exceed 30 per faculty advisor.

The responsibilities for the faculty advisor shall be:

- To inform the interpretation of Regulations to the students and their rights and duties.
- To inform code of conduct to be maintained in the campus and disciplinary actions.
- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.
- To facilitate and collect students feedback about the course and course instructor, and the programme's exit survey.
- To provide all the details of academic, training, scholarship, placement and co-curricular and extra-curricular activities of the students to the University through HOD.

8. COURSE COMMITTEES

8.1 COMMON COURSE COMMITTEE

A course offered for more than one batch shall have a "Common Course Committee" comprising of all teachers teaching that course. One of the teachers shall be nominated as Course Coordinator by the Faculty Chairman duly approved by the Director, Centre for Academic Courses. The committee shall be constituted by the Director Academic courses within 15 days from the commencement of the semester.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of formation of the committee. The nature and weightage of the continuous assessments shall be decided in the first meeting, within the framework of the Regulations. The lesson plan, books and references to be followed shall be also be discussed. One or two subsequent meetings in a semester may be held at suitable intervals.

The Common Course Committee will ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 9). Wherever feasible, the common course committee for theory courses and theory cum studio courses (including elective theory courses and theory cum studio courses) shall prepare a common question paper for the continuous assessment tests also.

The question paper for the end semester examination for theory courses and theory cum studio courses (including elective theory courses and theory cum studio courses) is common and shall be set by the Course Coordinator in consultation with all the teachers.

The common course committee shall meet to decide the multiplication factor for the respective batch of students, if required and they shall be applied and entered in ACOE portal. The minutes in this regard shall be sent to all the concerned HODs and ACOE.

8.2 CLASS COMMITTEE

There will be a "Class Committee" for each semester of a programme comprising of all the teachers taking courses for a particular semester and two student representatives (preferably one male and one female) from the course concerned. One of the above teachers, nominated by the Head of the Department shall act as class advisor and the committee shall be constituted by the HoD within 10 days from the commencement of classes. The class advisor will coordinate the activities of this committee. The class

advisor and HOD will attend the meeting and class advisor shall prepare the minutes of the meeting and the same approved by the HOD shall be displayed in the notice board within one week from the date of meeting. The functions of this committee are as follows:

The first meeting of the Class Committee shall be held within **10** days from the date of formation of the committee where the enrollment of the courses including adding and dropping of the courses will be finalized. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. In the final meeting for the semester, the dates of submission of portfolio, report, etc., for the Studio Courses, Critical Writing, Practical Training, Dissertation and Thesis will be proposed and forwarded to the Head of Department.

After the completion of the semester examination and evaluation process the course instructor shall keep the record of marks and grades earned by the students for the computation of CO and PO attainments.

9. ASSESSMENT PROCEDURES FOR AWARDING MARKS

The B. Arch Programme consist of Theory Courses, Theory cum Studio Courses, Studio Courses, Critical Writing, Dissertation, Practical Training and Thesis. Appearance in End Semester Examination is mandatory for all courses.

Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE). For Theory Courses, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination as 60 marks. For Theory cum Studio Courses, Practical Training and Thesis, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination as 50 marks. For Design Studio Courses, Critical Writing and Dissertation the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination as 40 marks.

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

S. No.	Category of Course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses	40 Marks	60 Marks
ii.	Theory cum Studio Courses, Practical Training and Thesis	50 Marks	50 Marks
iii.	Design Studio Courses, Critical Writing, Dissertation	60 Marks	40 Marks

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory / theory cum studio/ studio courses and the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. This should be submitted to the Head of the Department for each assessment period for checking the syllabus coverage and the records of assessment marks and attendance. The Head of the Department will affix his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Department, who shall keep this document in safe custody (for five years). The records of attendance and assessment

of both current and previous semesters should be available for inspection. The attendance and assessment record for Practical Training and Thesis is maintained in a format required by the manner in which the course is conducted.

Any 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 Dissertation/ Thesis shall have a minimum of 10 years teaching/ professional experience.

The results for each Viva Voce Examination shall be published immediately after its completion in order to ensure compliance to Clause 11.

9.1 ASSESSMENT FOR THEORY COURSES

For Theory Courses, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination carries 60 marks.

Continuous Assessment comprises of **two assessments of equal weightage**, conducted by the Course Instructor. At least one of the assessments should be a test along the lines of University End Semester Examinations. The other assessment can be a test cum assignment of any mode.

The total marks obtained in the 2 assessments put together shall be reduced to 40 marks and rounded to the nearest integer. One assessment would be conducted in a day in the case of tests along lines of University End Semester Examinations and they would be of one-and-a-half-hour duration each. 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 course instructor concerned.

The University Examinations (End Semester Exams) for Theory Courses will be of 3 hour duration and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

9.2 ASSESSMENT FOR THEORY CUM STUDIO COURSES

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

Continuous Assessment comprises of **three assessments of equal weightage**, conducted by the Course Instructor. At least one of the assessments has to be a test along the lines of University End Semester Examinations. The other two assessments can be test-cum-assignment of any mode.

The total marks obtained in the 3 assessments put together shall be reduced to 50 marks and rounded to the nearest integer. One assessment would be conducted in a day in the case of tests along lines of University End Semester Examinations and they would be of one-and-a-half-hour duration each. 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.

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

9.3 ASSESSMENT FOR DESIGN STUDIO COURSES

For Design Studio Courses, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Viva Voce Examination carries 40 marks.

Continuous Assessment for Design Studio Courses comprises of **three assessments of equal weightage** which shall be based on the student's regular work and performance during the studio. The total marks obtained in the 3 assessments put together shall be reduced to 60 marks and rounded to the nearest integer.

The University Examinations (End Semester Exams) for Design Studio Courses will be through Viva Voce Examination and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters.

For the Viva Voce examinations, the students shall submit final portfolio comprising of study/ design drawings/ physical or virtual models/ research/ any other type of work done as applicable, on the date of submission proposed by the Class Committee and approved by the Head of the Department. The evaluation will be done by a jury comprising of two external examiners for each batch appointed by the Head of the Department and approved by the Chairperson, Faculty. The Examiners will evaluate based on the project brief and methodology followed by the particular class within the scope of the syllabus for the course.

9.4 ASSESSMENT FOR CRITICAL WRITING

For Critical Writing, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Viva Voce Examination carries 40 marks.

Continuous Assessment for Critical Writing comprises of **three assessments of equal weightage** which shall be based on the student's regular work during the semester. This will consist of performance in class discussions, research, draft essay writing, etc., The total marks obtained in the 3 assessments put together shall be reduced to 60 marks and rounded to the nearest integer.

The University examinations (End Semester Exams) for Critical Writing will be through Viva Voce Examination and shall normally be conducted between October and December during the odd semester.

For the Viva Voce examinations, the students shall submit a report that consists of the final written essays on the date of submission proposed by the Class Committee and approved by the Head of the Department. The evaluation will be done by a jury comprising of two external examiners for each batch appointed by the Head of the Department and approved by the Chairman, Faculty.

9.5 ASSESSMENT FOR PRACTICAL TRAINING

Every student shall in the VIII Semester undergo Practical Training in architectural offices or architectural wings of building/ construction related offices in India only under architects registered with the Council of Architecture, India, with a minimum of 5 years professional standing with the approval of the Head of the Department.

Practical Training shall commence on the reopening day of the semester and conclude on the last working day of that semester as per the academic schedule of the University.

Ideally every student is required to undertake the entire duration of Practical Training in the VIII semester in a single architectural office. However, under unforeseen circumstances, if the student wishes to change his/ her place of Practical Training student shall be allowed to do so only once provided the student satisfies a minimum of 30 days Practical Training in any one of the offices.

For Practical Training, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. Continuous Assessment comprises of **three assessments of equal weightage** based on the student's regular work and performance in the office. It will be done by the Principle Architect/ his designee architect in whose office the student is undergoing training. The assessments will be compiled by a Coordinator (who will be an internal faculty member) for each batch of Practical Training. The total marks obtained in the three assessments put together shall be reduced to 50 marks and rounded to the nearest integer.

The University examinations (End Semester Exams) for Practical Training will be through Viva Voce Examination and shall normally be conducted between April and June during the even semester.

For the Viva Voce examinations, the students shall submit final portfolio/report that consists of work done during the Practical Training on the date of submission proposed by the Class Committee and approved by the Head of the Department. The evaluation for each batch will be conducted by a jury comprising of the Practical Training Coordinator of the batch and an External Examiner appointed by the Head of the Department and approved by the Chairperson of the Faculty with the weightage for each being 20%:80% of the marks for the examination respectively.

9.6 ASSESSMENT FOR DISSERTATION

For Dissertation, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Viva Voce Examination carries 40 marks. Continuous Assessment comprises of **three assessments of equal weightage** which shall be based on the student's regular work during the semester. This will consist of progress of research work, stages of report done, etc., The total marks obtained in the three assessments put together shall be reduced to 50 marks and rounded to the nearest integer.

The University examinations (End Semester Exams) for Dissertation will be through Viva Voce Examination and shall normally be conducted between October and December during the odd semester.

For the Viva Voce examination, the students shall submit final dissertation report on the date of submission proposed by the Class Committee and approved by the Head of the

Department. The evaluation for each batch will be conducted by a jury comprising of two external examiners appointed by the Head of the Department and approved by the Chairperson of the Faculty.

9.7 ASSESSMENT FOR THESIS

Every student has to submit Thesis proposals based on the syllabus, for discussion and finalisation, well before the commencement of the X Semester on a date specified by the Head of the Department.

For Thesis, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Viva Voce Examination carries 50 marks. Continuous assessment for Thesis will be based on regular discussions with the supervisor and the presentation on the progress made before the Review Committee through periodic reviews. The continuous assessment done in the above process will be compiled in the form of **three assessments of custom weightage** based on the number of reviews. The Thesis Review committee shall consist of Thesis Coordinator and Supervisor of the student and a minimum of one external member appointed by the Head of the Department for each batch.

The University examinations (End Semester Exams) for Thesis will be through Viva Voce Examination and shall normally be conducted between April and June during the even semesters.

For the Viva Voce examination, students shall submit final portfolio consisting of study, design drawings, models and report within 30 calendar days from the last working of the semester. In case the 30th day happens to be a public holiday, the next working day can be considered for the date of submission. The Viva Voce Examination for each batch will be conducted by a jury comprising of the Thesis Supervisor, the Thesis Coordinator serving as Internal Examiner and an External Examiner appointed by the Head of the Department and approved by the Chairman of the Faculty with the weightage for each being 10%:10%:80% of the marks for the examination respectively.

9.8 ASSESSMENT FOR VALUE ADDED COURSE

The value added course shall carry 100 marks and shall be evaluated through continuous assessments only. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of faculty member handling the course, coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process.

9.9 CONDUCT OF ACADEMIC AUDIT BY THE DEPARTMENT

Every department shall strive for a better performance of the students by conducting the continuous assessments as mentioned in Clause 9 and that is followed by the end semester examination, as the case may be.

The Head of the Department shall arrange to conduct the Academic Audit once in every year for all the courses conducted in the respective semesters through external expert(s) approved by the Chairperson of faculty.

- In order to ensure the above, Academic Audit is to be done for every course taught during the semester.
- For the continuous assessments conducted for each course (as per details provided in Clause 9), the academic records shall be maintained as per the nature of each course. Assessment test question paper shall be maintained with answer script. Assignments/studies/drawings/reports etc., submitted by each student can be maintained after the publication of results in the term of hard /soft copy along with the system of evaluation. Further, the attendance of all students shall be maintained as a record.
- The ACOE (UDs) shall facilitate the conduct of academic audit process including the end semester examination question paper and answer scripts.
- The academic audit shall include verification of all the academic records pertaining to the Regulation in force, the attendance and assessment record, CO, PO attainment records, student's and course coordinators feedback on course, and the overall teaching-learning process based on Bloom's taxonomy. Action shall be taken by HOD based on audit report for continuous improvement. Academic documents of UG should be available with the department/ faculty for 5 years.

10. PASSING REQUIREMENTS

10.1 Theory and Theory cum Studio Courses (Including Elective Theory and Theory cum Studio Courses)

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

10.1.2 If a student fails to secure a pass in a theory course (including elective theory course) or theory cum studio course (including elective theory cum studio course), the student shall register and appear only for the end semester examination in the subsequent semester. In such case, the internal assessment marks obtained by the student 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 (Internal Assessment + End Semester Examination) as per clause 10.1.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the university end semester examinations alone.

10.1.3 If the course, in which the student has failed is a professional elective, the student can, in lieu of the course, also opt to register for any other professional elective course, attend the classes, earn the continuous assessment marks, fulfil the attendance requirements as per Clause 6 and appear for the end semester examination. In this case, the previous registration stands cancelled and henceforth the new professional elective course is considered valid.

10.2 Studio Courses, Critical Writing, Dissertation and Thesis

10.2.1 A student who secures not less than 50% of 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.

10.2.2 A student will fail to secure a pass in Studio Courses, Critical Writing, Dissertation and Thesis if he/ she

(i) has not submitted portfolio/ report within stipulated date.

(ii) has submitted the portfolio/ report within stipulated date, appeared for the viva voce exam, but has failed to secure the passing marks as per Clause 10.2.1.

(iii) has submitted the portfolio/ report within stipulated date, but was absent for the viva voce examination and has not obtained Withdrawal for the same (vide Clause 15).

10.2.3 A student who failed to secure a pass as per category 10.2.2 - ii, i.e., submitted portfolio/ report within stipulated date, appeared for exam, but did not obtain passing marks, can attend a Subsequent Viva Voce exam with improved portfolio/ report submitted within 30 days from the publication of the results.

A student who failed to secure a pass as per category 10.2.2 - iii, i.e., submitted portfolio/ report within stipulated date, but was absent for exam, can attend a Subsequent Viva Voce exam with the same jury as the regular exams with the portfolio/ report that was already submitted. There is no option to submit improved portfolio/ report.

Subsequent Viva Voce Exam is considered as reappearance with payment of exam fee but conducted for the same examination session.

10.2.4 A student who failed to secure a pass as per category 10.2.2- i, i.e., did not submit portfolio/ report within stipulated date, is not eligible for Subsequent Viva Voce examination. He/ she shall repeat the course, only along with the regular students when the course is offered next, fulfill attendance requirements, secure fresh internal assessment, submit the portfolio/ report and appear for the End Semester Viva-Voce examination. In case of Design Studio Courses, the student shall not be permitted to proceed to the higher semester as given in Clause 11.

10.2.5 If a student obtains Withdrawal from a Viva Voce examination (vide Clause 15), he/ she can attend a Substitute Viva Voce exam with the portfolio/ report that was already submitted. There is no option to submit improved portfolio/ report.

Substitute Viva Voce Exam is considered as a regular attempt and not a reappearance and is conducted for the same examination session.

10.2.6 If a student eligible for improved portfolio/report does not make a submission within stipulated date, or if a student eligible for Subsequent or Substitute Viva-voce Examination is absent for the same, or if a student fails to secure passing marks after the completion of Subsequent or Substitute Viva-voce Examination, he/ she shall repeat the course, only along with the regular students when the course is offered next, fulfill attendance requirements, secure fresh internal assessment, submit the portfolio/ report and appear for the End Semester Viva-Voce examination. In case of Design Studio Courses, the student shall not be permitted to proceed to the higher semester as given in Clause 11.

10.3 Practical Training

10.3.1 A student who secures not less than 50% of 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 University End Semester Viva Voce Examination, shall be declared to have passed the course and acquired the relevant number of credits.

10.3.2 A student will fail to secure a pass in Practical Training if he/ she

- (i) has not submitted portfolio/ report within the stipulated date.
- (ii) submitted the portfolio/ report within the stipulated date, attended the viva voce exam, but failed to secure the passing marks as per Clause 10.3.1.
- (iii) submitted the portfolio/ report within the stipulated date, but was absent for the viva voce exam and has not obtained Withdrawal for the same (vide Clause 15).

10.3.3 A student who failed to secure a pass as per category 10.3.2 - iii, i.e., submitted portfolio/ report within stipulated date, but was absent for exam, can attend a Subsequent Viva Voce exam with the same jury as the regular exams with the portfolio/ report that was already submitted. There is no option to submit improved portfolio/ report.

Subsequent Viva Voce Exam is considered as reappearance with payment of exam fee.

10.3.4 A student who failed to secure a pass as per category 10.3.2- i, i.e., did not submit portfolio/ report within stipulated time or 10.3.2 – ii, i.e., submitted portfolio/ report within stipulated time, appeared for exam, but did not obtain passing marks, is not eligible for Subsequent Viva Voce examination. He/ she shall repeat the course, only along with the regular students when the course is offered next, fulfill attendance requirements, secure fresh internal assessment, submit the portfolio/ report and appear for the End Semester Viva-Voce examination. The student shall not be permitted to proceed to the higher semester as given in Clause 11.

10.3.5 If a student obtains Withdrawal from the Viva Voce examination (vide Clause 15), then he/ she can appear for a Substitute Viva Voce Exam with the same jury as the regular exams with the portfolio/ report that was already submitted. There is no option to submit improved portfolio/ report. Substitute Viva Voce Exam is considered as a regular attempt and not a reappearance.

10.3.6 If a student eligible for Subsequent or Substitute Viva-voce Examination is absent for the same, or if a student fails to secure passing marks after the completion of Subsequent or Substitute Viva-voce Examination, he/ she shall repeat the course, only along with the regular students when the course is offered next, fulfill attendance requirements, secure fresh internal assessment, submit the portfolio/ report and appear for the End Semester Viva-Voce examination. The student shall not be permitted to proceed to the higher semester as given in Clause 11.

10.4 The passing requirement for the courses which are assessed only through continuous assessment shall be fixed as minimum 50%.

10.5 Supplementary Examinations

If a student fails to secure a pass in theory or theory cum studio course(s) (including elective theory and theory cum studio courses) of X semester examination, he/she is eligible to appear for a one time Supplementary Examination which shall be conducted at the end of X semester, for the subjects of X semester alone, within 30 days from the date of declaration of the results.

Attested

10.6 End Semester Valuation Clarification Day

In a regular semester a valuation clarification day for a theory and theory cum studio course (including elective theory courses and theory cum studio courses) shall be conducted only for those students who are appearing in the end semester examination as their first attempt. A valuation clarification day shall be conducted within 7 days after the last theory examination. Meanwhile, all the end semester studio examinations shall be conducted between the last theory examination and the clarification day. The results of the same shall be UPLOADED in ACOE portal within those 7 days itself, so that the completed end semester results shall be published within 15 days from the last studio examination.

On this day, the students can view their end semester answer papers in the presence of the course instructor and get any clarifications / corrections done. In cases of dispute, where the student is not satisfied with the clarifications / corrections, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee, course instructor concerned and a subject expert. In case a student does not attend the clarification day on the specified date, no further clarifications will be entertained. The results will be published after the End Semester Valuation Clarification day. End Semester Valuation Clarification Day is not permitted for courses which have Viva-Voce examinations such as Design Studio, Critical Writing, Dissertation, Practical Training, Thesis.

For students who have not passed in the theory and theory cum studio course (including elective theory courses and theory cum studio courses) in the first attempt, no clarification day will be provided for the subsequent attempts. However, for them only open day will be conducted after the publication of results. On this day, the students are permitted to view their end semester answer papers on payment of prescribed fee as per the rules prescribed by ACOE. In case of dispute, the matter can be referred to a Committee, consisting of the Head of the Department of the courses concerned / HOD nominee, course instructor concerned and a subject expert as per the rules prescribed by ACOE.

11. REQUIREMENTS FOR MOVING TO A HIGHER SEMESTER

11.1 A student of the B. Arch. shall move to the higher semester if student satisfies the following conditions.

To move to:

- (i) II semester, a pass is required in Foundational Design Studio in Semester I
- (ii) III semester, a pass is required in Basic Space Design Studio in Semester II
- (iii) IV semester, a pass is required in Advanced Space Design Studio in Semester III
- (iv) V semester, a pass is required in Rural Habitat Design Studio in Semester IV
- (v) VI semester, a pass is required in Urban Architecture Design Studio in Semester V
- (vi) VII semester, a pass is required in Environmental Design Studio in Semester VI
- (vii) VIII semester, a pass is required in Critical Design Studio in Semester VII
- (viii) IX semester, a pass is required in Practical Training in Semester VIII
- (ix) X semester, a pass is required in Urbanism and Architecture Design Studio in Semester IX

11.2 A student shall move to the next higher semester if the student has satisfied the semester completion requirements (vide Clause 6) in addition to satisfying clause 11.1. *Attested*

12 AWARD OF LETTER GRADES

12.1 The award of letter grades will be decided using relative grading or absolute grading as given below.

Relative Grading principle will be followed if the total number of students who have met the passing requirements is greater than 30 and Absolute Grading will be followed if the total number is 30 or less.

Relative Grading

The marks of those students who have met the passing requirements only shall be input in the software developed for relative grading. The evolved relative grading method normalizes the results data using the BOX-COX transformation method and computes the grade range for each course separately and awards the grade to each student.

Absolute Grading

The grade range for absolute grading will be as specified in the table below.

Table – Grade range for absolute grading

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

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

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
U (Re-appearance)	0
SA (Shortage of Attendance)	0
WD (Withdrawal)	0

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

'SA' denotes shortage of attendance (as per Clause 6) and hence prevented from writing end semester examination.

'WD' indicates withdrawal from the course.

12.2 For the Co-curricular activities such as NSS / NSO / YRC, one credit is assigned and for NCC, 3 credits are assigned in the curriculum. This shall appear in the grade sheet. However, the assigned credits will not be taken into consideration for the computation of CGPA. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a

student to complete this requirement in the second year. For the award of degree, a statement of '**SATISFACTORY**' shall be earned by the student in the above co-curricular activities

12.3 The grades O, A+, A, B+, B, C obtained in value added courses shall figure in the Mark sheet under the title '**Value Added Courses**'. The other grades U, SA **will not figure in the grade sheet.**

13. GPA AND CGPA CALCULATION

13.1 The Course Teacher shall handover the foil sheet and grade sheet to the HOD concerned for onward transmission to the ACOE (UD) for processing of results. After results are declared, Grade Sheets will be issued every semester to each student which will contain the following details:

- The list of courses of curriculum registered during the semester and the grades scored.
- List of any other additional courses, in which the student has passed with the grades under the title additional courses
- the Grade Point Average (GPA) for the semester considering only the courses of curriculum (not the additional courses) and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses of curriculum (not the additional courses).

During each semester, the list of curricular courses (not the additional courses) registered and the grades scored in each course are used to compute the Grade Point Average (GPA). GPA is the ratio of the sum of the products of the number of credits of curricular courses (not the additional courses) registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

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

Where C_i - is the Credits assigned to the course

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

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

CGPA will be calculated in a similar manner, considering all the curricular courses (not the additional courses) courses enrolled from first semester. "U" and "SA" grades will be excluded for calculating GPA and CGPA.

13.2 Credits earned through one / two credit value added courses, shall not be considered for calculating the GPA or CGPA.

13.3 If a student studies more number of electives (PEC/OEC) than required as per the student's programme curriculum, the courses with higher grades alone will be considered for calculation of CGPA.

13.4 In the consolidated grade sheet the CGPA earned shall be converted into percentage of marks as follows:

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

14.0 ELIGIBILITY FOR THE AWARD OF DEGREE

14.1. A student shall be declared to be eligible for the award of the B. Arch. Degree provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum within the stipulated time.
- ii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 10 semesters within a maximum period of 8 years reckoned from the commencement of the first semester to which the candidate was admitted.
- iii. Successfully passed any additional courses prescribed by the Director, Centre for Academic Courses.
- iv. Successfully completed the NCC / NSS / NSO / YRC requirements.
- v. No disciplinary action pending against the student.
- vi. The award of Degree must have been approved by the Syndicate of the University.

14.2 CLASSIFICATION OF THE DEGREE AWARDED

14.2.1 FIRST CLASS WITH DISTINCTION:

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

- Should have passed the examination in all the courses of all the ten semesters in the student's First Appearance within **six** years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 15) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50
- Should not have been prevented from writing end semester examination in any of the courses of the Curriculum making up the total credit requirement.

14.2.2 FIRST CLASS:

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

- Should have passed the examination in all the courses of all ten semesters **within six years**, which includes one year of authorized break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than 6.50

14.2.3 SECOND CLASS:

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

Attested

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

15. PROVISION FOR WITHDRAWAL FROM EXAMINATION

15.1 A student may, for valid reasons, (medically unfit / unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Centre for Academic Courses through HOD with required documents.

15.2 Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 6) and if it is made within TEN working days before/ after the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.

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

15.4 If a student withdraws from writing the End Semester Examination(s) of Theory Courses (including Elective Theory Courses) / Theory cum Studio Courses (including Elective Theory cum Studio Courses), he/ she shall register for and write the examination(s) in the subsequent semester and this will be treated as regular attempt.

15.5 If a student withdraws from appearing for the End Semester Viva Voce Examination(s) of Studio Courses/ Critical Writing/ Practical Training/ Dissertation/ Thesis, he/ she shall appear for Substitute Viva Voce examination(s) as per Clauses 10.2 and 10.3 and this will be treated as regular attempt.

15.6 Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.

15.7 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 as per clause 14.2.1.

16. BREAK OF STUDY FROM A PROGRAMME

16.1 A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.

16.2 When a student applies for break of study, he/she shall apply to the Director, Centre for Academic Courses in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.

16.3 Notwithstanding the requirement of mandatory first assessment period, applications for break of study for special cases viz., prolonged hospitalization, accidents will be considered on the merit of the case. The student shall apply to the Director, Centre for Academic Courses through the Head of the Department.

- 16.4** The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Centre for Academic Courses in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 16.4.1** Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P/S of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.
- 16.5** 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 4.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 14).
- 16.6** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Centre for Academic Courses through the HOD before the end of the semester in which the student has taken break of study.
- 16.7** If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.
- 16.8** If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The candidate shall take up the assignment only after getting approval of the same by The Director, Centre for Academic Courses.

17. DISCIPLINE

- 17.1** Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / Department. The Head of the Institution shall constitute a disciplinary committee consisting of Head of the Institution, Head of the departments to which the student concerned belongs, and the Head of another department to enquire into acts of indiscipline and notify the University about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a committee shall be constituted by the Registrar of the University for taking final decision.
- 17.2** If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

18. REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

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