

UNIVERSITY DEPARTMENTS

REGULATIONS 2022

CHOICE BASED CREDIT SYSTEM

B.Plan. Full-Time Programme

(For the students admitted to B.Plan. Programme at University Departments from the Academic year 2022 - 2023 onwards)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme (i.e) B.Plan. Degree Programme.
- II. **“Discipline”** means Branch or Specialization of B.Plan. Degree Programme, namely Planning.
- III. **“Course”** means a Theory or Theory cum Studio or Planning Studio or any subject that is normally studied in a semester, like Introduction to Planning, Surveying and Photogrammetry, etc.,
- IV. **“Director, Centre for 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.

2. ADMISSION PROCEDURE

- 2.1 Students for admission to the first semester of the eight semester B.Plan. Degree Programme shall be required to have a pass in Higher Secondary Examination (Academic 10 + 2) Curriculum or its equivalent examinations with an average of at least 45% marks for General category and 40% marks for reserved category in Mathematics, Physics and Chemistry.
- 2.2 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.Plan. Programme will have a curriculum with syllabi consisting of theory, theory cum studio, planning studio courses that shall be categorised as follows:

- i. **Humanities and Social Sciences Courses (HSC)** such as introduction to Social Science.
- ii. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialisation/ branch.
- iii. **Open Elective Courses (OEC)** shall provide opportunity to study a course from any discipline that includes courses relevant to chosen specialisation or courses that enhance soft and managerial skills which a student can choose from the curriculum of B.E. / B. Tech. / B.Arch. Programmes, courses offered by the Departments under the Faculty of Science and Humanities and courses from other relevant disciplines specially offered by the Department.
- iv. **Professional Elective Courses (PEC)** include the elective course relevant to the chosen specialization/branch. Professional Elective courses are offered under verticals (specialization groups).
- v. **Employability Enhancement Courses (EEC)** include courses such as Practical Training.
- vi. **Audit Courses (AC)** expose the students to Communicative English, Constitution of India, Value Education, Pedagogy Studies and Stress Management by Yoga. Registration for any of these courses is optional to students.

There shall be a certain minimum of Core Courses and sufficient number of Elective Courses that can be opted by the students. The blend of different courses shall be so designed that the student, at the end of the programme, would have been trained not only for his/ her relevant professional field but would have also developed as a socially conscious human contributing through their profession.

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 the Colleges/Institutions.

While the training activities will normally be considered 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 familiarisation to department/ branch and innovations immediately after admission.

3.4 Number of courses per semester

The curriculum of a semester shall normally have a blend of courses not exceeding 7 and that would have different break up of theory and studio hours. However the VII Semester will have only one course comprising of Practical Training and the VIII Semester will have only one course comprising of Thesis. Each course may 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 period per week	CREDITS
1 Lecture Period / 1 Tutorial	1
2 Studio Periods	1

The contact periods per week for Studio can only be in multiples of 2.

3.6 Industrial Visits and Educational Tour

The students shall undertake study visits for various courses as arranged during the course of the B. Plan. Degree Programme.

Every student shall undergo one mandatory Educational Tour that is a credited course directed towards understanding specific place(s) to understand the process of planning of Urban and Rural areas. 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

The 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. One/ Two credit courses shall be offered by the Department with the prior approval from the Centre for Academic Courses. The details of the syllabus, time table and faculty may be sent to the Centre for Academic Courses after approval from the Departmental Consultative Committee. Students can take a maximum of two One Credit Courses or one Two Credit Course. They shall be allowed to take one/ two credit courses offered in other Departments with the permission of the Head of the Department offering the course.

3.8 Online Courses

3.8.1 Students may be permitted to credit only one Online Course with the approval of the Departmental Consultative Committee and the Centre for Academic Courses.

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

3.8.3 One Online course of 3 credits can be considered instead of one Professional Elective Course.

3.9 Medium of Instruction

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

4. DURATION OF THE PROGRAMME

4.1 A student is normally expected to complete the B. Plan. Programme in 4 years (8 Semesters) but in any case not more than 7 years (14 Semesters).

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 from the Semesters II to VIII 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 5 working days after the commencement of the semester concerned and complete the registration process duly authorised by the Faculty Advisor.

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 respective programme of study in order to be eligible to obtain the degree. However, if a student wishes, he/she is permitted 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.

5.3.2 From the III to VIII semesters, the student has the option of registering for additional courses or dropping existing courses. The total number of credits that a student can add or drop is limited to 8, subject to a maximum of 2 courses.

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

5.4 Choice of Professional Elective Courses

The Professional Elective Courses are listed in the Curriculum in Table format as verticals (Specialisation groups). A student can choose all the Professional Elective Courses either from one of the verticals or a combination of courses from all verticals in a semester.

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 any Planning Studio Course or Dissertation, he/she shall have a chance to resubmit the portfolio/ report and attend Viva Voce Examinations in subsequent semesters until he/ she secures a pass (vide clause 10.3). If a student fails to secure a pass in Thesis, he/she shall have a chance to resubmit the portfolio/ report and attend a subsequent Viva Voce Examination (vide clause 10.4). However, if the student still fails to secure a pass in the same, he/she shall register for the same when offered next and redo the course.

5.5.5 If a student fails to secure a pass in Practical Training or Educational Tour, he/she shall register for the same when it is offered next and redo the course. There is no option to resubmit the portfolio and attend a subsequent Viva Voce Examination for this course.

5.5.6 If a student, after fulfilling the attendance requirements as per Clause 6 and submission requirements as per Clause 9.3, 9.4, 9.5 and 9.6 is not able to attend the regular viva voce examination in Planning Studio Courses, Practical Training, Dissertation, and Thesis due to medical unfitness / unexpected family situations, he/she can attend a substitute viva-voce examination in the following semester with the internal marks already gained. However, if the student fails to secure a pass in the substitute exam, then the course of action as per Clauses 10.3, 10.4 and 10.5 as applicable for the particular course will be followed.

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 coursewise 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 (hospitalisation / 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 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.
- 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 a 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, he/ she would not be permitted to move to higher semester and has to repeat the current semester in the subsequent year. In addition, if a student has shortage of attendance in the Planning Studio Courses, 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 registering of courses, authorise the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the Faculty Advisor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To authorise the final registration of the courses at the beginning of each semester.

- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.

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 Chairperson duly approved by the Director, Centre for Academic Courses.

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. 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.

8.2 MULTIPLE COURSES COMMITTEE

There will be a “Multiple Courses Committee” for each semester of a programme comprising of all the teachers taking courses for a particular semester and two student representatives from the course concerned. One of the above teachers, nominated as Multiple Courses Committee Coordinator by the Head of the Department, shall coordinate the activities of this Committee.

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of formation of the Committee and after the Common Course Committee meeting. One or two subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students. In the final meeting for the semester, the dates of submission of portfolio, report, etc., for the Planning Studio Courses, Practical Training, Dissertation and Thesis will be proposed and forwarded to the Head of the Department.

8.3 OVERALL MONITORING COMMITTEE

8.3.1 In addition, there shall be an “Overall Monitoring Committee” for each semester of a programme which comprises of (i) Head of the Department (Convener), (ii) Multiple Course Coordinator of the semester and (iii) the Faculty Advisors of the students of the particular semester. This Overall Monitoring Committee shall meet periodically during the course of the semester to discuss the general progress and status of the students of the semester concerned.

8.3.2 The Overall Monitoring Committee can also invite some of the students for any of the Committee meetings if necessary.

9. ASSESSMENT PROCEDURES FOR AWARDING MARKS

The B.Plan. Programme consists of Theory Courses, Theory cum Studio Courses, Planning Studio Courses, 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 and Dissertation, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination as 50 marks. Practical Training is evaluated by End Semester Examinations only. For Planning Studio Courses and Thesis, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination as 40 marks. Educational Tour and Value Added Courses are evaluated by Continuous Assessments only. There is no evaluation for Audit Courses. However, minimum attendance requirement as per clause 6 shall be satisfied.

(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, Dissertation	50 Marks	50 Marks
iii.	Practical Training	-	100 Marks
iv.	Planning Studio Courses and Thesis	60 Marks	40 Marks
v.	Educational Tour and Value Added Courses	100 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/ Planning 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.

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 three 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 (hospitalisation / 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 (hospitalisation / 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 PLANNING STUDIO COURSES

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

The University examinations (End Semester Exams) for Planning 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 End Semester Viva Voce examinations, the students shall submit final portfolio that consists of study/ drawings/ models as required on the date of submission proposed by the Multiple Courses Committee and approved by the Head of the Department. The evaluation will be done by two external examiners for each batch appointed by the Head of the Department and approved by the Faculty Chairperson, for a weightage of 40% of the total marks.

If a student fails to secure a pass in Planning Studio Courses on account of poor internal marks, in order to pass in subsequent attempts of the course, the student may improve and resubmit his/ her internal assessment work and secure fresh internal assessment marks.

9.4 ASSESSMENT FOR PRACTICAL TRAINING

Practical Training shall not exceed the maximum duration of 4 weeks. It shall carry 100 marks and shall be evaluated through Viva Voce Examination only. At the end of Practical Training, the student shall submit a report on the training undergone with a completion certificate from the organisation concerned. The date of submission will be proposed by the Multiple Courses Committee not going beyond the last working day of the Seventh Semester. The evaluation will be made based on this report and a Viva-Voce Examination, conducted with one Internal and one External Examiner.

9.5 ASSESSMENT FOR DISSERTATION

Dissertation will be supervised by Dissertation Supervisors and coordinated by a Dissertation Coordinator, who will be an internal faculty member. Topics for dissertation have to be chosen as outlined in the syllabus and submitted for discussion and finalisation on the date specified by the Head of the Department.

For Dissertation, 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 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 draft report done, etc., through discussions with the Dissertation Supervisor. 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 End Semester Viva Voce examinations, the students shall submit final dissertation report on the date of submission proposed by the Multiple Courses Committee and approved by the Head of the Department. The evaluation will be done by two external examiners for each batch appointed by the Head of the Department and approved by the Chairperson of the Faculty, for a weightage of 50% of the total marks.

If a student fails to secure a pass in Dissertation on account of poor internal marks, in order to pass in subsequent attempts of the course, the student may improve and resubmit his/ her internal assessment work and secure fresh internal assessment marks.

9.6 ASSESSMENT FOR THESIS

Every student has to submit Thesis proposals based on the syllabus, for discussion and finalisation, well before the commencement of the VIII 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 60 and the End Semester Viva Voce Examination carries 40 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 consists 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.

Students shall submit final portfolio consisting of study, 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.

For Thesis, a Viva - Voce examination shall be conducted by a Jury appointed by the Head of the Department and approved by the Chairperson of the Faculty, consisting of two external examiners outside the review committee for each batch for a weightage of 40% of the total marks. The Thesis Coordinator and Supervisor shall be present for the Viva Voce Examination.

9.7 ASSESSMENT FOR VALUE ADDED COURSE

The one/ two credit course shall carry 100 marks and shall be evaluated through **continuous assessments only**. Two Assessments shall be conducted during the semester by the Department concerned. The total marks obtained in the tests shall be reduced to 100 marks and rounded to the nearest integer. The Head of the Department may identify a faculty member as coordinator for the course. A committee consisting of the Head of the Department, staff handling the course (if available), coordinator and a senior faculty member nominated by the Head of the Department shall monitor the evaluation process. The grades shall be assigned to the students by the above committee based on their relative performance.

9.8 ASSESSMENT FOR ONLINE COURSE

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Departmental Consultative Committee and Centre for Academic Courses subject to a maximum of three credits. This online course of three credits can be considered instead of one elective course. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Anna University. The Head of the Department may identify a faculty member as coordinator for the course, who is responsible for evaluation process. The course shall be evaluated through the End Semester Examination only. The evaluation methodology shall be the same as that of a theory course. (vide clause 9.1).

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

9.9 ASSESSMENT FOR EDUCATIONAL TOUR

The Educational Tour shall be evaluated internally for 100 marks by a Committee based on a tour report submitted individually by every student after undertaking the Educational Tour. The Committee will consist of an internal faculty who accompanied the students on the Tour and an internal faculty nominated by the HOD. The report should convey an overall understanding of the place(s) through different modes as found appropriate sketches, drawings, analysis, cognitive mapping, digital documentation, essays etc.

10. PASSING REQUIREMENTS

- 10.1** A candidate who secures not less than 50% of total marks prescribed for the courses (Internal Assessment + End semester examination) with a minimum of 45% of the marks prescribed for the end-semester Examination in theory, theory cum Studio Course (including elective theory and elective theory cum studio course) and a minimum of 50 % of the marks prescribed for the end-semester Examination Viva Voce Exams for Planning Studio Courses, Dissertation and Thesis shall be declared to have passed in the Examination.

- 10.2** 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 candidate in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secure a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (Internal Assessment + End Semester Examination) as per clause 10.1, then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the University End Semester Examinations alone.
- 10.3** If a student fails to secure a pass in examinations of Planning Studio Courses and Dissertation, the student shall register and appear only for the end semester examination in the subsequent semesters. 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 candidate secures a pass. The student shall resubmit portfolio/report for each of the subsequent attempts. The resubmission of the portfolio/report and the subsequent viva-voce examination will be considered as arrears with payment of exam fee.
- 10.4** If a student fails to secure a pass in the examination of Thesis, the student shall resubmit Thesis portfolio/report within 30 calendar days of publishing of the results. In case the 30th 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 a student fails in the resubmission of the portfolio/report and subsequent viva-voce examination, the student shall register for and redo the course (vide clause 5.5) when it is offered next.
- 10.5** If a student fails to secure a pass in Practical Training or Educational Tour, the student shall redo the course (vide clause 5.5) when offered next. There is no option to resubmit the portfolio and attend a subsequent Viva Voce Examination for this course.
- 10.6** In case, a student, after fulfilling the attendance requirements as per Clause 6 and submission requirements as per Clause 9.3, 9.4, 9.5 and 9.6 is not able to attend the regular viva voce examination in Planning Studio Courses, Practical Training, Dissertation, and Thesis due to medical unfitness / unexpected family situations, he/she can attend a substitute viva-voce examination in the following semester with the internal marks already gained. However, if the student fails to secure a pass in the substitute exam, then the course of action as per Clauses 5.5, 10.3, 10.4 and 10.5 as applicable for the particular course will be followed.
- 10.7** The passing requirement for the courses which are assessed only through continuous assessment viz. Educational Tour and Value Added Courses, shall be fixed as minimum 50% .

10.8 Supplementary Examinations

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

10.9 End Semester Valuation Clarification Day

For a theory and theory cum studio course (including elective theory courses and elective theory cum studio courses) where there is an end semester examination, a valuation clarification day shall be conducted within around 10 - 15 days from the date of the last examination. The date of the clarification day for each course shall be announced by the Head of the Department concerned. 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 open 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 Planning Studio, Dissertation, Educational Tour, Practical Training, Thesis, etc.

11. REQUIREMENTS FOR MOVING TO A HIGHER SEMESTER

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

To move to:

- (i) II Semester, should not have got SA in Planning Studio of Sem I
- (ii) III Semester, should not have got SA in Planning Studio of Sem II
- (iii) IV Semester, should not have got SA in Planning Studio of Sem III
- (iv) V Semester, should not have got SA in Planning Studio of Sem IV
- (v) VI Semester, should not have got SA in Planning Studio of Sem V
- (vi) VII Semester, should not have got SA in Planning Studio of Sem VI
- (vii) VIII Semester, should not have got SA in Planning Studio of Sem VII

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.

12. AWARD OF LETTER GRADES

12.1. The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as 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 (Reappearance)	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 National Cadet Corps (NCC)/ National Service Scheme (NSS) / NSO / YRC, a satisfactory / not satisfactory grading will appear in the mark sheet. 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. **A satisfactory grade in the above co-curricular activities is compulsory for the award of degree.**

12.3 The grades O, A+, A, B+, B and C obtained for the one/two credit course shall figure in the Mark sheet under the title '**Value Added Courses**'. The other grades U, SA **will not figure in the mark 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 to each student which will contain the following details:

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

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

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

Where C_i - is the credits assigned to the course

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

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

CGPA will be calculated in a similar manner, considering all the courses enrolled from first semester. "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.

14.0 ELIGIBILITY FOR THE AWARD OF DEGREE

14.1. A student shall be declared to be eligible for the award of the B.Plan. 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 8 semesters within a maximum period of 7 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 eight semesters in the student's First Appearance within **five** years, which includes authorised break of study of one year. Withdrawal from examination (vide Clause 15) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50
- Should NOT have been prevented from writing end semester examination due to lack of attendance in any of the courses.
- Should not have been prevented due to lack of attendance from any of the credited courses of the Curriculum making up the total credit requirement. Audit courses shall not be considered for classifications.

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 eight semesters **within five years**, which includes one year of authorised 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**.

- 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 the 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 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 a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 15.5** For Withdrawal in End Semester Viva Voce Examinations of planning Studio Courses, Practical Training and Dissertation, only a student who has minimum 50 % in the Internal Assessment is eligible to apply for Withdrawal and the specific procedure is as follows. A student can attend substitute Viva Voce Examination with portfolio in the following semester with the internal marks already gained. However, if a student fails to secure a pass in the same, the student shall attend subsequent viva voce exams as arrear attempts till the candidate secures a pass.

For Withdrawal in End Semester Viva Voce Examinations of Thesis, the specific procedure is as follows. A student can attend substitute viva Voce Examination with portfolio in the following semester with the internal marks already gained. However, if a student fails to secure a pass in the same, the student shall redo the course (vide clause 5.5) when it is offered next.

- 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** 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** 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).

16.5 In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Centre for Academic Courses through the HOD before the end of the semester in which the student has taken break of study.

16.6 If a student has not reported to the Department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

17. DISCIPLINE

17.1 Every student is required to observe disciplined and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / 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.

