ANNA UNIVERSITY

University Departments (SAP Campus)

ACADEMIC REGULATIONS – 2023

(Revision 1, 2024)

B. Plan. Programme (Full-Time)

Applicable to the students admitted in B.Plan. Programme, offered in University Departments (UD) – SAP campus, from the Academic year 2023 – 2024

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1. TITLE

These regulations shall be called as 'Academic Regulations 2023 (Revision 1, 2024)', which is a revised version of Regulations 2023. In short, it is referred as 'AR2023-R1'.

2. SCOPE

2.1. The regulations provided herein shall apply to the students admitted in the Undergraduate (UG) Programmes offered in University Departments in School of Architecture and Planning (SAP campus) of Anna University, Chennai from the Academic year 2023 – 2024, effective from the academic session 2024 – 2025.

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

3. DEFINITIONS

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

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

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

3.3 "Programme" means Degree Programme (i.e) B.Plan. Degree Programme.

3.4 "Discipline" means Branch of B.Plan. Degree Programme, namely Planning.

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

3.6 "**Course**" refers to a Theory / Theory cum studio / Laboratory with Theory Course / Laboratory / Laboratory integrated theory / Planning Studio Course /subject that is offered in a semester of the Programme.

3.7 **'Contact Hours'** means duration of Lecture, Tutorial, Practical, Studio or Project Work, as applicable.

3.8 "**Credit**" means the weightage assigned to the particular course based on the contact periods to teach the prescribed syllabus. One credit is allocated to15 contact hours for theory and one credit is allocated to 30 contact hours for practical and studio courses.

3.9 **Continuous Assessment** means evaluation of the students' progress and performance in a course during a semester through various activities such as tests, test cum assignments, etc.,

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

3.11 **'Faculty'** means a group of allied Programmes.

3.12 **"Bona fide Student"** means the student who is admitted and joined and on-roll in an Undergraduate Programme.

3.13 **"Head of the Department"** means Head of the University Department concerned.

3.14 **"Department Consultative Committee"** means the committee constituted by the University to look after academic and development activities of the Department.

3.15 **"Chairperson"** means Head of the Faculty.

3.16 "**Head of the Institution**" means the Dean of the respective campus.

3.17 **"Additional Controller of Examinations (University Departments)"** means the Officer of the University responsible for all the activities related to examinations in the University Departments.

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

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

3.20 'Syndicate' means the apex governing body of the University.

4. ADMISSIONS

4.1 Admissions to B.Plan programmes offered in the University Departments (SAP campus), shall be as per the norms prescribed by Govt. of Tamil Nadu as given below.

- Admission to first semester of the B.Plan programme, required to have a pass in Higher Secondary Course 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. The other eligibility criteria such as minimum marks in each of the above courses for different categories of communities, number of attempts and physical fitness shall be as prescribed by the Syndicate of the University from time to time.

4.2 All students admitted provisionally or otherwise to B.Plan programme shall submit Photo ID proof issued by State / Central Govt., Original Transfer Certificate, from the institution last studied copies of grade/ mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date prescribed by the University.

4.3 The admission of a student who fails to submit the prescribed documents by the above-said date in Clause 4.2 or fails to meet other stipulated requirement(s) may be cancelled by the University. The University may also cancel the admission of a student at a later time if the student is found ineligible / unfit at the time of admission or had

furnished some false information/ or suppressed relevant information while seeking admission to the University.

5. Programme Structure

5.1. Curriculum

B.Plan Programme has a specific structure known as the 'Curriculum' which prescribes all the details of courses/studios / other requirements for undergoing the programme and sets out the sequence semester wise.

5.2. Programme Duration

(i). Duration of the programme is FOUR years (Eight Semesters) for a student admitted to a programme with qualifications as prescribed in Clause 4.1 of the regulations. The student shall successfully complete all the requirements as per the curriculum and regulations of the programme within the above-said duration of 'FOUR' years.

(ii). Above mentioned period in Clause 5.2 (i) shall be extended for 'ONE' more year to a student, who is permitted to avail the authorised break of study or opt for dropping of courses, as per the regulations.

(iii). 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 5.2 [(i) & (ii)]. Eligibility here refers to issuance of hall ticket to the student for appearing in the end semester examination.

(iv). After programme completion if there are any arrear course(s), a student shall be permitted to successfully complete the same, within 'SEVEN' years (students admitted under Clause 4.1). This maximum duration for successful completion shall be reckoned from the date of original admission to the programme.

(v). In case of a student prevented from appearing in the end semester examination in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'SEVEN' years (students admitted under Clause 4.1).

5.3. Course Categories

B. Plan. Programme will have a curriculum consisting of theory and practical / studio-based courses with prescribed syllabi as categorized below:

I. **Humanities and Social Sciences Courses (HSC)** such as Course on writing and communication, Demography & Urban Sociology.

II. **Employability Enhancement Courses (EEC)** include courses such as Internship Training and Educational Tour.

III. **Professional Core Courses (PCC)** are the core courses relevant to the chosen discipline.

IV. **Professional Elective Courses (PEC)** are the courses which can be chosen from a larger pool of courses and are very specific / specialised / advanced / supportive to the discipline which nurtures the students' proficiency in the discipline.

V. **Emerging Technology Courses (ETC)** are the courses on the latest advancements in various fields of Planning, Engineering and Technology.

VI. **Open Elective Courses (OEC)** are elective courses chosen from other disciplines, with an intention to expose the students to interdisciplinary / multidisciplinary / transdisciplinary fields.

VII. **Self-Learning Course (SLC)** is a course to be selected by the students allowing them to be interacting with global network of faculty, peers, and industry experts from anywhere in the world, that facilitates developing an aptitude for life-long learning.

VIII. **Industry Oriented Courses (IOC)**are offered to allow students to expand their knowledge and skills in niche areas, and meet the ever-changing needs arising in the relevant industries, from time to time.

IX. **University Courses (UC)** are the courses which encompass a wide range of areas, from arts, and humanities to Architecture and Planning, by and large, it adds value to education. Various activities towards personality development such as NCC / NSS / NSO / YRC, etc. are also part of UC.

X. **Value Added Courses (VAC)** are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and skills of the student. Completion of these course(s) is / are not mandatory for successful completion of the programme.

XI. **Off Campus Courses (OCC)** are the courses that can be undergone by the student, offered by other institutions.

5.4. Medium of Instruction

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

5.5. Assignment of Credits

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

Table 1 – Credits for Contact Period(s)

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

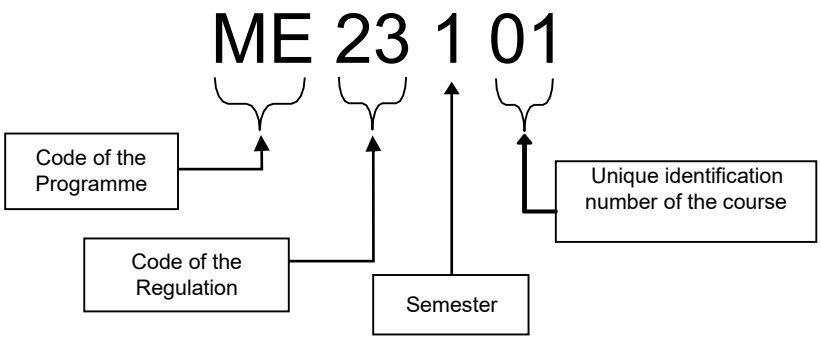
(ii). ONE credit is assigned to Internship Training for every ‘THREE WEEKS’ duration.

(iii). ONE credit is assigned to ‘SWAYAM / NPTEL’ courses for every ‘FOUR WEEKS’ duration.

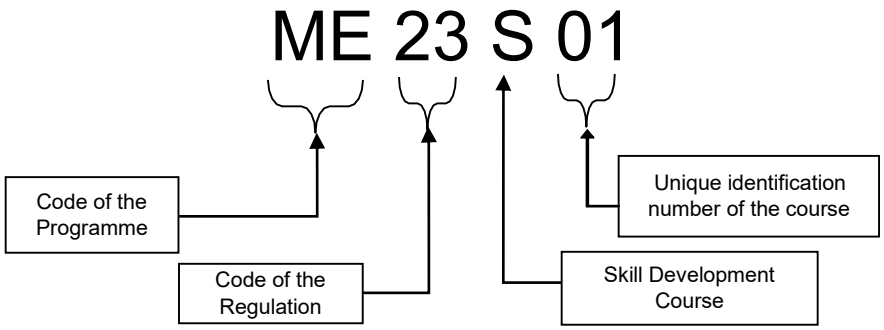
5.6. Course Code

Each course offered by a department under Professional Core Courses category is assigned with a course code consisting of two alphabets, followed by five numerals. First two alphabets denote the code of the Programme. First two numerals denote the code of the Regulation. Third numeral denotes ‘Semester’ and last two numerals denotes the unique identification number of the course.

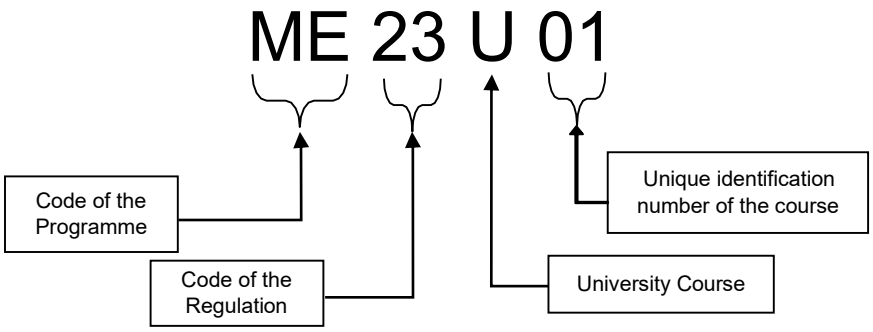
- For example, in B.E., Mechanical Engineering programme, a particular PCC offered in the first semester is denoted as



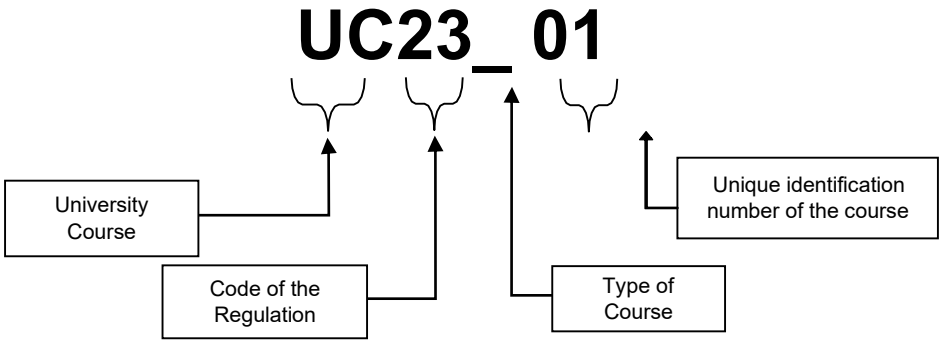
- For Professional Elective Courses offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘0’.
- For Open Elective Courses offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘9’.
- For common courses offered by the Department, the third numeral denoting ‘Semester’ is designated as ‘C’.
- For Skill Development Courses offered with respect to discipline, course codes are assigned as follows.



For University Courses offered with respect to discipline are assigned code as follows.



For University courses offered with common syllabus are assigned code as follows.



Types of courses with designated letters are given as follows;

A – Audit Courses, E – Engineering Entrepreneurship Development Course, H – Heritage Course, P – NCC / NSS / NSO / YRC activities, U – Universal Human Values Course, S – Skill Development Course.

6. Induction Programme

The students shall undergo a mandatory two-week induction programme comprising of physical activity, creative arts, universal human values, general proficiency modules, lectures by eminent people, visits to local areas and familiarization to department/branch immediately after getting admitted in the University.

7. Academic Calendar

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

8. Mentoring & Statutory Support for Students

8.1. Faculty Advisor

University Departments of Anna University operate in a system with faculty advisors, where a faculty member is assigned to look after the general welfare of a set of students, nominally 30 to 40 students. The faculty advisors offer all the necessary guidance and help in academic matters, and, if need be, in personal matters also. Students are expected to consult the Faculty Adviser on any matter relating to their academic performance and the courses they may take in various semesters. Notwithstanding the above, the following are some of the roles and responsibilities of a faculty advisor:

- Discuss what the student already knows about the University system and give the students relevant information, especially in the beginning of the student's academic programme.
- Review courses already taken and those offered in the upcoming semester.
- Serve as a guide to the students in their course selection.
- Serve as liaison between students and course instructors on many academic matters including learning disabilities, language barriers, etc.

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

8.2 Grievance Cell

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

8.3. Guidance & Counselling Cell

(i). University Departments shall have a dedicated 'Guidance and Counselling' unit. This cell comprises of psychological counsellors, faculty representatives including the faculty advisor and student representatives. This cell shall help and offer advice in all kinds of matters. This counselling cell shall be constituted by the respective Dean of the campus.

(ii). Induction Programme shall be conducted by the respective Dean, aimed at offering the incoming students, an interface to understand and interact with the diverse student community in the University Departments. With the University having a stringent anti-ragging policy, the programme also doubles up as an excellent icebreaker. The objectives of this induction programme include:

- ❖ Welcoming and orienting the new students at the University Departments.
- ❖ Guiding the new students about life at the University campuses and its activities, college fests, etc.

- ❖ Providing academic guidance to the students.
- ❖ Enforcing the anti-ragging rule.

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

8.4 Prevention of Sexual Harassment (POSH) Cell

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

8.5 SC / ST Cell

A separate cell is functioning in the University to safeguard the rights and privileges of the students, belonging to SC / ST category. This cell also informs the students about the various scholarships and fellowships and encourages them to apply for relevant ones. More information about this cell can be accessed at the following link: https://www.annauniv.edu/scstcell/

8.6 Common Course Committee

For a course offered to more than one batch of students handled by more than one 'Course Instructor', a 'Common Course Committee', shall be constituted. This committee comprises of all the course instructors handling that particular course. Based on the recommendations of the respective Head of the Department offering the course, one among the 'Course Instructors' shall be nominated as 'Common Course Coordinator', as per the course code, by the respective Head of the Department. The Head of the Department shall send the approved list of all such Common Course Coordinators to the Director, Centre for Academic Courses at the time of finalisation of timetable itself. Three meetings shall be conducted in an academic session. Uniform modalities for the conduct of continuous assessments and related activities shall be arrived in the first meeting which shall be convened

within TEN working days from the commencement of the semester. Second and third meeting shall be convened after the first assessment and second assessment, respectively, at the discretion of the Common Course Coordinator, to discuss on the performance of the students, etc. It is pertinent that 'Minutes of the Meeting' shall be recorded and the same shall be submitted to the Head of the Department concerned, for information and necessary action. A common question paper shall be set by the Common Course Coordinator for the end semester examination, in consultation with all the 'Course Instructors' of that particular course..

8.7 Academic Monitoring Committee

(i). The Academic Monitoring Committee (AMC) shall function under the chairpersonship of a Professor who does not handle any course for the particular students, Chairperson of AMC shall be nominated by the respective Head of the Department.

(ii). In an academic session, four separate AMC shall be constituted by the respective Head of the Department for first, second, third and final-year students, at the beginning of each semester.

(iii). AMC shall consist of all course instructors and student representatives (minimum of 2 representatives per 60 students or less) and Faculty Advisor(s). One among the Course Instructor shall be nominated as Coordinator for the AMC, who shall assist the AMC Chairperson in all aspects towards the smooth conduct of meetings.

(iv). The first and second meeting of AMC shall be held within SEVEN working days from the last date of first & second assessment tests respectively. Third meeting shall be conducted within FIFTEEN working days, from the last date of end semester examinations of the particular programme, in which the finalisation of end semester examination results shall be carried out. The student representatives shall not participate in the third meeting.

(v). Head of the Department may attend the AMC meeting, at his / her discretion.

(vi). Major responsibilities of AMC include;

a) Addressing difficulties experienced by students in the classroom and in the laboratories, if any.

b) Analysing the academic performance of the students after each assessment test and finding ways and means of improving the performance of the students.

c) Preparation of Minutes of the Meeting and submit the same to the respective Head of the Department, within THREE working days from the date of meeting.

d) Communication of minutes of each meeting to the respective Head of the Department for approval and circulation to the stakeholders

e) Finalisation and approval of date of submission of final portfolio / Reports/ models / etc for all courses conducted by Viva Voce End Semester Examinations.

f) Any Points requiring action from the University shall be brought to the notice of the Director, Academic Courses, through the respective Head of the Department, for necessary action.

g) The AMC shall ensure the highest standards of academic integrity and also promote utmost transparency.

h) Communication of approved semester examination results to the Additional Controller of Examinations, through the respective Head of the Department, within FIVE working days, from the date of third AMC meeting.

9. Class Timings

The classes are usually scheduled between 08:30 AM to 04:45 PM with a recess from 10:15 AM to 10:30 AM and a lunch break from 12:15 PM to 01:10 PM. Additional classes

shall be scheduled in the morning and evening hours at the convenience of the Course Instructor to the students opting for Honours / Minor Programmes. One Contact Hour is of 50-minute duration with a 5-minute recess in between each period. While the regular classes are scheduled in a 5-day week, from Monday to Friday. The course instructors may schedule some additional classes/exams/activities with prior approval of the respective Head of the Department. However, classes for Honours, Minor and IOC shall be scheduled, before or after working hours, at the convenience of the course instructor as well as the students.

10. Registration of Courses

10.1 Each student admitted is required to register before the commencement of each semester to undergo the courses during that semester in the Institute. Registration is a very important procedural part of the academic system for ensuring that the student' name is on the roll list of each course that the student wants to study during the semester.

10.2 Registration for courses has to be done through the web-based system within the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully complete the registration process. Responsibility for completion of the registration process correctly on time, rests with the students and they may approach the Head of the Department concerned for any clarifications.

10.3 Every student shall pre-register for the subsequent semester through online, at the time specified in the Academic Calendar. It may be noted that pre-registration is an expression of interest for the courses in the subsequent semester and the student has time till add-drop date to make any changes in the list of courses selected during the pre-registration.

10.4 Students may add or drop courses using the online registration system during the period specified for this purpose in the Academic Calendar. Each add/drop request needs to be approved by the Head of the Department concerned. The Head of the Department

shall consider necessary pre-requisites, and other conditions (if any) for the same and issue the permission order, in advance. The following are some rules regarding add / drop of courses;

(i). Advancement of courses with prior approval of the respective Head of the Department shall be completed by the student only before the start of every semester. These courses shall be registered by a particular student.

(ii). Dropping of a course can be done within two weeks from the start of Academic semester.

(iii). Dropping of a course after two weeks is not possible and even if the student does not participate in the classes / examinations.

10.5. If the student is unsuccessful in PEC and OEC, in a particular semester, student shall be permitted to opt for alternate course(s) under these categories in the subsequent semester(s).

10.6. Professional Elective Courses shall be selected in the specialised groups given as verticals. Students shall choose the courses from various Verticals as specified in the curriculum.

10.7. A student can choose all the Professional Elective Courses either from one of the verticals or a combination of courses from more than one vertical in a semester. Minimum registration of 10 students required to offer a professional elective course and open elective course. This minimum registration of students is not applicable for offering the courses under B. Plan. (Hons) and B. Plan Minor Degree.

10.8. Students shall register for the courses in a semester with maximum credit limit of 38 per semester that includes courses registered for Honours / Minor Degree programmes &Shortage of Attendance.

10.9. A student shall not re-register for the courses which are successfully completed by the student for any reason(s) whatsoever

10.10. Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum under PCC / PEC /OEC in B.Plan programme with the prior permission of the Head of the Department of the student

and also from the Head of the Department offering that particular course. The credits earned shall be printed in the grade sheet and not be considered for the computation of CGPA.

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

10.12. Value-Added Course (VAC)

(i). Students have the option of registering for Value Added Course(s) (VAC) and the credits earned after successful completion of VAC shall be featured in the Grade sheet. However, credits earned (if any) will not be considered for computation of CGPA. Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the Department offering the course.

(ii). The details of the syllabus, timetable and faculty shall be sent to the Director, Centre for Academic Courses with the recommendation of the respective Departmental Consultative Committee (DCC) for approval. The courses once approved by the University represented by any Department shall be notified in the University website and these courses can also be offered by ~~the~~ other University Departments.

(iii). The result(s) of VAC shall be printed in grade sheet, only upon successful completion of the course. However, the credits earned shall not be considered for computation of CGPA.

10.13. Off Campus Course (OCC)

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

concerned shall notify and obtain such proposals from the interested students, within ONE month from the commencement of a semester, ***for undergoing the OCCs in the subsequent semester***. Such proposals shall be processed through Departmental Consultative Committee (DCC) and recommendations of the DCC shall be submitted to the Director, Centre for Academic Courses, ONE month before the last working day of the semester. Repetition of courses already registered / completed shall not be permitted. Post-facto permissions shall not be entertained under any circumstances.

(ii) Students shall opt the OCC offered

a) By SWAYAM / NPTEL portal.

b) By Central / State funded Universities or Institutions, which are in the top 20 positions in the latest 'National Institutional Ranking Framework' (NIRF) ranking. NIRF ranking is based on respective stream for PEC and based on any stream for OEC.

c) Directly by foreign Universities within QS ranking 300 for the last three years and not through Edutech platforms.

d) By Central / State Research Laboratories or Institutions (other than Universities & Colleges) or Companies/ Firm/(Planning or allied Architecture/Engineering /Technology practising Industry) related to the programme and involved in transfer of knowledge (provided the knowledge transferring company is a spinoff from an Planning or allied Architecture/Engineering /Technology practising Industry) and sharing the experience of the respective industry. This Company / Firm offering the OCC, should have an average annual turnover of more than 100 crores over a period of 5 years. In this case, the academic content and delivery shall be in consonance with the University academic standards and norms and the minimum qualification of the course instructor shall be B. Plan. with 10 years of research / industrial experience. Such courses shall be offered only through MoU / MoA

between Anna University and such Company / Firm. The design of such courses with regard to the syllabus content, duration of each course and number of credits offered shall be decided in consultation with the respective Single Point of Contact (SPoC) of the respective MoU / MoA. A course coordinator shall be nominated from the Department, who shall jointly set the question paper & evaluate answer script(s) with the Course Instructor from the Company / Firm for the continuous assessments and end semester examination conducted by the University.

e) Through student exchange programme through Centre for Internal Relations of Anna University (refer Student Exchange Guidelines), based on MoU & Learning Agreement. The credits earned by the students in the University abroad shall be transferred as per the learning agreement.

(iii). Number of courses that can be registered shall not exceed 'TWO', per semester subject to the maximum credit limit of 38, in a semester.

(iv). For each department, a Coordinator shall be nominated as a Single Point of Contact (SPoC) by the respective Head of the Department, for coordinating all the activities related to the OCCs.

(v). PCC shall not be substituted by undergoing OCCs.

(vi). Advancement of courses, if any shall be permitted as per Clause 10.5.

11. Attendance Criterion

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

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

11.2 For medical reason, If a student is not able to attend classes, 'Medical Certificate' shall be furnished to the Head of the Department concerned, within

5 days from the date of reporting back for class work. In the event of student not able to secure 75% attendance, but has at least 65% attendance, such 'Medical Certificate' shall be considered, approval of the Head of the Department, to calculate, the attendance as follows;

$$\text{Attendance \%} = \frac{\text{Actual No. of classes attended}}{\text{No. of classes conducted} - \text{No. of classes held during the medical emergency}} \times 100$$

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

11.3 Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 11.2 shall not be accepted and in this case, % of attendance of the student is calculated as given in Clause 11.1

11.4 The student shall be prevented from appearing in the end semester examination for a particular course, if the % of attendance in that course is less than 75%. Students who are prevented for 'Shortage of Attendance' shall repeat the course, when offered next in the subsequent semester(s) by the Department. If the academic regulation is changed, equivalent courses for PCC & UC categories shall be recommended by the respective Head of the Department and the student have to undergo these courses for completion of the programme.

11.5 If a student has shortage of attendance in all the registered courses in a semester, the student shall not be permitted to attend the courses of subsequent semester. In such case, the student has to repeat all the courses in the semester, when offered next by the Department.

11.6 The students should get prior approval from the respective Head of the Department to attend campus recruitments, seminars, project works, internships, co-curricular and extra-curricular activities including Sports. For recognised sports activities, permission of the Chairman, Anna University Sports Board has to be obtained through the respective Head of the Department. Only upon prior approval of Head of the Department, attendance for the above said activities shall

be considered as 'ON-DUTY'. Additional classes may be conducted by the Department to the student(s) who are participating only in Sports activities, representing the University in the University State / National / International Level so that such students shall attain the prescribed % of attendance to appear in the University End Semester Examinations.

11.7 The list of students eligible for appearing the end semester examination(s) and prevented from writing the end semester examination(s) shall be published and displayed in the Department notice board within TWO working days from the last day of the semester.

11.8 A student, if eligible for appearing in the end semester examinations shall be allowed to withdraw the course(s) for bona fide reasons, only with prior approval of the Head of the Department and the same shall be intimated to the Director, Centre for Academic Courses. In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian by the Head of the Department. Students shall appear for the 'End Semester Examination' in the subsequent semester. The courses withdrawn shall not be considered as an appearance for classification of degree.

(i). Withdrawal in End Semester Viva Voce Examinations of Planning Studio Courses, Internship Training and Dissertation, only a student who has a minimum 50% marks in the internal is eligible to apply for Withdrawal and the specific procedure is as follows. A student can attend with portfolio the substitute Viva Voce Examination conducted within 30 days with the internal marks already gained after the date of publication of the results. 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.

(ii). For any courses except Thesis, which may be withdrawn by the student in the Final semester of the programme, supplementary examination shall be conducted within a maximum period of 30 days from the date of publication of the results.

(iii). For withdrawal in End Semester Viva Voce Examinations of Thesis, the student can attend substitute viva Voce Examination with portfolio in the following semester with the internal marks already gained. Substitute examination shall be conducted within a maximum period of 30 days from the date of publication of the results of the Thesis. However, if a student fails to secure a pass in the same, the student shall redo the course (vide clause 17.30) when it is offered next.

(iv). 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 5 years.

12. Break of Study

12.1 Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (Two consecutive semesters) in the entire four years of the programme for bona fide reasons (such as hospitalization / accident / specific illness) only. However, Break of Study shall also be granted for above-said bona fide reasons, for a period of SIX months (One semester) to the students who have already completed up to the VII semester of the programme. The student shall apply for Break of Study (application to be downloaded from the University website) to the respective Head of the Department through email / letter, which in turn shall be forwarded to the Director, Centre for Academic Courses for further action. Under any circumstances, student is not permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the generation of 'Prevention list'. Maximum duration of the Programme, as given in Clause 5.2 includes the period of above approved Break of Study.

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

13. Unauthorised Absence

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

14. Re-joining the Programme

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

15. Termination

15.1 A student who is not able to complete the requirements for the award of degree, within the maximum permissible duration prescribed, will deem to be automatically terminated from the programme and Transfer certificate shall be issued forthwith.

15.2 Students faced with disciplinary action for any serious offence (For example: ragging) may face premature termination from the programme, based on the recommendations of the disciplinary action committee.

16. Vacation

The University Departments have two vacations (winter, summer) in an academic year. Period of both vacations shall be announced in the academic calendar.

17. Teaching & Evaluation

17.1. The courses to be offered are decided by the Department concerned, taking into consideration all the requirements of the Programme.

17.2. Each course is conducted by a Course Instructor and has the overall responsibility for the successful conduct of class work and shall maintain the attendance and assessment record of the students for the courses handled.

17.3. Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only. Each course, theory, theory cum studio, laboratory with theory, Laboratory Course, Internship Training, Laboratory Integrated Theory, Educational Tour and Planning Studio Courses shall be evaluated for a maximum of 100 marks.

17.4. ***For 'Theory (T) Courses'***, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

(i). Continuous assessments comprise of three assessment of weightages 30,40 and 30 respectively, conducted by course instructor as provided in Table 2. The total marks obtained in the three assessments shall be taken as internal marks

for the particular course. Second assessment shall be conducted in a day, along the lines of University End Semester Examinations and it shall be of one-and-a-half-hour duration each. Students will have regular classes on the assessment days of these tests.

Table 2 – Weightage for Continuous Assessment in Theory (T) Courses

Assessment – I	Assessment – II	Assessment – III	Total
30%	40%	30%	100%

(ii). End semester examination shall be conducted for 100 marks with a duration of THREE hours.

17.5. ***For theory cum studio (TS) courses***, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

(i). Continuous Assessment comprises of three assessments of weightages 30, 30 and 40 respectively, conducted by the Course Instructor as provided in the Table 3. The total marks obtained in the three assessments shall be taken as internal marks for the particular course. Third assessment shall be conducted in a day, along the lines of University End Semester Examinations and they shall be of one-and-a-half-hour duration. The other two assessments can be test-cum-assignment of any mode. Students will have regular classes on the assessment days of these tests.

Table 3 – Weightage for Continuous Assessment in Theory cum Studio courses

Assessment – I	Assessment – II	Assessment – III	Total
30%	30%	40%	100%

(ii). End semester examination shall be conducted for 100 marks with a duration of THREE hours.

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17.6. ***For Laboratory with Theory*** **(LT)** ***Courses,*** evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

(i). Continuous assessments comprise of three assessments of equal weightage conducted by course Instructor, at least One assessment would be conducted in a day, along lines of University End Semester Examinations and would be of one and-a-half-hour duration. The other two assessments will be laboratory practical test. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student's work performance in laboratory practical tests. Rubrics for each laboratory practical component shall be arrived in the common course committee at the beginning of the semester.

(ii). End semester examination shall be on-field survey Practical Laboratory Exam conducted for 100 marks in ONE day in batches, with a duration of THREE hours per batch, conducted and evaluated by the course faculty. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student's work performance in End semester examination.

17.7. ***For Laboratory (L) courses***, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

(i). Continuous assessments will be based on turn-to-turn supervision of the student's work, submission of observation notebooks, drawing, reports, portfolios containing models, etc. comprising of three assessments of weightages 30, 30 and 40 respectively, conducted by the Course Instructor as provided in Table 4. Third assessment shall be conducted in a day along the lines of University End Semester Examinations and they shall be of one-and-a-half-hour duration. The other two assessments can be test-cum-assignment of any mode. Students will have regular classes on the assessment days of these tests.

Table 4 – Weightage for Continuous Assessment in Laboratory (L) Courses

Assessment – I	Assessment – II	Assessment – III	Total
30%	30%	40%	100%

(ii). End semester examination shall be on-field survey Practical Laboratory Exam conducted for 100 marks in ONE day in batches, with a duration of THREE hours per batch, conducted and evaluated by the course faculty. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student's work performance in End semester examinationand this examination shall be conducted preferably before the commencement of theory examinations.

17.8. ***For Planning Studio (S) Courses***, evaluation shall be through continuous internal assessments and end semester examination. Out of 100 marks, the Continuous Assessment shall have the weightage of 70 and the End Semester Viva Voce shall have the weightage of 30 %.

(i). Continuous Assessment for Planning Studio Courses comprises of three assessments of weightages 30, 30 and 40 respectively, conducted by the Course Instructor as provided in Table 4. Assessment 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 70 marks and rounded to the nearest integer.

Table 5 – Weightage for Continuous Assessment in Studio (S) courses

Assessment – I	Assessment – II	Assessment – III	Total
30%	30%	40%	100%

(ii). For the End Semester Viva Voce examinations, the students shall submit final portfolio that consists of study/ drawings/ models and reports as required on the date of submission proposed by the Academic Monitoring Committee (AMC) of the respective

semesters chaired by the Professor-AMC. End Semester Examination for Planning Studio Courses will be through Viva Voce Examination conducted for one day by a Jury consisting of two external examiners for each batch appointed by the HoD and approved by the Faculty Chairperson.Examiner shall have a minimum of 5years teaching / professional experience in a field of study relating to the subject of examination.

17.9. ***For Dissertation***, a student shall work in a topic of interest, under a faculty, who shall be the supervisor and need regular interaction (at least once in a week) with the supervisor. Evaluation shall be through continuous assessments and end semester examination. Out of 100 marks, the Continuous Assessment shall have the weightage of 70%and the End Semester Viva Voce shall have the weightage of 30 %.

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

(ii). Continuous Assessment for Dissertation comprises of three assessments of equal weightages which shall be based on the student's regular work and performance during the semester. The total marks obtained in the three assessments put together shall be reduced to 70 marks and rounded to the nearest integer.

(iii) For End Semester Viva Voce examinations, the students shall submit final portfolio that consists of Final Dissertation Report as required on the date of submission proposed by the Academic Monitoring Committee (AMC) of the respective semester chaired by the Professor-AMC. The End Semester Examination for Dissertation through Viva Voce Examination conducted for two daysby a Jury consisting of two external examiners for each batch appointed by the HoD and approved by the Faculty Chairperson.Examiner

shall have a minimum of 5years teaching / professional experience in a field of study relating to the subject of examination.

17.10. ***For Internship Training (IT),*** the students shall undergo one mandatory Internship training, which is credited for a continuous period as specified in the Curriculum during the summer vacation. Internship Training evaluation of 100 marks shall be through Viva Voce Examination only.

(i). The students shall undergo Internship at Research organization / University / industry in alignment with the fields related to the programme for the period prescribed in the curriculum during the summer vacation after due approval from HOD before the commencement of the Internship Training. Internship Training shall range between 6-8 weeks.

(ii). For End Semester Viva Voce examinations, the students shall submit a report on the training undergone, describing the observations, skills acquired, usefulness, etc., along with a completion certificate from the organisation concerned on the date of submission proposed by the Academic Monitoring Committee (AMC) of the respective semester chaired by the Professor-AMC. The date of submission will not go beyond the last working day of the Seventh Semester.The End Semester Examination for Internship Training through a Viva - Voce examination shall be conducted by a Jury consisting of one internal faculty from the Department and one external examiner, appointed by the HoD and approved by the Faculty Chairperson.The external examiner shall be an expert from Research organization / University / industry with a minimum of 2 years teaching / professional experience in a field of study relating to the subject of examination.

17.11. ***For Thesis(S)***, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 70% & End semester examination shall have the weightage of 30%.

(i). 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.

(ii). 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.

(iii). For the End Semester Viva Voce examinations, the students shall submit final portfolio that consists of study/ drawings/ models and reports as required on the date of submission proposed by the Academic Monitoring Committee of the respective semester chaired by Professor -AMC. End Semester Examination for Planning Studio Courses will be through Viva Voce Examination conducted for two daysby a Jury consisting of two external examiners for each batch appointed by the HoD and approved by the Faculty Chairperson.Examiner shall have a minimum of 5years teaching / professional experience in a field of study relating to the subject of examination.

17.12. ***Educational Tour (ET)***. The students shall undergo one mandatory Educational Tour, which is credited during the Fifth semester as specified in the Curriculum.The assessment for Educational Tour shall be evaluated internally for 100 %.

(i). Every student shall submit a Tour report individually after undertaking the Educational Tour on the date of submission proposed by the Academic Monitoring Committee (AMC) of the Fifth semester chaired by the Professor-AMC. 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.

(ii). The Educational Tour report shall be evaluated internally through Viva Voce Examination for 100 marks by a Jury consisting of two internal faculties from the Department, of which one of the examiners shall be the faculty who accompanied the students on the Tour nominated by the HODand approved by the Faculty Chairperson.

17.13. Students shall undergo a course on **'*Universal Human Values*'** and this course shall be offered to all the students as per the curriculum of the respective UG Programme. Evaluation is through 'ONE' internal assessment test and submission of minimum TWO assignments. Weightage for assessment test is 70% and for assignments, it is 30%. End Semester Examinations shall not be conducted for this course.

17.14. A course on '***Standards-B.Plan'***, is discipline-specific, offered in order to equip the students with essential knowledge on standards with respect to their discipline of study. Performance of the students shall be evaluated through continuous assessments only with minimum of two internal assessment tests. Out of two tests, one test shall be conducted at the mid-term of the semester and second test shall be conducted at the end of the semester. These two tests shall carry equal weightage. End Semester Examinations shall not be conducted for this course.

17.15. For the course on '***Perspectives of Sustainable Development in Planning',*** offered under UC, the evaluation is as per Theory cum Studio courses (Clause 17.5).

17.16. For Laboratory Integrated Theory courses on ***'Engineering Entrepreneurship Development'*** offered under UC, the evaluation shall be through Continuous Assessments and End Semester Examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

(i). Continuous assessments comprise of two tests, laboratory practical and activities. For each test, there shall be a minimum of ONE 'activity' which

include assignments, group assignments, quizzes, etc. Weightage for test shall be 50% and for laboratory / activity, it shall be 50%. The assessment of laboratory practical component will be based on turn-to-turn supervision of the student's work, performance in laboratory practical tests (Mid-term & End-term). Rubrics for each laboratory practical component shall be arrived in the common course committee at the beginning of the semester. Average of marks obtained in two assessments (test, activities & laboratory practical), shall be taken as internal marks for the particular course. Details of theory and practical component with respect to credits are presented given in Table 6.

Table 6 – Weightage for Continuous Assessments in LIT Courses

S. No.	L-T-P	C	Continuous Assessments	
			Theory	Practical
1.	2-0-2	3	35%	15%

(ii). End semester examination shall be conducted for 100 marks with a duration of THREE hours with weightage as provided in the Table 7.

Table 7 – Weightage for End Semester Examinations in LIT Courses

S. No.	L-T-P	C	End Semester Examination	
			Theory	Practical
1.	2-0-2	3	50%	---

17.17. Two Courses on ***'Heritage'*** shall be offered to the students for appreciation of cultural diversity, promoting inclusivity in the globalized world. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%.

(i). Continuous assessments comprise of two tests and activities. For each test, there shall be a minimum of ONE 'activity' which include tutorials, assignments, group assignments, quizzes, etc. Weightage for test is 80% and for activity, it is 20%, as provided in Table 8. Average of marks obtained

in two assessments, shall be taken as internal marks for the particular course.

Table 8– Weightage for Continuous Assessment in Heritage Courses

Assessment – I	Assessment – II	Activities	Total
40%	40%	20%	100%

(ii). End semester examination shall be conducted for 100 marks for a duration of THREE hours.

17.18. Student shall opt for TWO 'Audit Courses' from the list of courses offered by the University under two verticals exclusively for Audit courses. Among the two courses, one course shall be from the courses listed in Vertical – I and second course shall be either from Vertical – I or Vertical – II. Performance of the students shall be evaluated only through continuous assessment with minimum of 'TWO' tests. Out of two tests, one test shall be conducted as midterm test and second test shall be conducted at the end of the semester. These two tests shall carry equal weightage. End Semester Examinations shall not be conducted for this course.

17.19. One of the four activities, ***'National Cadet Corps (NCC) / National Sports Organization (NSO) / National Service Scheme (NSS) / Youth Red Cross (YRC)'***, is a mandatory requirement to the students.

(i). The choice of the activity shall be solely based on the decision of the student at the time of the admission and no change shall be permitted at a later stage. These activities are normally conducted during off-working hours and weekends and are designed to build character and to sensitize the students to social / national development. Camp for each activity shall be conducted during vacation period. Training period and camp duration shall be decided by the respective unit, from time to time.

(ii). These activities shall not carry any credits. In addition to the above mandatory requirements, the students shall be permitted to take NSS/NSO/NCC/YRC in subsequent years too, if they have interest to pursue further. Successful completion of such participation shall be awarded with credits and shall be featured in the grade sheet. However, the credits earned shall not be considered for computation of CGPA.

17.20. Industry Oriented Course (IOC)

(i). There shall be three IOC to be successfully completed by the student as prescribed in the respective UG curriculum. However, a student shall register for only one course in a semester. Students are also permitted to register for these courses offered by other departments, provided the student has fulfilled the necessary pre-requisites of the course being offered.

(ii). Proposal for conduct of Industry Oriented Course (IOC) shall be submitted by a faculty member, who is the Coordinator of the IOC, to the Head of the Department concerned at the commencement of each semester for conducting IOC(s) in the subsequent semester, as per the curriculum.

(iii). Course content of IOC shall be framed by the identified industrial expert in consultation with the Coordinator. Content shall be of trans / interdisciplinary in nature, with practical applications such as case studies, standards, certifications, etc.

(iv). The proposal shall contain a brief introduction about the expert, title of the course, lesson plan for 15 hours, tentative schedule of the classes and pre-requisite(s), if any, for the students to attend.

(v). The received proposals shall be placed before the Departmental Consultative Committee (DCC) by the Head of the Department and with recommendations of DCC, proposal(s) shall be forwarded, within 15 days before the last working day of the previous semester to the Director, Centre for Academic Courses for further action. List of approved IOCs shall be widely published among the students through

the website and other official media of the University, before the last examination date of the previous semester. Approved IOCs shall be offered in the subsequent semester.

(vi). Classes shall be conducted by the industry expert through physical / hybrid mode and slot for these courses shall be allotted depending on the availability of the expert in regular timetable, before or after the working hours. However, time slots on Saturdays may also be judiciously decided by the respective Head of the Department, depending on the convenience of the students and expert. For all sessions, the coordinator shall attend the classes with the students. Attendance register for IOC shall be maintained by the Coordinator.

(vii). Size of the batch shall be preferably below 75 for both physical and hybrid mode.

(viii). Classes for IOC shall be held in the University premises and the practical classes or case studies / project, if any shall be conducted at the University / Industry, which shall be decided by the Industry Expert in consultation with the Coordinator.

(ix). Performance of the students shall be evaluated through continuous assessments only, with two internal assessment tests viz. one test in mid-term of the course and second test at the end of the course. These tests have equal weightage. Mode of assessment can be Quiz, Multiple Choice Questions, Descriptive type, Assignments, Projects, etc., and it is at the discretion of Industrial Expert and Coordinator. End Semester Examinations shall not be conducted for this course.

(x). Students shall also be permitted to attend the IOCs as Value Added Courses over and above the three mandatory IOCs. The result(s) of such VACs shall be printed in the Grade sheet and the credit acquired shall not be considered for computation of CGPA.

(xi). At the end of each IOC, students' feedback shall be obtained and reviewed by the respective Head of the Department and Faculty Chairperson, for further refinement of the course.

17.21. Self-Learning Course (SLC)

(i). Students shall undergo' one SLC in the entire programme as prescribed in the curriculum of B.Plan Programmes. This course shall not be a part of any other course prescribed in the B.Plan curriculum, but should be relevant to planning, architecture, engineering and technology.

(ii). Students shall opt for the courses offered by SWAYAM / NPTEL as well as State / Central funded Institutions **OR** Research Laboratories, which are in the top 20 positions in the latest NIRF ranking **OR** Foreign Universities within QS 300 rankings **OR** list of EduTech firms approved by the University, from time to time. The learning platform should have a clear process of awarding grades / marks to the students.

(iii). Students shall submit a request with a maximum of three interested SLCs to the Head of the Department along with the details of course contents, Name &Affiliation of the instructor, Mode of evaluation, etc., at least 'ONE MONTH' before the end of the previous semester, for undergoing the approved SLC in the subsequent semester. List of proposed SLC shall be placed in the Department Consultative Committee (DCC) for consideration. The recommended proposals shall be forwarded to the Director, Centre for Academic Courses, for approval.

(iv). In case the SLC undergone by the student fetches more than one credit, only one credit shall be taken for computation of CGPA, upon successful completion of the course.

17.22. In summary, the weightages for Continuous Assessments & End Semester Examination for various category of courses is given in Table 11 as follows.

Table 11 – Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses

S. No.	Category of course	Continuous Assessments	End-Semester Examinations
1.	Theory	50%	50%
2.	Theory cum studio	50%	50%
3.	Laboratory with Theory	50%	50%
4.	Laboratory Integrated Theory	50%	50%
5.	Laboratory	50%	50%
6.	Planning studio	70%	30%
7.	Dissertation	70%	30%
8.	Internship Training	50%	50%
9.	Educational tour	100%	-
9.	Thesis	70%	30%
10.	Industry Oriented Course	100%	-
11..	University Courses		
	(i). Universal Human Values	100%	---
	(ii). Standards Course	100%	---
	(iii). Sustainability Course	50%	50%
	(iv). Engineering Entrepreneurship Development	50%	50%
	(v). Heritage Courses	40%	60%
	(vi). Audit Course	100%	---
	(vii). NCC / NSS / NSO / YRC	100%	---

17.23. Passing Criteria in a Course

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

(i). ***For Theory, Theory cum studio, (including elective theory and elective theory cum studio course), Laboratory with theory course, Laboratory course, Laboratory Integrated Theory courses*** the student has to secure a minimum of 45%

of total marks in the end semester examination and also obtain a 50% of total marks (Continuous assessments + End semester examination), in a particular course which falls under.

(ii). ***For Planning studio courses, Internship Training , Dissertation and Thesis,*** the student has to secure a minimum of 50% of total marks in the end semester examination and also obtain a 50% of total marks (Continuous assessments + End semester examination), in a particular course which falls under.

(iii). ***For Educational Tour,*** the student has to secure a minimum of 50% of total marks in the Continuous assessment.

(iv). ***For 'Industry Oriented Courses'***, the student shall secure an average of 50 marks, in two Internal assessment tests for the successful completion of this course.

(v). For course on '***Universal Human Values'***, students shall secure a minimum of 50 marks in the continuous assessments for the successful completion of the course and credits earned shall not be considered for computation of CGPA.

(vi). For course on '***Standards- B.Plan*** ', students shall secure an average of 50 marks, in two continuous assessment tests for the successful completion.

(vii). ***For Courses on 'Perspectives of Sustainable Development in Planning' and Engineering 'Entrepreneurship Development'***, the student has to secure a minimum of 45% of total marks in the end semester examination and also obtain a 50% of total marks (Continuous assessments + End semester examination).

(viii). **For Courses on *'Heritage'***, students shall secure a minimum of 45% of total marks in the end semester examination and also obtain a 50% of total marks (Continuous assessments + End semester examination).

(ix). ***For 'Audit Courses'***, a student shall secure a minimum 50% of marks, in continuous assessments and credits earned shall not be considered for computation of CGPA.

(x). ***For 'Self-Learning Course'***, the student shall submit the published result of the SLC to the Head of the Department after successful completion of the course. Marks obtained by the student in the SLC shall be converted to equivalent Grade, adapting the procedure prescribed in (Clause 20.2) of this regulation. In the case where grade is awarded to SLC, the equivalent mark for that grade shall be provided by the Institute / Firm / Company offering this SLC. This equivalent mark shall be converted to equivalent Grade, as per the Clause 20.2.

(xi). ***For 'Off Campus Courses'***, the student shall submit the result of these courses to the Head of the Department, after successful completion of the course(s), within a week's time from the date of publication of the results. Marks obtained by the student in the course(s) shall be converted to equivalent Grade, adapting the procedure as prescribed in Clause 20.2 of this regulation. In the case where grade is awarded, the equivalent mark for that grade shall be provided by the Institute / Firm / Company offering the courses. This equivalent mark shall be converted to equivalent Grade, as per the Clause 20.2 .

(x). ***For 'Value Added Courses'***, a student shall secure a minimum 50% marks, as per the evaluation processes, prescribed by the approved Firm / Company offering the VAC. Grade shall be awarded as prescribed in Clause 20.2 of the regulations. Credits earned shall not be considered for computation of CGPA.

17.24. Publication of Results and Open Day

(i). Publication of examination results shall be within TWENTY working days from the date of from the date of completion of regular end semester examinations of a particular programme.

(ii). Students shall be permitted to go through the End Semester Examination answer scripts of the courses under category of Theory, Theory cum Studio courses, Laboratory with Theory Courses &Laboratory Integrated Theory and Laboratory course on 'OPEN DAY'.

(iii). This OPEN DAY shall be conducted within FIVE working days after the publication of results, adhering to the guidelines in force, as prescribed by the office of the Additional Controller of Examinations, from time to time, to address the doubts raised by the students, if any. No claim shall be entertained under any circumstances later, if the student has not reported for the 'OPEN DAY'

17.25. NOT SATISFYING 'PASSING' CRITERIA

A student who has not satisfied the passing conditions in,

(i). ***In Theory, Theory cum studio, (including elective theory and elective theory cum studio course), Laboratory with Theory Courses & Laboratory Integrated Theory***after the conduct of 'OPEN DAY', the student has to reappear in the 'End Semester Examination' in the subsequent semester(s). Validity of internal assessment marks including laboratory components is only for two appearance (including first appearance) for a particular course in the end semester examination. After two appearances in the end semester examination for a particular course, the student has to secure a minimum of 50 marks in the end semester examination for getting 'PASS' in the course.

(ii). ***In Laboratory courses***, then the student has to attend the end semester examination alone in the subsequent semester(s). Importantly, the validity of internal assessment marks obtained is only for two appearances (including first appearance). After two appearances, the student has to secure a minimum of 50 marks in the end semester examination for getting 'PASS' in the course.

(iii). For ***Planning Studio*** **courses and Dissertation** a supplementary viva-voce examination shall be conducted within a minimum period of 45 days from the date of publication of result. 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. If the student is not able to successfully complete the course in the supplementary examinations, then the student has to repeat the course in the ensuing semester.

(iv). **in the *Industry Oriented Courses***, a supplementary examination shall be conducted within a minimum period of 10 days from the date of publication of result. If the student does not successfully complete the IOC in the supplementary examination, registration of the particular IOC shall stand cancelled. Student shall register the same course / any other IOC in the ensuing semester, to earn the required number of credits as per the Curriculum.

(v). ***In the Self-Learning Course***, the students shall opt the same course or from other two courses in the same semester itself, with prior intimation to the Head of the Department, within one week from the date of declaration of result of the unsuccessful SLC. If the student is still unable to successfully complete any one of the SLC within the semester, the student shall opt for the same courses in the subsequent semester or submit a list of additional three SLCs again to the Head of the Department in the subsequent semester for getting prior approval from DCC & Centre for Academic Courses.

(vi). **In the Human Values & Audit Courses**, the student has to repeat the course with other students, when offered in the subsequent semester(s)

(vii). ***In the Course on Standards-B.Plan*** , special session shall be arranged to the students in the ensuing semester by the respective Head of the Department at his / her discretion, during the free slots or before or after the working hours, in the working days. If the student is still not able to successfully complete the course, then the student has to repeat the course with other students, when offered in the subsequent semester(s).

17.26. ***Requirement for moving to the higher semester,*** the students of B.Plan shall move to the higher semester , if the student satisfies the following conditions of Planning Studio courses offered in I to VII semester .

(i). II Semester, should not have got SA in Planning Studio of Sem I

(ii). IV Semester, should not have got SA in Planning Studio of Sem III

(iii). V Semester, should not have got SA in Planning Studio of Sem IV

(iv). VI Semester, should not have got SA in Planning Studio of Sem V

(v). VII Semester, should not have got SA in Planning Studio of Sem VI

(vi). VIII Semester, should not have got SA in Planning Studio of Sem VII

17.27. Redoing the course means reregistering for a course, attending all classes, fulfilling the attendance requirements as per Clause 11, earning fresh Continuous Assessment marks and appearing for End Semester Examinations. A student has to redo a course in the following conditions.

(i). 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.

(ii). 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 11, secure Continuous Assessment marks and appear for End Semester Examinations.

(iii). If the course in which the student fails to secure a pass is a professional / open elective course, then the student, can opt to register for a different professional/ open elective course register for the same course when it is offered, attend classes, fulfill the

attendance requirements as per clause 11, secure Continuous Assessment marks and appear for End Semester Examinations.

(iv). If a student, after fulfilling the attendance requirements as per Clause 11 and submission requirements as per Clause 17.8,17.9,17.10 and 17.11 and is not able to attend the regular viva voce examination in Planning Studio Courses, Dissertation , Internship Training, and Thesis respectively ,due to medical unfitness / unexpected family situations, he can apply for withdrawal and he/she can attend a substitute viva-voce examination conducted within 30 days from the date of publication of the results ,with the internal marks already gained. In case the 30th day happens to be a public holiday; the next working day the substitute viva voce can be conducted. However, if the student fails to secure a pass in the substitute exam, then the course of action as per Clauses 17.3 (v) for Planning Studio Course and Dissertation, clause 17.30 11.3, 11.4 and 11.5 as applicable for the particular course will be followed.

(v). 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.

(vi). 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 subsequent Viva Voce Examinations in subsequent semesters until he/ she secures a pass as per (vide clause 17.26 (iii)).

(vii). If a student fails to secure a pass in Internship 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. The student who fails in internship training shall attend the internship training again and redo the course with the same organization or different organization with the approval of the HOD.

(viii). 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 17.23 (ii)).

If a student fails to secure a pass in the examination of Thesis, the student shall resubmit Thesis portfolio/report within 30 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. 4) when it is offered next.

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.

(ix). Withdrawal in End Semester Viva Voce Examinations of Planning Studio Courses, Internship 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 with portfolio the substitute Viva Voce Examination conducted within 30 days 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 as per clause.

18. Honours Degree

18.1. Students always have a passion or some fascination for a particular field or a line of thinking or study. Honours Degree option enables the student to nurture this interest which comes into force from fifth semester onwards. Students shall

obtain Honours degree by undergoing additional courses over and above the courses prescribed in the curriculum.

(i). Eligibility for any student to opt the Honours degree is that the student should earn a minimum of 7.5 CGPA in third and fourth semesters and also students should not have any history of arrears from first semester.

(ii). Students shall earn successfully 20 credits and split up of credits is as per the respective curriculum.

(iii). Should have passed all the courses prescribed in the curriculum and additional courses in the first attempt.

18.2 Six Elective Courses for 'HONOURS' Degree

(i). Students shall opt for 'Honours' Degree by additional course work elective courses from the Honours vertical or courses from existing Professional Elective verticals as listed in the curriculum. The student has to earn20 additional credits through the course works, which are related to the major discipline of study. Evaluation and 'PASS' requirement of these courses is as per Clause 17.4 & 17.5 for Theory / Laboratory Integrated Theory courses respectively.

(ii). On successful completion of seven course works, 'B. Plan (Honours)' will be conferred to the students, who secure a CGPA of 8.5 or higher, without any history of arrears.

(iii). If the student decides to opt out of Honours Degree, after successful completion of certain number of course work(s), these course(s) shall be treated as equivalent to PEC(s). In such case, the student shall be permitted to drop the equal number of PEC(s).

(iv). If the student successfully completes more number of PEC over and above the seven mandatory courses, the courses with higher grades shall be

considered for the calculation of CGPA. Remaining courses shall be only printed in the grade sheet and grade obtained in these courses shall not be considered for computation of CGPA.

19. Minor Degree

19.1. A student can register for a 'Minor' degree from the fifth semester by registering course works as prescribed in the curriculum of the UG Programme offered by the department other than the parent department of the student. Evaluation and 'PASS' requirement of these courses is as per Clause17.4 & 17.5. for Theory & Laboratory Integrated Theory courses respectively.

19.2. Eligibility for any student to opt for the Minor degree is that the student should earn a minimum CGPA of 7.5 in third and fourth semesters.

19.3. In order to get Minor Degree, a student has to successfully complete the basket of courses as prescribed in the curriculum of the Department offering the Minor Degree and earn20 extra credits. Grades obtained in the basket of courses shall also be considered for computation of CGPA, along with the courses in the curriculum for the programme (mainstream).

19.4. If the student decides to opt out of Minor Degree, after successful completion of certain number of course(s), these course(s) can be treated as equivalent to OEC(s). In such case, the student shall be permitted to drop the equal number of OEC(s).

19.5. If the student successfully completes more number of OECs over and above the courses prescribed in the curriculum, the courses with higher grades shall be considered for the computation of CGPA. Remaining courses shall be only printed in the grade sheet and grade obtained in these courses shall not be considered for computation of CGPA.

19.6. Minor Degree shall be reflected in the degree certificate as "B. Plan in XYZ Engineering with Minor in ABC"–where XYZ' is the Major Discipline of study and 'ABC' is the Discipline in which Minor Degree is offered.

Note: The students shall be permitted to opt for either 'Honours' or 'Minor' Degree, during the programme.

20. Grading of Courses

20.1 The grades and corresponding grade points are given in Table 12.

Table 12 – Grading of Courses

Grade	Description	Grade Point
S	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
WC	Withdrawal of Course	0

(i) Customised grading system shall be followed for all category of courses, based on the average marks obtained and relative performance of the students in a particular course, taking into consideration of passing requirements as per Clause 17.23 of the regulations. Finalisation of the grade shall be decided in the Academic Monitoring Committee meeting.

(ii) Courses categorised under OCC, SLC & VAC, absolute grading system shall be followed as given in 'Table 14' and for NPTEL /SWAYAM courses alone, the corresponding range of marks for each grade is tabulated as follows (Table 13).

(iii) Table 13 – Range of Marks for Grades

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

Table 14 – Range of Marks for grading of NPTEL courses

S	A+	A	B+	B	C	U
90 – 100	80 – 89	70 – 79	60 – 69	50 – 59	40 – 49	< 40

21. Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

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

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

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

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

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

21.5 For the students who have successfully completed the requirements of Honours Degree, grades obtained in the additional courses / Capstone Design Project shall be taken into account for the computation of CGPA.

21.6 For the students who have successfully completed the requirements of Minor Degree, grades obtained in these additional courses shall be taken into account for the computation of CGPA.

21.7 If the student is absent for the registered course in the End Semester Examination(s) or Viva-Voce Examinations orabsent for the assessments in case of courses evaluated only through continuous assessments, this absence shall be considered as an appearance for the purpose of classification of degree.

21.8 If a student opts to drop PEC(s) as per the Clause 10.5, this appearance in the particular PEC shall be considered as an appearance for the purpose of classification of degree.

21.9 After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the Department.

21.10 The percentage of marks shall be printed in the consolidated grade sheet from the CGPA earned using,

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

22. Award of Degree

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

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

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

22.3 A student who fulfils the criteria as prescribed in Honours Degree as per Clause 18, shall be declared to have successfully completed he degree programme with '**Honours**' and classified under **'First Class with Distinction'**.

22.4 A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First class with Distinction'**

(i). Should have passed the examination of all the courses in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 5.2 (i) and 5.2 (ii)of the regulations.

(ii). Should have secured a CGPA of at least 8.50.

(iii). Should not have been prevented from writing any courses in the end semester examination(s) or viva-voce examination(s).

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

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

(ii). Should have secured a CGPA of at least 6.50.

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

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

ii. Has secured a CGPA below 6.50.

(OR)

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

23 Academic Audit

The Director, Centre for Academic Courses shall initiate the academic audit process once in every year, with the coordination and cooperation of the respective Head of the Department, by inviting external expert(s) approved by the respective Faculty Chairperson. The Additional Controller of Examinations (University Departments) shall make the arrangements for the conduct of Academic Audit.

Academic audit shall cover (not limited to),

23.1 Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal assessments, end semester examinations, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.

23.2 Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.

23.3 Academic functioning of the Department encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.

23.4 The quality criteria prescribed by statutory bodies.

23.5 Action taken report shall be presented to the Internal Quality Assurance Cell of the University by the Head of the Department, based on audit report for continuous improvement.

23.6 Academic documents of UG programmes for a particular batch of students shall be kept in the respective department for a period of TWO years after the end of programme duration.

24. Revision

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

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