

ANNA UNIVERSITY, CHENNAI - 600 025

AFFILIATED INSTITUTIONS

REGULATIONS 2017

CHOICE BASED CREDIT SYSTEM

COMMON TO M.Arch. DEGREE PROGRAMMES

(This Regulation is effective from the academic year 2017- 2018 and applicable to the students to be admitted in **Architectural Institutions / Engineering Colleges (Non-Autonomous) Affiliated to Anna University Chennai under the Faculty of Architecture and Planning**).

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means Post graduate Degree Programme e.g. M.Arch. Degree Programme.
- ii. **“Specialization”** means a discipline of M.Arch. Degree Programme like “Real Estate Development”, Environmental Architecture, etc.
- iii. **“Course”** means a Theory, Theory cum studio, studio or Practical subjects that is normally studied in a semester, like Contemporary Processes in Architectural Design, Sustainable and Green Building Design, Real Estate Finance, Construction Project Management, Environmental Impact Assessment, Services in Historic Buildings, etc.
- iv. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University for implementation of relevant rules of this Regulations.
- v. **“Controller of Examinations (COE)”** means the Authority of the University who is responsible for all activities of the University Examinations.
- vi. **“Head of the Institution”** means the Principal of a College / Institution who is responsible for all academic activities of that College / Institution and for implementation of relevant rules of this Regulation.
- vii. **“Chairman”** means the Head of the Faculty.
- viii. **“Head of the Department”** means Head of the concerned Department of the College
- ix. **“University”** means ANNA UNIVERSITY CHENNAI.

2. PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 PG PROGRAMMES OFFERED

The branches of study offered and approved by the University under the Faculty as outlined in Table 1:

TABLE 1

M. Arch. (General)
M. Arch. (Real Estate Development)
M. Arch. (Environmental Architecture)
M. Arch. (Conservation)

2.2 MODES OF STUDY

Full-Time:

Candidate admitted under 'Full-Time' should be available in the College/Institution during the complete working hours for curricular, co-curricular and extra-curricular activities assigned to them.

2.3 ADMISSION REQUIREMENTS:

2.3.1 Candidates for admission for the first semester of the Post Graduate degree program shall be required to have passed an appropriate degree examination of Anna University as specified in Table 2 or any other examination of any University or authority accepted by the Syndicate of the University as equivalent thereto.

TABLE 2

Degree	Qualifications required for admissions
M.Arch.	B. Arch./ AIIA *
M.Arch.(RED)	B.Arch. / AIIA*
M.Arch. (EA)	B.Arch. /AIIA*
M. Arch.(Conservation)	B.Arch. /AIIA*

*Candidates who have qualified with AIIA and registered with Council of Architecture only are eligible.

2.3.2 However, the Syndicate of the University may decide to restrict admission in any particular year to candidates having a subset of qualification prescribed in Table -2.

2.3.3 Notwithstanding the qualifying examination the candidate might have passed, he/she shall have a minimum level of proficiency in the appropriate programme/courses as prescribed by the syndicate of the University from time to time.

2.3.4 Eligibility conditions for admissions such as class obtained, number of attempts in qualifying examination and physical fitness will be prescribed by the Syndicate of the University from time to time.

3. DURATION OF THE P.G.PROGRAMME:

- 3.1 Minimum and maximum period for completion of the P.G. Programme are given below in Table 3.

TABLE 3

Programme	Min. No. of Semesters	Max. No. of Semesters
M. Arch. - Full-Time	4	8
M. Arch.(RED) - Full-Time	4	8
M.Arch. (EA) - Full-Time	4	8
M. Arch.(Conservation) – Full	4	8

4. STRUCTURE OF THE PROGRAMME

4.1 Categorization of Courses

Every Post Graduate Degree Programme M.Arch. will have curriculum and syllabi consisting of Theory courses, Elective courses, Studio Courses, Theory cum Studio courses, Dissertation, Internship Training and Thesis. These will be categorized as follows:

- i. **Professional Core (PC)** courses include the core courses relevant to the chosen s branch of specialization
- ii. **Professional Elective (PE)** courses include the elective courses relevant to the chosen specialization/branch. The electives from the curriculum are to be chosen with the approval of the Head of Department. A student may be permitted by the HOD to choose a maximum of two electives from other P.G. Programmes offered in the institution or in any one of the other departments of the University during the period of his /her study, provided the Head of the Department offering such a course also agrees and there is no clash in the time-table for the lecture classes.
- iii. **Professional Ability Enhancement Courses (PAEC)** include Courses that develop skills and training to enhance the professional ability in the relevant branch of specialization.
- iv. **Humanities Sciences (HS)** courses include courses in the social sciences relevant to the branch of specialization.
- v. **Engineering Sciences (ES)** courses include technical courses that are relevant to the branch of specialization.

4.2 Credit Assignment

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

TABLE 1

Contact period per week	Credits
1 Lecture Period	1
2 Tutorial Periods	1
2 Studio/Practical Periods	1

The Contact Periods per week for Tutorials and Practical can only be in multiples of 2.

4.3 The number of credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.

4.4 Each semester shall normally consists of 90 teaching days (including examination days) or 510 periods of 50 minutes duration for full time mode of study. The HOD shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. For the purpose of calculation of attendance requirement or writing the end semester examinations (as per clause 9) by students, following method shall be used.

$$\text{Attendance} = \frac{\text{Total no. of periods attended in all the courses per semester}}{(\text{No.of periods / week as prescribed in the curriculum}) \times 15 \text{ taken together for all courses of the semester}} \times 100$$

End–Semester Examination also including of viva voce examination will ordinarily follow immediately after the last working day of the semester.

4.5 PROJECT PHASE I : DISSERTATION

4.5.1 Dissertation is a Thesis preparation course offered in the third semester of the PG programs. It is basically a review and critical appraisal of literature /cases related to any coursework of the respective program and shall form the basis of Project Phase II. The dissertation shall be carried out under the supervision of a qualified teacher in the concerned Department. In this context “qualified teacher” means the faculty member possessing (i) Ph.D. degree in relevant discipline or (ii) PG degree in the relevant discipline with a minimum of 3 years experience in teaching.

- 4.5.2 The Dissertation Report prepared according to approved guidelines and duly signed by the supervisor(s) shall be submitted to the HOD within 20 calendar days from the last working day of the semester in which the Dissertation is done
- 4.5.3 If a candidate fails to submit the Dissertation on or before the specified deadline, he/she is deemed to have failed in the Dissertation and shall re-enroll the same in a subsequent semester when the course is offered next.
- 4.5.4 Every candidate shall be encouraged to send a paper for publication in a journal or a conference based on his/her thesis work.

4.6 PROJECT PHASE II : THESIS

- 4.6.1 Thesis shall be carried out under the supervision of a qualified teacher in the concerned Department. In this context “qualified teacher” means the faculty member possessing (i) Ph.D. degree in relevant discipline or (ii) PG degree in the relevant discipline with a minimum of 3 years experience in teaching.
- 4.6.2 A candidate may, however, in certain cases, be permitted to work on the project in an Industrial/Research Organization, on the recommendations of HOD, with the approval of the Head of Institution. In such cases, the Thesis shall be jointly supervised by a supervisor of the department and an expert from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 4.6.3 The Thesis shall be pursued for a minimum of 15 weeks during the final semester.
- 4.6.4 The Thesis Report and Drawings and models (if any) shall be prepared according to approved guidelines and duly signed by the supervisor(s) and shall be submitted to the HOD within 30 calendar days from the last working day of the semester in which thesis is done.
- 4.6.5 If a candidate fails to submit the Thesis on or before the specified deadline, he/she is deemed to have failed in the Thesis and shall re-enroll the same in a subsequent semester when the course is offered next.
- 4.6.6 Every candidate shall be encouraged to send a paper for publication in a journal or a conference based on his/her thesis work.

4.7 PROFESSIONAL TRAINING

If Professional training is prescribed, it shall be of **minimum 4 weeks full time or 8 weeks part time** during **semester vacation** in an office in the relevant discipline approved by the Head of Department.

4.8 A student who has acquired the minimum number of credits prescribed in the Curriculum for the award of the Masters Degree shall not be permitted to enroll for more courses to improve his/her cumulative grade point average (CGPA).

4.9 **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 a Department of an institution with the prior approval from the Head of the Institution. The details of the syllabus, time table and faculty may be sent to the Centre for Academic Courses and the Controller of Examinations after approval from the Head of the Institution concerned at least one month before the course is offered. Students can take a maximum of two one credit courses / one two credit course during the entire duration of the Programme.

4.10 **Online Courses**

4.10.1 Students shall be permitted to credit only one online course of 3 credits with the approval of Head of the Institution and Centre for Academic Courses.

4.10.2 Students shall be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academic courses from time to time. The student needs to obtain certification or credit to become eligible for writing the End Semester Examination to be conducted by Controller of Examinations, Anna University. The details regarding online courses taken up by students should be sent to the Controller of Examinations, Anna University and Centre for Academic Courses one month before the commencement of End Semester Examination.

4.11 The medium of instruction shall be English for all courses, examinations, design studio, seminar presentations and project/thesis/ dissertation reports / professional training report.

5. **COURSE REGISTRATION**

5.1 The Institution shall be responsible for registering the courses that each student is proposing to undergo in the ensuing semester. Each student has to register for all courses to be undergone in the curriculum of a particular semester (with the facility to drop courses to a maximum of 6 credits (vide clause 5.2)). The student can also register for courses for which the student has failed in the earlier semesters.

The registration details of the candidates shall be approved by the Head of the Institution and forwarded to the Controller of Examinations. This registration is for undergoing the course as well as for writing the End Semester Examinations.

The courses that a student registers in a particular semester may include

- i. Courses of the current semester.
- ii. The core (Theory / Theory cum Studio / Studio) courses that the student has not cleared in the previous semesters.
- iii. Elective courses which the student failed (either the same elective or a different elective instead)

5.2 Flexibility to Drop courses

5.2.1 A student shall 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.

5.2.2 From the II to Final semesters, the student shall have the option of dropping existing courses in a semester during registration. Total number of credits of such courses cannot exceed 6 for PG (Full Time) programmes.

6. CLASS ADVISER

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She shall be appointed by the Head of the department concerned. The class advisor is the ex-officio member and the Convener of the class committee. The responsibilities for the class advisor shall be:

- (i) To act as the channel of communication between the HoD and the students of the respective class.
- (ii) To collect and maintain various statistical details of students.
- (iii) To help the chairperson of the class committee in planning and conduct of the class committee meetings.
- (iv) To monitor the academic performance of the students including attendance and to inform the class committee.
- (v) To attend to the students' welfare activities like awards, medals, scholarships and industrial visits.

7. CLASS COMMITTEE

7.1 A Class Committee shall consist of teachers of the concerned class, student representatives and a chairperson who is not teaching the class. It is like the 'Quality Circle' (more commonly used in industries) with the overall goal of improving the teaching-learning process. The functions of the class committee include:

- (i) Solving problems experienced by students in the class room and in the laboratories.
- (ii) Clarifying the regulations of the programme and the details of rules therein.

- (iii) Informing the student representatives, the “academic schedule” including the dates of assessments and the syllabus coverage for each assessment period.
- (iv) Informing the student representatives, the details of regulations regarding the weightage used for each assessment. In the case of practical courses (laboratory / project work / seminar / professional training etc.) the breakup of marks for each experiment/ exercise/ module of work, should be clearly discussed in the class committee meeting and informed to the students.
- (v) Analyzing the performance of the students of the class after each test and finding the ways and means of improving the Students Performance
- (vi) Identifying the weak students, if any, in any specific subject and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students as frequently as possible.

7.2 The class committee for a class under a particular programme shall normally be constituted by the Head of the Department. However, if the students of different programmes are mixed in a class, the class committee shall be constituted by the Head of the Institution.

7.3 The class committee shall be constituted on the first working day of any semester or earlier.

7.4 At least 2 student representatives (usually 1 boy and 1 girl) shall be included in the class committee.

7.5 The chairperson of the class committee shall invite the Class adviser(s) and the Head of the Department to the meeting of the class committee.

7.6 The Head of the Institution may participate in any class committee of the institution.

7.7 The Chairperson of the Class Committee shall be required to prepare the minutes of every meeting, submit the same to the Head of the Institution within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the management, the same shall be brought to the notice of the management by the Head of the Institution.

7.8 The first meeting of the class committee shall be held within one week from the date of commencement of the semester in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings shall be held at suitable intervals. During these meetings the student members, representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.

8. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

8.1 Every teacher shall be required to maintain a 'ATTENDANCE AND ASSESSMENT RECORD' which consists of attendance marked in each lecture or practical or project work the test mark, and record of class work (topics covered) separately for each course. This should be submitted to the HOD periodically (at least three times in a semester) for checking the syllabus coverage and the records of test marks and attendance. The HOD will put his/her signature and date after due verification. At the end of the semester, the record should be verified by the Head of the Institution who will keep this document in safe custody (for five years). The university or any inspection team appointed by the University may inspect the records of attendance and assessment of both current and previous semesters.

8.2 THEORY COURSES

The maximum marks for Internal Assessment shall be 20% of the total marks prescribed for the course. Three evaluations carrying 100 marks each shall be conducted by the Department out of which one shall be a test on the lines of the End semester Examination which the student shall write compulsorily. The marks obtained from the two other assessments along with the test marks shall be averaged and reduced to 20 marks.

8.3 THEORY CUM STUDIO COURSES:

The maximum marks for Internal Assessment shall be 40% of the total marks prescribed for the course. Three assessments carrying 100 marks each shall be conducted by the Department out of which one shall be a test on the lines of the End semester Examination which the student shall write compulsorily. The marks obtained from two other assessments along with the test marks shall be averaged and reduced to 40 marks.

8.4 STUDIO BASED COURSES

Every course shall be evaluated based on conduct of assignments / projects and records maintained. Three evaluations shall be done as part of internal assessment. The criteria for arriving at the internal assessment marks shall be decided (based on the recommendation of the class committee) by the Head of the Department and shall be announced at the beginning of every semester. The Internal assessment will carry a weightage of 50% of the total marks prescribed for the course as outlined in Table 5 under Clause 13.4 (b).

8.5 PROJECT: DISSERTATION AND THESIS

There shall be three assessments (each carrying 100 marks) during the semester by a review committee. The student shall make a presentation on the progress made before the committee. The Head of the Department shall constitute the review committee on approval of the Head of Institution which shall comprise of one internal member, supervisor of the thesis/ dissertation and one external member for each branch of study. The total marks obtained in all the assessments put together, shall be reduced to a weightage of 50% of the total marks prescribed for the course as outlined in Table 5 under Clause 13.4 (b).

8.6 PROFESSIONAL TRAINING

Professional Training shall be evaluated for 50% of the total marks by an internal examiner appointed by the HOD based on the Professional Training portfolio submitted by the candidate on the last working day of the IV Semester of the programme. The internal examiner will verify the work submitted in the portfolio with feedback from the office.

8.7 ASSESSMENT FOR VALUE ADDED COURSE

The one / two credit course shall carry 100 marks and shall be evaluated through continuous assessments only. The 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. A committee consisting of the Head of the Department, staff handling the course and a senior Faculty member nominated by the Head of the Institution shall monitor the evaluation process. The list of students along with the marks and the grades earned may be forwarded to the Controller of Examinations for appropriate action at least one month before the commencement of End Semester Examinations

8.8 ASSESSMENT FOR ONLINE COURSES

Students may be permitted to credit one online course (which are provided with certificate) subject to a maximum of three credits. The approved list of online courses will be provided by the Centre for Academic courses from time to time. This online course of 3 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 course shall be evaluated through the End Semester Examination only conducted by Controller of Examinations, Anna University.

9. MINIMUM REQUIREMENTS TO DO FINAL SEMESTER

- 9.1 A candidate shall be permitted to enroll for the final semester if he/ she has earned a minimum of 40 credits including the compulsory courses outlined in Table 4.
- 9.2 If a candidate has not earned the requisite minimum credits, he/she has to complete the arrears (at least to the extent of earning the minimum credits specified) and then enroll for the final semester courses when offered next in a subsequent semester.

TABLE 4

PROGRAMME	Compulsory courses to be completed to enroll for the final Semester
M. Arch.	Advanced Architectural Design Studio I
	Advanced Architectural Design Studio II
	Project Phase I : Dissertation
	Advanced Architectural Design Studio III
M.Arch. (Real Estate Development)	Real Estate Development Studio I
	Real Estate Development Studio II
	Project Phase I : Dissertation
	Real Estate Development Studio III
M.Arch. (Environmental Architecture)	Environmental Architecture Design Studio - I
	Environmental Architecture Design Studio - II
	Project Phase I : Dissertation
	Environmental Architecture Design Studio - III
M. Arch.	Conservation Studio I
	Conservation Studio II
	Project Phase I : Dissertation
	Conservation Studio III

10. REQUIREMENTS FOR COMPLETION OF A SEMESTER

A candidate who has fulfilled the following conditions shall be deemed to have satisfied the requirements for completion of a semester.

- 10.1 Ideally every student is expected to attend all classes and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as medical/personal grounds/participation in sports, the student is expected to earn a minimum of 75% attendance. Therefore, he/she shall secure not less than 75% of overall attendance in that semester as per clause 4.3.
- 10.2 However, a candidate who could secure attendance between 65% and 74% in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Institution through Head of the Department concerned shall be given exemption

from the prescribed attendance requirement and he/she shall be permitted to appear for that particular semester examinations. The candidate shall submit the medical certificate / sports participation certificate to the HOD. The certificate attested by the Head of the Institution shall be forwarded to the Controller of Examinations for record purposes.

- 10.3** Candidates who secure less than 65% overall attendance and shall not be permitted to write the end-semester examination of that current semester and not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

11. REQUIREMENTS FOR APPEARING FOR END – SEMESTER EXAMINATION

A candidate shall normally be permitted to appear for the end – semester examination of the current semester if he / she has satisfied the semester completion requirements (vide clause 10.0) and has enrolled for examination in all the courses of that semester. Registration is mandatory for all courses in the current semester as well as for the reappearance registration course(s) failing which the candidate shall not be permitted to move to the higher semester.

12. END SEMESTER EXAMINATIONS

- 12.1** There shall be one end – semester examination of not less than 3 hours duration in each theory courses and theory cum studio courses.

The examination shall ordinarily be conducted between October and December during the odd semesters and between April and June in even semesters by the Controller of Examinations, Anna University Chennai.

- 12.2** The Studio based courses shall be evaluated through a Viva–Voce Examination by a panel appointed by Controller of Examination comprising of one internal examiner (other than the course instructor) and one External Examiner from the profession relevant to the specialized branch of study, based on the reports / drawings / records maintained by the course instructor.

- 12.3** The evaluation of Project Phase I : Dissertation and Project Phase II : Thesis shall be based on the report drawings and models (if any) submitted and conducted through a Viva–Voce Examination by a panel appointed by the COE comprising of one internal examiner (other than the supervisor) and one External Examiner from the profession relevant to the specialized branch of study.

- 12.4** If a student indulges in malpractice during tests / examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

13. PHOTOCOPY / REVALUATION / REVIEW

A candidate can apply for photocopy of his/her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Controller of Examinations through the Head of Institutions. The answer script is to be valued and justified by a faculty member, who handled the subject and recommend for revaluation with break up of marks for each question. Based on the recommendations, the candidates can register for the revaluation through proper application to the Controller of Examinations. The Controller of Examinations will arrange for the revaluation and the results will be intimated to the candidate concerned through the Head of the Institutions. Revaluation is not permitted for practical courses and for project work.

A candidate can apply for revaluation of answer scripts not exceeding 5 courses at a time.

Revaluation is not permitted for all Studio courses, Project Phase I : Dissertation and Project Phase II : Thesis (where Viva-Voce Examination is involved).

13.2 REVIEW

Candidates not satisfied with Revaluation can apply for Review of his/ her examination answer paper in a theory course, within the prescribed date on payment of a prescribed fee through proper application to Controller of Examination through the Head of the Institution. Candidates applying for Revaluation only are eligible to apply for Review.

14 PASSING REQUIREMENTS

14.1 Theory and Theory cum Studio Courses

14.1.1 A candidate, who secures not less than 50% of total marks prescribed, with a minimum of 50% of the marks prescribed for the End Semester Examination in Theory courses and Theory cum studio based courses shall be declared to have passed in the Examination and acquired the relevant number of credits

**Amendment
of
Clause 14.1.1**

14.1.2 If a student fails to secure a pass in a theory course (including elective theory course) or theory cum studio course (including elective theory 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 14.1.1, then the candidate shall be declared to have

**Amendment
of
Clause 14.1.2**

passed the examination if he/she secure a minimum of 50% marks prescribed for the university end semester examinations alone.

14.2 Studio Courses, Project Phase I : Dissertation

- 14.2.1 If a candidate does not obtain 50% of the marks prescribed for the internal assessment he/she shall not be permitted to submit the report/thesis and take the Viva Voce examination at the end of the semester. He / she shall re-enroll for the Course when the Course is offered next and shall register and reappear for the Viva Voce examination in that course till he/she secures a pass. Further, he/she shall not be permitted to proceed to the next semester.
- 14.2.2 A candidate who secures not less than 50% of the total marks prescribed with a minimum of 50% of the marks prescribed for the Viva Voce examination shall be declared to have passed in the Examination.
- 14.2.3 If a candidate does not secure 50% of the marks in the Viva-Voce examination and therefore fails to secure a pass he/she shall be permitted to resubmit an improved portfolio of work within 30 days of the declaration of the results and shall appear for a supplementary Viva-Voce examination which shall be conducted by the same set of Examiners. The internal assessment marks obtained by the candidate shall be retained and considered valid for the supplementary Viva-Voce examination.
- 14.2.4 In such a case where the candidate fails to pass the supplementary Viva Voce examination conducted, for the studio course and Project Phase I : Dissertation, he /she shall re-enroll for the course when the course is offered next, obtain fresh internal marks and appear for the Viva–Voce examination in that course till he/she secures a pass. He/she shall also not be permitted to proceed to the next semester.

14.3 PROJECT PHASE II : THESIS

- 14.3.1 If a candidate does not obtain 50% of the marks prescribed for the internal assessment in the Thesis he/she shall not be permitted to submit the thesis and take the Viva –Voce examination at the end of the semester. He/she shall re-enroll for the course when the course is offered next and shall register and reappear for the Viva- Voce examination in that course till he/she secures a pass.

- 14.3.2 A candidate who secures not less than 50% of the total marks prescribed for the Thesis with a minimum of 50% of the marks prescribed for the Viva-Voce examination shall be declared to have passed in the examination.
- 14.3.3 If a candidate does not secure 50% of the marks in the Viva-Voce examination and therefore fails to secure a pass he/she shall submit the improved thesis portfolio within 30 days of the declaration of results and shall appear for the supplementary Viva–Voce examination conducted by the same set of Examiners. The internal assessment marks obtained by the candidate shall be retained and considered valid for the supplementary Viva Voce examination.
- 14.3.4 If a candidate fails to secure a pass in the Supplementary Viva- Voce examination of thesis, he/she shall re-register from the third attempt onwards and secure fresh internal marks and appear for Viva-Voce examination.

14.4 PROFESSIONAL TRAINING

The professional training portfolio shall be evaluated through a Viva Voce Examination examiner (professional in the industry in the related branch of specialization) appointed by the COE.

- 14.4.1 A candidate who secures not less than 50% of the total marks prescribed for the Professional Training with a minimum of 50% of the marks prescribed for the Viva-Voce examination shall be declared to have passed in the examination.
- 14.4.2 If a candidate fails to secure a pass in Professional Training, he/she has to re -enrol for the same and repeat the course when offered next.
The candidate shall have to secure a minimum of 50% of the marks in the Viva Voce Examination to secure a pass.

15. AWARD OF LETTER GRADES

- 15.1 All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain number of points, will be awarded as per the range of total marks (out of 100) obtained by the candidate in each subject as detailed below:

Letter Grade	Grade Points	Marks Range
O (Outstanding)	10	91 - 100
A + (Excellent)	9	81 - 90
A (Very Good)	8	71 - 80
B + (Good)	7	61 - 70
B (Above average)	6	50 - 60
RA	0	
SA (Shortage of Attendance)	0	
W (Withdrawal)	0	

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: "O", "A+", "A", "B+", "B".

'SA' denotes shortage of attendance (as per clause 7.3) and hence prevention from writing the end semester examinations. 'SA' will appear only in the result sheet.

"RA" denotes that the student has failed to pass in that course. "W" denotes **withdrawal** from the exam for the particular course. The grades RA and W will figure both in Marks Sheet as well as in Result Sheet). In both cases the student has to earn Continuous Assessment marks and appear for the End Semester examinations.

If the grade W is given to course, the attendance requirement need not be satisfied. If the grade RA is given to a core **Theory course / Theory Cum Studio course**, the attendance requirement need not be satisfied, but if the grade RA is given to a **Laboratory Course/ Project: Dissertation and Thesis / Studio** the attendance requirements (vide clause 7) should be satisfied.

15.2 The grades O, A+, A, B+, B obtained for the one credit course shall figure in the Mark sheet under the title '**Value Added Courses**'. The Courses for which the grades are RA, SA **will not figure in the mark sheet.**

15.3 GRADE SHEET

After results are declared, Grade Sheets will be issued to each student which will contain the following details:

- The college in which the candidate has studied
- The list of courses enrolled during the semester and the grade scored.
- The Grade Point Average (GPA) for the semester and
- The Cumulative Grade Point Average (CGPA) of all courses enrolled from first semester onwards.

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding points to the sum of the number of credits for the courses acquired in the semester.

CGPA will be calculated in a similar manner, considering all the courses registered from first semester. "U", and "W" grades will be excluded for calculating GPA and CGPA.

$$\text{GPA / CGPA} = \frac{\sum_{i=1}^n C_i GP_i}{\sum_{i=1}^n C_i}$$

where C_i is the number of Credits assigned to the course

GP_i is the point corresponding to the 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

16. ELIGIBILITY FOR THE AWARD OF THE DEGREE

- 16.1 A Student shall be declared to be eligible for the award of the Degree if he/ she has
- Successfully acquired the required credits as specified in the curriculum corresponding to his/her programme within the stipulated time.
 - No disciplinary action pending against him/her.

16.2 The award of the degree must be approved by the Syndicate.

17. CLASSIFICATION OF THE DEGREE AWARDED

17.1 A candidate who qualifies for the award of the Degree (vide clause 15 having passed the examination in all the courses in his/her first appearance within the specified minimum number of semesters securing CGPA of not less than **8.50** shall be declared to have passed the examination in **First Class with Distinction**. For this purpose the withdrawal from examination (vide clause 18) will not be considered as an appearance. Further, One year authorized break of study (if availed of) is permitted in addition to specified minimum number of semesters for award of First class with Distinction.

17.2 A candidate who qualifies for the award of the Degree (vide clause 16) having passed the examination in all the courses within the specified minimum number of

semesters plus one year (two semesters), securing a CGPA of not less than **7.00** shall be declared to have passed the examination in **First Class**. For this purpose, One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included within the specified minimum number of semesters plus one year (two semesters).

17.3 All other candidates who qualify for the award of the degree but not covered in clauses 17.1 and 17.2 shall be declared to have passed the examination in **Second Class**.

17.4 A candidate who is absent in end semester examination / Viva – Voce examination in a course after having enrolled for the same shall be considered to have appeared in that examination for the purpose of classification.

18. PROVISION FOR WITHDRAWAL FROM EXAMINATION:

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

18.2 Withdrawal application is valid if the student is otherwise eligible to write the examination (Clause 10) and if it is made within TEN days prior to the commencement of the examination in that course or courses and recommended by the Head of the Institution and approved by the Controller of Examinations.

18.2.1 Notwithstanding the requirement of mandatory 10 days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.

18.3 In case of withdrawal from a course / courses (Clause 12) the course will figure both in Marks Sheet as well as in Result Sheet. **Withdrawal essentially requires the student to register for the course/courses** The student has to register for the course, fulfill the attendance requirements (vide clause 10), earn continuous assessment marks and attend the end semester examination. However, withdrawal shall not be construed as an appearance for the eligibility of a candidate for First Class with Distinction.

18.4 Withdrawal is permitted for the end semester examinations in the final semester only if the period of study the student concerned does not exceed 3 years as per clause 17.1.

19. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 19.1 A student is permitted to go on break of study for a maximum period of one year as a single spell.
- 19.2 Break of Study shall be granted only once for valid reasons for a maximum of one year during the entire period of study of the degree programme. However, in extraordinary situation the candidate may apply for additional break of study not exceeding another one year by paying prescribed fee for break of study. If a candidate intends to temporarily discontinue the programme in the middle of the semester for valid reasons, and to rejoin the programme in a subsequent year, permission may be granted based on the merits of the case provided he / she applies to the Director, Student Affairs in advance, but not later than the last date for registering for the end semester examination of the semester in question, through the Head of the Institution stating the reasons therefore and the probable date of rejoining the programme.
- 19.3 The candidates 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, Academic Courses in the prescribed format through Head of the Institution at the beginning of the readmitted semester itself for prescribing additional courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 19.4 The authorized break of study would not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 17.1).
- 19.5 The total period for completion of the Programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in clause 4.1 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.
- 19.6 If any student is prevented for want of required attendance, the period of prevention shall not be considered as authorized 'Break of Study' (Clause 19.1)

20. DISCIPLINE

- 20.1 Every student is required to observe discipline and decorous behavior both inside and outside the college and not to indulge in any activity which will tend to bring down the prestige of the University / College. The Head of Institution shall constitute a disciplinary committee consisting of Head of Institution, two Heads of Department of which one should be from the faculty of the student, 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 including one representative from Anna University, Chennai. In this regard, the member will be nominated by the University on getting information from the Head of the Institution.

20.2 If a student indulges in malpractice in any of the University / internal examination he / she shall be liable for punitive action as prescribed by the University from time to time.

21. FIELD / SITE VISIT

Every student is expected to undergo one field/site visit for every course offered. The teacher shall take the students for at least one field/site visit in the semester.

22. 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 Syndicate.
