

UNIVERSITY DEPARTMENTS

REGULATIONS 2019

CHOICE BASED CREDIT SYSTEM

COMMON TO M.Arch/ M.Plan PROGRAMMES

(For the students admitted to M.Arch. / M.Plan (Full Time) (2 Years) Programmes at University Departments from the Academic year 2019-2020 onwards)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

- I. **“Programme”** means Degree Programme. e.g. M.Arch., M.Plan. Degree Programme.
- II. **“Specialisation”** means a discipline of the Post Graduate Degree Programme like General Architecture, Landscape Architecture, etc.
- III. **“Course”** means a Theory, Theory cum Studio, Studio or other such subject that is normally studied in a semester, like Sustainable Design Studio, Theory of Landscape Architecture, Planning Techniques, etc.
- IV. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities for the implementation of relevant rules and regulations.
- V. **“Additional Controller of Examinations (UD)”** means the Authority of the University who is responsible for all activities of the End Semester Examinations of the University Departments.
- VI. **“Head of the Institution”** means the Dean of the campus.
- VII. **“Chairperson”** means Head of the Faculty.
- VIII. **“Head of the Department”** means Head of the University Department concerned.
- IX. **“University”** means ANNA UNIVERSITY, CHENNAI.

2. ADMISSION PROCEDURE

- 2.1 Students for admission to the first semester of the Post Graduate Degree Programme shall be required to have passed an appropriate qualifying Degree Examination of Anna University or any examination of any other University or authority accepted by the Syndicate of Anna University, Chennai as equivalent thereto.
- 2.2 The Syndicate of the University may decide to restrict admission in any particular year to students having the subset of qualifications prescribed at the time of admission.
- 2.3 Notwithstanding the qualifying examination the student 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.
- 2.4 Eligibility conditions for admission such as the marks, class obtained, the number of attempts in the qualifying examination and physical fitness will be as prescribed by the Syndicate of the University from time to time.

3. PROGRAMMES OFFERED AND MODE OF STUDY

3.1 PROGRAMMES OFFERED

A student may be offered admission to any one of the following programme of study approved by the University and offered at various campuses of the University.

1. M.Arch.
2. M. Plan.

Details of Programmes currently being offered by the University are listed Faculty-wise in **Annexure - I**

3.2. MODES OF STUDY

M.Arch and M.Plan are offered only in the Full Time Mode. Students admitted under 'Full-Time' should be available in the University departments during the entire duration of working hours (From Morning to Evening on Full-Time basis) for the curricular, co-curricular and extra-curricular activities.

The Full-time students should not attend any other Full-time programme(s) / course(s) or take up any Full-Time job / Part-Time job during working hours in any Institution or company during the period of Full- Time programme. Violation of the above rules will result in cancellation of admission to the PG programme.

4. STRUCTURE OF THE PROGRAMMES

4.1 Categorisation of Courses

Every Post Graduate Degree Programme will have a curriculum with syllabi consisting of theory, studio courses, etc., that shall be categorised as follows:

- Programme Core Courses (PCC)** include the core courses relevant to the chosen specialisation/branch.
- Programme Elective Courses (PEC)** include the elective courses relevant to the chosen specialisation/ branch.
- Research Methodology and IPR Courses (RMC)** to understand importance and process of research.
- Employability Enhancement Courses (EEC)** includes courses such as Internship Training and Thesis.
- Audit Courses (AC)** expose the students to Unnat Bharath Abhiyan, Constitution of India, Essence of Indian Knowledge Traditional, Yoga, English for Research Paper Writing, Value education, Pedagogy Studies, Stress Management and Personality Development through Life Enlightenment Skills. Registration for any of these courses is optional to students.

4.2 Courses per Semester

Curriculum of a semester shall normally have a blend of theory, theory cum studio, studio courses, etc., including Employability Enhancement Courses. Each course may have credits assigned as per clause 4.3.

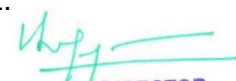
4.3 Credit Assignment

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

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

The Contact Periods per week for Practical/ Studio can only be in multiples of 2.

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4.4 Field Visits and Educational Tour

For students of M..Arch/ M.Plan programme, participating in Field visit for Design Studio/ Planning Studio is compulsory.

In addition, all M.Plan students are expected to undertake an educational tour except in the case of health reasons/ participation in sports/ participation in International exchange programmes approved by the University with prior permission and approved by Centre for Academic Courses.

4.5 Pre-Thesis/ Thesis- Phase I

4.5.1 Pre-Thesis/ Thesis-Phase I is a preparation course offered in the penultimate semester of the PG programmes. It could be critical appraisal of literature, study and documentation based work, etc., on a topic of interest that will be continued in the Thesis/ Thesis-Phase II courses. It shall be carried out under the supervision of a qualified teacher in the Department concerned. In this context 'qualified teacher' means a faculty member possessing (i) PG degree with relevant specialisation with a minimum of 3 years experience in teaching PG courses or (ii) Ph.D degree in relevant discipline.

4.5.2 The Pre-Thesis/ Thesis- Phase I report prepared according to approved guidelines and duly signed by the supervisor(s) shall be submitted within 20 calendar days from the last working day of the semester. If the 20th day happens to be a public holiday, the next working day may be considered for the date of submission.

4.6 Thesis/ Thesis Phase II

4.6.1 Thesis/Thesis-Phase II shall be carried out under the supervision of a qualified teacher in the concerned Department. In this context "qualified teacher" means a faculty member possessing (i) PG degree with relevant specialization with a minimum of 3 years experience in teaching PG courses or (ii) Ph.D degree in relevant discipline.

4.6.2 A student may, however, in certain cases, be permitted to work on the project in an Industrial/ Research Organisation, on the recommendations of HOD, with the approval of the Chairman. In such cases, the Thesis/Thesis-Phase II shall be jointly supervised by a supervisor of the department and an expert from the organisation 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/Thesis Phase II Study, Drawings and Report shall be prepared according to approved guidelines and duly signed by the supervisor(s) and shall be submitted within 30 calendar days from the last working day of the semester. If the 30th day happens to be a public holiday, then the next working day may be considered for submission

4.7. Internship Training

4.7.1 Internship Training will be undertaken by a student of M Arch/ M.Plan for a duration of 4 weeks full time during the summer/winter vacation in Offices/ Research Organisation / University / Other organisations appropriate to/ giving depth to the programme and approval by the Head of Department concerned.

DURATION OF INTERNSHIP TRAINING	CREDITS
4 Weeks	2

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4.8 Value Added Courses

Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. **One/Two credit** courses shall be offered by a Department with the prior approval from Centre for Academic Courses. The details of the syllabus, time table and faculty may be sent to the Centre for Academic Courses after approval from the Departmental Consultative Committee concerned. Students can take a maximum of **two one credit courses or one two credit course**. They shall be allowed to take one/ two credit courses offered in other Departments with the permission of Head of the Department offering the course.

4.9 Online Courses

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Departmental Consultative Committee and Centre for Academic Courses subject to a maximum of three credits. This online course of 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. In case of credits earned through online mode from a University approved by appropriate authorities of Anna University, the credits may be transferred after due approval procedures from Departmental Consultative Committee and Centre for Academic Courses.

4.10 Self Study Courses

4.10.1 Students may be permitted to credit one Self Study course with the approval of Departmental Consultative Committee and Centre for Academic Courses.

4.10.2 The Department may offer self study courses. The purpose of the course is to permit the student to study a course / topic of the student's choice. The students shall study on their own under the guidance of a faculty member. No formal lectures need be delivered. The syllabus of the course and mode of assessments shall be approved by the Departmental Consultative Committee and forwarded to the Centre for Academic Courses for the formal approval of the course by the academic bodies, preferably before the commencement of the semester. The self study course of 3 credits can be considered as one elective course. One Faculty member approved by the Head of the Department shall be responsible for the periodic monitoring and evaluation of the course.

4.11 Medium of Instruction

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

5. DURATION OF THE PROGRAMMES

5.1 The minimum and maximum period for the completion of the P.G. Programmes are given below:

Programme	Min. No. of Semesters	Max. No. of Semesters
M.Arch (Full-Time)	4	8
M.Plan (Part Time)	4	8

5.2 Each semester shall normally consist of 90 working days (including examination days). The Head of the Department shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus covering the full content of the syllabus for the course being taught.

5.3 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in clause 5.1 irrespective of the period of break of study (vide clause 16) or prevention (vide clause 7.4) in order that the student may be eligible for the award of the degree (vide clause 14).

- 5.4 The Curriculum of P.G. Programmes has been designed to have the credits in the range specified below for the various programmes for the award of the degree.

PROGRAMME	PRESCRIBED CREDIT
M.Arch / M.Plan	72-74

6. COURSE ENROLLMENT AND REGISTRATION

- 6.1 Each student, on admission shall be assigned to a Faculty Advisor (vide clause 8) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.
- 6.2 After registering for a course, a student shall attend the classes, satisfy the attendance requirements, earn Continuous Assessment marks and appear for the End Semester Examinations.
- 6.2.1 Each student on admission shall register for **all the courses prescribed in the curriculum in the student's first Semester of study.**
- 6.2.2 The enrollment for the courses from the II Semester to Final Semester will commence 5 working days prior to the commencement of the succeeding semester. If the student wishes, the student may drop or add courses (vide clause 6.4) within 5 working days after the commencement of the concerned semester and complete the registration process duly authorised by the Faculty Advisor.
- 6.2.3 Instead of two electives in the curriculum, the student may be permitted to choose a maximum of 2 courses from other PG programmes with the approval of the Head of the Department offering such courses.
- 6.2.4 A student who has passed all the courses prescribed in the curriculum for the award of the degree shall not be permitted to re-enroll to improve the student's marks in a course or the aggregate marks / CGPA.
- 6.3 **MINIMUM CREDITS TO REGISTER FOR THESIS/ THESIS- PHASE II**
- 6.3.1. A student shall be permitted to enroll for the final semester Thesis/ Thesis-Phase II if he/she has earned a minimum of 40 credits which shall include credits in the compulsory courses as outlined in the Table below.

PROGRAMME	COMPULSORY CREDITS TO BE EARNED
M.Arch	Sustainable Design Studio
	Urban Environment Design Studio
	Process Based Design Studio
	Pre-Thesis
M.Arch (Landscape Architecture)	Site Planning and Design Studio
	Urban Landscape Design Studio
	Regional Landscape Planning Studio
	Pre-Thesis
M.Plan	Planning Studio I
	Planning Studio II
	Planning Studio III
	Thesis-Phase I

- 6.3.2 If the student has not earned the requisite minimum credits including the compulsory credits, the student cannot enroll for the Thesis/ Thesis Phase II. In such a case, the student can enroll for it in a subsequent semester, after earning the minimum credits specified.

6.4 Flexibility to Add or Drop courses

- 6.4.1** A student has to earn the total number of credits specified in the curriculum of the respective Programme of study in order to be eligible to obtain the degree. However, if the student wishes, the student is permitted to earn more than the total number of credits prescribed in the curriculum of the student's programme within the minimum duration of the programme.
- 6.4.2** From the II to final semesters, the student has the option of registering for additional courses or dropping existing courses. The Total number of credits that a student can add or drop is limited to 8, course to a maximum of 2 courses.
- 6.4.3** The student shall register for the Pre Thesis/ Thesis-Phase I in the third semester and for Thesis/ Thesis-Phase II in the fourth semester only.

6.5 Redoing a Course

Redoing a course means reregistering for a course, attending all classes, fulfilling the attendance requirements as per Clause 7, earning fresh Continuous Assessment marks and appearing for End Semester Examinations. A student has to redo a course in the following conditions.

- 6.5.1** If a student is prevented from writing end semester examination of any core course due to lack of attendance, the student has to register for that course again when offered next and redo the course.
- 6.5.2** If a student is prevented from writing the end semester examination of any professional 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 elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.
- 6.5.3** If a student fails to secure a pass in any theory course or theory cum studio course (including elective theory and theory cum studio course), he/she is given a maximum of three arrear attempts to complete the course as per Clause 11.3 If the student still fails to secure a pass, the he/she shall register for the same when offered next and redo the course.
- 6.5.4** If the course in which the student fails to secure a pass even after three arrear attempts is a professional elective course, then the student can opt to register for a different professional/ open elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.
- 6.5.5** If a student fails to secure a pass in any Studio Course, Pre-Thesis/Thesis-Phase I or Thesis/Thesis-Phase II or Thesis, he/she shall have a chance to resubmit the portfolio/report and attend a subsequent Viva Voce Examination (vide clause 11.4). However, if the student still fails to secure a pass in the same, he/she shall register for the same when offered next and redo the course.
- 6.5.6** If a student fails to secure a pass in Internship Training Course, 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.

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

A student who has fulfilled the following conditions (vide clause 7.1 and 7.2) shall be deemed to have satisfied the attendance requirements for appearing for end semester examination of a particular course.

- 7.1 Ideally every student is expected to attend all periods and earn 100% attendance. However, the student shall secure not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.
- 7.2 If a student secures attendance between 65% and less than 75% in any course in the current semester due to medical reasons (hospitalisation / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board and Head of the Department concerned, the student shall be given exemption from the prescribed attendance requirement and the student shall be permitted to appear for the end semester examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor.
- 7.3 A student shall normally be permitted to appear for End semester examination of the course if the student has satisfied the attendance requirements (vide Clause 7.1 – 7.2) and has registered for examination in those courses of that semester by paying the prescribed fee.
- 7.4 Students who do not satisfy clause 7.1 and 7.2 and who secure **less than 65%** attendance in a course will not be permitted to write the End-Semester Examination of that course. The student has to register and redo the course when it is offered next as per Clause 6.5 If the course in which the student has been prevented is a professional/ open elective, the student can opt to redo the same course or opt for different professional/ open elective course as per Clause 6.5.2.
- 7.5 If a student has shortage of attendance in all the registered courses, he/she would not be permitted to move to higher semester and has to repeat the current semester in the subsequent year.
- 7.6 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear in the same course for improvement of letter grades / marks.

8. FACULTY ADVISOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the Department of the students will attach a certain number of students to a teacher of the Department who shall function as Faculty Advisor for those students throughout their period of study. The Faculty Advisor shall advise the students to register for courses, authorise the process, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned.

The responsibilities for the faculty advisor shall be:

- To inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.
- To guide student enrollment and registration of the courses.
- To authorise the final registration of the courses at the beginning of each semester.
- To monitor the academic and general performance of the students including attendance and to counsel them accordingly.
- To collect and maintain the academic and co-curricular records of the students.

9 COURSE COMMITTEES

9.1 COMMON COURSE COMMITTEE

A course offered by more than one teacher shall have a “Common Course Committee” comprising of all teachers teaching that course. One of the teachers shall be nominated as Course Coordinator by the Faculty Chairman duly approved by the Director, Academic Courses.

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

The Common Course Committee will ensure uniform evaluation of continuous assessments after arriving at a common scheme of evaluation for the assessments (vide clause 10). Wherever feasible, the common course committee for theory and theory cum studio courses (including elective theory and theory cum studio course) shall prepare a common question paper for the continuous assessment tests also.

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

9.2 MULTIPLE COURSES COMMITTEE

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

The first meeting of the Multiple Courses Committee shall be held within fifteen days from the date of formation of the committee and after the Course Committee meetings. The nature and weightage of the continuous assessments for courses outside the purview of the Common Course Committee shall be decided within the framework of the Regulations. One or two subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students. In the final meeting for the semester, the dates of submission of portfolio/report for the Studio Courses, Internship Training, Pre-Thesis/ Thesis- Phase I/ Thesis/ Thesis- Phase II will be proposed and forwarded to the Head of Department.

9.3 OVERALL MONITORING COMMITTEE

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

9.3.2 The overall monitoring committee can also invite some of the students for any of the committee meetings if necessary.

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10 ASSESSMENT PROCEDURES FOR AWARDING MARKS

All PG (M.Arch/ M.Plan) (Full Time) Programmes consist of Theory Courses, Theory cum Studio Courses, Studio Courses, Internship Training, Pre-Thesis/Thesis- Phase I and Thesis/Thesis- Phase II. Appearance in End Semester Examination is mandatory for all courses.

Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE). For Theory Courses and Theory cum studio courses, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination carries 50 marks. For Studio courses, PreThesis/Thesis-Phase I and Thesis/Thesis-Phase II, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 70 and the End Semester Examination carries 30 marks. For Internship Training, there is no Continuous Assessment, but only End Semester Viva Voce exam for 100 marks. There is no evaluation for Audit Courses. However, minimum attendance requirement as per clause 7 shall be satisfied.

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

S.No	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses/ Theory cum Studio Courses	50 Marks	50 Marks
ii.	Studio Courses/ Pre-Thesis/ Thesis-Phase I, Thesis/ Thesis-Phase II	70 Marks	30 Marks
iii.	Internship Training	-	100 marks

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

10.1 ASSESSMENT FOR THEORY COURSES

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

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

The total marks obtained in the 2 assessments put together shall be reduced to 50 marks and rounded to the nearest integer. One assessment would be conducted in a day in the case of tests along lines of University End Semester Examinations and they would be of one-and-a-half-hour duration each. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board a **Reassessment** may be given at the end of the semester after getting approval from the Head of the Department by the concerned course instructor.

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

10.2 ASSESSMENT FOR THEORY CUM STUDIO COURSES

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

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

The total marks obtained in the 3 assessments put together shall be reduced to 50 marks and rounded to the nearest integer. One assessment would be conducted in a day in the case of tests along lines of University End Semester Examinations and they would be of one-and-a-half-hour duration each. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board a **Reassessment** may be given at the end of the semester after getting approval from the Head of the Department by the concerned course instructor.

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

10.3 ASSESSMENT FOR STUDIO COURSES

For Studio Courses, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 70 and the End Semester Viva Voce Examination carries 30 marks.

Continuous Assessment for Studio Courses comprises of **three assessments of equal weightage** which shall be based on the student's regular work and performance during the studio. The total marks obtained in the 3 assessments put together shall be reduced to 70 marks and rounded to the nearest integer.

The University examinations (End Semester Exams) for Studio Courses will be through Viva Voce Examination and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. For End Semester Viva Voce examinations, the students shall submit final portfolio that consists of study/ report/ presentation drawings/ models on the date of submission proposed by the Multiple Courses Committee and approved by the Head of the Department. The evaluation will be done by two external examiners for each batch appointed by the Head of the Department and approved by the Chairman, Faculty for a weightage of 30% of the total marks.

10.4 ASSESSMENT FOR PRE-THESIS/THESIS-PHASE I/ THESIS/ THESIS- PHASE II

Every student has to submit Pre-Thesis/Thesis-Phase I proposals based on the syllabus, for discussion and finalisation, well before the commencement of the III Semester on a date specified by the Head of the Department. The final submissions of Pre-Thesis/Thesis-Phase I will be the basis to progress upon for the IV Semester Thesis/ Thesis-Phase II.

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For all these courses, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 70 and the End Semester Viva Voce Examination carries 30 marks. Continuous assessment 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 Review committee shall consist of Coordinator, Supervisor of the student and a minimum of one external member appointed by the Head of the Department.

Viva - Voce examination for these courses shall be conducted by a jury appointed by the Head of the Department and approved by the Chairman of the Faculty consisting of two external examiners for a weightage of 30% of the total marks. The Coordinator and Supervisor shall be present for the Viva Voce Examination.

10.5 ASSESSMENT FOR INTERNSHIP TRAINING

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

10.6 ASSESSMENT FOR VALUE ADDED COURSES

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

10.7 ASSESSMENT FOR ONLINE COURSE

Students may be permitted to credit online courses (which are provided with certificate) with the approval of Departmental Consultative Committee and Centre for Academic Courses subject to a maximum of three credits. This online course of 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 Head of the Department may identify a faculty member as coordinator for the course, who is responsible for evaluation process. The course shall be evaluated through the End Semester Examination only. The evaluation methodology shall be the same as that of a theory course (vide clause 10.1).

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

10.8 ASSESSMENT FOR SELF STUDY COURSE

The Faculty member approved by the Head of the Department shall be responsible for periodic monitoring and evaluation of the course. The course shall be evaluated through Continuous Assessment and End Semester Examination. The evaluation methodology shall be the same as that of a theory course (vide clause 10.1).

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11 PASSING REQUIREMENTS

- 11.1 The Passing requirement for a student in a course is determined based on the marks obtained both in Continuous Assessment and End Semester Examinations. If the student gets a <50% of total marks then, the student will be awarded only RA (Reappearance) grade. All other grades will be decided by the faculty concerned. While fixing the grades, the mean mark shall be at the middle of the 'A' grade range. A student who earns a minimum of 6 grade points in a course is declared to have successfully passed the course.
- 11.2 In addition to the above, for the course Thesis/ Thesis-Phase II, the student has to obtain a minimum of 50% in the Viva- Voce Examination in order to obtain a pass.
- 11.3 If a student fails to secure a pass in a Theory Course or Theory cum Studio Course (including elective theory and theory cum studio course) in the current semester examination, he/ she is allowed to write arrear examinations for the next three consecutive semesters and their internal marks shall be carried over for the above mentioned period of three consecutive semesters. If a student fails to secure a pass in a theory course or theory cum studio course (including elective theory and theory cum studio course) even after three consecutive arrear attempts, the student has to redo the course (as per Clause 6.5) in the semester in which it is offered along with regular students.
- 11.4 If a student fails to secure a pass in examinations of Studio Courses, Thesis/ Thesis-Phase II, the student shall resubmit portfolio within 30 calendar days of publishing of the results. In case the 30th day happens to be a public holiday, the next working day can be considered as the date of submission. The resubmission of the portfolio and the subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case a student fails in the resubmission of the portfolio and subsequent viva-voce examination, the student shall register for and redo the course (as per clause 6.5) when it is offered next.
- 11.5 If a student fails to secure a pass in Internship Training and Pre-Thesis/ Thesis-Phase I, the student shall redo the course (as per clause 6.5) when offered next. There is no option to resubmit the portfolio and attend a subsequent Viva Voce Examination for these courses.
- 11.6 The passing requirement for the courses which are assessed only through continuous assessment shall be fixed as minimum 50% and the rest of the grades are decided by the faculty concerned.
- 11.7 **End Semester Valuation Clarification Day**
For a theory and theory cum studio course (including elective theory and theory cum studio course) where there is an end semester examination, a valuation clarification day shall be conducted within around 10 - 15 days from the date of the last examination. The date of the clarification day for each course shall be announced by the Head of the Department concerned. On this day, the students can view their end semester answer papers in the presence of the course instructor and get any clarifications / corrections done. In cases of dispute, where the student is not satisfied with the clarifications / corrections, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee, course instructor concerned and a subject expert. In case a student does not attend the open day on the specified date, no further clarifications will be entertained. The results will be published after the End Semester Valuation Clarification day. End Semester Valuation Clarification Day is not permitted for courses which have Viva-Voce examinations such as Studio/ Internship Training/ Pre- Thesis /Thesis-Phase I / Thesis/ Thesis-Phase II.

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12 AWARD OF LETTER GRADES

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

Letter Grade	Grade Points
O (Outstanding)	10
A + (Excellent)	9
A (Very Good)	8
B + (Good)	7
B (Average)	6
RA (Reappearance Registration)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	0

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

'SA' denotes shortage of attendance (as per Clause 7) and hence prevented from writing end semester examination.

'W' indicates withdrawal from the course.

- 12.2 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 other grades RA, SA **will not figure in the mark sheet.**

13. GPA AND CGPA CALCULATION

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

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

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

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

Where C_i - is the Credits assigned to the course

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

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

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

13.2 The credits earned through one credit courses shall not be considered for calculating GPA and CGPA.

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

14 ELIGIBILITY FOR THE AWARD OF DEGREE

14.1. A student shall be declared to be eligible for the award of the PG Degree (M.Arch/ M.Plan) provided the student has

- i. Successfully gained the required number of total credits as specified in the curriculum corresponding to the student's programme within the stipulated time.
- iii. Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 4 semesters within a maximum period of 4 years reckoned from the commencement of the first semester to which the candidate was admitted.
- ii. Successfully passed any additional courses prescribed by the Director, Academic Courses.
- iii. No disciplinary action pending against the student.
- iv. The award of Degree must have been approved by the Syndicate of the University.

14.2 CLASSIFICATION OF THE DEGREE AWARDED

14.2.1 FIRST CLASS WITH DISTINCTION:

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

- Should have passed the examination in all the courses of all the four semesters in the student's First Appearance within **three** years, which includes authorised break of study of one year. Withdrawal from examination (vide Clause 15) will not be considered as an appearance.
- Should have secured a CGPA of not less than 8.50.
- Should NOT have been prevented from writing end Semester examination due to lack of attendance in any of the courses.

14.2.2 FIRST CLASS:

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

- Should have passed the examination in all the courses of all four semesters **within three years**, which includes one year of authorised break of study (if availed) or prevention from writing the End Semester Examination due to lack of attendance (if applicable).
- Should have secured a CGPA of not less than **7.00**

14.2.3 SECOND CLASS:

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

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

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15 PROVISION FOR WITHDRAWAL FROM EXAMINATION:

- 15.1** A student may, for valid reasons, (medically unfit/ unexpected family situations / sports approved by Chairman, sports board and HOD) be granted permission to withdraw from appearing for the end semester examination in any course or courses in **ANY ONE** of the semester examinations during the entire duration of the degree programme. The application shall be sent to Director, Academic Courses through HOD with required documents.
- 15.2** Withdrawal application shall be valid only if the student is otherwise eligible to write the examination (Clause 7) and if it is made within TEN working days before the commencement of the end semester examination in that course or courses and also recommended by the Head of the Department.
- 15.3** Notwithstanding the requirement of mandatory TEN working days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 15.4** If a student withdraws a course or courses from writing end semester examinations, he/she shall register the same in the subsequent semester and write the end semester examination(s).
- 15.5** Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 15.6** Withdrawal is permitted for the end semester examinations in the final semester only if the period of study does not exceed 3 years as per clause 14.2.1 for **M.Arch/ M.Plan**.

16 BREAK OF STUDY FROM A PROGRAMME

- 16.1** A student is permitted to go on break of study for a fixed period of one year as a single break in the entire course of study.
- 16.2** When a student applies for break of study, he/she shall apply to the Director, Academic Courses in advance, in any case, not later than the last date of the first assessment period. The application (downloaded from website) duly filled by the student shall be submitted through the Head of the Department.
- 16.3** The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through Head of the Department at the beginning of the readmitted semester itself for prescribing additional/equivalent courses, if any, from any semester of the regulations in-force, so as to bridge the curriculum in-force and the old curriculum.
- 16.4** The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 5.1 irrespective of the period of break of study in order that the student may be eligible for the award of the degree (vide clause 14).
- 16.5** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Academic Courses through the concerned Head of the Department before the end of the semester in which the student has taken break of study.
- 16.6** If a student has not reported to the department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.

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17 DISCIPLINE

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

17.2 If a student indulges in malpractice in any of the examinations, the student shall be liable for punitive action as prescribed by the University from time to time.

18 REVISION OF REGULATIONS, CURRICULUM AND SYLLABI

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

ANNEXURE – I

A student may be offered one of the following PG programmes of study approved by the University. A student of a programme should earn the credits specified against it to enable the student to be eligible to be awarded the degree.

SL. No.	NAME OF THE PROGRAMME	CREDITS TO BE EARNED
FACULTY OF ARCHITECTURE AND PLANNING		
1	M.Arch (General)	74
2	M.Arch (Landscape)	74
3	M.Plan	72

PROGRESS THROUGH KNOWLEDGE

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