

UNIVERSITY DEPARTMENTS

REGULATIONS 2023

CHOICE BASED CREDIT SYSTEM

B. Plan. Full-Time Programme

(For the students admitted to B. Plan. Programme at University Departments from the Academic year 2023-2024 onwards)

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In this Regulation, unless the context otherwise specifies:

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

2. ADMISSION PROCEDURE

- 2.1 Students for admission to the first semester of the eight semester B.Plan. Degree Programme shall be required to have a pass in Higher Secondary Examination (Academic 10 + 2) Curriculum or its equivalent examinations with an average of at least 45% marks for General category and 40% marks for reserved category in Mathematics, Physics and Chemistry.
- 2.2 The eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Syndicate of the University from time to time.

### 3. PROGRAMME OFFERED

A student may be offered admission to B. Plan programme approved by the University and offered at various campuses of the University. The minimum credit required to get degree in B. Plan programme is 170.

### 4. STRUCTURE OF THE PROGRAMME

#### 4.1 Categorization of Courses

The B. Plan. Programme will have a curriculum with syllabi consisting of theory, theory cum studio, laboratory with theory course, planning studio courses that shall be categorised as follows:

- i. **Humanities and Social Sciences Courses (HSC)** such as introduction to Social Science.
- ii. **Professional Core Courses (PCC)** include the core courses relevant to the chosen specialisation/ branch.
- iii. **Professional Elective Courses (PEC)** include the elective courses relevant to the chosen specialization/branch. Professional Elective courses are offered under verticals (specialization groups).
- iv. **Open Elective Courses (OEC)** are Multidisciplinary courses that includes the courses from Architecture, Humanities and other disciplines of Engineering and Technology. Students can choose these courses from the list of Open Elective courses specified in the respective curriculum. Students may also choose courses from other disciplines from Swayam/NPTEL platform.
- v. **Employability Enhancement Courses (EEC)** include courses such as Internship Training and Educational Tour.

#### 4.2 Personality and Character Development

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

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

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

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

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

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

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### 4.3 Mandatory Two Week Induction Programme

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

### 4.4 Number of courses per semester

The curriculum of a semester shall normally have a blend of courses not exceeding 8 and that would have different break up of theory, Laboratory and studio hours. However, the VIII Semester will have only one course - Thesis. Each course may have credits assigned as per clause 4.5.

### 4.5 Credit Assignment

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

**Table: 1 Credit Assignment**

Contact period per week	CREDITS
1 Lecture Period / 1 Tutorial Period	1
2 Studio Periods	1
2 Laboratory Periods	1
2 weeks Internship Training	1

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

### 4.6 Internship Training, Study Visit and Educational Tour:

4.6.1 The students may undergo Internship training for a continuous period as specified in the Curriculum during the summer vacation.

The students may undergo Internship at Research organization / University / industry (after due approval from DCC) for the period prescribed in the curriculum during the summer vacation.

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

Every student shall undergo one mandatory Educational Tour that is a credited course directed towards understanding specific place(s) to understand the process of planning of Urban and Rural areas. At the end of the tour, the students shall submit a study report that gives an overall understanding of the place(s) through different modes as found appropriate - sketches, analysis, cognitive mapping, digital documentation, essays, etc.

### 4.7 Value Added Courses

- Students may optionally undergo Value Added Courses and the credits earned through the Value Added Courses shall be over and above the total credit requirement prescribed in the curriculum for the award of the degree. Courses with two/ three credits shall be offered by a Department with the prior approval from the Director, Academic Courses.

- The details of the syllabus, timetable and faculty may be sent to the Centre for Academic Courses after approval from the Departmental Consultative Committee concerned.
- Students shall be allowed to take these courses offered in other Departments also, but with the permission of the Head of the Department of student and Head of the department offering the course.
- The courses once approved by the University represented by any Department shall be made available in the University website and these courses can be offered by the University Departments / Constituent colleges / affiliated colleges (Non Autonomous with information to Director Academic Courses).

#### 4.8 Off Campus Courses and Transfer of Credits

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

- 4.8.1** Students are permitted to optionally enroll and study these courses through SWAYAM / NPTEL platforms and credit transfer is to be done based on the marks and certificate provided by the NPTEL. The number of credits and transfer of credits are based on the procedure explained in Table 2 and the Mapping marks with the grades is explained in Table 3. The mapping of marks with grades is applicable, only if the student passes the course as per the guidelines of NPTEL.

**Table 2: Duration of the course and Number of credits**

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

**Table 3: Mapping of Marks scored in NPTEL course and Credits earned**

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

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**4.8.2** Students are permitted to optionally enroll and study the courses in Physical / online/ hybrid modes offered by reputed Central / State funded Universities / Institutions in top 20 positions in the latest NIRF ranking and those conduct examination and award marks. (Ranking classification of any of the last three years with respect to the year in which course is to be registered; NIRF ranking is based on respective stream for professional elective courses and based on any stream for open elective courses).

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

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

In the case of 4.8.2, the students can enroll for the courses with the approval of DCC only if the course is offered directly by Institution/ University, not with the edutech platforms.

The marks/credits earned by the student shall be transferred based on the decision of a committee constituted by Director, Academic courses and approved by the University.

**4.8.3** Students are also permitted to enroll and study the courses in physical/hybrid mode (not less than 50% in physical mode) that are offered by (i) National/State funded research institutions/laboratories and (ii) (a) reputed companies (manufacturing or software related to the programme, and (b) reputed companies involved in transfer of knowledge provided the knowledge transferring company is a spinoff from a Planning or allied Architecture / Engineering / Technology practicing Industry and sharing the work experience of the respective industry. The companies mentioned in 4.8.3 (ii) (a) and the company with which the knowledge transfer company associated in the case of 4.8.3 (ii) (b) should have average annual turnover of more than 200 crores over a period of 5 years. However, the academic content and delivery shall be in consonance with the University academic standards and norms.

The minimum qualification of the course instructor from the company as mentioned in 4.8.3. (ii) a) shall be B.Plan with 10 years of research / industrial experience and it shall be minimum of PG degree in the case of National/State laboratories and companies mentioned in 4.9.3. (ii) a). Such course shall be offered through MOU / MOA between Anna University and such institutions/organizations/companies.. The design of the courses with regard to the syllabus content, duration of each course and number of credits offered for each course by the companies shall be discussed and recommended by DCC and approved by Director, Centre for Academic Courses as per the Regulations.

For the offer of each course under 4.9.3, a course coordinator shall be nominated from the Department who shall also attend such course and shall coordinate the question paper setting and answer script evaluation with the course instructor from research institution / laboratories /industry / company for the continuous assessment and end semester examination conducted by the University. The passing requirements are as per regulations.

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#### 4.9 Medium of Instruction

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

#### 4.10 1. B.Plan. (Honours) and B. Plan. (Minor) with specialization in another discipline.

##### (i) B. Plan. (Hons)

- a. The students should have taken additional courses from a specified group of Professional Electives (vertical) or from any of the verticals of the same programme and earned a minimum of 18 credits.
- b. Should have passed all the courses prescribed in the curriculum and additional courses in the first attempt.
- c. Should have earned a minimum of 7.50 CGPA taking into account of all the courses prescribed in the curriculum and additional courses.

##### (ii) B. Plan. Minor with specialization in another discipline

(iii) The student should have earned additionally a minimum of 18 credits in any one of the verticals offered from other Engineering Disciplines / Science and Humanities / Management / Architecture.

1. For these 18 credits students can earn a maximum of 6 credits in online mode from SWAYAM-NPTEL platform (in addition to the three online courses permitted for courses of curriculum), and as approved by DCC and Centre for Academic Courses.
2. B. Plan. (Hons) and B. Plan. Minor with specialization in another discipline will be optional for students and the students shall be permitted to select any one of them only.
3. For the categories 4.10.1 (i) to 4.10.1(ii), the students shall be permitted to register for the courses from the V Semester onwards provided the students has earned a minimum CGPA 7.50 until III Semester and have cleared all the courses in the first attempt.
4. For the category 4.10.1 (iii), the students will be permitted to register the courses from Semester V onwards provided the marks earned by the students until Semester III is CGPA of 7.50 and above.
5. B.E/B.Tech. (Hons.) or B.E./ B.Tech. Minor shall be offered by the Department irrespective of the number of students enrolled.
6. If a student decides not to opt for B. Plan. (Hons), after completing certain number of additional courses, such additional courses studied shall be considered instead of the Professional Elective Courses, which are part of the curriculum.

If the student has studied more number of such courses than the number of Professional Elective Courses required as per the curriculum, the courses with higher grades shall be considered for the calculation of CGPA. Remaining courses shall be printed in the mark sheet, however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

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If the student has not secured a pass in the additional courses or faced shortage of attendance, they will not be printed in the mark sheet and will not be considered for CGPA calculation and classification of degree.

7. If a student decides not to opt for Minor, after completing certain number of courses, the additional courses studied shall be considered instead of Open Elective Courses which are part of the curriculum.

If the student has studied more number of such courses than the number of open electives required as per the curriculum, the courses with higher grades shall be considered for calculation of CGPA. Remaining courses shall be printed in the mark sheet, however, they will not be considered for calculation of CGPA and the same shall be indicated in a foot note appropriately.

If the student has failed in the additional courses or faced shortage of attendance, they will not be printed in the mark sheet and will not be considered for CGPA calculation and classification of degree.

The student has to enroll for these additional courses separately and pay a tuition fee for studying these six additional courses and pay additional exam fee.

## **5. DURATION OF THE PROGRAMME**

- 5.1 A student is normally expected to complete the B. Plan. Programme in 4 years (8 Semesters) but in any case not more than 7 years (14 Semesters).
- 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 17) or prevention (vide clause 7.4.) in order that the student may be eligible for the award of the degree (vide clause 15).

## **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 all the courses of curriculum from the Semesters II to VIII and additional courses for Hons. and minor from the semesters V and VIII will commence 5 working days prior to the commencement of the succeeding semester. The courses for Hons. and minor shall be registered separately under additional courses in ACOE portal. The student shall enroll for the courses with the guidance of the student's Faculty Advisor. If the student wishes, the student may drop or add courses (vide clause 6.3) within 10 working days after

the commencement of the concerned semester and complete the registration process duly authorized by the Course Instructor within 30 days from the commencement of concerned semester. The list of students approved by the respective course instructor shall be final and would be considered for attendance, grades and calculation of CGPA and no changes shall be made thereafter.

### **6.3 Flexibility to Add or Drop courses**

- 6.3.1** A student has to earn the total number of credits specified in the curriculum of the respective programme of study in order to be eligible to obtain the degree. From the II to VII semesters, the student has the option of registering for additional courses or dropping existing courses in a semester. The total number of credits that a student can add or drop in a semester is limited to 8, subject to a maximum of 2 courses. Maximum number of credits enrolled in a semester (including Shortage of Attendance (SA) Honours. and minor) shall not exceed 36. The online courses registered for B. Plan. (Hons) and B. Plan. (Minor) shall be over and above 36 credits.
- 6.3.2** If the student wishes to earn more than the total number of credits prescribed in the curriculum of the student's programme within the minimum duration of the programme, then he/she can enroll for such additional courses in any programme with the permission of Head of the Department to which student belongs and Head of the Department in which the course is offered of by paying the examination fee. The credits earned will be neither considered for the computation of CGPA nor for the classification of the degree. The courses successfully completed will be printed in the grade sheet, however if there is shortage of attendance or failure, it shall neither be reflected in the grade sheet nor be considered for classification. Maximum number of credits enrolled in a semester (including SA Honours and Minor) shall not exceed 36 (except online courses).
- 6.3.3** However, a student cannot drop the courses comprising of Planning Studios, Dissertation, Internship Training and Thesis. They have to register for these courses in the respective semesters as per curriculum only.

### **6.4 Choice of Professional Elective Courses**

The Professional Elective Courses are listed in the Curriculum in Table format as verticals (Specialisation groups). A student can choose all the Professional Elective Courses either from one of the verticals or a combination of courses from all verticals in a semester. However, students irrespective of enrolling for additional courses for B. Plan. (Hons.) are not permitted to choose more than one course from a row, students are permitted to enroll more than one elective course from the same vertical in a semester. Students who are permitted to enroll one more course in a row, in the subsequent semester provided if he/she has cleared the earlier course of the same row. For a professional elective course and an open elective course, minimum number of students' enrolment permitted shall be 10.

However, for each professional elective course atleast two choices shall be offered.

### **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 / open elective course due to lack of attendance, the student can opt to register for the same course again when offered next and redo the course, or he/she can opt to register for a different professional/open elective course when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.
- 6.5.3** If the course in which the student fails to secure a pass is a professional / open elective course, then the student, can opt to register for a different professional/ open elective course register for the same course when it is offered, attend classes, fulfill the attendance requirements as per clause 7, secure Continuous Assessment marks and appear for End Semester Examinations.
- 6.5.4** If a student fails to secure a pass in any Planning Studio Course or Dissertation, he/she shall have a chance to resubmit the portfolio/ report and attend Viva Voce Examinations in subsequent semesters until he/ she secures a pass (vide clause 11.3). If a student fails to secure a pass in Thesis, he/she shall have a chance to resubmit the portfolio/ report and attend a subsequent Viva Voce Examination (vide clause 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.
- 6.5.5** If a student fails to secure a pass in Internship Training or Educational Tour, he/she shall register for the same when it is offered next and redo the course. There is no option to resubmit the portfolio and attend a subsequent Viva Voce Examination for this course. The student who fails in internship training shall attend the internship training again and redo the course with the same organization or different organization with the approval of the HOD.
- 6.5.6** If a student, after fulfilling the attendance requirements as per Clause 7 and submission requirements as per Clause 10.4, 10.5, 10.6 and 10.7 is not able to attend the regular viva voce examination in Planning Studio Courses, Internship Training, Dissertation, and Thesis due to medical unfitness / unexpected family situations, he/she can attend a substitute viva-voce examination conducted within 30 days with the internal marks already gained. In case the 30<sup>th</sup> day happens to be a public holiday; the next working day the substitute viva voce can be conducted. However, if the student fails to secure a pass in the substitute exam, then the course of action as per Clauses 11.3, 11.4 and 11.5 as applicable for the particular course will be followed.

## **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, a student shall secure not less than 75% attendance course wise taking into account the number of periods required for that course as specified in the curriculum.
- 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 Chairperson, Sports Board and Head of the Department, the student shall be given exemption from the prescribed attendance

requirement (75%) and the student shall be permitted to appear for the End Semester Examination of that course. In all such cases, the students should submit the required documents on joining after the absence to the Head of the Department through the Faculty Advisor. The HOD shall inform the course instructor to provide necessary attendance at the end of semester before finalizing attendance. Producing such documents while finalizing attendance at the end of semester shall not be accepted.

- 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 and 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 a different professional/ open elective course as per Clause 6.5.3.
- 7.5** If a student has shortage of attendance in all the registered courses of the current semester as per curriculum, he/ she would not be permitted to move to higher semester and has to repeat the current semester in the subsequent year. In addition, if a student has shortage of attendance in the planning studio courses, he/ she would not be permitted to move to higher semester and has to re-enroll for the planning studio course in the subsequent year when it is offered.
- 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 in registration and reappearance (Arrear) registration of courses, monitor their attendance and progress and counsel them periodically. If necessary, the Faculty Advisor may also discuss with or inform the parents about the progress / performance of the students concerned. The number of students assigned to a faculty advisor will be decided by the Head of the Department. However, it shall not exceed 30 per faculty advisor.

The responsibilities of the faculty advisor shall be:

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

## **9. COURSE COMMITTEES**

### **9.1 COMMON COURSE COMMITTEE**

A theory course offered for 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 Chairperson duly approved by the Director, Academic Courses. The committee shall be constituted by the Director Academic courses within 15 days from the commencement of the semester.

The first meeting of the Common Course Committee shall be held within fifteen days from the date of formation of the Committee. The lesson plan, books and references to be followed shall be decided at the first meeting. Two or three subsequent meetings in a semester may be held at suitable intervals.

In addition, the "Common Course Committee" shall meet to 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 courses, Theory cum studio courses and Laboratory with Theory courses (including elective theory courses and Theory cum studio courses) shall prepare a common question paper for the continuous assessment tests also.

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

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

### **9.2 CLASS COMMITTEE**

"Class Committee" comprises of all teachers handling courses of a particular semester, including common course teachers and two student representatives (preferably one male and one female student) from the programme concerned. One of the above teachers, nominated by the Head of the Department shall act as class advisor and the committee shall be constituted by the HoD within 10 days from the commencement of classes. The class advisor will shall coordinate the activities of this Committee. The class advisor, faculty advisor and HOD will attend the meeting and class advisor shall prepare the minutes of the meeting and the same approved by the HOD shall be displayed in the notice board within one week from the date of meeting. The functions of this committee are as follows:

The first meeting of the Class Committee shall be held within 10 days from the date of formation of the Committee where the enrollment of the courses including add and drop of the courses will be finalised. Two or three subsequent meetings in a semester may be held at suitable intervals. During these meetings, the student members shall meaningfully interact and express their opinions and suggestions of all the students to improve the effectiveness of the teaching-learning process. It is the responsibility of the student representatives to convey the proceedings of these meetings to all the students. In the final meeting for the semester, the dates of submission of portfolio, report, etc., for the Planning Studio Courses, Internship Training, Dissertation and Thesis will be proposed and forwarded to the Head of the Department.

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

## 10. ASSESSMENT PROCEDURES FOR AWARDING MARKS

The B. Plan. Programme consists of Theory Courses, Theory cum Studio Courses, Laboratory with Theory course, Planning Studio Courses, Dissertation, Internship Training and Thesis. Appearance in End Semester Examination is mandatory for all courses.

Performance in each course of study shall be evaluated based on (i) Continuous assessments throughout the semester and (ii) End Semester Examination at the end of the semester. The evaluation shall be based on Outcome Based Education (OBE). For Theory Courses, the maximum marks for Continuous Assessment is fixed as 40 and the End Semester Examination as 60 marks. For Theory cum Studio Courses and Dissertation, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination as 50 marks. For Laboratory with Theory courses, the maximum marks for Continuous Assessment is fixed as 50 and the End Semester Examination as 50 marks. Internship Training is evaluated by End Semester Examinations only. For Planning Studio Courses and Thesis, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Examination as 40 marks. Educational Tour and Value Added Courses are evaluated by Continuous Assessments only.

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

S. No.	Category of course	Continuous Assessments	End-Semester Examinations
i.	Theory Courses	40 Marks	60 Marks
ii.	Theory cum Studio Courses, Dissertation, Laboratory with Theory Course	50 Marks	50 Marks
iii.	Internship Training	-	100 Marks
iv.	Planning Studio Courses and Thesis	60 Marks	40 Marks
v.	Educational Tour and Value Added Courses	100 Marks	-

Every teacher is required to maintain an 'ATTENDANCE AND ASSESSMENT RECORD' for every semester which consists of attendance marked in each theory / theory cum studio/ Laboratory with Theory Courses / Planning studio courses and the assessment marks and the record of class work (topics covered), separately for each course handled by the teacher. The attendance book completed in all respects 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. 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 auditing. The attendance and assessment record for Internship Training, Dissertation and 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 40 and the end semester examination carries 60 marks.

Continuous Assessment comprises of **two assessments of equal weightage**, conducted by the Course Instructor. At least one of the assessments should be a test along the lines

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of University End Semester Examinations. The other assessment can be a test cum assignment of any mode (Individual Assignment / Case study / Seminar / Mini / project / Quiz / Simulation).

The total marks obtained in the two assessments put together shall be reduced to 40 marks and rounded to the nearest integer. One assessment would be conducted in a day in the case of tests along lines of University End Semester Examinations and they would be of one-and-a-half-hour duration each. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalisation / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairperson Sports Board a **Reassessment** may be given at the end of the semester after getting approval from the Head of the Department by the course instructor concerned.

End semester Examination is a mandatory requirement for passing the course and every student should appear for the examination for theory courses. The marks will be awarded and entered in ACOE portal for individual components of continuous assessments and end semester examinations.

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 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. 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. Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalisation / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairperson of 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 LABORATORY WITH THEORY COURSE

For Laboratory with 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 **three assessments of equal weightage**, conducted by the Course Instructor. At least 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. The other two assessments will be laboratory test. *Attested*

The total marks obtained in the 3 assessments put together shall be reduced to 50 marks and rounded to the nearest integer. Students will have regular classes on the assessment

days of these tests. In case a student misses the assessment due to medical reasons (hospitalisation / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairperson, 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 Laboratory with Theory Courses will be a Laboratory exam 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 semester.

#### 10.4 ASSESSMENT FOR PLANNING STUDIO COURSES

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

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

The University examinations (End Semester Exams) for Planning Studio Courses will be through Viva Voce Examination and shall normally be conducted between October and December during the odd semesters and between April and June during the even semesters. For End Semester Viva Voce examinations, the students shall submit final portfolio that consists of study/ drawings/ models as required on the date of submission proposed by the Class Committee and approved by the Head of the Department. The evaluation will be done by two external examiners for each batch appointed by the Head of the Department and approved by the Faculty Chairperson, for a weightage of 40% of the total marks.

If a student fails to secure a pass in Planning Studio Courses on account of poor internal marks, in order to pass in subsequent attempts of the course, the student may improve and resubmit his/ her internal assessment work after getting concurrence from the HOD and approval from the Director, Academic courses and secure fresh internal assessment marks.

The End semester examinations for Planning studio courses shall be for a day and shall normally be conducted after the theory End Semester Examinations but within 7 days from the conduct of last theory examination for that semester.

#### 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 not go beyond the last working day of the Seventh Semester. The evaluation will be made based on this report and a Viva-Voce Examination, conducted with one Internal and one External Examiner.

#### 10.6 ASSESSMENT FOR DISSERTATION

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

*Attested*

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

The University examinations (End Semester Exams) for Dissertation will be through Viva Voce Examination and shall normally be conducted between October and December during the odd semester. For End Semester Viva Voce examinations, the students shall submit final dissertation report on the date of submission proposed by the Class Committee and approved by the Head of the Department. The evaluation will be done by two external examiners for each batch appointed by the Head of the Department and approved by the Chairperson of the Faculty, for a weightage of 50% of the total marks.

If a student fails to secure a pass in Dissertation on account of poor internal marks, in order to pass in subsequent attempts of the course, the student may improve and resubmit his/ her internal assessment work after getting concurrence from the HOD and approval from the Director, Academic courses and secure fresh internal assessment marks.

#### 10.7 ASSESSMENT FOR THESIS

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

For Thesis, out of 100 marks, the maximum marks for Continuous Assessment is fixed as 60 and the End Semester Viva Voce Examination carries 40 marks. Continuous assessment for Thesis will be based on regular discussions with the Supervisor and the presentation on the progress made before the Review Committee through periodic reviews.

The continuous assessment done in the above process will be compiled in the form of **three assessments of custom weightage** based on the number of reviews. The Thesis Review committee shall consist of Thesis Coordinator and Supervisor of the student and a minimum of one external member appointed by the Head of the Department for each batch.

Students shall submit final portfolio consisting of study, drawings, models and report within 30 calendar days from the last working of the semester. In case the 30<sup>th</sup> day happens to be a public holiday; the next working day can be considered for the date of submission.

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

#### 10.8 ASSESSMENT FOR VALUE ADDED COURSE

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

## 10.9 ASSESSMENT FOR EDUCATIONAL TOUR

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

## 10.10 CONDUCT OF ACADEMIC AUDIT BY THE DEPARTMENT

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

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

- In order to ensure the above, Academic Audit is to be done for every course taught during the semester.
- For the continuous assessments conducted for each course (as per details provided in Clause 10), the academic records shall be maintained for the activity-based evaluation and assessment test question paper and answer script. Report of industrial training / internship shall also be maintained, if applicable. For laboratory with theory courses the students' record and course coordinator's system of evaluation shall be maintained. Further, the attendance of all students shall be maintained as a record.
- The ACOE (UDs) shall facilitate the conduct of academic audit process including the end semester examination question paper and answer scripts.
- The academic audit shall include verification of all the academic records pertaining to the Regulation in force, the attendance and assessment record, CO, PO attainment records, student's and course coordinators feedback on course, and the overall teaching-learning process based on Bloom's taxonomy. Action shall be taken by HOD based on audit report for continuous improvement Academic documents of UG and PG should be available with the department/ faculty for 5 years.

## 11. PASSING REQUIREMENTS

- 11.1 A candidate who secures not less than 50% of total marks prescribed for the courses (Internal Assessment + End semester examination) with a minimum of 45 % of the marks prescribed for the end-semester Examination in theory, theory cum Studio Course (including elective theory and elective theory cum studio course, Laboratory with theory course and a minimum of 50 % of the marks prescribed for the end-semester Examination Viva Voce Exams for Planning Studio Courses, Dissertation and Thesis shall be declared to have passed in the Examination.
- 11.2 If a student fails to secure a pass in a theory course (including elective theory course) or theory cum studio course (including elective theory cum studio course, Laboratory with 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 11.1 then the candidate shall be declared to have passed the examination if he/she secure a minimum of 50% marks prescribed for the University End Semester Examinations alone.



- 11.3** If a student fails to secure a pass in examinations of Planning Studio Courses and Dissertation, the student shall register and appear only for the end semester examination in the subsequent semesters. In such case, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for all subsequent attempts till the candidate secures a pass. The student shall resubmit portfolio/report for each of the subsequent attempts. The resubmission of the portfolio/report and the subsequent viva-voce examination will be considered as arrears with payment of exam fee.
- 11.4** If a student fails to secure a pass in the examination of Thesis, the student shall resubmit Thesis portfolio/report within 60 days of publishing of the results. In case the 60<sup>th</sup> day happens to be a public holiday; the next working day can be considered for the date of submission. The resubmission of the portfolio/report and the subsequent viva-voce examination will be considered as arrears with payment of exam fee. In case a student fails in the resubmission of the portfolio/report and subsequent viva-voce examination, the student shall register for and redo the course (vide clause 5. 4) when it is offered next.
- 11.5** If a student fails to secure a pass in Internship Training or Educational Tour, the student shall redo the course (vide clause 5.5) when offered next. There is no option to resubmit the portfolio and attend a subsequent Viva Voce Examination for these courses.
- 11.6** In case, if a student, after fulfilling the attendance requirements as per Clause 7 and submission requirements as per Clause 10.4, 10.5, 10.6 and 10.7 is not able to attend the regular viva voce examination in Planning Studio Courses, Internship Training, Dissertation, and Thesis due to medical unfitness / unexpected family situations, he/she can attend a substitute viva-voce examination conducted within 30 days with the internal marks already gained. In case the 30<sup>th</sup> day happens to be a public holiday; the next working day the substitute viva voce can be conducted. However, if the student fails to secure a pass in the substitute exam, then the course of action as per Clauses 11.3, 11.4 and 11.5 as applicable for the particular course will be followed.
- 11.7** The passing requirement for the courses which are assessed only through continuous assessment viz. Educational Tour and Value Added Courses, shall be fixed as minimum 50%.

### **11.8 Supplementary Examinations**

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

### **11.9 End Semester Valuation Clarification Day**

In a regular semester a valuation clarification day for theory courses shall be conducted only for those students who are appearing in the end semester examination as their first attempt Clarification day shall be conducted within 7 working days after the last held theory examination. During those 7 working days period, the Laboratory with theory course and Planning Studio end semester examinations shall be scheduled and the results of the same shall be UPLOADED in ACOE portal within those 7 working days itself so that the completed end semester results shall be published within 15 days from the last laboratory exam.

On clarification 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, concerned course instructor and a subject expert. In case a student does not attend the valuation clarification day on the specified date, no further clarifications will be entertained. The results will be published after the end semester valuation clarification day.

For students reappearing for the theory courses, clarification day will not be provided for the subsequent attempts. However, for them open day will be conducted after the publication of results. On this day, the students are permitted to view their end semester answer scripts on payment of prescribed fee as per the rules prescribed by ACOE. In case of dispute, the matter can be referred to a committee, consisting of the Head of the Department of the courses concerned / HOD nominee, concerned course instructor and a subject expert as per the rules prescribed by ACOE.

End Semester Valuation Clarification Day is not permitted for courses which have Viva-Voce examinations such as Planning Studio, Theory cum studio, Laboratory with theory course, Dissertation, Educational Tour, Internship Training, Thesis, etc.

## 12. REQUIREMENTS FOR MOVING TO A HIGHER SEMESTER

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

To move to:

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

12.2 A student shall move to the next higher semester if the student has satisfied the semester completion requirements (vide Clause 6) in addition to satisfying clause 12.1.

## 13 AWARD OF LETTER GRADES

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

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

### 13.1.1 Relative Grading

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

### 13.1.2 Absolute Grading

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

**Table – Grade range for absolute grading**

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

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

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

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

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

'WD' indicates withdrawal from the course.

**13.2** For the Co-curricular activities such as National Cadet Corps (NCC)/ National Service Scheme (NSS) / NSO / YRC, one credit is assigned and for NCC 3 credits are assigned in the curriculum. This shall appear in the grade sheet. However, the assigned credits will not be taken into consideration for the computation of CGPA. Every student shall put in a minimum of 75% attendance in the training and attend the camp compulsorily. The training and camp shall be completed during the first year of the programme. However, for valid reasons, the Head of the Institution may permit a student to complete this requirement in the second year. For the award of degree, a statement of '**SATISFACTORY**' shall be earned by the student in the above co-curricular activities

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

#### **14. GPA AND CGPA CALCULATION**

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

- The list of courses of curriculum registered during the semester and the grades scored.
- List of courses studied for Hons., minor and any other additional courses in which the student has passed with the grades under the title additional courses
- the Grade Point Average (GPA) for the semester considering only the courses of curriculum (not the additional courses) and
- the Cumulative Grade Point Average (CGPA) of all courses registered from first semester onwards considering only the courses of curriculum (not the additional courses). However, for the students who have successfully completed the requirements of B.Plan (Hons and B. Plan. (Minor) vide Clause 4.11, grades scored in the six additional courses shall be taken into account for the computation of CGPA.

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

courses (not the additional courses) registered and the grade points corresponding to the grades scored in those courses, taken for all the courses, to the sum of the number of credits of all the courses in the semester.

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

Where  $C_i$  - is the Credits assigned to the course

$GP_i$  - is the grade point corresponding to the letter grade obtained for each course  
 $n$  - is number of all Courses successfully cleared during the particular semester  
in the case of GPA and during all the semesters in the case of CGPA.

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

- 14.2** Credits earned under value added courses, shall not be considered for calculating the GPA or CGPA.
- 14.3** If a student studies more number of professional and open electives than required as per the student's programme curriculum, (if the student decides not to opt for Hons. and Minor), the calculation of final CGPA shall be as per 4.11.7 and 4.11.8
- 14.4** If a student successfully completes all the requirements of the programme and also meets the requirements of B Plan. (Hons) or B. Plan. Minor but desires not to opt for the additional qualification, then he/she has to submit a declaration with regard to the same within 30 days before the completion of semester VIII.
- 14.5** In the consolidated grade sheet the CGPA earned shall be converted into percentage of marks as follows:

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

## **15.0 ELIGIBILITY FOR THE AWARD OF DEGREE**

- 15.1.** A student shall be declared to be eligible for the award of the B.Plan. Degree provided the student has
- Successfully gained the required number of total credits as specified in the curriculum within the stipulated time.
  - Successfully completed the course requirements, appeared for the End-Semester examinations and passed all the subjects prescribed in all the 8 semesters within a maximum period of 7 years reckoned from the commencement of the first semester to which the candidate was admitted.
  - Successfully passed any additional courses prescribed by the Director, Academic Courses.
  - Successfully completed the NCC / NSS / NSO / YRC requirements.
  - No disciplinary action pending against the student.
  - The award of Degree must have been approved by the Syndicate of the University.

## **15.2 CLASSIFICATION OF THE DEGREE AWARDED**

### **15.2.1 FIRST CLASS WITH DISTINCTION:**

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

- Should have passed the examination in all the courses of all the eight semesters in the student's first appearance within five years, which includes authorized break of study of one year. Withdrawal from examination (vide Clause 16) 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 of the Curriculum making up the total credit requirement.
- A student who satisfies norms given in clause 4.10 becomes eligible for classification of the degree with B. Plan. (Hons), and B. Plan. (Minor) as detailed in the table below.

**Table: Classification for the award of the B. Plan. degree in First class with Distinction**

Degree	Duration of programme	Duration permitted	Additional credits above the requirement of curriculum	CGPA	Pass in	Break of study	Prevention due to lack of attendance	Withdrawal from writing end semester examination
(i)	(ii)	(iii)	(iv)	(v)	(vi)	(vii)	(viii)	(ix)
B.Plan. (Regular)	4 years	5 years	—	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.Plan. (Hons)	4 years	5 years	18 credits from more than one verticals of the same programme	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.Plan. (Minor) in other specializa tion	4 years	5 years	18 credits from any one vertical of any other programme	8.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt

### 15.2.2 FIRST CLASS:

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

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

*Attested*

*[Signature]*  
**DIRECTOR**  
 Centre for Academic Courses  
 Anna University, Chennai-600 025

- A student who satisfies norms given in clause 4.10 becomes eligible for classification of the degree with B. Plan. (Honours), and B. Plan. (minor) in other specialisation.

**Table: Classification for the award of the B.Pan. degree with First class**

Degree (i)	Duration Of programme (ii)	Duration permitted (iii)	Additional credits (iv)	CGPA (v)	Pass in (vi)	Break of study (vii)	Prevention due to lack of attendance (viii)	Withdrawal from writing End semester examination (ix)
B.Plan (Regular)	4 years	5 years	—	6.50	—	One year authorised break of study included in the Duration permitted (iii)	Included in the Duration permitted (iii)	—
B.Plan. (Hons)	4 years	5 years	18 credits from more than one verticals of the same programme	7.50	First attempt	One year authorised break of study included in the Duration permitted (iii)	Not permitted	Will not be considered as an attempt
B.Plan. (Minor) in other specialization	4 years	5 years	18 credits from any one vertical of the other programme	6.50	—	One year authorised break of study included in the Duration permitted (iii)	Included in the Duration permitted (iii)	-

### 15.2.3 SECOND CLASS:

Students who pursue B. Plan. in Regular mode or B. Plan. (Minor) in specialisation of other discipline and who are not covered in clauses 15.2.1 and 15.2.2 and who qualify for the award of the degree (vide Clause 15.1) shall be declared to have passed the examination in **Second Class**.

**15.2.4** 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 16) for the purpose of classification.

**15.2.5** Student who earned additional 18 credits as per Clause 4.10.1 (i) and (ii) but does not satisfy the conditions mentioned in 15.2.1 or 15.2.2 shall not be awarded B. Plan.(Hons). In such case if the student becomes eligible for First Class, while computing CGPA with the PE/OE courses with higher grades the student shall be awarded B. Plan in First Class only.

### 16. PROVISION FOR WITHDRAWAL FROM EXAMINATION

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

- 16.2** 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.
- 16.3** 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.
- 16.4** 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).
- 16.5** For Withdrawal in End Semester Viva Voce Examinations of planning Studio Courses, Internship Training and Dissertation, only a student who has minimum 50 % in the Internal Assessment is eligible to apply for Withdrawal and the specific procedure is as follows. A student can attend substitute Viva Voce Examination with portfolio in the following semester with the internal marks already gained. However, if a student fails to secure a pass in the same, the student shall attend subsequent viva voce exams as arrear attempts till the candidate secures a pass.
- For Withdrawal in End Semester Viva Voce Examinations of Thesis, the specific procedure is as follows. A student can attend substitute viva Voce Examination with portfolio in the following semester with the internal marks already gained. However, if a student fails to secure a pass in the same, the student shall redo the course (vide clause 6.5) when it is offered next.
- 16.6** Withdrawal shall not be considered as an appearance for deciding the eligibility of a student for First Class with Distinction.
- 16.7** Withdrawal is permitted for the End Semester examinations in the final semester only if the period of study of the student concerned does not exceed 5 years as per Clause 15.2.1
- 17. BREAK OF STUDY FROM A PROGRAMME**
- 17.1** 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.
- 17.2** When a student applies for break of study, he/she shall apply to the Director, Academic Courses, 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.
- 17.3** Notwithstanding the requirement of mandatory first assessment period, applications for break of study for special cases viz., prolonged hospitalization, accidents will be considered on the merit of the case. The student shall apply to the Director, Academic Courses through the Head of the Department.
- 17.4** The students permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, 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.
- 17.4.1** Total number of credits to be earned by the student shall be more than or equal to the total number of credits prescribed in the curriculum in force. If the credit assigned for L T P/S of the courses are not same in two Regulations under consideration, then equivalence shall be arrived as per the credit assignment followed in the Regulations in force.

- 17.5** The total period for completion of the programme reckoned from, the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 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 15).
- 17.6** In case there is any period of break of study more than the permitted duration of break of study, the student shall be permitted to continue the programme only if the approval is obtained from the Director, Academic Courses through the HOD before the end of the semester in which the student has taken break of study.
- 17.7** If a student has not reported to the Department for a period of two consecutive semesters without any intimation, the name of the student shall be deleted permanently from the college enrollment. Such students are not entitled to seek readmission under any circumstances.
- 17.8** If a student in Full Time mode wants to take up job / start-up / entrepreneurship during the period of study he/she shall apply for authorised break of study for one year. The candidate shall take up the assignment only after getting approval of the same by The Director, Centre for Academic Courses.

**18. DISCIPLINE**

- 18.1** 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.
- 18.2** 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.

**19. 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.

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PROGRESS THROUGH KNOWLEDGE

*Attested*

  
**DIRECTOR**  
Centre for Academic Courses  
Anna University, Chennai-600 025