

ANNA UNIVERSITY :: CHENNAI 600 025
REGULATIONS 2013
CREDIT SYSTEM
UNIVERSITY DEPARTMENTS
FACULTY OF ARCHITECTURE AND PLANNING
POST GRADUATE PROGRAMMES

(This Regulations is applicable to the students admitted to the **University Departments** under the Faculty of Architecture and Planning of the University from the academic year 2013 onwards).

1. PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these regulations, unless the context otherwise requires:

- i. **“Programme”** means PG Degree Programme e.g. M. Arch., M. Plan Degree Programme
- ii. **“Specialization”** means a discipline of the M.Arch. / M.Plan. programme like Digital Architecture, Landscape Architecture, etc.
- iii. **“Course”** means a Theory or Practical subject that is normally studied in a semester, like Theory of Virtual Architecture, Landscape Construction, Regional Planning, etc.
- iv. **“Director, Academic Courses”** means the authority of the University who is responsible for all academic activities of the University Departments for implementation of relevant rules of this Regulation.
- v. **“Head of the Institution”** means the Dean of the campus.
- vi. **“Chairman”** means Head of the Faculty.
- vii. **“Head of the Department”** means Head of the concerned Department of the University.
- viii. **“COE”** means Controller of Examinations (University Departments).
- ix. **“University”** means ANNA UNIVERSITY CHENNAI.

2. PROGRAMMES OFFERED, MODE OF STUDY AND ADMISSION REQUIREMENTS

2.1 P.G. PROGRAMMES OFFERED

A candidate may be offered anyone of the branches of study from those approved by the University as outlined in Table 1:

TABLE 1**Programmes offered in the Faculty of Architecture and Planning**

M. Arch.	Full-Time & Part-Time (Day time)
M. Arch (Landscape Architecture)	Full-Time & Part-Time (Day time)
M. Arch. (Digital Architecture)	Full-Time & Part-Time (Day time)
M. Plan.	Full-Time

2.2 MODES OF STUDY**2.2.1 Full-Time:**

Candidates admitted under 'Full-Time' should be available in the Department during the complete working hours for curricular, co-curricular and extra –curricular activities assigned to them.

2.2.2. Part-Time – Day Time:

In this mode of study, the candidates are required to attend classes on every working day, along with full-time students for half–a–day, either in the Forenoon or in the Afternoon for the required number of courses.

2.2.3. Conversion from one mode of study to the other is not permitted.

2.3. ADMISSION REQUIREMENTS

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

TABLE 2

Degree	Qualifications required for admissions
M. Arch	B. Arch./A.I.I.A*
M. Plan	B.Arch. / A.I.I.A* / B.E. (Civil) / B.Plan. / M.A. / M. Sc in Geography, Economics, Sociology and Social work with Community Development specialization and Rural Development

*Candidates who have qualified as A.I.I.A with registration prior to 2002 with COA registration are eligible.

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

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

- 2.3.4 Eligibility conditions for admissions such as class obtained, number of attempts in qualifying examination and physical fitness will be prescribed by the Syndicate of the University from time to time.
- 2.3.5 All Part-time candidates should satisfy other conditions regarding experience, Sponsorship etc. that may be prescribed by the Syndicate from time to time.
- 2.3.6. A candidate seeking admission to Part-Time mode of study, shall have his/her place of employment within a distance of 90 km from the study campuses.

3. DURATION OF THE P.G.PROGRAMMES

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

TABLE 3

Programme	Min. No. of Semesters	Max. No. of Semesters
M. Arch.- Full-time	4	8
M. Arch.- Part-time (Day- time)	6	12
M. Plan.- Full-time	4	8

4. STRUCTURE OF THE PROGRAMMES

- 4.1 Every programme will have curriculum and syllabi consisting of Theory courses, Elective courses, Studio Courses, Theory cum studio courses, Design / Planning Project, Dissertation, Internship and Thesis. The programme will also include seminars / practical training, if they are specified in the Curriculum.
- 4.2 The electives from the Curriculum are to be chosen with the approval of the Head of the Department.
Electives also may be taken from other departments offering PG programmes with prior permission from HOD.
- 4.3 The number of credits to be earned for the successful completion of the programme shall be as specified in the Curriculum of the respective specialization of the P.G. Programme.
- 4.4 Each semester shall normally consist of 90 working days or 450 periods of 50 minutes duration for full time mode and 300 periods of 50 minutes duration for part time - day time. The HOD shall ensure that every teacher imparts instruction as per the number of periods specified in the syllabus and that the teacher teaches the full content of the specified syllabus for the course being taught. End-Semester Examination will ordinarily follow immediately after the last working day of the semester.

4.5 Credits will be assigned to the courses for different modes of study as given below:
The following will apply to all modes of P.G. programmes.

- One credit for each lecture period per week.
- One credit for two practical periods per week.
- One credit for two studio periods per week.

4.6 The electives from the curriculum are to be chosen with the approval of the Head of Department. A candidate may be permitted by the HOD to choose a maximum of two electives from other P.G. Programmes offered in the institution or in any one of the other departments of the University during the period of his /her study, provided the Head of the Department offering such a course also agrees and there is no clash in the time-table for the lecture classes.

4.7 Dissertation:

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

4.7.2 The Dissertation shall be pursued for a minimum of 16 weeks during the penultimate semester of the Programme.

4.7.3 The Dissertation Report prepared according to approved guidelines and duly signed by the supervisor(s) shall be submitted to the HOD.

4.7.4 The Dissertation shall be submitted within 20 calendar days from the last working day of the semester in which the Dissertation is done.

4.7.5 If a candidate fails to submit the Dissertation on or before the specified deadline, he/she is deemed to have failed in the Dissertation and shall re-enroll the same in a subsequent semester when the course is offered next.

4.8 Thesis:

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

- 4.8.2** A candidate may, however, in certain cases, be permitted to work on the project in an Industrial / Research Organization, on the recommendations of HOD, with the approval of the Chairman. In such cases, the Thesis shall be jointly supervised by a supervisor of the department and an expert from the organization and the student shall be instructed to meet the supervisor periodically and to attend the review committee meetings for evaluating the progress.
- 4.8.3** The Thesis shall be pursued for a minimum of 16 weeks during the final semester.
- 4.8.4** The Thesis Report and Drawings shall be prepared according to approved guidelines and duly signed by the supervisor(s) and shall be submitted to the HOD.
- 4.8.5** The deadline for submission of final Thesis is 30 calendar days from the last working day of the semester in which thesis is done.
- 4.8.6** If a candidate fails to submit the Thesis on or before the specified deadline, he/she is deemed to have failed in the Thesis and shall re-enroll the same in a subsequent semester when the course is offered next.
- 4.8.7** Every candidate doing M. Arch. / M. Plan. shall be encouraged to send a paper for publication in a journal or a conference based on his/her thesis work.
- 4.9.** 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 his/her marks in a course or the aggregate marks / CGPA. Besides a student who has acquired the minimum number of total credits prescribed in the Curriculum for the award of the Masters Degree will not be permitted to enroll for more courses to improve his/her cumulative grade point average.
- 4.10** The medium of instruction shall be English for all courses, examinations, design studio, seminar presentations and project/thesis/dissertation reports.

5. CLASS ADVISOR

There shall be a class advisor for each class. The class advisor will be one among the (course-instructors) of the class. He / She will be appointed by the HoD of the department concerned. The responsibilities for the class advisor shall be:

- To act as the channel of communication between the HOD and the students of the respective class.
- To collect & maintain various statistical details of students.
- The class advisor is the ex-officio member and the Convener of the class committee.

- To help the chairman of the class committee in planning and conduct of the class committee
- To monitor the academic performance of the students including attendance and inform the class committee.
- To attend to students welfare activities like awards, medals, scholarships and industrial visits.

6. CLASS COMMITTEE

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

- Resolving academic issues experienced by students in the class room and in the studios.
- Clarifying the regulations of the degree programme and the details of rules therein.
- Informing the student representatives about the academic schedule including the number of assessments, their dates and the syllabus coverage for each assessment.
- Informing the student representatives the details of regulations regarding the weightage used for each assessment. In the case of courses such as design / Planning project/ dissertation/ thesis, etc. the breakup of marks for each module of work, should be clearly discussed in the class committee meeting and informed to the students.
- Analyzing the performance of the students of the class after each test and finding the ways and means of solving problems, if any
- Identifying the weak students, if any and requesting the teachers concerned to provide some additional help or guidance or coaching to such weak students.

6.2 The class committee for a class under a particular specialization is normally constituted by the HOD with the approval of the Chairman. However, if the students of different specializations are mixed in a class, the class committee is to be constituted by the Chairman.

6.3 The class committee shall be constituted within a week from the commencement of the semester.

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

- 6.5** The chairperson of the class committee may invite the HOD and Faculty Advisors to class committee meeting.
- 6.6** The Chairman may participate in any class committee of the Institution.
- 6.7** The chairperson of the class committee is required to prepare the minutes of every meeting, submit the same to the HOD within two days of the meeting and arrange to circulate among the concerned students and teachers. If there are some points in the minutes requiring action by the University, the same shall be brought to the notice of the Director, Academic Courses by the HOD.
- 6.8** The first meeting of the class committee shall be held within 10 days from the date of commencement of the semester, in order to inform the students about the nature and weightage of assessments within the framework of the Regulations. Two or three subsequent meetings may be held at suitable intervals. During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the class students to improve the effectiveness of the teaching-learning process.
- 6.9** The Class Committee excluding student members shall meet within 10 days of the completion of the End Semester Examinations to discuss and finalize grades for all courses in that semester. The results shall be approved by the HOD and published by the Additional Controller of Examinations (University Departments).
- 6.10** The Head of the Department with the approval of the Chairman of the Faculty shall appoint Class Advisor, Class Committee Chairman, Internal and External Examiners, Review Committee etc.

7. PROCEDURES FOR AWARDING MARKS FOR INTERNAL ASSESSMENT

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

7.2 Theory Courses

Three evaluations carrying 100 marks each shall be conducted by the Department out of which one shall be a test on the lines of the End semester Examination which the student shall write compulsorily. The best two out of the three assessments shall be averaged and reduced to 50 marks.

7.3 Theory cum Studio Courses

The maximum marks for Internal Assessment shall be 50 in case of theory cum studio courses. Three assessments for theory cum studio courses each carrying 100 marks shall be conducted by the Department. At least one should be in the form of a test in the lines of the End Semester Examination and the other two assessments can be in the form of assignments, drawing plates, models, etc.

The total marks obtained in all the assessments put together out of 300, shall be reduced to a weightage of 50 marks and rounded to nearest integer.

7.4 Studio based Courses:

Every course shall be evaluated based on the conduct of assignments / projects and the records maintained. Three evaluations shall be done as part of the internal assessment. The criteria for arriving at the internal assessment marks shall be decided (based on the recommendation of the class committee) by the HOD and shall be announced at the beginning of every semester. The Internal assessment will carry a weightage of 70% of the total marks prescribed for the course as outlined in Table 5.

7.5 Design/ Planning Project

Every design/ planning project shall be continuously evaluated based on the projects conducted and records maintained and submitted at the end of each assessment period to the HOD. The criteria for arriving at the internal assessment marks shall be approved (based on the recommendation of the Class Committee) by the HOD and shall be announced at the beginning of every Semester. The internal assessment will carry a weightage of 70% of the total marks prescribed for the course as outlined in Table 5.

7.6 Practical Courses

Every practical exercise shall be evaluated based on the conduct of the exercise and records maintained. There shall be at least one mid- semester test. The criteria for arriving at the internal assessment marks shall be decided (based in the recommendation of the Class Committee) by the HOD and shall be announced at the beginning of every semester.

7.7 Dissertation/ Thesis

There shall be a minimum of three assessments (each carrying 100 marks) during the semester by a review committee. The student shall make a presentation on the progress made before the committee. The HOD shall constitute the review committee on approval of Chairman, which shall comprise of Thesis Coordinator, supervisor of the thesis/ dissertation and one external member for each branch of study. The total marks obtained in all the assessments put together, shall be reduced to a weightage of 70% of the total marks prescribed for the course as outlined in Table 5.

7.8 If seminar is prescribed in the curriculum, the same will be evaluated by a committee constituted by the HOD through internal assessment only.

8. MINIMUM REQUIREMENTS TO DO THESIS

8.1. A candidate shall be permitted to enroll the final semester Thesis if he/she has earned a minimum of 40 credits which shall includes credits in the compulsory courses credits as outlined in Table 4.

8.2. If a candidate has not earned the requisite minimum credits he/she has to complete the arrears (at least to the extent of earning the minimum credits specified) and then enroll for the thesis work in the subsequent semester.

TABLE 4

PROGRAMME	Compulsory courses to be completed
M. Arch.	Advanced Architectural Design Studio I
	Dissertation
	Advanced Architectural Design Studio II
M. Arch. (Digital Architecture)	Digital Design Studio I
	Dissertation
	Advanced Digital Design Studio II
M. Arch. (Landscape Architecture)	Landscape Design Studio I
	Dissertation
	Advanced Landscape Design Studio II
M. Plan.	Planning Project I
	Planning Project II
	Planning Project III
	Dissertation

9. REQUIREMENTS FOR COMPLETION OF A SEMESTER

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

Ideally every student is expected to attend all classes and earn 100% attendance. However, in order to allow provision for certain unavoidable reasons such as **prolonged hospitalization / accident / specific illness / participation in sports events**, the student is expected to earn a minimum of 75% attendance.

Therefore, he/she shall secure not less than 75% of overall attendance in that semester taking into account the total number of periods in all courses attended by the candidate as against the total number of periods in all courses offered during that semester.

9.2 However, a candidate who could secure attendance between 65% and less than 75% in the current semester due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Head of the Department concerned and approval from Chairman of the Sports Board shall be given exemption from the prescribed attendance requirement and he/she shall be permitted to appear for that particular semester examinations. The candidate shall submit the medical certificate / sports participation certificate to the Head of the Department immediately after joining class and the same attested by the HOD shall be forwarded to the Dean of the Campus for record purposes.

9.3 Candidates who could secure less than 65% overall attendance and candidates who do not satisfy the clauses 9.1 & 9.2 will not be permitted to write the end-semester examination of that current semester and are not permitted to go to next semester. They are required to repeat the incomplete semester in the next academic year.

In addition, If a candidate does not secure 80 % attendance in the field visits undertaken for the 'Planning Project' courses, he/she shall not be permitted to appear for the End Semester Examination of that particular 'Planning Project' course.

10. REQUIREMENTS FOR APPEARING FOR THE SEMESTER EXAMINATIONS

A candidate shall normally be permitted to appear for the semester examination if he/she has satisfied the semester completion requirements (vide clause 9) and registered for examination in all courses of that semester. Registration is mandatory for all courses in the current semester as well as for the arrear course(s) failing which the candidate will not be permitted to move to the higher semester.

11. END SEMESTER EXAMINATIONS AND VIVA-VOCE EXAMINATIONS

11.1. There shall be one end semester examination of not less than 3 hours duration in each theory courses.

The examination shall ordinarily be conducted between October and December during the odd semesters and between April and June in even semesters (University Departments). The maximum marks for each theory, theory cum studio and practical courses shall be 100 comprising of 50 marks for internal assessment and 50 marks for the end – semester examinations.

11.2 Examination shall be conducted in those subjects in which the candidates have arrears along with the End Semester Examinations of a Semester.

11.3 The Studio based courses / Design / Planning project/ Dissertation and Thesis shall be evaluated through a Viva Voce Examination based on the report / drawings / and records maintained.

11.4 The evaluation of the Studio based courses / design / Planning project / Dissertation and Thesis shall be based on the report and drawings and through a Viva–Voce Examination conducted by an External Examiner. The external examiners shall be appointed by the HOD based on the approval of the Chairman. The thesis coordinator and the supervisor shall also be present at the Viva-Voce Examination.

11.5 The candidate shall submit an Internship Report duly attested by the firm wherein the candidate had undergone Internship. A Viva Voce Examination, on the basis of Internship Report submitted by the candidate will be conducted by a Committee comprising one Internal and one External Examiner.

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

12. PASSING REQUIREMENTS

12.1 Theory and theory cum studio based courses:

12.1.1 A candidate who secures not less than 50% of total marks prescribed for the courses with a minimum of 50% of the marks prescribed for the end semester examination shall be declared to have passed in the Examination.

12.1.2 If a candidate fails to secure a pass in a particular course he / she shall register and reappear for the examinations in that course during the next semester when examination is conducted in that course.

12.1.3 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 secures a pass. However, from the third attempt onwards if a candidate fails to obtain pass marks (IA + End Semester Examination) as per clause 12.1.1, then the candidate shall be declared to have passed the examination if he/she secure 50% and above the maximum marks prescribed for the university end semester examinations alone.

12.2 Studio course / Design/ Planning Project / Dissertation:

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

12.2.2 A candidate who secures not less than 50% of total marks prescribed with a minimum of 50% of the marks prescribed for the Viva Voce examination shall be declared to have passed in the Examination.

12.2.3 If a candidate does not secure 50% of the marks in the Viva Voce examination and therefore fails to secure a pass he/she may be permitted to go to the next semester and he/she shall resubmit the work with improvements within 30 days of the declaration of results and appear for a supplementary Viva-Voce examination. However, the internal assessment marks obtained by the candidate shall be retained and considered valid for the supplementary Viva-Voce examination.

12.2.4 In such a case where the candidate fails to pass the supplementary Viva-Voce examination conducted, he/she shall not take the end semester examination and Viva Voce examination for the courses of that semester. He /she shall re-enroll for the course in which he fails to secure a pass when the course is offered next and shall register and reappear for the Viva – Voce examination in that course till he/she secures a pass. He/she shall also not be permitted to proceed to the next semester.

12.2.5 If a candidate fails to secure a pass in the Studio / Design/ Planning Project / Dissertation courses, he/she may re-register from the third attempt onwards and secure fresh internal marks and appear Viva Voce examination.

12.3 Thesis:

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

12.3.2 A Candidate who secures not less than 50% of total marks prescribed with a minimum of 50% of the marks prescribed for the Viva Voce examination shall be declared to have passed in the examination.

12.3.3 If a candidate does not secure 50% of the marks in the Viva Voce examination and therefore fails to secure a pass he/she shall resubmit the thesis within 30 days of the declaration of results and appear for the supplementary Viva–Voce examination. However, the internal assessment marks obtained by the candidate shall be retained and considered valid for the supplementary Viva Voce examination.

12.3.4 If a candidate fails to secure a pass in the Thesis, he/she may re-register from the third attempt onwards and secure fresh internal marks and appear for Viva Voce examination.

12.4 Internship:

A candidate who secures not less than 50 % of marks in the Viva Voce Examination conducted by the Committee comprising one Internal and one External Examiner on the basis of the Internship Report submitted by the candidate shall be declared to have passed the examination.

If the candidate does not secure 50 % of the marks in the viva voce examination, the candidate shall undergo a fresh Internship and reappear for the Viva Voce Examination in the subsequent semester, till he / she secures a pass.

12.5 Weightages

The weightage for the different courses shall be as outlined in Table 5.

TABLE 5

Courses	Internal assessment	End semester Examination	Viva – voce examination
(i) Theory courses, practical courses and theory cum studio courses	50%	50%	-
(ii) Studio courses/ design/ Planning project/ dissertation	70%	-	30%
(iii) Thesis	70%	-	30%
(iv) Internship	--	--	100 %

13 AWARD OF LETTER GRADES

13.1 All assessments of a course will be done on absolute marks basis. However, for the purpose of reporting the performance of a candidate, letter grades, each carrying certain points, will be awarded as detailed below:

Letter grade	Grade Points
S	10
A	9
B	8
C	7
D	6
E	5
U	0
W	0

The range of marks for each grade is decided at the respective class committee meetings.

A student is deemed to have passed and acquired the corresponding credits in a particular course if he / she obtained any one of the following grades: “S”, “A”, “B”, “C”, “D”, “E”.

‘U’ denotes Reappearance (RA) is required for the examination in that particular course. ‘W’ denotes withdrawal from exam for the particular course.

(The grades U and W will figure both in Mark Sheet as well as in Result Sheet)

13.2 GRADE SHEET

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

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

GPA for a semester is the ratio of the sum of the products of the number of credits for courses acquired and the corresponding grade points to the sum of the number of credits for the courses acquired in the semester. CGPA will be calculated in a similar manner, considering all the courses registered from first semester.

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

where C_i – is the Credits assigned to the course
 GP_i – is the Grade point corresponding to the 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**

“U” and “W” grades will be excluded for calculating GPA and CGPA.

14. ELIGIBILITY FOR THE AWARD OF THE DEGREE

A student shall be declared to be eligible for the award of the Degree if he/she has:

- Successfully acquired the required credits as specified in the Curriculum corresponding to his/her Programme within the stipulated time.
- No disciplinary action is pending against him/her.
- Successfully completed the field visit/ industrial training, if any, as prescribed in the curriculum.
- The award of the degree must be approved by the Syndicate.

15. CLASSIFICATION OF THE DEGREE AWARDED

15.1 A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses in his/her **first appearance** within the specified minimum number of semesters securing CGPA of not less than **8.50** shall be declared to have passed the examination in First Class with Distinction. For this purpose the withdrawal from examination (vide clause 16) will not be construed as an appearance. Further, One year authorized break of study (if availed of) is permitted in addition to specified minimum number of semesters for award of First class with Distinction.

15.2 A candidate who qualifies for the award of the Degree (vide clause 14) having passed the examination in all the courses within the specified minimum number of semesters

plus one year (two semesters), securing a CGPA of not less than **6.50** shall be declared to have passed the examination in **First Class**. For this purpose, One year authorized break of study (if availed of) or prevention from writing the End Semester examination due to lack of attendance (if applicable) is included within the specified minimum number of semesters plus one year (two semesters).

15.3 All other candidates (not covered in clauses 15.1 and 15.2) who otherwise qualify for the award of the degree (vide Clause 14) shall be declared to have passed the examination in **Second Class**.

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

15.5 REVALUATION/REVIEW

A candidate can apply for revaluation as well as Photocopy-cum-Revaluation of his / her semester examination answer paper in a theory course, within 2 weeks from the declaration of results, on payment of a prescribed fee through proper application to the Additional Controller of Examination through the Head of Departments. The Additional Controller of Examination will arrange for the revaluation and results will be intimated to the candidate concerned through the Head of the Department.

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

Revaluation is not permitted for Practical courses, Studio / Design / Planning Project / Internship/Dissertation and Thesis (where Viva-Voce involved)

16 PROVISION FOR WITHDRAWAL FROM EXAMINATION:

16.1 A candidate may, for valid reasons, (medically unfit / unexpected family situations) be granted permission to withdraw from appearing for the examination in any course or courses in any one of the semester examination during the entire duration of the degree programme. Also only one application for withdrawal is permitted for that semester examination in which withdrawal is sought. For such permitted withdrawal, the candidate has to register and reappear in the subsequent semester.

16.2 Withdrawal application shall be valid only if the candidate is otherwise eligible to write the examination (Clause 9) and if it is made within TEN days before the commencement of the examination in that course or courses and also recommended by the Head of the Department.

- 16.3** Notwithstanding the requirement of mandatory TEN days notice, applications for withdrawal for special cases under extraordinary conditions will be considered on the merit of the case.
- 16.4** Withdrawal shall not be construed as an appearance for deciding the eligibility of a candidate for First Class with Distinction and First Class.
- 16.5** Withdrawal is not permitted during final semester. Withdrawal is NOT permitted for arrears examinations of the previous semesters.

17. AUTHORIZED BREAK OF STUDY FROM A PROGRAMME

- 17.1** A candidate is normally not permitted to temporarily break the period of study. However, if a candidate happens to discontinue the programme temporarily in the middle of duration of study for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme in a later semester he / she shall apply to the Director, Academic Courses in advance, in any case, not later than the last date for registering for the semester in question, through the Head of the Department stating the reasons.
- 17.2** The candidates permitted to rejoin the programme after break of study / prevention due to lack of attendance, shall be governed by the Curriculum and Regulations in force at the time of rejoining. The students rejoining in new Regulations shall apply to the Director, Academic Courses in the prescribed format through Head of the Department for prescribing additional courses, if any, at the beginning of the readmitted semester itself, so as to compensate for the shortage of the credits.
- 17.3** The authorized break of study will not be counted towards the duration specified for passing all the courses for the purpose of classification (vide Clause 15.1).
- 17.4** The total period for completion of the programme reckoned from, the commencement of the first semester to which the candidate was admitted shall not exceed the maximum period specified in Clause 3 irrespective of the period of break of study in order that he / she may be eligible for the award of the degree.
- 17.5** If any student is detained for want of requisite attendance, progress and good conduct, the period spent in that semester shall not be considered as permitted 'Break of Study' and Clause 17.3 is not applicable for this case.
- 17.6** In case of any valid reasons for extension of Break of Study, such extended Break of Study may be granted by the approval of the Director, Academic Courses for a period not more than 1 year in addition to the earlier authorized Break of Study. Such

extended break of study shall be counted for the purpose of classification of degree (vide clause 15.1 and 15.2).

If the candidate has not reported back to the department, even after the extended Break of Study, the name of the candidate shall be deleted permanently from the college enrollment. Such candidates are not entitled to seek readmission under any circumstances.

18. DISCIPLINE

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/ College. In the event of an act of indiscipline being reported, the Dean shall constitute a disciplinary committee consisting of the Dean, HOD of the faculty of the student and one senior professor from another Department to enquire into the acts of indiscipline and notify the University about the disciplinary action recommended for approval.

19. PROJECT/FIELD VISITS AND EDUCATIONAL TOUR:

Compulsory project / Field visits as part of academic work will be undertaken.

- (i) For every Planning / Design project, the course faculty will compulsorily accompany the students to guide the survey etc. in the area of the project work.
- (ii) Every student in the Planning is expected to undertake an educational tour during the scheduled dates. One or two faculty member is expected to accompany the students.

20. REVISION OF REGULATION AND CURRICULUM

The University may from time to time revise, amend or change the Regulations, scheme of examinations and syllabi and if necessary the same brought to the Academic Council and the Syndicate the approval.
