



**APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY**

CET CAMPUS, THIRUVANANTHAPURAM, KERALA - 695016

**REGULATIONS**

Estd.  
for

**Bachelor of Architecture (B.Arch.)**

2014

**In exercise of the Powers conferred under Clause 44 of the Regulations, the Academic Committee of the University hereby promulgate the Regulations for the University for the Academic Year 2016-2017 onwards. This Regulations shall come into effect from the date of its publication in the Gazette.**

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## 1. Admission to Bachelor of Architecture (B.Arch.)

Admission to the B.Arch. programme, admission policy and procedure shall be decided from time to time by following the guidelines issued by the Government of Kerala, the Government of India, the All India Council for Technical Education (AICTE) and the Council of Architecture (CoA).

Subject to Clause 1(a), admission to the B.Arch. Degree course shall require to have passed the Higher Secondary Examination, Kerala or 12th standard V.H.S.E, C.B.S.E, C.I.S.C.E. or any other examination accepted by the University as equivalent there to, with Mathematics as a subject and obtaining not less than 50 percent marks in aggregate or a Diploma in Engineering awarded by the Board of Technical Education, Kerala or an examination recognised as equivalent thereto after undergoing an institutional course of at least three years securing a minimum of 50% marks in the final diploma examination or International Baccalaureate Diploma, after ten years of schooling, with not less than 50% marks in aggregate and with Mathematics as compulsory subject of examination.

All Admissions to Architecture degree course shall be subject to passing of an Aptitude Test in Architecture conducted by the competent authority and approved by the Council of Architecture (CoA). No lateral admission shall be permitted as per the minimum standards of Architectural Education Regulations 1983 or of Council of Architecture and AICTE notification, July 1992

The number of students admitted shall be based on the sanctioned intake by the Council of Architecture, the All India Council for Technical Education and the APJ Abdul Kalam Technological University.

Notwithstanding all that is stated above, the admission policy may be modified from time to time by the University, particularly to conform to directions from the Government of Kerala and the Government of India.

The B.Arch programme is a choice based credit programme. The duration of the regular B. Arch. Programme will normally be of five academic years spanning 10 semesters including internship as per the curriculum.

## 02. Examination

- a. At the end of the semester, end semester examination will be conducted in all lecture based courses offered in the semester and will normally be of three hours duration, unless otherwise specified. Supplementary examinations shall be conducted after the declaration of end semester examination results, for students who are eligible and have registered for them.

Jury Examinations for Architectural Design will be conducted at the end of 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> semesters by a jury appointed by the University. The final viva voce of the 10<sup>th</sup> semester Architectural thesis will also be conducted by a jury appointed by the University.

- b. Students who have completed a course but could not write the end semester examination for valid reasons like illness or personal exigencies are allowed to write the supplementary examination or the end semester examination at the next opportunity and earn the credits without having to register for the course again provided they meet other eligibility criteria.
- c. The main eligibility criteria for the end semester examination are attendance in the course, internal marks and no pending disciplinary action. The minimum attendance for appearing for the end semester examination is 75% in each course. Further, the internal evaluation marks in the course should be 45% or above. Students who do not meet these eligibility criteria are awarded an FE grade and have to register for the course again.
- d. Students who could not write the end semester examination due to health reasons or other exigencies but otherwise eligible can register for the supplementary examination, with the approval of the Principal. Candidates who received F grade can also write the supplementary examination. Grades awarded in the supplementary examination will be taken as the end semester grades in these courses.

**03. Eligibility for Award of Degree**

Award of B.Arch degree shall be based on the recommendation of the Academic Committee and the approval of the Board of Governors in accordance with the academic regulations of the University.

**Award of B. Arch. Degree**

A student will be eligible for the award of B. Arch. Degree of the University on satisfying the following requirements.

- Earned credits for all the Core courses , Practical Training and Architectural Thesis.
- Earned the required minimum credits as specified in the curriculum for the study.
- No pending disciplinary action.

**04. Fee charged by the University**

Fee charged for the programme shall be decided by the University from time to time and informed to all concerned for compliance.

**05. Discipline of the student – Action against breach of discipline**

Every college shall have a Student's Welfare Committee and a Disciplinary Action Committee, constituted by the Principal of the college. Each college should have a Grievance Redressal and Appeals Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. Details on the constitution and terms of reference are outlined in 7-u, 7-v, and 7-w.

**06. Breach of guidelines and unfair practices in Examinations**

These are viewed seriously and appropriate actions are to be taken by the colleges as detailed in 7-u

**07. Miscellaneous Provisions:**

**a) Language of Instruction and Examination**

Unless otherwise stated, the language of instruction and examinations shall be English.

**b) Academic Calendar.**

The University shall publish in its website the academic calendar for every academic semester indicating the commencement of the semester and beginning of instruction. It will specify the course registration and enrolment dates, the schedule for mandatory internal tests for theory courses, dates by which laboratory/practical evaluations are to be completed, date for finalization of internal marks, last instruction day in the semester, planned schedule of end semester examinations and result declaration as well as approved holidays falling within the semester. Schedules for the supplementary examinations and result declaration dates are to be included in the calendar. Summer course schedule and result declaration have also to be indicated in the calendar. Additionally colleges may publish their academic calendar, in line with the University academic calendar, indicating other schedules and events they plan to conduct during the semester.

**c) B Arch Programme Structure**

**Bachelor of Architecture Program (B.Arch)- 10 semesters**

- i. B. Arch programme is structured on a credit based system following the semester pattern with continuous evaluation allowing flexibility for students to decide on the duration of the programme completion.
- ii. The normal duration for B.Arch programme will be 10 semesters. Max. duration that can be allowed to a student to complete the course is 14 semesters.
- iii. The B.Arch programme shall cover the group of courses as given in the curriculum.
- iv. Each semester other than practical training shall ordinarily comprise of not less than 16 working weeks.
- v. A student who could not complete the programme and pass the whole programme within 14 semesters will not be allowed to continue and she/ he has to quit the programme.
- vi. Each semester shall have 80 instructional days, ie. 16 weeks of instruction, followed by end semester examinations.
- vii. The curriculum of B.Arch programme is designed to have a minimum of 225 academic credits and 2 additional pass/fail credits, for the award of degree.
- viii. The University shall follow Credit System and Credits are apportioned among the following knowledge segments

## B.Arch Programme – Knowledge Segments

Knowledge Segments	Credits as per the proposed scheme
Architectural Studies AS	136
Building Construction BC	17
Engineering Studies ES	31
Humanities EH	12
Practical Training PT	9
Professional Practice PP	3
Mathematics MA	2
Stream Electives SE	11
Practical Skills PS	4
<b>Total Academic Credits</b>	<b>225</b>
Student Activities	2 ( Audit – Pass/Fail)
<b>Total credits for B.Arch. Degree</b>	<b>227</b>

Credits are assigned to courses based on the following general pattern.

- One credit each for lecture/ tutorial hour per week for one semester
  - One credit each for one and a half hours of drawing per week for one semester
  - One credit each for design studio of one hour per week for one semester
  - One credit each for workshop of two hours or three hours per week for one semester. No semester shall offer more than four lecture based courses and four studio/workshop courses, carrying a maximum credit of 26
- ix. University may allow students to transfer credits from other universities as per the guidelines given by the Academic Committee and approved by the Board of Governors.
- x. Student Activities Points:

To be an Architect capable of competing globally, in addition to Architectural knowledge and skills, students should develop excellent soft skills, nurture team work and leadership qualities and have an entrepreneurial and trail blazing outlook. To achieve this, in addition to academics, students have to actively engage in co-curricular and extra-curricular activities. For such activities, points are allotted. On getting a minimum of 100 activity points the student passes the course and earns 2 credits which do not count for the CGPA but mandatory for the award of the degree. The University will list out these activity points. Additional activities could be included in the list with the approval of the Academic Committee.

**d) Curriculum, List of Courses and Syllabi**

- i. Study in the B.Arch. programme will have a curriculum, list of courses, syllabi and course plans approved by the Academic Committee of the University.
- ii. Courses are categorised as Mathematics (MA) Architectural Studies (AS), Building Construction (BC) Engineering Studies (ES), Humanities(EH), Practical Training (PT), Professional Practice (PP) Stream Electives (SE) and Practical Skills (PS)
- iii. Each course has a course number.

**e) Faculty Advisor/Counsellor**

All students shall have faculty advisors whose role will be:-

- (i) To guide and help students on academics
- (ii) To monitor their progress in academics and advise them
- (iii) To counsel them and hand-hold them in any difficulty

**f) Course Registration and Enrolment**

- (i) It is mandatory for students to register for the courses they want to attend in a semester. Newly admitted students have to register for all courses offered in the first semester. They do not have to enroll for the semester. All other students are required to register at the end of the semester for the courses they want to take in the coming semester. Later they have to enrol for these courses in the new semester based on the previous semester results. This allows them to make minor changes in the list of courses already registered. Before enrolment, students should clear all dues including any fees to be paid and should not have any disciplinary issues pending. The dates for registration and enrolment will be announced by the colleges in their academic calendar. Any late registration or enrolment, allowed up to 7 working days from the commencement of the semester, will attract a late registration/enrolment fee.
- (ii) A student can drop a course or substitute one already registered by another, for valid reasons with the approval of the faculty advisor. However this has to be done within seven working days from the commencement of the semester.
- (iii) The maximum number of credits a student can register in a semester is limited to 26.

**g) Course Completion and Earning of Credits**

Students registered and later enrolled for a course have to attend the course regularly and meet the attendance rules of the university [RU-2] and appear for all the internal evaluation procedures for the

completion of the course. Credits for the course are earned only on getting a pass grade in the composite evaluation.

**h) Core courses, Prerequisites and Electives**

All courses listed in the curriculum, other than the electives, are core courses. Earning credits in the core courses is mandatory for the B. Arch degree. For electives, failure to earn credits does not necessarily require repeating the course. Instead another approved elective is permitted as a replacement course by the faculty advisor concerned. For some courses there could be a prerequisite course completion requirement for registration.

**i) End Semester and Supplementary Examinations**

**1. Summer Courses & Contact Courses**

- (i) Students who could not earn the required minimum credits at the end of the second, fourth and sixth semester have two options to continue with the studies. They may register again for the courses, when they are offered in the next academic year. However, there is also a provision to offer summer courses for these students who may register and attend the course and write the final examination.
- (ii) Students should have 75% attendance in the summer course to write the examination.
- (iii) For the final grading their internal evaluation marks obtained in the regular semester in which they had undergone the course shall be applicable. Summer courses are to be conducted for a minimum of 20 contact hours for each course. Summer courses are to be offered only at the end of the second and fourth semesters for the courses covered till that semester. They will be conducted either by all colleges or only by some, depending on the number of students registering for them. Details of summer courses planned will be announced by the colleges after the declaration of the even semester results. Final examination for summer courses will be conducted by the University. Based on the availability of faculty and the number of students opting for courses, it will be the prerogative of the colleges to decide on the summer courses to be offered.
- (iv) The summer courses shall be considered as independent course and students have to register for this course. This provision of summer courses may be extended to students who have got FE grade due to (i) shortage of attendance (ie. having attendance less than 75%) and (ii) shortage of internal evaluation marks (ie. having IA marks less than 45%) with the following conditions.
  - (a) The students shall have minimum 50% attendance in the specified course of the regular semester. They have to register for the summer course and obtain 75% attendance.

(b) The students shall have a minimum 35% IA marks in the regular semester. During the summer course the student will get a chance to improve the IA marks by writing one IA make up test during the summer course. This will replace the lower of the two marks got in the regular semester. However the IA marks shall be limited to 50%.

(v) Options for the Fifth and higher semesters

For higher semesters, i.e., fifth semester onwards, summer courses are not offered. Failed students who have less than 45% marks in internal assessments have to register again for the course in the regular semester in which it is offered and complete the course as per the regulations and appear for the end semester examination. Failed students having 45% marks or more in internal assessments have the option to register again for the course as mentioned above or register only for the end semester examination without attending the course again. A separate registration format will be available for this. This option is available in all semesters.

(v) If a student has to earn credits only just for one course to qualify for the degree after completing ten semesters of study, the college concerned may offer a contact course on a written request by the student. The contact course is considered as fresh registration and is to be offered by the teacher concerned who shall conduct the internal evaluation procedures and allot the marks as per the regulations. Minimum contact hours for the course shall be 20. The final examination will be conducted by the college and shall be monitored by the external academic auditor. Question paper for the examination will be given by the Controller of Examination. No grade above C shall be given for a contact course.

**j. Academic Assessment/Evaluation**

**1. Academic Evaluation of Courses**

The University follows a continuous academic evaluation procedure for B.Arch Academic evaluation procedure and corresponding weights are as follows:-

**Group I Architectural Design/ Basic Design**

- Continuous Assessment-60%(Internal)
- Jury Examination\* - 40%

\* Jury will be conducted by the Institution for odd semester and conducted by the university for the even semester

Scheme of evaluation is as follows.

- Two internal tests each having 10% (By the Institute)
- Design Assignments having 40% marks. (By the Institute)
- Jury having 40%.

Jury panel consists of one internal faculty member and an external expert registered with CoA having minimum 5 years of experience.

**Group II (All Courses other than Architectural Design, Basic Design, Group III and Group IV)**

- Continuous Assessment-50%(Internal)
- Examination - 50% (Conducted by the Institute)

Scheme of evaluation is as follows.

- Two internal tests each having 10% (Internally by the Institute)
- Tutorials/Assignments having 30% marks. (Internally by the Institute)
- Examination - 50% (Conducted by the Institute)

**Group III (Theory based subjects )**

Scheme of evaluation is as follows.

- Two internal tests each having 15% (Internally by the Institute)
- Tutorials/Assignments having 10% marks. (Internally by the Institute)
- Semester examination having 60%. (Conducted by the University)

**Group IV (Workshops/ Practical Training/Documentation Camp.)**

Scheme of evaluation is as follows.

- Marks for report 30%(internal)
- Presentaion/ demonstration 40% (Internal)
- Viva 30% (Internal)

All the above evaluations are mandatory requirements to earn credits.

Students who have missed either the first or the second test on genuine grounds can register with the consent of the faculty and the Head of the Department (HOD) concerned for a re-test which shall be conducted soon after the completion of the second test, but before the end semester examination. The re-test will cover both first and second test course plans.

The Continuous assessment will be on the basis of the day-to-day work, periodic tests (minimum two in a semester) and assignments/class projects (minimum of two). The faculty member concerned will do the continuous assessment for each semester. The C.A. marks for the Individual subjects shall be computed by giving weight to the above mentioned parameters.

Those who have missed both the tests are not eligible to appear for the end semester examination.

However if one misses both tests due to medical reasons or other personal exigencies, based on genuine evidence, a single test of 2 hour duration for 40 marks will be conducted covering the whole syllabus, before the end semester examinations. Decision on this will be taken by the Principal and verified by the external academic auditor.

All the above assessments are mandatory to earn credits. If not, the student has to complete the course/assessments during his free time in consultation with the faculty members. On completion of these, grades will be assigned. In case the studio /practical training courses are not completed in the semester, grade I (incomplete) will be awarded against the course and the final grade will be given only after the completion of the course/assessments.

**2. Dissertation**

Each student has to take up a dissertation project on the topic approved by the Institution. The institution will allot a guide to each student to supervise the dissertation work. The Evaluation of the project is to be done in stages. There will be two progress evaluations each carrying 20 marks, and a final evaluation (presentation and report) of the project for 60 marks at the end of the 9<sup>th</sup> semester. The project supervisor and two other faculty members of the same institute form the members of the two progress evaluations.

Scheme of Evaluation is as follows

- Two progress assessment 20% each (internal)
- Final evaluation 60 % (conducted by Institute)

The dissertation assessment board for final evaluation shall consist of the following members.

Chairman: A senior faculty member appointed by the institute

Members: Dissertation Coordinator/Internal faculty member, an external member either from academic/research institute or practicing COA registered architect with minimum five years experience shall be appointed by the institute.

If the dissertation is not completed satisfactorily, the student has to work further and again appear for final assessment on a specified date, not earlier than one month after the first evaluation.

**3. Practical Training**

As per the B. Arch curriculum students shall undergo practical training for one semester i.e., in the Seventh semester of the B Arch programme. The training shall be under a registered architect having a minimum of five years experience and approved by the institution. The duration of practical training shall be a minimum of 100 working days. Only those who have completed the practical training successfully will be permitted to register for the 8th semester of the B. Arch degree course. Those students who fail to obtain 45% have to repeat the practical training.

Candidates shall select a registered architect with minimum five years experience and good reputation in the field of Architectural practice for practical training and the same should be approved by the institution well in advance before the commencement of the 6th semester examination.

**4. Final Semester Architectural Thesis**

“The students of B.Arch. degree course are required to prepare architectural design thesis during the last semester of the programme under the guidance of faculty appointed by the Department.

The student has to obtain prior permission on the subject of thesis from the department and the guide.

The nature of design thesis shall be either a live project or a proposal and the student has to work out all aspects including it's programming in consultation with the guide allotted.

Evaluation of the thesis is done in four stages.

- Continuous assessment by supervising guide.
- Four progress evaluations by internal evaluation team appointed by the institute.
- Mock review
- Final evaluation by a committee appointed by the University.

Scheme of Thesis evaluation are as follows:

- Continuous evaluation by supervising guide- 25%
- Internal evaluation by team of three examiners- 25%
- Final Evaluation by team of two examiners - 50%

**Constitution of internal evaluation committee**

The thesis guide and two faculty members either from the department or practicing architect or academician with COA registration and with minimum of five years of experience shall form the internal progress evaluation team appointed by Institution.

**Constitution of evaluation committee appointed for final evaluation**

- One senior faculty member from the institute
- One senior faculty member from other institutes/practicing architect registered with CoA, with a minimum of ten years of professional experience

Those students who have acquired a minimum pass in the internal assessment, but failed in the external evaluation will be given an opportunity to resubmit the thesis in the supplementary chance. Otherwise the student will have to register for the same in the next thesis semester.

**k. Eligibility to Continue**

A student has to earn a minimum number of credits in a semester to be eligible to register for the new courses offered in the next semester. In odd semesters if this requirement is not met, the student may be allowed to continue to the next even semester. However at the end of even semesters this requirement will be strictly implemented. Summer courses are offered to those who do not satisfy this norm after the 2nd and 4th semesters. Students who do not meet this requirement are not permitted to register for new courses in the higher semesters. They have to register for the failed courses in normal semesters in which they are offered subject to the limitations imposed by the Regulations and course timetable.

Action plan, for dealing with course arrears in theory courses at the end of each semester to continue with the programme, is given below. Faculty advisors shall monitor advice and support the students in this. Students should be informed about the minimum cumulative credits requirement to register for higher semester courses.

**Eligibility Criteria for Registering for Higher Semester Courses**

Semester	Allotted Credits	Cumulative Credits	Minimum cumulative credits required to register for the courses in higher semesters
First	25	25	Not insisted
Second	24	49	39
Third	25	74	NI
Fourth	25	99	80
Fifth	25	124	NI
Sixth	24	148	120
Seventh	8	156	NI
Eighth	27	183	156
Ninth	27	210	NI
Tenth	15	225	
Total Credits - 225			

**l. Class Committee**

This committee is constituted by the respective Heads of Departments for every semester.

The Chairman of the class committee shall be a senior faculty member who does not offer any course during that semester.

Members:-

- All faculty members teaching courses in that semester.
- Two student representatives nominated by the Head of the Department.

The class committees shall meet at least thrice in a semester – the first at the beginning of the semester, the second and the third after the first and the second internal tests respectively. The committee should monitor the conduct of the courses, adherence to the course plan and time schedule, completion of the syllabus, standards of internal tests, evaluation process and difficulties faced by the students and take suitable remedial actions at the appropriate time. At the end of the semester, the committee should meet without student representatives to review the conduct of the course and finalise the internal assessment marks and approve them.

**m. Eligibility for writing the end semester examination and for grading**

Students with 45% or more marks in internal assessment in a course shall only be permitted to write the end semester examination in that course. Those with less than 45% internal marks shall be awarded FE grade and have to register for the course again.

A student should have a minimum of 45% marks in the end semester examination to be eligible for grading in a course. Otherwise she/he will be considered to have failed in the course and an F grade will be awarded.

Internal marks given to the students who got 45% marks or more in the end semester examination shall be regulated in line with the end semester examination performance. Internal mark percentage shall not exceed 25% over the end semester mark %.

(For example if the end semester mark % is 45, then the maximum internal mark % is to be  $45+25 = 70$  %.)

In case the student writes the supplementary examination, the mark got in that will be taken into consideration for regulating the internal marks.

Those who have more than 45% marks in the end semester examination are awarded the grade based on both internal assessment and end semester examination marks. A student earns credits for a course if the grade is P or above.

**n. Award of Grades**

Grading is based on the % marks obtained by the student in a course, as given in 7n. The grade card will only give the grades against the courses the student has registered.

Semester grade card will give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

**o. Grades and Grade Points**

Grades and Grade Points is to be followed by the University

Grades	Grade Point (GP)	% of Total Marks obtained in the course	
O	(Outstanding)	10	90% and above
A+	(Excellent)	9	85% and above but less than 90%
A	(Very Good)	8.5	80% and above but less than 85%
B+	(Good)	8	70% and above but less than 80%
B	(Above Average)	7	60% and above but less than 70%
C	(Average)	6	50% and above but less than 60%
P	(Pass)	5	45% and above but less than 50%
F	(Fail)	0	Less than 45%
FE		0	Failed due to eligibility criteria [7-m]
I			Course Incomplete

SGPA and CGPA are calculated based on the above grading norms and are explained at the end of this document.

**p. Academic Auditing**

- i. The University shall have a detailed academic auditing procedure in place comprising of an internal academic auditing cell within the colleges and an external academic auditing for each college. The internal academic auditing cell in each college shall oversee and monitor all the academic activities including all internal evaluations and examinations. This cell is to prepare academic audit statements for each semester at regular intervals. These reports are to be presented to the external academic auditor appointed by the University, who will use it as a reference for his independent auditing and for submitting the final report to the University.

Academic auditing shall cover:-

- ii. Course delivery covering syllabus, adherence to course plan, quality of question papers for internal examinations, internal evaluation, assignments, and conduct of classes and their evaluation.
- iii. Co-curricular and Extra-curricular activities available for students, their organization and the mechanism of monitoring of activities points earned by the students.

- iv. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, academic accountability, academic achievements and benchmarking.

**q. Break of Study**

A student may break study for a maximum duration of two semesters, preferably in one academic year, to initiate start-up ventures, product development etc. This is however permitted only on successfully completing the courses listed out in the first four semesters. Request for this with ample evidence to the seriousness of the venture should be forwarded to the college principal for approval. [RU-3]

Break of study on serious health reasons is also permitted with the approval of the college Principal. [RU-3]

All such cases of break of study are to be reported to the University. In both the cases, the maximum duration for completing the B. Arch. programme will still be fourteen semesters.

**r. Revaluation and Grade Improvement**

There is no provision for revaluation of the end semester answer books as the answer scripts are valued by two examiners or for improving the grade.

However, the student is permitted to check the answer books of the end semester examination after the results are declared. Any discrepancy in evaluation could be brought to the notice of the teacher concerned who will initiate appropriate action on this. The decision of the Controller of Examination shall be final on this.

**s. Grade Cards**

Students who have written the end semester examination will be given the grade cards for the registered courses on the website, in every semester. On earning the required credits for the degree, a consolidated grade sheet for the B. Arch programme will be given by the University.

**t. B. Arch Degree**

B.Arch. degree will not have any classifications like distinction or first class.

**u. Academic Discipline and Malpractices in Examinations**

Every student is required to observe discipline and decorous behaviour.

Any act of indiscipline, misbehaviour and unfair practice in examinations will be referred to the **Disciplinary Action Committee (DAC)**. Malpractices in examinations shall be viewed seriously and any such incident observed or reported by a faculty member or an invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case. Based

on this the committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examination of the University and forward it to the Principal for action.

Actions are to be based on the severity of the offence and are to be dealt with, on a course basis. Guidelines on this shall be given by the Controller of Examination which is to be followed by the Disciplinary Action Committee of the college.

The student may appeal to the Grievances and Appeals Committee for a relook on the matter. Based on the committee's report, the Principal shall take a final decision on the matter.

DAC shall be headed by a department head and shall have three other faculty members drawn from different departments as members. In case of malpractices in end semester examinations, the report given by the college DAC and the action taken by the Principal shall be intimated to the Controller of Examination of the University

**v. Student's Welfare Committee**

Every college shall have a Student's Welfare Committee, constituted by the Principal of the college. This committee shall have at least three faculty members as members and the chairman shall be a senior faculty member in the rank of a Professor. This committee is entrusted with the task of looking after the welfare of the students by taking appropriate steps with the concurrence of the Principal.

**w. Grievances and Appeals Committee**

Each college should have a Grievances Redress Committee constituted by the Principal to address the grievances of the students and to consider their appeals on any decisions made by the college. This committee consisting of at least three faculty members and chaired by a senior professor shall look into student's grievances and appeals and give its recommendations to the Principal for action.

**08. Amendment to Regulations/Rules**

Notwithstanding all that has been stated above, the University has the right to modify any of the above Rules/regulations from time to time.

**RULES:**

**RU-1 Course Code and Course Number**

Each course is identified by a course code and a three digit number. The two letter code refers to the Knowledge segment. Course number is a three digit number and the first digit refers to the academic year in which the course is normally offered. The last digit identifies whether the course is offered normally in the odd (odd number), even (even number) or in both the semesters (zero). The middle digit could be any digit.

MA101 Mathematics offered in the first Semester

EH102 Humanities offered in the second Semester

AS304 Architectural Design offered in the sixth semester

## **RU-2 Attendance**

Attendance is marked for each course. While 75% attendance is mandatory for writing the end semester examination in that course, students are expected to have 100% attendance. However under unavoidable circumstances students are permitted to take leave. Leave is normally sanctioned for any approved activity taken up by students outside the college covering sports and other extracurricular activities. Leave is also permitted on medical grounds or on personal exigencies. Leave of absence for all these is limited to 25% of the academic contact hours for the course.

In case of long illness or major personal tragedies/contingencies the college Principal can relax the minimum attendance requirement to 60%, to write the end semester examination. This is permitted for one or more courses registered in the semester. Principal shall keep all records which led to his decision on attendance, for verification by the Academic Auditor. However this concession is applicable only to any two semesters during the entire programme. In case of prolonged illness, break of study is permitted as per RU-3.

## **RU-3 Break of Study**

A student is permitted to have a break of study.

- i. In case of accident or serious illness needing prolonged hospitalization and rest.
- ii. In case the student has a bright idea and would like to initiate a start-up venture or develop a new product.
- iii. In case of any personal reasons that need a break in study.

For break of study due to illness, student should submit all necessary medical reports together with the recommendation of the doctor treating him giving definite reasons for break of study and its duration. Before joining back the student should submit the fitness certificate from the doctor who treated him.

Students who want to initiate a start-up venture or a product development, have to submit a project report, clearly indicating the purpose, action plan, Archncinal details, funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a Archnocrat and a bank executive and take an appropriate decision based on the team's recommendation. In the semester system followed by the University, break of study for an academic year is preferred over a semester break.

Students who want a break in study due to personal reasons shall convince the Principal on the genuine need for it by giving authentic evidence for the same.

**RU-4 Leave of Absence**

Students who want to take leave under RU2 have to submit a leave letter to the teacher conducting the course. This letter is to be forwarded to the Head of the Department with recommendation of the teacher indicating the total leave of absence the student has so far availed. Leave is to be sanctioned by the Head of the Department. For medical leave over three days, medical certificate indicating the need for leave is required. After any medical leave exceeding five instruction days, on rejoining, the student has to produce the fitness certificate given by the doctor.

**RU-5 Ragging**

Ragging of any nature is a criminal and non-bailable offence. Involvement in ragging shall lead to stringent punishment, including imprisonment as per the law of the land. A student, whose involvement in ragging is established, shall be summarily dismissed from the college. Each student of the Institute, along with his/her parent, is required to give an undertaking in this regard and the same is to be submitted at the time of registration.

**Addendum:-**

**1) Calculation of SGPA/CGPA**

Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows.

$SGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$  where  $C_i$  is the credit assigned for a course and  $GP_i$  is the grade point for that course. Summation is done for all courses registered by the student in the semester. Here the failed courses are also accounted.

$CGPA = \frac{\sum(C_i \times GP_i)}{\sum C_i}$  where  $C_i$  is the credit assigned for a course and  $GP_i$  is the grade point for that course. Summation is done for all courses registered by the student during all the semesters for which the CGPA is needed. Here the failed courses are also accounted. CGPA of all courses passed may also be given.

CGPA for the B. Arch programme is arrived at by considering all course credits that are needed for the degree and their respective grade points.

**2) Student Activity Points**

The University will list out the activity points.