

TKM COLLEGE OF ENGINEERING

(Government Aided and Autonomous)

Celebrating 60 years of excellence



B. Arch Academic Regulations 2023

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PREFACE

TKM College of Engineering is pleased to launch its new undergraduate curriculum for Bachelor of Architecture program. It aims to promote a comprehensive and rigorous education that focuses on knowledge, skills and values that are consistent with the science and application of the discipline of architecture. Efforts are made to foresee the future expectations from Architecture education to meet the upcoming challenges adhering to the Council of Architecture Minimum Standards of Architecture Education 2020 and NEP 2020 guidelines.

The Curriculum aims to expose students to the theoretical and practical aspects of the discipline, and provide them with an experience of the latest technologies and tools used in the industry. At the core of this curriculum lies a strong emphasis on architectural design, the history and theory of architecture, building science and technology, and professional practice. These foundational elements are carefully integrated with emerging areas such as sustainable design, digital technologies, and interdisciplinary collaboration to provide students with a holistic understanding of architecture in the contemporary world.

The curriculum is structured in a progressive manner, allowing students to develop their skills and knowledge incrementally over the course of their undergraduate studies. Studio-based learning forms the backbone of the program, enabling students to engage in hands-on design exercises, problem-solving, and critical thinking. The integration of advanced technologies, such as computer-aided design (CAD) software, building information modeling (BIM), and sustainable design tools, ensures that graduates are well prepared to navigate the complexities of the modern architectural profession. Moreover, this curriculum recognizes the significance of ethical considerations, professional responsibilities, and leadership development. It encourages students to reflect on the social and ethical implications of their design decisions, fostering a sense of responsibility towards the well-being of individuals and communities. Additionally, opportunities for professional internships and research experiences enable students to gain real-world exposure and contribute to the advancement of the field. As we embark on this educational journey, we are committed to nurturing a new generation of architects who will shape a sustainable, inclusive, and inspiring built environment for generations to come.

The rules and regulations stated here shall be called the TKM College of Engineering (Aided and Autonomous) academic regulations for B. Arch program, 2023. The regulations will be applicable to students admitted to the B. Arch program of TKM

College of Engineering (Aided and Autonomous) from 2023 admission onwards. The Academic Council of TKM College of Engineering shall decide curriculum of the program under this regulation.

1. Preamble	
23R1.1	These regulations are applicable to the B. Arch (Regular) Degree program conducted in TKM College of Engineering, Kollam-5 affiliated to the APJAKTU from the Academic Year 2023-24 onwards
23R1.2	The provisions contained in these regulations shall govern the policies and procedures on the admission and registration of students, imparting instructions of course, conduct of the examination, evaluation, certification of students' performance leading to the award of B. Arch Degree.
23R1.3	These regulations for the B. Arch Degree program along with all the amendments thereto, shall be binding on all students undergoing the said B. Arch Degree program conducted in college from the Academic Year 2023-24 onwards.
23R1.4	These regulations, as amended from time to time shall be binding on all parties concerned, including the Students, Faculty, Staff of the College.
23R1.5	The College has the right to modify the regulations from time to time.
23R1.6	In all matters related to the regulations, the decision of the College and its interpretation given by the Academic Council shall be final and binding.
23R1.7	<i>Nomenclature of the programs:</i> The College uses the nomenclature for the Degree programs as specified by the Affiliated University, and the Degree Certificates issued by the University to their awardees bear the name of the College as well. Therefore, the nomenclatures and their abbreviations given below, shall continue to be used for the Degree programs offered by the College: UG Level: (i) Bachelor of Architecture (B. Arch)
2. Admission	
23R2.1	The University or the competent statutory authority for admissions from time to time shall decide admission policy, eligibility for admission and admission procedure.
23R2.2	If at any time after admission it is found that a candidate has not fulfilled any of the requirements stipulated by the University or the statutory body concerned, the Principal may revoke the admission of the candidate and report the matter to the Academic Council of the college /University.
23R2.3	No student shall be permitted, under any circumstances, to change the branch/stream to which he/she is admitted by the competent authority for admission.
23R2.4	A student admitted to this institute shall continue studying in that institute till the completion of the course, unless he/she is permitted an inter college transfer as per 23R11.1
3. Structure of B.Arch. program.	
23R3.1	The duration of the B.Arch. Program shall be 5 years (10 semesters).
23R3.2	The maximum duration shall be eight academic years spanning 16 semesters.
23R3.3	Every academic year shall have two semesters "1st July to 31st December (Odd semester)" and "1st January to 30th June (Even semester)". Each semester shall have minimum of 72 working days. The vacation of the faculty and staff shall be as per the Government orders from time to time.

23R3.4	The curriculum and syllabi for the B.Arch program must be approved by the Academic Council. Syllabus for any course shall be normally modified/ updated based on the arising requirement. However, innovative elective courses can be included as and when required, on the recommendations of the respective Board of Studies and subject to the approval of the Academic Council. All revisions shall be based only on the recommendations of the Board of Studies concerned.																							
23R3.5	Course Credit: The academic programs of the Institute follow the credit system. The general pattern is as below: <table><tr><th>Classification</th><th>Credit assigned</th></tr><tr><td>1 Hour Lecture (L) per week</td><td>1 Credit</td></tr><tr><td>1 Hour Tutorial (T) per week</td><td>1 Credit</td></tr><tr><td>1 Hour Studio/ Practical (P) per week</td><td>1 Credit</td></tr></table>				Classification	Credit assigned	1 Hour Lecture (L) per week	1 Credit	1 Hour Tutorial (T) per week	1 Credit	1 Hour Studio/ Practical (P) per week	1 Credit												
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23R3.5.1	The curriculum of the B.Arch. program shall have 260 academic / learning credits.																							
23R3.5.2	Course categories based on content delivery: Courses in the curriculum are categorized into 2/3/4/8/9/10/12/15 credit courses based on the chosen content delivery method and the desired depth of the course. The delivery methods include Theory-only, Theory with tutorial, Theory with practicals including drawing, Architectural Design studio, seminar etc. The L-T-P-S notation for each course signifies the allocation of hours for content delivery in terms of Lecture (L), Tutorial (T), Practical (P), and Self Study hours (S) per week, as well as the credit earned from the course. Apart from the lectures, tutorials, practical/practice and the studio hours for learning, the curriculum offers self-learning hours(S) that indicate the number of hours students are expected to spend for activities that should be completed outside the class. It is defined by the faculty handling courses, for the activities to support learning initiated by the students themselves with/ without guidance or direction from tutors. For each course Self learning hours per week is calculated as: $S= (L*1+T*0+P*1)$ Thus, the L-T-P-S-C for each course indicates the number of hours delivered as Lecture (L), Tutorial (T), Practical (P), Self-study hours (S) and the total instructional delivery indicated as Credits (C). $C = L + T + P$																							
23R3.6	Every course of B.Arch. program shall be placed in one of the five knowledge segments prescribed by COA, as listed in the table below: <table><tr><th>Sl.no</th><th>Knowledge Segment/ Category</th><th>Code</th><th>Credits C (%)</th></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr><tr><td> </td><td> </td><td> </td><td> </td></tr></table>				Sl.no	Knowledge Segment/ Category	Code	Credits C (%)																
Sl.no	Knowledge Segment/ Category	Code	Credits C (%)																					

	1	Professional Core Courses (PC)		140 (54%)
	1.a	Architectural Design	ARD	
	1.b	Architectural Studies	ARS	
	1.c	Architectural Theory	ARS	
	2	Building Science and Applied Engineering (BS)		62 (24%)
	2.a	Building Construction	ARB	
	2.b	Basic and Building sciences	ARC	
	2.c	Applied Engineering	ARC	
	3	Elective Courses (EC)	ARE	24 (9%)
	4	Professional ability enhancement courses (PAC)	ARP	26 (10%)
	5	Skill enhancement courses (SEC)	ARK	8 (3%)
	Total Academic Credits			260

23R3.7	Every course of B. Arch program shall be categorised as detailed below. PROFESSIONAL CORE COURSES (PC): Architectural Design Courses: Basic Design, Architectural Design, Architectural Design Thesis. Architectural Studies courses: Architectural Graphics and Visual Arts, Geometrical drawing, Carpentry and Model Making Workshop, Landscape design and Site Planning and Interior Design. Architectural Theory Courses: Theory of Architecture, History of Architecture and Culture, Estimation and Valuation, Urban Design, Housing. BUILDING SCIENCE AND APPLIED ENGINEERING (BS) Building Construction Courses: Building Materials and Construction Techniques, Climate and Built Form, and Working Drawing. Basic and Building Sciences Courses: Mathematics for Architectural Applications, Building Services Applied Engineering Courses: Theory of Structures, Surveying and Levelling. ELECTIVE COURSES (EC): Professional Electives and Open Electives PROFESSIONAL ABILITY ENHANCEMENT COURSES (PAC): Internship or Practical Training, Material Study/ Critical Analysis/ Market survey, Research Methodology, Professional Practice, Project Management, Seminar SKILL ENHANCEMENT COURSES (SEC): Communication Skills & Techniques for Architecture, Computer studio
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	and digital art, Computer Applications I and II
23R3.7.1	Professional Core (PC): Courses listed under Professional Core of a curriculum are program specific. Students have to complete all the courses listed under PC to become eligible for the degree.
23R3.7.2	Elective Courses (EC) Professional Elective: Refers to a set of courses that are more advanced or applied to a specialized sub-area than the basic courses a student studies as part of program core courses. Open Elective course: Refers to the course that the student shall mandatorily opt from the departments other than the one he/she is pursuing for the under graduate studies. It is intended to encourage cross and multidisciplinary learning. It can be a MOOC course also. The candidate shall produce the certification issued by the MOOC conducting agency in proof of credit attainment before the commencement of the ESE of the 9th semester.
23R3.7.3	SKILL ENHANCEMENT COURSES (SEC): Courses aim at development of communication skills, computer and software training skills for application in their design.
23R3.7.4	3 credits of Elective course (EC) in the 10th semester can be earned through MOOCs recommended by the Board of studies and approved by the Academic Council, and satisfying clause 23R3.10. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment before the commencement of the ESE of the 10th semester. 3 credits of EC in the ninth semester corresponding to a Management course has the option of being completed as a MOOC course in addition to electives being offered by the department. The candidate shall produce the certification issued by the MOOCs conducting agency in proof of credit attainment before the commencement of the ESE of the 9th semester in this case.
23R3.7.5	Internship/ Practical Training: During their tenure in the institution, students get exposure to an academic environment that is different from their future work environment, viz. industry, wherein they are expected to be placed. To get this exposure, every B. Arch student shall have to mandatorily undergo six months of internship, or one semester of approximately 16 working weeks, in the seventh semester, in a reputed architectural firm with no less than five years of existence, under a registered architect with at least five years of practice after registration with CoA. The organization for Internship shall be selected/decided by the students in consultation with the senior faculty advisor.
23R3.8	Credit per semester shall not be less than 15 and cumulative credits shall not be less than 260.
23R3.9	Medium of Instruction: The medium of instruction shall be English. All examinations, project/seminar reports, and presentations shall be in English.
23R3.10	The MOOCs shall be considered only if it is conducted by the agencies like AICTE/NPTEL/SWAYAM or NITTTR and it should have a proctored online /offline end semester examination.

23R3.10.1	The MOOCs shall have a duration of 8/12 weeks and the content of the syllabus shall be enough for at least 36 hours of teaching for a 3 credit course.
23R3.10.2	The students can undergo the MOOCs at their convenience, but shall complete it before the registration of end semester examination of the corresponding semester.
23R3.10.3	The list of MOOCs for Tenth semester elective course shall be recommended by the respective BoS and approved by the Academic council.
23R3.10.4	The MOOCs for the ninth and tenth semester EC shall be approved for earning credits if its contents do not have more than 40% of overlap with any of the core/elective courses in the concerned discipline or with any of the open elective course the student has opted during the B. Arch program.
23R3.10.5	The Institution shall award the credit weightage mentioned in the curriculum of the program for students on successful completion of the MOOCs for purpose mentioned in 23R3.10.3 .
4. Course Registration and Enrollment	
23R4.1	Except for the first semester, registration and enrollment shall be done at the beginning of the semester as per the schedule and procedure announced by the Institution.
23R4.2	A student shall be eligible for enrolment if he/she completely satisfies the minimum requirement to continue the program only if i) he/she has cleared all the dues in the Institute, hostel & library up to the end of the previous semester ii) he/she is not debarred from enrolment by a disciplinary action of the Institute iii) he/she has paid all the tuition fees and all other relevant fees, if any, prescribed by the Institution.
23R4.3	Students shall complete formalities like teaching evaluation of the courses registered in the previous semester etc., if any, as notified by the Institution before the registration to a semester.
5. Structure of a Course and Syllabus	
23R5.1	The entire syllabus should be divided into four or five modules, with description of the topics in each module, that can be covered in 24/36/48/96 hours for 2/3/4/8 credits respectively in a semester.
23R5.2	The syllabus of each course shall have a course code, course title, course delivery mode (L-T-P), Self-study hours (S), and credits assigned to that course (C) as per 23R3.5 . It will have preamble of the course, prerequisites, course objectives, expected course outcomes, Course Outcome - program Outcome mapping, lesson plan with expected duration needed to cover the syllabus, suggested text books, reference books, assessment pattern and question paper pattern.
23R5.3	The Syllabus of each course shall be recommended by the BoS of the respective department and approved by the Academic council. The Academic council subsequent to the recommendations of the respective BoS shall approve any subsequent modifications.
23R5.4	Structure of Course Code:

Each course offered by the department will be identified by a unique Course Code consisting of eight alpha numeric characters represented as YYXXCSNN, which can be interpreted as: **YY** – Regulation Year, **AR** – Architecture Department offering the Course, **C** - Category Code, **S** – Semester Number (it can have a number from 1 to 10) **NN**- Course Sequence Number

For eg: 23ARS303; 23 is regulation year, AR is Architecture department offering the course, S is category code for Architectural studies, 3 is third semester and 03 is the sequence of the subject in the semester.

Every subject offered by other departments will be represented as YYAXCSNN where YY is regulation year, A is for Architecture department, X is for the other department offering the course or a humanities or basic sciences course, C is the category code, S is for semester and NN is the Course Sequence Number.

23ACC405 - 23 is regulation year, A is for Architecture department, C is for Civil Department offering the course, C is category code for Applied Engineering, 4 is fourth semester and 05 is the sequence of the subject in the semester.

YYARXSNN (for courses offered by Architecture Department)					
YY	AR	X	S	NN	
Regulation Year	Department offering the course	Course category code	Semester Number	Serial No. of course in a semester	
23 for year 2023	Architecture	D – Architectural Design S – Architectural Studies B – Building Construction, Climate and Built Form C – Basic Sciences and Applied Engineering E - Elective P – Professional Ability Enhancement course K – Skill Enhancement course	1-10	01 02 03 etc.	
YYAXCSNN (for courses offered by other departments)					
YY	A	X	C	S	NN

				X is department offering the course			
	23 for year 2023	Architecture Department	C- Civil E- Electrical M- Mechanical B- Humanities and Basic Sciences	C- Basic sciences and Applied Engineering courses	1-10	01 02 03 etc.	

6. Academic Monitoring and Student Support.

23R6.1	There shall be one senior faculty advisor (SFA) for a batch in the department and a faculty advisor (FA) each for 40 students. The Principal shall assign a regular faculty member with minimum of five years of experience as the SFA, as recommended by Head of Department.
23R6.2	The documents regarding all academic and nonacademic matters of students under an advisory group shall be kept under the custody of Faculty Advisor/Senior Faculty Advisor.
23R6.3	All requests/applications from a student or parent to higher offices are to be forwarded/ recommended by his/her Faculty Advisor/Senior Faculty Advisor. Students and parents shall first approach their Faculty Advisor/ Senior Faculty Advisor for all kinds of advices, clarifications and permissions on academic matters. It is the official responsibility of the institution to provide the required guidance, clarifications and advice to the students and parents strictly based on the prevailing academic regulations.
23R6.4	The SFA shall arrange separate or combined meetings with advisors, course faculty, parents and students as and when required and discuss the academic progress of students under their advisory group. The Senior Faculty Advisor/ Faculty Advisor shall also offer guidance and help to solve the issues on academic and non-academic matters including personal issues of the students in their advisory group. Advisory meetings shall preferably be convened: 1. Immediately after the commencement of the semester. 2. Immediately after announcing the marks of first internal evaluation test. The internal marks, activity points earned during the semester and eligibility of attendance shall be uploaded in the academic management system of the institute. Any concerns raised by the students regarding attendance and internal marks and activity points shall be looked into in the combined meetings of advisors, course faculty and the students concerned. The Principal/ HoD shall ensure the proper redressal of the concerns raised by the students regarding internal assessment and attendance. The FA/SFA shall be the custodian of the minutes and action taken reports of the advisory meetings.

23R6.5	The SFA shall get the minutes and action taken reports of advisory meetings approved by the Head of Department and the Principal. It shall be the duty of the HoD and the Principal to produce it before the statutory body as and when required.
23R6.6	The FA/SFA shall keep a hard copy of the consolidated statement of attendance, activity points and internal marks of the students in their advisory group. It shall be kept with the HoD without fail for all sorts of inspections.
23R6.7	Regular communication with the parents of students in respect of progress in academic matters and other general issues shall be the responsibility of the Senior Faculty Advisor/ Faculty Advisor.
23R6.8	The Principal shall inform/forward all regulations, guidelines, communications, announcements etc. issued by the statutory body/University regarding student academic and other matters to the HoDs/ Senior Faculty Advisors for information and timely action.
23R6.9	It shall be the official responsibility of the Principal to arrange necessary orientation programs to the HoDs, SFAs and SAs regarding student counseling, the prevailing University norms, regulations, guidelines and procedures on all academic and other University related matters
7. Academic Auditing	
23R7.1	There shall be academic auditing in each department at stipulated intervals. The academic auditing shall be conducted by an Internal Quality Assurance Cell (IQAC) within the college in association with Department Quality Assurance Cell (DQAC) of each department. The Internal Quality Assurance Cell (IQAC) shall oversee and monitor all the academic activities including all internal evaluations and examinations. The IQAC shall prepare academic audit statements for each semester at regular intervals. These reports shall be presented to the Principal for the consideration of the statutory bodies concerned. Academic auditing shall cover: - 1. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal examinations, internal evaluation, maintenance of laboratory experimental setups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation. 2. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students. 3. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic, environment, learning ecosystem, academic accountability, academic achievements and benchmarking. 4. The audit shall also cover the quality criteria prescribed by NBA/NAAC/ CoA.
8. Assessment	
23R8.1	There shall be End Semester Examinations (ESE) in every semester for all courses as prescribed under the respective curriculum. The End Semester Examinations shall be conducted by the College for all theory-based and theory cum drawing based subjects under

	group II and III. Semester classes shall be completed at least ten days before the commencement of the End Semester Examination.																																							
23R8.1.1	The End Semester Examinations (ESE) shall be held twice a year – May/June session (for even semesters) and November/December session (for odd semesters). However, the End Semester Examinations of the VIII and IX Semesters shall be conducted in both sessions.																																							
23R8.1.2	Candidates in each semester shall be evaluated both by Continuous Internal Assessment (CIA), External Jury (EJ), and End Semester Examinations (ESE). The distribution of marks between Continuous Internal Assessment (CIA), Internal Jury (IJ)/External Jury (EJ), and End Semester Examinations (ESE) in percentage shall be as below: <table><tr><th>Group</th><th>Course</th><th>CIA</th><th>IJ/EJ</th><th>ESE</th></tr><tr><td>I</td><td>Basic Design /Architectural Design</td><td>50%</td><td>50%</td><td>Nil</td></tr><tr><td>II</td><td>Theory cum studio/Drawing</td><td>50%</td><td>Nil</td><td>50%</td></tr><tr><td>III</td><td>Theory Courses</td><td>40%</td><td>Nil</td><td>60%</td></tr><tr><td>IV</td><td>Workshop/Practical/Lab</td><td>100%</td><td>Nil</td><td>Nil</td></tr><tr><td rowspan="4">V</td><td>i) Thesis and Viva-voce</td><td>50%</td><td>50%</td><td rowspan="4">Scheme of assessment given separately for Group V courses with the syllabus,</td></tr><tr><td>ii) Internship or Practical Training</td><td>Nil</td><td>100%</td></tr><tr><td>iii) Critical Analysis, Material Study/ Market Survey</td><td>Nil</td><td>100%</td></tr><tr><td>iv) Seminar</td><td>100%</td><td>Nil</td></tr></table>	Group	Course	CIA	IJ/EJ	ESE	I	Basic Design /Architectural Design	50%	50%	Nil	II	Theory cum studio/Drawing	50%	Nil	50%	III	Theory Courses	40%	Nil	60%	IV	Workshop/Practical/Lab	100%	Nil	Nil	V	i) Thesis and Viva-voce	50%	50%	Scheme of assessment given separately for Group V courses with the syllabus,	ii) Internship or Practical Training	Nil	100%	iii) Critical Analysis, Material Study/ Market Survey	Nil	100%	iv) Seminar	100%	Nil
Group	Course	CIA	IJ/EJ	ESE																																				
I	Basic Design /Architectural Design	50%	50%	Nil																																				
II	Theory cum studio/Drawing	50%	Nil	50%																																				
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	ii) Internship or Practical Training	Nil	100%																																					
	iii) Critical Analysis, Material Study/ Market Survey	Nil	100%																																					
	iv) Seminar	100%	Nil																																					
23R8.2	The CIA is maintained through the duration of course in a day-to-day basis and is done by the faculty member facilitating the course. In order to evaluate the different skills acquired by a student, the continuous learning assessments are appropriately performed through periodic tests, assignments, presentations, surprise tests, seminars, multiple choice quizzes, field visits, case-study, group activities, debates, conference papers and other suitable tools devised by the course tutor. The faculty member(s) concerned shall carry out the CIA for the courses allotted to him/her and should perform the learning assessments in the following perspectives with respect to all courses: • Evaluation with respect to knowledge • Evaluation with respect to Understanding • Evaluation with respect to skills • Evaluation with respect to Applications and/or • Higher Order Thinking Skills For the Practice part of a course or a pure Practice (Laboratory/Practical) course; due weightage for carrying out experiments, such as observations, collection of data, analysis, interpretation of results, inferences and also timely submission of record work done would all carry due weightage based on the type of laboratories and the course.																																							
23R8.2.1	Continuous Internal Assessment (CIA): The Continuous Internal Assessment shall be based on the day-to-day work, periodic tests, and																																							

assignments (minimum three for theory-based subjects). The faculty member(s) concerned shall carry out the Continuous Internal Assessment (CIA) for the course allotted to him/her. The CIA marks for individual subjects shall be computed by giving weightage to the following parameters unless otherwise specified in the curriculum.

The scheme of evaluation of CIA is as follows:

Group I - Basic Design and Architectural Design

Attendance -10%

Design Assignments/Reviews - 90%

Group II - (Theory cum Studio/ Drawing Courses) Building Materials and Construction, Geometrical Drawing, Architectural Graphics and Visual Arts, Interior Design

Attendance -10%

Tutorials/Assignments - 60%

Two internal tests or one test and portfolio/viva, each having equal weightage - 30% (15+15)

Group III (Theory-based subjects)

Attendance - 10%

Tutorials/Assignments (minimum 3) - 30% marks.

Two Series Tests each having equal weightage - 60% (30+30)

Group IV (Workshops/ Practical/Lab) Communication skills and Techniques for Architecture, Carpentry and Model making workshop, Computer studio and digital art, Computer Applications I and II

Attendance -10%

Presentation/ demonstration (Course work) - 40%

Marks for Report/Record - 25%

Final Test & Viva Voce - 25%

The CIA marks for the attendance for each theory, practical and drawing shall be awarded in full, only if the candidate has secured 90% attendance or above in the course. If a student has attendance for a course below 90%, reduction in the marks for the attendance shall be made proportionally. The CIA marks obtained by the student for all courses in a semester are to be published at least 5 days before the commencement of the ESE. Duty leave shall be accounted for awarding the internal marks for attendance. Retest shall be permitted to the students who could not appear for the internal tests due to genuine grounds.

Group V(i) Thesis and Viva Voce

Students of the B.Arch. Degree course are required to prepare an Architectural Design Thesis during the tenth semester of the B.Arch. Degree program under the guidance of the faculty appointed by the department. A department Thesis committee is to be formulated with the Head of the Department, Staff Advisors, Thesis coordinator and senior faculty as members in order to oversee the proper conduct of the thesis in the department. This shall be independent of the thesis evaluation committee.

Continuous internal assessment

The department shall set up an internal evaluation committee consisting of the guide, and two faculty members from either the department or

academician or practicing architect registered with Council of Architecture, incorporated under the Architect's act 1972 and with minimum of five years of experience. The internal evaluation committee periodically through four reviews shall assess the progress of thesis work.

The weightage for each stage review shall be normally as follows.

	Continuous progress	Stage Review	
	Guide	Guide	Jury
Review 1 (25 %)	5%	5%	15%
Review 2 (25 %)	5%	5%	15%
Review 3 (25 %)	5%	5%	15%
Review 4 (25 %)	5%	5%	15%

A candidate who fails to secure a minimum of 40% marks in each review stage i.e., Guide mark and Jury mark put together, will be given a supplementary review chance on the date announced by the department. There shall be only one supplementary review chance for each stage. The marks improved for a stage by appearing in a supplementary chance will be limited to 50% for that stage. The supplementary chance shall be conducted within two weeks after the stage review. Students are required to obtain 40% marks combining the four stages of reviews to become eligible for the external jury, failing which he/she has to repeat with the next immediate batch.

Group V (ii) Practical Training, Critical analysis, Material study/ Market survey

As per the B. Arch curriculum, students shall undergo practical training for one semester i.e., in the seventh semester of the B. Arch program. The training shall be under a registered architect having a minimum of five years of experience and approved by the institution. The duration of practical training shall be six months or a semester of sixteen working weeks. 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 50% marks have to repeat the practical training.

Group V(iii) Seminar

Interim presentations 2 nos. -20%+20%

Final presentation with technical paper/ report 60%

Each student has to take up a dissertation on the topic approved by the Institution during his or her ninth semester of study. The evaluation of the project will be done in stages. There will be two progress evaluations each carrying 20 marks, and a final evaluation (presentation and technical paper) of the project for 60 marks at the end of the 9th semester. The project coordinator and two other faculty members of the same institute form the members of the two progress evaluations. The final evaluation will have two examiners from the department or an external member as examiner.

Scheme of Evaluation is as follows: Two progress assessments 20% each (internal), Final review evaluation 60 % (conducted by the Institute). Pass minimum for the course is 50% marks (two progress evaluations and final review evaluation put together). Those students who fail to obtain 50% must

	work further and appear again for the final assessment on a specified date, before the thesis jury examination of the 10th semester.
23R8.3	Jury Examinations for Basic Design/ Architectural Design courses shall be conducted by the institution by observing the following norms: Eligibility: The eligibility criteria for appearing in the Jury Examination are as follows:- • The student should have 75 % semester attendance in the Architectural Design course. • 40% for the Continuous Internal Assessment (CIA) in the course • No pending disciplinary action against the student. • The Provision of condonation for attendance is applicable as per the Institution norms. CIA marks and Attendance of Basic Design/ Architectural Design courses are to be published one day prior to the design portfolio submission with the details of students who satisfied the eligibility criteria to appear for the Regular Jury. The students who have not satisfied the requirements of the eligibility criteria other than the CIA marks are not eligible to appear for regular or supplementary jury and will be declared as 'FE'. Roll up Documents for Jury: All Assignments of Basic Design/ Architectural Design in the form of a portfolio and other relevant documents as instructed by the institution shall be submitted as Roll up Documents on the previous working day prior to the commencement of the Jury within the scheduled time in order to be eligible for appearing for the Jury. Students who fail to submit within the scheduled time shall be penalized appropriately, with submission permitted until the start of the jury examination and fine can range from a minimum of Rupees One thousand to a maximum of Rupees Five Thousand, as decided by the DMC (Department Management Committee). Chairperson: The head of the department shall appoint a senior Faculty member as Chairperson to facilitate smooth conduct of the Jury examinations of each semester. As far as possible the Chairperson of a regular Jury Examination and its supplementary Jury Examination shall be same. Panels of Examiners: The Chairperson shall appoint panels of two examiners, each consisting of either one Internal Examiner and one External Examiner or both can be Internal Examiners. All examiners shall have valid CoA registration and external examiners shall have a minimum of five years of experience after the registration with CoA. The Internal Examiner shall be a Faculty member from TKMCE. The External Examiner for Odd semesters shall be a faculty member of TKMCE or other teaching institutions or an Architect from the Industry. The External Examiner for Even semesters shall be an Architect from the Industry or a faculty member of other teaching institutions. HoD shall ensure that the examiners appointed are not involved in awarding the Internal Assessment marks for the course.

	HoD shall ensure that the examiners in the panel appointed for a Supplementary candidate are not the examiners for his/her regular chance for that course.
23R8.3.1	Pass Requirements: Pass minimum for Basic Design/ Architectural Design courses will be 40% for the Continuous Internal Assessment (CIA) and Final Jury evaluation separately and 50% for CIA and Final Jury assessment marks put together. Result published: The result of the Basic Design/Architectural Design course should be published on the next day of jury, as Passed/Failed/Failed due to less CIA/Absent. - The result of the Candidates who have appeared for Regular Jury and satisfied the minimum pass requirements for the course to be declared as 'Passed'. - The result of the Candidates who have appeared for Regular Jury and not satisfied the minimum pass requirements for the course (50%, for CIA and Final Jury assessment marks put together) to be declared as 'Failed'. - The students who got minimum required CIA marks but have failed to submit the rolled-up documents on time to be declared as 'Failed'. - The result of the candidates not being eligible to register for regular Jury due to not satisfying the eligibility criteria of procuring 40% for Continuous Internal Assessment, but satisfied all other requirements of the eligibility criteria is to be declared as 'Failed due to less CIA'. - The result of the candidates eligible to appear for the regular jury and submitted roll up documents on time but have not appeared for the Jury due to Medical Reason or any other valid reason with the consent of the Principal/HoD will be declared as 'Absent.' Only those students who passed in Basic Design/ Architectural Design Course, of the previous semester will be permitted to register for the succeeding higher semester courses. Regular Jury: Regular Jury examinations shall be conducted after the last working day, following the institution's published academic calendar. Supplementary Jury: A Supplementary jury will be conducted after every regular End Semester Examinations but before the commencement of the immediate higher semester. Supplementary Jury exam will be conducted with a fee charged for the exam as decided by the Controller of Examinations. Registration to Supplementary Jury: All students declared as 'Failed' / 'Failed Due to less CIA'/ 'Absent' are eligible to register for the Supplementary Jury. Students eligible for supplementary jury need to register to appear for the Supplementary Jury in the institution as per the schedule published by the institution. The institution will assign faculty members to guide the students registered for the supplementary chance. The students registered for supplementary chance shall attend the additional studio hours conducted in the institution and improve the assignments and portfolio under the guidance of the faculty member

assigned. Registration for the Supplementary Jury shall be completed within 5 working days after the publication of the result of the course after the regular jury.

- a. The students with the result declared as 'Absent' will be permitted to register and appear for Supplementary Jury with the consent of the head of the department. It will be considered as their regular chance and both the CIA marks and Jury marks secured by them will be protected. In such cases, any modification to the portfolio submitted for the regular jury will not be permitted.
- b. The students with the result declared as 'Failed due to less CIA' and registered for supplementary jury shall attend the additional studio hours conducted in the institution and improve the assignments and portfolio under the guidance of the faculty member assigned. Continuous Internal Assessment marks of these students will be revised based on their performance during these additional classes. However, this will be limited to 50%. The students with the result declared as 'Failed due to less CIA' are required to secure a minimum of 40% for the Continuous Internal Assessment (CIA) to become eligible to appear for Supplementary Jury.
- c. Details of students registered for supplementary Jury and eligible to appear for the supplementary jury will be published in the institution two working days before the date scheduled for supplementary Jury.
- d. The students who have registered for supplementary Jury (except those in the category of 'Absent' shall submit improved roll-up documents on the previous working day of the Supplementary Jury. Only those students who have submitted roll-up documents on time are eligible for appearing for the Supplementary Jury. The Jury marks for supplementary chance will be limited to the minimum required for a passing Grade (i.e.50% of CIA and Final Jury assessment put together).

The chance to improve CIA for Basic Design and Architectural Design for supplementary jury will be limited to two chances throughout the entire program.

Course Repeat:

The following students have to repeat the course with a regular batch to continue the study:

1. Students who have results as 'Failed' or 'Failed due to less CIA', and have not registered for the supplementary jury, but instead chose to break the study and repeat the course.
2. Students who registered for the supplementary jury, but who failed to secure 40% CIA marks even during the additional hours provided by the institution under the guidance of faculty assigned by the institution after the regular jury.
3. Students who have failed to secure a pass result even after the supplementary jury offered to him/her.
4. Students who have registered for the supplementary jury, satisfied all

	other eligibility criteria for it, but failed to appear for the supplementary jury are not eligible to register for further higher semester courses. 5. The students who are not eligible to appear for regular or supplementary Jury and declared as 'Failed'.
23R8.3.2	External Jury (EJ) Examinations for the final semester Thesis and Viva Voce shall be conducted by the institution by observing the following norms: Institution approved panel of Experts: The head of the department shall issue an approved panel of experts from the Industry /Institute having valid CoA registration and a minimum of ten years of experience after the registration with CoA to be appointed as external examiner for conducting External Jury (EJ) for Architectural Design Thesis in the 10th semester. The head of the department shall appoint panels of two Examiners, which consists of One Internal examiner: A Faculty member from the parent Institution other than the Guide One External examiner: An Architect registered with the Council of Architecture with not less than 10 years of experience from the approved panel issued by the Institution. The head of the department shall ensure that the examiners appointed for a supplementary jury are not the examiners for his/her regular chance for that course. Pass Requirements: Pass minimum for Thesis and Viva voce course will be 40% for the Continuous Internal Assessment (CIA) and External Jury separately and 50% of CIA and Final Jury assessment marks put together. Regular Jury: A regular Jury will be conducted immediately after the course period of the semester. The students who have secured a minimum of 40% for Continuous Internal Assessment for the course, with no pending disciplinary action, and submitted roll up on time are eligible for appearing on regular Jury. Supplementary Jury: A Supplementary jury will be conducted within 3 months after the publication of the result of the regular Jury. Candidates must have appeared for Regular Jury but failed to secure 40% in Jury examination and or 50% aggregate (CIA+ Jury Examination) or absent for the Regular Jury. The students can improve the sheets for appearing in the Supplementary Jury. The sheets shall be submitted to the department on the date announced by the head of department. Course Repeat: Students are required to obtain a total of 40% marks combining the four stages of reviews to become eligible for the external jury, failing which he/she must repeat with the next immediate batch.

23R8.3.3	Core courses, Electives and Prerequisites Core Courses: 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. Electives: For electives, failure to earn credits does not necessarily require repeating the course. Instead, another elective is permitted as a replacement course recommended by the faculty advisor and approved by the head of the department. Prerequisites: A candidate will not be permitted to enroll for a semester unless he/she has passed the Basic Design/Architectural Design Course of the Previous Semester. Those students who have failed in Design studio will be given an opportunity to resubmit the portfolio in a supplementary chance before the commencement of the next semester. If the student fails to secure pass in the supplementary chance, he/she will have to repeat the Course in the next academic year. A candidate will not be permitted to enroll for the eighth semester unless he/she has successfully completed the Practical Training.
23R8.4	Students, who have completed a course but could not write the end semester examination, shall be awarded “I” Grade, provided they meet other eligibility criteria 23R8.5 . They shall register (exam registration) and appear for the end semester examination at the next opportunity and earn the credits without having to register (course registration) for the course again.
23R8.5	The main eligibility criteria for registering to the End Semester Examination for each course is 75% attendance in the course and no pending disciplinary action. Students who do not meet these eligibility criteria are awarded an FE grade.
23R8.6	The students with FE grade shall register for the courses during the normal semesters in which the courses are offered. However, students who have secured an FE grade in the eighth and ninth semesters may register for the concerned courses in the next immediately available chance.
23R8.7	A student who does not register for all the courses listed in the curriculum for a semester shall not be eligible to enroll for the next higher semester.
23R8.8	The maximum number of credits a student can register (course registration) for, in a semester is limited to 9 credits in excess of the total mandatory credits allotted in the curriculum for that semester.
23R8.9	A student will be eligible for the award of B. Arch. Degree of the University on satisfying the following requirements: 1. Fulfilled all the curriculum requirements within the stipulated duration of the program. 2. Earned the required minimum credits as specified in the curriculum for the branch of study 3. No pending disciplinary action.
23R8.10	Students registered for a course have to attend the course regularly and undergo the Continuous Internal Assessment (CIA) and appear for the End Semester Examinations (ESE). Credits for the course are deemed to be

	earned only on getting at least a pass grade 'P' or better in the composite evaluation.
23R8.11	Pass minimum for a course shall be 40% for the End Semester Examination, 40% of CIA, and 50% of CIA and ESE aggregate. If a course has both theory and practical component, then the student shall appear in the end semester examinations of both the theory and practical components and separate minimum of 40% is required for each component. For courses with only CIA and no ESE, a minimum of 50% of CIA mark is required for a P grade.
23R8.12	Sessional improvement may be availed by a student after the first chance of the regular ESE of the respective semester. Students who have secured an F grade in the first chance of the regular ESE of the respective semester may avail sessional improvement during the normal semesters in which the courses are offered. However, students who have secured an F grade in the eighth and ninth semesters may avail sessional improvement in the next immediately available chance. The maximum marks that may be awarded through sessional improvement are capped at 65% of the maximum CIA marks (e.g., 26 for the course with maximum CIA of 40 marks, and 39 for the course with maximum CIA of 60 marks).
23R8.13	Grading is based on the overall % marks obtained by the student in a course, as given in 23R8.13.1. The grade card shall only give the grades against the courses the student has registered. Semester grade card shall give the grade for each registered course, Semester Grade Point Average (SGPA) for the semester as well as Cumulative Grade Point Average (CGPA).

23R8.13.1	Grade and Grade Points		
	Grades	Grade Point (GP)	% of Total Marks obtained in the course
	S	10	90% and above
	A+	9.0	85% and above but less than 90%
	A	8.5	80% and above but less than 85%
	B+	8	75% and above but less than 80%
	B	7.5	70% and above but less than 75%
	C+	7.0	65% and above but less than 70%
	C	6.5	60% and above but less than 65%
	D	6	55% and above but less than 60%
	P (Pass)	5.5	50% and above but less than 55%
	F (Fail)	0	Below 50% (CIA + ESE/EJ) or Below 40 % for ESE or Below 50% for courses with only CIA and no ESE
	FE	0	Failed due to lack of eligibility criteria
	I	0	Could not appear for the end semester examination but fulfils the eligibility criteria.
	Classification of B.Arch Degree.	First Class with Distinction	CGPA 8.0 and above
		First Class	CGPA 6.5 and above
	Equivalent percentage mark shall be = 10 * CGPA		
23R8.14	There is no provision for improving the grade. However, the student is permitted to check the answer books of the End Semester Examination after the results are declared, on payment of the prescribed fee. Any discrepancy in evaluation could be brought to the notice of the Controller of Examination, who shall initiate appropriate action as per the Institute Examination Manual.		
23R8.15	Revaluation: The students can apply for revaluation of the answer books of the end semester examination after the results are declared. The Controller of Examination shall examine such cases and take appropriate actions based on rules available in the Institute Examination Manual.		
23R8.16	a. The I grade once awarded stays in the record of the student and is deleted when he/she completes the course successfully later. The grade acquired by the student will be indicated in the grade card of the appropriate academic year with an indication of the month and the year of passing of that course. b. 'F' grade obtained by a student will be deleted in the grade card once that course is successfully completed. The pass grade acquired by the student will be indicated in the grade card of the appropriate year with an indication of the month and the year of passing. The CGPA will be accordingly revised.		

23R8.17	Grade cards shall be made available in the student login for the registered courses, in every semester by the institute. On earning the required credits for the degree, the Institution will issue the final consolidated grade sheet for the B. Arch program including CGPA.
23R8.18	All matters pertaining to the conduct of ESE, declaration of results, revaluation, and scrutiny will be as per the institution examination manual unless otherwise mentioned in this regulation.
23R8.19	SGPA/CGPA Calculation: Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) are calculated as follows. $SGPA = \Sigma(C_i \times G_{Pi}) / \Sigma C_i$ where 'C_i' is the credit assigned for a course and 'G_{Pi}' is the grade point for that course. Summation is done for all courses specified in the curriculum of that semester. The failed and incomplete courses shall also be considered in the calculation. $CGPA = \Sigma(C_i \times G_{Pi}) / \Sigma C_i$ where 'C_i' is the credit assigned for a course and 'G_{Pi}' is the grade point for that course. Summation is done for all courses specified in the curriculum up to that semester for which the 'CGPA' is needed. Here the failed courses shall also be accounted. CGPA for the B. Arch program is arrived at by considering all course credits that are needed for the degree and their respective grade points. For students admitted under lateral entry scheme, credits for the first and second semester courses shall not be accounted for the calculation of CGPA. Equivalent percentage mark shall be = 10 * CGPA
23R8.20	Re-admission: When the case of readmission arises from one scheme to another, respective BoS shall have to prepare the courses for credit transfer/ transitory courses. In such cases application from students addressed to Dean UG shall be forwarded to respective BoS and Academic Council shall approve the same after receiving the recommendation from BoS. .
23R8.21	Malpractices in Examination: Any act of violation of Institute directions, indiscipline, misbehavior, or unfair practice in examinations from the part of students, faculty members, staff, institution, management or any other source shall be viewed very seriously. It is the legal responsibility of the Controller of Examination to see that the examinations are conducted strictly as per the institution Examination Manual. Malpractices in examinations observed or reported by an official employed by the University/Institution, faculty member, invigilator shall be immediately reported to the Deputy Controller of Examination. The Deputy Controller of Examinations shall in turn conduct a preliminary enquiry giving the student concerned a chance to explain his/her case and forward the case with his/her preliminary enquiry report and remarks to the Controller of Examinations along with all related documents and evidences within two working days. The Controller of examination shall decide the course of action on the issue as per the prescribed norms in the Institution Examination Manual.
9.Break of Study	
23R9.1	a) A student is permitted to avail break of study:

	i) In case the student has a bright idea and would like to initiate a start-up venture or develop a product. ii) In case of accident or serious illness needing prolonged hospitalization and rest. iii) In case of any personal reasons that need a break in study. iv) For internship leading to employment. b) Break of study shall be imposed on a student due to the following reasons i) 'Debarred from study' due to any stipulated reason in the previous semester. ii) 'Pending Disciplinary Actions' against him/her from the previous semesters iii) Not registered for a semester. For break of study due to illness, student shall 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 provide funding details and future plans to the college Principal. The Principal shall evaluate the proposal by constituting an expert team consisting of a technocrat and a bank executive and take an appropriate decision based on the team's recommendation. The break of study for the start-up shall be permitted only after the 4th semester for a maximum duration of two semesters. This is however permitted only on successfully completing the courses listed out in the first two semesters. Students who require 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. Students who require break in study for 'internship leading to employment' shall produce the offer letter obtained from the employer concerned. The HoD shall verify the authenticity of the offer and submit his recommendation to the Principal in advance for approval. Only campus placed students with an annual compensation more than 6 lakhs are eligible to avail this facility. The student can avail the break of study only with the prior approval of the Principal. The Principal shall inform the details of students who availed break of study to the university. Students shall have to rejoin on the first working day of the same semester on which he/she had started availing the break of study.
23R9.2	During the Break of Studies, a student is: - Not permitted to attend any regular classes - Not permitted to stay in the 'Hostel' facility provided by TKMCE - Not permitted to participate in any of the institute level activities inside the campus. - Eligible to register for courses in which he/she might have obtained an 'I'/'FE' grade. - Eligible to reappear for the 'End Semester Final Examination' for such courses in which he/she might have obtained 'F' / 'I' grade.

10.Attendance	
23R10.1	Students are expected to attain 100% attendance for all courses. However, under unavoidable circumstances they are permitted to avail leave. Total leave of absence shall not exceed 25% of the academic contact hours for a course and 75% attendance is mandatory for registering to the end semester examination. The minimum attendance requirement of 75% allows a student the facility to use the balance 25% to account for illnesses, permitted assignments such as job interviews, inter university sports meets, inter-collegiate/inter-university competitions, accidents, unforeseen emergencies etc. The students who have less than 75% attendance will not be permitted to appear for the end semester examination. The grade for CIA only courses shall be awarded to the students only if he/she satisfies the minimum attendance of 75%.
23R10.2	On medical ground, the 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. HoD shall forward the application of students for attendance relaxation to the Principal for approval. The SFA shall keep all records which led to the decision on attendance, for verification by the IQAC/any other competent authority. This provision is applicable only to any two semesters during the entire program period.
23R10.3	The Principal has the power to grant attendance relaxation (duty leave) to the students in officially sponsored national level competitions/championships/ tournaments when called upon to do so, up to a maximum of 10%. Such students should produce the participation certificate counter signed by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extracurricular activities: within ten days of the event. The participation certificate thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the Principal shall not consider the certificate if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account. The student shall get official prior permission from the University/Institution for representing the University/Institution.
23R10.4	The Principal has the power to grant attendance relaxation (duty leave) to the students for organizing extra/ co-curricular activities, up to a maximum of 05%. Such students should produce the required documents countersigned by the University Sports Coordinator/ the Director of Physical Education in the case of sports activities and the Senior Faculty Advisor in the case of other extra/ co-curricular activities: within ten days of the events. The documents thus produced shall be forwarded to the Principal with the due recommendation of the respective Head of the Department. Under any circumstances, the Principal shall not consider the documents, if the overall attendance of the candidate is less than 60%. Late applications received shall not be considered on any account.
11.Inter College Transfer	

23R11.1	Inter college transfer shall be applicable only for regular B. Arch. students subject to the stipulations from the affiliating university promulgated time to time.
12. Migration from other Universities	
23R12.1	Migration to the institution from other Universities shall be permitted subject to the stipulations from the affiliating university promulgated time to time.
13. Grace Marks for Sports /Arts Competitions.	
23R13.1	Only bonafide, regular candidates are eligible for the award of Grace Marks.
23R13.2	The criterion for the award of Grace Marks is representing the University/Institution in officially sponsored national level competitions/championships/ tournaments when called upon to do so. The student shall get official prior permission from the University/Institution for representing the University/Institution.
23R13.3	The maximum grace marks that can be awarded to a candidate in a particular semester for all activities put together shall be 5% of the aggregate maximum End Semester Examination marks of all theory courses for which the Institute End Semester Examinations.
23R13.4	The maximum grace marks that can be awarded to a student for a theory course in a particular semester for all activities put together shall not exceed 10% of the maximum aggregate marks of End Semester Examination of the course.
23R13.5	The Grace Marks shall not be awarded to a student for Practical/ Lab/ Viva Voce/ internal assessment/ Seminar etc. even though she/he fails for the same.
23R13.6	Eligible Grace Marks shall be distributed equally on all theory papers/courses of an examination. However, redistribution of Grace Marks shall be allowed only in the case of those courses of an examination for which the candidate has passed. Redistribution is possible from passed courses to failed courses only. Redistribution of Grace Marks is not permissible from failed courses to other courses for a pass.
23R13.7	The Grace Marks shall be awarded for all theory courses in a semester.
23R13.8	Redistribution shall be done only for enabling a candidate to obtain the minimum marks required for a pass.
23R13.9	Grace Marks shall not be redistributed from one semester to another semester.
23R13.10	If the candidate does not secure the minimum marks required for a pass even after effecting redistribution, eligible moderation fixed by the respective board if any, shall be awarded to that candidate in addition to the Grace Marks for a pass.
23R13.11	Eligible Grace Marks shall be awarded for the regular examination of the performing semester only. Grace Marks shall not be awarded for supplementary examinations.
23R13.12	The performing semester shall be considered from 1st July to 31st December (Odd semester) and 1st January to 30th June (Even Semester).
23R13.13	Grace Marks shall be awarded on the basis of performance in the respective semester.

23R13.14	The request for Grace Marks shall be submitted to the Controller of Examinations through the Principal along with all relevant documents, within the time limit prescribed by the University. The request for Grace Marks received after the time limit shall not be entertained on any account.
23R13.15	Only a single highest achievement during the period of a semester shall be considered for awarding the grace marks.
14. Grace Marks for Persons with Disability (PWD)	
23R14.1	A person with disability means a person suffering from not less than 40% of any disability as certified by the Medical Board in Govt. hospitals. To be eligible for the grace marks, the certificate of disability specifying the percentage of disability shall be produced before the Principal at the time of admission.
23R14.2	The Grace Marks that can be awarded for PWD candidates shall be 25% of the marks scored by the candidate in each course at the time of finalization of the results.
23R14.3	Transfer of marks from one paper to another shall not be permitted. Fractions of marks if any, while computing the Grace Marks shall be rounded off to the next higher integer.
23R14.4	PWD candidates who are eligible for Grace Marks shall be awarded Grace Marks for regular and supplementary chances until they pass the whole examination.
23R14.5	Grace Marks shall be awarded only for the marks of the End Semester Examinations.
23R14.6	Request for Grace Marks shall be submitted to the Controller of Examinations through the HoD along with all relevant documents, within the time limit prescribed by the Institution. The request for Grace Marks received after the time limit shall not be entertained on any account.
15. Grace Marks for Paper publication/ Competition	
23R15.1	Grace mark for publication is restricted to a maximum of 10 marks. Students will be awarded 5 marks for publication, in which he/she is the author or co-author and the publication is accepted in a Scopus indexed conference and will be awarded 10 marks for publication, in which he/she is the author or co-author and the publication is accepted in a SCI/Scopus indexed journal. This is to be validated and approved by the Research Council of the Institute. Grace marks for competitions is restricted to a maximum of 10 marks. Students will be awarded 5 marks for winning state level design competitions and 10 marks for winning national/ international level competitions.
16. Degree Certificate & Provisional Certificate:	
23R16.1	Award of Degree: Upon satisfying all the conditions noted in 23R8.9 , Institution shall recommend to the affiliating university for awarding the B.Arch degree to such students. Affiliating University is the authority for awarding the degree certificate.
23R16.2	Provisional Degree Certificate & Consolidated Semester grade card: Upon satisfying all the conditions noted in 23R8.9 , institution shall issue consolidated grade card and Provisional Degree certificate for the students.

17. Transcript	
23R17.1	Transcript will be issued to students on request by paying a prescribed fee. Transcripts shall contain all the information that is mentioned in the grade sheet along with the month and year of passing of each course.
18. Transitory Provision.	
23R18.1	Notwithstanding anything contained in these regulations, the statutory bodies shall, have the power to provide by order that these Regulations shall be applied to any B.Arch program with such modifications as may be necessary.
19. Study Tour	
23R19.1	Study tour for Architecture will be conducted as per the Manual, 'Guidelines on study tour in Architecture'- (Annexure-1)

ANNEXURE I

GUIDELINES ON STUDY TOURS IN ARCHITECTURE

PREAMBLE

Educational Tours and case study visits bridge the gap between theoretical training and practical learning. Students get an opportunity to gain knowledge about the field of their interest. All relevant government orders, circulars, and guidelines from relevant authorities/ state governments/ countries, issued from time to time, shall be strictly followed for the conduct of the study tour.

SHORT TITLE AND APPLICATION

- i. This document shall be called the '*Guidelines on Study Tours in Architecture*'.
- ii. This document shall come into effect from the date of approval by the Academic Council and ratified by appropriate higher bodies.
- iii. Case study visits, site visits, documentation visits and Urban Design studies, where faculty need not accompany the students, will not be included under the purview of study tour.

GENERAL GUIDELINES FOR TOUR PROGRAMS

1. Study Tour shall be arranged according to the academic requirements and as per the norms of APJ Abdul Kalam Technological University, Directorate of Technical Education (DTE), Government of Kerala and TKM College of Engineering.
2. The study tour may be conducted during vacations or holidays, using no more than **five working days** (Ref. U.O. No. 1506/2022/KTU). It is suggested to have the tours during semester breaks.
3. Specific types of study tours are as follows:
 - a. **A one-day study** tour in either Semester 1 or 2
 - b. **South India Tour**: A minimum of three and a maximum of seven days (including travel) in either Semester 5 or 6.
 - c. **National Tour**: A minimum of seven and a maximum of 14 days (including travel) in either Semester 8 or 9.

Note: Special permissions should be taken from the concerned authorities if the tour is to a foreign country.
4. Places of educational tour can be proposed by students in consultation with the architecture design studio director/ senior Advisor/ Tour coordinator/ Head of the Department (HOD).
5. The places and buildings selected for the study tour shall be architecturally relevant (cultural centres, institutions, places of heritage, socio-cultural values, arts and crafts centres etc.)
6. Mode of Journey:
 - Rail journey is preferred for all places if possible.

- Conforming to the Government of Kerala circular, no road journey is allowed at night (between 10 PM and 5 AM).
- Tour operators recognised by the government alone should be selected for study tours. The list of tour operators recognised by the Tourism department is available on the Kerala Tourism website (No.M.(4)/700196/2022/DGE; No. E3/262/2022/TC).
- Air travel may be considered if it works out to be more cost-effective than other modes of travel.

3. PRE-TOUR GUIDELINES

1. The tour must be conducted based on the detailed tour itinerary/ tour schedule prepared by the students and approved by the Department Tour coordinator, Senior advisor of the respective batch and Head of the department.
2. The class representatives or any two members (one boy & one girl) nominated by the students with the approval of the Senior Advisor shall plan and organize the study tour with the Department Tour Coordinator and Head of the Department.
3. The names of students in various committees (transportation, food, accommodation, finance, etc) should be submitted to the department in an organized manner.
4. The Student Coordinators should submit the tour request to the college principal in the prescribed format **(Form - I)**, at **least two months** before the actual journey is planned.
5. Advance payment (ticket booking for train/ bus/ flight, accommodation or any other payment) should NOT be done before getting tour permission from the Principal.
6. **Requests for study tours must be submitted to the DTE well in advance, and the necessary permissions must be obtained.**
7. An undertaking **(Form- II)** should be signed by all participating students before they are permitted on the study tour.
8. Parents' consent letter **(Form - III)** is compulsory for all the students who are participating in the study tour.
9. Senior Advisors should submit to the Principal, through proper channel, a detailed travel plan, students list **(Form- IV)** and details of accompanying staff members. Students should also include a list of general category students, SC/ST, OEC and a separate list of boys and girls.
10. For every 20 students participating in the study tour, one staff member should accompany them. However, if the total number of students on the tour is fewer than 20, at least two staff members must accompany the group. One staff should not be below the cadre of Assistant Professor.
11. If girl students are included in the study tour, one lady staff should accompany the team (Ref. No.c5/354/03 DTE Dtd.01_09_2003).
12. The accompanying staff are eligible for duty leave and TA/DA as applicable.
13. The expenses for travel and accommodation, including separate rooms for staff, must be borne by the students.

14. Students will be granted duty leave only for study tours that have been officially approved by the college. Those students who do not participate in the study tour will have to come to college and complete assignments as required.
15. Students suffering from health problems or contagious diseases will NOT be permitted to participate in the study tour.
16. Students under suspension are not eligible for study tours.
17. A separate list of students living in the college hostel and going on the tour shall be forwarded to the office of the Chief Warden at least a week in advance in the prescribed proforma **(Form V)** recommended by the HOD and the copy thereof must be attached with the tour proposal application.
18. A route map with a detailed itinerary, including places of visit, departure and arrival times, mode of travel, accommodations, site visit details, permissions for visit to places/ institutions/ companies, a student contact list with phone numbers, accompanying staff list with contact information, tour operator details, must be submitted to the Principal with recommendation from HOD at least 30 days before the departure date.
19. The student coordinators should submit approximate expenses to be incurred during the study tour and money to be collected from each student.
20. The tour coordinators should handover the necessary details viz Student Undertaking, Parents Consent & Undertaking, List of Students, List of Hostellers **(Form-II, III, IV and V)** to the HOD at least 5 days before the departure date.
21. The tour itinerary, flight/train reservation details, details of tour operator, places of stay and permission letters for the study tour should be approved by the Senior Advisor, HOD and accompanying staff members.
22. All the tour participants should necessarily take Travel insurance.
23. The Principal is the final authority for the approval and modification of the study tour.

4. GUIDELINES DURING THE CONDUCT OF TOUR

1. The travel has to start from the College campus itself and return to the College campus within the stipulated time.
2. In case of any delay or changes in the travel plan (due to unexpected events), it should immediately be informed to the Senior Advisor, tour Coordinator and HoD.
3. The **accompanying faculty member may revise/cut short the study tour** in consultation with the Senior Advisor, Tour Coordinator and HoD at any point of time of the tour in case of occurrence of any inappropriate or unexpected incident (violation of travel plan, tour manual, misbehaviour, disobedience, accident, etc) during the tour. The decision of the accompanying staff will be final in all matters during the conduct of the study tour.
4. Students must not do anything that spoils or adversely affects the reputation and brand image of the Institute.
5. Smoking, liquor consumption, and engaging in objectionable activities are strictly prohibited during the entire tour program.
6. Students must refrain from engaging in any unlawful activities or possessing/using prohibited materials during the Study Tour. In the event of a violation, they will be held solely responsible for any legal action taken by authorities or enforcing agencies.

7. The College or Department will not be held liable for any consequences brought on by the student's disobedience or misbehaviour during the entire duration of the visit, including the journey. Disobedience of students towards accompanying staff members must be reported and will be viewed seriously and dealt with accordingly as per the University rules.
8. In case of any inconvenience/ unexpected exigency, accompanying staff may handover their charge to any other staff member and the same should be informed to HOD and coordinated accordingly.
9. Students undergoing Study tours should compulsorily carry their ID card.
10. In addition to the first aid kit in the vehicle, first aid facilities and medicines for health problems should be compulsorily stocked by the students.
11. Students will not take unnecessary risks during the visit that could jeopardize the safety of students. Individuals should avoid situations that could risk their personal security and safety.
12. If any emergency circumstance arises during the visit, the student needs to obtain permission from the accompanying staff by requesting in writing from both the student and their parent/guardian.

5. POST-TOUR GUIDELINES

1. It is compulsory that the students submit a detailed report of the study tour to the HoD. Each student will have to submit a critical appraisal of a building/ space they visited during the tour.
2. The date of submission of the tour report should not exceed one week from the date of return.

Note: In addition to the above, the norms/guidelines issued by the Government, DTE and the University from time to time are also applicable. The attention and co-operation of all students and parents are requested to ensure the effective conduct of the Study Tour.

FORM- I

REQUEST FOR STUDY TOUR /SITE VISIT

1. Branch and Semester :
2. Nature of tour : Study tour/Site visit
3. Places planned to visit :
4. Proposed (Start and End) dates of tour or visit :
5. Mode of journey : Bus only/Train only/Partially by bus and Train.
6. Total number of students in class :
7. Total number of attending students :
(Attach students list as per Form - IV)
- a. Number of Boys :
- b. Number of Girls :
8. Details of accompanying Faculty members

Sl. No.	Name	Designation	Department	Signature

9. Details of Industry from which permission obtained :
(Attach copy of permission letter)

Industry 1 :

Industry 2 :

10. Total number of days for the visit (including travel) :

a. Number of nights :

b. Number of days :

11. Total number of working days (including travel) :

a. Number of nights :

b. Number of days

Signature of Class Representatives/Tour coordinators

1. Name.....

Signature..... 2. Name.....

Signature.....

Place :

Date :

FORM - II

STUDENT'S UNDERTAKING

Sir/ Madam,

I, _____, a student of _____ (title of the program/course),
_____ (year/semester) of the Department of _____ request you to allow
me to go on an educational tour/site visit to _____ (name of place)
from ____/____/____ (date) to ____/____/____ (date).

My parents have given consent for the study tour which is attached herewith. I state
that I am healthy and not exposed to any contagious disease recently. I am going on
the study tour on my own free will and I fully understand the risk(s) involved during
such tour, and institute shall not be responsible for any untoward incident that may
occur during the course of the tour. I further undertake to behave responsibly on the
tour and obey the directions of the accompanying staff and understand that
disciplinary action may be taken if I do not follow the same.

Declaration:

I _____, do hereby solemnly verify and state that
I have read and understood the guidelines of the study tour and hereby declare that I
will be honoring the guidelines throughout the Study tour.

Verified at _____, on the _____ day of

Yours faithfully,

Signature: _____

Date:

Name: _____

Place:

TKM ID: _____

FORM III

PARENT'S CONSENT AND UNDERTAKING

Sir/ Madam,

My ward, Mr./Ms. _____ (Name of student), a student of _____ (title of the programme/course), _____ (year/semester) of Department of _____, has desired to go on a study tour to _____ (name of place) from ____/____/____ (date) to ____/____/____ (date). I hereby give my consent for the same and undertake the full responsibility of my ward's good behaviour and safety. Further, I declare that I fully understand the risk(s) involved during such a tour and that the institute shall in no way be responsible for any untoward incident during the tour.

Signature: _____

Date: _____

Name: _____

Place: _____

Relationship to ward: _____

Mobile No.: _____

Address: _____

DEPARTMENT OF _____

[illegible]

HoD

FORM – V

DEPARTMENT OF _____

LIST OF HOSTELERS GOING FOR THE TOUR

S.N o.	TKM ID	Student's NAME	Hostel	ROOM NO.	PROG RAM	SEMEST ER/ YEAR	FATHER'S NAME	Parent Phone NO.	Student Phone No.

Sr. Advisor

HOD