

## **A. PROGRAM REGULATIONS**

### **1. TITLE OF THE PROGRAM**

Undergraduate degree Program in Architecture - **Bachelor of Architecture**, abbreviated to B. Arch.

### **2. DURATION OF THE PROGRAM**

#### **2.1. Normal Duration: B. Arch.**

5 Years (10 Semesters). The Architecture Program shall be completed in a maximum period of 8 years. However, in special circumstances a candidate may be granted an extension of 1 year by the University/ Institution to complete the Program. This extension shall be given only once to the candidate.

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 3.6, pg. 02)

In case a candidate is not able to complete the Program in the prescribed duration, the University/ Institution may provide an exit option for the candidate if he/ she has completed and earned all credits for the first three years of study.

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 3.7, pg. 02)

#### **2.2. The Program structure:**

B. Arch Program consists of 4 and a half years (9 Semesters): Coursework at Institute – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> (Semester 7) and 5<sup>th</sup> Year

Half Year (1 Semester): Practical Training in a recognized architectural firm – 4th year (Semester 8) under an Architect registered with Council of Architecture for minimum 5 years.

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 3.1, pg. 01)

#### **2.3. Semester duration:**

Each semester's Program is made up of about 15 weeks – 18 weeks of working days which includes classes, related academic activities, end-semester examination process in the Courses of the current semesters.

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 3.1, pg. 01)

Any time after two weeks after declaration of the results, make-up/supplementary examinations will be conducted in the same Courses.

### **3. EDUCATIONAL PROCESS:**

#### **3.1. Program of Studies and Educational Process:**

B. Arch. Program comprises of Studio Courses, Theory Courses and Practical Training. Studio and theory Courses consist of lectures, studios and practical. Practical Training consists of working with offices as per CoA guidelines. (Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 3.1, pg. 01)

The Courses are categorized as follows;

##### 3.1.1. Studio Courses:

Architectural Design & Detailing – I, II, III, IV, V, VI, VII, and VIII

Building Construction & Materials – I, II, III, IV, V, and VI

Architectural Representation - I, II, III

Measured Drawing,

Working Drawing

Dissertation

Thesis

##### 3.1.2. Theory Courses:

Building Services – I, II, III

Survey and Levelling

History Theory & Criticism– I, II, III, IV, and V

Structures – I, II, III

Environmental Science

Climatology & Lab (Interior)

Landscape & Lab (Exterior)

Building Performance & Compliance

Computation & Data Analysis

Estimation, Specifications and Costing

Settlement Studies  
Project Management  
Research Techniques  
Professional Practice and Management  
Program Elective – I, II  
Basic Elective – I  
Advanced Elective- I, II, III.

3.1.3. Mandatory Learning Courses (MLC):

Open Electives  
Practical Training (with Study Report)

3.1.4. Audited Courses:

Audited courses are optional courses across different disciplines of MAHE that a student can take for additional learning. However, to register for a course the student need to take permission from the home institution and the faculty offering the course.

3.1.5. Conditions for Specialization/ Minors:

Students can opt for a particular niche specialization out of Five different specialization along with their B.Arch. degree in form of elective modules. A minimum of 14 credits will be required to accomplish the Minors in a particular Specialization, which will be optional. The five areas of specialization are; Interior Design, Smart Cities, Urbanism, Structures and Sustainability.

**3.2. Attendance Requirements:**

A student must maintain an attendance record of at least 75% individually in each Course. Attendance of lectures, studios, practicals and sessionals/ tests count towards the calculation of attendance percentage.

Without the minimum attendance, students are not eligible to write the End-semester examination in that Course and for subsequent grading.

### 3.2.1. Detention clause:

In case of detention due to less attendance, the student will have to undergo the particular course as per the following clauses 3.2.1.1 to 3.2.1.6. This may involve extension of the total course duration and graduation date.

#### 3.2.1.1. Architectural Design & Detailing (I-VIII)

If a student has attendance in Architectural Design & Detailing (I-VIII) LESS THAN 75% but MORE THAN 50%, he/she has to re-register for improvement studio to improve attendance and internals for the make-up examination. Refer 3.4.2

If a student has attendance in Architectural Design & Detailing (I-VIII) LESS than 50%, he/she has to re-register to repeat the coursework during the subsequent corresponding semester. He/ she will lose one academic year for the same.

#### 3.2.1.2. Thesis:

3.2.1.2.1. If a student has attendance in Thesis Studio LESS THAN 75% but MORE THAN 50%, he/she has to re-register for improvement studio to improve attendance and internals for the make-up examination. Refer 3.4.3

3.2.1.2.2. If a student has attendance LESS than 50% in Thesis Studio, he/she has to re-register to repeat the coursework during the subsequent corresponding semester.

#### 3.2.1.3. Theory Courses with end semester examination:

If a student has less than 75% attendance, then he/ she has to re-register for the course to make-up for the deficient attendance during the subsequent corresponding semester. The internal assessment marks will be based on the performance in the re-registered course. Refer 3.4.4

#### 3.2.1.4. Courses with only In-semester assessment

If a student has less than 75% attendance, then he/ she has to re-register for the course to make-up for the deficient attendance during the subsequent corresponding semester. The internal assessment marks will be based on the performance in the re-registered course. Refer 3.4.5

### 3.2.1.5. Mandatory Learning Courses (MLC):

If a student has less than 75% attendance, then he/ she has to re-register for the course to make-up for the deficient attendance during the subsequent corresponding semester. The internal assessment marks will be based on the performance in the re-registered course. Refer 3.4.47

### 3.2.1.6. Audited Courses (AUD):

If a student has less than 75% attendance, then he/ she has to re-register for the course to make-up for the deficient attendance during the subsequent corresponding semester. The internal assessment marks will be based on the performance in the re-registered course. Refer 3.4.48

## 3.3. Credit Based System:

The educational process at Manipal School of Architecture and Planning uses a Credit Based System wherein the course content is expressed in number of credits. The current syllabus follows 10-point Credit System.

### 3.3.1. Credit structure:

The B.Arch. Program has a total of 260 credits, as outlined in the table below.  
Semester-wise break-up of credits: Total Credits 260

Sr. No.	Year	Semester	Credits
1	1	1	26
2		2	26
3	2	3	28
4		4	28
5	3	5	26
6		6	27
7	4	7	28
8		8	18
9	5	9	27
10		10	26
		<b>Total</b>	<b>260</b>

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; APPENDIX-A, Clause 8.0, Note IV, pg. 10)

**3.3.2. Credit calculation:**

A student will be required to carry out assignments and self-studies which may exceed the actual number of contact hours defined for a Course.

While calculating credits the following guidelines shall be adopted

- (i) 1 lecture period/ hour shall have 1 credit;
- (ii) 2 lab/ workshop/ studio exercises/ seminar periods/ hours shall have 1 credit and
- (iii) 1 design studio/ construction studio/ project/ thesis period/ hour shall have 1.5 credits.

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; APPENDIX-A, Clause 6.0, pg. 09)

**3.3.3. Condition of clearing a semester:**

A student is deemed to have successfully completed a particular semester's Program of study when he/ she earns all the credits of that semester, i.e., he/ she has no 'F' and/or 'I' grade in any Course of that semester.

**3.3.4. Promotion to next academic year:**

Promotion of a student to next academic year is as detailed in 3.6.

**3.3.5. Eligibility for graduation:**

When a student earns the specified number of credits in each of the semester making up the course, he/she is deemed to have completed the requirements for graduation.

The pass percentage shall not be less than 50% in each Course.

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 7.4, pg. 03)

This also means, a student should have an 'E' grade or better in every Course of every semester, in order to be eligible to receive the degree.

### **3.4. Outline of Evaluation:**

The students shall be informed about the procedures followed for in-semester assessment and end-semester examination for every Course on the first day of the classes for that particular Course.

#### **3.4.1. Evaluation of Core Studio Courses: Architectural Design & Detailing (I-VIII)** **(Refer Figure 1)**

3.4.1.1. The student performance in Architectural Design & Detailing I-VIII is evaluated out of 100 marks for In-semester assessment and 50 marks for the End-semester examination. A minimum of 50% marks is required in In-semester assessment to be eligible to appear for End-semester examination.

3.4.1.2. The End-semester examination for Architectural Design & Detailing for I, III, V, VII and VIII will be conducted through Viva-voce on In-semester coursework by a jury consisting of minimum one internal examiner and one external examiner.

3.4.1.3. The End-semester examination for Architectural Design & Detailing for II, IV, VI, will be conducted through a Design Time Test, as follows;

3.4.1.3.1. Architectural Design & Detailing II and IV – 12 hours each.

3.4.1.3.2. Architectural Design & Detailing VI – 18 hours each.

3.4.1.4. The work submitted at the end of Design Time Test will be evaluated through Viva-voce by a jury consisting of minimum one internal examiner and one external examiner.

3.4.1.5. A student has to secure a minimum of 40% in End Semester examination/ Make up Examination and an aggregate of 50% to pass the course. If a student obtains 'F' grade in End-semester evaluation, he/she can appear for the respective Make-up examination and the subsequent examinations thereafter. However, if a student wishes to improve the internal marks he/ she can re-register for improvement in the subsequent corresponding semester.

### 3.4.2. Improvement studio:

- 3.4.2.1. The improvement studio will be conducted under the supervision of the respective Studio faculty. The studio is to be conducted for six weeks immediately after the announcement of In-semester marks.
- 3.4.2.2. If a student has attendance in Architectural Design & Detailing (I-VIII) LESS THAN 75% but MORE THAN 50%, he/she has to re-register for improvement studio to improve attendance and internals for the make-up examination.
- 3.4.2.3. If a student has less than 50% marks, and has attendance more than 75% in In-semester assessment, he/she has to undergo the improvement studio. Student will have to improve and resubmit the regular internal coursework for re-assessment at the end of improvement studio.
- 3.4.2.4. Students who secure minimum 50% marks in the re-assessment will be eligible to appear for Make-up examination. Students who are attending improvement studio due to attendance less than 75% but more than 50% in core studio courses need to secure minimum 75% attendance and 50% marks in the re-assessment to be eligible for make-up examination.
- 3.4.2.5. If the student is unable to obtain minimum 50% marks and/or 75% attendance even after the improvement studio, he/she will not be eligible for Make-up examination and will consequently lose an academic year. (Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 7.4, pg. 03)

### 3.4.3. Evaluation of Core Studio Course: Thesis:

(Refer Figure 1)

- 3.4.3.1. Thesis Project is evaluated for 400 marks out of which 200 marks each are for In-semester assessment and End-semester examination (viva-voce). A minimum of 50% marks is required in In-semester assessment to appear for End-semester examination. End-semester examination (viva-voce) will be conducted by a jury consisting of two external examiners and two internal examiners including Guide.



- 3.4.3.2. If a student has less than 50% marks in In-semester assessment, he/she has to appear for the improvement studio to be held immediately after the announcement of In-semester marks. The improvement studio will be held for 6 weeks and will be conducted under the supervision of the respective Guide and Institutional Panel. Student will have to improve and resubmit the regular internal coursework for re-assessment. Students who secure minimum 50% marks in the re-assessment will be eligible to appear for Make-up examination.
- 3.4.3.3. If a student has attendance in Thesis Studio LESS THAN 75% but MORE THAN 50%, he/ she has to re-register to improve attendance and internals for the make-up examination.
- 3.4.3.4. If a student has attendance LESS than 50% in Thesis Studio, he/ she has to re-register to repeat the coursework during the subsequent corresponding semester.
- 3.4.3.5. A student has to secure a minimum of 40% in End Semester examination/ Make up Examination and an aggregate of 50% to pass the course. If a student obtains 'F' grade in End-semester evaluation of Thesis – Project, he/ she can appear for the respective Make-up examination and the subsequent examinations thereafter. However, if a student wishes to improve the internal marks he/ she can re-register for improvement in the subsequent corresponding semester.
- 3.4.3.6. The course work will be guided by Individual Guide and Institutional Panel. The outcomes will be progressively evaluated by Independent Experts. Students work to be presented for End-semester and/or Make-up examinations should be authenticated and approved by respective Guide and Institutional Panel.
- 3.4.3.7. The student has to clear all Courses up to IX semester to be eligible to appear for Thesis defense in X semester.

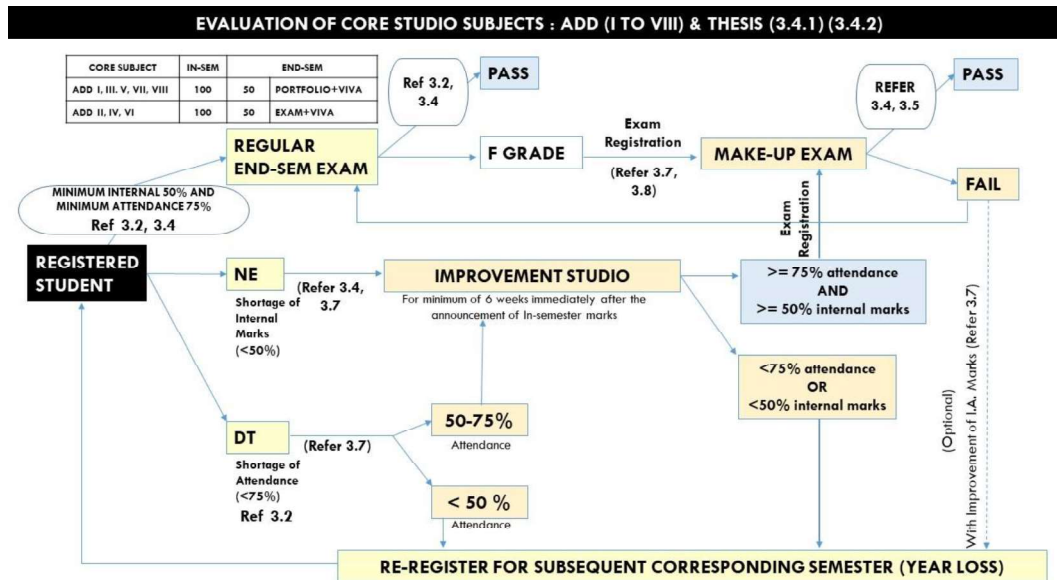


Figure 1 Evaluation of Design studio I-VIII and Thesis

### 3.4.4. Evaluation of Theory Courses with End-semester examination:

(Refer Figure 2)

- 3.4.4.1 The student performance in each Theory Course is evaluated out of a maximum of 100 marks out of which 50 marks are for In-semester assessment and 50 marks for end-semester examination. The In-semester assessment in theory Courses is based on interactive sessional, tests, assignments, quizzes, presentations, seminars, etc.

3.4.4.2 A student has to secure a minimum of 40% in End Semester examination/ Make up Examination and an aggregate of 50% to pass the course. If a student obtains 'F' grade in End-semester evaluation, he/ she can appear for the respective Make-up examination and the subsequent examinations thereafter. However, if a student wishes to improve the internal marks he/ she can re-register for improvement in the subsequent corresponding semester

3.4.4.3 If a student has less than 75% attendance, then he/ she has to re-register for the course in the subsequent corresponding semester to make-up for the deficient attendance. The internal assessment marks will be based on the performance in the re-registered course.

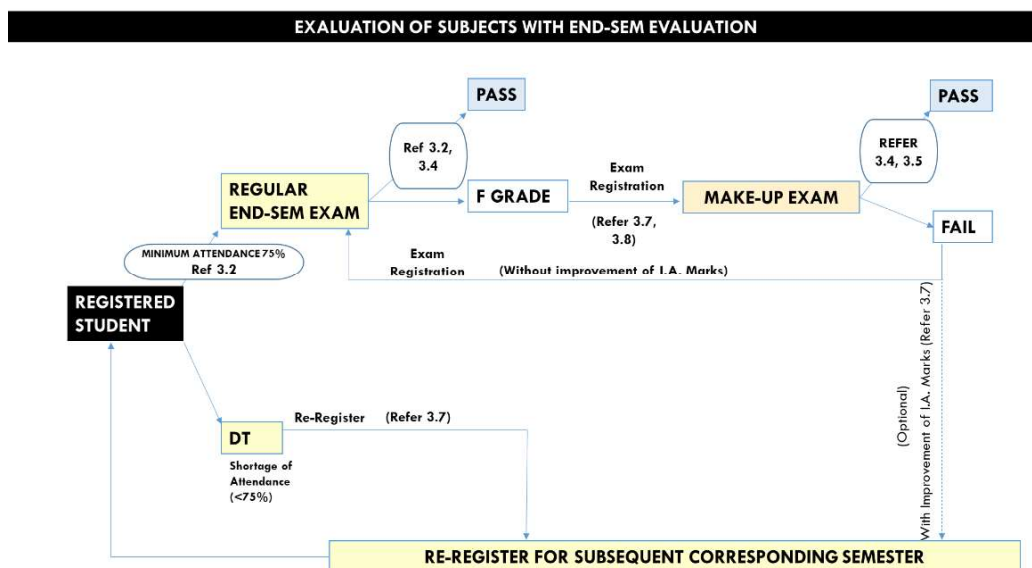


Figure 2: Evaluation of theory Courses with end semester examination

### 3.4.5 Evaluation of Courses with only In-semester assessment:

(Refer Figure 3)

3.4.5.1 The student performance in these Courses is evaluated out of a maximum of 100 marks by the concerned teachers. A minimum of 50% marks is essential to pass the Courses. There will be no

end-semester examination. The In-semester assessment of a student is based on his/ her portfolio/ tests/ assignments/ presentations.

- 3.4.5.2 If a student has less than 50% marks in In-semester assessment ('F' Grade), he/ she has to undergo the improvement coursework to be conducted for 6 weeks immediately after the announcement of In-semester marks. The improvement coursework will be conducted under the supervision of the respective Studio faculty. Student will have to improve and resubmit the regular internal coursework for re-assessment. The improvement coursework shall be applicable to studio courses only. If a student has less than 50% marks in In-semester assessment ('F' Grade) in a theory course, he/she has to re-register for the course in the subsequent semester.
- 3.4.5.3 Students with 'F' grade, even after improvement coursework, in any studio Course with only in-semester assessment should re-register for improvement of internals for those Courses during subsequent corresponding semesters whenever possible by paying the prescribed fees, fulfil all In-semester assessment marks will be based on the performance in the re-registered course and earn the minimum 50% marks.
- 3.4.5.4 If a student has less than 75% attendance, then he/ she has to re-register for the course to make-up for the deficient attendance during subsequent corresponding semester. The internal assessment marks will be based on the performance in the re-registered course.

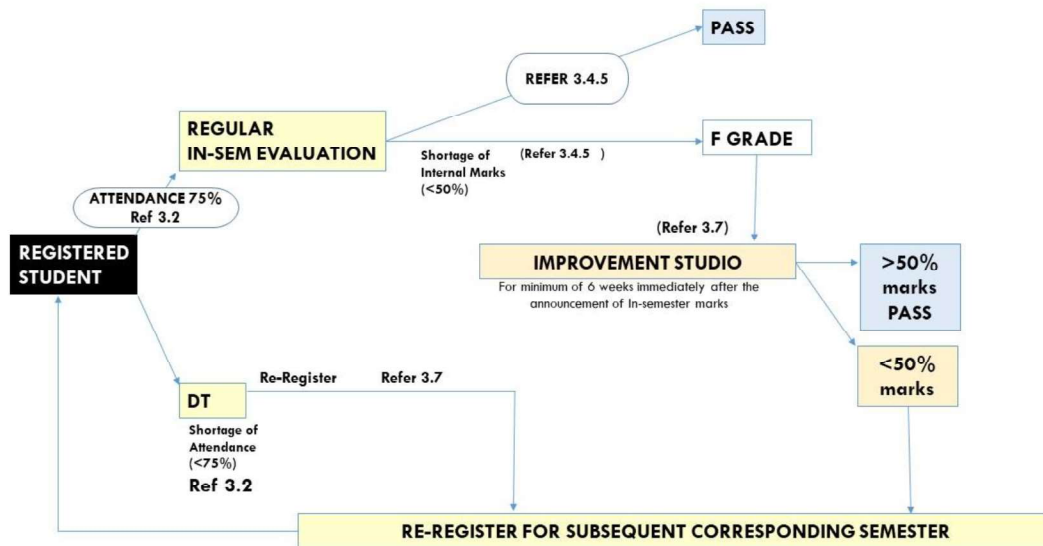


Figure 3: Evaluation of Courses with in semester evaluation only. (Except MLC)

### 3.4.6 Evaluation of Practical Training (Eighth Semester):

- 3.4.6.1 The evaluation for the Practical Training will be done at the end of the Eighth semester as an MLC coursework. The student shall be required to make a "Study Report" in eighth semester that summarises the student's comprehension of their roles and responsibilities as interns, their participation in various tasks like project conception, preparation, and execution, an independent critical study of a built environment that translates theory into best practices, and a demonstration of their newly acquired problem-solving abilities will all be required. (Should be treated as separate Course which is credited and evaluated.)
- 3.4.6.2 The in-semester assessment for the Practical Training reports submitted by the students will be based on the Training Manual of Manipal School of Architecture and Planning.
- 3.4.6.3 The In-semester evaluation will be 'Satisfactory' or 'Non-Satisfactory' based on the requirements specified in the Training Manual.
- 3.4.6.4 In case the student is awarded 'Non-Satisfactory' he/ she has to undergo for improvement and resubmit the work as per the

manual for Practical Training. If the student is awarded 'Non-Satisfactory' even after the improvement then he/ she has to re-register in subsequent corresponding semester.

**3.4.7 Evaluation for Mandatory Learning Courses (MLC):**

Mandatory Learning Courses are compulsory courses a student has to undergo to satisfy the credit requirements of the program. The grading of the course shall be the choice of the concerned faculty to give as Grades or Satisfactory/ Non-Satisfactory performance which will appear in the Grade Sheet accordingly. However, they are not included for CGPA calculation.

**3.4.8 Evaluation for Audited courses(AUD):**

Audited courses are optional courses across different disciplines of MAHE that a student can take for additional learning, where the credits are as specified in the regular course structure and will appear in the Grade sheets. The grading of the course shall be the choice of the concerned faculty to give as Grades or Satisfactory/ Non-Satisfactory performance which will appear in the Grade Sheet accordingly. However, they are not included for CGPA calculation and are not part of the total credit for the program.

**3.5 Evaluation Procedures:**

For each Course, in-semester assessment and end-semester examination (wherever applicable) together contribute to the final grade awarded for the Course.

**3.5.1 Relative Grading:**

Marks obtained in the in-semester assessment and end-semester examination are added together and a 10-point grading system will be used to award the student with an overall letter grade for the Course.

**3.5.2 Letter Grading System:**

Final evaluation of a Course is carried out on a TEN POINT grading system. Grades and Grade Points are as shown below:

Grade	A+	A	B	C	D	E	F (Fail)
Grade Points	10	9	8	7	6	5	0

A student who earns a minimum of 5 grade points (E grade) in a Course is declared to have successfully completed the Course, and is deemed to have earned the credits assigned to that Course. A Course successfully completed cannot be repeated.

Students who fail to appear for end-semester examination will be awarded an 'F' grade on the grade sheet. Students who fail to appear for end semester examinations due to genuine reasons are eligible for 'I' (incomplete) grade (prior approval of the Director is necessary before examination). Students with 'I' grade/s should register for make-up examination by paying the prescribed fees.

### 3.5.3 Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA):

Each Course grade is converted into a specific number of points associated with the grade as in 3.5.2. These points are weighted with the number of credits assigned to a Course. The Grade Point Average (GPA) is the weighted average of Grade Points awarded to a student. The grade point average for each semester will be calculated only for those students who have passed all the Courses of that semester. The cumulative grade point average (CGPA) will be the weighted average of GPAs of all semesters at the completion of the course.

Calculation of GPA and CGPA:

Example:

Courses	Credits	Letter Grade	Grade Value	Credit Value	Grade Points
Maths	3	C	7	3 x 7	21
Chemistry	3	B	8	3 x 8	24
Physics	3	A	9	3 x 9	27
English	2	B	8	2 x 8	16
Total	11	Total			88

In this Case  $GPA = \text{Total Grade Points} / \text{Credits} = 88 / 11 = 8$

*Suppose the GPA's in two successive semesters are 7.0 and 8.0 with 26 and 24 respective course credits, then the,*

$$CGPA = \frac{(7.0 * 26) + (8.0 * 24)}{26 + 24} = \frac{374}{50} = 7.48$$

**Generally,**

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

$$CGPA = \frac{\sum_{j=1}^N GPA_j * (\sum_{i=1}^n C_i)_j}{\sum_{j=1}^N (\sum_{i=1}^n C_i)_j}$$

**Where,**

*n* = number of courses

*C<sub>i</sub>* = number of credits

*N* = number of semesters

*G<sub>i</sub>* = corresponding grades

*G<sub>j</sub>* = corresponding grades

### **3.5.4 Valuation of Theory End-Semester Examinations:**

Evaluation criteria for all Courses will be as mentioned in 3.4

- 3.5.4.1 Valuation: Distributed single valuation will be followed for end semester theory examinations.
- 3.5.4.2 Paper seeing and Re-evaluation of answer scripts: A student may file an appeal for the re-evaluation of end semester examination answer scripts by submitting an application along with the prescribed fee. The student will be able to see his/her answer script and the scheme of valuation on a scheduled date and if not satisfied with the assessment, he/she can request for re-evaluation. The evaluation fee will be refunded in case of any change in grade after re-evaluation. The student will be awarded the marks obtained after re-evaluation irrespective of whether there is any improvement or not.



### **3.6 Promotion to next Academic Years - Academic Performance Requirements:**

Refer Figure 4

Promotion of a student to the next academic year is subject to the minimum academic performance requirements as outlined in 3.3.3, 3.3.4, attendance criteria refer 3.4 and evaluation criteria refer 3.5.

A student earns the credits assigned to a Course, when he/ she obtains an E or higher grade in that Course.

#### **3.6.1 Pre-Requisites to register for semester:**

A candidate shall not be permitted to register for the semester (except First and Second Semester) unless he/ she has completed the Architectural Design course of the previous corresponding semester i.e. One has to complete 1<sup>st</sup> semester Design to register for third semester, and 2<sup>nd</sup> semester Design to register for fourth semester.

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 3.3, pg. 02)

#### **3.6.2 Pre-Requisites for Practical Training:**

A candidate shall not be permitted to register for the Internship (Practical Training) for Eighth semester unless he/she has completed the Architectural Design & Detailing – I to VI, from first to Sixth Semester respectively.

#### **3.6.3 Pre-Requisites for Thesis:**

A candidate shall not be permitted to register for the Tenth Semester Architectural Design Thesis/ dissertation/project course unless he/ she has successfully completed Practical Training/ Internship.

(Refer 'Council of Architecture MINIMUM STANDARDS OF ARCHITECTURAL EDUCATION REGULATIONS, 2017' document; Clause 3.4, pg. 02)

The student has to clear all Courses up to IX semester to be eligible to appear for Thesis defense in the X semester.

### 3.6.4 Break in Academic program:

A student who discontinues the academic Program for any reason and re-joins the Program at a later date, shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the Program. He/ she will have to complete his pending coursework of his previous rules, regulations, courses of study and syllabi and transfer into the applicable rules, regulations, courses of study and syllabi.

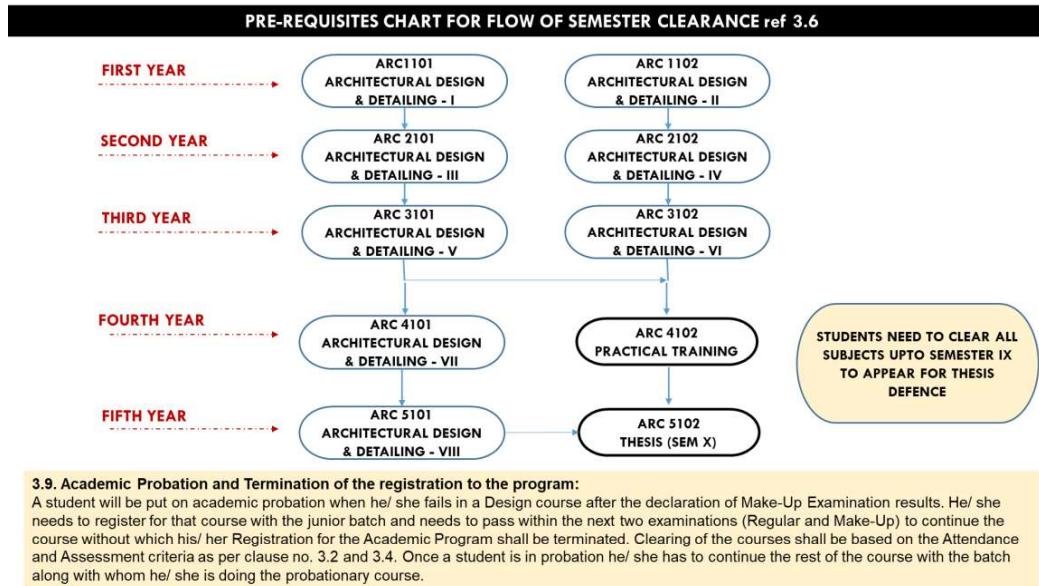


Figure 4 Prerequisite flow chart for semester wise.

## 3.7 Re-registration:

### 3.7.1 Attendance Shortage:

If a student is not eligible to appear in the end-semester examination for not fulfilling minimum attendance requirements in any Course, he/she has to fulfil minimum attendance requirements by re-registering for those Courses during subsequent corresponding semester provided he/ she is free from any regular classes of his/ her current semester by paying the prescribed fees. (except for If a student has attendance shortage in Design I-VIII and Thesis Studio up to 50%, he/she has to re-register to improve attendance and internals for the make-up examination. If the student is unable to obtain minimum 50% marks even after the improvement coursework, he/ she will lose an academic year. For details on Attendance requirement refer 3.2

### 3.7.2 Improvement of Internals for all Courses:

Students can re-register in one or more Courses of the earlier semester(s) in which they have 'F' grade/s or less than minimum internals for Design Studio I-VIII, Thesis for improvement of internals by paying the prescribed fees in the corresponding semester for the respective Courses within the maximum permissible duration of B. Arch. Program. For details of internal marks and re-registration criteria refer 3.4

Students re-registered need to submit assignments/ sheets/ reports/ appear for sessionals/ tests for improvement of internals and appear for end-semester examination as per respective Course criteria in 3.4. However, there is no minimum attendance requirement for the same.

### 3.8 End-Semester Examination and Make-up (Supplementary) Examination:

3.8.1 The examinations at the end of a particular semester will be conducted only in the Courses of the current semester. That is, at the end of the odd semester, examinations of only odd semester Courses will be conducted. Similarly, at the end of the even semester, examinations of only even semester Courses will be conducted.

3.8.2 Make-up examinations will be held any time after 2 weeks of announcement of results of the regular examinations, to allow the students who fail to secure 'E' or better grades in their regular attempt and also for those who missed regular examination due to valid reasons. Refer 3.4

3.8.3 The cut-off marks for grades in the make-up examination will be the same as those in the regular end-semester examination. However, the maximum grade that will be awarded in subsequent examinations to those students who were once awarded 'F' grade OR who were not eligible for the regular exam due to attendance shortage, in any Course will be 'C'. Students who are awarded 'I' grade, however, are eligible for whatever grade they achieve in subsequent examination.

3.8.4 A minimum of 40% in the end semester examination for Courses with end-semester examination is essential to pass the Course.

3.8.5 A student will earn full credits in any Course only when he gets the minimum 50% in total aggregate assessments for the Course.

### **3.9 Academic Probation and Termination of the registration to the program:**

A student will be put on academic probation when he/ she fails in a Design course after the declaration of Make-Up Examination results. He/ she needs to register for that course with the junior batch and needs to pass within the next two examinations (Regular and Make-Up) to continue the course without which his/ her Registration for the Academic Program shall be terminated. Clearing of the courses shall be based on the Attendance and Assessment criteria as per clause no. 3.2 and 3.4. Once a student is in probation he/ she has to continue the rest of the course with the batch along with whom he/ she is doing the probationary course.

### **3.10 Withholding of Results:**

Results will be withheld when a student has not paid his/her dues or when there is a case of indiscipline pending against him/her.

### **3.11 Requirements for Graduation:**

A student is deemed to have completed the requirements for graduation if he / she has:

- i. Fulfilled all requirements of study and earned the number of credits specified in the prescribed courses of study.
- ii. Paid all dues to the Institute.
- iii. Has no case of indiscipline pending against him/her.

### **3.12 Class Committees:**

#### **3.12.1 Constitution of the Class Committees:**

A class committee for each semester shall be constituted by the Director comprising of:

**Course Teachers:** Teachers of all Courses of study in the given semester

**Studio Coordinator:** If there is more than one teacher in any given section for any Course one of the teachers will be nominated as the Studio Coordinator for the Course for each section.

**Course Coordinator:** If there is more than one section, one of the Course teachers will be nominated as the Course Coordinator for the given Course.

**Class Committee Coordinator:** A Design Studio teacher from the given semester will be the Class Coordinator who will also chair the Class Committee.

### 3.12.2 Responsibilities of the Class Committee:

The responsibilities of the members of a class committee for each semester of the B.Arch. shall be as follows:

#### 3.12.2.1 Course Teachers:

- Progressive marks and attendance of the students shall be published once in a fortnight and officially inform the students and the Course coordinator. Sessional/test marks and attendance shall be displayed within a week of conduct of the same.
- To counsel all the students once a month, who have less than 75% attendance and/or less than 50% marks (progressive and sessional) and officially inform the same to the class coordinator.
- To officially inform the parents of the students who have critically low attendance (below 75%) and/or marks (below 50%) once in four weeks and submit the records to the Course Coordinator.
- Deviation from the course plan if required by a Course teacher should be discussed with all the Course teachers and officially communicated to the Course coordinator prior to implementation.
- Disciplinary issues, if any, should be officially communicated to the Class Committee Coordinator immediately.

#### **Course coordinator:**

To formulate the course plan of a given Course in coordination with concerned Course teachers before commencement of the semester and to obtain approval from the Director.

To discuss the progress of classes as per the course plan across all sections once a fortnight and officially document it.

The summary of the report of informing the parents about critically low attendance (below 75%) and/or marks (below 50%) is submitted to the Class Coordinator.

#### 3.12.2.2 Class Committee Coordinator :

To officiate class committee meetings as per institutional requirements.

To compile the report as per the institution requirements to document the academic activities for the respective semesters.

### 3.12.3 Functions of the Class Committee:

The class committee shall meet three times a semester.

- The first meeting will be held before the commencement of the semester in which the nature of assessment procedures will be decided.
- The second meeting will be held one week after the first sessional to meaningfully interact and express opinions and suggestions to improve the effectiveness of teaching-learning process and analyze the performance of the students in the tests.
- The third meeting will be held after four weeks of the second class committee meeting to discuss performance of the students and/or any other issues.
- The class coordinator should get the minutes of the class committee meetings signed by the Director within a week of each class committee meeting.
- All academic records need to be submitted to program coordinators as per the institutional requirement.

## **4 ASSESSMENT OF CONDUCT:**

4.1 Students have to comply at all times with the Code of Conduct put forth by Manipal Academy of Higher Education. (Refer <https://manipal.edu/mu/campus-life/around-campus/student-discipline.html>).

4.2 Any violation will be recorded and reflected in the conduct certificate issued by the institute and/ or action taken as per University norms and Institutional policies.

**THE RULES AND REGULATIONS ARE COURSE TO CHANGE/ AMENDMENTS FROM TIME TO TIME, AS AND WHEN NEED ARISES FOR FURTHER IMPROVEMENT IN THE ACADEMIC QUALITY.**