

# योजना तथा वास्तुकला विद्यालय : नई दिल्ली

SCHOOL OF PLANNING AND ARCHITECTURE: NEW DELHI

संकायाध्यक्ष (शैक्षिक) कार्यालय Office of the Dean (Academic)

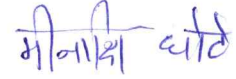
Ref.No.DA130-O/SPA-D/2024

24 दिसंबर 2024

## अधिसूचना /NOTIFICATION

अध्यादेश I संशोधित परीक्षा नियम 2017 और उपस्थिति नियम 2024, जो कि स्नातक और स्नातकोत्तर कार्यक्रमों के लिए हैं, को सीनेट द्वारा 06 दिसंबर 2024 को आयोजित अपनी 17वीं बैठक में एजेंडा आइटम संख्या 3 के तहत अनुमोदित किया गया है। इसे सभी संबंधितों की जानकारी और अनुपालन के लिए संलग्न कर सूचित किया जा रहा है।

The Ordinance I i.e. modified Examination Rules 2017 and Attendance Rules 2024 for Undergraduate and Postgraduate Programmes, duly approval by the Senate in its 17<sup>th</sup> Senate dated on 06<sup>th</sup> December 2024 vide agenda Item no. 3 is enclosed hereby notified for information and compliance by all concerned please.



(प्रो. डॉ. मीनाक्षी धोटे)  
संकायाध्यक्ष (शैक्षणिक)

संलग्नक अध्यादेश I/Enclosure Ordinance I

1. निदेशक/Director
2. संकायाध्यक्ष (शैक्षणिक)/Dean (Academic)
3. संकायाध्यक्ष (संकाय कल्याण)/Dean (Faculty Welfare)
4. संकायाध्यक्ष (योजना एवं विकास)/Dean (Planning and Development)
5. संकायाध्यक्ष (छात्र मामले)/Dean (Student Affairs)
6. संकायाध्यक्ष (अनुसंधान)/Dean (Research)
7. कुलसचिव/Registrar
8. संयुक्त कुलसचिव/Joint Registrar
9. विभागाध्यक्ष (योजना)/Head of the Department of Planning
10. विभागाध्यक्ष (आवास)/Head of the Department of Housing
11. विभागाध्यक्ष (परिवहन योजना)/Head of the Department of Transport Planning
12. विभागाध्यक्ष (पर्यावरण योजना)/Head of the Department of Environmental Planning
13. विभागाध्यक्ष (वास्तुकला संरक्षण)/Head of the Department of Architectural Conservation
14. विभागाध्यक्ष (नगर अभिकल्प)/Head of the Department of Urban Design
15. विभागाध्यक्ष (लैंडस्केप आर्किटेक्चर)/Head of the Department of Landscape Architecture
16. विभागाध्यक्ष (बिल्डिंग इंजीनियरिंग आर्किटेक्चर)/Head of the Department of Building Engineering Architecture
17. विभागाध्यक्ष (वास्तुकला)/Head of the Department of Architecture
18. विभागाध्यक्ष (औद्योगिक डिजाइन)/Head of the Department of Industrial Design
19. परीक्षा नियंत्रक/Controller of Examination
20. सहायक कुलसचिव (ए एंड ई)/Assistant Registrar (A&E)
21. सहायक कुलसचिव (ए एवं बी)/Assistant Registrar (A&B)
22. परिषद, समितियां एवं समन्वय अनुभाग/Council, Committees & Coordination Section
23. कार्यालय आदेश फ़ाइल/Office Order File

# योजना तथा वास्तुकला विद्यालय: नई दिल्ली

SCHOOL OF PLANNING AND ARCHITECTURE: NEW  
DELHI

## अध्यादेश संख्या I

परीक्षा नियम – 2024

स्नातक और स्नातकोत्तर कार्यक्रमों के लिए

## **ORDINANCE NO. I**

**Examination Rules, 2024**

for

**Undergraduate and Postgraduate  
Programmes**

# **EXAMINATION RULES 2024**

## **FOR UNDERGRADUATE AND POSTGRADUATE PROGRAMMES**

(As Amended by the Third Senate dated 26 September 2018, 15<sup>th</sup> Senate dated 27<sup>th</sup> October 2023 and 16<sup>th</sup> Senate dated 25<sup>th</sup> September 2024)

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## **1. INTRODUCTION**

These rules shall govern all major degree programmes being offered by various departments of studies of the School of Planning and Architecture, New Delhi, for the conduct of examinations, evaluation and promotion of students leading to the award of a major degree in specific area of study. These rules shall be called the Examination Rules for Undergraduate and Postgraduate degrees.

## **2. DEGREE PROGRAMMES**

These rules govern the various academic programmes of the School of Planning and Architecture, New Delhi, in respect of the conduct of examinations, evaluation and promotion of students leading to the award of the following degrees:

- 2.1 5-Year (10 semesters) undergraduate programme in Architecture leading to the award of the Bachelor of Architecture (B. Arch.) Degree.
- 2.2 4-Year (8 semesters) undergraduate programme in Planning leading to the award of the Bachelor of Planning (B. Plan.) Degree.
- 2.3 5-Year (10 semesters) Postgraduate programme in Planning with specialisations leading to the award of the Integrated B.Plan-M.Plan Degree.
- 2.4 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M. Plan.) Degree with specialization in Environmental Planning.
- 2.5 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M. Plan.) Degree with specialization in Housing.
- 2.6 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M. Plan.) Degree with specialization in Regional Planning.
- 2.7 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M. Plan.) Degree with specialization in Transport Planning.
- 2.8 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (M. Plan.) Degree with specialization in Urban Planning.
- 2.9 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Architecture (M. Arch.) Degree with specialization in Architectural Conservation.
- 2.10 2-Year (4 semesters) postgraduate programme in Building Engineering and Management leading to the award of the Master of Building Engineering and Management (M. BEM) Degree.
- 2.11 2-Year (4 semesters) postgraduate programme in Industrial Design leading to the award of the Master of Design (Industrial Design) Degree.
- 2.12 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Architecture (M. Arch.) Degree with specialization in Landscape Architecture.
- 2.13 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Architecture (M. Arch.) Degree with specialization in Urban Design.

### **3. APPLICATION OF THESE RULES**

- 3.1 These rules will come into force from Academic session 2024-25. They will apply to all students admitted to any of the aforementioned programmes in the academic year 2024-25 or later, as amended from time to time.
- 3.2 These rules will not cover the Ph.D. examinations, which are covered separately in Ph.D. Rules.

### **4. DEFINITIONS**

In these Rules, the terms used shall have the following definitions:

- 4.1 'School' shall mean the School of Planning and Architecture, New Delhi.
- 4.2 'Director' shall mean the Director of the School of Planning and Architecture, New Delhi.
- 4.3 'Dean' shall mean the Dean (Academics) of the School of Planning and Architecture, New Delhi.
- 4.4 'Registrar' shall mean the Registrar of the School of Planning and Architecture, New Delhi.
- 4.5 'Controller of Examinations' (CoE) shall mean the faculty member or officer-in-charge designated for the conduct of Examinations in the School of Planning and Architecture, New Delhi.
- 4.6 'Deputy Controller of Examinations' shall mean the faculty member or officer-in-charge designated to assist the Controller of Examinations.
- 4.7 'Superintendent of Examinations' shall mean the faculty member-in-charge for the supervising the operations of Theory Examinations of School of Planning and Architecture, New Delhi.
- 4.8 'Deputy Superintendent of Examinations' shall mean the faculty member designated to assist the Superintendent of Examinations.
- 4.9 'Head of the Department' (HoD) shall mean the Head of any of the Departments of Studies of the School of Planning and Architecture, New Delhi.
- 4.10 'Department' shall mean a Department of Studies of the School of Planning and Architecture, New Delhi.
- 4.11 'Programme Coordinator' shall mean a faculty of the School of Planning and Architecture, New Delhi who is responsible for running an academic programme.
- 4.12 'Faculty' shall mean a member of the faculty of the School of Planning and Architecture, New Delhi including a Visiting Professor, a Contract Faculty, Adjunct Faculty or a Visiting Faculty.
- 4.13 'Subject Coordinator' shall mean the faculty member in-charge of the conduct of a course of any particular subject.
- 4.14 'Regular Student' shall mean a student who is enrolled to pursue a prescribed course of study after his registration for the semester and payment of prescribed academic fees, including examination fee.
- 4.15 'Casual Student' shall mean a student who is not a regular student of the School but is permitted to attend a particular course or courses under credit transfer or on request from other institutes or universities subject to approval of competent authority.

- 4.16 'He' shall mean he, she and the third gender.
- 4.17 'Semester' shall mean a semester as notified in the Academic Calendar of the School, viz., Autumn Semester from July to December, and Spring Semester from January to May.
- 4.18 'Academic Year' shall mean a year as notified in the Academic Calendar, corresponding to a session of twelve months from July/August in any calendar year to June in the next calendar year.
- 4.19 'Attendance' shall mean a record of the physical presence of a student attending classes held for a course, to be maintained for each semester separately in an academic year by a Department.
- 4.20 'Aggregate Attendance' shall mean the sum total of the all the classes, viz. all lectures, studios, tutorials, projects or practicals attended by a student in all courses of a particular semester expressed as a per cent of the sum total of all classes held.
- 4.21 'Compensatory Attendance' shall mean the attendance granted to a student in lieu of absence from classes for any academic or co-curricular or extra-curricular activity with prior permission of competent authority.
- 4.22 'Academic Curriculum' shall mean the schedule of prescribed courses of study, modes of instruction, required time period allocated for study per week and the scheme of examinations of an academic programme as approved by the competent authority.
- 4.23 'Syllabus' shall mean the content of a course of study of a subject, the time period for progressive achievement, modes of testing and criteria for evaluation of proficiency in a particular subject.
- 4.24 'Subject' shall mean a subject as defined by the academic curriculum. In case a subject having parts, these parts shall be called courses of the same subject.
- 4.25 'Course' shall mean a specific part of a subject to be studied in a semester for which a student shall be evaluated. Each course shall be given a unique identity number as per the academic curriculum and listed for a Statement of Grades.
- 4.26 'Class' shall mean an event of academic interactions between teachers and students for instruction and internal assessment to be held at a time and venue notified by the competent authority. The duration of a class may be of one or more periods.
- 4.27 'Period' shall mean a period of study of a fixed time interval, normally of one clock hour or as notified by the competent authority.
- 4.28 'Studio' shall mean a class for simultaneous application of inputs of multiple subjects in a comprehensive planning or design of a project or case study.
- 4.29 'Lecture' shall mean a class for theoretical inputs for a subject.
- 4.30 'Tutorial' shall mean a class for analytical application of theoretical inputs.
- 4.31 'Practical or Project' shall mean a class for practical application or demonstration of content of theoretical inputs.
- 4.32 'Internal Assessment' shall mean the periodic evaluation by a teaching faculty of course work carried out for any course in a semester for which the score is given in marks.
- 4.33 'External Examination' shall mean an examination by examiners, who may or may not be the teaching faculty, at the end of a Semester for which the score is given in marks.
- 4.34 'Internal Only courses (IO)' shall be those courses, which do not have any External Examination and evaluation consists of Internal Assessment only.
- 4.35 'Internal External courses (IE)' shall be those courses, which have both Internal Assessment and External Examination.

- 4.36 'Theory Paper' is a course for which a written external examination of a prescribed duration shall be held.
- 4.37 'Jury' shall involve an external examination of students' work including presentation of graphics, drawings and reports prepared in a studio or project course during a semester by a panel of examiner. It may or may not include any personal interaction i.e. viva-voce, etc. between the Jury and students being examined.
- 4.38 'Viva-voce' is a form of examination, which shall be an oral external examination by one or more examiners.
- 4.39 'Zero Year' shall mean that a year in a student's academic record which may not be taken into account for the purposes of Time-Bar.
- 4.40 'Carry-Over' of a subject shall mean that a student may carry over a course in which he was awarded grade 'F', for examination of that course in a subsequent academic year.
- 4.41 'Provisional Pass Certificate' shall mean a certificate issued by respective Heads of Departments to a student on passing the final examination of an academic programme, after formal declaration of the final results by the CoE.
- 4.42 'Degree' shall mean the Degree awarded to a student on the successful completion of an academic programme of the School.
- 4.43 'Semester Grade Point Average' (SGPA) shall show the academic performance of a student in a semester, expressed as the ratio of the total points secured and the Registered Credits for the same semester.
- 4.44 'Cumulative Grade Point Average' (CGPA) shall indicate the cumulative academic performance of a student expressed as the ratio of cumulative points secured, and the cumulative Earned Credits.
- 4.45 'Degree Grade Point Average' (DGPA) shall mean the final Grade Point Average to be mentioned on the degree and is equal to the weighted summation of SGPA.
- 4.46 'Grade Moderation Committee' (GMC) shall mean the committee for moderation of question papers for Theory examinations constituted for moderation of results. This Committee shall consist of:
- Dean (Academics), Chairperson
  - Head of the Department, Member
  - Controller of Examinations, Member
- 4.47 'Control of Unfair Means Committee' (CUMC) shall mean the committee for adjudicating cases of malpractice or use of unfair means in examinations. It shall consist of:
- Dean (Academics), Chairperson
  - Head of the Department, Member
  - Controller of Examinations, Member
  - Superintendent of Examinations, Convenor

## **5. NAMES OF EXAMINATIONS**

Examinations shall be conducted regularly at the end of each semester, i.e. two times in each academic year, and shall have the names as mentioned in Table 1 below:

**Table 1: Examinations of Academic Programmes**

| <b>Bachelor of Architecture</b> | <b>Bachelor of Planning</b> | <b>Master's Degree Programmes</b>                                |
|---------------------------------|-----------------------------|------------------------------------------------------------------|
| I Semester Examination          | I Semester Examination      | I Semester Examination                                           |
| II Semester Examination         | II Semester Examination     | II Semester Examination                                          |
| III Semester Examination        | III Semester Examination    | III Semester Examination                                         |
| IV Semester Examination         | IV Semester Examination     | IV Semester Examination                                          |
| V Semester Examination          | V Semester Examination      | <b>Integrated B.Plan-M.Plan in Planning with specialisations</b> |
| VI Semester Examination         | VI Semester Examination     | VIII Semester Examination                                        |
| VII Semester Examination        | VII Semester Examination    | IX Semester Examination                                          |
| VIII Semester Examination       | VIII Semester Examination   | X Semester Examination                                           |
| IX Semester Examination         |                             |                                                                  |
| X Semester Examination          |                             |                                                                  |

## **6. CONDUCT OF EXAMINATIONS**

- 6.1 Examinations for the major degree programmes shall be conducted regularly at the end of each semester, i.e. twice in each academic year.

## **7. CREDIT SYSTEM**

- 7.1 Each course is assigned certain credits as provided in the Syllabus and Scheme of Examination of the concerned course of study.
- 7.2 Credits assigned to a subject shall be equal to the required hours of study per week in any mode of instruction. One hour of study of a course per week in a semester shall normally be assigned one credit.
- 7.3 A student shall earn the assigned credits upon achieving the minimum grade required for passing a course, i.e. grade 'D'.
- 7.4 A student shall have to earn the required number of credits from the courses specified to successfully complete an academic programme. These shall be classified as Credit Courses.
- 7.5 A student shall have the option of studying certain other courses whose credits shall not be counted towards the total credits required for successfully completing an academic programme. These shall be classified as Audit Courses.

## **8. GRADES, GRADE POINTS, LETTER GRADES AND COMPUTATION**

- 8.1 At the end of every semester, the sum total of numerical marks obtained by the student in the Internal Assessment and/ or External Examination of a subject shall be

converted to Letter Grades as per Absolute Grading Classification. For each Letter Grade, the equivalent Numerical Grade Points shall be as per the Table 2 below:

**Table 2: Conversion of Marks to Grade Points**

| Percent Marks                                                          | Percent Marks Interval | Letter Grade      | Grade Point |
|------------------------------------------------------------------------|------------------------|-------------------|-------------|
| Equal to or more than 85.                                              | 85 - 100               | O (Outstanding)   | 10          |
| Equal to or more than 80 but less than 85.                             | 80 - 84.99             | A+ (Excellent)    | 9           |
| Equal to or more than 70 but less than 80.                             | 70 - 79.99             | A (Very Good)     | 8           |
| Equal to or more than 60 but less than 70.                             | 60 - 69.99             | B+ (Good)         | 7           |
| Equal to or more than 50 but less than 60.                             | 50 - 59.99             | B (Above Average) | 6           |
| Equal to or more than 45 but less than 50.                             | 45 - 49.99             | C (Average)       | 5           |
| Equal to or more than 40 but less than 45.                             | 40 - 44.99             | D (Pass)          | 4           |
| Less than 40                                                           | 0 – 39.99              | F (Fail)          | 0           |
| No marks awarded for incomplete work for Thesis and Dissertation only. | -                      | I                 | 0           |
| Withdrawn from a registered course and not examined.                   | -                      | X                 | 0           |
| Audit Course Passed.                                                   | -                      | AP                | 0           |
| Audit Course Failed.                                                   | -                      | AF                | 0           |

8.2 The SGPA, CGPA and DGPA shall be calculated as follows:

- (a) In any subject in a semester, the Grade Points awarded shall be multiplied by the Credits assigned to obtain the Points Secured (PS) for that subject. The sum total of Points Secured (PS) in all subjects divided by the total registered credits for that semester shall be the SGPA.

$$\text{SGPA} = \frac{\text{Total Points Secured in Semester}}{\text{Registered Credits for the Semester}}$$

- (b) The cumulative total of Points Secured (PS) in all subjects in all foregoing semesters divided by the cumulative total of credits earned shall be the CGPA.

$$\text{CGPA} = \frac{\text{Cumulative Points Secured}}{\text{Cumulative Earned Credits}}$$

- (c) DGPA is same as CGPA where the Points Secured (PS) of all semesters are given weightage proportionate to the credits assigned to them respectively. However, if

weightage given to different semesters varies from the proportion of respective credits, DGPA is calculated as the weighted sum of SGPA's of all semesters.

8.3 Illustrations of SGPA and CGPA computation for semester I and II and CGPA calculation with varying weightages are given in **Annexure A**.

## **9. FEES**

9.1 A student shall be eligible to appear in the external examination only if he or she has paid all the prescribed academic fees including examination fees, if any.

## **10. ATTENDANCE REQUIREMENTS**

10.1 Minimum requirements for attendance shall be as shown in Table 3 below:

**Table 3: Rules of Attendance for Major Degree Programmes**

| <b>Percentage of Attendance</b>                                                                       | <b>Downgrading of Grades or Percentages</b>                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Students having attendance from 75 to 100 per cent in all courses individually.                       | No downgrading of percentages. Students having 100 per cent attendance shall be awarded 5 percent marks in the internal assessment of individual subject (s).                                                                                                 |
| Students having attendance more than 65 percent and less than 75 percent in all courses individually. | 15 percent marks shall be deducted from the internal assessment of individual subject (s) provided the student was absent from class due to academic or co-curricular or extra-curricular activity with the prior permission from the Head of the Department. |
| Students having attendance more than 50 and less than 65 percent in all courses individually.         | 25 percent marks shall be deducted from the internal assessment of individual subject (s) and shall not be eligible for any medal or award during the Convocation.                                                                                            |
| Students having attendance less than 50 percent in all courses individually.                          | 35 percent marks shall be deducted from the internal assessment of individual subject (s) and shall not be eligible for any medal or award or certificates of achievements during the Convocation.                                                            |

**Notes:**

- If a student attends less than 50 percent classes of the overall attendance in theory or studio or project, the student shall be detained and will have to repeat all courses of the relevant semester in the subsequent semester
- Girl students shall be granted a further relaxation of 2% in each of the cases.

10.2 Attendance shall be marked on a periodic basis, for example, a Studio of three periods of three hours shall carry three attendances and shall be marked thrice during the class and a Lecture of two hours shall have two attendances and shall be marked twice during the class.

10.3 A student present in the class shall be marked 'P'. A student absent from class shall be marked 'A'. A student on any personal or medical leave will also be marked 'A'.

10.4 A student absent from class due to any academic or co-curricular or extra-curricular activity with the prior permission of the competent authority shall be marked 'A' but shall

be entitled to **compensatory attendance** equivalent to the periods not attended, for the purposes of final computation of aggregate attendance, up to a maximum of 7.5% (seven and a half percent) of the classes held.

- 10.5 A Student shall be entitled to **six attendances per day**, three for the forenoon and three for afternoon during study tours or field trips.
- 10.6 **Medical Leave and all other instances of leave of absence for any reason whatsoever**, except as mentioned in clause 10.3 above shall be included in the twenty-five percent (25%) permissible absence as read with Rule 10.1 above, that may be availed by a student. No further relaxation shall be given on medical grounds.
- 10.7 Attendance shall be computed monthly and uploaded on the School's website.
- 10.8 Attendance of fresh students who join the programme after the second or subsequent admission lists are published shall be calculated from the date of joining.

## **11. INTERNAL ASSESSMENT**

- 11.1 The performance of a student shall be assessed on a continuous basis in each semester for each subject separately. The Subject Coordinator may, in consultation with the Head of the Department, adopt any of the methods, viz. studio or project work, written test, viva-voce, tutorial assignments, seminar, practical, term paper, etc. for assessing the performance of students. The method of assessment shall be announced by the Subject Coordinator at the beginning of the Semester.
- 11.2 Internal assessment for any subject shall be based on two assessments of the student's performance in that subject, other than for a studio or project or practical subject or dissertation for which there shall be a minimum of four assessments. Marks awarded for each assessment shall be formally announced by the concerned Subject Coordinator from time to time.
- 11.3 Marks of Internal Assessment shall be announced and locked at the end of the semester, prior to external examinations and improvement of grades can only be offered to a student who wishes to re-appear in a theory examination of a carry-over subject, if any. For this to happen, a student should have secured a minimum of grade 'D' in all IO (Internal Only) subjects held during the Semester. There shall be no other possibility of improvement of grades later.
- 11.4 There is a requirement of a minimum of 40 per cent marks to be obtained in internal assessment for a student to be eligible for the external examination of any subject in the semester.

## **12. EXTERNAL EXAMINATION**

- 12.1 External Examination shall be held at the end of a semester by way of a Theory Paper, or by a Jury or by Viva-Voce.
- 12.2 Examiners for a Theory Paper shall be appointed by the Director on the recommendation of the Head of the Department and Dean (Academics).

12.3 The Jury for Studio except the Jury for Thesis or Dissertation shall consist of four members, of whom two shall be External Members to be appointed by the Director on recommendation by the Head of the Department and the Dean (Academics). Internal Members shall be:

- (a) Head of the Department or his nominee
- (b) Subject Coordinator or his nominee.

12.4 External Jury members shall be appointed by the Director on the recommendation of the Head of the Department and the Dean (Academics).

12.5 The Jury for Thesis or Dissertation shall consist of five members for approximately 40 students, of whom two shall be External Members to be appointed by the Director on the recommendations of the Head of the Department and Dean (Academics). Dissertation Jury shall include members, namely:

- (a) Head of the Department or his nominee
- (b) Thesis or Dissertation Coordinator or his nominee
- (c) Thesis or Dissertation Guide

12.6 Thesis or Dissertation Guide shall be an examiner only for the students under his or her guidance. Marks given by the respective Thesis or Dissertation Guides will be counted for computing the average marks for their students. However, the final award sheet of all the students of that class shall be signed by the HoD, the Thesis or Dissertation Coordinator and two external examiners only.

### **13. MINIMUM GRADE FOR PASSING A COURSE**

A minimum of grade 'D' is required to earn assigned credits of any course on the basis of Internal Assessment and External Examination separately for IO and IE courses, respectively, whether it is a Theory paper or Jury or Viva-Voce. A student not passing a course shall be awarded grade 'F' and declared failed in that course.

### **14. FAILURE IN STUDIO OR JURY EXAMINATION**

14.1 A student declared failed with an 'F' grade in any Jury examination, other than Thesis or Dissertation, shall not be promoted to the next higher year even if he or she has earned the required credits for promotion as per rule 16.1 and the required CGPA as per Rule 17.1. There shall be no carry-over or improvement of grades after failing a Jury Examination. The student shall repeat the studio course along with the regular students in a subsequent academic year.

14.2 A student repeating a studio course shall have the choice to repeat any or all of the other courses during the same time in order to improve the grades obtained, if desired, or retain the grades of courses already passed. The student shall exercise this choice at the time of registration for the semester.

## **15. FAILURE IN THE THESIS OR DISSERTATION JURY EXAMINATION**

- 15.1 A student declared failed with grade 'F' will have to repeat the Thesis or Dissertation, on the same topic or a new topic, in a subsequent academic year along with regular students.
- 15.2 A student repeating the Thesis or Dissertation shall have the choice to repeat any or all of the other courses during the same time in order improve the grades obtained, if desired, or retain the grades of courses already passed. The student shall exercise this choice at the time of registration for the semester.
- 15.3 A student can be awarded a grade 'I' for incomplete work and he or she shall appear for an Improvement Examination not later than three months from date of the first examination. Upon successful completion, the student shall be awarded a passing grade not higher than grade 'C'.

## **16. PROMOTION TO THE NEXT SEMESTER**

- 16.1 A student should earn the minimum credits required for promotion from one semester to the next higher semester i.e., Fourteen (14) for Undergraduate programmes and Twelve (12) for Postgraduate programmes, as read together with clause 18.2.
- 16.2 A student not earning the minimum credits required for promotion shall be detained and shall have to repeat those subjects in which he or she got an 'F' grade in a subsequent academic year till he earns the balance credits.
- 16.3 However, students thus detained shall have a choice to repeat any or all of the other subjects during the same time in order to improve the grades awarded, if desired, or retain the grades of subjects already passed. Students shall exercise this choice at the time of registration in the subsequent semester.

## **17. PROMOTION TO THE NEXT YEAR**

- 17.1 A minimum Cumulative Grade Point Average (CGPA) of 4.0 at the end of the year shall be required for promotion to the next year, subject to the minimum credits being earned in each semester.
- 17.2 A student having CGPA below 4.0 shall be detained and shall have to repeat those subjects in which he or she got an 'F' grade-in the same semester in a subsequent academic year.
- 17.3 However, students thus detained shall have a choice to repeat any or all of the other subjects during vacation time to improve the grades awarded, if desired, or retain the grades of subjects already passed. Students shall exercise this choice at the time of registration in the semester.

## **18. CARRY-OVER AND GRADE IMPROVEMENT**

- 18.1 Only IE courses having a theory paper are permitted for Carry-over or Grade Improvement. There shall be no carry-over or grade improvement of an IO course or a course having a Jury examination, and their respective grades shall be final.
- 18.2 A student promoted to the next year as per Rule 17.1 shall be permitted to carry-over not more than two PG and three UG subjects, in which he or she was awarded an 'F' grade, in order to earn the un-earned credits later. The student may re-appear in the external examination of that course when it is held in a subsequent academic year.
- 18.3 A student shall also have the option for improvement of grade in a course where he or she was awarded a grade 'D', in order to secure the minimum CGPA of 5.0 for promotion to the next higher year.
- 18.4 The student shall be permitted to resubmit Internal Assessment of a course for carry-over subjects. Maximum permissible marks in this carry-over awards shall be limited to 40%. The internal assessment should be completed before the carry-over examination for student to be become eligible.
- 18.5 A student obtaining higher marks in the carry-over or improvement examination shall be awarded the corresponding higher grade but not higher than grade 'C'.
- 18.6 A student can re-appear in a carry-over or improvement examination for a maximum of two chances subject to the time limitations set in section 22.
- 18.7 All above sections 18.1 to 18.6 will be read together with provisions of sections 22.1 to 22.4 of these rules.

## **19. STUDENT EXCHANGE AND CREDIT TRANSFER**

- 19.1 A semester and accordingly its credits can be exchanged with another academic institute or university with whom a MoU has been signed to that effect.
- 19.2 A student enrolled in any department of the School undergoing an exchange programme elsewhere can earn credits equivalent to be exchanged with semester's credits in the host institute. Equivalent courses will be approved by the Advisory Committee of the department.
- 19.3 Students may enrol as casual students in any department of the School with the permission of the Director on the recommendation of the respective Head of Department, and Dean (Academics). Casual students shall pay the fee or waived off as per MoU, as decided by the competent authority.
- 19.4 At any time the maximum number of students in any department permitted to be exchanged, outgoing and incoming, shall be one each per 40 intake for undergraduate departments and one each per 30 intake for postgraduate departments.

## **20. DETENTION**

A student may not be promoted to the next semester or year and shall be detained to repeat any or all courses of a semester due to anyone or more of the following reasons:

- (a) Shortage of attendance to qualify for appearance in external examinations.
- (b) Failure in a Jury Examination with award of Grade 'F'.
- (c) Shortage of credits required for the promotion to next semester.
- (d) Shortage of CGPA required for the promotion to the next year.

## **21. THE ZERO YEAR**

- 21.1 A student who is unable to pursue studies during a semester or appear in an External Examination due to unforeseen or extraordinary circumstances viz. prolonged illness or accident, death or critical illness or severe injury of immediate family members or natural disasters, etc., beyond the control of a student, may request for Zero Year.
- 21.2 Zero Year will be granted on the clear recommendation of HoD and approved by a Committee constituted by the Director.
- 21.3 Zero Year will not be counted as a year for the purpose of Time Bar and will not affect the eligibility of students for any scholarships or awards including award of degree classification.
- 21.4 Zero Year may be availed not more than twice in the duration of a programme by undergraduate students and only once in the duration of the programme by postgraduate students.
- 21.5 A student, having availed of the Zero Year, shall repeat the full semester not completed due to unforeseen or extraordinary circumstances in the next academic year. All other conditions such as registration for the semesters, fees, attendance and evaluation in all the courses shall be the same as for a regular student.

## **22. TIME BAR**

- 22.1 Students of B. Arch. shall be required to pass:
  - (a) The First Year (up to Semester II) within two (2) academic years from the semester of admission;
  - (b) The Second Year (up to Semester IV) within four (4) academic years from the semester of admission;
  - (c) The Third Year (up to Semester VI) within five (5) academic years from the semester of admission (including zero year, if any), as per COA norms;
  - (d) The Fourth Year (up to Semester VIII) within a maximum of seven (7) academic years from the semester of admission; and
  - (e) All the five years (up to semester X) within a maximum of nine (9) academic years from the semester of admission to the programme.
- 22.2 Students of B. Plan shall be required to pass
  - (a) The First Year (up to Semester II) within two (2) academic years from the semester of admission;
  - (b) The Second Year (up to Semester IV) within four (4) academic years from the semester of admission;
  - (c) The Third Year (up to Semester VI) within five (5) academic years from the semester of admission; and
  - (d) All the four years (up to Semester VIII) within a maximum of seven (7) academic years from the semester of admission.

- 22.3 Students of postgraduate programmes shall be required to pass all the four (4) semesters within a maximum of three academic years from the semester of admission.
- 22.4 Students who do not pass the examinations within these prescribed time limits shall leave the programme permanently and shall not be allowed to re-join, except with the provisions of Zero Year, as prescribed in sections 21.1 to 21.5.

### **23. DECLARATION OF MARKS**

- 23.1 Marks of all internal assessments shall be declared by the HoD at least one week before the start of theory examinations, jury examinations. Dean (academic) shall notify the due date for such declarations well in advance.
- 23.2 Marks of Thesis or Dissertation Jury Examination shall be declared by Head of Department immediately after the Jury. Grades will be declared later only after the moderation of grades.

### **24. MODERATION OF GRADES**

- 24.1 Moderation shall be left to the discretion of the Grade Moderation Committee (GMC). A student cannot seek moderation of grades as a matter of right. The recommendations of the GMC will be forwarded to the Dean (Academics) whose decision shall be final and binding.
- 24.2 If more than or equal to 20 per cent students (rounded-off to the nearest whole number) get less than 40 per cent marks in the evaluation of any course, passing marks may be reduced to 35 per cent and the percentage marks interval of grade 'D', in such case, will be 35 - 44.99.
- 24.3 The GMC shall have the power to moderate the marks by up to 5 per cent of the total marks of a subject, up to a maximum of two subjects, but only to enable a student to achieve the minimum grade to pass. Marks of other students for the same evaluation shall not be moderated. This provision shall not apply to any subject with a Jury Examination.
- 24.4 The CGPA between 4.9 and 5.0 can be moderated to 5 on the recommendation of Grade Moderation Committee.
- 24.5 The DGPA of a student having CGPA more than 5 cannot be moderated except in the case of a student falling marginally short of First Class with Distinction, where the DGPA shall be increased by up to 0.2 grade points to obtain the required DGPA, i.e. a DGPA of not less than 7.3 may be moderated to 7.5. This moderation is only to award First Class with Distinction. However, the Statement of Grades will mention the actual DGPA.

### **25. DECLARATION OF RESULTS**

- 25.1 The result of examinations of a semester shall be declared by the CoE before the commencement of registration of the next semester. In any case, announcement of results shall not be made later than four weeks after the last day of theory examinations.
- 25.2 The Statement of Grades shall be signed by the Registrar and made available to students within ten days from the declaration of results of a particular semester.

- 25.3 The Degree Certificate shall be signed by the Director-Chairman of the Senate, the Dean (Academics) and the Registrar.

## **26. RETOTALLING AND REVALUATION OF MARKS**

- 26.1 There shall be no revaluation of answer sheets. However, retotalling can be done on the request of a student on payment of fees prescribed from time to time.

## **27. REQUIREMENT FOR THE AWARD OF DEGREES**

- 27.1 A student should have secured a minimum Degree Grade Point Average (DGPA) of 5.0 along with the required earned credits as per academic curriculum. The student would have cleared all other formalities of payment of fees, obtaining of 'No Dues' from all concerned departments or sections of the School, etc.

## **28. CLASSIFICATION OF DEGREES**

- 28.1 There shall be no classification of results of the semester examinations. The results will be classified only at the end of an academic programme, as follows:
- (a) Students obtaining DGPA between 5.0 and 5.99 shall be awarded Second Class.
  - (b) Students obtaining DGPA between 6.0 and 7.49 shall be awarded First Class.
  - (c) Students obtaining DGPA of 7.50 and above shall be awarded First Class with Distinction.

## **29. MALPRACTICES AND USE OF UNFAIR MEANS**

- 29.1 A student shall not be allowed to appear in a theory examination or Jury Examination or viva-voce, if he or she is late beyond 30 minutes from the scheduled time and would be awarded a grade 'F' in that course.
- 29.2 Use of Unfair Means by a student, including breach of discipline, disturbing or disrupting the examinations shall be a cause for disciplinary action by the competent authority as recommended by the Control of Unfair Means Committee (CUMC). The penalties could range from:
- (a) Award of Grade 'F' in the specific examination where Unfair Means were used.
  - (b) Award of Grade 'F' in all subjects of the semester.
  - (c) Debarring from award of any academic medals, prizes, distinction, etc.
  - (d) Expulsion for a specified period or rustication from the School.
- 29.3 Any disciplinary action related to the conduct of theory examinations shall be based on the report of the Superintendent of Examinations submitted to the Controller of Examinations and forwarded to the Control of Unfair Means Committee (CUMC).
- 29.4 Plagiarism in any form is discouraged. Any case of plagiarism brought to the notice of CUMC will be dealt with severely.
- 29.5 The recommendations of the CUMC will be forwarded by the Dean (Academics) to the Director, whose decision shall be final and binding.
- 29.6 The School reserves the right to withdraw or cancel or modify the results already declared or recall a Degree already conferred, if any discrepancy or irregularity or use of Unfair Means is established by the School at a later stage.

### 30. DISCRETIONARY POWERS OF ACADEMIC ADMINISTRATION

30.1 The Director may, for reasons to be recorded in writing, relax any provisions of these Rules of Examination on the clear written recommendations of the Head of the Department and Dean (Academics) except the requirement of attendance as stipulated in clauses 10.1 to 10.8 of these rules. This relaxation will, however, be subject to the approval of the Senate.

### ANNEXURE A: SGPA, CGPA AND DGPA

#### A.1 Calculation of SGPA

Based on Credits of the course and Grade Awarded, Points Secured are calculated as the product of Earned Credits and Grade Points of that particular course. SGPA is calculated as ratio of Total Points Secured and Registered Credits for the Semester.

**Illustration 1 (Masters of Planning with specialization in Transport Planning):**

##### A.1.1: SGPA Calculation for Semester I

| Course Code | Course Credits | Grade Awarded | Earned Credit | Grade points | Points Secured |
|-------------|----------------|---------------|---------------|--------------|----------------|
| TP 151      | 3              | A             | 3             | 8            | 24             |
| TP 152      | 2              | B+            | 2             | 7            | 14             |
| TP 153      | 4              | A             | 4             | 8            | 32             |
| TP 154      | 3              | A+            | 3             | 9            | 27             |
| TP 157      | 2              | B             | 2             | 6            | 12             |
| TP 156      | 11             | B+            | 11            | 7            | 77             |
| Total       | 25             | -             | 25            | -            | 186            |

$$\text{SGPA} = \frac{\text{Total Points Secured}}{\text{Registered Credits for the Semester}} = \frac{186}{25} = 7.44$$

##### A.1.2 SGPA Calculation for Semester II

| Course Code | Course Credit | Grade Awarded | Earned Credit | Grade Points | Points Secured |
|-------------|---------------|---------------|---------------|--------------|----------------|
| TP 251      | 2             | F             | 0             | 0            | 0              |
| TP 252      | 2             | A             | 2             | 8            | 16             |
| TP 253      | 2             | A             | 2             | 8            | 16             |
| TP 254      | 2             | B             | 2             | 6            | 12             |
| TP 257      | 2             | B+            | 2             | 7            | 14             |
| TP 256      | 12            | B             | 12            | 6            | 72             |
| Total       | 22            | -             | 20            | -            | 130            |

$$\text{SGPA} = \frac{\text{Points Secured}}{\text{Registered Credits for the Semester}} = \frac{130}{22} = 5.91$$

#### A.2 Calculation of CGPA

CGPA is calculated as the ratio of Cumulative Points Secured and the Cumulative Earned Credits. For CGPA the courses counted are only those in which student gets passing grades.

**Illustration 2 (Masters of Planning with specialization in Transport Planning):****A.2.1: SGPA Calculation for Semester I and Semester II**

$$\text{CGPA} = \frac{\text{Cumulative Points Secured}}{\text{Cumulative Earned Credits}} = \frac{186+130}{25+20} = 7.02$$

**A.3 Calculation of DGPA**

When all the semesters are given weightage as per the credits allocated for respective semester, DGPA is same as CGPA. However, if the weightage of different semester or year varies, DGPA is calculated based on differential weightages as per the academic curriculum.

**Illustration 3 (Bachelor of Architecture):****A.3.1: DGPA Calculation with differential weightage from Semester First to Tenth**

| Semester | Weightage in Percent | SGPA* |
|----------|----------------------|-------|
| First    | 5                    | 6.82  |
| Second   | 5                    | 6.83  |
| Third    | 5                    | 6.33  |
| Fourth   | 5                    | 6.63  |
| Fifth    | 7.5                  | 6.83  |
| Sixth    | 7.5                  | 6.67  |
| Seventh  | 7.5                  | 6.17  |
| Eighth   | 7.5                  | 6.67  |
| Ninth    | 25                   | 6.67  |
| Tenth    | 25                   | 8.00  |

Note: \*In the case of carry-over, revised SGPA after passing the respective subject(s) to be considered.

**DGPA = Weighted Summation of SGPA**

$$= (0.05 * 6.82) + (0.05 * 6.83) + (0.05 * 6.33) + (0.05 * 6.63) + (0.075 * 6.83) + (0.075 * 6.67) + (0.075 * 6.17) + (0.075 * 6.67) + (0.25 * 6.67) + (0.25 * 8.00)$$

$$= 6.97$$

**Illustration 4 (Bachelor of Planning):****A.3.2: DGPA Calculation with differential weightage from Semester First to Eighth**

| Semester | Weightage in Percent | SGPA* |
|----------|----------------------|-------|
| First    | 5                    | 6.82  |
| Second   | 5                    | 6.83  |
| Third    | 10                   | 6.33  |
| Fourth   | 10                   | 6.63  |
| Fifth    | 15                   | 6.83  |
| Sixth    | 15                   | 6.67  |

|         |    |      |
|---------|----|------|
| Seventh | 20 | 6.17 |
| Eighth  | 20 | 8.00 |

Note: \*In the case of carry-over, revised SGPA after passing the respective subject(s) to be considered.

**DGPA = *Weighted Summation of SGPA***

$$\begin{aligned}
 &= (0.05 * 6.82) + (0.05 * 6.83) + (0.10 * 6.33) + (0.10 * 6.63) + (0.15 * 6.83) + (0.15 * 6.67) + \\
 &\quad (0.20 * 6.17) + (0.20 * 8.00) \\
 &= 6.84
 \end{aligned}$$