



**ORDINANCES AND REGULATIONS**  
(w.e.f. Academic Session 2019-20)  
**BACHELOR OF ARCHITECTURE (B.ARCH.)**  
**NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR**

**Office of Dean Academics**

**NIT Raipur**

**CG, India, 492010**

**Extracted from**

**“THE NATIONAL INSTITUTES OF TECHNOLOGY ACT, 2007, No. 29 of 2007,  
Dated 5th June, 2007”**

**Section 27, Page 7**

Subject to the provisions of this Act and the Statutes, the Ordinances of every Institute may provide for all or any of the following matters, namely:

- a) The admission of the students to the Institute;
- b) The courses of study to be laid down for all degrees and diplomas of the Institute;
- c) The conditions under which students shall be admitted to the degree or diploma courses and to the examinations of the Institute, and shall be eligible for degrees and diplomas;
- d) The conditions of award of the fellowships, scholarships, exhibitions, medals and prizes;
- e) The conditions and mode of appointment and duties of examining bodies, examiners and moderators;
- f) The conduct of examinations;
- g) The maintenance of discipline among the students of the Institute; and
- h) Any other matter which by this Act or the Statutes is to be or may be provided for by the Ordinances.

**Ordinance: A local law, an edict or decree.**

**Regulation: A law or administrative rule, issued by an organization, used to guide or prescribe the conduct of members of that organization.**

## Content

1	About the Institute .....	1
1.A	Vision of the Institute: .....	1
1.B	Mission of the Institute:.....	1
2	Preamble .....	2
3	Acronyms .....	3
4	Ordinance and Regulations (B. Arch. Program) .....	4
4.A	Academic Program.....	4
4.B	Admission.....	4
4.C	Registration .....	4
4.D	Duration of the Program .....	6
4.E	Structure of Program .....	6
4.F	Credit Requirements.....	7
4.G	Academic Calendar .....	7
4.H	Attendance Requirement and Absence .....	7
4.I	Assessment Procedure .....	8
4.J	Grading System .....	11
4.K	Promotion .....	13
4.L	Eligibility for the Award of Degree.....	13
4.M	Temporary Withdrawal from a semester .....	13
4.N	Permanent Withdrawal .....	14
4.O	Faculty Advisor .....	14
4.P	Course Evaluation by the students (Feedback) .....	14
4.Q	Credit Transfer and Online (MOOC) courses .....	14
4.R	Rules to Deal with Academic Malpractices and Misconduct.....	14
4.S	Power to Modify.....	15
	Annexure - I.....	16
	Annexure - II .....	18
	Annexure -III .....	19

## **1 About the Institute**

The National Institute of Technology Raipur (NIT Raipur) is a technical institution funded by the Government of India, located in Raipur, Chhattisgarh. Founded in 1956 as Govt. College of Mining & Metallurgy with two engineering disciplines, mining and metallurgy, the institute is one of the oldest of its kind in India. Currently it is one of the National Institutes of Technology, which have been accorded Institute of National Importance status by the National Institutes of Technology Act, 2007. National Institute of Technology, Raipur (NIT RR), upgraded from GEC Raipur in the year 2005, presently runs academic courses in 12 major disciplines in the form of graduate and post graduate courses. The Institute also inducts scholars for PhD courses. One of the biggest NIT, in the way of intake at UG level, has a legacy of more than 60 years of service to the nation.

### **1.A Vision of the Institute:**

To be a leader in technical and management education in India and to establish a unique identity for the development of high-quality human and knowledge resource in diverse area of technology and management.

### **1.B Mission of the Institute:**

To Re-engineer the engineering education and to mould young students into rational thinking engineers who are motivated by a passion for professional excellence driven by human values and proactively engaged in betterment of society.

## 2 Preamble

- 2.A The provisions in these regulations govern the conditions for imparting courses of instructions, conduction of examinations and evaluation of performance of students leading to B.Arch. degree program in National Institute of Technology Raipur (NITRR).
- 2.B This ordinance supersedes all the previous ordinances, rules and regulations and are effective from the academic year 2019-2020 onwards.
- 2.C The curriculum intends to provide broad based knowledge and simultaneously builds a temper for the lifelong process of learning and exploring. Students are allowed open category electives to broaden inter-disciplinary knowledge base and to specialize in areas outside the parent discipline.
- 2.D The medium of instruction in the Institute is English.
- 2.E The Institute follows the semester system. An academic year runs from July through June next year and comprises of two semesters and two terms. The First Semester (Autumn Semester) starts in the third week of July and ends in the middle of December, while, the Second Semester (Spring Semester) starts in first week of January and ends in the middle of May. This is followed immediately by the Summer Term which ends in the second week of July. The Winter Term starts around the third week of December followed by Spring Semester.
- 2.F The provisions of these regulations shall also be applicable to any new discipline that will be introduced from time to time and added to the list of Academic Program.
- 2.G Notwithstanding all that has been stated in the Regulations, Senate has the right to review and change the Regulations from time to time.
- 2.H Any doubt or dispute arising about the interpretation of the Regulations shall be referred to the Chairperson Senate whose decision shall be final and binding.

### 3 Acronyms

Acronym	Full form
B. Arch.	Bachelor of Architecture
CCB	Central Counselling Board
COA	Council of Architecture
CPI	Cumulative Performance Index
DAC	Departmental Academic Committee
DGC	Departmental Grievance Committee
EPR	Essential Program Requirements
ESE	End Semester Exam
FIR	First Information Report
GoI	Government of India
HOD	Head of the Department
IISc	Indian Institute of Science
IIT	Indian Institute of Technology
JEE	Joint Entrance Examination
L	Lecture
MHRD	Ministry of Human Resource Development
MIS	Management Information System
MOOCs	Massive Open Online Courses
MSE	Mid-Semester Exam
NCC	National Cadet Corps
NIT	National Institute of Technology
NSS	National Service Scheme
OE	Open Elective
PC	Professional Core
PE	Professional Elective
PS	Professional Studio
SPA	School of Planning and Architecture
SPI	Semester Performance Index
TS	Tutorial Studio
TA	Teacher's Assessment
UFM	Un-Fair Means
UG	Under-Graduation
UMC	Unfair Means Cases

## **4 Ordinance and Regulations (B. Arch. Program)**

### **4.A Academic Program**

- 4.A.1 The B.Arch. Academic Program comprises of discipline of Architecture in which the degree is to be offered.

### **4.B Admission**

- 4.B.1 A candidate shall be admitted to B. Arch. program only after he/she has passed a Higher Secondary School Certificate exam (10+2 scheme conducted by recognized Board of Secondary Education or an equivalent exam of a recognized Board/University) with minimum 50% marks in Physics, Chemistry and Mathematics and also minimum 50% marks in aggregate in aforementioned examination or as per the instructions received from Ministry of Human Resource Development (MHRD), GoI from time to time; and
- 4.B.1.i Admission of Indian National to the first semester of B.Arch. program shall be through his/her relative performance in Joint Entrance Examination (JEE) Main-Paper: 2 securing a place in merit list of eligible candidates and/or as governed by the rules of Central Counselling Board (CCB) from time to time.
  - 4.B.1.ii Direct admission of Foreign National either residing in India or abroad or Indian nationals residing abroad to first semester of B.Arch. program shall be through qualifying examination in Architecture conducted by a competent authority and/or according to the policy guidelines laid down by the MHRD, Govt. of India (GoI)/Board of Governors (BoG) of the Institute from time to time.
- 4.B.2 Every student, admitted provisionally or otherwise to UG Program of the Institute, shall submit copies of the qualifying certificates/provisional certificates and such other documents within the stipulated date as prescribed by the Senate; failing this may lead to cancellation of the admission of the student by the Senate.
- 4.B.3 If, at any time after admission, it is found that a candidate has not fulfilled all the requirements stipulated in the offer of admission, in any form whatsoever, including possible misinformation etc., Dean-Academics shall recommend to Senate for cancellation of admission of such candidate. The decision of the Senate, regarding the above, shall be final and binding.
- 4.B.4 The institute reserves the right to cancel the admission of any student and ask him/her to discontinue his/her studies at any stage of his/her career on the grounds of indiscipline or any misconduct. The decision of the Senate, regarding the above, is final and binding.
- 4.B.5 Candidates must fulfil the medical standards required for admission as prescribed by MHRD (GoI) from time to time.

### **4.C Registration**

- 4.C.1 Every student of B. Arch. program is required to be present and register at the commencement of each semester on the date fixed and notified in the Academic Calendar. Registration process will have three components:
- 4.C.1.i Physical presence of the student on the first day of semester.
  - 4.C.1.ii Payment of semester fees including any unpaid dues of past semesters, and
  - 4.C.1.iii Getting enrolled/registered in the courses approved by the Departmental Academic Committee (DAC) of the department. Constitution of DAC/DGC is given in Annexure – I.
- 4.C.2 Percentage attendance for all students will be counted from the date of commencement of the semester, irrespective of his/her date of registration.

However, for First year students, in first semester, attendance will be counted from date of admission into the Institute or date of commencement of class work, whichever is later.

- 4.C.3 A student who does not register on the day announced for the purpose may be permitted by Dean-Academics in consideration of any compelling reason for late registration within next one week on payment of additional late fee as prescribed by the Institute from time to time. Normally, no late registration beyond one week from the scheduled date of registration shall be allowed.
- 4.C.4 After registration in each semester, each student should collect a registration sheet, which indicates the courses registered by him/her in that semester, signed by the Faculty Advisor/Head of the Department (HOD). The student should carry this registration sheet for all the examinations in that semester. This sheet shall serve the purpose of hall ticket for appearing for the examinations in that semester.
- 4.C.5 Only those students will be permitted to register who have
- 4.C.5.i Cleared all the institute and hostel dues of the previous semesters.
  - 4.C.5.ii Paid all required fees of the current semester.
  - 4.C.5.iii Not been debarred from registering for a specified period on disciplinary or any other ground.
  - 4.C.5.iv Not been struck off from the rolls of the institute.
- 4.C.6 Except in 1st semester the tuition fees etc. will be paid semester wise and not year wise. Even for VIII Semester, where 'Professional Training' is to be done by the students, full payment of the semester fees shall be paid by the students.
- 4.C.7 The classes of all semesters will start from the day following the registration or any other day as decided by the institute authorities/mentioned in the Academic Calendar.
- 4.C.8 Students may register courses (up to a maximum of 33 credits in a semester) with the concurrence of the Head of the Department/DAC with intimation to the concerned course instructors and the academic sections provided this is done within the date mentioned in the academic calendar. An elective course will normally be offered only if there is a minimum registration of 15 students. To accommodate faster learning, students may be allowed to register for subjects of the higher semester up to four credits, the suitability and feasibility of the same should be approved by the DAC. For registering courses of higher semester, the student should possess a CPI of 8 or higher without any backlog.
- 4.C.9 A student, for any valid reason, may drop some courses from the present semester within three weeks from the commencement of the course through written approval from his/her Faculty Advisor, DAC and Head of the Department, with an intimation to Dean-Academics. In such circumstances, the student shall not be eligible for the award of Distinction even if he/she secures a CPI of 8.5 and satisfies the other requisite criterion as per rule 4.I.8. Elective courses may normally be changed within a week from the commencement of classes.
- 4.C.10 'Backlog Courses' are courses from the previous semesters with 'F' grade. A student can appear for supplementary examination of the backlog course/s as and when it is conducted. In case a student also fails in the supplementary examination, then he/she has to register for that backlog course whenever it is offered next. His/her previous marks/grades will be cancelled and he/she will have to attend all classes and examinations as and when they are conducted. Major changes in the time table shall not be entertained to accommodate the backlog students.



- 4.C.11 A student must register for the backlog course/s prioritizing the oldest backlog/s. [The students will register by default for backlog courses being offered in a particular semester]. The maximum credits (including backlog courses) that a student can register in a semester is 33.
- 4.C.12 A candidate shall not be permitted to enrol for Architectural Design or Architectural Thesis courses in a semester unless he/she has completed Architectural Design or Architectural Thesis of the previous semester.
- 4.C.13 Professional Training (Semester-VIII) is a compulsory course (EPR) for successful completion of B.Arch. degree program. A student will be allowed to register for 'Professional Training (VIII Semester)' only after clearing all the courses including back-logs till the previous semester and has earned a minimum total of 170 credits. A student will be allowed to register for 'Architectural Thesis-I (Dissertation) (IX Semester)' and 'Architectural Thesis-II (X Semester)' only after successful completion of 'Professional Training (VIII Semester)'. No student shall be allowed to register for any other course during their pursuance of Professional Training (VIII Semester).
- 4.C.14 A student of X Semester in B.Arch. program may opt for registration in any relevant online courses/MOOCs, in place of Open Elective Courses (OE), as per curriculum and approved by DAC.

#### **4.D Duration of the Program**

- 4.D.1 Normally a student has to complete all the requirements for B. Arch. Program in five years (ten semesters). Academically weak students who are unable to pass in some courses and have to repeat them in subsequent semesters or register for lesser number of courses in a semester on their own or as per the advice of the DAC, shall be permitted to complete all the requirements of the degree in maximum 18 consecutive semesters (nine years). The same is equally applicable for students who have requested and been granted temporary withdrawal.

#### **4.E Structure of Program**

- 4.E.1 The normal duration of the Program leading to B. Arch. degree will be of ten semesters or five years. The medium of instruction and examination will be English.
- 4.E.2 Teaching scheme of a course, in general, has Lecture (L) with one credit per period per week, Tutorial Studio (TS) with half credit and Professional Studio (PS) with one and half credit per period per week. However, some of these components may not be present in some subjects.
- 4.E.3 Any change in syllabi (up to one unit of the existing) proposed by the course coordinator is required to be approved by the Departmental Academic Committee (DAC). Proposing changes in the syllabi for more than a unit would be termed as Revision of syllabi. Such revisions and changes in courses and curricula proposed by the course coordinator and recommended by DAC shall have to be placed before the Senate for its approval.
- 4.E.4 The structure of B.Arch. Program shall have Professional Core Courses (PC), Essential Program Requirements Courses (EPR), Professional Elective Courses (PE) and Open Elective Courses (OE) as shown in Annexure –II.
- 4.E.5 4.E.5 Courses of Architectural Design are the principal course leading to Architectural Thesis-I and II, which are considered as culmination of the design skills acquired by the students and hence is of prime importance in B. Arch. program. All other courses are subservient to Architectural Design courses. For better understanding of the course, a Field/ Study Tours shall be conducted as given in curriculum. It is mandatory for the student to go for the field trip/study tour as when arranged by the Department.

- 4.E.6 VIII semester in B.Arch. program would comprise of mandatory Internship/Practical Training which will be evaluated through a Viva-Voce Examination at the end of the semester. This Internship/Practical Training, would be considered as a 'Professional Ability Enhancement Compulsory Course', and is to be satisfactorily completed before a student is registering for Architectural Thesis-I (IX Semester).
- 4.E.7 A student of X Semester in B.Arch. program, who wishes to opt for any relevant online course/MOOC, in place of Program Elective-III (PE-III, X Semester) of three credits, approved by DAC as per curriculum, may register in such courses. Credits of those approved courses will be transferable for the calculation of SPI in the X Semester in the Institute.

#### **4.F Credit Requirements**

- 4.F.1 Institute follows semester-based credit system of study. The prominent features of the credit system are a process of continuous evaluation of a student's progress and flexibility to allow a student to progress at an optimum pace suited to his/her ability or convenience, subject to fulfilling minimum requirements for continuation. A student's progress is measured by the number of credits he/she has earned, i.e. completed satisfactorily. Based on the course credits and grades obtained by the student, Performance Index is calculated. A minimum Performance Index is required to be maintained for satisfactory progress and continuation in the program. Also, a minimum number of earned credits and a minimum Performance Index should be acquired in order to qualify for the degree. Minimum earned credit requirements for the 5-Year B. Arch. program shall be 216.
- 4.F.2 As per COA Guidelines, basis of Credits will be  $\{L+0.5TS+1.5PS\}$  where L, TS and PS are number of Lecture, Tutorial Studio and Professional Studio periods respectively. Credit in a course will be a full number and if it falls to be a fractional one then that will be considered as next higher full number. A candidate can earn all the credits allotted to a semester only when he/she passes the said semester.
- 4.F.3 The credits for the courses in which a student has 'E' (minimum passing grade for a course) or a higher grade will be counted as credits earned by him/her. Any course in which a student has obtained R, F or W grade will not be counted towards his/her earned credits.

#### **4.G Academic Calendar**

- 4.G.1 The Academic Session shall commence in the month of July each year. Each Academic Session shall consist of two regular semesters, Autumn (Odd) and Spring (Even) apart from vacations, and mid-semester breaks, if any. Each regular semester shall normally consist of about **eighteen (18)** weeks including examination period.
- 4.G.2 The exact dates for the important academic events scheduled during the Academic Session shall be specified in the Academic Calendar.
- 4.G.3 The Academic Calendar, or any change therein during the session, shall require prior approval of the Senate/Chairman, Senate.

#### **4.H Attendance Requirement and Absence**

- 4.H.1 Every student must attend all theory, tutorial studio and professional studio classes in the courses in which he/she has registered in the semester. However, to account for constraints/unavoidable circumstances, a condonation for the shortage of attendance up to 15% can be granted by the DAC of the department.

A short fall in attendance up to a further 10% can be condoned by the Dean-Academics under satisfactory reasons. In truly exceptional circumstances, the Director may relax attendance requirements with reduction of one or two grades lower, as it may be found appropriate and recommended by a committee constituted for the purpose.

- 4.H.2 Student/s not having minimum 75% (including condonation) attendance in any course, shall not be permitted to appear for the end semester examination in that course and shall be awarded 'R' Grade in that course. Such student/s will have to re-register for that course in which he/she has shortage of attendance, as and when the course is offered next.
- 4.H.3 If the period of absence is for a short duration (of not more than two weeks), application for leave shall have to be submitted to the Head of Department stating the reasons for the leave requested for along with supporting document(s). The Head of Department may grant such leave. During such leave period, the student will be marked absent. Even with this leave applied, the student must satisfy at least 75% attendance requirement to appear for end semester examination.
- 4.H.4 A student must inform the Dean-Academics through Head of Department immediately of any instance of continuous absence from classes.
- 4.H.5 The students will be informed of the status of attendance by the concerned course teacher at least twice in a semester (to be listed under the duties of course coordinator/subject teacher).
- 4.H.6 A student representing the Institute in approved extracurricular activities such as Sports, Games, Cultural Meets, National/Zonal Conventions, Seminar, Workshop, Conference and Interview arranged through Training & Placement Department, NCC/NSS Camps etc., shall be considered as 'Present' subject to a maximum of **five days** in a semester. Prior permission from competent authority is required for availing the attendance for the computation of percentage of attendance at the end of semester.

#### **4.I Assessment Procedure**

##### **4.I.1**

- 4.I.1.i The teachers' assessment would be carried out with Class tests, assignments, viva-voce, quizzes, tutorial assignments etc., being the constituent components of continuous assessment process, and a student must undergo the continuous assessment process as prescribed by the teacher/coordination committee of the subject. If due to any compelling reason (such as his/her illness, calamity in the family etc.) a student fails to meet any of the requirements within/on the scheduled date and time, the teacher/coordination committee, in consultation with the Head of Department, may take such steps (including the conduct of compensatory tests/examinations) as are deemed fit. In each semester, there shall be one Mid Semester Examination (MSE), and one End Semester Examination (ESE) apart from surprise tests/quizzes/assignments, etc. Students will be permitted to appear in the examinations in only those courses for which they have registered at the beginning of the semester. The Mid Semester and Supplementary Examinations will be conducted by the Department as per the schedule and guidelines provided by the Academic calendar. By the Mid Semester Examination, minimum two units of the syllabus should be completed. End Semester Examination is normally conducted centrally in the Institute.
- 4.I.1.ii If a student fails to appear for the Mid Semester Examination in any course(s) due to compelling reason like serious illness of himself/herself which necessitates hospitalization/bed rest (with intimation to the institute medical officer) or a calamity in the family, he/she shall apply immediately to the Head of the Department. The student shall appeal for re-examination to the Head of Department along with all relevant documents within one week after completion of the examinations. All such cases will be scrutinized by DAC and a list of approved candidates shall be prepared for re-examination. The period of re-examination and syllabus shall be notified by the Head of Department.

- 4.I.1.iii Appearing in the end-semester examination in the theory and studio courses is mandatory for a student. Unless exempted as stated below, as in 4.I.1 (iv), if a student fails to appear for the end-semester examination, he/she shall be awarded 'F' grade in the course. He/she can be permitted to appear for the Supplementary examinations to be conducted later, as announced in the academic calendar. In such cases, the student will be awarded only 'E' grade in-case the student gets more than 35% marks in the Supplementary examination.
- 4.I.1.iv However, if a student misses the end-semester examinations due to a compelling reason like serious illness of himself/herself which necessitates hospitalization or a calamity in the family, he/she may appeal to the Dean-Academics before commencement of examination through his/her Head of the Department and Institute Medical Officer (in case of their own medical reasons) for permitting himself/herself to appear in the subsequent examination(s), when conducted next. DAC of the department may, after examining the documents and being convinced about the genuineness of the case, recommend permitting him/her to appear in the subsequent supplementary examination(s) or when the examination is conducted next. In such cases, transitory grade 'NA' is temporarily awarded to the student in the subject.
- 4.I.1.v Summer semester during summer vacation may be conducted for those students of final year only, who have been awarded F or R grades in the immediately preceding ninth and/or tenth semester supplementary examinations. Such students must not have any back-log up to fourth year at the time of registering in summer semester. After summer semester, examinations will be conducted as per the scheme and the students will be awarded grades accordingly.

4.I.2 The weightage assigned to various components of Teacher's assessment (TA) shall be announced by the concerned course coordinators in the beginning of the semester. Each student, registered for a course, shall be awarded marks by the concerned teacher/faculty-in-charge. The marks awarded to a student will depend upon his/her performance in various examinations, laboratory works/assignments etc. The marks awarded are to be used to award the relative letter grades, and grade point.

4.I.3 Assessment of Lecture/Theory Courses: The Mid and End Semester Examinations are of 2 hours and 3 hours respectively. Review of question papers shall be done by the committee appointed at the departmental level. Result analysis shall be done in the Departmental Academic Committee (DAC) meeting and the same shall be reported to the Senate. The general evaluation pattern for the theory courses shall be as under, unless mentioned otherwise in the scheme of syllabus:

Sub-component	Weightage
TA: Class tests/Quizzes/Assignments/Tutorials, etc.	20 marks
Mid semester exam	30 marks
End semester exam	50 marks

4.I.4 Assessment of Laboratory/Studio Courses: The continuous assessment in a laboratory/Studio course in each semester shall be of 100 marks, with the following weightages; unless mentioned otherwise in the scheme of Syllabus:

Sub-component	Weightage
Continuous evaluation (TA)	40 marks
Mid semester evaluation	20 marks
End Semester evaluation	40 marks

The marks for continuous evaluation (TA) may be distributed among various components like class work, Lab records, Quizzes, Skill Tests, Studio Assignments, Mini Projects, Tour Reports, etc. Mid Semester Evaluation and End Semester Evaluation will be comprising of performance

in viva-voce examination, which will be based on assignments given during the course work. The End Semester Evaluation of the courses, which have ESE (Viva) component, will be evaluated through Viva- Voce Examinations by one External Examiner (Architect/Academician)/jury and Internal Examiner from the Department for a group of approximately 20 students.

4.I.5 The students are to be continuously assessed on their initiative, interest, effort and regularity shown during the architectural thesis work (IX and X Semesters) and in the preparation of the thesis presentation and report. The thesis work shall be evaluated for Architectural Thesis- I (Dissertation) (IX Semester) for 400 marks and Architectural Thesis- II (X Semester) for 1000 marks. Architectural Thesis- II (X Semester) will be evaluated through Viva-Voce Examination by a Jury normally comprising of one External Examiner (Eminent Architect/Senior Academician)/jury and Internal Examiner from the Department for a group of approximately 15 students.

4.I.6 If the performance of a student in Architectural Thesis- II (X Semester) is not found satisfactory in the ESE (Viva), he/she may be awarded 'F' grade. A supplementary examination shall be conducted for such students to evaluate their performance by an external Jury comprising of at least one External Examiner (Eminent Architect/ Senior Academician) and Internal Examiner from the Department. Even if, such student fails in supplementary examination, summer semester during summer vacation may be conducted for such students as mentioned in clause 4.I.1.v. If the performance of such student(s) is not found satisfactory even after summer semester he/she will have to register for Architectural Thesis-II (X Semester) in next year or whenever the course is offered next. Such student(s) may be allowed to change the Thesis topic in consultation with Thesis Coordination Committee with subsequent approval from DAC. Any conduct on the part of students with regard to plagiarism (in Thesis report/Presentation or elsewhere) will be considered as indulgence in unethical means, and will invite strict disciplinary action.

4.I.7

4.I.7.i As a process of learning by students and also to ensure transparency, the answer scripts after correction of mid-semester examinations, assignments etc., will be shown to the students within the time-frame as mentioned in the Academic Calendar.

4.I.7.ii In order to ensure transparency in the evaluation of scripts of end-semester examination, those answer scripts also shall be shown to the students up to one day before the finalization of grades. Once the Grades are finalized by DAC, the student will no longer have any right to verify his/her answer scripts. The student can appeal to DGC for any arbitration within one week from the date of official publication of interim results in the Institute Website.

4.I.7.iii A student of the B. Arch. degree program must complete the prescribed course works up to X Semester with a minimum requirement of 216 credits within a maximum period of nine years starting from registration of I year I Sem.

4.I.7.iv At any point of time during the entire Program, if a student is found that despite clearing the remaining courses regularly and clearly, he/she will NOT be able to complete the course within maximum permissible time, he/she will have to relinquish the course at that point of time.

4.I.8

4.I.8.i A student is considered eligible for the award of Honours if he/she satisfies all the below clauses:

- a) Has acquired minimum six extra credits (approved by DAC) over and above the minimum credit requirements of 216 credits for B. Arch program, and
- b) Has passed all the courses without securing R, X, F or W Grades during the period of study, and

- c) Has passed all the courses without dropping any course in any semester and
- d) Has passed securing a Final CPI of 8.5 and above.

If a department offers one or more courses beyond the minimum credit requirement, the same shall not be considered for award of honours.

4.I.8.ii A student is considered eligible for the award of First Division with Distinction if he/she has passed all the courses:

- a) Without securing R, X, F or W Grades during the period of study, and
- b) Without dropping any course in any semester, and
- c) With a Final CPI of 8.5 and above.

4.I.8.iii A student failing to satisfy Rule 4.I.8 (i and ii), even if he/she gets a CPI of 8.5 or more will not be eligible for the award of Distinction and will be awarded First Division only.

4.I.8.iv A student with a CPI of 6.5 and above but less than 8.5 is considered eligible for the award of First Division.

4.I.8.v A student with a CPI of 5.0 and above but less than 6.5 is considered eligible for the award of Second Division.

4.I.9 The valued answer scripts shall be preserved for a maximum period of 12 (twelve) months after publication of results.

#### 4.J Grading System

4.J.1 A letter grade, corresponding to specified number of grade points, is awarded in each course for which a student is registered. Based on the sum total of marks obtained in TA, MSE and ESE, he/she will be awarded a letter grade based on his/her relative performance (w.r.t. other students) in the class of that course. The academic performance of a student shall be graded on a ten-point scale. On obtaining a pass grade, the student accumulates the course credits as earned credits. A student's performance is measured by the number of credits that he/she has earned and by the Weighted Performance Index. A minimum number of credits should be acquired in order to qualify for a degree and continuation on semester basis.

4.J.2 The awards/grades are to be submitted in the Dean-Academics office positively within the prescribed time limit as announced in the academic calendar after the End Semester Examination.

4.J.3 The grades to be awarded, corresponding grade points and the description of performance are listed below:

Grade	Grade Points	Performance
O	10	Outstanding
A	9	Excellent
B	8	Very Good
C	7	Good
D	6	Fair
E	5	Average
F	0	Fail
NA	--	Not Appeared in ESE
W	--	Withdrawal from the semester
R	--	Insufficient Attendance (to be repeated)
X	--	Debarred

The norms for the award of the letter grade are as follows:

- I. No student shall be awarded E or better grade without securing at least 35% aggregate marks in any course, i.e. in (MSE+ESE+TA).

- II. For award of E or better Grade, it is also mandatory that the student should secure at least 35% marks of the maximum marks awarded/scored in the End Semester Examination in the course.
- III. The class average is calculated by excluding the marks obtained by F grade students.
- IV. Further, there shall be four transitional grading symbols, which can be used by the examiners to indicate the special position of a student in the subject.  
 NA: for "Incomplete Assessment" due to non-appearance in an exam, if the student misses the End-semester examination.  
 R: for 'Insufficient Attendance' in the course (that course is to be repeated).  
 W: for "Temporary Withdrawal" from the Semester.  
 X: for "Debarred" on grounds of malpractices in examinations or in disciplinary behaviour, etc.

- 4.J.4 An 'O' grade stands for excellent achievement. The 'E' grade stands for average performance representing the minimum passing grade in any course.
- 4.J.5 The 'F' grade denotes failing in a course. A student has to repeat the courses in which he/she obtains 'F' grade, until a passing grade is obtained. 'F' grade may result in increased period of stay for completing degree requirements. No SPI will be awarded if a student has obtained one or more grade 'F' in a particular semester.
- 4.J.6 The student who remains absent in the End Semester Examination will be awarded 'NA' grade. When a student gets 'NA' grade for any course(s) during a semester, the SPI of that semester and the CPI at the end of that semester will become zero until that particular course/semester is not cleared by the student. Such student must appear in the supplementary examination to convert the 'NA' grade to any pass grade. If such a student remains absent in the supplementary examination too then he/she will be awarded 'R' grade.
- 4.J.7 'W' grade is awarded in a course where the student has opted for temporary withdrawal from the semester.
- 4.J.8 The 'R' grade is awarded for insufficient attendance (as mentioned under section 4. H.2) and student has to repeat the course during the next year whenever it is offered or later as advised by the DAC.
- 4.J.9 The performance of a student is evaluated in terms of two indices, viz. the Semester Performance Index (SPI) which is the Performance Index for a semester and Cumulative Performance Index (CPI) which is the Performance Index for all the completed semesters, at any point of time. The SPI is calculated on the basis of grades obtained in all courses registered for the semester. The CPI is calculated on the basis of all pass grades obtained in all completed semesters. Both SPI and CPI will be taken up to the second place of decimal without rounding off and recorded as such.

$$SPI = \frac{\sum_{Courses}(Course\ Credit\ x\ Grade\ Point)}{\sum_{Courses}(Course\ Credits)}$$

$$CPI = \frac{\sum_{All\ Semester\ Completed}(Course\ Credit\ x\ Grade\ Point)\ in\ passed\ courses}{\sum_{All\ Semester\ Completed}(Course\ Credits)\ in\ passed\ courses}$$

4.J.10 The CPI, SPI and the grades obtained in all the subjects in a semester will be communicated to every student at the end of every semester except in final year, second semester (i.e. X Semester of B. Arch. courses) through a grade sheet. Instead a consolidated grade sheet will be issued for final semester. This consolidated grade sheet supersedes all the earlier grade sheets.

#### **4.K Promotion**

4.K.1 There are no restrictions for promotion to next semester. However, as per clause 4.C.11, a student can register for maximum of 33 credits in a semester. In case of backlog, the student must register in the backlog papers first, giving priority to the oldest backlogs. A student will be permitted to register for maximum of seven courses (which have only Theory component in End Semester Examination) in any semester including backlog papers. Courses which have both theory and viva components in End Semester Examinations may be taken over and above these courses not exceeding the maximum credit limit of 33.

4.K.2 Once a candidate has passed a semester examination, one shall NOT be permitted to reappear in that examination or part thereof with a purpose of improvement of performance in exam, such as, division, marks, grades etc.

#### **4.L Eligibility for the Award of Degree**

4.L.1 A candidate shall be eligible for the award of degree of the Bachelor of Architecture (B.Arch.) only if the candidate:

- i) Has undergone the prescribed Program of study by registering and acquiring the credits of respective PC, EPR, PE and OE courses, and
- ii) Has earned the minimum total number of credits specified in the curriculum, and
- iii) Has obtained prescribed CPI of 5.0 or above within specified maximum permissible duration, and
- iv) Has no dues to the Institution, Library, Hostels, etc., and
- v) Has no disciplinary action pending against him/her.

#### **4.M Temporary Withdrawal from a semester**

4.M.1 A student who is unable to attend classes for more than four weeks (twenty teaching days) in a Semester, may apply to the Dean Academics through Convener, DAC, for withdrawal from the Semester along with supporting documents, which shall mean withdrawal from all the registered courses in the Semester. Dean Academics shall put-up such cases with his recommendations to Chairman Senate for approval, decision of the Director & Chairman Senate will be final. For Application for semester withdrawal must be made as early as possible and latest one week before the start of the End Semester Examination.

4.M.2 Partial withdrawal from the semester shall not be allowed.

4.M.3 Any application on medical grounds shall be accompanied with a medical certificate from the institute Medical Officer. A certificate from a registered medical practitioner containing the registration number may also be accepted in those cases where a student is normally residing off campus or becomes ill while away from the Institute.

4.M.4 A student will be permitted for semester withdrawal only twice in the entire duration of his/ her Program.

4.M.5 Such a student will be awarded 'W' grade in all subjects in the semester in which temporary withdrawal is made. Such a student will have to pay semester admission and institute fee for the semester in which temporary withdrawal is made.



#### **4.N Permanent Withdrawal**

Once the admission for the Semester is closed, the following conditions govern for permanent withdrawal of admissions:

- 4.N.1 A student, who wants to leave the Institute for good, will be permitted to do so, only after clearing all the dues, if any. Also, all the fees and charges already paid by him/her will not be refunded.
- 4.N.2 Those students who have received any scholarship, stipend or other forms of assistance from the Institute shall repay all such amounts.
- 4.N.3 The decision of the Director and Chairman, Senate regarding all aspects of withdrawal of a student shall be final and binding.

#### **4.O Faculty Advisor**

- 4.O.1 To help the students in planning their courses of study and to render general advice regarding either the academic program or any other activity, the Head of the Department, will assign every year, a certain number of students from the first year to a faculty member who will be called Faculty Advisor. The set of students thus assigned will continue to be under the guidance of this Faculty Advisor till they complete the Program or as reassigned by the HOD.

#### **4.P Course Evaluation by the students (Feedback)**

- 4.P.1 Every course offered in a semester is evaluated on the basis of feedback received from the students registered in that course. During the last week of a semester, the students shall give their feedback on the courses studied by them during the semester. The feedback system shall be computerized and coordinated by the MIS personnel. The compiled feedback reports shall be forwarded by the MIS personnel to the Head of the Department who will scrutinize the same and may take appropriate steps to enhance the quality of teaching of the courses. If the feedback belongs to a subject handled by the Head of the Department, then the same shall be scrutinized by the Dean Academics. Results will be withheld for those students who have not submitted the feedback.

#### **4.Q Credit Transfer and Online (MOOC) courses**

- 4.Q.1 Within the broad framework of these regulations, Dean Academics on the recommendation of the DAC Architecture may permit students to earn part of the credit requirements in other institutes of repute and status in the country or abroad.
- 4.Q.2 Student can register for online (MOOC) courses against an elective (PE and/or OE) as per the approved Scheme of the programme based on the recommendation of DAC and approval of the Head of the Department. Credits will be earned only when such courses are of minimum 40 hours' duration and are evaluated by the agency offering the online course. Corresponding institute grades will be decided by the DAC. The Online (MOOC) courses must be from renowned sources and recognized by the respective DAC
- 4.Q.3 In case an online course is not evaluated (no grading provided) or the grading provided cannot be mapped as per clause 4.J.3, the students will have to appear in examination conducted by the department for evaluation. The DAC will appoint a faculty to guide and evaluate such student.

#### **4.R Rules to Deal with Academic Malpractices and Misconduct**

- 4.R.1 Every student of the institute is expected to maintain highest level of integrity and honesty in academics befitting the student of an institute of national importance. Rules to deal with Un-Fair Means (UFM) adopted by a student is given in Annexure –III.

4.R.2 Any misconduct not related to academics or not covered under UFM rules, will be dealt by the institute and the corresponding punishment pertaining to academics will be binding on the student.

**4.S Power to Modify**

4.S.1 Notwithstanding all that has been stated above, the senate of the institute, has the right to modify any or all the above rules and regulations from time to time.

4.S.2 In emergency situations, the Director in capacity of the Chairman Senate, can exercise powers of the Senate and discharge the functions of the Senate. Such decisions must be reported to the Senate in its next meeting.

## **Annexure - I**

### **CONSTITUTION & FUNCTIONING OF DEPARTMENTAL ACADEMIC COMMITTEE (DAC) and DEPARTMENTAL GRIEVANCE COMMITTEE**

#### **DEPARTMENTAL ACADEMIC COMMITTEE**

##### **CONSTITUTION**

- |                 |  |
|-----------------|--|
| Chairperson     | - Ex officio Head of the Department  |
| Convener        | - Any faculty member of Department nominated by Chairperson  |
| Members         | - Three faculty members of the Department preferably senior faculty of the Department. One faculty member from outside the Department. |
| Student Member  | -One student from third year B.Arch. with good academic record.  |
| External Member | -One faculty member from another NIT/IIT/IISc/SPA/IIEST/ISI/ Reputed Institute and one from Field/Industry                             |
- In case there are less than three faculty members in the Department, members from the Department may be less than three.
  - All the members of the committee will be nominated by the Head of the Department in consultation with the faculty members.
  - Chairperson may invite any other faculty member in a particular meeting as an invitee member, if needed.
  - In a meeting, where matter is related to PG Program (if any), one senior faculty member of the concerned specialization should be called in the meeting as an invitee member.
  - Two separate panels of external members should be prepared, one from Academic Institutes & other from field/Industries. Any one member from each of these panels may be called as per need.
  - External members will only be called in case of introduction/removal/modification of the courses and development of the course.
  - Students may not be allowed in a meeting of confidential nature.

##### **QUORUM**

- Convener and Chairperson of DAC will ensure that all members attend the meeting. However, to hold the meeting quorum will be 2/3rd of due members.

##### **FUNCTIONS**

- To monitor the conduct of all courses of the department including PG Programs (if any).
- To ensure & suggest suitable measures for academic excellence of the courses offered by the Department.
- To develop the curriculum (syllabus, scheme) for the UG and PG Programs offered by the Department and recommend the same to the Senate. To propose modification in the existing ordinance, if necessary.
- To propose new courses or closure of existing courses.
- To recommend the semester result to Dean Academics for declaration.
- To take up any responsibility or function assigned by the senate.
- Committee may recommend any academic matter for its inclusion in the senate meeting.
- To review feedback of the performance appraisal of the course instructor as received from the students in the prescribed format.

##### **TENURE OF THE COMMITTEE**

- The tenure of members will be of two years.

##### **DUTIES/RESPONSIBILITIES OF THE CHAIRPERSON**

- To nominate convener and all members of the committee and send the names to Dean Academics.
- To ensure that the meeting of the committee is called regularly and recommendation of the committee are complied with after approval of competent authority.

##### **DUTIES/RESPONSIBILITIES OF THE CONVENER**

- To call the meeting at least once in a calendar month and/or as and when necessary.
- To call the meeting immediately after the semester result is prepared for recommending it for declaration.
- To document the minutes of the meeting and communicate recommendations to Dean Academics through Chairperson.

## **DEPARTMENTAL GRIEVANCE COMMITTEE (DGC)**

Applicable for all degree awarding departments

### **CONSTITUTION**

Chairperson - Ex officio Head of the Department

Convener - Convener of DAC will be the convener of Grievance Committee

Members - Three faculty members of the department who are member of DAC from Department.  
One faculty member from outside the department, who is member of DAC.

- i. In case there are less than three faculty members in the Department, members from the Department may be less than three.
- ii. All the members of the committee will be nominated by the Head of the Department in consultation with the faculty members.
- iii. Chairperson may invite any other faculty member in a particular meeting as an invitee member, if needed.
- iv. In a meeting, where matter is related to PG program, one senior faculty member of the concerned specialization should be called in the meeting as an invitee member.

### **QUORUM**

- i. Convener and Chairperson of DAC will ensure that all members attend the meeting. However, to hold the meeting quorum will be 2/3rd of due members.

### **FUNCTIONS**

- i. To receive issues and grievances/complaints in writing from the students.
- ii. To address the grievance after consultation with all parties involved and make recommendation for redressal.
- iii. To inform the concerned parties regarding redressal.
- iv. To forward the recommendations to competent authorities for further necessary action, if required.

### **TENURE OF THE COMMITTEE**

- i. The tenure of members will be of two years.

### **DUTIES/RESPONSIBILITIES OF THE CHAIRPERSON**

- i. To nominate convener and all members of the committee and send the names to Dean-Academics.
- ii. To ensure that the meeting of the committee is called regularly and recommendation of the committee are complied with after approval of competent authority.

### **DUTIES/RESPONSIBILITIES OF THE CONVENER**

- i. To call the meeting whenever required.
- ii. To document the minutes of the meeting and communicate recommendations to Dean-Academics through Chairperson.

**Annexure - II****PROGRAM STRUCTURE**

The structure of B.Arch. Program shall have Professional Core (PC), Essential Program Requirements (EPR), Professional Elective (PE) and Open Elective (OE) Courses as mentioned hereunder:

SL.No.	Course Category	No. of Courses	I	II	III	IV	V	VI	VII	VIII	IX	X	Total
1	Professional Core (PC)	24	13	13	9	9	13	13	9	0	13	11	103
2	Essential Program Requirements (EPR)	36	12	12	15	12	8	8	12	6	4	3	92
3	Professional Elective (PE)	13	0	0	0	3	3	0	0	0	3	6	15
4	Open Elective (OE)	6	0	0	0	0	0	3	3	0	0	0	6
	<b>Total</b>	<b>79</b>	<b>25</b>	<b>25</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>6</b>	<b>20</b>	<b>20</b>	<b>216</b>

The above distribution of the PC, EPR, PE and OE can be modified with the approval of the Senate.

## Annexure -III

### **PROCESS AND REGULATIONS FOR UNFAIR MEANS CASES**

#### **Standard operating procedure for dealing with cases of Un-Fair Means: -**

A candidate found guilty of any of the following offences shall be deemed to have used unfair means and his/her examination result shall be withheld. The UFM Committee appointed by the Institute shall after giving a personal hearing recommend the penalty, if any, to be imposed on the candidate. If the candidate fails to turn up before the committee for personal hearing, the committee shall be entitled to decide the case on basis of record and recommend penalty, if any, to be imposed without giving any further opportunity of hearing.

#### **Formation of UFM Committee:**

There will be four members in UFM committee including chairperson. Chairperson and Members will be recommended by the Prof (I/c) Examinations and Dean Academics and approved by the Director. Term for the chairperson and member will be for two years. Director may change or increase the term of any member of the committee.

#### **(a) Procedure for booking of cases of use of Un-Fair Means at the examination center:**

1. **Issuance of Second Answer Sheet.** As soon as any case of unfair means comes to the notice of the Superintendent/ Invigilator of the examination center he/she shall take possession of the Answer Sheet of the candidate along with paper or other material found in his/her possession and provide the candidate with a second Answer Sheet immediately. On the top of the Answer Sheet it should be super scribed "Second Answer Sheet". The Superintendent shall record on the first Answer Sheet the time when the case was brought to his/her notice. He/She shall also record the time on the second Answer Sheet when it was issued to the candidate.
2. **Explanation of the Candidate.** While issuing the second Answer Sheet the candidate shall be asked by the Centre Superintendent to submit his/her explanation in writing. In case the candidate refuses to give his/her statement, he/she should not be forced to do so, only the fact of his/her refusal should be recorded by the Invigilator/s on duty at the time of occurrence and such a statement of the Invigilator/s be attested by the Centre Superintendent.
3. **Statement of the Invigilator.** The Invigilator, who detects the use of UFM by a candidate, shall also record his/her statement which shall be verified and signed by the Centre Superintendent. The statement of invigilator should clearly indicate the details of incident.
4. **Material found from the candidate.** As far as possible precise information as to from where the material was found (in the pocket, desk, shoes etc.) should be mentioned in the statement of the Invigilator/s. The copying material so detected by an Invigilator should also be signed by the Invigilator and countersigned by the Centre Superintendent on each page and the total number of pages detected should be mentioned on the title of the Answer Sheet duly signed by the Invigilator and Centre Superintendent.
5. **Procedure to be followed in case of smuggling out an Answer Sheet.** In case a candidate has smuggled out an answer Sheet, the Centre Superintendent should call for the candidate directly and try to secure the Answer Sheet. In case of non-availability of the Answer Sheet, the matter should be reported to the police and a copy of the FIR be sent to the office of Controller of Examination along with the statement of the Invigilator present in the room and also of the candidate. The statement of the peon/police constable etc., if any, should also be forwarded.
6. **Other Cases of Unfair Means**
  - a) **Impersonation.** In case of impersonation, the Centre Superintendent should send to the Controller of Examination, the statement of the person found to be impersonating, the

Invigilator/s and the real candidate, if possible. He/She may also report the matter to the police and shall arrange for taking photographs of the impersonator from 3 angles (front and two sides, left and right) and send along with the case.

- b) **Misconduct.** In case of misconduct by a student, the punishment / penalty will become serious. In case of misconduct of a serious nature, the matter should be reported to the police, if necessary. Statement of the Invigilator/s and that of the peon/policeman concerned may be obtained and sent to the office of the Controller of Examination.
7. **Documents Required to be Sent in UFM Cases.** All cases of UFM should be recorded in the prescribed form for reporting UFM cases as given in Annexure - A. The form shall be accompanied by the following documents: -
- First and/or second Answer Sheets
  - Explanation of the candidate
  - Statement of the Invigilator
  - Incriminating material found from the student
8. **Submission of Unfair means cases.** A separate sealed cover should be sent to the office of Controller of Examination along with the prescribed Performa in each case booked daily under UFM with a covering Performa generated by MIS.

**List of penalties for different types of cases under UFM.**

Category of offence	Offence(s)	Penalty
A	Recovered material not related to the subject or found writing something on the question paper,	Issue of warning not to repeat the same
B	Relevant material written by the candidate on any part of body, wall, door of the room, table/ desk, other devices used by the candidate. OR Recovered matter related to the subject found on person of the candidate whether used or not used for writing answer(s) OR The candidate is copying from copy of other candidate and/or helping others to copy OR Carrying electronic gadgets in the examination hall which are not explicitly allowed OR Candidate is caught with a material which he/she has chewed or swallowed or torn into pieces and the candidate refuses to sign the documents OR Replacement of Answer Sheet, exchange of Answer Sheet with other student, addition of extra pages in the Answer Sheet, smuggling of Answer Sheet/pages,	Award of F grade in the concerned paper of current examination. If the current examination happens to be the supplementary exam then F grade will imply R grade.
C	Manhandling with staff on duty or creating disturbance in the examination hall/center.	Award of F grade in all the subjects in the current examination. If the current examination happens to be the

		supplementary exam then F grade will imply R grade.
D	Carrying the answer sheet away from the examination hall. OR Impersonation	Award of R grade in all the subjects in the current examination and debaring for immediate next semester from academic activities. The period for which the student is debarred, would be considered for calculating the maximum stipulated time (seven years) for completing the program.
E	Two times indulgence in UFM as per category B, C and D above.	Award of R grade in all the subjects in the current examination and debaring for immediate next semester from academic activities. The period for which the student is debarred, would be considered for calculating the maximum stipulated time (seven years) for completing the program.
F	More than two times indulgence in UFM as per category B,C and D above.	Award of R grade in all the subjects in the current examination and debaring from the Institute for a period of one and a half years. The period for which the student is debarred, would be considered for calculating the maximum stipulated time (seven years) for completing the program.

Aggrieved by the decision of the Standing Committee on Unfair Means Cases, a candidate may make a representation addressed to the Director along with the prescribed fee of Rs. 5000/- for reconsideration of his/her case. The Director may refer the matter to the Appellate Committee to be constituted for the purpose for reconsideration. The decision of the Appellate Committee once approved by the Director shall be final and binding on the candidate.

#### IMPORTANT NOTES:

- I. The fact that a particular roll no. was booked as UMC should be recorded daily in the attendance sheet as well as in the statement for dispatch of Answer Sheet to the Controller of Examination through MIS.
- II. Candidates found using any of the UFM are not to be debarred from appearing in the remaining papers.
- III. Candidates can be physically searched by the Centre Superintendent / Invigilators /Member of the team of Observers deputed by Examination Division before or during the examination at any time except that a female candidate should be searched by a female member only.
- IV. Normally when a candidate goes out to toilet the invigilators must ensure that the Answer Sheet and Question Paper of the candidate has been left behind on his/her seat in the examination hall.
- V. At the end of the examination no candidate should be allowed to leave the room till all the scripts are collected, counted and found correct. If a candidate forces his/her way out with the answer script, the complete statement explaining the circumstances under which the candidate has left with the script should be made out. In no case this provision should be used to cover up the loss of Answer Sheet. The statement should also contain the time of the incident and details of the case as to how the candidate took away the Answer Sheet as also efforts made to recover the Answer Sheet.