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# **School of Planning and Architecture, Bhopal**

## **Ordinance for Undergraduate and Postgraduate Programmes (Amended) 2018**

*(Approved in 34<sup>th</sup> meeting of BOG held on 7<sup>th</sup> June, 2018)*

## **Ordinance for Undergraduate and Postgraduate Programmes (Amended) 2018**

### **Preamble**

School of Planning and Architecture Bhopal (SPAB), established in 2008 under an Act of Parliament as an autonomous institute of national importance by the Ministry of Human Resource Development, Government of India is mandated to promote education and research in planning and architectural studies. Given its mandate, SPAB intends to be the preeminent public research and teaching academy in architecture and planning in the country and aspires to attain (a) international standard by integrating teaching and learning,

- (b) advancement of the knowledge base through research and scholarship and
- (c) leadership in service and outreach.

To emerge as a think tank in the sphere of planning and architecture nurtured by a forward- looking, dynamic and efficient collective leadership. Human and knowledge resources being catalytic agents for social and economic development of our nation, and in view of a national shortage of quality manpower in architecture and planning, SPAB shall endeavour to face the challenge squarely with a holistic approach.

- To inculcate the practice of inter disciplinarity, and multi disciplinarity approach in architectural and planning pedagogy.
- To equip the students with relevant knowledge and skill to enable them shoulder responsibilities based on an informed perception of local, regional, national and global needs.
- To build a unique blend of curricular, experiential, and research programs delivered within a student-centric culture.
- To create and foster networking opportunities with the academia, government institutions, research organisation and industry towards undertaking cutting-edge collaborative research.
- To ensure dissemination of research findings and engage in outreach programmes towards capacity building and public service.
- To nurture genuine scholarship and creativity and encourage entrepreneurship.



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- To promote team work and engage in productive partnerships.
  - To forge meaningful inter disciplinary programmes.
  - To facilitate ethical and value based instructional improvement through timely and sustained capacity building of members of faculty.
  - To develop global competencies amongst students by enhancing their employability and contribute to human resource development.
  - To develop and introduce various non-credit programs dedicated to promote effective citizenship amongst students through community service and public education.
  - To strengthen the communicative ability (speaking, reading, writing and listening) of students.
  - To develop the Inter – personal skill of students, enhance their technical literacy, and inculcate into them the trait of critical thinking.
  - To nurture the hidden talents of students through extracurricular activities.

SPAB aspires to emerge as an international academy whose academic portfolio, research agenda, and educational model align with the shifting needs of the society. It strives for built sustenance through sustainable architecture, social sustenance through universal design, cultural sustenance through conservation, and human settlement sustenance through habitat planning and design. The school is committed to train planners and architects for the nation who could exhibit high academic standards and take up the challenges of physical and socio-environmental development of the country. SPAB aspires to engage in meaningful research on topical themes in the areas which inter alia include sustainable architecture, urban planning, heritage conservation, urban design, universal design, regional planning, transport and logistics planning, landscape architecture and design.

### Ordinance

The Senate of SPAB is the statutory and supreme body that governs all academic matters of SPAB, and the rulings of Chairman, Senate (Director of SPAB) are final in regard to all academic issues. A definite time schedule is set by the Senate for various academic activities, through an Academic Calendar issued in the beginning of each academic session. The Senate shall continuously assess the



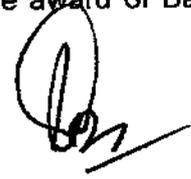
Academic Programmes and shall make appropriate revisions / modifications / improvements as and when required.

Administrative back-up and support for all academic activities are provided by the Academic office of the institute looked after by Assistant Registrar (Academics). All academic matters come under the purview of Dean (Academic Affairs). Matters pertaining to conduct, discipline and welfare of the students are overseen by the Dean (Students' Affairs).

- i. SPAB awards the Bachelors (under graduate) degree in Architecture and Planning, Masters (post graduate) degree in various specializations under Architecture and Planning, Master of Design and PhD degree to a registered scholar who has successfully completed the course.
- ii. The Bachelors and Masters Programmes in Architecture and Planning, Master of Design and PhD degree shall be governed under various Regulations (RG) formulated by the Senate of SPAB.
- iii. PhD Programme shall be governed by a separate Regulation.
- iv. A scholar becomes eligible for the award of the above mentioned degrees as the case may be only after fulfilling all the academic requirements prescribed by the Senate.
- v. The provisions of these Regulations are applicable to all existing under graduate and post graduate programmes of SPAB and will also be applicable to new under-graduate and post graduate programmes that are introduced from time to time.
- vi. Notwithstanding all that has been stated above and the Regulations that follow, the Senate has the right to modify any of the Regulations from time to time.

**Regulation 1: Academic Programmes at SPAB**

- i. SPAB offers a five year undergraduate programme (ten semesters each with approximately eighteen working weeks) in Architecture leading to the award of Bachelor of Architecture (B. Arch) degree and a four year undergraduate programme (eight semesters each with approximately eighteen working weeks) in Planning, leading to the award of Bachelor of

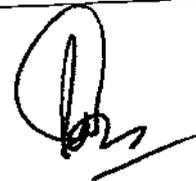


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- Planning (B. Plan) degree on successful completion of the course.
- ii. SPAB also offers two year post graduate programmes (four semesters each with approximately eighteen working weeks) in various specialization under (a) Planning (Urban and Regional Planning, Environmental Planning, Transport Planning and Logistics Management) and (b) Architecture (Urban Design, Conservation and Landscape) besides a two year post graduate programme of Master of Design.
  - iii. Both the under graduate and post graduate programmes have an inbuilt academic requirement of different activities at different stages.

**Regulation 2: Admission**

- i. Admission to the five year Bachelor of Architecture (B. Arch) and four year Bachelor of Planning (B. Plan) programme shall be made in the odd semester (July – December) of each academic session as per the eligibility rules of Central Seat Allocation Board (CSAB) for the students qualifying Joint Entrance Examination (Main) in Architecture stream conducted by Central Board of Secondary Education, Government of India.
- ii. Admission to Master of Architecture (M. Arch), Master of Planning (M. Plan) and Master of Design (M. Des) programmes will also be made in the odd semester of each academic session through an entrance test having both a written and viva voce component with due weightage to academic credentials, co-curricular and extracurricular activities, professional experience and scores earned in GATE / JRF / CEED etc. The entrance test may be a standalone one conducted by SPAB itself or it may be a joint entrance test to be conducted jointly with other SPAs / Institutes.
- iii. Programme wise number of seats is furnished below which are subject to changes as decided by the competent authority of SPAB.

Sl. No.	Name of the Programme	Total Seats	Remarks
1	B. Arch	75	Admission to be made as per the list of Central Seat Allocation Board
2	B. Plan	30	Admission to be made as per the list of Central Seat Allocation Board



3	M. Arch (all specializations)	20	Admission to be made by SPAB through an entrance test
4	M. Des	20	Admission to be made by SPAB through an entrance test
5	M. Plan (all specializations)	20	Admission to be made by SPAB through an entrance test

**N.B.**

**Reservation for different categories shall be as per Government of India norms in force. Total Seats under M. Plan (Urban and Regional Planning) are 30. Supernumerary seats shall be available as and when warranted.**

- iv. SPAB shall also admit students under Direct Admission of Students Abroad (DASA) to both of its undergraduate and post graduate programmes as communicated by the DASA.
- v. All students admitted to any of the above mentioned courses shall be required to pay at the time of joining and also in subsequent semesters prescribed tuition and other fees as prescribed by SPAB till they are on roll.
- vi. SPAB shall also admit students to its post graduate programme who are sponsored by Central / State governments, Government agencies and Industries. A sponsored student however must have had the minimum educational qualifications as given under RG 2 (vii) and must qualify himself / herself at the viva voce to be conducted during the entrance test. A sponsored student should ideally be not older than 40 years.
- vii. Minimum educational qualification to be eligible to apply for admission to the post graduate programmes is as follows:

<i>Minimum educational qualification for Master of Architecture Programmes in (i) Conservation, (ii) Urban Design and (iii) Landscape</i>	<i>Minimum educational qualification for Master of Planning programmes in (i) Urban and Regional Planning (ii) Environmental Planning and (iii) Transport Planning and Logistics Management</i>	<i>Minimum educational qualification for Master of Design Programme</i>
B. Arch or B. Plan from any institution recognized by SPAB with at least 60% (or 6.5 CGPA) for General /OBC and	B. Arch or B. Plan or B.E. (Civil) or B. Tech (Civil) / or M.A. / MSc. in Geography or Economics or Sociology or Statistics or Operations Research	B. Arch or B. Plan or B. Des. or B.E. / B. Tech or Graduate Diploma from NID or B.F.A. (with one

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55% (6.0 CGPA) in case of SC/ST/PWD candidates in the qualifying examination.	from any institution recognized by SPAB with at least 60% (or 6.5 CGPA) for General /OBC and 55% (6.0 CGPA) in case of SC/ST/PWD candidates in the qualifying examination.	year experience) with at least 60% (or 6.5 CGPA) for General /OBC and 55% (6.0 CGPA) in case of SC/ST/PWD candidates in the qualifying examination.
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- viii. Minimum marks to be obtained at the qualifying examination as indicated above is subject to changes from time to time as notified by SPAB in its Admission Notice.
- ix. SPAB reserves the right to annul the registration of any student at any stage of his/her studentship on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.
- x. All admissions to various programmes shall be facilitated by the Academic office under the superintendence of Assistant Registrar (Academics) and Dean (Academic Affairs).
- xi. The Senate finally approves the admissions.

**Regulation 3: Maximum Duration for Completion of Programmes**

- i. A student shall have to complete the Bachelor of Architecture programme within a maximum period of eight academic years failing which his/ her studentship shall stand annulled.
- ii. A student shall have to complete the Bachelor of Planning programme within a maximum period of seven academic years failing which his/ her studentship shall stand annulled.
- iii. A student shall have to complete the Masters programmes under various specializations of Planning and Architecture and Design within a maximum period of five academic years failing which his/ her studentship shall stand annulled.



**Regulation 4: Academic Calendar**

- i. The academic session is divided into two semesters each having approximately eighteen weeks duration: an odd semester (July-November) and an even semester (January-April).
- ii. The Academic calendar approved by the Chairperson, Senate shall indicate the dates for commencement of classes, various examinations, students' activities, semester registration; inter-semester breaks etc. and shall be notified through SPAB Web Site.

**Regulation 5: Residence**

- i. Unless otherwise exempted /permitted, a student admitted to any of the programmes mentioned under RG 2 shall have to reside in the hostel of SPAB located in SPAB campus which s/he is assigned to as required under the Schools of Planning and Architecture Statutes, 2016. Residency in the SPAB hostel and procedure of allocation / reallocation of hostel rooms shall be governed by Institute Hostel Rules framed for the purpose from time to time.
- ii. Under extraordinary circumstances, the Director / Dean of Students' Affairs may permit a student to stay with his / her Parent or Guardian in SPAB campus (provided s/he is the ward of any SPAB faculty / staff member) or within a reasonable distance from SPAB. Such a student shall, however be attached to the hostel and will be required to pay prescribed fees from time to time.
- iii. No married accommodation shall be provided to any student of undergraduate or post graduate programmes.

**Regulation 6: Conduct of Courses**

- i. Head of Department shall call a meeting of newly admitted students along with all the members of faculty at the beginning of each academic session in order to apprise the students of the programme outline, various academic requirements which inter alia include minimum attendance, coursework, method of instruction, evaluation (grades), submittals, tours, institute activities etc.



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- ii. Any changes in the syllabus, credit system, method of evaluation, method of instruction etc. shall first be discussed at the respective department and then by the respective Advisory Committees before placing the matter to the Senate for approval.
  - iii. Each Subject / Studio shall have a Coordinator and if needed, a Co-Coordinator. Subject / studio allotment amongst faculty shall be decided in Faculty meeting of the department to be convened before the start of subsequent semesters and such allotment shall be on a rotational basis to the extent possible.
  - iv. Each Subject / Studio Coordinator shall brief the students at the start of the semester about the content of the subject / studio, assignments for internal assessment, dates for various submittals, reference / reading materials etc.
  - v. Teaching load amongst members of faculty shall be assigned by the concerned Head of the department as unanimously decided at the Departmental meeting.
  - vi. The Head of Department shall ensure the timely publication of time table for each programme duly approved by Dean (Academic Affairs). The time table shall take into consideration the normative weekly load to be assigned to each faculty. Any subsequent change in the time table during the semester is permissible to deal with various types of exigencies and such revised time table should be duly notified by the Head of Department after obtaining approval of Dean (Academic Affairs).
  - vii. Studio brief (duly approved by Director) with stage wise activities, time lines and tentative dates of reviews must be provided to the students at the beginning of the semester without fail.
  - viii. Each member of faculty is expected to shoulder the teaching responsibility with great care and commitment. Leave of absence should be restricted to the minimum possible.
  - ix. In the event of availing any short leave {casual leave (CL) / special casual leave (SCL)}, adequate arrangement should be made to ensure that students do not suffer by way of such leave of absence of any faculty.
  - x. The classes for a course must be held in the time slot given in the time



table. In exceptional situation another empty slot may be used for regular classes if it suits all the registered students.

- xi. Make – up class may be conducted in consultation with students after teaching hours or during Saturdays. However no make-up class would be conducted on Sundays and SPAB Notified holidays.
- xii. A member of faculty may also request his/her colleague to take the class in the event of his /her availing above mentioned leave. Such arrangement should be indicated in the CL / SCL application form.
- xiii. A member of faculty shall prepare the lesson plan for each subject / studios etc. assigned to him / her and submit the same to the Programme Coordinator and / or Head of Department.
- xiv. Each faculty shall ensure submittals in the form of PowerPoint presentation, debate, symposium, seminar, essay writing etc. and make sure that the same is evenly distributed within the semester.
- xv. All feedbacks to the students shall be made within a fortnight.
- xvi. It shall be mandatory for each student to fill in the Faculty Feedback form before the end term examinations failing which no admit card shall be issued to the student.
- xvii. Head of Department in consultation with the members of faculty may design suitable remedial measures for academically weak students.
- xviii. The Head of Department shall convene periodic meeting to review the affairs of the Department and cause to send the minutes of the meeting to all members of faculty and the Dean (Academic Affairs).

**Regulation 7: Attendance**

- i. Attendance shall be recorded from the day of commencement of classes.
- ii. Hundred percent attendance is expected in all classes (lectures, tutorials, laboratories, studios, workshops, extra academic activity, survey, study tours etc) and is mandatory.
- iii. Attendance would be recorded and considered subject / studio wise. That is, a student must satisfy the requirement of attendance in each Subject and Planning / Design studio.



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- iv. However, subject to the satisfaction of Subject / Studio Coordinator and the Head of Department, twenty five percent of mandatory attendance can be condoned by the Head of Department on the grounds of illness, participation in various academic, cultural and sports competitions.
  - v. A student must formally inform the Programme Coordinator / Head of Department about his/her illness. If the situation so warrants, either parents / guardian (as recorded in the office of Assistant Registrar (Academics) must formally inform the Programme Coordinator / Head of Department about the student's illness. A student must produce a valid certificate from a registered medical practitioner along with his/her application to condone the leave of absence due to illness. Head of Department reserves the right to reject any application for condoning the absence on medical ground if s/he is not satisfied with documents provided by the student.
  - vi. A student must produce a valid certificate of participation from competent authority along with his/her application to condone the leave of absence due to participation in any academic, sports or cultural events. Head of Department reserves the right to reject any application for condoning the absence on such grounds if s/he is not satisfied with documents provided by the student.
  - vii. A student must inform and subsequently obtain a written permission from the Head of Department before s/he proceeds for participating in any academic, cultural and sports events.
  - viii. Director of SPAB, at the recommendation of Head of Department or Dean (Students' Affairs) may condone additional ten percent of mandatory attendance in extra ordinary cases to be recorded in writing by the office of Head of Department and Assistant Registrar, (Academics) in addition to the twenty five percent condoning granted under RG 7 (iv).
  - ix. Mandatory attendance of 75% shall be calculated on the basis of aggregate attendance obtained by a student across all Subjects, including studio, theory, seminar, etc.
  - x. Apart from obtaining 75% mandatory attendance on aggregate, a student must obtain a minimum mandatory attendance of 60% in each Subject including studio, theory, seminar, etc.



- xi. Respective Subject Coordinators shall display the attendance record periodically and no student will be allowed to appear in the end term examination if s/he fails to secure the minimum mandatory attendance in each Subject including studio, theory, seminar, etc. as given under RG 7 (x).
- xii. While calculating the percentage of attendance, any decimal shall be rounded off to the next digit provided if it is 0.50 and above.
- xiii. In special circumstances, a student may have to appear before a Medical Board to prove his / her suffering from illness if the supporting documents are found to be unsatisfactory.
- xiv. A student who fails to achieve 60% attendance in more than four subjects in a semester shall be debarred from appearing at the end term examination in all subjects and shall be deemed detained and shall have to reregister in that semester in all subjects.
- xv. A student who fails to achieve 60% attendance in a particular subject shall not be allowed to appear in the end term examination in that particular subject and shall be deemed detained in that particular subject and shall have to reregister in the subject. S/he has to pass the subject by appearing at the Supplementary examinations conducted after the end term examination of even semester.
- xvi. A student who fails to achieve 70% attendance in a particular Planning / Design studio and / or Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar shall not be allowed to appear in the end term examination in that particular Planning / Design studio and / or Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar and shall be deemed detained and shall have to reregister in the semester. S/he however need not attend the classes for and pass in other subjects allocated in that semester provided if s/he has already passed in all other subjects.
- xvii. If a student is absent continuously for three weeks without any written intimation to the Head of Department or Programme / Subject Coordinator or Hostel Warden / Assistant Warden, his/her registration shall stand cancelled.



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### **Regulation 8: Code of Conduct**

- i. Students shall adhere to the basic code of conduct as laid down in the Hostel Rules of SPAB within and outside the institute campus in a manner befitting the students of an institution of national importance.
- ii. Students shall show due respect to the members of faculty and staff of the institute, the Wardens / Assistant Wardens of hostels, the Sports / Medical Officers and staff of the institute and any guests visiting the institute.
- iii. Students are expected to nurture the culture of fraternal affection for one another and develop a deep sense of ownership for the institute. They are expected to engage themselves in various types of extracurricular and co-curricular activities. They should set up various clubs to explore, exploit and excel various hobbies.
- iv. SPAB campus is a 'No – Smoking', 'No – Alcohol', 'No – Drugs' campus. Any student violating the forewarning shall be suspended forthwith from the academic session or semester without any Show cause notice.
- v. The following acts of omission and /or commission shall constitute gross violation of the code of conduct and are liable to invoke disciplinary measures:
  - a) Ragging
  - b) Unruly conduct anywhere within or outside SPAB campus
  - c) Wilfully damaging the property of the institute
  - d) Any stealing of institute property / documents
  - e) Furnishing of forged statement / documents of any kind at any point of time in connection with any matter during the studentship in the institute
  - f) Possession, consumption or distribution of alcoholic drinks or any kind of contraband drugs
  - g) Adoption of unfair means in the examinations
  - h) Participating or organizing any activity in or outside SPAB campus without prior permission of the Dean, Students' Affairs
  - i) Mutilation or unauthorized possession of library books



- j) Disturbing studies, extra and / or co- curricular activities of fellow students in any manner
  - k) Misuse of Internet / e-mail facilities or tempering/hacking with servers either at the hostels or anywhere in institute campus
  - l) Unauthorized absence from hostels
- vi. Necessary punishment shall be meted out to delinquent students depending on the gravity of the offence which may range from written reprimand, fine, expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from the Institute. The Institute Student Disciplinary Committee shall examine any violation of the code of conduct and determine the punishment to be awarded.

**Regulation 9: Conduct of Examinations and Evaluation**

- i. All examinations shall be conducted by the Academic Office under the superintendence of Assistant Registrar (Academics). Professor-in-Charge (Examination) and Dean (Academic Affairs) shall oversee the overall conduct of the examinations.
- ii. The performance of the student shall be evaluated through Progressive Assessment based on tutorials, group / individual assignments, guided practices, class tests, intermediate reviews, quizzes / viva voce, seminar presentations, studio works, field works, home works etc. and an End Term examination.
- iii. The overall evaluation of any subject /studio / thesis shall be on 100 marks divided into progressive assessment and end term examination, each having 50 marks respectively.
- iv. To earn the credit, a student has to obtain a minimum of 50% marks (out of the total 100 marks) in that respective Subject / Studio etc. both in the progressive assessment as well as in the end term examination separately.
- v. The following scheme of evaluation shall be adopted to evaluate the performance of a student:



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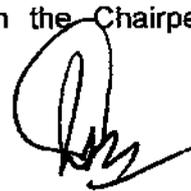
Sl. No.	Particulars	Evaluation System				Total Marks
		Progressive Assessment		End Term Examination		
		Method	Marks	Method	Marks	
1	Subjects to be evaluated with written examination only	Based on tutorials, group / individual assignments, guided practices, class tests, intermediate reviews, quizzes / viva voce, seminar presentations, studio works, field works, home works etc.	50	Written Examination	50	100
2	Subjects to be evaluated with viva voce only	Do	50	Viva Voce	50	100
3	Subjects to be evaluated through both written examination and viva voce	Do	50	Both Written Examination and Viva Voce	25 + 25	100

- vi. All subjects / studio / training / internship carry number of credits as indicated against each one of them in the syllabus of concerned programmes.
- vii. Supplementary for end term examinations of both odd and even semester shall be conducted for Theory Subjects only for both the written and / or viva component if a student fails to pass in that Subject or fails to appear in that Subject at the end term examination.
- viii. Supplementary of end term examinations of odd semester shall be held in the month of May of next academic calendar and that of even semester shall be held in the month of July of the current academic calendar duly notified by the Assistant Registrar (Academics).
- ix. There shall be no supplementary of end term examinations for Planning / Design studios / Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar across all Programmes. A student failing in the above shall deem to be detained and shall have to reregister in that semester. S/he however need not attend the classes for and pass in other subjects allocated in that semester provided if s/he has already passed in all other



subjects.

- x. On the recommendation of the Jury, a student may be given suitable extension to defend his/her thesis before a Jury. Otherwise, a student shall be deemed detained and shall have to reregister in that semester for subject of Thesis only. S/he however need not attend the classes for and pass in other subjects allocated in that semester provided if s/he has already passed in all other subjects.
- xi. A student shall not be eligible to write the thesis if s/he fails to pass in the subject(s) of Thesis Programming / Seminar Leading to Thesis / Thesis Seminar across all the Programmes where such a subject is mandatorily taken in the penultimate semester.
- xii. An undergraduate and a postgraduate student must pass a Subject in a maximum of five and three attempts respectively (one regular examination and rest being supplementary examinations) failing which his / her registration shall stand annulled. However such provision shall not discount the maximum period within which a student must complete the programme as given under RG 3.
- xiii. A student who fails to score the pass marks in the progressive assessment of a Subject shall be evaluated afresh in the next semester when that particular Subject is offered.
- xiv. A student who fails to score the pass marks in the progressive assessment of Design / Planning Studio shall be deemed detained in that particular semester and shall be evaluated afresh both through progressive assessment and the end term examination. S/he however need not register in other Subjects of that particular Semester provided s/he passes in those Subjects.
- xv. The concerned Subject Coordinator shall keep all records in safe custody pertaining to progressive assessment of the Subject, s/he teaches, until the student passes in that Subject.
- xvi. Academic Office shall ensure that a student does not suffer any year back due to the relocation of subject from one semester to another semester. Under such circumstances, special permission from the Chairperson,



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Senate shall be sought through Dean (AA) by the Assistant Registrar (Academics) to conduct Special Examinations.

- xvii. The score card shall reflect the student having passed a Subject in supplementary examinations against the subject(s).
- xviii. The scheme of evaluation as given under RG 9 (v) will not be applicable for the subject of Professional Training / Planning Internship / Training Seminar. The evaluation of this Subject shall be made at the end of the training period. The evaluation of this Subject shall done at two stages: (i) Training and Placement Cell shall evaluate the performance of the student across all requirements on the basis of the Report received from the training firm / institution as per the format of the Training Manual, (ii) a Panel constituted by Head of concerned Department shall finally evaluate the transfer of learning in the student. This two stage evaluation shall be conducted during the month of July after the Students return from the training / internship. Application of re-evaluation of the marks awarded shall be entertained under this Subject. However, if a student fails to attain the pass marks even after re-evaluation, s/he shall have to undergo the internship afresh.
- xix. The template of question paper shall be circulated by the Assistant Registrar (Academics) from time to time. The font, font size, water mark, heading and other mandatory entries shall be strictly followed by the Question Setter. No question paper shall be entertained if it does not conform to the template sent by the Assistant Registrar (Academics).
- xx. Following timeline shall be strictly followed while conducting the midterm and end term examinations across all under graduate and post graduate programmes:

Activities		Remarks
Submission of Question Papers for end term examinations	Submission of Evaluated Answer Books of end term examinations	Faculty evaluating more than 100 answer books shall get one additional week to submit the



<b>Timeline</b>	One week before the examination	Two weeks from the date of receiving the answer books	answer books
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- xxi. In case a Subject Coordinator is not in a position to prepare the question paper(s) and / or evaluate the answer books due to some extra ordinary exigency, the Head of Department shall assign the responsibility to any other faculty and ensure that the question paper(s) and answer books are submitted to the Examination Cell by the stipulated date.
- xxii. The concerned examiner shall be responsible for the safe custody of the answer books till these are returned to the Examination Cell after evaluation of end term examinations.
- xxiii. Assistant Registrar (Academics) shall maintain a register for receiving the question papers, marks as well as the answer books
- xxiv. Both the Examiner as well as the Assistant Registrar (Academics) shall satisfy each other about the number of answer books received and returned.
- xxv. Question papers of end term examinations shall be properly archived by the Academic Office. However, answer books shall be disposed of periodically as decided by the Competent Authority.
- xxvi. A student shall not carry any instrument, tools and gadgets that are not allowed inside the examination hall. The invigilator shall, before distributing the answer books and question papers, ensure that no student is carrying any instrument, tools and gadgets that are not permitted inside. Any such thing found in the possession of any student inside the examination hall shall be confiscated and shall be returned to the student after the examination is over.
- xxvii. However, graph paper, log table, various statistical tables, IS Codes and any kind of reference materials may be provided to the students inside the examination hall subject to the approval of concerned Subject Coordinator(s).



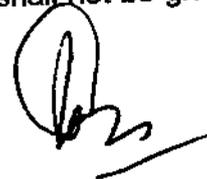
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xxviii. A student shall not be allowed to enter the examination hall fifteen minutes after the commencement of the examination and shall not be allowed to leave the examination hall half an hour before the examination ends. A student may leave the examination hall for using the wash room but must return within ten minutes. Such temporary leave from the examination hall shall be granted only twice during the entire duration of the examination. Temporary leave exceeding ten minutes shall disqualify a student to enter the examination hall. The invigilator shall record the temporary leave in a register and shall strictly follow the timings of entrance to and exit from the examination hall.

xxix. A student may request for sick bed if s/he is unable to sit for the examination in the examination hall or request for assistance if s/he is unable to write due to injury. Assistant Registrar (Academics) shall make necessary arrangement in such cases and such cases should be recorded in writing.

xxx. There shall be zero tolerance against Plagiarism. Each Thesis Report / any written assignment shall be filtered through plagiarism checking software. Following penalty shall be imposed on a student in the event of his/her found guilty of plagiarism considering its severity.

- i. Level 1: Similarities above 10% to 25% - Such student shall not be given any credit for the plagiarized script and shall be asked to resubmit within a stipulated time period as decided by the Head of Department in consultation with the Subject Coordinator, Supervisor, Programme Coordinator.
- ii. Level 2: Similarities above 25% to 50% - Such student shall not be given any credit for the plagiarized script and shall be asked to resubmit within a stipulated time period as decided by the Head of Department in consultation with the Subject Coordinator, Supervisor, Programme Coordinator. Stipulated period in such case shall be relatively more than that of Level 1 as decided by the Head of Department.
- iii. Level 3: Similarities above 50% - Such student shall not be given any



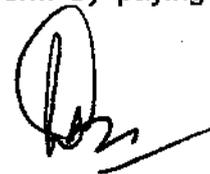
credit for the plagiarized script and his/her submission shall stand cancelled.

**Regulation 10: Penalty for Unfair Means**

- i. Unfair means shall be sternly dealt with. Unfair means shall include use of inappropriate, undue or improper methods by a student while writing the examination. Carrying and / or copying of notes in any form during the examination shall be treated as unfair means. Unfair means shall also include plagiarism practiced in the writing of thesis, reports, and assignments as well as disturbing fellow students in the examination hall in any form.
- ii. A student resorting to unfair means for the first time during his / her studentship at SPAB in any component of the examination for any subject / studio etc. shall be debarred from that component of the examination for that subject / studio etc. and shall deem to have failed in that subject.
- iii. A student resorting to unfair means for the second time during his / her studentship at SPAB shall be debarred from that semester and shall have to re-register for the semester.
- iv. A student's name shall be removed from the rolls of SPAB if he/she is found resorting to unfair means for the third time during his /her studentship at SPAB.

**Regulation 11: Re-Evaluation**

- i. The answer books of class tests (if any) conducted for any Subject(s) will be shown to the students after the evaluation. No re-evaluation in any form is permitted for class tests except in cases where mistakes are detected by the students, like, non awarding of marks against an answer, error in addition etc.
- ii. The answer books of written component for all Subject(s) of end term examination will not be shown to the student. A student can apply to the Assistant Registrar (Academics) within a fortnight of declaration of results for re-evaluation of the answer books in prescribed form by paying the



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requisite fees.

- iii. The re-evaluation shall be made by a reviewer to be appointed by the Dean (Academic Affairs). There would be no change in marks awarded to the student if the re-evaluated marks are within + or - 5% marks from the original marks scored by the student.
- iv. There shall be no re-evaluation of supplementary examination.

### Regulation 12: Academic Grading and Programme Wise Scheme of Credits (Undergraduate And Post Graduate Programmes)

The academic grading shall be made as follows:

#### Ten Point Grading With Letter Grades With Absolute Grading

Letter Grade	Grade Point	Marks Range
O (Outstanding)	10	Above 90 Marks
A+ (Excellent)	9	80 - 90 Marks
A (Very Good)	8	70 - 79 Marks
B+ (Good)	7	60 - 69 Marks
B (Above Average)	6	55 - 59 Marks
C (Average)	5	51 - 54 Marks
P (Pass)	4	50 Marks
F (Fail)	0	Below 50 Marks
Ab (Absent)	0	Absent
F (AX)	Represents 'Debarred due to attendance shortage'	
I	Represents 'Incomplete results'. Proposed to be used in 'Thesis' and 'Studio' where extension is awarded beyond the regular time	
S	Represents 'Satisfactory'. Proposed to be used in non credit or credit (but compulsory) Subjects that are not used in the computation of SGPA/CGPA. Could be used in subjects like, Communication Skills, Physical Education, Ethics etc.	
X	Represents 'Unsatisfactory'. Proposed to be used in non credit or credit (but compulsory) Subjects that are not used in the computation of SGPA/CGPA. Could be used in subjects like, Communication Skills, Physical Education, Ethics etc.	

#### ILLUSTRATION OF COMPUTATION OF SGPA AND CGPA

Course	Subject Credit	Letter Grade	Grade Point	Credit Point
Course 1	8	O	10	8 X 10 = 80
Course 2	5	A+	9	5 X 9 = 45
Course 3	5	A	8	5 X 8 = 40
Course 4	3	B+	7	3 X 7 = 21



Course 5	3	B	6	3 X 6 = 18
Course 6	3	C	5	3 X 5 = 15
Course 7	2	A	8	2 X 8 = 16
Course 8	1	B	6	1 X 6 = 6
	30			241

Thus, SGPA = 241/30 = 8.03

$$SGPA = \frac{\sum \text{Credit Point}}{\sum \text{Subject Credits}}$$

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 25	Credit: 25	Credit: 25	Credit: 25
SGPA: 8.03	SGPA: 7.00	SGPA: 5.60	SGPA: 6.00

Thus, CGPA up to 4 Semester = 30 x 8.03 + 30 x 7.00 + 30x 5.60 + 30 x 6.00 = 798.9 CGPA (up to 4 semester) = 798.9/120 = 6.66

$$CGPA = \frac{\sum 4 \text{ semester SGPA}}{\sum 4 \text{ Semester Subject Credits}}$$

EXAMPLE OF COMPUTATION OF SGPA

Subject Code	Subject Name	Credit	Letter Grade	Grade Point	Credit Point
BARC01001	Architectural Design-I	8	O	10	80
BARC01002	Society, Culture & Architecture	5	A <sup>+</sup>	9	45
BARC01003	Building Material & Construction-I	5	A	8	40
BARC01004	Ecology & Environmental Science	3	B <sup>+</sup>	7	21
BARC01005	Graphics-I	3	B	6	18
BARC01006	Statics & Strength of Material	3	C	5	15
BARC01007	Workshop	2	A	8	16
BARC01008	Mathematics for Architecture	1	B	6	6
Total		30			241

SGPA - 8.03

Thus, SGPA = 241/30 = 8.03

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**Regulation 13: Promotion and Registration to Next Semester**

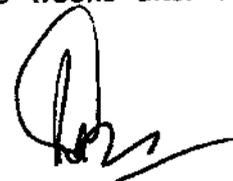
- i. Promotion to next semester is contingent upon clearing the minimum credits of preceding semester, no pendency of disciplinary proceedings, payment of all outstanding dues of previous semester and registration to the semester by paying the requisite fees.
- ii. No student shall be promoted to the next semester until s/he passes in Planning / Design Studio of respective preceding semester as well as Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar of the penultimate semester across all Programmes.
- iii. Notwithstanding the stipulation made under RG 13 (ii), following stipulation shall be followed in matters of promotion to next semester from the point of view of academic performance of the student.

**Minimum Academic Requirement for Yearly Promotion**

B. Arch / B. Plan Programme		Minimum credit to be carried forward	Remarks
From	To		
First Year	Second Year	10	
Second Year	Third Year	10	Admission to third year (V semester) is contingent upon clearing of all subjects of first
Third Year	Fourth Year	10	Admission to fourth year (VII semester) is contingent upon clearing of all subjects of second year
Fourth Year	Fifth Year	10	Admission to fifth year (IX semester) is contingent upon clearing of all subjects of third year
All Masters Programme			
First Year	Second Year	10	

N.B. Minimum credit of 10 that a student can carry forward is subject to the condition that s/he will not be promoted to the next semester if s/he fails to pass in four Subjects of the preceding semester even if the total credit of these four Subjects is less than 10.

- iv. Minimum clearance of credit as stipulated under RG 13 (iii) is subject to revised credit system adopted from time to time.
- v. A student must register himself/herself in the appropriate semester within the stipulated date as indicated in the academic calendar of SPAB.
- vi. No student shall be registered to the semester two weeks after the commencement of classes.



- vii. However, late registration upto a maximum of one week from the day of commencement of classes may be granted to a student provided s/he has taken prior permission from Head of Department in writing / e-mail for genuine medical reasons / calamity in the family or any other exigency. The student shall produce the e-mail / written permission from Head of Department to Dean (Academic Affairs) for his/her approval and submit the same at the time of registration.
- viii. Director of SPAB may allow admittance of a student to a semester upto two weeks from the day of commencement of classes on the recommendation of Head of concerned Department and Dean (Academic Affairs) in extraordinary circumstances to be recorded in writing in the office of Assistant Registrar (Academics).
- ix. Any late registration granted under RG 13 (vii and viii) shall not discount the minimum mandatory attendance required of a student to be eligible to sit for examinations.
- x. Any late registration granted under RG 13 (vii and viii) is subject to payment of late fees.
- xi. Assistant Registrar (Academics) shall record all such cases of late registration as granted under RG 13 (vii and viii).
- xii. A student having a backlog of more than 10 (ten) credits assigned in a semester will have to re-register in that semester in those particular subjects.
- xiii. A student shall be allowed to take regular semester examinations only if s/he registers for that semester.
- xiv. Any relaxation in payment of prescribed fees by the stipulated date due to any distress shall be referred to Director of SPAB and his/her order in this matter shall be final and binding.

**Regulation 14: Results and Awards of Divisions**

- i. The examination results for the semester will be declared in accordance with the schedule of institute's academic calendar to indicate the performance of the students.



- ii. The results for every semester will be reflected in respective Semester Grade Point Average (SGPA) which would be computed on the basis of the marks obtained in the subjects and the corresponding credits for the subjects as shown under RG 12.
- iii. Each semester shall have 25 credits across all Programmes. However, old credit system shall be in force till the last student admitted under the old credit system passes out across all Programmes. The credits so assigned are subject to change as decided by the Senate, SPAB.
- iv. The division shall be awarded only in the Final computed result and shall be as follows:
  - (a) A student securing 4.5 or more but less than 5 CGPA in the final computed total shall be placed in PASS DIVISION.
  - (b) A student securing 5 or more but less than 6 CGPA in the final computed total shall be placed in SECOND DIVISION.
  - (c) A student securing 6 or more CGPA in the final computed total shall be placed in the FIRST DIVISION.
  - (d) A student securing 7.5 or more CGPA in the final computed total shall be placed in the FIRST DIVISION WITH HONOURS.
- v. A student clearing any subject under any programme in more than one single attempt shall have the same reflected in his / her marks sheet.
- vi. A student clearing one or more subjects under any programme in more than one single attempt will not be awarded 'Honours' degree even if the final computed CGPA is more than 7.5 and even if s/he completes degree programme within the regular duration.
- vii. The final result for the award of degree shall be prepared on the basis of the cumulative performance of the students by computing the Cumulative Grade Point Average (CGPA) based on the semester wise weightage of the SGPA obtained in each semester in accordance with the distribution indicated for the respective programmes in the following tables:



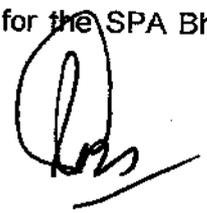
### Distribution of Weightage for B.Arch Programme

Year	Year Wise Percentage Weightage for SGPA			Final Credit Weightage for CGPA		
	B. Arch	B. Plan	All Masters Programme	B. Arch	B. Plan	All Masters Programme
Year-I	10	10	25	1	1	2.5
Year-II	10	20	25	1	2	2.5
Year- III	20	30	25	2	3	2.5
Year- IV	30	40	25	3	4	2.5
Year-V	30	-----	-----	3	-----	-----
Grand Total	100	100	100	10	10	10

viii. A student failing to complete the programme within the regular time frame of stipulated years would be awarded only Pass Division regardless of the final computed CGPA obtained. The number of years taken to clear the programme would be reflected in the final marks sheet.

#### Regulation 15: Award of Rank and Medals

- i. The Proficiency Gold Medal for the year shall be awarded to the students ranked first in the final computed result in each programme of the institute, namely, B. Arch, B. Plan, M. Arch (all specializations), M. Plan (all specializations) and M. Des. Programme.
- ii. A student who tops in the respective programmes as given under RG 15 (i) shall be eligible for the proficiency Gold medal if s/he clears all the subjects in a single attempt.
- iii. The SPA Bhopal Medal of Excellence for the year shall be awarded to one student each from all undergraduate and all postgraduate programmes respectively who besides performing well in academics also demonstrates proficiency in co-curricular and extra-curricular activities. An Evaluation Panel comprising of Dean (Academic Affairs), Dean (Students' Affairs) and all Head of Department shall select the student for the SPA Bhopal Medal of Excellence.



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- iv. The Best Thesis Medal for the year shall be awarded to the best thesis of each programme as given under RG 15 (i). The selection of Best Thesis shall be made on the basis of total marks scored against Thesis in the final computed result.

**Regulation 16: Scholarships**

- i. Following scholarships are available in the institute the norms of which are subject to change from time to time.

Sl. No.	Name of Scholarship	Eligibility Criteria	No. of Scholarships per Year	Amount (in INR)
1	Central Sector Scholarship for SC Students	Students with annual gross family income from all sources up to INR 450,000 Caste Certificate Compulsory	10	Tuition Fee + Stationery (3000) + Lodging & Boarding charges
2	Central Sector Scholarship for ST Students.	Students with annual gross family income from all sources up to INR 450,000 Caste Certificate Compulsory	5	Tuition Fee + Stationery (3000) + Lodging & Boarding charges
3	Post Matric OBC Scholarship of Govt. of Madhya Pradesh	Students with annual gross family income from all sources up to INR 100000 Caste Certificate Compulsory	As per actual	Tuition Fee + M.A. Rate for (12 Month)+ other Fee+Exam Fee
4	Post Matric SC Scholarship of Govt. of Madhya Pradesh	Students with annual gross family income from all sources up to INR 250,000 Caste Certificate Compulsory.	As per actual	As Per Norms
5	Post Matric ST Scholarship of Govt. of Madhya Pradesh	Students with annual gross family income from all sources up to 250,000 Caste Certificate Compulsory.	As per actual	As Per Norms
6	GATE / NET-JRF Scholarship for Masters Programme	Valid GATE / NET-JRF Score Card	As per actual	INR 12400 Per Month
7	GATE / NET-JRF Scholarship for PhD	Valid GATE / NET-JRF Score Card	As per actual	INR 25000 Per Month
8	Merit -Cum- Means Scholarship of SPAB	Students with annual gross family income from all sources up to INR 450,000 Topper in B. Plan and B. Arch respectively in the Academic	3 (in B. Arch) and 1 (in B. Plan)	Tuition Fee + INR 1500 per month stipend for (11 Months)
9	Scholarship for Top Class Education for Students with	A person with more than 40 percent disability	As per actual	As Per Norms

10	Central Sector Merit -Cum- Means Scholarship for Professional and Technical Courses Ministry of Minority Affairs.	Students with annual gross family income from all sources up to INR 250,000	As per actual	(a) Hostel Maintenance Allowance (For 10 months only) INR 10,000 per annum (INR 1000 p.m.) (b) Course Fee INR 20,000 per annum or Actual whichever is less
11	Mukhyamantri Medhavi Vidyarthi Yojna in Madhya	Students with annual gross family income from all sources up to Rs. 6,00,000/-	As per actual	As Per Norms

- ii. SPAB reserves the right to grant the Scholarship / Fellowship under GATE, JRF etc. to a scholar provided s/he possesses a score that is above the cut off level as decided by the competent authority from time to time.
- iii. The scholarships would be available from second year based on CGPA of the two semesters in first year.
- iv. Award of scholarships in subsequent academic year would be based on performance in the preceding academic year.
- v. Unsatisfactory academic progress /misconduct / unauthorized absence from the institute during the course shall result in discontinuation of scholarship / fellowship.
- vi. Any scholarship may be added to and / or deleted from the aforesaid list as decided by the Scholarship granting authorities.

**Regulation 17: Railway Concessions**

Students' railway concession facility is available in SPAB. Students may avail the railway concession for going to their home town in summer / winter vacation, studio tours, study tours, participation in seminars, conferences, workshop, training, sports and cultural programme. The office of Assistant Registrar (Academics) shall facilitate the availing of railway concession by SPAB students.

**Regulation 18: Study / Studio Tour**

Study / Studio tour is part of the academic curriculum of undergraduate programme under Architecture and Planning as well as postgraduate

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programmes under Urban and Regional Planning, Environmental Planning, Conservation, Urban Design, Landscape and any other specialization that may be offered from time to time. Tour expenses are to be borne by the students.

**Regulation 19: Institute Fees**

Each student admitted to any programme of SPAB shall pay the following prescribed fees as notified from time to time. All fees are subject to changes from time to time.

**(A) INSTITUTE FEES**

FEE HEAD	ODD SEMESTER	EVEN SEMESTER	TOTAL
Tuition Fee	To be decided by the competent authority of SPAB	To be decided by the competent authority of SPAB	To be decided by the competent authority of SPAB
Examination Fee			
Student Activity (Nosplan, Nasa, Study Tour Etc.)			
Sports/Gym			
Registration Fee			
Medical Services			
Lab/Studio Facilities			
Library And Information Services			
Group Insurance Fee			
Grand Total			

**(B) HOSTEL FEES (TO BE RECOVERED FULLY)**

FEE HEAD	ODD SEMESTER	EVEN SEMESTER	TOTAL
Room Rent	To be decided by the competent authority of SPAB	To be decided by the competent authority of SPAB	To be decided by the competent authority of SPAB
Electricity			
Maintenance			
Establishment Charges			
Total			

**(C) ONE TIME FEES**

FEE HEAD	ODD SEMESTER	EVEN SEMESTER	TOTAL
Identity Card	To be decided by the competent authority of SPAB	To be decided by the competent authority of SPAB	To be decided by the competent authority of SPAB
Admission Fee			
Total (A+B)			

**(D) ONE TIME DEPOSIT (REFUNDABLE)**

FEE HEAD	ODD SEMESTER	EVEN SEMESTER	TOTAL
Caution Money	To be decided by the competent authority of SPAB	To be decided by the competent authority of SPAB	To be decided by the competent authority of SPAB
Hostel & Mess Deposit			
Library Deposit			
Total (A+B)			

Note:

1. *Hostel fee is compulsory for all students.*
2. *One time fees and One time deposit (refundable) shall be paid at the time of registering to the programme*
3. *The mess expenses can be paid by the students directly to the vendor in advance.*
4. *SC/ST students are exempted from payment of Tuition fee*

***Training and Placement Cell of the institute shall function following the Rules framed by the Training and Placement Cell.***

***The annual Convocation of SPAB shall be conducted through a Manual made for the purpose from time to time.***

