



योजना तथा वास्तुकला विद्यालय, नई दिल्ली

संसद के अधिनियम के तहत "राष्ट्रीय महत्व का संस्थान"

(मानव संसाधन विकास मंत्रालय, भारत सरकार)

School of Planning and Architecture, New Delhi

An "Institution of National Importance" under an Act of Parliament
(Ministry of Human Resource Development, Government of India)

अध्यादेश संख्या I

परीक्षा नियम - 2017

स्नातक और स्नातकोत्तर कार्यक्रमों के लिए

Ordinance No. I

Examination Rules – 2017

For

Undergraduate and Post Graduate Programmes

RULES OF EXAMINATIONS, 2017
for UNDERGRADUATE and POSTGRADUATE PROGRAMMES
(as amended by the 03rd Senate dated 26 September 2018)

SECTIONS

1. INTRODUCTION
2. DEFINITIONS
3. NAMES OF EXAMINATIONS
4. CREDIT SYSTEM
5. GRADES, GRADE POINTS, SGPA & CGPA
6. FEE REQUIREMENT
7. ATTENDENCE REQUIREMENT
8. INTERNAL ASSESSMENT
9. EXTERNAL EXAMINATION
10. MINIMUM GRADE FOR PASSING
11. FAILURE IN JURY EXAMINATION
12. FAILURE IN THESIS /DISSERTATION JURY
13. PROMOTION TO NEXT SEMESTER*
14. PROMOTION TO NEXT YEAR*
15. CARRY-OVER & GRADE IMPROVEMENT
16. STUDENT EXCHANGE & CREDIT TRANSFER
17. DETENTION
18. ZERO YEAR
19. TIME BAR
20. DECLARATION OF MARKS
21. MODERATION OF GRADES
22. DECLARATION OF RESULTS
23. RETOTALLING AND REVALUATION OF MARKS*
24. REQUIREMENT FOR AWARD OF DEGREE
25. CLASSIFICATION OF DEGREE
26. MALPRACTICES AND USE OF UNFAIR MEANS
27. DISCRETIONARY POWERS OF ACADEMIC ADMINISTRATION

*Amended in 03 Senate (Item No:4) Meeting held on 26th September, 2018

221

1. INTRODUCTION

- 1.1 These rules govern the various academic programmes of the School of Planning and Architecture, New Delhi, in respect of the conduct of examinations, evaluation and promotion of students leading to the award of the following degrees:
- 1.1.1 5-Year (10 semesters) undergraduate programme in Architecture leading to the award of the Bachelor of Architecture (**B.Arch.**) Degree.
 - 1.1.2 4-Year (8 semesters) undergraduate programme in Planning leading to the award of the Bachelor of Planning (**B.Plan.**) Degree..
 - 1.1.3 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (**M.Plan.**) Degree with specialization in Environmental Planning,
 - 1.1.4 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (**M.Plan.**) Degree with specialization in Housing,
 - 1.1.5 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (**M.Plan.**) Degree with specialization in Regional Planning,
 - 1.1.6 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (**M.Plan.**) Degree with specialization in Transport Planning
 - 1.1.7 2-Year (4 semesters) postgraduate programme in Planning leading to the award of the Master of Planning (**M.Plan.**) Degree with specialization in Urban Planning.
 - 1.1.8 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of (**M. Arch.**) Degree with specialization in Architectural Conservation.
 - 1.1.9 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Building Engineering and Management (**M.B.E.M.**) Degree.
 - 1.1.10 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Design (**M.Des.**) Degree.
 - 1.1.11 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Landscape Architecture (**M. L. A.**)Degree.
 - 1.1.12 2-Year (4 semesters) postgraduate programme in Architecture leading to the award of the Master of Urban Design (**M.U.D.**) Degree.
- 1.2 These rules will come into force from 2016-17. They will apply to all students admitted to any of the aforementioned programmes in the academic year 2016-17 or later, as amended from time to time.
- 1.3 These rules will not cover the Ph.D. examinations, which are covered separately in Ph.D. Rules.

2. DEFINITIONS

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

- 2.1 'School' shall mean the School of Planning and Architecture, New Delhi,
- 2.2 'Director' shall mean the Director of the School of Planning and Architecture, New Delhi.
- 2.3 'Dean' shall mean the Dean (Academic) of the School of Planning and Architecture, New Delhi.

- 2.4 **'Registrar'** shall mean the Registrar of the School of Planning and Architecture, New Delhi.
- 2.5 **'Controller of Examinations' (CoE)** shall mean the faculty member/officer-in-charge designated for the conduct of Examinations of the School of Planning and Architecture, New Delhi.
- 2.6 **'Deputy Controller of Examinations'** shall mean the faculty member designated to assist the Controller of Examinations.
- 2.7 **'Superintendent of Examinations'** shall mean the faculty member-in-charge for the supervising the operations of Theory Examinations of School of Planning and Architecture, New Delhi.
- 2.8 **'Deputy Superintendent of Examinations'** shall mean the faculty member designated to assist the Superintendent of Examinations. .
- 2.9 **'Head of the Department' (HoD)** shall mean the Head of any of the Departments of Studies of the School of Planning and Architecture, New Delhi.
- 2.10 **'Department'** shall mean a Department of Studies of the School of Planning and Architecture , New Delhi.
- 2.11 **'Faculty'** shall mean a member of the faculty of the School of Planning and Architecture, New Delhi (including Visiting Professor, Visiting Faculty, Contract Faculty, Adjunct Faculty).
- 2.12 **'Subject Coordinator'** shall mean the faculty member in-charge of the conduct of the course of any particular subject.
- 2.13 **'Regular Student'** shall mean a student who is required to pursue the prescribed course of study for a particular examination, according to the Rules of Examinations, after his registration for the semester and payment of prescribed academic fees, including examination fee.
- 2.14 **'Casual Student'** shall mean a student who is not a regular student of the School but is permitted to attend a particular course or courses under credit transfer or on request from other institutes/universities subject to approval of competent authority.
- 2.15 **'He'** shall mean he/she.
- 2.16 **'Semester'** shall mean a semester as notified in the academic calendar of the School, viz., Autumn Semester (July to December) or Spring Semester (January to May).
- 2.17 **'Academic Year'** shall mean a year as notified in the academic calendar, corresponding to a session of twelve months from July/ August in any calendar year to June in the next calendar year.
- 2.18 **'Attendance'** shall mean the record of the physical presence of the student in classes held for a course, to be maintained for each semester separately in an academic year by the concerned Department.

- 2.19 **'Aggregate Attendance'** shall mean the sum total of the all the classes, viz. all lectures, studios, tutorials or practicals attended by a student in all courses of a particular semester expressed as a percentage of the sum total of all classes held.
- 2.20 **'Compensatory Attendance'** shall mean the attendance granted to a student in lieu of absence from class for any academic or co-curricular or extra-curricular activity with prior permission of competent authority.
- 2.21 **'Academic Curriculum'** shall mean the schedule of prescribed courses of study, the modes of instruction, the required periods of study per week and the scheme of examination of an academic programme as approved by the competent authority.
- 2.22 **'Syllabus'** shall mean the content of a course of study of a subject, the time-line for progressive achievement, the modes of testing and the criteria for evaluation of proficiency in a particular subject.
- 2.23 **'Subject'** shall mean a subject as defined by the academic curriculum. In case of a subject having parts, these parts shall be called courses of the same subject.
- 2.24 **'Course'** shall mean the specific part of a subject to be studied in a semester and for which the student shall be evaluated. Each course shall have a unique identity given as per the academic curriculum and listed in the Grade Sheet/Transcript.
- 2.25 **'Class'** shall mean an event of academic interaction between teacher(s) and student(s) for instruction or internal assessment, held at a time and venue to be notified by competent authority. The duration of a class may be of one or more periods.
- 2.26 **'Period'** shall mean a period of study of a fixed time interval, nominally of one clock hour or as notified by the competent authority.
- 2.27 **'Studio'** shall mean a class for simultaneous application of inputs of multiple subjects in a comprehensive planning and/ or design of a project or case study.
- 2.28 **'Lecture'** shall mean a class for theoretical inputs for a subject.
- 2.29 **'Tutorial'** shall mean a class for analytical application of theoretical inputs.
- 2.30 **'Practical'** shall mean a class for practical application or demonstration of content of theoretical inputs.
- 2.31 **'Internal Assessment'** shall mean the periodic evaluation by the teaching faculty of coursework done for any course in a Semester and for which the score is given in marks.
- 2.32 **'External Examination'** shall mean an examination by examiners, who may or may not be the teaching faculty, at the end of a Semester and for which the score is given in marks.
- 2.33 **'Internal Only courses (IO)'** shall be those which do not have any External Examination and evaluation consists of Internal Assessment only.
- 2.34 **'Internal External courses (IE)'** shall be those which have both Internal Assessment and External Examination.
- 2.35 **'Theory paper'** which shall be a written external examination of a prescribed duration.

- 2.36 **'Jury'** which shall be the visual external examination including presentation of graphics, drawing and report, of the students' work done in a studio course during a semester by a panel of examiners called 'Jury'. It may or may not include any personal interaction i.e. viva-voce, etc. between the Jury and the student being examined.
- 2.37 **'Viva-voce'** which shall be an oral external examination by one or more examiners.
- 2.38 **'Zero Year'** shall mean that year in a student's academic record which may not be taken into account for purpose of Time-Bar.
- 2.39 **'Carry-Over'** of a subject shall mean that a student may carry over the course in which he was awarded grade 'F', to the examination of that course in a subsequent academic year.
- 2.40 **Provisional Pass Certificate'** shall mean the certificate issued by respective Heads of Department to a student on passing the final examination of an academic programme, after formal declaration of the final results by the CoE.
- 2.41 **'Degree'** shall mean the Degree awarded to a student on successful completion of an academic programme of the School,
- 2.42 **'Semester Grade Point Average' (SGPA)** shall indicate the academic performance of a student in a semester, expressed as the ratio of total **Points Secured** and the **Registered Credits** for the semester.
- 2.43 **'Cumulative Grade Point Average' (CGPA)** shall indicate the cumulative academic performance of a student expressed as the ratio of cumulative **Points Secured**, and the cumulative **Earned Credits**.
- 2.44 **'Degree Grade Point Average' (DGPA)** shall mean the final Grade Point Average to be mentioned on the degree and is equal to the **weighted summation** of SGPA.
- 2.45 **'Grade Moderation Committee' (GMC)** shall mean the committee for moderation of question papers for Theory examinations and moderation of results, consisting of :
 - i. Chairman GMC (as appointed by the Director from time to time)
 - ii. Head of the Department of the concerned/co-ordinating department.
 - iii. Controller of Examinations.
- 2.46 **'Control of Unfair Means Committee' (CUMC)** shall mean the committee for adjudicating cases of malpractice or use of unfair means in examinations, consisting of :
 - i. Dean (Academic) as Chairperson,
 - ii. Head of the Department of the concerned/co-ordinating department
 - iii. Superintendent of Examinations of the concerned/co-ordinating department
 - iv. Controller of Examinations.

3. **NAMES OF EXAMINATIONS**

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

Table 1 : Examinations of Academic Programmes

Bachelor of Architecture	Bachelor of Planning	All Master's Degree Programmes
I Semester Examination	I Semester Examination	I Semester Examination
II Semester Examination	II Semester Examination	II Semester Examination
III Semester Examination	III Semester Examination	III Semester Examination
IV Semester Examination	IV Semester Examination	IV Semester Examination
V Semester Examination	V Semester Examination	
VI Semester Examination	VI Semester Examination	
VII Semester Examination	VII Semester Examination	
VIII Semester Examination	VIII Semester Examination	
IX Semester Examination		
X Semester Examination		

4. **CREDIT SYSTEM**

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

5. **GRADES, GRADE POINTS AND COMPUTATION OF SGPA & CGPA**

- 5.1 At the end of every semester, the sum total of **numerical marks** obtained by the student in the Internal Assessment and/or External Examination of a subject shall be converted to **Letter Grades** as per **Absolute Grading Classification**. For each Letter Grade, the equivalent **Numerical Grade Points** shall be as per the **Table 2** below :

Table 2 : Conversion of Marks to Grade Points

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

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

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

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

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

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

- iii. DGPA is same as CGPA where the Points Secured (PS) of all semesters are given weightage proportionate to the credits assigned to them respectively. However, if weightage given to different semesters varies from the proportion of respective credits, DGPA is calculated as the weighted sum of SGPAs of all semesters.

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

* Amended in 03 Senate (Item No.4) meeting held on 26th September, 2018

6. FEE REQUIREMENTS

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

7. ATTENDANCE REQUIREMENTS

- 7.1 **Minimum aggregate attendance of seventy-five percent (75%)** in overall lectures, tutorials, studio, laboratories, field works, etc. taken together in all subjects AND a minimum of **fifty percent (50%)** of classes separately in each subject, including lectures, tutorials, studio, laboratories, field works, etc. during the semester shall be the basic eligibility of a student to appear in the external examination of any subject at the end of a semester.
- 7.2 **A student not having seventy-five percent (75%) aggregate attendance or fifty percent (50%)** in individual subject in a semester shall be detained and will have to repeat all courses of a semester in a subsequent academic year irrespective of the attendance or marks obtained in any course in the foregoing semester.
- 7.3 **Attendance shall be marked on a periodic basis** e.g. a Studio of three periods shall carry three attendances and shall be marked thrice during the class and a Lecture of two periods shall have two attendances and shall be marked twice during the class.
- 7.4 A student present in the class shall be marked 'P'. A student absent from class shall be marked 'A'. A Student on any personal or medical leave will also be marked 'A'.
- 7.5 A student absent from class due to any academic or co-curricular or extra-curricular activity with the prior permission of the competent authority shall be marked 'A' but shall be entitled to **compensatory attendance** equivalent to the periods not attended, for the purpose of final computation of aggregate attendance, up to a maximum of 7.5% (seven and half percent) of the classes held.
- 7.6 **A Student shall be entitled to six (6) attendances per day** (three (3) for the forenoon and three (3) for afternoon) during Study Tours or Field Trips.
- 7.7 **Medical Leave and all other instances of leave of absence for any reason whatsoever**, except as mentioned in Rule 7.5 above shall be included in the twenty-five percent (25%) permissible absence as read with Rule 7.1 and 7.2 above, that may be availed by a student. No further relaxation shall be given on medical grounds.
- 7.8 Attendance shall be computed monthly and uploaded on the School's website.
- 7.9 Attendance of fresh students who join the programme after the second or subsequent admission lists are published shall be calculated from the date of joining.

8. INTERNAL ASSESSMENT

- 8.1 The performance of a student shall be assessed on a continuous basis in each semester for each subject separately. The Subject Co-ordinator may, in consultation with the Head of the Department, adopt any of the methods, viz. studio work, written test, viva-voce, tutorial assignments, seminar, practical, term paper, etc. for assessing the performance of students. The method of assessment shall be announced by the Subject Co-ordinator at the beginning of the Semester.
- 8.2 Internal assessment for any subject shall be based on **two (2)** assessments of the students' performance in that subject, other than for a studio/practical subject or the Thesis for which there shall be a minimum of **four (4)** assessments. Marks awarded for each assessment shall be formally announced by the concerned Subject Co-ordinator from time to time.
- 8.3 **Marks of Internal Assessment shall be announced and locked at the end of the semester**, prior to external examinations and improvement of grades can only be done by re-appearing in the theory examination of a carry-over subject, if any. A student should have secured a minimum of grade 'D' in all IO (Internal Only) subjects held during the Semester as there shall be no other possibility of improvement of grades later.
- 8.4 **There is no requirement of minimum marks to be obtained in internal assessment** for a student to be eligible for the external examination of any subject in the semester.

9. EXTERNAL EXAMINATION

- 9.1 **External Examination** shall be held at the end of a semester by way of a **Theory Paper**, or by a **Jury** or by **Viva-Voce**.
- 9.2 **Examiners for a Theory Paper** shall be appointed by the Director on recommendation of the Head of the Department and with the approval of the Dean (Academics).
- 9.3 **The Jury for studios**, except the jury for Thesis/ Dissertation shall consist of **four** members, of whom two shall be External Members to be appointed by the Director on recommendation by the Head of the Department and with approval of the Dean and two shall be Internal Members, namely,
 - i. Head of the Department or his nominee
 - ii. Subject Coordinator or his nominee.
- 9.4 **Examiners for a Viva-voce examination** shall be appointed by the Director on recommendation of the Head of the Department and with the approval of the Dean.
- 9.5 **The Jury for Thesis/ Dissertation** shall consist of **five** members (for approx. 40 students), of whom two shall be External Members to be appointed by the Director on recommendation of the Head of the Department and with approval of the Dean and three shall be Internal Members, namely,
 - i. Head of the Department or his nominee,
 - ii. Thesis/Dissertation Coordinator or his nominee and
 - iii. Thesis/Dissertation Guide.

229

9.6 **The Thesis/ Dissertation Guide** shall be an examiner only for the student(s) under his guidance. Marks given by the respective Thesis/Dissertation guides will be counted for computing the average marks for their students. However, the final award sheet of all the students of that class shall be signed by the HOD, the Thesis/ Dissertation Coordinator and the two external examiners only.

10. MINIMUM GRADE FOR PASSING A COURSE

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

11. FAILURE IN JURY EXAMINATION

11.1 A student declared failed with an 'F' grade in any Jury examination, other than Thesis/Dissertation, shall not be promoted to the next higher year even if he has earned the required credits for promotion as per rule 13.1 and the required CGPA as per Rule 14.1 There shall be no carry-over or improvement of grades after failing a Jury Examination. The student shall repeat the studio course along with the regular students in a subsequent academic year.

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

12. FAILURE IN THESIS/ DISSERTATION JURY EXAMINATION

12.1 A student declared failed with grade 'F' will have to repeat the Thesis, on the same topic or a new topic, in a subsequent academic year along with regular students.

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

12.3 A student can be awarded a grade 'I' for incomplete work and he shall appear for an Improvement Examination not later than three months from date of the first examination Upon successful completion, the student shall be awarded a passing grade not higher than grade 'C'.

13. PROMOTION TO THE NEXT SEMESTER

13.1 A student should have earned the minimum credits required for promotion from one semester to the next higher semester i.e., **Fourteen (14) for Undergraduate** programmes and **Twelve (12) for Postgraduate** programmes, as read together with section 15.2.

- 13.2 A student not earning the minimum credits required for promotion shall be detained and shall have to repeat those subjects in which he got an 'F' grade in a subsequent academic year till he earns the balance credits.
- 13.3 However, students thus detained shall have a choice to repeat any or all of the other subjects during the same time in order to improve the grades awarded, if desired, or retain the grades of subjects already passed. Students shall exercise this choice at the time of registration in the subsequent semester.

14. PROMOTION TO THE NEXT YEAR

- 14.1 A **minimum Cumulative Grade Point Average (CGPA) of 5.0** at the end of the year shall be required for promotion to the next year, subject to the minimum credits being earned in each semester.
- 14.2 A **student having CGPA below 5.0 shall be detained** and shall have to repeat those subjects in which he got an 'F' grade-in the sme semester in a subsequent academic year.
- 14.3 However, students thus detained shall have a choice to repeat any or all of the other subjects during the same time in order to improve the grades awarded, if desired, or retain the grades of subjects already passed. Students shall exercise this choice at the time-of registration in the semester.

15. CARRY-OVER & GRADE IMPROVEMENT

- 15.1 **Only IE courses having a theory paper** are permitted for Carry-over or Grade Improvement. There shall be no carry-over or grade improvement of an IO course or a course having a Jury examination and their respective grades shall be final.
- 15.2 A student promoted to the next year as per Rule 14.1 shall be permitted to carry-over **not more than two (PG) / or three (UG) subjects**, in which he was awarded an 'F' grade, in order to earn the un-earned credits later. The student may re-appear in the external examination of that course when it is held in a subsequent academic year.
- 15.3 A student shall also have the option for improvement of grade in a course where he was awarded a grade 'D', in order to secure the minimum CGPA of 5.0 for promotion to the next higher year.
- 15.4 **Internal Assessment of a course shall remain intact** for carry-over or improvement.
- 15.5 A student obtaining higher marks in the carry-over or improvement examination shall be awarded the corresponding higher grade but not higher than grade 'C'.
- 15.6 A student can re-appear in a carry-over or improvement examination for a maximum of two (2) chances subject to the time limitations set in the Section18, Time Bar.
- 15.7 All above rules of sections 15.1 to 15.6 will be read together with provisions of sections 19.1 to 19.4 of these rules.

16. STUDENT EXCHANGE & CREDIT TRANSFER

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

17. DETENTION

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

- i. **Shortage of the attendance** to qualify for appearance in external examinations
- ii. **Failure in a jury examination** by award of grade 'F'
- iii. **Shortage of credits** required for promotion to next semester.
- iv. **Shortage of CGPA** required for promotion to the next year.
- v. **Disciplinary** action for malpractice or using unfair means in an examination

18. ZERO YEAR

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

19. TIME BAR

19.1 Students of B. Arch shall be required to pass

- (a) the First Year (up to Semester II) within two (2) academic years from the semester of admission;
- (b) the Second Year (up to Semester IV) within four (4) academic years from the semester of admission;
- (c) the Third Year (up to Semester VI) within five (5) academic years from the semester of admission (including zero year, if any), as per COA norms;
- (d) the Fourth Year (up to Semester VIII) within a maximum of seven (7) academic years from the semester of admission; and
- (e) all the five years (up to semester X) within a maximum of nine (9) academic years from the semester of admission to the programme.

19.2 Students of B. Plan. shall be required to pass

- (a) the First Year (up to Semester II) within two (2) academic years from the semester of admission.
- (b) the Second Year (up to Semester IV) within four (4) academic years from the semester of admission.
- (c) the Third Year (up to Semester VI) within five (5) academic years from the semester of admission; and
- (d) all the eight (8) semesters within a maximum of seven (7) academic years from the date of joining the programme.

19.3 Students of postgraduate programs shall be required to pass all the four (4) semesters within a maximum of three (3) academic years of joining the programme.

19.4 Students who do not pass the examinations within these prescribed time limits shall leave the programme permanently and shall not be allowed to re-join, except with the provisions of Zero Year, as prescribed in sections 18.1 to 18.5.

20 DECLARATION OF MARKS

20.1 **Marks of all internal evaluations** shall be declared by the HoD at least one week before the start of theory examinations to be held at the end of a semester, except for subjects having jury examination. Dean shall notify the due date for such declarations well in advance.

20.2 **Marks of Thesis/Dissertation jury** shall be declared by Head of Department immediately after the jury. Grades will be declared later only after the moderation of results.

21. MODERATION OF GRADES

21.1 Moderation shall be left to the discretion of the Grade Moderation Committee (GMC). A student cannot seek moderation of grades as a matter of right. The recommendations of the GMC will be forwarded to the Dean (Academics) whose decision shall be final and binding.

- 21.2 If more than or equal to 20% of students (rounded-off to the nearest whole number) get less than 40% marks in the evaluation of any course, passing marks may be reduced to 35% and the percentage marks interval of grade 'D' will be 35 – 44.99.
- 21.3 GMC shall have the power to moderate the marks by up to 5% of the total marks of a subject, upto a maximum of two subjects, but only to enable a student to achieve the minimum grade to pass. Marks of other students for the same evaluation shall not be moderated. This provision shall not apply to any subject with a jury examination.
- 21.4 A CGPA between 4.9 and 5.0 can be moderated to 5.0 on recommendation of Grade Moderation Committee.
- 21.5 DGPA of a student having CGPA more than 5.0 cannot be moderated except in the case of a student falling marginally short of First Class with Distinction, where the DGPA shall be increased by up to 0.2 grade points to obtain the required DGPA, i.e. a DGPA of not less than 7.3 may be moderated to 7.5. This moderation is only to award First Class with Distinction. However, the Grade Sheet/ Transcript will mention the actual DGPA.

22. DECLARATION OF RESULTS

- 22.1 Result of examinations of any semester shall be declared by the CoE before the commencement of registration of the next semester. In any case declaration of results shall not be later than four weeks after the last day of theory examinations.
- 22.2 The Grade Sheet/ Transcripts shall be signed by the Registrar and made available to students within ten (10) days from the declaration of results of a particular semester.
- 22.3 The Degree Certificate shall be signed by the Director-Chairman of the Senate, the Dean (Academic) and the Registrar.*

23. RETOTALLING AND REVALUATION OF MARKS

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

24. REQUIREMENT FOR AWARD OF DEGREE

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

25. CLASSIFICATION OF DEGREE

There shall be no classification of results of the semester examinations. The result will be classified only at the end of an academic programme, as follows:

- i. Students obtaining DGPA between 5.0 and 5.99 shall be awarded Second Class.
- ii. Students obtaining DGPA between 6.0 and 7.49 shall be awarded First Class.

*Amended in 03 Senate (Item No.4) Meeting held on 26th September, 2018

- iii. Students obtaining DGPA of 7.50 and above shall be awarded First Class with Distinction.

26. MALPRACTICES AND USE OF UNFAIR MEANS

- 26.1 A student shall not be allowed to appear in a theory examination or jury examination or viva-voce if he is late beyond 30 minutes from the scheduled time and would be awarded a grade 'F' in that course.
- 26.2 Use of unfair means by a student, including breach of discipline, disturbing or disrupting the examination shall be a cause for disciplinary action by the competent authority as recommended by the Control of Unfair Means Committee (CUMC), ranging from:
 - i. Award of grade 'F' in the specific examination where unfair means were used,
 - ii. Award of grade 'F' in all subjects of the semester,
 - iii. Debarring from award of any academic medals/ prizes, distinction, etc., and*
 - iv. Expulsion for a specified period or rustication from the School.
- 26.3 Any disciplinary action related to the conduct of theory examination shall be based on the report of the Superintendent of Examinations submitted to the Controller of Examinations and forwarded to Control of Unfair Means Committee (CUMC).
- 26.4 Plagiarism in any form is discouraged. Any case of plagiarism, brought to the notice of CUMC will be dealt with in accordance with the section 26.1 to 26.5 of these rules.
- 26.5 The recommendations of CUMC will be forwarded by the Dean (Academics) to the Director, whose decision shall be final and binding.
- 26.6 The School reserves the right to withdraw/ cancel or modify the result already declared or recall a Degree already conferred, if any discrepancy or irregularity or use of Unfair Means is established by the School at a later stage.*

27. DISCRETIONARY POWERS OF ACADEMIC ADMINISTRATION

The Director may, for reasons to be recorded in writing, relax any provisions of these Rules of Examination on the clear written recommendations of the Head of the Department and Dean (Academics) except the requirement of attendance as stipulated in sections 7.1 to 7.9 of these rules. This will however be subject to the approval of the Senate.

*Amended in 03 Senate (Item No.4) Meeting held on 26th September, 2018

285

ANNEXURE A: SGPA, CGPA & DGPA

A.1 Calculation of SGPA

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

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

A.1.1 SGPA Calculation for Semester I

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

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

A.1.2 SGPA calculation for Semester II

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

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

A.2 Calculation of CGPA

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

Illustration 2 (Masters of Planning with specialization in Transport Planning):

A.2.1 SGPA Calculation for Semester I & Semester II

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

A.3 Calculation of DGPA

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

Illustration 3 (Bachelor of Architecture):

A.2.1 DGPA Calculation with differential weightage from Semester First to Tenth

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

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

DGPA = Weighted Summation of SGPA

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

$$= 6.97$$

Illustration 4 (Bachelor of Planning):

A.2.1 DGPA Calculation with differential weightage from Semester First to Eighth

Semester	Weightage	SGPA*
First	5%	6.82
Second	5%	6.83
Third	10%	6.33
Fourth	10%	6.63
Fifth	15%	6.83
Sixth	15%	6.67
Seventh	20%	6.17
Eighth	20%	8.00

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

DGPA = *Weighted Summation of SGPA*

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