C. COURSE REGULATIONS

1. TITLE OF THE COURSE

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

2. DURATION OF THE COURSE

2.1. Normal Duration: B. Arch. — 5 Years (10 Semesters)

The Maximum duration for a student for complying with the Degree requirement is TWICE the normal duration of the academic program from the date of first registration for his/her first semester.

Maximum Permissible duration of B. Arch. course is 10 years.

2.2. The Course structure consists of

- 4 years (8 semesters): Coursework at Institute – 1st, 2nd, 3rd and 4th year
- 1 Year (2 semesters): Internship in a recognized architectural firm – 5th (Final) year

2.3. Each semester’s programme is made up of about 18 weeks of classes and related academic activities, followed by about three weeks of end-semester examination process in the subjects of the current semesters. Four weeks after declaration of the results, make-up/supplementary examinations will be conducted in the same subjects.

3. EDUCATIONAL PROCESS

3.1. Programme of Studies and Educational Process:

3.1.1. B. Arch. course comprises of Studio subjects, Theory subjects and Practice School. Studio and theory subjects consist of lectures, studio/tutorials and practicals. Practice School consists of practicals.

3.1.2. The subjects are categorized as follows:

**Studio Subjects:**

**Theory Subjects:**
Building Materials; Building Services – I, II, III; Project Management; History of Built Environment – I, II, III, IV, V; Contemporary Built Environment; Principles of Environmental Design; Principles of Landscape Design; Principles of Climatic Design; Principles of Sustainable Design; Principles of Urban Design; Principles of Housing & Economics; Professional Practice and Management; Research Techniques; Elective – I, II, III, IV, V, VI.

**Practical:**
Practice School I & II.
3.2. Attendance Requirements

3.2.1. A student must maintain an attendance record of at least 85% individually in all subjects. Attendance of lectures, studios/tutorials, practical and sessional/tests count towards the calculation of attendance percentage.

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

3.2.3. In case of detention due to less attendance, the student will have to undergo the particular course at a later time along with the regular semester for the course. This may involve extension of the total course duration and graduation date.

3.3. Credit Based System:

3.3.1. The educational process at Faculty of Architecture uses a Credit Based System wherein the course content is expressed in number of credits. The current syllabus follows 10-point Credit System. The B.Arch. programme has a total of 250 credits. All 10 semesters of study have 25 credits each.

3.3.2. Each subject is expressed in terms of a certain number of credits. The number of credits assigned to a subject depends on the number of contact hours per week. For lectures and studios/tutorials the number of credits is equal to the number of contact hours per week while for practical one credit is assigned for every two/three contact hours per week. However, a student will be required to carry out assignments and self-studies which may greatly exceed the actual number of contact hours defined for a subject.

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

3.3.4. Promotion of a student to next academic year is based on his/her earning a prescribed minimum number of credits, as detailed in 3.5

3.3.5. When a student earns the specified number of credits in each of the semester making up the course, he/she is deemed to have completed the requirements for graduation. This also means, a student should have an ‘E’ grade or better in every subject of every semester, in order to be eligible to receive the degree.

3.4. Outline of Evaluation

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

3.4.1. Evaluation of Core Studio Subjects:
Architectural Design & Detailing (I – VI) & Urban Context Studio

The student performance in Architectural Design & Detailing I-VI, and Urban Context Studio is evaluated out of 100 marks for In-semester assessment and 50 marks for the End-semester
examination. A minimum of 40% marks is required in in-semester assessment to be eligible to appear for end-semester examination.

The end-semester examination for Architectural Design & Detailing for II, IV, and VI, will be conducted through viva-voce on in-semester coursework by a jury consisting of minimum one internal examiner and one external examiner.

Design Time Test for End-semester examination will be as follows:

a) Architectural Design & Detailing I and III – 12 hours each.

b) Architectural Design & Detailing V and Urban Context Studio – 18 hours each.

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

If a student has attendance shortage in Architectural Design & Detailing (I-VI) and Urban Context Studio, he/she has to re-register to repeat the coursework during the subsequent corresponding semester. He/she will lose one academic year for the same.

If a student has less than 40% marks in in-semester assessment, he/she has to undergo the improvement studio to be conducted for minimum of 6 weeks immediately after the announcement of in-semester marks. The improvement studio will be conducted under the supervision of the respective Studio faculty. Student will have to improve and resubmit the regular internal coursework for re-assessment. Students who secure minimum 40% marks in the re-assessment will be eligible to appear for make-up examination. If the student is unable to obtain minimum 40% marks even after the improvement studio, he/she will not be eligible for make-up examination and will consequently lose an academic year.

If a student obtains ‘F’ grade in end-semester evaluation of Architectural Design & Detailing I, II, III, IV, V, & VI and Urban Context Studio, he/she can appear for the respective make-up examinations.

Student has to earn full credits in the core subject by the end of academic year to be eligible for promotion to his/her next academic year.

3.4.2. Evaluation of Core Studio Subject:
Thesis I – Inquiry & Thesis II – Project

Thesis I – Inquiry has only in-semester assessment. The student performance in the subject is evaluated out of 100 marks. A minimum of 40% marks is required to pass and be eligible to commence the coursework for Thesis II – Project.

If a student has less than 40% marks in in-semester assessment, he/she has to undergo the improvement studio to be conducted for minimum of 6 weeks immediately after the announcement of in-semester marks. The improvement studio will be conducted under the supervision of the respective Studio faculty. Student will have to improve and resubmit the regular internal coursework for re-assessment. Students who secure minimum 40% marks in the re-assessment will then be eligible to commence the coursework for Thesis II – Project. If the student is unable to obtain minimum 40% marks even after the improvement studio, he/she will lose an academic year.

Thesis II-Project is evaluated for 400 marks out of which 200 marks each are for in-semester assessment and end-semester examination (viva-voce). A minimum of 40% marks is required in in-semester assessment to appear for end-semester examination. End-semester examination (viva-voce) will be conducted by a jury consisting of two external examiners and one internal examiner.

If a student has less than 40% marks in in-semester assessment, he/she has to appear for the improvement studio to be held immediately after the announcement of in-semester marks. The
improvement studio will be held for minimum of 6 weeks and will be conducted under the supervision of the respective Guide and Institutional Panel. Student will have to improve and resubmit the regular internal coursework for re-assessment. Students who secure minimum 40% marks in the re-assessment will be eligible to appear for Make-up examination.

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

If a student obtains ‘F’ grade in End-semester evaluation of Thesis II – Project, he/she can appear for the respective Make-up examination.

The course work will be guided by Individual Guide and Institutional Panel. The outcomes will be progressively evaluated by Independent Experts. Students work to be presented for End-semester and/or Make-up examinations should be authenticated and approved by respective Guide and Institutional Panel.

A student needs to earn full credits in the subject of Thesis II – Project to be eligible for promotion to the next academic year comprising of Practice School I & II in the ninth and tenth semesters respectively.

3.4.3. Evaluation of Studio Subjects:
Structural & Construction Systems I-VI, Interior Design & Detailing and Seminar

The student performance in Structural & Construction Systems I-VI, Interior Design & Detailing and Seminar is evaluated out of a maximum of 100 marks out of which 50 marks are for In-semester assessment and 50 marks for End-semester examination (viva-voce). A minimum of 40% marks is required in In-semester assessment to be eligible to appear for End-semester examination. The In-semester assessment of a student will be done by the concerned teachers based on his/her classwork, tests, assignments, quizzes, presentations, seminars, viva-voce, etc.

The End-semester examination (viva-voce) will be conducted by a jury consisting of minimum one internal examiner and one external examiner (one Structural engineer and one Architect). The Viva-Voce will be conducted on the In-semester coursework.

If a student has less than 40% marks in In-semester assessment, he/she has to undergo the improvement studio to be conducted for minimum of 6 weeks immediately after the announcement of In-semester marks. The improvement studio will be conducted under the supervision of the respective Studio faculty. Student will have to improve and resubmit the regular internal coursework for re-assessment. Students who secure minimum 40% marks in the re-assessment will be eligible to appear for Make-up examination.

If the student is unable to obtain minimum 40% marks even after the improvement studio, he/she will not be eligible for Make-up examination and should re-register for the subject during subsequent corresponding semesters whenever possible by paying the prescribed fees, attend regular classes, maintain minimum attendance requirements, and submit assignments for In-semester assessment.

If a student obtains ‘F’ grade in End-semester evaluation of Structural & Construction Systems I-VI, Interior Design & Detailing and Seminar, he/she can appear for the respective Make-up examinations.

3.4.4. Evaluation of Studio subjects with only In-semester assessment

The student performance in Architectural Representation I, II, III, IV and Working Drawing & Detailing I, II are evaluated out of a maximum of 100 marks by the concerned teachers. A minimum of 40% marks is essential to pass the subjects. There will be no End-semester
examination. The In-semester assessment of a student is based on his/her Studio work, classwork, tests, assignments, quizzes, presentations, viva-voce, etc.

Students with ‘F’ grade in any subject with only In-semester assessment should re-register for those subjects during subsequent corresponding semesters whenever possible by paying the prescribed fees, attend regular classes, maintain minimum attendance requirements, and submit assignments for In-semester assessment to earn 40% marks to pass.

### 3.4.5. Evaluation of Theory subjects with End-semester examination

The student performance in each Theory subject is evaluated out of a maximum of 100 marks out of which 50 marks are for In-semester assessment and 50 marks for end-semester examination. A minimum of 40% marks is required in In-semester assessment to be eligible to appear for end-semester examination. The In-semester assessment in theory subjects is based on interactive sessional, tests, assignments, quizzes, presentations, seminars, etc.

If a student has less than 40% in In-semester assessment he/she should re-register for those subjects during subsequent corresponding semesters by paying the prescribed fees, fulfill all In-semester assessment requirements and earn the minimum 40% marks.

### 3.4.6. Evaluation of Theory subjects with only In-semester assessment

The student performance in Elective I, II & VI is evaluated out of a maximum of 50 marks by the concerned teachers. A minimum of 40% marks is essential to pass the subjects. There will be no end-semester examination. The In-semester assessment of a student is based on his/her portfolio and presentations of the completed assignments.

Students with ‘F’ grade in any subject with only In-semester assessment should re-register for those subjects during subsequent corresponding semesters by paying the prescribed fees, fulfill all In-semester assessment requirements and earn the minimum 40% marks.

### 3.4.7. Evaluation of Practice School I (Ninth Semester) and Practice School II (Tenth Semester)

The evaluation for the Practice School I & Practice School II will be done at the end of the ninth and tenth semester respectively. The student performance in Practice School I & II is evaluated for 400 marks out of which 200 marks each are for In-semester assessment and End-semester examination (viva-voce). The In-semester assessment for Practice School I & II will be based on the reports submitted by the student as per the Training Manual of Faculty of Architecture.

The End-semester examination (viva-voce) for Practice School I & II will be conducted by a jury consisting of two examiners (Training Coordinator/s and an External Examiner, who will be a practicing architect).

In case the student has attendance shortage in Practice School I and/or II, he/she has to re-register to repeat Practice School I and/or II, during subsequent corresponding semesters.

In case the student has ‘F’ grade in Practice School I and/or II, he/she has to re-register to repeat Practice School I and/or II, during subsequent corresponding semesters.

### 3.5. Evaluation Procedures

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

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

3.5.2. Letter Grading System

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F (Fail)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade Points</td>
<td>10</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

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

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

3.5.3. Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA)

Each subject grade is converted into a specific number of points associated with the grade as in 3.7.2. These points are weighted with the number of credits assigned to a subject. The Grade Point Average (GPA) is the weighted average of Grade Points awarded to a student. The grade point average for each semester will be calculated only for those students who have passed all the subjects of that semester. The cumulative grade point average (CGPA) will be the weighted average of GPAs of all semesters at the completion of the course.

**Calculation of GPA and CGPA:**

*Example:*

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
<th>Letter Grade</th>
<th>Grade Value</th>
<th>Credit Value</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maths</td>
<td>3</td>
<td>C</td>
<td>7</td>
<td>3 x 7</td>
<td>21</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>B</td>
<td>8</td>
<td>3 x 8</td>
<td>24</td>
</tr>
<tr>
<td>Physics</td>
<td>3</td>
<td>A</td>
<td>9</td>
<td>3 x 9</td>
<td>27</td>
</tr>
<tr>
<td>English</td>
<td>2</td>
<td>B</td>
<td>8</td>
<td>2 x 8</td>
<td>16</td>
</tr>
<tr>
<td>Total</td>
<td>11</td>
<td>Total</td>
<td>88</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this case GPA = \( \frac{\text{total grade points}}{\text{Credits}} = \frac{88}{11} = 8.0 \)
3.5.4. Valuation and Personal Script Seeing

Each script of the End-semester examination will be independently valued by two examiners and the average of the two is taken as the final marks. If the difference in marks between the two valuations is more than 15%, then the script will be valued by a third examiner. The average of the marks assigned by the third examiner and the nearest of the marks assigned by the first or second examiner with the marks of the third examiner is taken as the final marks.

There is no provision for revaluation of the scripts. However there is a provision of personal seeing of the script on payment of prescribed fees.

3.6. Promotion to next Academic Years - Academic Performance Requirements

Promotion of a student to the next academic year is subject to the minimum academic performance requirements as outlined in 3.5.1.

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

To be eligible for promotion to the second year, a student of B. Arch. should have earned a minimum of 30 credits at the end of first year.

To be eligible for promotion to the third year of the B. Arch. course, a student should have earned a minimum of 75 credits at the end of the second year.

To be eligible for promotion to the fourth year of the B. Arch. course, a student should have earned a minimum of 125 credits at the end of the third year.

To be eligible for promotion to the fifth year of the B. Arch. course, a student should have earned a minimum of 175 credits at the end of the fourth year.
Note: A student of B. Arch. Course needs to earn full credits in the CORE STUDIO SUBJECTS of ARCHITECTURAL DESIGN & DETAILING (I – VI), URBAN CONTEXT STUDIO and THESIS II- PROJECT for eligibility of promotion to the next academic year.

3.6.2. A student who is not eligible for promotion from one academic year to the next academic year for not earning the prescribed minimum number of credits, will be required to discontinue the academic programme temporarily. He/she can re-join the academic programme after fulfilling the academic performance requirements as in 3.5.1.

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

Credit Requirement for Promotion to next Academic Year

<table>
<thead>
<tr>
<th>Promotion to higher academic year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd semester to 3rd semester</td>
<td>30</td>
</tr>
<tr>
<td>4th semester to 5th semester</td>
<td>75</td>
</tr>
<tr>
<td>6th semester to 7th semester</td>
<td>125</td>
</tr>
<tr>
<td>8th semester to 9th semester</td>
<td>175</td>
</tr>
</tbody>
</table>

Total Credit requirement for the award of degree of B. Arch.: 250

3.7. Re-registration

3.7.1. Attendance Shortage

If a student is not eligible to appear in the end-semester examination for not fulfilling minimum attendance requirements in any subject, he/she has to fulfil minimum attendance requirements by re-registering for those subjects during subsequent corresponding semester provided he/she is free from any regular classes of his/her current semester by paying the prescribed fees. If a student has less than 85% in any audit subject, then he/she can take that subject in subsequent semester.

3.7.2. Improvement of Internals for Theory Subjects

Students can re-register in one or more Theory subjects of the earlier semester(s) in which they have ‘F’ grade/s for improvement of internals by paying the prescribed fees in the corresponding semester for the respective subjects within the maximum permissible duration of B.Arch. course.

Students re-registered for theory subjects need to submit assignments and appear for sessional/tests for improvement of internals and appear for end-semester examination. However, there is no minimum attendance requirement for the same.

3.8. End-Semester Examination and Make-up (Supplementary) Examination

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

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

3.8.3. The cut-off marks for grades in the make-up examination will be the same as those in the regular end-semester examination. However, the maximum grade that will be awarded in subsequent examinations to those students who were once awarded ‘F’ grade in any subject will be ‘C’. Students who are awarded ‘I’ grade, however, are eligible for whatever grade they achieve in subsequent examination.

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

3.8.5. A student will earn full credits in any subject only when he gets the minimum passing marks in both, In-semester and End-semester assessments for the subject.

3.9. Withholding of Results

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

3.10. Requirements for Graduation

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

i. Fulfilled all minimum requirements of study and earned the number of credits specified in the prescribed courses of study.

ii. Paid all dues to the Institute.

iii. Has no case of indiscipline pending against him/her.

3.11. Class Committees

3.11.1. Constitution of the Class Committees

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

Subject Teachers: Teachers of all subjects of study in the given semester
Studio Coordinator: If there is more than one teacher in any given section for any subject one of the teachers will be nominated as the Studio Coordinator for the subject for each section.
Subject Coordinator: If there is more than one section, one of the subject teachers will be nominated as the Subject Coordinator for the given subject
Class Coordinator: A Design Studio teacher from the given semester will be the Class Coordinator who will also chair the Class Committee.

3.11.2. Responsibilities of the Class Committee

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

3.11.2.1. Subject Teachers
Progressive marks and attendance of the students shall be published once in a fortnight and officially inform the students and the subject coordinator. Sessional/test marks and attendance shall be displayed within a week of conduct of the same.

To counsel all the students once a month, who have less than 85% attendance and/or less than 40% marks (progressive and sessional) and officially inform the same to the class coordinator.

To officially inform the subject coordinator immediately about the students who have critically low attendance (below 85%) and/or marks (below 40%) at any given point of time.

Deviation from the course plan if required by a subject teacher should be discussed with all the subject teachers and officially communicated to the subject coordinator prior to implementation.

Disciplinary issues, if any, should be officially communicated to the Class coordinator immediately.

3.11.2.2. Subject coordinator

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

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

3.11.2.3. Class coordinator

To officiate class committee meetings as per clause no. 3.4.3

To officially inform the parents of the students who have critically low attendance (below 85%) and/or marks (below 40%) whenever informed by the subject coordinator.

3.11.3. Functions of the Class Committee

The class committee shall meet three times a semester.

The first meeting will be held before the commencement of the semester in which the nature of assessment procedures will be decided.

The second meeting will be held one week after the first sessional to meaningfully interact and express opinions and suggestions to improve the effectiveness of teaching-learning process and analyse the performance of the students in the tests.

The third meeting will be held after four weeks of the second class committee meeting to discuss performance of the students and/or any other issues.
The class coordinator should send the minutes of the class committee meetings to the Director within a week of each class committee meeting.

4. **ASSESSMENT OF CONDUCT**

4.1 Students have to comply at all times with the Code of Conduct put forth by Manipal University.

4.2 All subject teachers will assess each student in their respective subjects during each semester and submit the same to the office.

4.3 The student will be awarded an average grade at the end of each semester and at the time of completion of the course based on the reports submitted by the subject teachers. The final grade for the conduct of the student will be reflected in the conduct/character certificate.

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