

**Examination Rules**  
**for**  
**Under Graduate and Post Graduate Programmes**  
**in Planning and Architecture**

(As approved by  
18<sup>th</sup> BOG Meeting held on 08.02.2014,  
4<sup>th</sup> Academic Council held on 25.04.2015  
and  
as amended in first Senate meeting held on 30.12.2016)

To be Effective for:  
M.Planning 2014-15 Admitted Batch onwards  
B.Planning 2015-16 Admitted Batch onwards  
M.Architecture 2015-16 Admitted Batch onwards  
B.Architecture 2015-16 Admitted Batch onwards

Amended Rules to be effective from A.Y.2017-18 onwards



**योजना तथा वास्तुकला विद्यालय, विजयवाडा**  
**School of Planning and Architecture, Vijayawada**  
**An Institute of National Importance, MHRD, Govt. of INDIA.**

# Examination Rules

## 1. INTRODUCTION

1.1. These regulations will govern the conduct of various academic programmes, evaluation pattern, promotion and conduct of examinations and juries, leading to the award of various degrees as follows:

- 1.1.1. 4-Year (8 semesters) undergraduate programme in Planning leading to the award of the Bachelor of Planning [B.Planning] Degree.
- 1.1.2. 5-Year (10 semesters) undergraduate programme in Architecture leading to the award of the Bachelor of Architecture [B.Arch.] Degree.
- 1.1.3. All the 2-Year (4 semester) post graduate programmes in Planning leading to the award of the Master of Planning [M.Planning] Degree(s).
- 1.1.4. All the 2-Year (4 semester) post graduate programmes in Architecture leading to the award of the Master of Architecture [M.Arch.] Degree(s).

## 2. DEFINITIONS

- a) **“University”** will mean the School of Planning and Architecture, Vijayawada.
- b) **“Director”** will mean the Director of the School of Planning and Architecture, Vijayawada.
- c) **“Dean”** will mean the Dean Academic of the School of Planning and Architecture, Vijayawada.
- d) **“Registrar”** will mean the Registrar of the School of Planning and Architecture, Vijayawada.
- e) **“Controller of Examinations”** will mean the Faculty in-charge of the Examinations of the School of Planning and Architecture, Vijayawada.
- f) **“Coordinator/Superintendent of Examinations”** will mean the Faculty in-charge for the actual conduct of all the Examinations of the School of Planning and Architecture, Vijayawada.
- g) **“Head of Department”** will mean the Head of any of the Departments of Studies in the School of Planning and Architecture, Vijayawada.
- h) **“Faculty”** will mean the faculty of the School of Planning and Architecture, Vijayawada.
- i) **“Student”** will mean a regular student who is required to pursue the prescribed course of study in any subject for a particular examination according to conditions of the Rules of Examination.
- j) **“Studio”** will mean the design studio for architecture and planning studio for planning as defined by the approved curriculum of the Department. Studio holds the maximum amount of the credits of each semester and essentially has internal assessments followed by an external jury exam conducted in viva-voce mode by an external jury panel.

- k) **“Thesis”** will mean the final semester individual independent research/project work conducted by each student under a supervisor, and as defined by the approved curriculum of the Department. Studio holds the maximum amount of the credits in the final semester and essentially has internal assessments followed by an external jury exam conducted in viva-voce mode by an external jury panel.
- l) **“Theory”** subject refers to all subjects having internal assessments and semester-end examination, and as defined by the approved curriculum of the Department.
- m) **“Subject”** refers to all types of subjects, i.e., theory, studio and thesis subjects.
- n) **“Studio Coordinator”** will mean the Faculty in-charge for the actual conduct of the studio.
- o) **“Year”** will mean academic year as notified by the Academic Calendar of the School. The academic year is divided into two semesters each of approximately 18 weeks duration excluding the time given for preparation, end examination and evaluations.
- p) **“Semester”** will mean semester as notified by the Academic Calendar of the School. There are two semesters in one academic year.
- q) The Semesters will be called **Odd** (July to December) and **Even** (January to May) semesters.

### **3. PROGRAMMES OF STUDY**

These rules apply to the following programmes of studies:

- 3.1. For the B.Planning Degree
- 3.2. For the B.Architecture Degree
- 3.3. For All the M.Planning Degrees
- 3.4. For All the M.Architecture and M.Design Degrees

### **4. NAME(S) OF THE UNIVERSITY EXAMINATION**

Regular exams will be conducted at the end of each semester, i.e., two times in each academic year, which to be counted as end evaluation as below:

<b><u>Bachelor of Architecture</u></b>	<b><u>Bachelor of Planning</u></b>	<b><u>Masters degree in relevant disciplines</u></b>
I Semester Examination	I Semester Examination	I Semester Examination
II Semester Examination	II Semester Examination	II Semester Examination
III Semester Examination	III Semester Examination	III Semester Examination
IV Semester Examination	IV Semester Examination	IV Semester Examination
V Semester Examination	V Semester Examination	
VI Semester Examination	VI Semester Examination	
VII Semester Examination	VII Semester Examination	
VIII Semester Examination	VIII Semester Examination	
IX Semester Examination		
X Semester Examination		

## **5. TOTAL CREDIT REQUIREMENTS**

5.1. A student will be declared eligible for the award of the degree for which he/she has been admitted, on his/her fulfilment of the following:

### **5.1.1. For B.Planning. Degree:**

- 5.1.1.1. The student registered for and passed all the subjects for a total of 240 credits with 30 credits in each semester.
- 5.1.1.2. The student has secured a minimum of 5.0 in the Cumulative Grade Point Average (CGPA) on a 10 point scale as overall performance of the eight semesters.

### **5.1.2. For B.Architecture Degree:**

- 5.1.2.1. The student registered for and passed all the subjects for a total of 300 credits with 30 credits in each semester.
- 5.1.2.2. The student has secured a minimum of 5.0 in the Cumulative Grade Point Average (CGPA) on a 10 point scale as overall performance of the ten semesters.

### **5.1.3. For Masters Degree:**

- 5.1.3.1. The student registered for and passed all the subjects for a total of 120 credits with 30 credits in each semester.
- 5.1.3.2. The student has secured a minimum of 5.0 in the Cumulative Grade Point Average (CGPA) on a 10 point scale as overall performance of the four semesters.

## **6. ATTENDANCE REQUIREMENTS**

6.1. A Student will be eligible to appear in the semester-end examination of any subject, if the student obtains a minimum of 75% attendance in that particular subject.

Minimum 75% attendance overall on average shall not be applicable for detention. However, the Director, SPAV, is empowered to take the final decision in attendance shortage cases on the recommendations of Course / Semester Coordinators, Head of Departments and Dean Academics for the different nature of cases. (to be read with 6.7)

6.2. In the event of a student failing to achieve the clause 6.1 above, the student will not be eligible to appear for the semester-end examination in that particular subject, and will have to repeat the subject as and when offered next by attending classes/special classes separately for that subject. Such subject shall be called 'Carry Forward' subject.(without repeating the semester/year).

'Carry forward' subject shall be applicable for all the subjects except for jury subjects such as Architectural Design Studio, Planning Studio and Thesis.

In case of Architectural Design Studio, Planning Studio and Thesis subjects, one month' additional time shall be given for obtaining the required attendance and clearing the internal evaluation. Such student shall be able to appear for the end evaluation/Re-jury at the start of the next Semester, before the last date of registration in the next semester.

If fails to fulfil the attendance requirement during the additional one month also the student has to repeat the subject as and when offered (by repeating the Semester/Year).

- 6.3. Attendance will be marked on a 'per period basis', eg. studio of 3 periods will have 3 attendances and will be marked thrice.
- 6.4. Students will be entitled to 6 studio period attendance per day during field work / trips (i.e., three in forenoon and three in afternoon).
- 6.5. Attendance will be publicly displayed on a monthly basis.
- 6.6. Attendance of students, who join late due to late admission in first semester, shall be calculated from the date of joining.
- 6.7. Condonation of shortage of attendance (including medical leaves etc.) will be included within the 25% permissible absence only as stipulated above. Exceptional cases of below 75% relaxation will not be automatic but on the merits of the case to the satisfaction of the Head of the Department and subject to production of satisfactory documentary evidence by the student and approval of Higher Authorities. (to be read with 6.1)
- 6.8. Participation in NOSPLAN and/or NASA and/or any national level conference or sports meet, with permission of the School will be treated as attendance.

## **7. GRADE POINTS AND COMPUTATION OF SGPA & CGPA:**

- 7.1. Based on the marks obtained in any subject, letter grades will be awarded. Based on the letter grade obtained for the subject, grade points will be awarded as follows:

Sl.No.	% of Marks		Letter Grade	Grade Points
	Minimum	Maximum		
1.	90.00	100.00	A	10
2.	80.00	89.99	B	9
3.	70.00	79.99	C	8
4.	60.00	69.99	D	7
5.	50.00	59.99	E	6 – if cleared in first attempt
6.	50.00	59.99	E*	5 – if cleared in Supplementary
7.	00.00	49.99	F	0 - Fail

- 7.2. The grade points obtained in a subject multiplied by the credits for that subject will be the weighted grade points.

$$\text{Weighted Grade Points (W)} = c \times g$$

Where 'c' is the number of credits assigned for the subject and 'g' is the Grade Point obtained as per the Table in 7.1 above.

- 7.3. The sum of the weighted grade points divided by the total number of credits in a semester will result in the Semester Grade Point Average or SGPA.

$$\text{SGPA} = \frac{\sum c_i g_i}{\sum c_i}$$

$$i = 1 \text{ to } n$$

Where n is the number of subjects registered for in the semester, 'c' is the number of credits allotted to a particular subject, and 'g' is the grade-point obtained by the student, as per 7.1 above.

- 7.4. Starting from the second semester, at the end of each semester, a Cumulative Grade Point Average (CGPA) will be computed for every student by dividing the sum of weighted grade point of each subject for all the subjects starting from first semester up to and including the semester under computation, divided by the sum of credits for all the subjects starting from the first semester up to and including the semester under consideration.

$$\text{CGPA} = \frac{\sum c_i g_i}{\sum c_i}$$

$$i = 1 \text{ to } m$$

Where 'm' is the number of subjects registered for in all the semesters from the First semester up to and including the semester under computation, 'c' is the number of credits allotted to a particular subject, and 'g' is the grade-point obtained by the student as per 7.1 above.

- 7.5. The CGPA would indicate the cumulative performance of the student from the first semester up to the end of the semester to which it refers.
- 7.6. The CGPA and SGPA will be rounded off to the second decimal place and recorded as such.
- 7.7. The CGPA, SGPA and the grades obtained in all the subjects in a semester, will be communicated to every student at the end of every semester, after the results for that semester are declared.
- 7.8. When a student gets the grade 'F' in any subject during a semester, the SGPA & CGPA from that semester onwards will not be calculated, until such 'F' grade(s) has been substituted by better grades through subsequent attempts.

## **8. DISTRIBUTION AND WEIGHTAGE OF THE MARKS:**

- 8.1. Students need to cover 30 credits in each semester distributed over different subjects.
- 8.2. There will be an internal evaluation and/or a semester-end examination to account for the total maximum marks for each subject/studio/thesis
- 8.3. Number of subjects, hours of teaching, distribution of credits among different subjects and weightage of marks for internal and semester end examination, shall be as per the approved course structure and syllabus of the respective UG and PG programmes, from time to time.

## **9. MINIMUM ACADEMIC REQUIREMENTS:**

- 9.1. The following academic requirements have to be satisfied in addition to the attendance requirements mentioned in Regulation No.6:

- 9.1.1. **INTERNAL EVALUATIONS:** A student must obtain at least 40% marks in the internal evaluation in subjects having Internal Assessment and Semester-end examination to be eligible to appear for the semester-end examination.

A student must obtain at least 50% marks in the internal evaluation in subjects having Internal Assessment only, to pass the subject.

- 9.1.1.1. a) If a student fails to get minimum 40% for subjects having Internal Assessment and Semester-end examination, 50% for subjects having Internal Assessment only, as required in clause 9.1.1, the student will not be allowed for Regular end examination in respect of subjects having Internal Assessment and Semester-end examination. In case of subjects having Internal Assessment only, the student will be declared failed.

The student must repeat and pass the internal assessment and appear for the supplementary examination in case of subjects having Internal Assessment and Semester-end examination. The student must repeat and pass the internal assessment in case of subjects having Internal Assessment only.

In case a Student fails to get minimum 40% in the internal evaluation of Architectural Design Studio, Planning Studio and Thesis Subjects, maximum of one month' additional time shall be given for submission of internals to clear internal evaluation and appear for the end evaluation/ Re-jury in the ensuing semester.

b) If the student doesn't fulfil 'a' above,

In case of Theory subjects (all subjects other than Architectural Design Studio, Planning Studio and Thesis) during resubmission also, the student has to repeat the subject as and when offered (without repeating the Semester/Year). Such subject is also called 'Carry forward' subject.

In case of Architectural Design Studio, Planning Studio and Thesis subjects the student has to repeat the subject as and when offered (by repeating the Semester/Year)

9.1.1.2. In each semester, for every subject, the internal assessments are to be done progressively by the subject coordinator(s) with a minimum of three assessments in each subject. Number, weightages and modes of assessments in internal evaluations are to be announced at the beginning of the semester and the results of the periodic internal assessments are to be displayed. Feedback/comments on the internal assessments are to be made available to the students by the concerned teachers.

9.1.2. **SEMESTER-END EXAMINATIONS:** A student will be considered to have passed each semester examination if the student has secured:

9.1.2.1. A minimum of 40% marks in the semester-end examination in each and every subject;

9.1.2.2. A minimum of 40% marks in subjects having Internal Assessment and Semester-end examination and 50% marks in subjects having Internal Assessment only, in the Internal assessments as explained in 9.1.1;

9.1.2.3. A minimum of 50% in aggregate of both internal and semester end examination marks taken together, in each and every subject;

9.1.2.4. A student failing to get 40% marks in the Semester-end examination or 50% marks in aggregate of both internal assessment and semester-end examination for any subject(s) will have to appear for the Supplementary examination in the failed subject(s).

9.1.2.5. A Student failing to get 40% marks in the Semester-end examination or 50% marks in aggregate of both internal assessment and semester end-examination marks for any subject(s) will have to appear for the Supplementary



examination in the failed subject(s). For Studio subjects such as Architectural design studio, Planning studio and Thesis, in case of incomplete work, The students shall appear for Re-Jury (back to back) with an extension of one month time period from the date of the result declared.

In case of Architectural Design Studio, Planning studio and Thesis subjects, if a student fails to get 40% marks in the Semester-end examination or 50% marks in aggregate of both internal assessment and semester end-examination in the Regular semester end examination or Re-jury, the student has to repeat the subject (by repeating the semester/Year).

- 9.1.2.6. Absence from any of the semester-end exams will be considered as failure to attain minimum academic requirements, i.e., failure in the examination.

## **10. SUPPLEMENTARY EXAMS**

- 10.2. Supplementary examination will be conducted for every semester and a student is allowed to appear in a maximum of four subjects corresponding to the particular semester.

A student failing in more than FOUR subjects of that particular semester in the Regular examination will be detained and has to repeat the subjects as and when offered next (by losing the academic year)

- 10.2.1. If a student fails in any subject(s) in the supplementary examination, the student has to clear the subjects(s) in the subsequent examination as and when conducted. Such subject shall also be called 'Carry Forward' subject.

All 'Carry Forward' subjects of First and Second year (all four semesters) should be cleared before registering for Fourth year (Seventh Semester).

- 10.3. Absence from any of the supplementary exam will also be considered as failure to attain minimum academic requirements, i.e., failure in the examination.
- 10.4. In all such cases where a student is allowed to take the Supplementary examination and has passed the said examination, the minimum total pass marks (50% only) will be taken as marks obtained in that subject irrespective of the marks actually scored in the Supplementary examination. (applicable to 'carry forward' subjects resulting due to failure in supplementary exam)

## **11. PROMOTION TO NEXT SEMESTER**

- 11.1. A student failing in more than four subjects in the Regular examination will be detained and has to repeat the subjects as and when offered next (by losing the academic year)
- 11.4. a) A Bachelor Degree student should pass all subjects of First and Second year (all four semesters) before registering for Fourth year (Seventh Semester). In case a student fails to do so, he/she shall have to repeat the year and clear all the failed subjects.  
b) No B.Arch candidate shall be eligible for Practical Training unless he/she successfully completes and declared pass in all the studio oriented subjects of years/semesters before the commencement of Practical Training.

## **12. APPOINTMENT OF EXAMINERS**

- 12.1. Examiners for theory papers would be proposed by the Head of the Department, recommended by the Dean Academic and approved by the Director.
- 12.2. The External Jury for Studio and Thesis examinations will consist of Four members per section, of whom Two will be External Members and Two Internal members, proposed by the Head of the Department, recommended by the Dean Academic and approved by the Director.

## **13. TIME BAR FOR COMPLETION OF COURSE**

- 13.1. A student of B.Architecture will have to pass the Five Year B.Architecture (all ten semesters) within a maximum of Eight years from the time of joining or admission.
- 13.2. A student of B.Planning will have to pass the Four Year B.Planning (all eight semesters) within a maximum of six years from the time of joining or admission.
- 13.3. A student of Post Graduate programmes will have to pass all subjects of the four semesters within a maximum of three years from the time of joining or admission.
- 13.4. Students who fail in the examinations as prescribed in 13.1, 13.2, 13.3 above will leave the programme and not be allowed to rejoin the programme.

#### **14. AWARD OF CLASS:**

14.1. After a student has satisfied the requirements prescribed for the completion of the program and is eligible for the award of the B. Plan. or the B.Arch. or Masters degree, the student will be placed in one of the following classes:

<b>First Class with Distinction</b>	7.5 and above of CGPA and should have cleared each and every subject in a single attempt.
<b>First Class</b>	Below 7.5 but not less than 6.0 of CGPA and those students who secured a CGPA above 7.5 but have cleared at least one or more subjects in more than one attempt.
<b>Second Class</b>	Below 6.0 but not less than 5.0

14.1.1. Students who repeat any academic year(s) will not be awarded any class.

14.2. The marks in the internal evaluation and semester-end examination and/or external jury, will be shown separately in the marks sheet.

14.3. All subjects cleared through supplementary exams are to be indicated so in the mark sheets separately as “supplementary”.

#### **15. USE OF UNFAIR MEANS**

15.1. “Unfair Means” will be defined as use of inappropriate, undue or improper methods by the candidate to clear the examination or a part thereof. Unfair means will include but will not be limited to copying of assignments among the students, copying from previous assignments and internet, bringing written or printed materials in examination hall, use of mobile phones or electronic appliances or any other effort to undermine the process of examination as determined by the competent authority (subject coordinator, invigilator, or controller of examination).

15.2. If any student is found using unfair means, the student will not be given any scholarships, awards, medals etc. If the student is a recipient of scholarship in the current session, his/her scholarship would be withheld from the date of using unfair means by him/her.

15.3. A student found using unfair means during the conduct of the written examination is deemed to have failed in that subject and the matter will be referred to the higher authority.

- 15.4. A student found using unfair means for the second time, the student will be debarred and will have to repeat the entire academic year.
- 15.5. A student will forfeit his/her seat in the academic program for which he/she has been admitted when found using unfair means for the Third time during his /her course of studies in the School.
- 15.6. Any kind of plagiarism in the written report submissions and/or drawings / designs / models will not be allowed and will be dealt according to the relevant copyright act. A committee, appointed by the higher authorities, will take appropriate action against those found indulging in such activities.

## **16. MODERATION**

- 16.1. Moderation will not be a 'matter of right' and is at the discretion of the Board of Moderators (BoM). Moderation is not applicable for Supplementary examinations.
- 16.2. The Board of Moderators will consist of:
  - 16.2.1. Dean Academic - Chairperson
  - 16.2.2. Head of the Concerned Department
  - 16.2.3. Head of a Sister Department (appointed by Director)
  - 16.2.4. One Member, nominated by the Director
  - 16.2.5. Controller of Examinations, as Secretary
- 16.3. The BoM may consider a grace mark of 5% each in the failed theory subject restricted to a maximum of two theory subjects in a given semester. However, the total of grace marks can be distributed between the two failed subjects only.
- 16.4. The BoM may consider a particular student for moderation, only ONCE during the entire course of study in the School.
- 16.5. The BoM will moderate and finalise the questions papers submitted for each theory subject before the commencement of any examination.

## **17. POWER TO MODIFY**

Notwithstanding all that has been stated above, the Senate has the right to modify any/all of the above regulations from time to time.

## **18. GENERAL:**

- 18.1. The examination rules should be read as a whole for the purpose of any interpretation.
- 18.2. In the case of any doubt or ambiguity in the interpretation of the above rules, the decision of the Chairman of the Senate shall be final.
- 18.3. All the faculty members and students are expected to familiarise themselves with the Examination Rules.