



THIAGARAJAR COLLEGE OF ENGINEERING

(A Government Aided Autonomous Institution affiliated to Anna University)

MADURAI – 625 015

REGULATIONS 2024

For

M.Plan (Urban Planning) DEGREE PROGRAMME

For the students admitted from the academic year 2024-2025 onwards

THIAGARAJAR COLLEGE OF ENGINEERING, MADURAI - 625015
(A Govt. Aided Autonomous Institution affiliated to Anna University)

RULES AND REGULATIONS

M.PLAN (Urban Planning) DEGREE PROGRAMME

(CHOICE BASED CREDIT SYSTEM)

These Rules and Regulations are applicable to the candidates admitted from the Academic year 2024-2025 onwards

1.0 PRELIMINARY DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

- i. **“Programme”** means M. Plan (Urban Planning) Degree Programme
- ii. **“Degree”** means Post Graduate (PG) Degree that is M.Plan degree.
- iii. **“Course”** means theory, theory cum studio (skill based), and studio subjects that are normally studied in a semester, like Economic Perspectives on Urban development, Urban Dynamics and Analysis, etc.
- iv. **“University”** means Anna University, Chennai.

2.0 QUALIFICATIONS FOR ADMISSION:

2.1. The candidates seeking admission to the first semester of the Postgraduate Degree programme shall require satisfying the eligibility norms prescribed by the Affiliating University and Director of Technical Education, Chennai, from time to time.

2.2. Candidates seeking admission to the first semester of the Postgraduate Degree Programme shall be required to have passed Bachelor Degree in Planning/ Architecture/ Civil Engineering or Passed Master Degree of Geography/ Economics/ Social Sciences or equivalent Degree Examination of Anna University or any other examination of any University or authority accepted by the University as equivalent thereto.

3.0 STRUCTURE OF THE PROGRAMME:

3.1 Categorization of Courses

M.Plan Degree Programme shall have a curriculum comprising Theory courses, Theory cum Studio (skill based) courses and Studio courses. The courses are categorized as follows:

- A. Professional Core Courses (PCC)** are Studio courses relevant to the chosen specialization/branch.
- B. Compulsory Foundation Courses (CFC)** are theory and theory cum studio (skill based) courses that provide basic foundation to the core courses or supplement the core courses like Economic Perspectives on Urban development, Quantitative analysis, etc
- C. Elective Foundation Courses (EFC)** are theory and theory cum studio (skill based) courses which lead to knowledge enhancement, selected from a pool of courses under specific streams.
- D. Programme Elective (PE)** are theory and theory cum studio (skill based) courses which include the elective courses relevant to the chosen specialization/branch. The electives from the curriculum are to be chosen with the approval of the Head of the School.
- E. Audit Courses (AC)** includes the courses that help in value additions and personality development such as Constitution of India etc. Students shall register at least any one of the Mandatory Audit courses as and when offered. Courses such as Constitution of India, Essence of Indian Traditional Knowledge, Yoga, Value education, Stress Management and Personality Development through Life Enlightenment Skills, etc, which are mandated by AICTE/UGC shall be registered by the student as and when offered.

The distribution of credits for each category is given in Table 1.

Table1: Credit Distribution

S.No	Category	Credit Distribution
A.	Professional Core Courses (PCC)	54
B	Compulsory Foundation Courses (CFC)	26
C.	Elective Foundation Courses (EFC)	4
D.	Programme Elective (PE)	

E.	Audit Courses (AC) (not to be included in CGPA) - Mandatory	-
	Min number of Credits to be earned for the award of the degree	84

3.2 Credit Assignment

Each course is assigned certain number of credits based on the following:

Table 2: Credit Assignment

Contact period per week	Credit
1 Lecture Period	1
1 Tutorial Period	0
1 Studio/ Practical Periods	1

3.3 Number of Courses/ Credits per semester

Curriculum of a semester shall normally have a blend of theory courses, theory cum studio (skill based) and studio courses. Each course may have credits assigned as per clause 3.2. However, the total number of courses per semester shall not exceed 6. The maximum number of credits the student can register in a particular semester cannot exceed 28 credits (excluding courses for which the student has done reappearance registration (vide clause 5.7)).

3.4 Online Courses

Students may be permitted to register for online courses approved by the School committee (which are provided with a certificate after evaluation of the performance), during the first to third semester of his/her study with the prior approval of the Department Committee nominated by the Head of the School and approval from Academic Council. On successful completion of the course, he/she has to submit the copy of the certificate to the Head of the School for exemption from registering for an elective course. Based on the recommendation by the team of faculty members nominated by the Head of the School, the student will be awarded grade and credits, maximum 2, in Programme Elective category. The recommendation will be sent to The Controller of Examinations after the approval by the Head of the School.

3.5 The medium of instruction, examinations and project report shall be in English.

4.0 DURATION OF THE PROGRAMMES

4.1 The minimum period for completion of the Programme is 2 years (4 semesters) and maximum period for completion of the Programmes is 4 years (8 semesters).

4.2 Each semester normally consists of 90 working days. In any contingent situation, the number of working days per semester shall not be less than 65 days. The Principal is given the discretionary power to decide the number of working days. In such contingencies, the Principal shall ensure that every faculty member imparts instruction as per the number of periods specified in the syllabus and that the faculty teaches the full content of the specified syllabus for the course being taught.

4.3 For the purpose of regulations, the academic year will be divided into two semesters, the odd semester normally spanning from June to November and the even semester from December to May.

4.4 The total duration for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum duration specified in Clause 4.1 irrespective of the period of Break of Study (vide clause 16) or prevention in order that the student may be eligible for the award of the degree (vide clause 14).

4.5 The courses in the curriculum of the odd semesters will be conducted only in odd semesters and that of the even semesters only in even semesters.

5.0 COURSE REGISTRATION

5.1 Each student, on regular admission, shall be assigned to a Faculty Mentor (vide clause 7) who shall advise and counsel the student about the details of the academic programme and the choice of courses considering the student's academic background and career objectives.

5.2 Each student on regular admission has to register courses in the range between 20 to 28 credits, including the courses for which the student has done reappearance registration and supplementary examination.

5.3 A student has to earn the minimum number of 84 Credits specified in the curriculum of the chosen programme of study in order to be eligible to obtain the degree. However, a student can earn more than the number of credits, if he/she wishes. In such cases, the highest grades in the relevant category would be considered for CGPA calculation.

5.4 The registration for the courses from II Semesters will commence three days after the declaration of the examination results of the preceding semester. The student shall register for the courses with the guidance of the student's Faculty Mentor. If the student wishes, the student may drop or add courses (vide clause 5.2) within five working days after the commencement of the concerned semester and complete the registration process.

5.5 No course shall be offered by a School unless a minimum of 8 students register for that

course.

5.6 After registering for a course, a student shall attend the classes, satisfy the attendance requirements (vide clause 6), earn Continuous Assessment marks and appear for the Terminal Examinations.

5.7 Reappearance Registration

5.7.1 a) If a student fails in a theory course or theory cum studio (skill based) they shall do reappearance registration for that course in the subsequent semester by retaining the continuous assessment marks already earned, for the next two attempts. For further attempts, only the marks earned in the supplementary examination will be considered for passing the course as prescribed in the Scheme of Examinations (Minimum Marks for Pass).

b) If a student is prevented from taking the Terminal examination of a course (theory / theory cum studio / studio) due to lack of attendance, student has to register for that course again, when offered next, attend the classes and fulfil the attendance requirements as per clause 6.

5.7.2 a) If a student fails in Programme electives or Elective Foundation categories, he/she may register for the same course or any other course in the respective category in the subsequent semesters. If a student registers for another course, he/she has to satisfy all the requirements in Clauses 6 and 9.

b) If the course, in which student has lack of attendance, is a Programme Elective or an Elective Foundation Courses, students may register for the same or other Programme Elective or Elective Foundation course respectively in the subsequent semesters.

5.7.3 a) If a student is prevented to take the Terminal Examination in the form of viva-voce of a Professional Core Course (Studio courses) due to lack of attendance, the student cannot register for the Professional Core Course of the subsequent semester until he/she registers for the course again when offered next, attend the classes & fulfil the attendance requirement as per clause 6.

b) If a student attends and fails in the End semester examination of a studio course, he/she shall attend the end semester examination again within 60 days from the date of declaration of the results. The subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case, the student fails in the subsequent viva-voce examination also, the student shall redo the course again, when offered next.

c) If a student has submitted the studio project report but is absent in the end semester examination of project work, the student is deemed to have failed. He/she shall adhere to **Clause 5.7.3 b** (above).

5.7.4 A student who has already appeared for a course in a semester and passed the examination is not entitled to reappear the same course for improvement of Grade/Marks.

6.0 REQUIREMENTS FOR APPEARING FOR THE TERMINAL EXAMINATION OF A COURSE

6.1 A student who has fulfilled the following conditions shall be deemed to be eligible to appear for the Terminal examination.

Ideally, every student is expected to attend all the classes and earn 100% attendance. Students who have earned not less than 75% attendance in all the courses taking into account the number of periods required for that course as specified in the curriculum.

Students who have earned attendance less than 75% will not be permitted to appear for terminal examinations for that course. The student has to register and repeat that particular course in a subsequent semester when it is offered next. However, exemption may be given for the students who earned attendance between 65% and less than 75% in a particular course from the prescribed attendance requirement based on medical leave (hospitalization / accident / specific illness) and On Duty leave for participation in the College / University / State / National / International level Sports events (Vide clause 6.3) with prior approval from the Principal / competent authority. Such students shall be permitted to apply for condonation to the Principal through the Head of the School. After the approval from the principal, the student shall be permitted to appear for the terminal examinations for that course by paying the prescribed fee. However, the students who have represented the college in NCC/NSS/Sports are exempted from the condonation fee.

His / her conduct has been satisfactory.

6.2 A student shall be permitted to appear for the terminal examinations only if,

- a. he/she satisfies the attendance requirements
- b. the student's conduct has been satisfactory
- c. He/she has paid the examination fees and registered for the examinations for all the courses of that semester by paying the prescribed examination fees within the due

date specified by the Office of the Controller of Examinations. If any student fails to register and pay the examination fees within the due date, he /she shall not be permitted to attend the terminal examinations. However, he/she will be permitted to continue their studies in the next higher semester, provided that the student should satisfy the requirements as stipulated in this clause 6.0 of this regulations and to write the current semester courses and arrear courses if any, in the next supplementary examination as arrear courses on registration and payment of fees. It will be counted as an attempt for the student.

6.3 The students who are consistently good in academics ONLY are considered for the grant of ODL under co-curricular / extra-curricular activities by the competent authorities. The following activities shall be considered for the award of ODL:

Sports and Games: TIES, Inter collegiate, Inter Zonal, Inter University, State level, National level and Open Tournaments.

NCC: Camps and expeditions, NSS camps

Cultural Programs at State, National and International level

Seminar / Symposia: Paper presentation / Quiz

Leadership course organized by other organizations & Alumni Association activities, Association Activities, Placement Activities

National and International Co curricular activities

Training Programs/internship at Industries and Higher Learning Institutions

Personal damages incurred during the extra-curricular activities.

The ODL requisition letter shall be forwarded to the Principal through the Head of the School of the student by the staff-in-charge of the respective activities before completion of every activity.

The ODL sanctioned letters shall be submitted to the School office. The faculty-in-charge of the School office will check the eligibility for the award of attendance at the end of semester and the same may be submitted to the Head of the School for approval.

6.4 Those students who are not deemed to have completed the semester with reference to the conditions specified above shall undergo the semester again in all the courses in the respective semester during next academic year.

7.0 FACULTY MENTOR

To help the students in planning their courses of study and for general advice on the academic programme, the Head of the School will assign a certain number of students (Maximum 20 to 25) to a faculty member of the School. He /she shall function as Faculty Advisor for these students throughout their period of study. The faculty advisor shall

Advise the students in registering and reappearances registering of courses

Monitor their attendance, academic progress and discipline of the students

Counsel periodically or during the Faculty Advisor/Tutor/Proctor-ward meeting scheduled in the class time table.

Inform the students about the various facilities and activities available to enhance the student's curricular and co-curricular activities.

If necessary, the faculty mentor may also discuss with or inform the parents about the progress of the students through the Head of the School or in the Parent –Teacher meeting.

8.0 ACADEMIC COMMITTEES

8.1 CLASS COMMITTEE

The objective of the Class Committee is to improve the teaching-learning process. The functions of the class committee include:

Resolving difficulties experienced by students in the classroom and in the studio/ laboratories.

Clarifying the regulations of the degree programme and the details of rules therein.

Discussing the progress of academic schedule and deviations if any.

Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.

From the first semester onwards, the Class committee comprises all the faculty members who are handling courses in that particular semester and comprising a minimum of five student representatives. A chairperson who is a faculty not handling a course for that particular semester, nominated by the Head of the School, shall coordinate the activities of this committee.

The class committee shall be constituted by the Head of the School/Chief Tutor on the first week of commencement of the semester.

The class committee shall meet three times in a semester as specified in the academic

calendar:

The Principal/ Dean/ Head of the School may participate in any class committee of the institution.

During these meetings, the representative of the class shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.

The Chairperson is required to prepare the minutes of the meeting, signed by the members and submit the same to the Head of the School within five working days of the meeting. The Head of the School will in turn consolidate and forward the same to the Principal, within 10 working days of the meeting.

In each meeting, the action taken report of the previous meeting is to be presented by the Chairperson of the class committee.

8.2 PERFORMANCE ASSESSMENT COMMITTEE

The Performance Assessment Committee comprises the Head of the School / Course Coordinators / Course faculty members and Programme Coordinator, nominated by the Head of the School. This committee shall meet to assess the attainment of Course Outcomes and Program Outcomes, progress and status of the students of the semester concerned at the beginning and end of the semesters. The committee can invite Faculty mentors and students as invitees.

9.0 SYSTEM OF EXAMINATION:

9.1 The M.Plan Programme consists of Theory Courses, Theory Cum Studio (skill based) Courses and Studio Courses. Performance in each course of study shall be evaluated based on (i) Continuous Assessments throughout the semester and (ii) Terminal Examination at the end of the semester.

9.1.1 For Theory courses including Programme elective courses and Elective Foundation Courses, out of 100 marks, the maximum marks for Continuous Assessment is 40 and the Terminal Examination will be conducted for 100 marks which will be reduced to 60 marks.

9.1.2 For Theory Cum Studio (Skill Based) courses out of 100 marks, the maximum marks for Continuous Assessment is 50 and the Terminal Examination (Viva-Voce) will be conducted for 100 marks which will be reduced to 50 marks.

9.1.3 For Studio Courses out of 100 marks, the maximum marks for Continuous Assessment is 60 and the Terminal Examination (Viva-Voce) will be conducted for 100 marks which will be reduced to 40 marks.

The maximum marks assigned to different courses shall be as given in Table 4.

Table 3: Assessment Pattern

S. No	Categorization of courses	Continuous Assessment	Terminal Examinations/Viva	Total marks
1.	Theory Courses	40	60	100
2.	Theory Cum Studio Courses (Skill Based)	50	50 (Viva)	100
3.	Studio Courses	60	40 (Viva)	100

9.2 Students are prohibited from entering into the Examination Hall / Laboratories with any book or portion of book, manuscript, or paper of any description or Communicating with or copying from each other or communicating with anyone outside the Examination Hall / Laboratories. Programmable calculators and mobile phones shall not be permitted inside the Examination hall / Laboratories. However, any required codebooks and data sheets / books as specified in the question paper will be supplied inside the Examination hall / laboratories by the office of the Controller of Examinations. The students are warned that any form of Malpractice will be dealt with severely. The punishment may be cancelling all the examinations registered by the student in that semester and debarring permanently from all the examinations and disciplinary action will be taken by the college authorities after conducting enquiry.

9.3 Identity card of the college must be produced at the time of terminal examination. Any student fails to produce an Identity card / Hall ticket shall be levied a spot fine by the Chief superintendent/ Examiners.

9.4 A student can apply for revaluation of his/her semester examination answer paper in theory within three working days from the declaration of results, on payment of a prescribed fee as specified by the Controller of Examinations from time to time. The Controller of Examination will arrange for going through the answer scripts by the students and to make appeals. The reassessment results will be published before the commencement of supplementary examinations. Reassessment is not permitted for Studio Courses, Theory cum Studio (Skill Based) Courses and Online Courses.

10 PROCEDURE FOR AWARDING MARKS FOR CONTINUOUS ASSESSMENT

10.1 Assessment for Theory Courses

10.1.1 The internal assessment of Theory courses will be carried out in the form of two assessments: written test and assignments (Individual assignments/tutorials/seminars/mini projects/site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercises).

Each internal assessment is to be conducted for 100 marks and will have to be distributed in two parts: Assignments and tests with each having a weightage of 60% and 40% respectively.

a. Two internal tests each carrying 40 marks shall be conducted during the semester. The tests shall be in written mode.

b. Two internal assignments each carrying 60 marks shall be conducted as a part of continuous assessment.

The total marks obtained in all assessments put together out of 200*, shall be proportionately reduced for 40 marks and rounded to the nearest integer (This also implies equal weightage to the two assessments).

Assessment Test 1 (Written Test)	Assessment Test 2 (Written Test)	Individual assignments/tutorials/seminars/mini projects/site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercises		Total
40	40	60	60	100%

*The weighted average shall be converted into 40 marks for internal Assessment.

10.1.2 Students will have regular classes on the assessment days of these tests. In case a student misses the assessment due to medical reasons (hospitalization / accident / specific illness) or due to participation in the College / University / State / National / International level Sports events with prior permission from the Chairman, Sports Board, a Reassessment may be given at the end of the semester after getting approval from the Head of the School by the concerned course instructor.

10.2 Assessment for Theory cum Studio (Skill Based) Courses

10.2.1. The internal assessment of Theory cum studio (Skill Based) courses will be carried out in the form of two assessments. Each internal assessment is to be conducted for 100

marks in the form of assignments (Individual assignments /tutorials /seminars /mini projects /site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercises etc) for a maximum of 100 marks. The total marks obtained in the assessments will be conducted as internal viva-voce.

Assessment Test 1 (Individual assignments/tutorials/seminars/mini projects/site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercise)	Assessment Test 2 (Individual assignments/tutorials/seminars/mini projects/site study/ field visit report / working model / evaluation report / test report / drawings/construction yard exercise)	Total
50	50	100%

*The weighted average shall be converted into 50 marks and rounded to the nearest integer for internal Assessment.

10.2.2. For the Theory cum studio (Skill Based) courses Terminal Examination shall be conducted in the form of a viva-voce examination at the end of the semester by an internal and external examiner appointed by the Controller of Examination from a panel recommended by the Head of the School.

10.3 Assessment for Studio Courses

The Continuous Assessment evaluation for Studio Courses will be carried out for 60 marks for the performance of the candidate in the studio projects throughout the semester. The total marks obtained in the continuous assessments put together shall be reduced to 60 marks and rounded to the nearest integer. The number of projects and evaluation weightage for the studio projects shall be discussed and recommended by the School Committee constituted by the Head of the School.

10.4 Assessment for Planning Research Project

Every candidate shall submit a synopsis at the end of III Semester to be approved by the School Committee constituted by the Head of the School. The Planning Research Project review committee constituted by the Head of the School shall comprise of the Coordinator of the Planning Research Project, the Supervisor and one External Review member/Visiting faculty. The Planning Research Project shall be evaluated for 100 marks by the Planning Research Project review committee through continuous assessment with a minimum of 5 reviews (including one topic selection review which may be online and will not be evaluated) throughout the semester. The total marks obtained in the five assessments put together shall be reduced to 60 marks and rounded

to the nearest integer. The External Review members will be appointed by the Controller of Examination from a panel recommended by the Head of the School. Terminal Examination shall be conducted in the form of a viva-voce examination at the end of the IV semester by the External Examiners appointed by the Controller of Examination from a panel recommended by the Head of the School.

10.5 Revaluation is not permitted for Studio Courses and Skill based Theory cum Studio Courses.

11.0 ELIGIBILITY FOR PASS IN EACH COURSE

The Passing requirement for a student in a course is determined statistically based on the analysis of the marks obtained both in Continuous Assessment and Terminal Examinations put together.

11.1 Theory Courses

11.1.1 A student who secures not less than 50% of total marks prescribed for the course [Internal Assessment + Terminal Examinations] with a minimum of 45% of the marks prescribed for the Terminal Examination, shall be declared to have passed the course and acquired the relevant number of credits.

11.1.2 If a student fails to secure a pass in a theory course (including elective theory course) the student shall register and appear only for the Terminal examination in the subsequent semester. In such cases, the internal assessment marks obtained by the student in the first appearance shall be retained and considered valid for two subsequent attempts till the student secures a pass. However, from the third attempt onwards if a student fails to obtain pass marks (Internal Assessment + Terminal Examination) as per clause 11.1.1, then the student shall be declared to have passed the examination if he/she secures a minimum of 50% marks prescribed for the Terminal examinations alone.

11.2 Theory cum Studio (Skill Based) Courses

11.2.1 Terminal Examination shall be conducted in the form of a viva-voce examination at the end of the semester by an internal and external examiner appointed by the Controller of Examination from a panel recommended by the Head of the School for 100 Marks which shall be reduced to 50 Marks.

11.2.2 For Theory cum Studio (Skill Based) courses a candidate shall be declared to have passed the examination, if he / she secures minimum of 45 marks out of 100 in the Terminal Examination (viva-voce) with a minimum aggregate of 50 marks out of 100 in continuous assessment and Terminal Examination put together.

11.2.3 A student who is absent or has failed in the Terminal Examinations viva-voce in any Theory cum studio (Skill Based) courses is permitted to appear for supplementary examination by retaining the Continuous Assessment already earned in the next two attempts. For further attempts, only the marks earned in the supplementary examination will be considered for passing the course as prescribed in the Scheme of Examinations (Minimum Marks for Pass).

11.3 Studio Courses

11.3.1 For studio courses, a candidate shall be declared to have passed the examination if he / she secured an aggregate of 50 marks out of 100 obtained in the Continuous Assessment and Terminal examination put together. The Terminal Examination (Viva-Voce) will be conducted for the portfolio submitted by the candidate.

- a) If a student attends and fails in the End semester examination of a studio course, he/she shall attend the end semester examination again within 60 days from the date of declaration of the results. The subsequent viva-voce examination will be considered as reappearance with payment of exam fee. In case, the student fails in the subsequent viva-voce examination also, the student shall redo the course again, when offered next; attend classes, secure continuous assessment marks and submit the portfolio/works/sheets as in the case of a regular student as per vide clause 6 and 9.
- b) If a student has submitted the studio project report but is absent in the end semester examination of project work, the student is deemed to have failed. The student shall abide as in clause 11.3.1 a.

11.4 Award of Grades

The award of letter grades will be decided using relative grading principle. The performance of a student will be reported using letter grades, each carrying certain points as detailed below:

Letter Grade	Grade Point (GP)
O (Outstanding)	10
A + (Excellent)	9

A (Very Good)	8
B + (Good)	7
B (Average)	6
C (Satisfactory)	5
RA (Re-appearance)	0
SA (Shortage of Attendance)	0
W (Withdrawal)	0

A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “O”, “A+”, “A”, “B+”, “B”, “C”.

‘SA’ denotes shortage of attendance (as per clause 6.1) and hence prevented from writing the Terminal examination. ‘SA’ will appear only in the result sheet.

“RA” denotes that the student has failed to pass in that course.

“W” denotes withdrawal from the exam for the particular course.

The grades RA and W will figure both in the Grade Sheet as well as in the Result Sheet. In both cases, the student has to appear for the Terminal examination as per the Regulations.

If the grade RA or W is given to Theory courses (including Elective Theory Courses) and Theory cum Studio (Skill Based) Courses, it is not required to re-attend the classes (vide clause 6) but the student has to appear for the Terminal examination and fulfill the norms specified in Clause 11 to earn a pass in the respective courses.

If the grade RA or W is given to Studio Courses, the procedure to be followed will be as per Clause 11.3.

12.0 REQUIREMENTS FOR MOVING TO A HIGHER SEMESTER

12.1 A student of the M.Plan shall move to the higher semester if he/she satisfies Semester completion requirements as per vide clause 11 and the following conditions.

To move to:

- (i) II Semester, a pass is required in the Studio/ Project Core Course of Semester I as per vide clause 11.3
- (ii) III Semester, a pass is required in the Studio/ Project Core Course of Semester II as per vide clause 11.3
- (iii) IV Semester, a pass is required in the Studio/ Project Core Course of Semester III as per vide clause 11.3

13.0 ISSUE OF GRADE CARD

13.1 The consolidated grade card will be issued, through the Head of the school, when the student is declared to be eligible for the degree. The consolidated grade card will contain the following information:

- (i) The courses for which credits are earned
- (ii) Grade obtained in each course
- (iii) Cumulative grade point average earned during the course
- (iv) Month and year of successful appearance
- (v) Course code and title

13.2 Grade Card will be issued at the end of each semester examinations. The Grade Card will contain the following information:

- (i) The credits registered and earned in the particular semester
- (ii) Grade obtained in each course
- (iii) Grade point average earned in the particular semester
- (iv) Cumulative grade point average earned until the semester.
- (v) Course code and title

14.0 ELIGIBILITY FOR THE AWARD OF DEGREE

A student shall be declared to be eligible for the award of the M.Plan. Degree provided

- a. A student seeking M.Plan degree shall be required to undergo the prescribed courses of study and evaluation in the college for the specified duration and to pass all the examinations prescribed therefore.
- b. He/ she should register for all the courses prescribed in the curriculum of the respective degree programme, fulfill the requirement of credits in each category of credit distribution, pass in all mandatory courses in the curriculum and earn the minimum number of 84 credits.
- c. The maximum time limit for the completion of the M.Plan Degree programmes will be 4 (FOUR) years from the date of admission to the first semester of the programme
- d. No disciplinary action pending against the student

15.0 CLASSIFICATION OF THE DEGREE AWARDED

15.1. First class with Distinction

A student who qualifies for the award of degree (vide clause 14.0) having passed the examination in all registered courses in his / her first appearance, within THREE years including

the authorized Break of Study of One Year, and securing a CGPA of not less than 8.50 shall be declared to have passed in First class with distinction and should not have been prevented from writing Terminal examination due to lack of attendance in any of the courses. The authorized break of study (vide clause 16.0) and withdrawal from the examination (vide clause 17.0) will not be counted as an attempt.

15.2. First Class

A student who qualifies for the award of degree (vide clause 14.0) having passed the examination in all the courses within THREE years including the authorized Break of Study of One Year and securing a CGPA of not less than 6.50 shall be declared to have passed in First class and should not have been prevented from writing Terminal examination due to lack of attendance in any of the courses. The authorized break of study (vide clause 16.0) and withdrawal from the examination (vide clause 17.0) will not be counted as an attempt.

15.3. Second Class

All other students (not covered under clause 15.1 and 15.2) who qualify for the award of degree having passed the examination in all the courses and fulfilling the requirements given in clause 14.0 above shall be declared to have passed in Second Class.

A student who is absent for Terminal examination in a course / Planning Research Project after having registered for the same shall be considered to have appeared in that (except approved withdrawal from Terminal examination) for the purpose of classification.

16.0 TEMPORARY BREAK OF STUDY FROM A PROGRAMME

16.1. A student is not normally permitted to break the study temporarily. However, if a student intends to temporarily discontinue the programme in the middle for valid reasons (such as accident or hospitalization due to prolonged ill health) and to rejoin the programme, he/she shall apply in advance to The Principal, through the Head of the School stating the reasons, in any case, not later than the last lecture day, provided he/she fulfils the requirement in Clause 6.0.

16.2 The student permitted to rejoin the programme after the break shall be governed by the rules and regulations in force at the time of rejoining.

16.3 The total period for completion of the programme reckoned from the commencement of the first semester to which the student was admitted shall not exceed the maximum period specified in clause 4.0 irrespective of the period of break of study in order that he/she may be eligible for the award of the degree.

16.4 If any student is detained for want of requisite attendance, progress and good conduct,

the period spent in that semester shall not be considered as permitted 'Break of Study'.

17.0 PROVISION FOR WITHDRAWAL FROM THE EXAMINATIONS

17.1 A student will be permitted to withdraw in any one of the semesters except first semester during the entire duration of the degree programme for valid and genuine reasons by making an application in the office of the Controller of Examinations through the Head of the School for withdrawal at least one day in advance of the last theory examination in that semester. When he / she appears subsequently, he / she has to appear for all the courses of that semester on registration and payment of fees. Subsequent appearances will not be counted as separate attempts.

17.2 Those students who withdraw are eligible for the award of First Class and First Class with Distinction as per the requirement in this regard. However he / she will not be considered for ranking.

17.3 Withdrawal is permitted ONLY ONCE during the entire duration of the degree programme.

17.4. Withdrawal is not permitted to the student who has not satisfied the conditions prescribed in clause 6.0 as requirements for appearing in the Terminal examination.

17.5. Withdrawal is permitted for the Terminal examinations in the final semester only if the period of study the student concerned does not exceed 3 years as per clause 4.0.

18.0 DISCIPLINE

18.1 Every student is required to observe discipline and decorous behavior both inside and outside the college and not to indulge in any activity, which will tend to bring down the prestige of the college. The Principal shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a special committee shall be constituted by the Head of the Institution for taking the final decision.

18.2 If a student indulges in malpractice in any of the Examinations, the student shall be liable for punitive action as prescribed by the College from time to time.

19.0 REVISION OF REGULATIONS AND CURRICULUM

The standing committee/Academic Council of the College reserves the right to revise or change or amend the regulations, the scheme of examinations, the curriculum and the syllabi from time to time if found necessary.

20.0 SPECIAL CASES

In the event of any clarification in the interpretation of the above rules and regulations, they shall be referred to the Standing Committee. The Standing Committee will offer suitable interpretations/ clarifications /amendments required for special case on such references and get them ratified in the next meeting of the Academic Council. The decision of the Academic Council is final.