

# **ACADEMIC ORDINANCE**

## **UNDER GRADUATE PROGRAMMES**

### **(RULES and REGULATIONS)**

(As Approved by 27<sup>th</sup> BoG meeting held on 14<sup>th</sup> March 2019  
and amended in 6<sup>th</sup> Senate meeting held on 2<sup>nd</sup> August 2019  
and approved by 28<sup>th</sup> BoG meeting held on 6<sup>th</sup> August 2019)

Amended Rules to be effective from A.Y 2019-2020 onwards

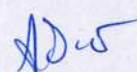


**SCHOOL OF PLANNING AND ARCHITECTURE, VIJAYAWADA**  
**ANDHRA PRADESH – 520 008, INDIA**

The provisions contained in this Ordinance govern the Rules and Regulations, on the admission of students, imparting instructions of courses, conducting of examinations and evaluation and certification of student's performance.

This ordinance, on approval by the Senate and Board of Governors, shall supersede all the earlier set of rules & regulations of the Institute, with all the amendments thereto, and shall be binding on all the Undergraduate students. The cases of the students admitted in earlier years, shall be dealt appropriately and carefully, so as to ensure that they are not subjected to any unfair situation whatsoever, although they are required to conform to these Ordinances. It shall be ensured that all the policies and procedures given in these Ordinances are adhered to and implemented without any change and with all fairness. While handling an issue, if there is no specific mention, the same shall be dealt suitably.

It is in the interest of the student that he/she should be fully familiar with the academic system of the Institute and provisions contained in these Ordinances. Attention should be paid to the schedule, structure of coursework, thesis work, the assessment procedures and the rules governing conduct & assessment of these activities throughout the academic Programme.

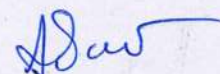


# Preface

Undergraduate Academic programmes of School of Planning and Architecture Vijayawada are governed by the Academic Ordinance UG Programmes as approved by the Senate, which is the highest academic body of the Institute. The Senate continuously monitors these programmes and makes appropriate modifications/improvements from time to time.

This undergraduate ordinance provides information about the procedures to be followed in line with the applicable Rules and Regulations of the undergraduate programmes of the institute i.e., Bachelor of Planning and Bachelor of Architecture.

The students are required to be fully familiar with the academic systems of the Institute, follow procedures and meet academic requirements in each semester. Attention should be paid to the schedule and structure of coursework in theory courses, Planning/Architectural Studio, thesis work, the assessment procedure and the rules governing conduct and assessment of these activities.



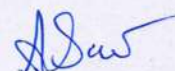
# Vision & Mission

## Vision of the Institute

To achieve academic excellence in architecture and planning through innovation, creation, inclusion, acquiring and disseminating knowledge using sustainable local and global practices and enhancing the quality of society through responsible built environment.

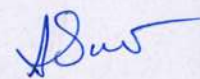
## Mission

1. To rethink conventions of design practice with societal, economic and environmental dimensions and add value to the body of knowledge as well as practice in the field of architecture and planning through multi-disciplinary curricula, research base, active industry-academic, capacity building and emerge as credible resource centre.
2. To pioneer excelled contributions to academic and practical spheres of architecture and planning as one of the finest resource centres through multi-disciplinary teaching, research motivation, academic-industry interface and skill building.
3. Adding value to the body of knowledge in the field of architecture and planning through multi-disciplinary and research based curricula, active industry-academia interface and capacity building.



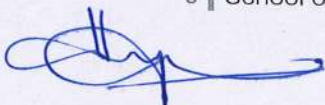
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## Abbreviations

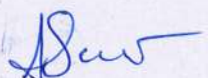
BoD	Board of Discipline
BoG	Board of Governors
CGPA	Cumulative Grade Point Average
DAC	Departmental Advisory Committee
DASA	Direct Admission of Students Abroad
DFB	Department Faculty Board
DPGC	Departmental Post Graduate Committee
DUGC	Departmental Under Graduate Committee
GMC	Grade Moderation Committee
Gol	Government of India
HoD	Head of the Department
MHRD	Ministry of Human Resource Development
PG	Post Graduate
SGPA	Semester Grade Point Average
SPGC	Senate Post Graduate Committee
SRC	Student Research Committee
SUGC	Senate Under Graduate Committee
UG	Under Graduate
UMC	Unfair Means Committee



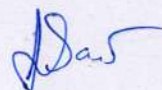
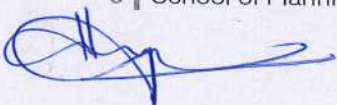
**Definitions:**

Unless the context requires, otherwise,

- **“Applicant”** shall mean an individual who applies for admission to any Under Graduate (UG) programme of the Institute
- **“Board”** shall mean Board of Governors of the Institute
- **“CGPA”** shall mean the Cumulative Grade Point Average of a student
- **“Controller of Examinations”** shall mean the faculty in-charge of examinations
- **“Coordinator/Superintendent of Examinations”** shall mean the faculty in-charge for the actual conduct of all the examinations
- **“Council”** shall mean the SPA Council i.e. Council of School of Planning and Architecture in India
- **“Course / Subject Coordinator”** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades
- **“Course / Subject”** shall mean a curricular component identified by a designated code number and a title
- **“Course Structure”** shall mean the curriculum of UG programme with list of subjects, credits and the structure
- **“Dean-A”** shall mean the Dean Academic, SPA Vijayawada
- **“Degree”** shall mean the B.Plan./ B.Arch. degree and such other degrees of the Institute as may be approved by the Board
- **“Department”** would mean any academic department or a centre imparting education and/or pursuing research
- **“DPGC”** shall mean the Departmental Post Graduate Committee of the respective Department
- **“DUGC”** shall mean the Departmental Under Graduate Committee of the respective Department
- **“Educational Institution”** shall mean those institutions which offer Bachelor's and/or higher degrees in Planning/Architecture/Science/Engineering/Technology/ Management and Humanities, etc.



- “**Grade Moderation Committee**” shall mean the committee appointed by the department to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum
- “**Institute**” or “**SPAV**” shall mean the School of Planning and Architecture, Vijayawada, Andhra Pradesh, India
- “**Minimum Registration Period**” shall mean the minimum period for which a student must be registered for the Under graduate degree
- “**Provisional Degree**” shall mean a certificate issued by Registrar for student who has successfully completed the requirements of degree, before the actual degree certificate
- “**SC/ST/OBC**” shall mean the scheduled castes, scheduled tribes and other backward class (non-creamy layer) as notified by the Government of India from time to time
- “**Semester**” shall mean semester as notified by the Academic Calendar of the School. There are two semesters in one academic year
- “**SGPA**” shall mean the Semester Grade Point Average of a student
- “**SPGC**” shall mean the Senate Post Graduate Committee of the Institute
- “**Studio**” shall mean the design studio of architecture, and planning studio of planning programme
- “**SUGC**” shall mean the Senate Under Graduate Committee of the Institute
- “**Teaching Scheme**” shall mean the scheme of teaching and examination for a UG programme approved by the Senate
- “**Theory**” subject refers to all subjects having internal assessments and semester-end examination, and as defined by the approved curriculum of the Department
- “**Transcript**” shall mean a copy of the student’s semester grade report issued by Registrar/Dean Academic
- **Senate** shall mean Senate of the Institute





## Chapter 1

# Introduction

### 1.1 About the Institute

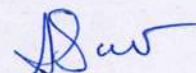
School of Planning and Architecture, Vijayawada (SPAV) is an autonomous institution established on July 7, 2008 by the Ministry of Human Resource Development (MHRD), Government of India to promote education and research in the fields of Planning and Architecture. Under the School of Planning and Architecture Act, 2014, the School has been declared as an Institution of National Importance by the Act of Parliament. The quality of education imparted and its focus on research puts SPAV in the league of leading institutes in the country. At SPAV, the academic focus and approach is a unique blend of design, creativity and objectivity with a social purpose. Students not only learn the skills required, but during the course of studies are also exposed to thought-provoking and intellectually inspiring sessions, through studios, field trips and research projects, which brings out the creative best in them.

The Rules and Regulations stated in the ordinance embody the philosophy of the Undergraduate Programmes and ensure a high standard of performance at the Institute. Within this general framework, subject to the approval of the Senate Under Graduate Committee (SUGC)/Senate, the departments may impose such additional requirements as will serve their particular academic goals.

### 1.2 Dean (Academic)

Dean Academic will advise the Chairperson Senate/Director in the following issues:

- (a) Admission and enrolment of students.
- (b) Finalization of academic calendar, time-tables, registration of students for course work and examinations, class room arrangements and all other requirements for proper conduct of class work.
- (c) Conduct of class tests and coordinating the finalization of session's evaluations and for ensuring the timely declaration of results.
- (d) Supervision of the maintenance of up-to-date academic records of all categories of students.
- (e) Publication and distribution of the syllabi.
- (f) Organizing meeting of all the School level academic bodies.
- (g) Arranging the issue of all academic certificates, medals and prizes to the students.
- (h) To arrange for conduct of examinations which are to be conducted by the school as stipulated in the school regulations.
- (i) To execute the policy of the Senate in the conduct of Post Graduate, Ph.D. and other research programmes including the examination of the thesis.



- (j) To co-ordinate for the conduct of convocation.
- (k) All proposals to modify the teaching programmes will be considered first by all the Deans of the School, and if approved will be sent to the Senate for formal approval.
- (l) To take suitable steps from time to time to strive for the high academic standards.

### 1.3 Office of the Dean (Academic):

The office of the Dean Academic called the Academic Section, is responsible for the implementation of the decisions taken on academic matters by the Senate and the SUGC. Its functions are as follows:

- a) Receives, processes and maintains all records relating to the Undergraduate, Postgraduate and Doctoral programmes including curricula, courses offered, academic calendar, registration, leave, examinations, grades and award of degrees, scholarships and prizes.
- b) Prepares agenda for the Senate regarding issues relating to Undergraduate, Postgraduate and Doctoral programmes.
- c) Disseminates information pertaining to all academic matters.
- d) Issues necessary memoranda/orders
- e) Acts as a channel of communication between the students, instructors, departments/interdisciplinary programmes and SPGC/SUGC.
- f) Coordinates all the meetings of SUGC
- g) The Academic Section assists the SPGC/SUGC and its subcommittees in their functioning.

Dean Academic (Dean-A) is the main functionary who ensures the smooth functioning of the academic programmes as approved by the Senate, executes the policies and decisions of the Senate and SPGC/SUGC, and ensures that all records and files are maintained.

### 1.4 Senate Under Graduate Committee (SUGC)

The Senate Under Graduate Committee (SUGC) has been established to assist the Senate in all academic matters related to the UG (B.Plan./B.Arch.) programmes. It operates through the Departmental Under Graduate Committees (DUGCs) to administer all aspects of the UG programmes and consider all the academic matters recommended by the DUGC and coordinate their activities.

#### 1.4.1 Constitution of SUGC

The Senate Under Graduate Committee (SUGC) shall have the following constitution:

1. Chairperson, SUGC shall be nominated by the Chairperson, Senate.

2. Dean Academic

Member

- |   |        |
|---|--------|
| 3. Convener, DUGC from all Academic Departments                   | Member |
| 4. Immediate former Chairperson, SUGC (if not otherwise a member) |        |
| Member  |        |
| 5. Chairperson, SPGC  | Member |
| 6. Two Nominees of Chairperson, Senate (from Senate Members)      | Member |
| 7. Two Students, one each from B.Plan/B.Arch.                     |        |
| Member  |        |

*(To be nominated by the Dean Academic from amongst the senior classes on the basis of merit)*

The tenure of the student members will be for one Academic year. The duration of the nominees of the Chairperson Senate will be for two years.

#### 1.4.2 Jurisdiction of SUGC

The Senate under Graduate Committee (SUGC) shall have jurisdiction in the following matters concerning the Undergraduate programmes of the Institute:

1. The recommendation of new UG programmes
2. The recommendation of new courses
3. Assist in getting formal approval of the new course from relevant bodies/organisations, if any
4. To recommend modification of courses already approved by senate
5. The credit value of courses
6. Periodic evaluation of academic performance of programmes
7. Recommendations for granting of degrees
8. Other related matters as may be referred to it by the Senate

#### 1.4.3 Functions of SUGC

The functions of the Senate Under Graduate Committee (SUGC) consist primarily of general policy determination, coordination and review, but the Senate shall retain the power of final review. In the discharge of its responsibilities the Committee shall make full use of the appraisals and recommendations of the various academic departments concerned while recommending a case to the Senate. This Committee shall be assisted by the DUGCs of various departments.

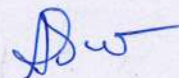
#### 1.5 Departmental Advisory Committee (DAC)

Each Department will have Departmental Advisory Committee (DAC) as per the provision contain in the SPA Act Section 8 (iv).

##### 1.5.1 Functions of DAC

To make recommendations on academic matters connected with the working of the Departments such as:

- a. The new PG/UG programmes as recommended by DPGC/DUGC
- b. The new courses as recommended by DPGC/DUGC

- c. Periodic evaluation of academic performance of programmes
- d. Any other matter referred by SUGC/Senate.

The DAC will meet at least once a year or as per the need with the prior permission of the Dean – A and Chairperson Senate. It is not mandatory to seek approval of day to day matter from the DAC, only the above mentioned matter may be taken up in the DAC.

### 1.5.2 Constitution of DAC:

The Departmental Advisory Committee (DAC) shall have the following constitution:

- |  |             |
|--|-------------|
| 1. Head of the department  | Chairperson |
| 2. One Senate Member (Outside the Institute)                     | Member      |
| 3. One Senate Member (Internal)                                  | Member      |
| 4. One Faculty member from Department of Planning                | Member      |
| 5. One Faculty member from Department of Architecture            | Member      |
| 6. One external Expert from Academic background                  | Member      |
| 7. One external Expert from field/industry/practicing background | Member      |

*(The members from 2-7 to be nominated by Chairperson, Senate in consultation with Dean – A/Head of the concerned department).*

### 1.6 Departmental Faculty Board (DFB)

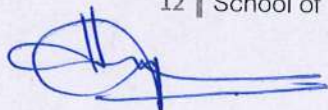
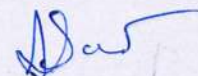
The Departmental Faculty Board (DFB) shall consist of all the faculty members of a Department. The meeting of the DFB shall be convened at least thrice in a semester by the HoD.

### 1.7 Departmental Under Graduate Committee (DUGC)

The Departmental Under Graduate Committee (DUGC) shall have the following constitution:

1. The Head of the Department (HoD) as Chairperson, DUGC
2. Convener, DUGC
3. Convener, DPGC
4. Two faculty members to be nominated by the HoD in consultation with Convener, DUGC from the Department; *[In case there are not sufficient faculty members, Chairperson, Senate may nominate faculty from other departments of the Institute]*
5. One faculty member from other department to be nominated by the HoD in consultation with Convener, DUGC
6. Two students (one each from final and pre-final year of B.Plan./ B.Arch. in respective department). The student members shall be nominated for a period of one year by the HoD.

The DUGC Convener shall be nominated amongst the Faculty members by HoD of the Department for a term of two years. The duration of the Committee shall be two years.

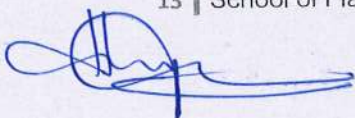
The student members shall not participate when the cases of academic evaluation of individual students are being considered. Although, student members opinion may be sought prior to taking any decision.

### 1.7.1 Responsibilities of DUGC

1. Supervision and conduct of lecture, tutorial and practical classes.
2. Supervision and conduct of mid semester exam, class tests, quizzes, practical tests, end semester examination, seminar and project presentation and Architecture/Planning studios, field work etc. ensuring its quality.
3. Monitoring of quality of instructions to students.
4. Proposing and implementing new courses and programs as approved by Senate/BoG.
5. Attending to the problems of students and advising, counselling them in academic matters.
6. To recommend the cases of B.Plan/B.Arch students for continuation/extension/termination/ cancellation of programme.
7. Acting as Student Grievance Committee for UG students.
8. Any other work assigned to it by SUGC/Dean-A/Senate.

The DUGC shall ensure that all the Rules and Procedures given in this ordinance are adhered to and implemented without any change. While considering an issue if the ordinance does not specifically mention something, the same shall be forwarded to Senate through DAC/SUGC for its consideration.

The DUGC is expected to have its meeting regularly and keep record of its decisions. The DUGC shall meet at least four times in an academic year.



## Chapter 2

**Academic Programmes****2.1 Undergraduate Programmes**

The academic focus and approach of SPAV shall be a unique blend of design, creativity and objectivity with a social purpose and special focus on sustainability. Students not only learn the required skills, but also are provided with exposure to thought-provoking and intellectually inspiring sessions. The approach towards studios, field trips and research projects ensure the best in them. The institute promotes research with a vision to develop independent and scholarly contribution to the progress of the body of knowledge.

The School offers undergraduate programmes for achieving excellence in the fields of Architecture and Planning. A total of two undergraduate degree programmes being offered are as under:

**2.1.1 Department of Architecture:**

The course structure and syllabus of the B.Arch programme is designed in coherence with the Model Curriculum of *Council of Architecture* for B.Arch. The Programme is divided into ten semesters. Each semester has a combination of Architectural studio, lectures, tutorials and lab based courses.

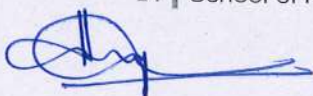
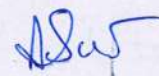
S.No.	UG Programme	Abbreviation	Started
1.	Bachelor of Architecture	B.Arch	2008

**2.1.2 Department of Planning:**

The course structure and syllabus of the B.Planning programme is designed in coherence with the Model Curriculum of *All India Council for Technical Education* for B.Plan. The programme is divided into eight semesters. Each semester has a combination of planning studio, lab based subjects and theory courses. The first four semesters focus on core theories and techniques in planning, while the final four semesters help develop advanced skill sets with domain specializations.

S.No.	UG Programme	Abbreviation	Started
1	Bachelor of Planning	B.Plan	2008

The degree programmes were designed to address and take up physical, socio-economic and environmental challenges, so as to achieve future sustenance and hence to cater to the specific needs of the industry and academics. The key objective of these courses is to equip the students with adequate skills required to comprehend various built environment related issues and to analyze physical, socio-economic, cultural, political and ecological dimensions of the human settlements.

## Chapter 3

# Admissions

### 3.1 Academic Session

The academic session of the UG programmes is divided into two semesters each of approximately 16-18 weeks duration. The Senate shall approve the schedule of academic activities for an academic year including the dates of registration, mid semester and end semester examinations. The semester timeline is defined in the Academic Calendar and is broadly as under:

**Semester I (Odd Semester):** Starts normally in the second week of July and ends in the fourth week of November.

**Semester II (Even Semester):** Starts normally in the third week of December and ends in the second week of May.

### 3.2 Academic Calendar

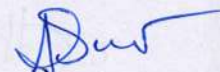
The exact dates of all the important events, such as registration, late registration, orientation, commencement of classes, examinations, results, vacation, mid semester break, etc., during the Academic Session are specified in the Academic Calendar of the Institute, approved by the Senate.

### 3.3 Admission Procedures

The admission to various undergraduate programmes are made once in a year normally during June-July by Central Seat Allocation Board (CSAB) on the basis of Joint Entrance Examinations-Main(JEE-Main) as approved by the GoI conducted by Central Board of Secondary Education (CBSE), New Delhi/ any other government agencies. All the details are normally made available on the CSAB website every year and candidates are required to follow the prescribed procedure. After the seat allotment, the candidates are required to report in the Institute.

### 3.4 B.Arch and B.Planning

Candidates qualifying in JEE (Main) Paper-2 (B.Arch/B.Planning) are eligible for admission to the Institute in the UG Programmes. However, merely qualifying in these examinations does not guarantee admission in any of the Institute.



### **3.5 Reservation Policy in Admission**

Reservation policy as prescribed by Government of India/MHRD from time to time applicable.

### **3.6 Admission under DASA Programme**

Admission of foreign nationals and Indian students studying abroad can be made to various undergraduate programmes under Direct Admission of Students Abroad (DASA) scheme of MHRD. The seats under this scheme are over and above the sanctioned seats. The admission process is handled by the coordinating institute which is entrusted with the responsibility by MHRD to coordinate the process on behalf of Centrally Funded Technical Institutions (CFTIs).

### **3.7 Withdrawal of Admission**

The withdrawal procedure for various Undergraduate programmes is based on the Joint Seat Allocation Authority (JoSAA) and SPAV Rules and Regulations as applicable at the time of admission.

### **3.8 Cancellation of Admission**

All students admitted to any UG programme shall submit copies of their mark-sheets; provisional certificates, transfer certificate/migration, qualifying examination and other documents, as mentioned to the student at the time of admission, by the last date specified. The Dean (Academic) in consultation with the Chairperson Senate/Director may cancel the admission of any student who fails to submit the prescribed documents by the specified date or to meet other stipulated requirement(s). The Senate may also cancel the admission at any later stage if it is found that the student had supplied some false information or suppressed relevant information while seeking admission or he/she was involved in an act of unbecoming a student of the Institute. In any case, the student must submit the 'No dues Form' from all concerned.

### **3.9 Refund**

The refund procedure for various undergraduate programmes is based on JoSAA and SPAV Rules and Regulations as applicable.





## Chapter 4

# Registration

### 4.1 Registration

1. All the students (B.Plan and B.Arch) are mandatorily required to register in person every semester as per schedule mentioned in the Academic Calendar for the courses that he/she intends to pursue in that semester. The registration will be done departmentally under the supervision of the Head of Department/Coordinator of a respective specialization/program. The registration process involves following three steps.
  - a) Submitting a duly approved course programme to be followed in the semester in the prescribed registration form. This may also include an online procedure, if any.
  - b) Payment of fees for that semester and clearance of any outstanding dues of the previous semester.
  - c) Signing on the registration form/register in person.

### 4.2 Semester Load Requirements

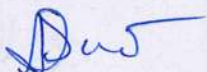
Semester load requirement for B.Plan./B.Arch. is as given in the teaching scheme of the course by respective department. Thus, a student is strictly required to register as per the semester load requirement.

#### 4.2.1 Changing of Electives

Changing of Electives (dropping older course and adding new one) after registration is permitted only if the student's request is endorsed by both the subject coordinators (older as well as new) in the registration form and is also endorsed by the Registration Coordinator/Convener DUGC. The last date for changing of course will be the last date of registration as specified in the Academic Calendar/relevant orders and no change will be allowed after this date.

### 4.3 Late Registration

If for any compelling reason like illness, a student is unable to register on the day of registration, he/she will be allowed to register till the last date of registration specified in the Academic Calendar (which is about one week from the date of registration). Any student registering late will be required to pay a late fee as decided by the Chairperson, Senate from time to time. However, in genuine cases supported by the authenticated documents the late fee can be waived off by the Dean Academic with approval from Chairperson, Senate. Such application shall only be considered if forwarded and recommended by the concerned Head of Department based on genuineness of the case.



In no case, student will be permitted to register after last date of late registration without the approval of the Chairperson, Senate.

#### **4.4 Non Registration**

If the student fails to register in the semester by the last date of late registration, then her/his candidature shall be suspended. The candidate will be allowed to register in the said semester as regular candidate as and when that semester is run by the respective department. However he/she will have to complete the degree in the given period as notified in this ordinance.

#### **4.5 Withdrawal from Degree Programme**

A student can withdraw from the programme anytime by submitting the withdrawal form along with the 'No Dues form' and their candidature will be cancelled. The Chairperson Senate may grant permission to withdraw from a programme or from the additional part of a programme after considering the submission/circumstances faced by the student and the recommendations of the HoD, DUGC, and Dean-A. Once the student has withdrawn he/she cannot claim for the said surrendered seat again. He/She will have to admit afresh to pursue the programme.



## Chapter 5

# Teaching and Academics

## 5.1 Teaching

As part of academic teaching load, each faculty is expected to prepare a lecture plan for the entire semester dividing the content of the syllabus on weekly basis. A standard template shall be followed across all the departments to maintain uniformity and consistency in the contents. The lecture plan is to be circulated to the students at the start of the semester and strictly adhered to.

## 5.2 Medium of instruction

The medium of instruction for all undergraduate programmes in School of Planning and Architecture, Vijayawada is English for both written and spoken purposes.

## 5.3 Duration of Courses

The academic year is divided into two semesters, with each semester of approximately 16-18 contact weeks. The B.Arch course is of 10 semesters (*including 01 semester practical training*) whereas B.Plan course is of 08 Semesters (*including Compulsory Practical training of six weeks during summer vacation*).

## 5.4 Conduct of Courses

Each course is conducted by concerned faculty and he/she is responsible for conducting the course, holding the examinations, evaluating the performance of the students, awarding and submitting the marks and attendance to the respective Department.

## 5.5 Academic Requirements

### 5.5.1 Minimum and Maximum Duration

- A student of Bachelor of Architecture will have to pass all ten semesters within a maximum period of eight years from the time of joining or admission/first registration.
- A student of Bachelor of Planning will have to pass all eight semesters within a maximum period of six years from the time of joining or admission/first registration.
- If a student fails to fulfill the minimum academic requirements in maximum duration, he/she will not be allowed to register and will not be eligible for the award of the degree.

Programme	Minimum Residential Period	Maximum Duration of the Programme
B.Plan	04 Years	06 Years from 1 <sup>st</sup> Registration
B.Arch	05 Years	08 Years from 1 <sup>st</sup> Registration

### 5.5.2 Extension of Programme

No student, who has completed the prescribed maximum duration in the programme, shall be allowed to register in the subsequent semester, unless he/she has been granted extension of the programme by the Senate on the recommendations of the DUGC and SUGC/Dean-A as a special case.

### 5.5.3 Graduation

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

- Met the minimum duration and academic requirements
- Satisfied additional requirements, if any, of the concerned department
- Paid all dues to the institute
- No case of indiscipline is pending against her/him

### 5.5.4 Award of Degrees

A student who completes all the graduation requirements specified shall be awarded appropriate degree in the ensuing convocation, as per the SPA Statutes.

A provisional Degree certificate shall be awarded to student who successfully completed the requirements of degree, before awarding the actual degree certificate.

## Chapter 6

# Examination and Evaluation

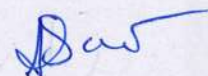

## 6.1 Evaluation and Assessment

The evaluation of student's performance in a semester is a continuous process. There will be an internal evaluation and/or a semester-end examination to account for the total maximum marks for each subject. In each semester, for every subject, the internal evaluation is done progressively by the subject coordinator(s) with assessments comprising of quizzes, class tests, assignments etc., and mid semester examination. Number, weightages and modes of assessments in internal evaluations are announced at the beginning of the semester as part of lesson plan. The results of the periodic internal assessments are to be displayed by the subject coordinator through Head of the Department. Number of subjects, hours of teaching, distribution of credits among different subjects and weightage of marks for internal evaluation and semester end examination, shall be as per the approved course structure and syllabus of the respective UG programmes, from time to time.

The consolidated marks of all internal assessments comprising of quizzes, class tests, assignments etc., including mid-semester examination of each subject is prepared by the subject coordinator(s) as mentioned in clause 6.8 and made available to students for discrepancies, if any, as may be pointed out by any student may be rectified by the subject coordinator(s) and thereafter the results are finalized and submitted within the specified time limit.

Subject coordinator/s certifies the students' eligibility for appearing in end-semester examinations of the semester before submitting consolidated internal assessment marks to the department. The graded scripts of all the internal assignments, supporting files in digital/hard bound to be stored with the subject coordinator(s) for a minimum of one year after the semester end-examinations; such files may be submitted to the centralized storage through HoD. If a subject is handled by visiting faculty, the concerned departments will have all such records under the supervision of concerned Semester Coordinator/Studio Coordinator.

Final Consolidated marks of all the internal assessments for all subjects, including mid-semester examination for each batch of UG Programme is compiled by respective departments and verified by DUGC and submitted to Examination section through Head and Dean Academic as per the academic calendar.



## 6.2 End Semester Examinations

Regular exams are conducted at the end of each semester, i.e., twice in an Academic Year. The subject coordinator(s) are responsible for setting the question paper, maintaining its secrecy, evaluating and awarding the grades for the subject, unless otherwise nominated. The Chairperson, Senate for few subjects may suggest faculty/experts from outside the institute to set the question papers. Complete transparency shall be maintained in evaluation system.

For a course, where more than one faculty member is involved in teaching one of them shall act as coordinator (as nominated by Head of the Department). Two sets of Question papers will be prepared for each subject as per the instructions circulated by Examination section. One of the question papers is set for regular end-semester examination, while the other set is reserved for the supplementary exams, if required.

Evaluation of the answer scripts is done by the respective subject coordinator(s), unless otherwise nominated and the corrected answer sheets should be shown to the students for their signatures before submitting the final consolidated marks. The evaluation is done in a centralized manner where the subject coordinator has to be present and evaluate the answer sheets. No faculty member is allowed to take the answer sheets out of the evaluation hall for marking. Any body found doing so will be viewed seriously and may face disciplinary action.

## 6.3 Results of Examinations

Final consolidated marks of all the internal assessments and end semester examination for all subjects, batch wise will be submitted to Examination section through DUGC, Head and Dean Academic and the results will be declared by Examination Section.

## 6.4 Award of Grades

"A teacher is the best judge in awarding the grades". However, he/she has to be impartial, logical and maintain complete transparency while awarding grades. The Institute follows absolute grading system. A student is awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course.

There are eight letter grades: O, A, AB, B, BC, C, D and F, and one temporary grade I.

Students who get Letter Grade D for any subject in the end semester examinations can improve the letter grade by appearing in the subsequent supplementary examinations and can secure grade point upto 7 (Letter Grade B).

Students can register for improvement examinations for any subject within the maximum duration of the programme and appear along with the Supplementary Examinations.

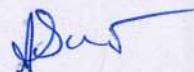
Students who get Letter Grade F for any subject in the end semester examinations have to appear for supplementary examinations and can secure grade point upto 6 (Letter Grade BC).

#### **6.5 The guidelines for the award of grades:**

1. No student can pass a subject without securing at least 40% marks in Internal Assessment and 40% marks in end-semester examination.
2. The overall pass percentage shall be 40% including internal assessment and end-semester examination together.
3. No student can appear in the end semester examination if he/she fails in the internal assessment of subject and/or having shortage of attendance in the subject and will not be allowed to appear in the end semester examination and will be declared as failed in that subject. He/she has to appear in Summer Classes to clear shortage of attendance and/or internal assessment and appear for supplementary examinations conducted during summer vacations.
4. If the student fails in more than four subjects in a semester, he/she shall not be allowed to register in next semester till he/she clears the subjects. Such student has to repeat the subject as and when offered (by repeating the Semester/Year).
5. All evaluations of different components of a course announced in the course plan shall be incorporated in the internal marks for each student.
6. Absence from any of the end semester examinations will be considered as failure to attain minimum academic requirements, i.e., failure in the examination, and to be read in conjunction with clause 7.2.
7. The marks of various components shall be added to get total marks secured on a 100-point scale.
8. For any course, the table in Clause 6.9 will be used to award Letter Grades and Grade Points corresponding to the secured marks.
9. A student getting F grade in a course due to non-fulfillment of minimum percentage of marks requirement in end semester examinations may appear for supplementary examination as per Academic Calendar provided the student had fulfilled the attendance requirement in that course.
10. A student getting D grade in a course will be allowed to improve both theory/studio subjects.

#### **6.6 Grade Moderation Committee:**

The grades so awarded shall be moderated by a Grade Moderation Committee (GMC) of the Department, if required, with prior approval of the Chairperson-Senate.



This committee will finalize the grades and the concerned teacher shall submit the final grades through HoD to Academic Section as per the schedule mentioned in Academic Calendar. GMC shall consist of:

- (a) Head of the Department
- (b) Convener, DUGC
- (c) Two members from DUGC
- (d) Course Coordinator/Teacher/Subject In-charge

### 6.7 Academic Requirements:

B.Plan and B.Arch Programmes are of four years and five years duration respectively. The total credits are divided among various components including branch specific theory courses (compulsory and electives), Architectural design / planning studios and other academic work like seminar, studio projects, thesis, etc.

To enhance interdisciplinary content, few open elective courses have been offered, wherein students will select the course from a list of floated courses by other departments from time to time.

### 6.8 Distribution of weightage of marks:

Each semester will consist of one or more of the following categories of subjects with the distribution of marks as shown against each of the below mentioned categories.

#### 6.8.1 Theory Courses (TC)

Sl. No.	Description	Weightage
<b>Internal Assessment</b>		
1.	Class tests (to be conducted by the concerned teacher), Quizzes, assignments, projects, seminar etc.	30%
2.	Mid semester Examination	20%
<b>End Semester Evaluation</b>		
3.	End Semester Examination	50%

#### 6.8.2 Drawing Courses (DC)

Sl. No.	Description	Weightage
<b>Internal Assessment</b>		
1.	Assignments, Sheets or plates (BC sheets, working drawing sheets etc)	35%
2.	Mid semester Examination	15%
<b>End Semester Evaluation</b>		
3.	End Semester Examination	50%



**6.8.3 Planning / Architectural Studio Courses (SC) -**

Sl. No.	Description	Weightage
<b>Internal Assessment</b>		
1.	Continuous assessment through internal design reviews including internal Jury	50%
<b>End Semester Evaluation</b>		
2.	End Semester Jury	50%

**6.8.4 Jury courses (JC)**

Sl. No.	Description	Weightage
<b>Internal Assessment</b>		
1.	Quizzes, Assignments, Seminar etc.,	30%
2.	Mid semester review	20%
<b>End Semester Evaluation</b>		
3.	End Semester Jury	50%

**6.8.5 Practical Training (PT)**

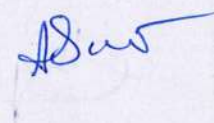
Sl. No.	Description	Weightage
<b>Internal Assessment</b>		
1.	Assessment by the office	50%
<b>End Semester Evaluation</b>		
2.	End Semester Jury (including report / portfolio)	50%

**6.8.6 Thesis (T)**

Sl. No.	Description	Weightage	Remarks
<b>Internal Assessment</b>			
1.	Continuous assessment through design reviews	20%	To be awarded by the review committee
2.	Supervisors assessment at the end of each review	20%	To be awarded by the Supervisor
3.	Mid Semester Jury	20%	To be awarded by the Jury members
<b>End Semester Evaluation</b>			
4.	End Semester Jury	40%	To be awarded by the external examiners

**6.9 Weighted Grade Points**

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.	Marks Range (Percentage)	Letter Grade and Performance	Grade Points
1.	90.00 - 100.00	O (Outstanding)	10
2.	80.00 - 89.99	A (Excellent)	9
3.	75.00 - 79.99	AB (Very Good)	8
4.	70.00 - 74.99	B (Good)	7
5.	60.00 - 69.99	BC (Above Average)	6
6.	50.00 - 59.99	C (Average)	5
7.	40.00 - 49.99	D (Needs Improvement)	4
8.	00.00 - 39.99	F (Fail)	0 - Fail

Grade 'I' will be temporarily given to a student who is unable to appear in the end semester examination due to medical reasons or other special circumstances (to be read with 7.2). Such student is allowed to appear in the next supplementary examination and can secure a Grade Point upto '8' and Letter Grade upto 'AB'.

Student who is ineligible to appear in the end-semester regular examination due to shortage of attendance and/ or internal assessment is declared as failed in that subject and will be given F grade (to be read with 6.5).

When a student gets the grade 'F' in any subject during a semester, the SGPA and CGPA from that semester onwards will not be calculated, until such 'F' grade(s) has been substituted by better grades through subsequent attempts.

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.

#### 6.10 Semester Grade Point Average

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.

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

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

$i = 1 \text{ to } n$

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. Refer Annexure I for detailed Illustrations.

### 6.11 Cumulative Grade Point Average

Starting from 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.

$$\text{CGPA} = \frac{\text{Cumulative Grade Point Average of all Semesters}}{\text{Sum of Credits of all Semesters}}$$

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

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

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.

- 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.
- The CGPA and SGPA will be rounded off to the second decimal place and recorded as such.
- 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.

Refer Annexure I for detailed Illustrations.

### 6.12 Supplementary Exams

Supplementary examination will be conducted twice in an academic year during the summer and winter vacations. However, supplementary examinations during winter vacations will be conducted only for the theory subjects in the month of January and Supplementary examinations during summer vacations will be conducted for both theory and studio subjects in the month of July after the regular examinations and a student is allowed to appear in a maximum of five subjects in total (Subjects of any semester):

- If a student fails in any subject(s) in the supplementary examination, the student has to clear the subject(s) in the subsequent supplementary examinations when conducted in the summer / winter vacations.

Absence from any of the supplementary exam will also be considered as failure to attain minimum academic requirements, i.e., failure in the examination.

For Studio subjects, such as Architectural design studio and Planning studio, if a student fails to get 40 % in aggregate in End Semester Examinations, he/she has to register for summer classes and appear in the supplementary examinations. However, a student cannot register for more than one studio subject in the supplementary examinations. At the end of each Academic Year, a student cannot have any Architectural design studio, Planning studio courses with the letter grade 'F'.

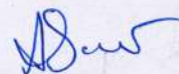
If a student has any Architectural design studio, Planning studio courses with the letter grade 'F' at the end of an Academic Year after the supplementary examinations, then he/she has to repeat the year and will be detained. Such students have to register for the subjects with letter grade 'F', as and when offered next.

The supplementary exams may be conducted at least one week before the start of the next session. The application in the prescribed format may be invited at least one week before the start of the supplementary exams.

### 6.13 Summer Classes:

The students who fail in the internal assessment and / or has shortage of attendance will have to appear in the Summer Classes.

1. Such classes shall normally start within one week after the declaration of the regular examination results.
2. The application on the prescribed format is invited well in time at least one week before the start of the classes.
3. The duration of such classes should be conducted for 5-6 weeks with the approval of the Dean Academic and Chairperson Senate.
4. The student has to attend classes and complete all the quizzes, class tests assignment etc., and the mid-term (to be evaluated internally in subjects) to clear the internal assessment and secure a minimum of 75% attendance.
5. Normally a subject coordinator(s) in whose subject the student has been detained/ failed should be assigned the course in the summer break, however the HoD can assign the subject to any other faculty member with full justification and approval of the Dean – A and Chairperson, Senate.
6. Each subject will be assigned a subject coordinator and not more than three subjects can be assigned to a faculty member.
7. The HoD will prepare the Time Table of the subjects being offered in the Summer break along with name of the faculty and submit it in the office of the Dean – A, within one week after the start of the summer classes.



8. Such students will appear along with other students in the supplementary examination.
9. The student can appear in maximum of five subjects (including Summer Classes and Supplementary exams) at a time.

#### 6.14 Promotion to next semester

A student failing in more than four subjects in one semester will be detained and has to repeat the subjects as and when offered next (by losing the academic year).

#### 6.15 Appointment of Examiners for End Semester Examinations:

##### 6.15.1 Theory Courses (TC)

The subject incharge / coordinator of the theory subjects will be responsible to set the question paper, evaluate and award of the grades of the regular/supplementary subject he/she is teaching. However the Dean – A with the permission of the Chairperson, Senate can appoint any other faculty outside the institute to set the question paper (to be evaluated by the concerned subject in-charge) and or evaluate the end semester examination answer papers.

##### 6.15.2 Drawing Courses (DC)

The subject incharge / coordinator of the drawing course will be responsible to set the question paper, evaluate and award of the grades of the regular/supplementary subject he/she is teaching. However the Dean – A with the permission of the Chairperson, Senate can appoint any other faculty outside the institute to set the question paper (to be evaluated by the concerned subject in-charge) and or evaluate the end semester examination answer papers.

##### 6.15.3 Planning / Architectural Studio Courses (SC)

The Committee for the evaluation of each studio subject will be proposed by the concerned HoD and DUGC Convener for the approval of the Chairperson, Senate through Dean – A as per the following composition preferably for every 20 - 25 students:

- Head of Department or his/her nominee Chairperson
- External expert member outside the Institute, to be nominated by HoD in consultation with Chairperson, Senate.
- Studio Coordinator/s Member

In case of any discrepancy the decision of the Chairperson will be final and binding.

##### 6.15.4 Jury Courses (JC)

The Committee for the evaluation of these subjects will be proposed by the concerned HoD and DUGC Convener for the approval of the Chairperson, Senate through Dean – A as per the following composition:

- Head of Department or his/her nominee Chairperson
- One Faculty Member from other department (to be nominated by HoD in consultation with Chairperson, Senate)
- Concerned Subject Incharge Member

#### 6.15.5 Practical Training (PT)

The B.Plan students are required to undergo six weeks of summer intern during summer vacation and the B.Arch students undergo a six months training from a registered Architect's office. The evaluation and award of grades for the practical training shall be done by committee proposed by the concerned HoD and DUGC Convener with the approval of the Chairperson, Senate through Dean – A as per the following composition:

- Head of Department or his/her nominee Chairperson
- Practical training coordinator Member
- One external expert from the industry / one internal faculty member from the department (to be nominated by HoD in consultation with Chairperson, Senate)

#### 6.15.6 Thesis (T)

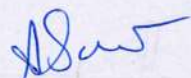
The Committee for the evaluation of the thesis will be proposed by the concerned HoD and DUGC Convener for the approval of the Chairperson, Senate through Dean – A as per the following composition preferably for every 20 - 25 students:

- Head of Department or his/her nominee Chairperson
- External expert outside the institute to be nominated by Dean Academic in consultation with the Chairperson, Senate)
- Thesis Coordinator Member

#### 6.16 Award of Class

After a student has satisfied the requirement prescribed for the completion of the programme and is eligible for the award of the B. Plan. or the B.Arch. Degree, the student will be placed in one of the following classes:

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

The student has to secure a minimum Cumulative Grade Point Average (CGPA) of 5.0 on a 10-point scale as overall performance of the eight semesters B.Plan and ten semesters B.Arch programme within the maximum duration of the programme as specified in clause 5.5.1.

### 6.17 Withholding of Results

The result of a student may be withheld if the 'No Dues Form' is not produced, or if there is a case of indiscipline pending against her/him.

### 6.18 Re-evaluation System

To maintain transparency in the evaluations, answer sheets will be shown to the students immediately after the evaluation work is completed (preferably within one or two days). Students can only point out mistakes in calculation of total marks or any answer or part thereof which has not been checked so that the concerned evaluator can make correction in marks/grades accordingly.

In case, students have some doubts regarding marks, the concerned HOD shall try to resolve the issue. Still if the student want the answer sheets to be re-evaluated, he/she have to apply for re-evaluation on the recommendation of concerned HOD within 10 days from the declaration of result for that particular semester by paying re-evaluation fee as prescribed per answer sheet. Academic section shall initiate the process for re-evaluation of answer sheet from examiner within the Institute/ outside the Institute.

The evaluator(s) will be given remuneration based on the number of answer scripts. In case, variation in the re-evaluated answer sheet is 10% or more of the maximum marks for a particular subject, only then it will be considered for modification of result with the approval of the Chairperson, Senate.

### 6.19 Transcript

Student can apply for the transcripts of a semester mark sheet/grade report; the consolidated marks sheets for UG Programme which he/she successfully completed. The fee towards transcript shall be paid online. Students have to send the application to Dean – A/Registrar of the Institute and transcripts are issued by Dean - A. The minimum time for issuing the transcript is two weeks.

**6.20 Duplicate copy of Degree Certificate**

Student can apply for a duplicate copy of Degree Certificate when the original degree is stolen/lost/damaged and the application should be sent to Registrar. Application procedure is as follows.

Procedure for Issue of Duplicate copy of Degree Certificate (SPAV):

- First Information Report (FIR) in original clearly mentioning loss of original degree.
- An affidavit prepared by the Notary on a non-judicial stamp paper of Rs.10/-(The matter to be printed on the affidavit. Refer Affidavit from Annex.2)
- Copy of Final Semester Mark sheet and attach a copy of the original degree conferred on him/her by SPAV (if available).
- Payment receipt (online) for a prescribed sum. The payment must be made through S.B.I Collect mode only available on the Institute website.
- Send the application along with the above mentioned documents to following address: -

To  
The Registrar  
School of Planning and Architecture, Vijayawada  
Survey No. 4/4, ITI Road, Vijayawada – 520 008,  
Dist. Krishna, Andhra Pradesh, India.

**6.21 Duplicate Migration Certificate**

Student has to send the requisition to registrar and the procedure of issue of certificate is

- To deposit requisite fee through internet banking (refer [www.spav.ac.in](http://www.spav.ac.in))
- A Copy of the Migration/Provisional Certificate issued earlier by SPAV (Optional)

Charges for issue of Certificates:

Issue of Duplicate Original Degree Certificate	-	as prescribed
Issue of Duplicate Migration Certificate	-	as prescribed

All the above certificates will be sent by registered post only to the applicant address as per the information provided in application.







## Chapter 7

# Attendance, Absence and Leave

## 7.1 Attendance Requirement

1. All the students are expected to be present in every lecture, tutorial, studio, practical and/or drawing classes scheduled for them. An under graduate student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and Studio Classes and field visits etc., held in a course in order to be eligible to appear in the End Semester Examination for that course. In the event of failing to achieve 75% attendance, the students would not be eligible to appear for the end semester examination and declared as 'Failed'. He/she has to appear in Summer Classes to attain the minimum attendance and appear for supplementary examinations.
2. A student should meet the above attendance requirement irrespective of the number of days he/she is on medical and/or other leave for any reason whatsoever. Attendance of the students shall be monitored and displayed during a semester by the concerned subject in charge.
3. The names of the students who have remained absent with or without leave, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator on the last teaching day, to the Convener, DUGC, who with the help of department staff will consolidate the list for all such students and display it on the notice board of the Department.
4. The list of such students shall also be forwarded to the Dean, Academics. These students shall not be allowed to appear in the End Semester Examination of that course and shall be awarded F grade irrespective of their performance in Internal Assessment/ Class Work (CW)/ Mid Semester Examination (MSE), etc.
5. 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.
6. Attendance will be marked on a 'per period basis', eg. Studio of 3 periods will have 3 attendances and will be marked thrice. Students will be entitled to 8 studio periods attendance per day during fieldwork / trips. Attendance will be publicly displayed on a monthly basis. Attendance of students, who join late due to late admission in first semester, shall be calculated from the date of joining.
7. If the student gets F grade in more than four subjects in a semester due to shortage of attendance, he/she shall not be allowed to register in next semester till he/she clears those subjects. Such student has to repeat the subject as and when offered (by repeating the Semester/Year).
8. The Chairperson, Senate is empowered to take the final decision in attendance shortage cases on the recommendations of Course/Semester



Coordinators/Subject In-charge, DUGC, Head of Departments and Dean Academics for the different nature of cases as special case.

### 7.2 Absence in Mid Semester /End Semester Examination

1. If a student is absent during End Semester Examination of a course due to medical reasons or other special circumstances, he/she may apply for the exemption to the Convener, DUGC of the concerned Department offering the course, through the Course Coordinator/Subject Incharge, provided that he/she has attended at least 75% of the classes held. The Convener, DUGC in consultation with HoD, Course Coordinator/Subject Incharge may recommend this request to Dean- A for the approval of the Chairperson, Senate.

The candidate will be allowed to appear in next supplementary examination but will be considered as Regular examination. However, Grade Point in such cases shall not exceed 8 (Letter Grade AB).

2. A student who fails to appear in the Mid-Semester Examination due to sudden illness or mishap/accident and is supported by Medical Certificate may be allowed to take another examination within two weeks of the exam with the permission of the Course Coordinator/Subject Incharge and approval of HoD and Convener, DUGC, Dean-A and Chairperson Senate.

Such exam should be conducted only for 75% of the marks of the original Mid Semester exam.

3. All the application for leave and re-examination on medical grounds as mentioned in points 1 & 2 above should be supported by a Medical Certificate issued by the medical officer of the institute or by any medical officer working in Government Hospitals/Medical Colleges. Generally, the recommendation of Government health organizations shall be considered.

### 7.3 Semester withdrawal

A student who is unable to attend classes for more than four weeks continuously in a Semester because of any reason including medical, he/she may apply to the HoD, for withdrawal from the Semester, which shall mean withdrawal from all the registered courses in the Semester. Such requests should be forwarded to Dean Academic through DUGC for approval of Chairperson, Senate. However, such application shall be made as early as possible and latest before the start of the End-Term Examination. Partial withdrawal from the semester i.e., withdrawal from a few subjects shall not be allowed. A student will be permitted for semester withdrawal only twice in the entire duration of the programme.

1. He/She will not be allowed to register in the next semester.
2. He/She will be allowed to register in the semester (from which withdrawal is applied) only when it is being offered.

#### **7.4 End Semester/Mid Semester Vacation**

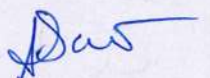
Undergraduate students are entitled to avail the mid-semester, winter and summer vacations as specified in the Academic Calendar without seeking any permission.

#### **7.5 Short Leave**

Leave of absence during the semester is discouraged for all registered students. Any leave (including the medical leave) shall be considered within the 25% permissible absence.

#### **7.6 Medical Leave**

Leave on medical ground, duly supported by a Medical Certificate issued by the medical officer of the institute or any medical officer working in Government Hospitals/Medical Colleges/health organizations, may be granted to a student for up to 08 days per semester by HoD with recommendation of DUGC and with information to SUGC/Dean Academic and Chairperson, Senate. However, in case of illness of serious nature, the medical leave can be extended up to 15 days per semester with the recommendation of DUGC, HoD, SUGC and Dean Academic and the approval of the Chairperson, Senate.



## Chapter 8

# Scholarships, Awards and Medals

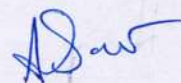
### 8.1 Scholarships

The Institute awards the merit cum mean scholarships to the undergraduate students offered by the centre/state governments. The other scholarships can be availed by the students instituted by grant from organisation/Trust with a view to provide financial assistance to needy students under the terms and conditions specified by the organisation/Trust. Announcements of these scholarships stating eligibility and the number and value of scholarships, etc. shall be made while inviting applications from time to time.

These scholarships, etc., are liable to be withdrawn, partially or wholly, in case of misconduct, deliberate concealment of material, facts and/or giving false information. A student leaving the Institute on his/her own without completing the programme of study may be asked to refund the amount of scholarship, etc. received during the academic session in which he/she leaves the Institute.

### 8.2 Awards and Medals

To promote and recognize academic excellence, constructive leadership and overall growth and development of students, the Institute awards number of prizes and Medals, established by the Institute on its own, with the approval of the Board of Governors.



## Chapter 9

**Conduct and Discipline****9.1 Code of Conduct**

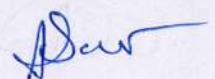
1. Every student is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to the guest of the Institute and the residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of Rules and Regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students.
2. Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/her expulsion from the Institute.
3. The institute strictly prohibits ragging and sexual harassment; any instance of either should be reported immediately and will be dealt with as a serious offense. In case of any complaint related to Ragging/sexual harassment, students should contact the Complaints Committee Regarding Sexual Harassment, constituted to redress any complaints related to 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013'.

**9.2 Disciplinary Actions and Related Matter**

Violation of the Code of Conduct shall invite disciplinary action which may include punishment such as reprimand, disciplinary probation, fine, awarding Black dots, debarring from examinations, withdrawal of scholarship and/or placement services, withholding of grades and/or degrees, cancellation of registration and even expulsion from the Institute and hostel or both.

**9.2.1 Indiscipline**

The faculty member/course coordinator shall have the power to take appropriate action against a student who misbehaves in his/her class with intimation to HOD and Dean Academic.



**9.2.2 Unfair Means**

The faculty member/course coordinator of a course shall have the power to debar a student from the examination in which he/she is detected to be using unfair means. All such cases should be brought to the notice of the Dean Academic along with all the supporting evidences. All such cases shall be looked into by an Unfair Means Committee (UMC) consisting of the following officials:

- |  |   |
|--|---|
| • Dean Academic                        | Chairperson                               |
| • Dean Student Affairs                 | Member                                    |
| • Controller of Examination            | Member                                    |
| • Concerned HoD                        | Member                                    |
| • Concerned Course/Subject Coordinator | Member                                    |
| • Two Senate nominees                  | Member (nominated by Chairperson, Senate) |

**9.2.3 Stay at the Hostel:**

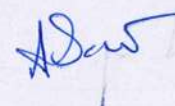
The Director, Chief Warden, Dean Student Affairs, Warden of the Hostel has the power to reprimand, impose fine or take any other suitable action as deem fit against a resident who violates either the Code of Conduct or Rules and Regulations pertaining to the concerned Hostel.

Violation of the Code of Conduct by an individual or by a group of students can be referred to a Disciplinary Committee (DC) by the Chairperson Senate. Constitution of the committee shall be as under:

- |                        |                  |
|------------------------|------------------|
| • Dean Student Affairs | Chairperson      |
| • Proctor/ Prefect     | Member Secretary |
| • HoD, Architecture    | Member           |
| • HoD, Planning        | Member           |
| • Chief Warden         | Member           |
| • Wardens              | Member           |

A student, faculty or other functionary of the Institution can refer a case to this Committee for consideration. Further, in exceptional circumstances, the Chairperson Senate may appoint a special committee to investigate and/or recommend appropriate action for any act of gross indiscipline involving an individual or a number of students, which, in his/her view, may tarnish the image of the Institute. The recommendation for any action, including expulsion of a student from the Institute, shall be referred to the Chairperson, Senate for the final decision.

The Senate may recommend a student, who is found guilty of some major offence, to the Board of Governors for NOT to award of a degree even if he/she has satisfactorily completed all the academic requirements from time to time.

## Chapter 10

# Responsibilities

### 10.1 Student Responsibilities

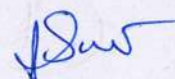
The students are expected to:

- Attend lectures, tutorials and labs regularly, submit assignments and complete assigned academic work within the deadlines.
- Strive to earnestly improve the performance based on the feedback given by the faculty from time to time.
- Ensure a healthy learning environment in the classroom by eliminating unnecessary interruptions and maintaining a proper decorum.
- Consult the course instructor directly in case of any course-related concerns to resolve the issues.
- Show respect to the faculty and fellow students by coming prepared and on time for any academic meeting arranged outside regular class hours.
- Have awareness about the applicable Rules & Regulations governing their academic programme (including graduation requirements, leave rules, code of conduct etc.)
- Be updated with calls for applications for various changes/additions in programme as well as scholarships/awards, and meet the announced deadlines.

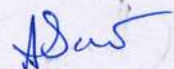
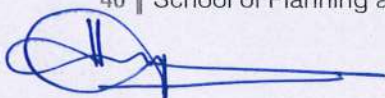
### 10.2 Faculty Responsibilities

Responsibilities of faculty members related to academic management:

- The teacher is responsible for the coverage of all the contents of a course taught during the semester. The end semester examination question paper shall cover all the sections of the syllabus. At the end of the semester a teacher is responsible to submit a complete course file to the HoD with following documents:
  - a) Course Plan
  - b) Attendance record
  - c) Tutorial sheets/Assignment sheets
  - d) Question papers of mid-term examination and class test, etc.
  - e) Quizzes, Seminars, etc.
  - f) Question paper of end semester examination
  - g) Complete details of marks with final grades
- The faculty is expected to conduct classes as per the time table. If on leave, the faculty may arrange other willing faculty members to engage the class or may arrange alternate classes with prior information to the concerned Head of the Department and the students. In such case, the alternate arrangement of classes may be mentioned in the leave form.



- The subject faculty is expected to provide a lecture plan to the concerned students at the start of the course. The lecture plan should be in the prescribed format consisting of the details of the course content, reference books, reference articles, assignments, examinations, laboratory work, presentations and workshops, etc.
- The subject faculty have to show the graded copies of the tests and assignments, to the students.





## Chapter 11

# Waiver and Amendments

## 11.1 General

Notwithstanding anything contained in this Ordinance, all categories of students/candidates shall be governed by the Rules and Regulations framed by the Senate from time to time. Any doubt or dispute arising about the interpretations of the Rules and Regulations shall be referred to the Chairperson, Senate whose decision shall be the final and binding.

## 11.2 Waiver of requirements in Special Cases

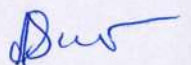
The procedures and requirements stated in this Ordinance, other than those in Clauses covering Eligibility, Admissions and Academic Requirements may be waived in special circumstances by the Chairperson, Senate on the recommendation of the respective Heads of the Departments through Dean Academic. All such exceptions shall be reported to the Senate for ratification.

## 11.3 Amendments

Notwithstanding anything contained in this Ordinance, the Senate of the School of Planning and Architecture Vijayawada reserves the right to modify/amend the curricula, procedures, requirements, and rules pertaining to its Undergraduate programmes.

## 11.4 Jurisdiction

This Ordinance sets out the procedure and requirements of the Undergraduate programmes of study that fall under the jurisdiction of the Senate, SPA Vijayawada. Further, any legal dispute arising from this set of Regulations shall be limited to the legal jurisdiction determined by the location of the Institute and not that of any other parties.



MEMORANDUM FOR THE RECORD

DATE: 10/15/54

TO: SAC, NEW YORK

FROM: SA [Name], NEW YORK

SUBJECT: [Subject]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

[Text]

[Signature]