



Vol II.

ACADEMIC ORDINANCE

for

FOR UG and PG PROGRAMMES (RULES and REGULATIONS)

2023

*As approved vide the Minutes of the 15th Senate Meeting of SPA Vijayawada held on
20.03.2023 at SPA Vijayawada campus (Item # 15.3)*



To be effective

for the batches admitted from A.Y 2023-2024 onwards



योजना तथा वास्तुकला विद्यालय, विजयवाड़ा
School of Planning and Architecture, Vijayawada
An Institute of National Importance, Ministry of Education Gov. of India

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Academic Ordinance for UG and PG Programmes

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ABBREVIATIONS

AY	Academic Year
BBSc.	Bachelor of Building Science
BoG	Board of Governors
BoS	Board of Studies
CCMT	Central Counselling for M.Tech./M.Arch./M.Plan
CGPA	Cumulative Grade Point Average
CoE	Controller of Examinations
DASA	Direct Admission of Students Abroad
DFB	Department Faculty Board
DGPA	Degree Grade Point Average
EA	External Assessment
GMC	Grade Moderation Committee
Gol	Government of India
GPA	Grade Point Average
HoD	Head of the Department
IA	Internal Assessment
MoE	Ministry of Education
PG	Post Graduate
SGPA	Semester Grade Point Average
SOE	Superintendent of Examinations
SPAV	School of Planning and Architecture, Vijayawada
TA	Total Assessment
UG	Under Graduate
UMC	Unfair Means Committee



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DEFINITIONS

Unless the context requires, otherwise,

- **“Applicant”** shall mean an individual who applies for admission to any Under Graduate (UG) and / Post Graduate (PG) programmes of the Institute
- **“Assistant Registrar - Academics and Examinations”** shall mean the person (non-Faculty) who will be the custodian of records in the Academic and Examination section, for the conduct of examinations, facilitating the evaluation, re-evaluation, declaration of results, preparation of grade sheets, facilitating admissions, scholarships, withdrawals, and for any other academic administrative duties as assigned by the CoE and/or Dean Academic with the approval of the Director from time to time.
- **“Board of Studies”** shall refer to the Departmental Committee looking after all departmental academic matters of the Department.
- **“Board”** shall mean the Board of Governors of the Institute as per Statutes of SPAV
- **“CCMT”** shall mean the Central Counselling for M.Tech./M.Arch./M.Plan, conducted by Gol
- **“CGPA”** shall mean the Cumulative Grade Point Average of a Student
- **“Controller of Examinations”** shall mean the Faculty in Charge of all examinations
- **“Council”** shall mean the SPA Council i.e. Council of Schools 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 members (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 and PG programs with a list of Subjects, credits, and the structure
- **“Dean Academic”** shall mean ‘Dean Academic’ as per Statutes of SPAV
- **“Degree”** shall mean the B.Plan. / B.Arch./M.Plan./M.Arch. /BSc. /MBEM /MUD degree and such other degrees of the Institute as may be approved by the Board from time to time
- **“Department”** would mean any academic department or a centre imparting education and/or pursuing research
- **“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 departmental committee to moderate marks/grades , and others
- **“HoD”** shall mean the Head of the Department of Architecture or Planning, as applicable
- **“Institute”, “School” 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 studentStudent must be registered for the Under Graduate / Post Graduate Degree programme as applicable

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- **"MSA"** shall mean the Multi-Skill Assistant (Non-Faculty) assisting the CoE
- **"Provisional Degree"** shall mean a certificate issued by Registrar/Dean Academic of the Institute for a student who has completed the requirements of the Degree, before the actual Degree Certificate is conferred through the Convocation in-presence or in-absentia
- **"SC/ST/OBC"** shall mean the scheduled castes, scheduled tribes, and other backward classes (non-creamy layer) as notified by the Government of India from time to time
- **"Section Officer"** shall mean the person (Non-Faculty) who will assist 'Assistant Registrar Academics and Examinations' in the Academic and Examination section
- **"Semester"** shall mean Semester as notified indicated in by the Academic Calendar of the School. There are two Semesters in one Academic Year
- **"Senate"** shall mean the Senate of the Institute as per Statutes of SPAV
- **"SGPA"** shall mean the Semester Grade Point Average of a Student
- **"Studio"** shall mean the Architectural Design Studio of Architecture programmes or, and Planning Studio of Planning programmes
- **"Superintendent of Examinations"** shall mean the Faculty in charge to assist the CoE.
- **"Teaching Scheme"** shall mean the scheme of teaching and examination for all UG and PG programmes approved by the Senate of the Institute
- **"Theory"** Subject refers to all Subjects having an internal assessment(s) and a Semester-end examination, as defined by the approved academic curriculum of the Department
- **"Transcript"** shall mean a copy of the Student's Semester grade report issued by Registrar/Dean Academic of the Institute



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I. ACADEMIC BOARDS AND COMMITTEES

1. Departmental Board of Studies (BoS)

Board of Studies is a Committee of the Department concerned, to look into academic matters of that Department.

1.1. The Departmental BoS shall have the following constitution, as approved by the Director with the recommendations of Dean Academic from time to time:

(a)	Head of the Department concerned	Chairperson
(b)	All Professors in the Department	Member
(c)	One Faculty member from another Department of the Institute (to be nominated by HoD in consultation with HoD of the other Department)	Member
(d)	One Faculty member representing each programme of study offered in the Department (to be nominated by HoD ; in case there are not sufficient Faculty members, Director may nominate Faculty from other Departments of the Institute)	Member
(e)	One Associate Professor from the Department	Member Secretary
(f)	Three external Experts in the field of Architecture/Planning as applicable (to be nominated by HoD)	Special Invitees*

1.2. The term of Departmental BoS shall be for a period of 2 years. *The Special Invitees will be called for the meetings which are related to academic matters of high significance and long term implication. The BoS should meet at least once in a semester.

1.3. Functions of Departmental BoS:

- To make recommendations on new courses in UG/PG Programmes, eligibility for admissions to PG programmes, revision of syllabus, setting of labs and matters related to establishment of Centers/Others, any other academic matters of high significance, and long term implication. Such meeting would require the special invitees;
- To certify the final internal marks and attendance for every Subject and Student after the last working day of a Semester (to be subsequently forwarded by HoD to the Exam Section and declared to the Students);
- To declare the list of ineligible candidates for Semester End Examinations (to be subsequently forwarded by HoD to the Exam Section and the Students);
- Moderate question papers for the Semester-end Examinations in terms of their quality and forward them to the CoE;
- To redress the grievances of Students on academic matters (if deemed appropriate, by HoD);
- Any other academic matter assigned by Dean Academic from time to time

2. Departmental Grade Moderation Committee (GMC)

2.1. The Departmental GMC shall have the following constitution:



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(a)	HoD of the Department concerned	Chairperson
(b)	One Professor from the concerned Department (to be nominated by HoD)	Member
(c)	One Associate Professor from the concerned Department (to be nominated by HoD)	Member
(d)	Two Faculty members (to be nominated by HoD ; in case there are not sufficient Faculty members, Director may nominate Faculty from other Departments of the Institute]	Member
(e)	Controller of Examinations (CoE)	Secretary

- 2.2. Function(s) of Departmental GMC:
- To moderate the total marks (consolidated including internals and externals) of a course and accordingly, the Grades;
 - To forward the final Internal consolidated marks to the Exam section after moderation to the Exam Section, after obtaining approval of Dean - Academic;
 - Any other work assigned to it by the Director of the Institute.
- 2.3. Moderation shall be left to the discretion of the GMC. A Student cannot seek moderation of Grades as a matter of right. If more than or equal to 20% of Students get less than 50% marks in the evaluation of any Subject, passing marks may be reduced to 40% and in such case, the percentage marks interval of grade 'C' will be 50 - 59.99. GMC shall have the power to moderate the marks by up to only 5% of the total marks of a Subject and only for those Students having aggregate shortage of up to 5% to get a letter grade "C".
- 2.4. GMC shall have the power to moderate the marks by up to 5% of the total marks of a Subject only up to a maximum of two Subjects in a Semester for a Student.
- 2.5. The recommendations of the GMC will be forwarded to the Dean Academic for approval.

3. Unfair Means Committee

- 3.1. The Unfair Means Committee shall consist of the following members.

(a)	Dean Academic	Chairperson
(b)	Dean Student Affairs	Member
(c)	HoD of the Department concerned	Member
(d)	Subject Invigilator(s)	Member
(e)	Subject Coordinator concerned (any one if there is more than one Subject Teacher)	Member
(f)	CoE	Secretary

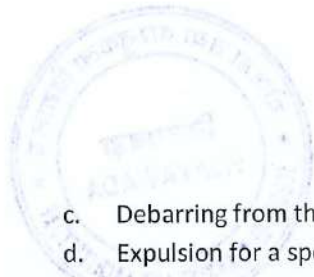
- 3.2. Use of unfair means by a Student, including breach of discipline, disturbing, talking or disrupting the examination, plagiarism in Thesis shall be a cause for disciplinary action based on the approval of the Director with the recommendations of the Unfair Means Committee (UMC). The UMC shall be convened by the CoE upon receiving a report from the concerned invigilator of an examination and/or upon receiving plagiarism complaints from the Faculty concerned. The disciplinary actions by UMC may be as follows:

- Award of grade 'F' in the specific examination where unfair means are used,
- Award of grade 'F' in all Subjects of the Semester,



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- c. Debarring from the award of any academic Medals, Prizes, Distinction, etc., and
 - d. Expulsion for a specific period or rustication from the Institute
 - e. Issue of a strict warning
 - f. Any other disciplinary action as deemed necessary
- 3.3. The School reserves the right to withdraw/cancel/modify the result already declared or recall a Degree already conferred, if any discrepancy or irregularity or use of Unfair Means is established by the School even at a later stage.

4. Academic Standing Committee (ASC)

- 4.1. The Academic Standing Committee shall have the following constitution, as approved by the Director with the recommendations of Dean Academic from time to time:

(a)	Dean Academic	Chairperson
(b)	Dean Student Affairs	Member
(c)	All Heads of the Departments	Member
(d)	One Professor/Associate Prof. from each Department	Member
(e)	Controller of Examinations	Member
(f)	Four External Experts of repute (two from the field of Planning and two from the field of Architecture)	Member
(g)	One Associate Professor	Member Secretary

- 4.2. The term of Academic Standing Committee shall be for a period of 2 years. The ASC should meet at least once in a semester.
- 4.3. Function(s) of Academic Standing Committee:
- a) Matters related to Admissions, Withdrawals, changes or amendments in regulations of UG and PG Programmes;
 - b) To examine the recommendations of Departmental BoS related to Syllabus revision, and revision of Course Structure of a course or programme;
 - c) To examine the recommendations of BoS related to new UG and PG Programmes; new labs; new infrastructure requirements;
 - d) Any other academic matter of high significance and long term implication, as recommended by the BoS
 - e) Recommendations of ASC are to be placed in Senate with the permission of the Director, as deemed necessary.

5. Assistant Registrar - Academics and Examinations

The Assistant Registrar – Academics and Examinations shall be appointed/nominated from a non-faculty staff member, who will be the custodian of records in the Academic and Examination section, and would be the main administrative nodal officer for the conduct of examinations, facilitating the evaluation, re-evaluation, declaration of results, preparation of grade sheets, facilitating admissions, scholarships, withdrawals, and for any other academic administrative duties as assigned by the Controller of Examinations and/or Dean Academic with the approval of the Director from time to time. The AR (Academics and Examinations) may evolve his/her team of support staff from administration, for the proper upkeep of academic records and procedures.

II. ACADEMIC PROGRAMMES



6. Academic Programmes - Introduction

The UG and PG programmes are designed to address and take up physical, socio-economic, and environmental challenges, 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 the physical, socio-economic, cultural, political, technological, and ecological dimensions of the built form and the human settlements as a whole.

6.1. Academic Session & Academic Calendar

The Academic Session of the UG and PG programmes is divided into two Semesters, i.e., Odd Semester (July to November/December) and Even Semester (December/January to May), each of approximately 16-18 weeks of duration. The dates for first year UG and PG may differ based on the schedule of admissions undertaken by CSAB/JoSAA/DASA and CCMT/DASA/Direct Admissions respectively. All important events of the academic year, such as registration, late registration, orientation, the commencement of classes, examinations, results, vacation, mid-Semester break, etc., for each Semester, will be as per the Academic Calendar approved by the Director SPAV.

6.2. UG Programmes

The School offers UG programmes (**full-time**) for achieving excellence in the fields of Planning and Architecture.

S.No.	UG Programme	Abbreviation	Academic Year of Commencement
1	Bachelor of Planning 8 Semesters (4 years)	B.Plan	2008-09
2	Bachelor of Architecture 10 Semesters (5 years)	B.Arch	2008-09

6.3. PG Programmes

The School offers PG programmes (**full-time**), 4 Semesters (2 years) for achieving excellence in the fields of Planning and Architecture.

S.No.	PG Programme (Specialisation)	Abbreviation	Academic Year of Commencement
I.	Department of Planning		
1	Master of Planning (Environmental Planning and Management)	M.Plan(EPM)	2013-14
2	Master of Planning (Urban and Regional Planning)	M.Plan(URP)	2014-15
3	Master of Planning (Transport Planning)	M.Plan(TP)	2018-19

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S.No.	PG Programme (Specialisation)	Abbreviation	Academic Year of Commencement
II.	Department of Architecture		
4	Master of Architecture (Sustainable Architecture)	M.Arch (SA)	2014-15
5	Master of Architecture (Landscape Architecture)	M.Arch(LA)	2018-19
6	Master of Architecture (Architectural Conservation)	M.Arch(AC)	2019-20
7	Master of Building Engineering and Management	MBEM	2019-20
8	Master of Urban Design	MUD	2022-23

The course structure for UG and PG Programmes containing the Subjects/courses taught in each Ssemester, distribution of credits, nature of assessments, lecture/tutorial hours are as approved by the Senate, SPAV. The detailed syllabus containing modules/units of each Subject/course, reading references and Subject/course objective are as approved by the Senate, SPAV. A copy of the course structure and detailed syllabus can be obtained from the Department concerned at SPAV. The revisions in course structure and detailed syllabus are undertaken periodically based on the industry and academic requirements by the respective Departments with the approval of the Senate, SPAV.

6.4. Category of Post-Graduate Students

a) Students with Assistantship (GATE Scholarship):

The regular Students with qualified and valid GATE score admitted through CCMT, or Direct Admissions of SPAV.

b) Students without any assistantship:

The Students admitted through the Direct Admissions of SPAV without a qualified and valid GATE score.

c) Foreign Students:

The Students admitted under an MoU/otherwise through the embassy of the respective Government after getting approval from the Ministry of External Affairs with no objection certificate from the Ministry of Education, the government of India,. These Students are admitted through DASA PG Admissions for Foreign Nationals / Persons of Indian Origin (PIOs)/Non-Resident Indians (NRIs) under DASA scheme of the Ministry of Education, Government of India. (Please re-phrase explain DASA and its link with Ministry, like CCMT)

d) Sponsored Students:

These Students/candidates are employees of a Public Sector Undertaking, a Government Department, a Research & Development organization/lab, a recognized Planning/ Architectural Office of repute, an educational institution, or a defence-sponsored Officer admitted under a MoU. Such a candidate must be sponsored by the current employer and must have been in employment with the sponsoring organization for at least two years at the time of admission. Candidates in service are to be relieved on study leave or



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extraordinary leave from the organization for study at SPA Vijayawada and must furnish a sponsorship along with "No Objection Certificate" with the application form for admission indicating leave from the current employer for the entire period of study.





III. ADMISSIONS

7. Admissions

Admission Calendar

Admission to various UG and PG programmes of the Institute are made once in an Academic Year, starting July-August*.

UG Admissions: Admission to various UG programmes are done by Central Seat Allocation Board (CSAB) under the Ministry of Education, GoI, based on Joint Entrance Examinations-Main (JEE-Mains) as approved by the GoI and conducted by Central Board of Secondary Education (CBSE), New Delhi / any other government agencies. All the details are normally made available on the CSAB/JoSAA 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.

PG Admissions: Admission to various PG programmes is through a) CCMT and b) Direct Admissions of SPAV. The prevailing distribution of seats is 50% from CCMT conducted by MoE, GoI, and 50% through Direct Admissions, as approved by the SPAV authorities.

Admissions through CCMT conducted by GoI will be based on a qualified and valid GATE Score in the appropriate discipline/branch. All the details are normally made available on the CCMT 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.

Admissions through Direct Admissions will be based on procedure specified in the admissions notification by SPAV from time to time.

*The dates for first-year UG and PG may differ based on the schedule of admissions undertaken by JoSAA/DASA and CCMT/DASA/Direct Admissions respectively.

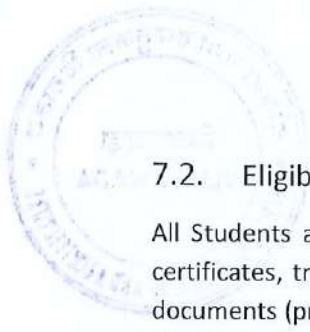
7.1. Eligibility for admission to Undergraduate programmes

7.1.1. Bachelor of Architecture and Bachelor of Planning

Candidates qualifying in JEE (Main) Paper 2A (B.Arch) and Paper 2B (B.Planning) are eligible for admission to the Institute in the UG Programmes. However, merely qualifying in these examinations does not guarantee admission in the chosen programme. The process (of Admission) for filling vacant seats, if any, will be in accordance with the same eligibility requirements as those outlined by CSAB/JoSAA, and filling vacant seats will be as per the same eligibility norms as those laid down by CSAB/JoSAA/DASA.

All Students admitted to any UG programme shall submit copy of their mark-sheets, provisional certificates, transfer certificate/migration certificate, qualifying examination certificates and other documents (prescribed documents), as mentioned to the Student at the time of counselling and / or admission, by the last date specified.





7.2. Eligibility for Direct Admissions to Post Graduate programmes

All Students admitted to any PG programme shall submit copy of their mark-sheets, provisional certificates, transfer certificate/migration certificate, qualifying examination certificates and other documents (prescribed documents), as mentioned to the Student at the time of counselling and / or admission, by the last date specified.

7.2.1. M.Plan Programmes

M.Plan(URP) and M.Plan(EPM) Programmes

B.Planning/ B.Arch / B.Tech(Planning or Civil Engineering) / B.E.(Civil Engineering) / Master's Degree in Geography or Economics or Sociology or any other recognized and appropriate Degree as approved by the Senate from time to time.

M.Plan(TP) Programme

B.Planning/B.Arch/B.E. or B.Tech (Planning or Civil Engineering) /Master's Degree in Economics or Statistics or Operations Research or any other recognized and appropriate Degree as approved by the Senate from time to time.

7.2.2. M.Arch/MEBM/MUD Programmes

M.Arch (SA), M.Arch(LA), M.Arch(AC), and MUD Programmes

B.Arch, as approved by the Senate from time to time.

MBEM Programme

B.Arch / B.E. or B.Tech (Civil Engineering or Building and Construction Technology or Construction Engineering and Management or Construction Technology or Construction Technology and Management) or any other recognized and appropriate Degree as approved by the Senate, from time to time.

7.3. Eligibility for Admission through CCMT and DASA in PG programmes

Irrespective of the above, for admission through CCMT and DASA in PG programmes as conducted by MoE, Gol in a centralised manner for the country, the admission procedure including eligibility shall be governed by the rules and regulations as specified in CCMT and DASA websites and publications every year.

7.4. Procedure for Direct PG Admissions

7.4.1. For direct admissions for PG programmes, the SPAV selection procedure shall be adopted. The admission notification shall be released at SPAV portal and certain national dailies for wide circulation every year followed by scrutiny of all applications based on minimum eligibility requirements as per clause 6.2. Scrutiny shall be done by Committees constituted by the HoD, with the approval of Dean Academic and Director.

7.4.2. The candidate must have a CGPA of 6.5 on a 10-point scale (or equivalent) or 60% marks in case of Open/OBC-NCL candidates in qualifying degree, whereas in case of SC/ST candidates a CGPA of 6.0 on a 10-Point scale (or equivalent) or 55% marks in qualifying



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degree will be applicable or the applicable Govt of India as norms adopted by the institute from time to time.

- 7.4.3. After scrutiny of applications, the list of candidates eligible for admission tests shall be uploaded on the SPAV website. However, merely qualifying based on the eligibility criteria does not guarantee admission in the chosen programme and the candidate need to appear for the admission-related examinations conducted by SPAV.
- 7.4.4. The admission to the selected course shall be done based on Stage I: Written Qualifying Entrance Exam and those who qualify in the written entrance exam shall appear for Stage II of Selection. Stage II shall comprise of assessment through/ Interviews, a Statement of Purpose, a Portfolio of Academic Works, etc. as notified by the institute. The final list of selected candidates based on Stage II shall be declared on the SPAV portal and the selected Students need to complete the registration and fee payment process within the specified time limits, to confirm admission for the selected programme, failing which the seats shall be offered to waitlisted candidates. Conduct of the process of Stage I and Stage II, shall be done by Committees / Sub-Committees as constituted by the HoDs, with the approval of Dean Academic and Director.
- 7.4.5. For sponsored candidates, the procedure shall be same as the above, unless otherwise mentioned in the SPAV admission notification.
- 7.4.6. A candidate who fulfils the eligibility criteria mentioned in Clause (6.2) and is sponsored by her/his employer may be considered for admission provided she/he fulfils the following conditions:
- The sponsored candidate must attach the relevant sponsorship certificate on the letter head of the institution/ organization/ industry/ recognized Planning/ Architectural Office of repute, along with the application. Moreover, the sponsoring organization must be a reputed medium or large-scale Government organization/ private industry or a reputed technical institute.
 - The sponsored candidate must have been in service of the sponsoring organization for at least two years. The sponsoring organization must specifically undertake to relieve him/her to pursue the M.Plan /M.Arch programme for its full duration. Such candidates are required to submit No Objection Certificate (NOC) from their employer/organization stating that she/he will be relieved as Full Time candidate for the full duration of programme.
 - The candidate needs to appear for Stage I and Stage II as explained in previous sections adhere to the minimum standards.
 - The condition of valid GATE score in appropriate discipline/branch may be relaxed for the sponsored candidates from Government organization having a certain years of experience, as decided by Institute from time to time.

7.5. Procedure for CCMT-based PG Admissions

For all the above CCMT-based admissions for PG programmes, the seats are filled centrally through Centralized Counseling for M.Plan/ M.Arch / MBEM/ MUD (CCMT) conducted by MoE, GoI based on a qualified and valid GATE Score in the appropriate discipline/branch. Vacant seats if any, after the completion of CCMT rounds, may be filled through SPAV Direct Admissions. All the details are made

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available on the CCMT website during March/April every year and candidates are required to follow the prescribed procedure.

7.6. Admissions under DASA Programme

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

7.7. Multiple Entry and Exit

To enable multiple entry and exit points in the academic programmes, qualifications such as Bachelors of Building Science, Undergraduate Diploma in Planning at UG level, and Postgraduate Diploma in PG programmes exist. The qualification type and requirements are as under:

S.No.	Qualification Type	Exit Requirement
1	Bachelor of Building Science (BBSc.)	The Student has to successfully complete and earn 180 credits in the first six Semesters of the B.Arch programme.
2	Undergraduate Diploma in Planning	The Student has to successfully complete and earn 180 credits in the first six Semesters of the B.Plan programme.
3	Postgraduate Diploma in PG Programmes	The Student has to successfully complete and earn 60 credits in the first two Semesters of the PG programmes.

- A Student will be allowed to enter/re-enter only at the odd Semester and can only exit after the even Semester.
- The above qualifications are awarded to the Student upon application to the department, who has successfully completed the minimum requirements as defined above, but is unable to complete the all Semesters within the maximum permissible limit. Such a Student is not allowed to resume the course (re-entry) ever after.
- Alternately, a student admitted into any programme at School of Planning and Architecture Vijayawada can also apply for the above qualifications to the Department for approval upon securing the minimum qualifications as mentioned above, and if is unable to continue the course in interim stage after six semesters, for the remaining Semesters.
- A UG Student in this case is allowed to resume the course (re-entry) after a minimum gap of 1 academic year and within a maximum gap of 5 academic years for B.Arch students and within a maximum gap of 4 academic years for B.Plan students (both, counted from the time of exit), provided she/he surrenders the awarded degree/diploma and provided that the Student does not attract the provisions of (a) above and also that the time taken for completion of the Course (including the minimum /maximum permissible gap as applicable) is not more than the 10 years for B.Arch students and 08 years for B.Plan students.
- A PG Student in this case is allowed to resume the course (re-entry) after a minimum gap of 1 academic year and within a maximum gap of 2 academic years (both, counted from the time of exit), provided she/he surrenders the awarded degree/diploma and provided that the Student does not attract the provisions of (a) above and also that the time taken for



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completion of the Course (including the minimum /maximum permissible gap as applicable) is not more than the maximum period within which the PG programme must be completed by a Student.

- f. For all such re-entry as per 'd' and 'e' above, a student has to apply to the concerned Department well in advance of re-entering, and are required to clear an entrance examination conducted by the Department/School, specific to the purpose of the re-entry.

7.8. Reservation Policy in Admission

Reservation policy shall be applicable as prescribed by Government of India/MoE from time to time.

7.9. Withdrawal from Admission

The withdrawal procedure for various PG programmes is based on CCMT and SPA Vijayawada Rules and Regulations as applicable.

7.10. Maximum duration of the programme

- i. A Student **admitted to a UG / PG programme** will have to pass all the Semesters within a maximum period (counted from the academic year of admission), as defined below:

S.No.	Programme	Maximum duration (in Years)	Example	
			AY of admission	AY of completion (maximum)
1	B.Plan.	7	2022 - 23	2029 - 30
2	B.Arch.	8	2022 - 23	2030 - 31
3	All PG Programmes	4	2022 - 23	2026 - 27

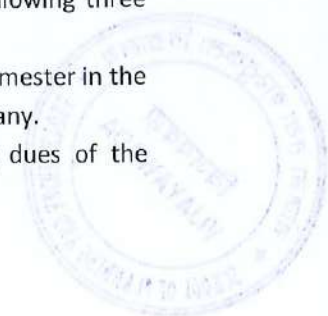
- ii. However, a student who discontinues studies in between during a UG course, and thereafter re-enters the course, as per provisions of 7.7 as above, is required to complete the degree within a maximum period of 10 years from the date of first admission for B.Arch degree and is required to complete the degree within a maximum period of 08 years from the date of first admission for B.Plan degree.

7.11. Registration

All the Students are mandatorily required to register in person, every Semester, as per the schedule given in the Academic Calendar for the courses that she/he intends to pursue in that Semester.

- 7.11.1. Registration will be done departmentally under the supervision of the Head of Department/ Coordinator of a respective programme. Registration process involves the following three steps:

- Submission of 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.
- Payment of fees for that Semester and clearance of any outstanding dues of the previous Semester.
- Signature on the registration form/register in person.



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7.12. Late Registration

If a Student is unable to register on the day of registration due to any compelling reason like that of health, she/he 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 actual Registration). Any Student registering late will be required to pay a late fee as decided by the Institute from time to time. However, in genuine cases substantiated by authentic and supporting documents, the late fee can be waived off by the Dean Academic with approval of the Director. Such application/s shall only be considered if forwarded and recommended by the HoD concerned, based on genuineness of the case.

7.13. Non Registration

If the Student fails to register for a Semester within the last date of registration, her/his candidature will be suspended. The Student may have to register for the said Semester as a regular candidate as and when that Semester is offered by the respective Department. However, she/he will have to complete the degree within the maximum duration as given in Clause 6.10..

7.14. Withdrawal from Degree Programme

A Student can withdraw from the course anytime by submitting the withdrawal form along with the 'No Dues form' and their candidature will be cancelled after obtaining necessary approvals. The Director shall grant permission to withdraw from a programme after considering the submission/circumstances faced by the Student and the recommendations of the BoS, and the Dean Academic.

7.15. Cancellation of Admission

- 7.15.1. The Students' admission to an UG / PG programme at SPAV may be cancelled if she/he fails to submit the prescribed documents by the specified date (as per the admission notification) or to meet other stipulated requirement(s). Admission may also be cancelled at a later stage if it is found that the Student provided false information or omitted pertinent facts in the application for admission.
- 7.15.2. The procedure for refund of fee paid, if any, for admission to an UG/PG programme will be as per the procedure laid down by JoSAA (UG) / CCMT (PG) / DASA (UG & PG) / SPAV Direct Admission (PG) Rules if it is before reporting for admission to the Institute; and, SPAV Rules and/or UGC / MoE Regulations if it is after reporting for admission to the Institute; as may be applicable from time to time.



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IV. EXAMINATION RULES

8. Introduction

These examination rules and regulations govern the various academic programmes at UG and PG levels at the School of Planning and Architecture Vijayawada, in respect of the conduct of examination, evaluation, and promotion of Students leading to the award of Degrees.

8.1. Names of the Examination

End-Semester examinations are conducted at the end of each Semester, i.e., two times in each academic year, and shall have the names as given below:

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

8.2. Academic Requirements

8.2.1. Each programme of UG and PG has a detailed course structure, as approved by the Senate with various Subjects and distribution of marks for internal assessments and external examinations, number of teaching hours, and distribution of credits, which will become the basis for determining the minimum academic requirements for Students registered.

8.2.2. **Total Credit Requirement:** A Student will be declared eligible for the award of the degree for which she/he has been admitted, on fulfilment of the following:

a) B.Planning Degree:

A Student who has registered for and passed all the Subjects for a total of 240 credits with a minimum of 5.0 CGPA on a 10-point scale as the overall performance of the eight Semesters.

b) B.Architecture Degree:



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A Student who has registered for and passed all the Subjects for a total of 300 credits with a minimum of 5.0 CGPA on a 10-point scale as the overall performance of the ten Semesters.

c) Master's Degree:

A Student who has registered for and passed all the Subjects for a total of 120 credits with a minimum of 5.0 CGPA on a 10-point scale as the overall performance of the four Semesters.

9. Attendance Requirement

- 9.1. A Student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials /Studio Classes /field visits, etc. in each Subject, held in a Semester to be eligible to appear in the End Semester Examination for that Semester. The Student with less than 75% and more than 50% attendance in a Subject would not be eligible to appear for the Semester end examination, declared as failed in that Subject(s), and have to clear that Subject(s) in the next supplementary examination. The Student with less than 50% attendance in a Subject(s) would not be eligible to appear for the Semester end examination, declared as failed in that Subject(s), and have to repeat the Subject(s) by repeating the year. This is to be read together with Clause 15.
- 9.2. A student should meet the above attendance requirement irrespective of the number of days she/he is on medical and/or other leave for any reason whatsoever. Attendance of the Students shall be monitored and declared periodically (preferably once in two weeks) during a Semester by the concerned Subject coordinator(s).
- 9.3. Participation in NOSPLAN and/or NASA and/or any national level conference or sports meet/others, with permission of the School, will be given attendance.
- 9.4. Attendance will be marked on a 'per period basis', eg. a Studio of 3 periods will have 3 attendances. Students will be entitled to 8 studio periods of attendance per day during fieldwork/trips. Attendance of Students, who join late due to late admission in the first Semester, shall be calculated from the date of joining.
- 9.5. Final attendance for each Subject will be compiled and submitted by each Subject teacher to the Department where it shall be consolidated batch-wise. The Head of the Department shall declare the Students' eligibility for Semester end Regular Examinations based on the consolidated attendance.

10. Internal Assessments

- 10.1. Evaluation of a Student's performance in a Semester is a continuous process with a minimum of three internal assessments for each Subject. In each Semester, for every Subject, the internal evaluation is done progressively by the Subject coordinator(s) with assessments comprising of a quiz, class test, assignment, seminar, etc. Number, weightages, and modes of assessments in internal evaluations are to be announced at the beginning of the Semester as part of the lesson plan. The lesson plans are to be submitted by the Subject coordinator(s) to HoD for approval and distributed to the Students during the first week of the Semester. The 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

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- approved course structure and syllabus of the respective UG/PG programmes from time to time. There will be an internal evaluation and a Semester-end examination to account for the total maximum marks for each Subject.
- 10.2. The Subject coordinator is required to display the results of the periodic internal assessments to the Students. The Subject coordinator is required to submit the internal assessments to the department as per the academic calendar/instructions of HoD/Dean Academic. The final internal assessments for the weightage as defined in the course structure have to be submitted to the exam section by HoD through BoS and no changes are permitted thereafter.
 - 10.3. The evaluated scripts of all the internal assignments and supporting files in digital/hardbound are to be stored with the Subject coordinator for a minimum of one year after the Semester end examinations. Subsequently, such files may be submitted to the centralized storage through HoD. If a Subject is handled by visiting Faculty, the concerned Department will be required to keep all such records under the supervision of the concerned Semester Coordinator/Studio Coordinator.
 - 10.4. A minimum of 50% marks is required in each Subject out of the total internal marks of a Subject, to become eligible for the end-Semester examination. If a Student fails to obtain 50% marks in the internal of any Subject, she/he is to be declared ineligible for the Semester end exam by the BoS.
 - 10.5. For students having a shortage of internal marks, the Subject Teachers concerned shall re-assess the internal assignments or a part of the internal assignment of the Semester and re-submit the total internal assessment within 14 days of the declaration and forwarding of the ineligibility list by the BoS. For such students, the maximum internal marks shall be 50% of the total internal assessment. If the Student achieves 50% of internal marks in this re-assessment within 14 days, she/he is allowed to appear for the Supplementary Exams of that Subject. If the re-assessment is happening in a Studio Subject, and the Student has achieved 50% in the re-assessment of internals, she/he shall appear for a Supplementary Jury to be conducted within 2 weeks of the declaration of Results of the Semester end Regular exams for that batch.
 - 10.6. If a student fails to achieve 50% internal marks in this re-assessment within 14 days, she/he is declared as failed and detained and has to repeat those Subjects by appearing for regular classes and clearing all internal assessments for those Subjects in the next academic year.
 - 10.7. A Student who is ineligible due to shortage of internal marks in more than 4 Subjects, including studio courses, she/he will not be eligible for re-assessment and declared as detained. She/he will have to repeat those Subjects by repeating the year.

11. External Examination

- 11.1. Regular examinations are conducted at the end of each Semester. The Subject coordinator(s) are responsible for setting the question paper, maintaining its secrecy, and evaluating and awarding the grades for the Subject unless otherwise nominated. The Chairperson, Senate for a few Subjects may suggest Faculty/experts from outside the institute to set the question papers. For a Subject, where more than one Faculty member is involved in teaching, one of them shall act as Coordinator (as nominated by HoD).
- 11.2. Two sets of Question papers will be prepared for each Subject and submitted to the exam section through BoS as per the timelines defined in the academic calendar. The Exam Section



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- shall recommend one of the question papers for regular end-Semester examinations, while the other set is reserved for the supplementary exams.
- 11.3. A Student shall not be allowed to appear in a theory examination or jury examination or viva-voce if he is late beyond 30 minutes from the scheduled time and would be awarded a letter grade 'F' in that Subject. Absence from any of the end Semester end Regular Examinations/Supplementary Examination/Supplementary Jury will be considered as a failure to attain minimum academic requirements irrespective of the performance in the Internal Assessments, and will be declared as failed.
- 11.4. Evaluation of the answer scripts is done by the respective Subject coordinator(s), unless otherwise nominated and the marks (internal and external) and grades have to be shown to the respective Students by the Subject coordinator(s)/evaluator(s) before submitting the marks to the Department. The evaluation is done in a centralized manner where the Subject coordinator(s)/ evaluator(s) have to be present to evaluate the answer sheets. No Faculty member is allowed to take the answer sheets out of the evaluation hall for marking.
- 11.5. The pass percentage in an external exam shall be 50%. Failure to achieve 50% in external exams would mean the Student fails in that Subject and would have to appear for supplementary exams for that Subject.
- 11.6. Any Student who fails in the studio Subject/Thesis in a Semester in the Semester end examination has to appear for a supplementary jury within a maximum of 2 weeks from the date of results declaration and if she/he fails in the supplementary jury, she/he will have to repeat the Subject by repeating the year. Such Students will be declared as failed and detained in that Semester. This is to be read together with Clause 15.
- 11.7. A Student failed in more than 4 Subjects in a Semester end Regular Examination, including Studio courses, she/he will not be eligible for the Supplementary Examination and declared as detained. She/he will have to repeat those Subjects by repeating the year as and when offered next.
- 11.8. The overall pass percentage shall be 50% including the marks obtained in internal assessments and Semester end examination.
- 11.9. The final consolidated marks and grades for all Subjects, batch-wise, shall be submitted to the Exam Section through HoD within the specified time limit.

12. Results of Examinations

- 12.1. Based on the final consolidated marks and grades submitted by the departments, the CoE shall recommend the Departmental GMC for the moderation of grades, if required.
- 12.2. Based on the final consolidated marks and grades submitted by the departments, after moderation, if required, the results will be declared by the CoE in every Semester.
- 12.3. The results and mark sheets of the final Semester of UG/PG programmes are declared only after the Students submit the duly signed final Thesis Book (hard and soft copies) and the duly filled "No Dues Form" to the concerned department, which needs to be forwarded to the exam section as per the schedule notified by the COE/Dean Academic by the HoD.



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13. Carry forward and Supplementary Examination

- 13.1. If a person fails to secure 50% as the overall pass percentage in theory courses / drawing courses/jury courses, such courses will be called "Carry Forward Subjects". Such Students have to appear in the subsequent "supplementary" examination(s) to clear.
- 13.2. A maximum of four supplementary attempts is permitted for the carry-forward Subjects and a Student unable to clear in four attempts has to repeat the carry-forward Subjects by repeating the year.
- 13.3. Any Student who fails in the studio Subject/thesis in a Semester in the end examination has to appear for a supplementary jury within a maximum of 2 weeks from the date of results declaration and if she/he fails in the supplementary jury, she/he will have to repeat the Subject by repeating the year. Such Students will be declared as failed and detained in that Semester. This is to be read with clause 15.1.
- 13.4. Such Students as in 12.3 may be allowed to register provisionally for the ensuing Semester. In the event of failure to achieve minimum academic requirements provisional registration stands cancelled.
- 13.5. Failure to attend the regular/supplementary examination will be treated as absent and failed with a letter grade F.

14. Award of Grades and Grade Points

- 14.1. "A teacher is the best judge in awarding the grades". However, she/he has to be impartial and logical, and maintain complete transparency while awarding grades. The Institute follows an absolute grading system. A Student is awarded a letter grade in each Subject she/he is registered for, indicating her/his overall performance in that course. Refer to the table (Table 1) below. This will be used for awarding grades and grade points for any course.

Table 1: Marks Range, Letter Grade, and Grade Points

S.No.	Marks Range (Percentage)	Letter Grade and Performance	Grade Point
1	85.00-100.00	O(Outstanding)	10
2.	80.00-84.99	A+(Very Good)	9
3	75.00-79.99	A(Good)	8
4	70.00-74.99	B+(Fair)	7
5	60.00-69.99	B(Above Average)	6
6	50.00-59.99	C(Average)	5
7	00.00-49.99	F(Fail)	0-Fail
8	Shortage of attendance (50.00%-74.99%) / internals, or Absent in the End-examination	F(Fail)	0-Fail
9	Shortage of attendance (< 50.00%)	F(Detained)	0-Fail
10	Withdrawn from a registered course	X	-

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15. Guidelines for award of Grades

- 15.1. If a Student fails to secure 50% (internal and external) as the overall pass percentage in Theory Courses / Drawing Courses / Jury Courses, is awarded a letter grade 'F'.
- 15.2. Absence from any of the Semester end Regular Examinations/Supplementary Examination/Supplementary Jury will be considered as a failure to attain minimum academic requirements irrespective of the performance in the Internal Assessments, and will be declared as failed with a letter grade 'F'.
- 15.3. The marks of various components shall be added to get the aggregate marks secured on a 100-point scale.
- 15.4. When a Student gets the letter 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.
- 15.5. Students with 'F' grade in any subject can score maximum up to letter grade 'B+' i.e, upto 74.99 percentage in the supplementary examinations/supplementary jury.

16. Promotion to the next Semester

- 16.1. A Student failing in more than four Subjects in one Semester (either due to internals or attendance or externals) will be detained and has to repeat the Subjects as and when offered next (by losing the academic year).
- 16.2. A Student having a shortage of attendance as mentioned in Clause 8.1

17. Distribution of weightage of marks

- 17.1. Distribution of weightage of marks for Internal Assessment and End Examination for Theory Courses / Drawing Courses /Studio Courses / Jury Courses/ Practical Training/ Thesis is as per the course structure. However, for Thesis Subjects, the weightage for supervisor(s) assessment shall be finalised by the HoD in consultation with the Dean Academic and the Director.

18. Weighted Grade Points

- 18.1. The grade points obtained in a Subject multiplied by the credits for that Subject will be the weighted grade points, as expressed in the formula given below:

$$w = c \times g;$$

Where 'w' is the weighted grade points, 'c' is the number of credits assigned for the Subject and 'g' is the grade point obtained.

19. Semester Grade Point Average (SGPA)

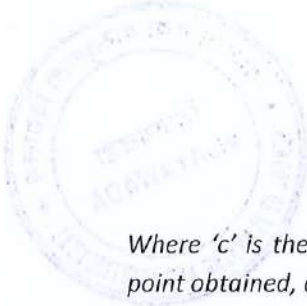
- 19.1. The sum of the weighted grade points divided by the total number of credits of all the Subjects in a Semester will result in the Semester Grade Point Average or SGPA, as expressed in the formula given below:

$$SGPA = \frac{\sum_{i=1}^n c_i g_i}{\sum_{i=1}^n c_i}$$



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Where 'c' is the number of credits assigned for the Subject in a Semester, 'g' is the grade point obtained, and 'n' is the total number of courses registered in that Semester.

20. Cumulative Grade Point Average (CGPA)

- 20.1. Starting from the second Semester, at the end of each Semester, a Cumulative Grade Point Average (CGPA) will be computed for every Student.
- 20.2. It is the ratio of total Weighted Grade Points Secured in all Semesters (i.e. up to the considered Semester for computation) to the total Registered Credits for all Semesters (i.e. up to the considered Semester for computation), as expressed in the formula given below:

$$CGPA = \frac{\sum_{i=1}^m c_i g_i}{\sum_{i=1}^m c_i}$$

Where 'c' is the number of credits assigned for the Subject, 'g' is the grade point obtained, and 'm' is the total number of courses registered from the first Semester till the Semester under consideration.

- 20.3. There shall be no standardised formula applicable to convert CGPA to percentage.

21. Degree Grade Point Average (DGPA)

- 21.1. At the end of the final Semester, a Degree Grade Point Average (DGPA) will be computed for every Student and will be declared in the final semester marks memo.
- 21.2. It is the ratio of total Weighted Grade Points Secured in all Semesters to the total Registered Credits for all Semesters, as expressed in the formula given below:

$$DGPA = \frac{\sum_{i=1}^p c_i g_i}{\sum_{i=1}^p c_i}$$

Where 'c' is the number of credits assigned for the Subject, 'g' is the grade point obtained, and 'p' is the total number of courses registered from the first Semester till the end Semester.

- 21.3. There shall be no standardised formula applicable to convert DGPA to percentage.

22. Appointment of Examiners for End Semester Examinations

- 22.1. Examiners for theory courses will be proposed by the HoD for the approval of the Chairperson Senate through Dean Academic.
- 22.2. The external examiners/jury members for Jury courses/Studio courses/Practical Training/Thesis courses will consist of four members per section/batch with two externals and two internals, shall be proposed by HoD for the approval of the Chairperson Senate through Dean Academic.
- 22.3. For supplementary jury/supplementary examinations, a minimum of one external and one internal shall be proposed by HoD for the approval of the Chairperson Senate through Dean Academic.



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23. Award of Class

23.1. After a Student has satisfied the minimum requirement as mentioned in clause 7.2, the Student will be placed in one of the following classes based on the CGPA:

First Class with Distinction	CGPA 7.5 and above and should have cleared every Subject in a single attempt
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

24. Award of Merit and Gold Medals

24.1. To promote and recognise academic excellence, the institute shall award Merit Certificates and Gold Medals to the academic toppers of each batch during the Convocation. The list of toppers shall be prepared and declared by the CoE.

24.2. To recognise academic excellence, the institute shall award the merit certificates to the Thesis Toppers batch-wise during the convocation. The list of thesis toppers shall be prepared and declared by the CoE.

25. Re-evaluation System

25.1. A Student may apply for re-evaluation within 10 days from the declaration of result for that particular Semester by paying re-evaluation fee as prescribed per answer sheet. examination section shall initiate the process for re-evaluation of answer sheet from examiner within the Institute/ outside the Institute.

25.2. The external evaluator(s), if any 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 Dean Academic.

26. Credit Transfer

26.1. A Student can register in any course/Subject offered anywhere, outside the programme of study (where she/he enrolled at SPA Vijayawada) with the approval of BoS, as a "Credit Transfer Course" in lieu of an elective offered in his registered Semester. The BoS is required to approve such courses prior to the start of the Semester, declaring the equivalence of the credits of these courses to the approved course structure of the Semester. However, such courses approved by BoS should not have any conflict with the timetable of other Subjects offered in her/his programme of study and such courses shall not entail any fee waiver.

26.2. Students shall bear the entire fee and expenses to undertake such courses offered anywhere, outside the programme of study. Such Students are required to pay the complete fee as per the regulating fee structure and no financial assistance shall be provided to the Students by SPA Vijayawada.

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27. Zero Year

- 27.1. A Student who is unable to pursue studies during a Semester or appear in an External Examination due to unforeseen/extraordinary circumstances viz. maternity, child-care, prolonged illness or accident, death or critical illness or severe injury of immediate family members or natural disasters, etc., beyond the control of the Student, may request for Zero Year.
- 27.2. A Student, having availed of the Zero Year, shall repeat the full Semester not completed due to unforeseen/ extraordinary circumstances in the next academic year. All other conditions such as registration for the Semesters, fees, attendance, and evaluation in all the courses shall be the same as for a regular Student.
- 27.3. Zero Year will not be counted as a year for Time Bar and will not affect the eligibility of Students for any scholarships or awards including award of degree classification.
- 27.4. Zero Year will be granted on the clear recommendation of the BoS by the Senate.
- 27.5. Zero Year may be availed not more than once in the duration of a programme.

28. Transcript

- 28.1. Students can apply for the transcripts of a Semester grade report of UG/PG programme that she/he successfully completed.
- 28.2. Students can apply for a duplicate copy of the Transcripts by sending the application to the CoE of the Institute and transcripts are issued by CoE.
- 28.3. The procedure for issuing of Duplicate copy of the Transcript is as follows:
 - (a) Payment receipt (online) for a prescribed sum. The payment must be made through S.B.I Collect mode only available on the Institute website.
 - (b) Send the application along with the above-mentioned documents to the following address; The Controller of Examination, Exam Section, School of Planning and Architecture, Vijayawada Survey No. 4/4, ITI Road, Vijayawada – 520 008, Dist. Krishna, Andhra Pradesh, India, or email to exams@spav.ac.in / coeexams@spav.ac.in.
- 28.4. The minimum time for issuing the transcript is 15 working days.

29. Duplicate copy of Degree Certificate

- 29.1. Students can apply for a duplicate copy of the Degree Certificate when the original degree is stolen/lost/damaged and the application should be sent to Registrar. The application procedure is as follows.
- 29.2. Procedure for Issue of Duplicate copy of Degree Certificate (SPAV):
 - (a) First Information Report (FIR) in the original clearly mentioning loss of original degree.
 - (b) An affidavit prepared by the Notary on a non-judicial stamp paper of Rs.10/- (The matter to be printed on the affidavit. Refer to Affidavit from Annex.2)
 - (c) Copy of Final Semester Mark sheet and attach a copy of the original degree conferred on him/her by SPAV (if available).
 - (d) Payment receipt (online) for a prescribed sum. The payment must be made through S.B.I Collect mode only available on the Institute website.

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- (e) Send the application along with the above-mentioned documents to the following address; The Registrar, School of Planning and Architecture, Vijayawada Survey No. 4/4, ITI Road, Vijayawada – 520 008, Dist. Krishna, Andhra Pradesh, India or email to registrar@spav.ac.in / coeexams@spav.ac.in / deanacademic@spav.ac.in

29.3. The minimum time for issuing the Duplicate copy of Degree Certificate is 60 working days.

30. Transfer Certificate / Migration Certificate

30.1. Students can apply for Transfer/Migration Certificate after the provisional certificate is issued.

30.2. The application procedure is as follows.

- To deposit the requisite fee prescribed in the SPA V website through internet banking (refer to www.spav.ac.in)
- A Copy of the Provisional Certificate/Degree Certificate issued earlier by SPA Vijayawada.
- Send the application along with the above-mentioned documents to the 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 or email to registrar@spav.ac.in/exams@spav.ac.in/coeexams@spav.ac.in/deanacademic@spav.ac.in
- All the above certificates will be sent by registered post only to the applicant's address as per the information provided in the application.

30.3. The minimum time for issuing the Duplicate Migration Certificate is 15 working days.

31. Degree Verification

31.1. Students or Recruiters can apply for Degree verification. The application should be sent to The Registrar.

31.2. The application procedure for Degree verification (SPAV) is as follows:

- Share the copy of documents to be verified.
- Details of requirements to be verified are to be given by the requestor.
- 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 the 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 or email to registrar@spav.ac.in/exams@spav.ac.in/coeexams@spav.ac.in/deanacademic@spav.ac.in

31.3. The minimum time for issuing the Duplicate copy of the Degree Certificate is two weeks.

32. Discretionary Powers of Academic Administration

32.1. The Director may, for reasons to be recorded in writing, relax or supercede any provisions of these Examination Rules or its interpretations, on the clear written recommendation of the Head of the Department and Dean Academic through the BoS and ASC. This will however be Subject to the ratification/approval of the Senate.

Handwritten signature and date: 24/03/23