



# UNIVERSITY OF JAMMU

(NAAC ACCREDITED A + GRADE UNIVERSITY)  
Baba Sahib Ambedkar Road, Jammu-180006 (J&K)

## NOTIFICATION

(20/Feb/Adp/55)

It is hereby notified for the information of all concerned that the Vice-Chancellor, in anticipation of the approval of the Competent Bodies, has been pleased to authorize the adoption of Statutes/Rules of Examination of **Bachelor of Architecture (B.Arch.)** applicable to both Non-CBCS and CBCS from the Academic Session 2018.

The Statutes of the course is available on the University Website: [www.jammuuniversity.in](http://www.jammuuniversity.in).

Sd/-

DEAN ACADEMIC AFFAIRS

No. F.Acd/III/20/ 7879-85

Dated: 11/02/2020

Copy for information & necessary action to:-

1. Principal, GCET, Jammu
2. I/c, School of Architecture, GCET, Jammu
3. C.A to the Controller of Examinations
4. Deputy/Assistant Registrar (Exams/Confidential)
5. Section Officer (Confidential)
6. Incharge University Website

*Sumit Chandra*  
Deputy Registrar (Academic)  
10/2/2020  
10/2/2020

# UNIVERSITY OF ALABAMA

DEAN, UNIVERSITY OF ALABAMA  
Tuscaloosa, Alabama 35486-0001

ADMISSIONS  
Tuscaloosa, Alabama 35486-0001

It is hereby notified for the information of all interested parties that the University of Alabama has received a request from the Alabama Department of Transportation for the appointment of a representative of the University of Alabama to serve on the Alabama Department of Transportation's Advisory Committee on the subject of transportation planning. The University of Alabama is hereby notified to appoint a representative to serve on the Alabama Department of Transportation's Advisory Committee on the subject of transportation planning.

The names of the individuals appointed to the Alabama Department of Transportation's Advisory Committee on the subject of transportation planning are as follows:

Dr. [Name]  
[Address]  
Tuscaloosa, Alabama 35486-0001

Dr. [Name]  
[Address]  
Tuscaloosa, Alabama 35486-0001

Dr. [Name]  
[Address]  
Tuscaloosa, Alabama 35486-0001

Dr. [Name]  
[Address]  
Tuscaloosa, Alabama 35486-0001

Dr. [Name]  
[Address]  
Tuscaloosa, Alabama 35486-0001

Dr. [Name]  
[Address]  
Tuscaloosa, Alabama 35486-0001

Dr. [Name]  
[Address]  
Tuscaloosa, Alabama 35486-0001

Dr. [Name]  
[Address]  
Tuscaloosa, Alabama 35486-0001

*[Handwritten signature]*  
[Address]  
Tuscaloosa, Alabama 35486-0001



# **SCHOOL OF ARCHITECTURE** **JAMMU**

## **ORDINANCE - I** **(RULES OF EXAMINATION)** **( 2018 ONWARDS )** *HLaw*

**FOR**  
**BACHELOR OF ARCHITECTURE**  
**(Five-Year Full Time Degree Program)**  
**FOR NON-CBCS AND CBCS COURSES.** *HLaw*



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**1. INTRODUCTION**

- 1.1. These rules govern the various academic programs of the School of Architecture, Jammu, in respect of the conduct of examinations, evaluation and promotion of students leading to the award of the following degree(s):
- 1.1.1. 5-Year (10 semesters) undergraduate program in Architecture leading to the award of the Bachelor of Architecture (B.Arch.) Degree.
- 1.2. These rules will come into force from year 2017-18. They will apply to all students admitted to any of the afore-mentioned programs, in the academic year 2017-18 or later, as amended from time to time.

**2. DEFINITIONS**

In these Rules, the terms used shall have the following definitions:

- 2.1. 'School' shall mean the School of Architecture, Jammu,
- 2.2. 'Principal' shall mean the Principal of the School of Architecture, Jammu.
- 2.3. 'University' shall mean the University granting affiliation to the School of Architecture, Jammu.
- 2.4. 'Dean' shall mean the faculty member/ officer-in-charge designated by the University as the Dean (Academic) of the School of Architecture, Jammu.
- 2.5. 'Registrar' shall mean the faculty member/ officer-in-charge designated by the University as the Registrar of the School of Architecture, Jammu.
- 2.6. 'Controller of Examinations' (CoE) shall mean the faculty member/ officer-in-charge designated by the University for the Conduct of Examinations of the School of Architecture, Jammu.
- 2.7. 'Deputy Controller of Examinations' shall mean the faculty member/ officer-in-charge designated by the University to assist the Controller of Examinations.
- 2.8. 'Superintendent of Examinations' shall mean the faculty member/ officer-in-charge designated by the University for supervising the operations of Theory Examinations of School of Architecture, Jammu.
- 2.9. 'Deputy Superintendent of Examinations' shall mean the faculty member/ officer-in-charge designated by the University to assist the Superintendent of Examinations.
- 2.10. 'Head of the Department' (HoD) shall mean the Head of any of the Departments of Studies of the School of Architecture, Jammu.
- 2.11. 'Department' shall mean a Department of Studies of the School of Architecture, Jammu.
- 2.12. 'Faculty' shall mean a member of the faculty of the School of Architecture, Jammu (including Visiting Professor, Visiting Faculty, Contract Faculty, and Adjunct Faculty).
- 2.13. 'Course Coordinator' shall mean the faculty member in-charge of the conduct of the course of any particular subject.
- 2.14. 'Regular Student' shall mean a student who is required to pursue the prescribed course of study for a particular examination, according to the Rules of Examinations, after his registration for the semester and payment of prescribed academic fees, including examination fee.



- 2.15. **'Casual Student'** shall mean a student who is not a regular student of the School but is permitted to attend a particular course or courses under credit transfer or on request from other institutes/ universities subject to approval of competent authority.
- 2.16. **'Reappearing Student'** shall mean a student who is reappearing in the Internal Assessment (IA) and/or External Examination of a particular course or courses from previous semester(s) for passing the course or improvement of grades.
- 2.17. **'Repeating Student'** shall mean a student who is detained and is repeating a particular course or courses from previous semester(s).
- 2.18. **'He'** shall mean he/she.
- 2.19. **'His'** shall mean his/her.
- 2.20. **'Semester'** shall mean a semester as notified in the academic calendar of the School, viz., Odd Semester (July to December) or Even Semester (January to May).
- 2.21. **'Academic Year'** shall mean a year as notified in the academic calendar, corresponding to a session of twelve months from July/ August in any calendar year to June in the next calendar year, including the vacation slots.
- 2.22. **'Attendance'** shall mean the record of the physical presence of the student in classes held for a course, to be maintained for each semester separately in an academic year by the concerned Department.
- 2.23. **'Compensatory Attendance'** shall mean the attendance granted to a student in lieu of absence from class for any academic or co-curricular or extra-curricular activity with prior permission of competent authority.
- 2.24. **'Curriculum'** shall mean the schedule of prescribed courses of study, the modes of instruction, the required periods of study per week and the scheme of examination of an academic program as approved by the competent authority.
- 2.25. **'Syllabus'** shall mean the content of a course of study of a course, the time-line for progressive achievement, the modes of testing and the criteria for evaluation of proficiency in a particular course.
- 2.26. **'Subject'** shall mean a subject as defined by the academic curriculum. In case of a subject having parts, these parts shall be called courses of the same subject.
- 2.27. **'Course'** shall mean the specific part of a subject to be studied in a semester and for which the student shall be evaluated. Each course shall have a unique identity given as per the academic curriculum and listed in the Marks Sheet/ Transcript.
- 2.28. **'Class'** shall mean an event of academic interaction between teacher(s) and student(s) for instruction or internal assessment, held at a time and venue to be the notified by competent authority. The duration of a class may be of one or more periods.
- 2.29. **'Period'** shall mean a period of study of a fixed time interval, nominally of one clock hour or as notified by the competent authority.
- 2.30. **'Studio'** shall mean a class for simultaneous application of inputs of multiple courses in a comprehensive planning and/ or design of a project or case study.
- 2.31. **'Lecture'** shall mean a class for theoretical inputs for a course.
- 2.32. **'Tutorial'** shall mean a class for analytical application of theoretical inputs.
- 2.33. **'Practical'** shall mean a class for practical application or demonstration of content of theoretical inputs.



- 2.34. **'Internal Assessment (IA)'** shall mean the periodic evaluation by the teaching faculty of work done for any course in a Semester and for which the score is given in marks.
- 2.35. **'External Examination (EE)'** shall mean an examination for any course by examiners, who may or may not be from the teaching faculty, at the end of a Semester and for which the score is given in marks.
- 2.36. **'Internal Only courses (IO)'** shall be those which do not have any External Examination and evaluation consists of Internal Assessment only.
- 2.37. **'Internal External courses (IE)'** shall be those which have both Internal Assessment and External Examination.
- 2.38. **'Theory Paper'** shall be a written external examination of a prescribed duration.
- 2.39. **'Jury'** shall be the visual external examination including presentation of graphics, drawing and report, of the students' work done in a studio course during a semester by a panel of examiners called 'Jury'. It may or may not include any personal interaction i.e. viva-voce, etc. between the Jury and the student being examined.
- 2.40. **'Viva-voce'** which shall be an oral external examination by one or more examiners.
- 2.41. **'Zero - Year'** shall mean that year in a student's academic record which may not be taken into account for purpose of Time - Bar.
- 2.42. **'Carry - Over'** of a course shall mean that a student may carry over the course in which he was awarded grade 'F', to the examination of that course in a subsequent academic year.
- 2.43. **'Provisional Pass Certificate'** shall mean the certificate issued by respective Heads of Department to a student after completing all pre-requisites, including passing the final examination of an academic program, after formal declaration of the final results by the CoE.
- 2.44. **'Degree'** shall mean the Degree awarded by the University to a student on successful completion of an academic program of the School.
- 2.45. **'Semester Performance Score' (SPS)** shall indicate the academic performance of a student in a semester, expressed as the total cumulative Marks Secured in all courses of the semester. This shall apply only in case of Non-CBCS.
- 2.46. **'Cumulative Performance Score' (CPS)** shall indicate the cumulative academic performance of a student expressed as the total cumulative Marks Secured in all semesters of the program, i.e. semester I through semester X. This shall apply only in case of Non-CBCS.
- 2.47. **'Semester Grade Point Average' (SGPA)** shall indicate the academic performance of a student in a semester, expressed as the ratio of total Points Secured and the Registered Credits for the semester.
- 2.48. **'Cumulative Grade Point Average' (CGPA)** shall indicate the cumulative academic performance of a student expressed as the ratio of cumulative Points Secured and the cumulative Earned Credits.
- 2.49. **'Grade Moderation Committee' (GMC)** shall mean the committee appointed by the University for moderation of question papers for Theory examinations and moderation of results. In case the committee is appointed by the School of Architecture, Jammu, then it will consist of:



- i. Chairman GMC (as appointed by the Principal from time to time)
  - ii. Head of the Department of the concerned/ coordinating department
  - iii. Controller of Examinations or his nominee
- 2.50. **'Control of Unfair Means Committee' (CUMC)** shall mean the committee appointed by the University for adjudicating cases of malpractice or use of unfair means in examinations. In case the committee is appointed by the School of Architecture, Jammu, then it will consist of:
- i. Dean (Academic) as Chairperson
  - ii. Head of the Department of the concerned/ coordinating department
  - iii. Superintendent of Examinations of the concerned/ coordinating department
  - iv. Controller of Examinations
- 2.51. **'Board Of Studies in Architecture' (BOSA)** shall mean the committee appointed by the University for proper growth and development of course in Architecture and prepare Syllabus, Course Curriculum, Scheme of Examination in accordance with the Minimum Standards of Architectural Education as prescribed by the Council of Architecture (CoA), New Delhi. In case the committee is appointed by the School of Architecture, Jammu, then it will consist of:
- i. Dean (Academic) as Chairperson
  - ii. Head of the Department of the concerned/ coordinating department
  - iii. Two members from Profession (Practice) of Architecture
  - iv. One member from Profession (Academics) of Architecture
  - v. One member from Profession (Allied Departments)

### 3. NAMES OF EXTERNAL EXAMINATIONS

External Examinations shall be conducted regularly at the end of each semester, i.e. two times in each academic year, and shall have the names as given below:

**Table 1: Examinations of Academic Programs**

<b>Bachelor of Architecture (B. Arch.)</b>	
<b>STAGE ONE</b>	
External Examination for Semester I	
External Examination for Semester II	
External Examination for Semester III	
External Examination for Semester IV	
External Examination for Semester V	
External Examination for Semester VI	
<b>Bachelor of Architecture (B. Arch.)</b>	
<b>STAGE TWO</b>	
External Examination for Semester VII	
External Examination for Semester VIII	
External Examination for Semester IX	
External Examination for Semester X	

*[Handwritten signatures and initials]*



#### 4. CREDIT SYSTEM

- 4.1. All batches except for 2017 Entry Batch and 2018 Entry Batch shall follow the Choice Based Credit System (CBCS).
- 4.2. Under the CBCS, each course is assigned certain credits, as provided in the syllabus and Scheme of Examination of the concerned subject of study.
- 4.3. Credits assigned to a course shall be equal to the required hours of study per week, in any mode of instruction. While calculating credits the following guide lines shall be adopted:
- (i) 1 lecture period/ hour shall have 1 credit;
  - (ii) 2 lab/ workshop/ studio exercises/ seminar periods/ hours shall have 1 credit and
  - (iii) 1 design studio/ construction studio/ project/ thesis period/ hour shall have 1 credit.

For Practical training total number of credits shall be specified for one semester only.

- 4.4. A student shall earn the assigned credits upon achieving the minimum grade required for passing a course, i.e. Grade 'D'.
- 4.5. A student shall have to earn the required number of credits from the courses specified to successfully complete an academic program. These shall be classified as **Credit Courses**.
- 4.6. A student shall have the option of studying certain other courses whose credits shall not be counted towards the total credits required for successfully completing an academic program. These shall be classified as **Audit/ Non-Credit Courses**.

#### 5. MARKING & GRADING SYSTEM

- 5.1. At the end of every semester, the sum total of numerical marks obtained by the student in the Internal Assessment and External Examination of a course shall be converted to Letter Grades and Grade Points as per Absolute Grading Classification as given in the Table 2 and Table 3 below:

Table 2: Conversion of Marks to Letter Grades for Non-CBCS

Percentage of Marks Secured (IA Marks+EE Marks)	Range of Percentage	Letter Grade
Equal to or more than 95%	95 - 100	O (Outstanding)
Equal to or more than 90% but less than 95%	90 - 94.99	E Excellent)
Equal to or more than 75% but less than 90%	75 - 89.99	V (Very Good)
Equal to or more than 60% but less than 75%	60 - 74.99	G (Good)
Equal to or more than 55% but less than 60%	55 - 59.99	F (Fair)
Equal to or more than 50% but less than 55%	50 - 54.99	S (Satisfactory)
Less than 50%	0 - 44.99	X (Fail)



Percentage of Marks Secured (IA Marks+EE Marks)	Range of Percentage	Letter Grade
No marks awarded for incomplete work (for Architectural Design Thesis I/ Architectural Design Thesis II only)		I (Incomplete)
Withdrawn from a registered course and not examined		W
Audit/ Non-Credit Course Passed		A/NC P
Audit/ Non-Credit Course Failed		A/NC F

**Table 3: Conversion of Marks to Letter Grades and Grade Points for CBCS**

Percentage of Marks Secured (IA Marks+EE Marks)	Range of Percentage	Letter Grade	Grade Points
Equal to or more than 90%	90 - 100	O (Outstanding)	10
Equal to or more than 80% but less than 90%	80 - 89.99	A+ Excellent	9
Equal to or more than 70% but less than 80%	70 - 79.99	A (Very Good)	8
Equal to or more than 60% but less than 70%	60 - 69.99	B+ (Good)	7
Equal to or more than 55% but less than 60%	55 - 59.99	B (Above Average)	6
Equal to or more than 50% but less than 55%	50 - 54.99	C (Average)	5
Equal to or more than 45% but less than 50%	45 - 49.99	D (Pass)	4
Less than 45%	0 - 44.99	F (Fail)	0
No marks awarded for incomplete work (for Architectural Design Thesis I/ Architectural Design Thesis II only)		I (Incomplete)	0
Withdrawn from a registered course and not examined		W	0
Audit/ Non-Credit Course Passed		A/NC P	0
Audit/ Non-Credit Course Failed		A/NC F	0

5.2. In case of CBCS, the SGPA, CGPA shall be calculated as follows:

- (i) In any course in a semester, the **Grade Points** awarded shall be multiplied by the **Credits** assigned to obtain the **Points Secured (PS)** for that course. The sum total of **Points Secured (PS)** in all courses divided by the total registered credits for that semester shall be the SGPA.

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

- (ii) The cumulative total of **Points Secured (PS)** in all subjects in all foregoing semesters divided by the cumulative total of credits earned shall be the CGPA.



$$CGPA = \frac{\text{Cumulative Points Secured}}{\text{Cumulative Earned Credits}}$$

5.3. Illustrations of SGPA and CGPA computation for semester I and II are given in Annexure A.

**6. REGISTRATION/ EXAMINATION FORM AND FEE REQUIREMENT**

A student shall be required to submit the registration record to the University upon admission. The student shall be eligible to appear in the external examination only if he has filled and submitted the examination form and paid all the fees including examination fees, if any, as prescribed by the School and/or the University.

**7. MINIMUM ATTENDANCE REQUIREMENT**

- 7.1. A minimum attendance of seventy five percent (75%) is mandatory in all courses in each semester. Attendance shall be calculated as the percentage of classes attended by the student out of classes held by the Faculty in a particular course, in a semester.
- 7.2. A student shall have attended at least seventy-five percent (75%) of the total classes held in a course, including lectures, tutorials, studio, laboratories, field works, etc. during the semester to be eligible to appear in the external examination of that course at the end of a semester.
- 7.3. A Reappearing Student shall maintain the minimum attendance in all courses except for courses in which he is reappearing.
- 7.4. A student having less than seventy-five percent (75%) minimum attendance in any course in a semester shall not be allowed to appear in the external examination of that course at the end of a semester.
- 7.5. The Principal shall be competent to condone the shortage of attendance, if any, on genuine grounds up to fifteen percent (15%) of the total classes held in each course.
- 7.6. A student seeking condonation of attendance shall forward an application in the prescribed format (included in Annexure B), duly recommended by the HoD, to the Principal for approval.
- 7.7. Attendance shall be marked on a periodic basis e.g. a Studio of three periods shall carry three attendances and shall be marked thrice during the class and a Lecture of two periods shall have two attendances and shall be marked twice during the class.
- 7.8. A student present in the class shall be marked 'P'. A student absent from class shall be marked 'A'. A student on any personal or medical leave will also be marked 'A'.
- 7.9. A student absent from class due to any academic or co-curricular or extra-curricular activity, as defined below in Section 7.10, with the prior permission of the competent authority and information to the concerned Course Coordinator shall be marked 'C' and shall be entitled to **Compensatory attendance** equivalent to the periods not attended, for the purpose of final computation of aggregate attendance, up to a maximum of ten percent (10%) of total classes held in the course.
- 7.10. Any student who participates in games, cultural and other co-curricular & extra-curricular activities as defined below shall be eligible for compensatory attendance.



- (i) State/ UT Representation in International/ All India Competitions organized by agencies which are recognized by the Board of Sports and Youth Welfare.
  - (ii) Participation in the Inter-university Competitions held under the auspices of a University or any other recognized Institution as a member of the University team.
  - (iii) Participation in the Inter-College Competitions organized by the University as a member of the Team of Participating Institution.
  - (iv) Participation in the N.C.C., N.S.S. and National Integration Samiti activities as a member of recognized Institutions.
  - (v) Participation in the Coaching Camps/ Rehearsals prior to participation as a member of State/ UT or University Team in the National/ All India/ Inter-University Competitions.
  - (vi) Participation in the Mountaineering/ Hiking/ Trekking/ Skiing/ Rock-climbing or other such activities organized under the auspices of the State/ UT Government/ University as a member of the Institution affiliated/ recognized by the University.
  - (vii) Participation in Architecture related recognized activities, like NASA, Zo-NASA, Westminster Trophy, INSDAG, etc. as authorized by the School.
  - (viii) Any other competition/ activity duly approved for participation by the Principal.
- 7.11. A Student shall be entitled to six (6) attendances per day (three (3) for the forenoon and three (3) for afternoon) during Study Tours or Field Trips for related course or courses.
- 7.12. Medical Leaves, Family exigencies and all other instances of leave of absence for any reason whatsoever, except as mentioned in Section 7.9 above shall be included in the twenty-five percent (25%) permissible absence as read with Section 7.2 and 7.4 above, that may be availed by a student. No further relaxation shall be given on medical grounds, family exigencies, etc.
- 7.13. Attendance shall be computed monthly and the same shall be generally made available to the students through notice boards and/ or uploaded on the School's website.
- 7.14. Attendance of fresh students who join the program after the second or subsequent admission lists are published shall be calculated from the date of joining/ registration.
- 7.15. In NO CASE whatsoever, a student shall be allowed to appear in external examination of a course at the end of the semester, if the minimum attendance is less than sixty percent (60%), in that particular course.
8. INTERNAL ASSESSMENT
- 8.1. The performance of a student shall be assessed on a continuous basis in each semester for each subject separately. The Course Coordinator may, in consultation with the Head of the Department, adopt any of the methods, viz. studio work, written test, viva-voce, tutorial assignments, seminar, practical, term paper, etc. for assessing

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- the performance of students. The method of assessment shall be generally announced by the Course Coordinator at the beginning of the Semester.
- 8.2. Internal assessment for any course shall be generally based on minimum of **three (3)** assessments of the students' performance in that course, other than for a studio/practical course or the Thesis for which there shall be generally a minimum of **four (4)** assessments. Marks awarded for each assessment shall be formally announced by the concerned Course Coordinator from time to time.
- 8.3. **Marks of Internal Assessment shall be generally announced and locked at the end of the semester**, prior to external examinations and improvement of grades can only be done by re-appearing in the theory examination of a carry-over course, if any. A student should have secured a minimum of Grade 'S' (under Non-CBCS) or Grade 'D' (under CBCS) in all IO (Internal Only) courses held during the semester as there shall be no other possibility of improvement of grades later.
- 8.4. **There is no requirement of minimum marks to be obtained in internal assessment** for a student to be eligible for appearing in the external examination of any course in the semester.
9. **EXTERNAL EXAMINATION**
- 9.1. **External Examination** shall be held at the end of a semester by way of a **Theory Paper**, or by a **Jury** or by **Viva-Voce**.
- 9.2. **Theory Paper** shall be conducted by the University as per their Sections and regulations. The students shall complete all the formal requirements (like filling up of examination form, payment of examination fee, etc.) as prescribed by the University, well in time.
- 9.3. **The Jury and/ or Viva-voce** shall be conducted by the School.
- 9.4. **Examiners for a Theory Paper** shall be appointed by the University on recommendation of the Head of the Department and with the approval of the Dean (Academic).
- 9.5. Any Examiner appointed for external examination by way of Theory Paper or Jury or Viva-voce shall have a **minimum of five (5) years teaching/ professional experience** in a field of study relating to the course of examination. However, any examiner appointed for external examination by way of a Jury for Architectural Design Thesis I/ Architectural Design Thesis II shall have a **minimum of ten (10) years teaching/ professional experience**.
- 9.6. The rate of remuneration of the appointed examiners for Theory Paper or Jury or Viva-voce shall be at par with the relevant industry standards, as approved by the Principal or University.
- 9.7. **Examiners for a Viva-voce examination** shall be appointed by the Principal on recommendation of the Head of the Department and with the approval of the Dean
- 9.8. **The Jury for Studio Courses**, except the jury for Architectural Design Thesis I/ Architectural Design Thesis II shall generally consist of the following **three (3)** members,



- (i) Two External Members, who shall be external examiners, appointed by the Principal on recommendation by the Head of the Department and with approval of the Dean
  - (ii) One Internal Member, namely the Course Coordinator.
- 9.9. **The Jury for Architectural Design Thesis I/ Architectural Design Thesis II** shall generally consist of the following four (4) members (for approx. 40 students),
  - (i) Two External Members, who shall be external examiners, appointed by the Principal on recommendation by the Head of the Department and with approval of the Dean
  - (ii) Two Internal Members, namely,
    - a) Head of the Department or his nominee or Architectural Design Thesis I/ Architectural Design Thesis II Coordinator
    - b) Architectural Design Thesis I/ Architectural Design Thesis II Guide.
- 9.10. **The Architectural Design Thesis I/ Architectural Design Thesis II Guide** shall be an examiner only for the student(s) under his guidance. Marks given by the respective Architectural Design Thesis I/ Architectural Design Thesis II guides will be counted for computing the average marks for their students. However, the final award sheet of all the students of that class shall be signed by the two external examiners and counter signed by the HOD and Architectural Design Thesis I/ Architectural Design Thesis II Coordinator.
10. **MINIMUM GRADE FOR PASSING A COURSE**
  - 10.1. In case of Non-CBCS, a minimum of Grade 'S' is required to pass the course on the basis of Internal Assessment and/or External Examination as the case may be for IO and IE courses respectively, whether it is a Theory paper or Jury or Viva-Voce. A student not passing a course shall be awarded Grade 'X' and declared fail in that course. For awarding of Letter Grades, please refer to Table 2.
  - 10.2. In case of CBCS, a minimum of Grade 'D' is required to pass the course and to earn the credits on the basis of Internal Assessment and/or External Examination as the case may be for IO and IE courses respectively, whether it is a Theory paper or Jury or Viva-Voce. A student not passing a course shall be awarded Grade 'F' and declared fail in that course. For awarding of Letter Grades and Grade Points, please refer to Table 3.
11. **MINIMUM MARKS FOR PASSING INTERNAL ASSESSMENT/ EXTERNAL EXAMINATION OF A COURSE**
  - 11.1. Under Non-CBCS, a student shall have to score a minimum of Fifty Percent (50%) of marks in each course of a semester in Internal Assessment and/or External Examination, whether it is a Theory paper or Jury or Viva-Voce.
  - 11.2. Under Non-CBCS, a student scoring less than fifty percent (50%) of marks in a course of a semester in Internal Assessment and/or External Examination shall be declared fail in that course.



- 11.3. Under CBCS, a student shall have to score a **minimum of Forty Five Percent (45%)** of marks in each course of a semester in Internal Assessment and/or External Examination, whether it is a **Theory paper or Jury or Viva-Voce**.
- 11.4. Under CBCS, a student scoring less than forty five percent (45%) of marks in a course of a semester in Internal Assessment and/or External Examination shall be declared fail in that course.
- 12. FAILURE IN INTERNAL ASSESSMENT**
- 12.1. A student who is declared fail in the Internal Assessment of any course in a semester shall have to **re-appear** only in the Internal Assessment of that particular course, in the subsequent academic year.
- 12.2. A Re-appearing Student shall co-ordinate with the concerned Course Coordinator/Faculty for classwork, notes, assignments, exam dates, input sessions, etc.
- 13. FAILURE IN EXTERNAL EXAMINATION**
- 13.1. A student who is declared fail in the External Examination of any course, except studio courses, in a semester shall have to **re-appear** only in the External Examination of that particular course, in the subsequent academic year.
- 13.2. A Re-appearing Student shall co-ordinate with the concerned Course Coordinator/Faculty for classwork, notes, assignments, exam dates, input sessions, etc.
- 14. FAILURE IN EXTERNAL EXAMINATION OF STUDIO COURSES**
- 14.1. A student, who is declared fail in Jury (external examination) of any studio course, other than Architectural Design Thesis I / Architectural Design Thesis II, shall not be promoted to the next higher semester/ year even if he fulfills all other conditions of promotion to the next higher semester/ year as per Section 16.2 and Section 17.2. There shall be no carry-over after failing a Jury Examination. The student shall **repeat the studio course** along with the regular students in a subsequent academic year.
- 14.2. A Student repeating a studio course shall have the choice to repeat any or all of the other courses during the same time in order to improve the grades obtained, if desired, or retain the grades of courses already passed. The student shall exercise this choice at the time of registration for the semester.
- 15. FAILURE IN EXTERNAL EXAMINATION OF ARCHITECTURAL DESIGN THESIS I/ ARCHITECTURAL DESIGN THESIS II**
- 15.1. A student who is declared fail in Jury (external examination) of Architectural Design Thesis I/ Architectural Design Thesis II shall have to **repeat the Architectural Design Thesis I/ Architectural Design Thesis II**, on the same topic or a new topic, in a subsequent academic year along with regular students.
- 15.2. A Student repeating the Architectural Design Thesis I/ Architectural Design Thesis II shall have the choice to repeat any or all of the other courses during the same time in order to improve the grades obtained, if desired, or retain the grades of courses already



passed. The student shall exercise this choice at the time of registration for the semester.

15.3. A student shall be awarded a Grade 'I' for incomplete work only if he applies for it and he shall be generally allowed to appear for an Improvement Examination not later than three months from date of the first examination. Upon successful completion, the student shall be awarded a passing grade not higher than Grade 'F' (under Non-CBCS) or Grade 'C' (under CBCS).

15.4. A student seeking Grade 'I' for incomplete work shall have to submit the application on a prescribed format (included in Annexure C) to the HoD for recommendation and forwarding to the Principal for approval.

## 16. PROMOTION TO NEXT SEMESTER

16.1. Promotion to next higher semester shall happen only if the student fulfills the pre-requisites for promotion as given below:

### STAGE ONE

(i). From Semester I to Semester II

Pre-requisite for promotion under Non-CBCS:

a) Passing with **minimum Grade 'S'** in all studio courses of Semester I

Pre-requisite for promotion under CBCS:

a) Passing with **minimum Grade 'D'** in all studio courses of Semester I

(ii). From Semester III to Semester IV

Pre-requisite for promotion under Non-CBCS:

a) Passing with **minimum Grade 'S'** in all studio courses of Semester III

Pre-requisite for promotion under CBCS:

a) Passing with **minimum Grade 'D'** in all studio courses of Semester III

(iii). From Semester V to Semester VI

Pre-requisite for promotion under Non-CBCS:

a) Passing with **minimum Grade 'S'** in all studio courses of Semester V

b) Passing at least **Fifty percent (50%)** of the total number of non-studio courses, rounded off to nearest whole number, in Semester IV

c) **No Carry-over course or courses** from Semester II

Pre-requisite for promotion under CBCS:

a) Passing with **minimum Grade 'D'** in all studio courses of Semester V

b) Passing at least **Fifty percent (50%)** of the total number of non-studio courses, rounded off to nearest whole number, in Semester IV

c) **No Carry-over course or courses** from Semester II

### STAGE TWO

(i). From Semester VII to Semester VIII

Pre-requisite for promotion under Non-CBCS:

a) Passing with **minimum Grade 'S'** in all studio courses of Semester VII

b) Passing at least **Fifty percent (50%)** of the total number of non-studio courses, rounded off to nearest whole number, in Semester VI

c) **No Carry-over course or courses** from Semester IV



Pre-requisite for promotion under CBCS:

- a) Passing with **minimum Grade 'D' in all studio courses** of Semester VII
  - b) Passing **at least Fifty percent (50%) of the total number of non-studio courses**, rounded off to nearest whole number, in Semester VI
  - c) **No Carry-over course or courses** from Semester IV
- (ii). From Semester IX to Semester X

Pre-requisite for promotion under Non-CBCS:

- a) Passing with **minimum Grade 'S' in all studio courses** of Semester IX
- b) Passing **at least Fifty percent (50%) of the total number of non-studio courses**, rounded off to nearest whole number, in Semester VIII
- c) **No Carry-over course or courses** from Semester VI

Pre-requisite for promotion under CBCS:

- a) Passing with **minimum Grade 'D' in all studio courses** of Semester IX
- b) Passing **at least Fifty percent (50%) of the total number of non-studio courses**, rounded off to nearest whole number, in Semester VIII
- c) **No Carry-over course or courses** from Semester VI

- 16.2. A student not getting promoted to next higher semester shall be detained and shall have to repeat those courses in which he got an 'X' grade (under Non-CBCS)/ 'F' grade (under CBCS) in the same semester in a subsequent academic year.
- 16.3. However, students thus detained shall have a choice to repeat any or all of the other courses during the same time in order to improve the grades awarded, if desired, or retain the grades of courses already passed. Students shall exercise this choice at the time of registration in the semester.

**17. PROMOTION TO NEXT YEAR**

- 17.1. Promotion to next higher year shall happen only if the student fulfills the pre-requisites for promotion as given below:

**STAGE ONE**

- (i) From Year I to Year II (Semester II to Semester III)

Pre-requisite for promotion under Non-CBCS:

- a) Passing with **minimum Grade 'S' in all studio courses** of Semester II

Pre-requisite for promotion under CBCS:

- a) Passing with **minimum Grade 'D' in all studio courses** of Semester II

- (ii) From Year II to Year III (Semester IV to Semester V)

Pre-requisite for promotion under Non-CBCS:

- a) Passing with **minimum Grade 'S' in all studio courses** of Semester IV
- b) Passing **at least Fifty percent (50%) of the total number of non-studio courses**, rounded off to nearest whole number, in Semester III

- c) **No Carry-over course or courses** from Semester I

Pre-requisite for promotion under CBCS:

- a) Passing with **minimum Grade 'D' in all studio courses** of Semester IV
- b) Passing **at least Fifty percent (50%) of the total number of non-studio courses**, rounded off to nearest whole number, in Semester III
- c) **No Carry-over course or courses** from Semester I



- (iii) From Year III to Year IV (Semester VI to Semester VII)

Pre-requisite for promotion under Non-CBCS:

- a) Passing with **minimum Grade 'S'** in all studio courses of Semester VI
- b) Passing at least **Fifty percent (50%)** of the total number of non-studio courses, rounded off to nearest whole number, in Semester V
- c) **No Carry-over course or courses** from Semester III

Pre-requisite for promotion under CBCS:

- a) Passing with **minimum Grade 'D'** in all studio courses of Semester VI
- b) Passing at least **Fifty percent (50%)** of the total number of non-studio courses, rounded off to nearest whole number, in Semester V
- c) **No Carry-over course or courses** from Semester III

**STAGE TWO**

- (i) From Year IV to Year V (Semester VIII to Semester IX)

Pre-requisite for promotion under Non-CBCS:

- a) Successful completion of Training and passing with **minimum Grade 'S'** in Semester VIII
- b) Passing at least **Fifty percent (50%)** of the total number of non-studio courses, rounded off to nearest whole number, in Semester VII
- c) **No Carry-over course or courses** from Semester V

Pre-requisite for promotion under CBCS:

- a) Successful completion of Training and passing with **minimum Grade 'D'** in Semester VIII
- b) Passing at least **Fifty percent (50%)** of the total number of non-studio courses, rounded off to nearest whole number, in Semester VII
- c) **No Carry-over course or courses** from Semester V

- 17.2. A student not getting promoted to next higher year shall be detained and shall have to repeat those courses in which he got an 'X' grade (under Non-CBCS)/ 'F' grade (under CBCS) in the same semester in a subsequent academic year.
- 17.3. However, students thus detained shall have a choice to repeat any or all of the other courses during the same time in order to improve the grades awarded, if desired, or retain the grades of courses already passed. Students shall exercise this choice at the time of registration in the semester.

**18. CARRY - OVER**

- 18.1. Carry-over shall be permitted only for IE courses having a theory paper/ viva-voce. There shall be no carry-over of an IO course or a course having a Jury examination and their respective grades shall be final.
- 18.2. A student promoted to the next semester/year, shall be permitted to carry-over a course or courses, in which he was awarded an 'X' grade (under Non-CBCS)/ 'F' grade (under CBCS), into subsequent academic year, in order to re-appear in the internal assessment and/or external examination of that course when it is held in a subsequent academic year.
- 18.3. Marks of Internal Assessment of a course shall remain intact for carry-over if the student is re-appearing in the external examination only.



- 18.4. **Marks of External Examination of a course shall remain intact** for carry-over if the student is re-appearing in the internal assessment only.
- 18.5. A student obtaining higher marks in the carry-over course shall be awarded the corresponding higher grade but not higher than grade 'F' (under Non-CBCS) or grade 'C' (under CBCS).

**19. STUDENT EXCHANGE & CREDIT TRANSFER**

- 19.1. A semester and accordingly its credits/ marks/ grades can be exchanged with the institute/ university with whom a MoU has been signed to that effect, or if approved by the competent authority.
- 19.2. A student enrolled in any department of the School undergoing an exchange program elsewhere can earn credits/ marks/ grades equivalent to exchanged semester's credits/ marks/ grades in the host institute. Equivalent courses will be approved by the Advisory Committee of the department.
- 19.3. Students may enroll as casual students in any department of the School with the permission of the Principal on the recommendation of the respective Head of Department, and approval of the Dean (Academic). Casual students shall pay the fee/ or waived off as per MoU, as decided by the competent authority.
- 19.4. At any time the maximum number of students in any department permitted to be exchanged, outgoing and incoming, shall be as approved by the Principal, from time to time.

**20. DETENTION**

- 20.1. A student may not be promoted to the next semester/ year and shall be detained to repeat any or all courses of a semester due to any one or more of the following reasons:
- Shortage of the attendance** to qualify for appearance in external examination of a course or courses
  - Failure in an external examination of a Studio course (Jury)** by award of grade 'X' (under Non-CBCS) or grade 'F' (under CBCS) by the jury
  - Failure in more than Fifty percent (50%) of the total number of Non-Studio courses** of a semester
  - Carry-over course or courses** from previous semesters that are not allowed
  - Disciplinary action** for malpractice or using unfair means in an examination
- 20.2. However, students thus detained shall have a choice to repeat any or all of the other courses during the same time in order to improve the grades awarded, if desired, or retain the grades of courses already passed. Students shall exercise this choice at the time of registration in the semester.

**21. ZERO - YEAR**

- 21.1. A student who is unable to pursue studies during a semester or appear in an External Examination due to unforeseen/ extraordinary circumstances viz. 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.



- 21.2. Zero-Year will be granted on the clear recommendation of HOD and approved by a Committee constituted by the Principal.
- 21.3. Zero-Year will not be counted as a year for the purpose of Time Bar and will not affect the eligibility of students for any scholarships or awards including award of degree classification.
- 21.4. Zero-Year may be availed not more than twice in the duration of the program by undergraduate students.
- 21.5. A student, having availed of the Zero-Year, shall repeat the full semester not completed due to the 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.

## **22. TIME BAR**

- 22.1. Students of B. Arch shall be required to pass
  - (a) STAGE ONE (Semester I to Semester VI) within **Five (5)** academic years from the semester of admission (including zero year, if any), as per COA norms, as may be amended from time to time;
  - (b) STAGE TWO (Semester VII to Semester X) within **Eight (8)** academic years from the semester of admission (including zero year, if any), as per COA norms, as may be amended from time to time.
- 22.2. Students who do not pass the examinations within these prescribed time limits shall cease to be the student of B.Arch. and such students shall leave the program permanently and shall not be allowed to re-join, except with the provisions of Zero-Year, as prescribed in sections 21.1 to 21.5.

## **23. DECLARATION OF MARKS**

- 23.1. Marks of all Internal Assessments shall be generally declared by the Head of Department at least one week before the start of theory paper examinations to be held at the end of a semester, except for courses having jury/ viva-voce examination. Dean shall notify the due date for such declarations well in advance.
- 23.2. Marks of Architectural Design Thesis I/ Architectural Design Thesis II Jury shall be generally declared by the Head of Department immediately after the jury. Final Marks and Grades will be declared later only after the moderation of results.

## **24. MODERATION OF MARKS & GRADES**

- 24.1. Moderation shall be left to the discretion of the Grade Moderation Committee (GMC). A student cannot seek moderation of grades as a matter of right. The recommendations of the GMC will be forwarded to the Dean (Academic) whose decision shall be final and binding.
- 24.2. If more than or equal to 25% of students (rounded-off to the nearest whole number) get less than 45% marks (50% marks in case of Non-CBCS) in the evaluation of any course, passing marks may be reduced to 40% (45% in case of Non-CBCS) and the percentage marks interval of Grade 'D' shall be 40 – 54.99 (in case of Non-CBCS, the percentage marks interval of Grade 'S' shall be 45 – 54.99).

*[Handwritten signatures and stamps]*



- 24.3. GMC shall have the power to moderate the marks by up to 5% of the total marks of a course, up to a maximum of two courses, but only to enable a student to achieve the minimum grade to pass. Marks of other students for the same evaluation shall not be moderated. This provision shall not apply to any course with a jury examination.
- 24.4. Under Non-CBCS, a CPS between 49% and 50% can be moderated to 50% on recommendation of Grade Moderation Committee.
- 24.5. Under CBCS, a CGPA between 4.9 and 5.0 can be moderated to 5.0 on recommendation of Grade Moderation Committee.

## 25. DECLARATION OF RESULTS

- 25.1. Result of examinations of any semester shall be generally declared by the University **before the commencement of registration** of the next semester. In any case declaration of results shall **not be later than eight weeks** after the last day of theory examinations, except in case of emergency and/or any other circumstance beyond human control and/or force majeure.
- 25.2. If the declaration of result of examinations of any semester is delayed beyond the prescribed timeline for whatsoever reason, the student(s) may be promoted to the next higher semester/ year 'provisionally'. This provisional promotion shall be at the sole responsibility of the student. After the declaration of results, the promotion rules as prescribed in sections 16 and 17 shall apply and any provisional promotion whatsoever shall stand cancelled.
- 25.3. The Marks Sheet/ Grade Sheet/ Transcripts shall be issued by the University and made available to students generally within **thirty (30) days** from the declaration of results of a particular semester,
- 25.4. The Degree Certificate shall be issued by the University.

## 26. RE - EVALUATION & RE - TOTALLING OF MARKS

There shall be no re-evaluation of answer sheets. However, re-totalling can be done, on request of the candidate, on payment of fees prescribed from time to time, as per the University Rules.

## 27. REQUIREMENT FOR AWARD OF DEGREE

- 27.1. Under Non-CBCS, a student should have secured a minimum Cumulative Performance Score (CPS) of 50% and passed all the courses with no carry-overs to be eligible for award of Degree.
- 27.2. Under CBCS, a student should have secured a minimum Cumulative Grade Point Average (CGPA) of 5.0, along with the required earned credits as per academic program scheme.
- 27.3. The student should have cleared all the pre-requisites, including payment of fees, obtaining of 'No Dues' from all concerned departments/ sections of the school, etc.

## 28. CLASSIFICATION OF DEGREE

There shall be no classification of results of the semester examinations. The result will be classified only at the end of an academic program, as follows:



**Under Non-CBCS**

- i. Students obtaining CPS between 50% and 59.99% shall be awarded Second Class.
- ii. Students obtaining CPS between 60% and 74.99% shall be awarded First Class.
- iii. Students obtaining CPS between 75% and 84.99% shall be awarded First Class with Distinction.
- iv. Students obtaining CPS of 85% and above shall be awarded First Class with Honors.

**Under CBCS**

- i. Students obtaining CGPA between 5.0 and 5.99 shall be awarded Second Class.
- ii. Students obtaining CGPA between 6.0 and 7.49 shall be awarded First Class.
- iii. Students obtaining CGPA between 7.5 and 8.49 shall be awarded First Class with Distinction.
- iv. Students obtaining CGPA of 8.5 and above shall be awarded First Class with Honors.

**29. MALPRACTICES AND USE OF UNFAIR MEANS**

- 29.1. 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 grade 'F' in that course.
- 29.2. Use of unfair means by a student, including breach of discipline, disturbing or disrupting the examination shall be a cause for disciplinary action by the competent authority as recommended by the Control of Unfair Means Committee (CUMC), ranging from:
- i. Award of grade 'X' (under Non-CBCS) or grade 'F' (under CBCS) in the specific examination where unfair means were used,
  - ii. Award of grade 'X' (under Non-CBCS) or grade 'F' (under CBCS) in all courses of the semester,
  - iii. Debarring from award of any academic medals/ prizes, distinction, honors, etc., and
  - iv. Expulsion for a specified period or rustication from the School.
- 29.3. Any disciplinary action related to the conduct of theory examination shall be based on the report of the Superintendent of Examinations submitted to the Controller of Examinations and forwarded to Control of Unfair Means Committee (CUMC).
- 29.4. Plagiarism in any form is discouraged. Any case of plagiarism, brought to the notice of CUMC will be dealt with in accordance with Section 29.1 to Section 29.5 of these rules. As per the UGC guidelines, only up to **Ten percent (10%)** similarity is acceptable for any document/ report/ thesis/ dissertation, etc. The plagiarism shall be checked through software/ websites like TURNITIN and/or URGUND, etc.
- 29.5. The recommendations of CUMC will be forwarded by the Dean (Academic) to the Principal, whose decision shall be final and binding.



29.6. The School reserves the right to withdraw/ cancel or 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 at a later stage.

30. **DISCRETIONARY POWERS OF ACADEMIC ADMINISTRATION**

The Principal may, for reasons to be recorded in writing, relax any provisions of these Rules of Examination on the clear written recommendations of the Head of the Department and Dean (Academic) except the requirement of attendance as stipulated in sections 7.1 to 7.15 of these rules. This will however be subject to the approval of the Board of Studies in Architecture (BOSA).



### ANNEXURE A: SGPA & CGPA (Only in case of CBCS)

#### A.1 CALCULATION OF SGPA

Based on Credits of the course and Grade Awarded, Points Secured is calculated as the product of Earned Credit and Grade Points of that particular course. SGPA is calculated as ratio of Total Points Secured and Registered Credits for the Semester.

##### Illustration 1 (Bachelor of Architecture):

#### A.1.1 SGPA Calculation for Semester – I

Course Code	Registered Course Credit	Grade Awarded	Earned Credits	Grade Points	Points Secured
AF1011S	5	B	5	6	30
AA1012S	2	C	2	5	10
AA1011L	3	A	3	8	24
AA1012L	3	A+	3	9	27
AA1013L	4	B	4	6	24
AH1014L	3	B+	3	7	21
AE1011P	2	C	2	5	10
<b>TOTAL</b>	<b>22</b>	<b>-</b>	<b>22</b>	<b>-</b>	<b>146</b>

$$SGPA = \frac{\text{Total Points Secured in a Semester}}{\text{Registered Credits for the Semester}} = \frac{146}{22} = 6.63$$

#### A.1.2 SGPA Calculation for Semester – II

Course Code	Registered Course Credit	Grade Awarded	Earned Credits	Grade Points	Points Secured
AF1021S	5	F	0	0	0
AA1022S	2	C	2	5	10
AA1021L	3	A	3	8	24
AA1022L	3	A+	3	9	27
AE1021P	2	F	0	0	0
AA1022P	3	B+	3	7	21
AE1023P	3	C	3	5	15
<b>TOTAL</b>	<b>21</b>	<b>-</b>	<b>14</b>	<b>-</b>	<b>97</b>

$$SGPA = \frac{\text{Total Points Secured in a Semester}}{\text{Registered Credits for the Semester}} = \frac{97}{21} = 4.61$$

#### A.2 CALCULATION OF CGPA

CGPA is calculated as the Cumulative Points Secured and the Cumulative Earned Credits. For CGPA the courses counted are only those in which the student gets passing grades.

##### Illustration 2 (Bachelor of Architecture):

#### A.2.1 CGPA Calculation for Semester – I and Semester – II

$$CGPA = \frac{\text{Cumulative Points Secured}}{\text{Cumulative Earned Credits}} = \frac{146 + 97}{22 + 14} = 6.75$$



School of Architecture Jammu

GCET Campus, Chak Bhalwal, Jammu

RULES OF EXAMINATION of B. Arch. Degree Program

**ANNEXURE B: PRESCRIBED FORMAT FOR APPLYING FOR  
CONDONATION (Only in case of shortage of attendance)**

**B.1 APPLICATION FOR CONDONATION**

Principal  
School of Architecture  
Jammu

**Sub:** Condonation of attendance

**Forwarded through the Head of the Department**

Respected Sir/ Madam,

I, (Name of the student), a student of Semester (Semester of study), bearing Roll Number (Roll Number of the student), would like to inform you that I could not attend my classes regularly during the semester because of the following reasons:

1. (Reason of absence from the class)
2. (Reason of absence from the class)

Because of this my attendance is falling short of the mandatory 75%. As on date, my attendance details are as given under:

- |                         |                                  |
|-------------------------|----------------------------------|
| 1. (Name of the course) | (Attained Attendance percentage) |
| 2. (Name of the course) | (Attained Attendance percentage) |
| 3. (Name of the course) | (Attained Attendance percentage) |
| 4. (Name of the course) | (Attained Attendance percentage) |
| 5. (Name of the course) | (Attained Attendance percentage) |

I therefore request you to kindly condone my attendance and I assure you that I will maintain my attendance in future.

Thanking you,

Yours faithfully,

(Signature of the student)  
(Name of the student)  
(Semester of study)  
(Roll Number)

(Signature of the HoD)

BoSA Approval on 20.01.2020

Annexure B



**ANNEXURE C: PRESCRIBED FORMAT FOR APPLYING FOR GRADE 'I'**  
**(Only in case of Incomplete Work in Architectural Design Thesis – I/**  
**Architectural Design Thesis – II)**

**C.1 APPLICATION FOR GRADE 'I'**

Principal  
School of Architecture  
Jammu

**Sub:** Application for Grade 'I'

**Forwarded through the Head of the Department**

Respected Sir/ Madam,

I, (Name of the student), a student of Semester (Semester of study), bearing Roll Number (Roll Number of the student), would like to inform you that I could not complete my work for my Architectural Design Thesis I/ Architectural Design Thesis II, because of the following reasons:

1. (Reason of incomplete work)
2. (Reason of incomplete work)

Because of this I will not be able to appear for the final external examination for the above-mentioned course or courses, as per the dates given under:

- |                         |                                |
|-------------------------|--------------------------------|
| 1. (Name of the course) | (Date of External Examination) |
| 2. (Name of the course) | (Date of External Examination) |

I therefore request you to kindly allow me to skip the external examination and grant me Grade 'I'. Further I assure you that I will complete my work and appear for the above-mentioned external examination with in next three months, failing which I would be marked with Grade 'X' (under Non-CBCS) or Grade 'F' (under CBCS).

Thanking you,

Yours faithfully,

(Signature of the student)  
(Name of the student)  
(Semester of study)  
(Roll Number)

(Signature of the HoD)