MANUAL

for
Under Graduate Programmes
(RULES & REGULATIONS)

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Academic Ordinances

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

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

These ordinances, on approval by the Senate & Board of Governors, shall supersede all the corresponding earlier set of ordinances/ rules of the Institute, with all the amendments thereto, and shall be binding on all students. However, the effect of year-to-year (periodic) refinements in the Academic Rules & Regulations and Curriculum, on the students admitted in earlier years, shall be dealt with appropriately and carefully, so as to ensure that those students are not subjected to any unfair situation whatsoever, although they are required to conform to these revised set of ordinances.

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Preface

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

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

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

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Vision & Mission

Vision of the Institute

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

Mission

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

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Abbreviations

BoG	Board of Governors
BoD	Board of Discipline
CGPA	Cumulative Grade Point Average
DASA	Direct Admission of Students Abroad
DPGC	Departmental Post Graduate Committee
DAC	Departmental Admission Committee
DUGC	Departmental Under Graduate Committee
GMC	Grade Moderation Committee
HoD	Head of the Department
UG	Under Graduate
PG	Post Graduate
SGPA	Semester Grade Point Average
SPGC	Senate Post Graduate Committee
SRC	Student Research Committee
SUGC	Senate Under Graduate Committee
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) programme of the Institute
- **"Board"** shall mean Board of Governors of the Institute
- **"CGPA"** shall mean the Cumulative Grade Point Index of a student
- **"Controller of Examinations"** shall mean the faculty in-charge of examinations
- **"Coordinator/Superintendent of Examinations"** shall mean the faculty in-charge for the actual conduct of all the examinations
- **"Council"** shall mean the SPA Council of School of Planning & Architecture in India
- **"Course Structure"** shall mean the curriculum of UG programme with list of subjects, credits and the structure
- **"Course / Subject"** shall mean a curricular component identified by a designated code number and a title
- **"Course / Subject Coordinator"** shall mean a faculty member who shall have full responsibility for the course, coordinating the work of other faculty member(s) involved in that course, including examinations and the award of grades
- "**Dean-A**" shall mean the Dean Academic, SPA Vijayawada
- **"SPGC"** shall mean the Senate's Post Graduate Committee of the Institute
- **"Studio"** shall mean the design studio of architecture, and planning studio of planning programme.
- **"SUGC"** shall mean the Senate's Under Graduate Committee of the Institute
- **"DPGC"** shall mean the Departmental Post Graduate Committee of the respective Department
- **"DUGC"** shall mean the Departmental Under Graduate Committee of the respective Department
- **"Degree"** shall mean the B.Plan. / B.Arch. degree and such other degrees of the Institute as may be approved by the Board

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- **"Educational Institution"** shall mean those institutions which offer Bachelor's and/or higher degrees in Planning/Architecture/Science/Engineering/Technology/ management, humanities, etc.
- **"Grade Moderation Committee"** shall mean the committee appointed by the department to moderate grades awarded by the course coordinators in different courses in a semester at a given level of a curriculum
- **"Institute" or "SPAV"** shall mean the School of Planning & Architecture Vijayawada, Andhra Pradesh, India
- **"Minimum Registration Period"** shall mean the minimum period for which a student must be registered for the Under graduate degree
- **"Provisional Degree"** shall mean a certificate issued by Registrar for student who has successfully completed the requirements of degree, before the actual degree certificate
- **"Teaching Scheme"** shall mean the scheme of teaching and examination for a UG programme approved by the Senate
- **"Theory"** subject refers to all subjects having internal assessments and semester-end examination, and as defined by the approved curriculum of the Department
- **"Transcript"** shall mean a copy of the student's semester grade report issued by Registrar/Dean Academic
- **"Semester"** shall mean semester as notified by the Academic Calendar of the School. There are two semesters in one academic year
- **"SGPA"** shall mean the Semester Grade Point Index of a student
- **"SC/ST/OBC"** shall mean the scheduled castes, scheduled tribes and other backward class (non-creamy layer) as notified by the Government of India from time to time
- **"Department"** would mean any academic department or a centre imparting education and/or pursuing research

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Chapter 1

Introduction

1.1 About the Institute

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

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

1.2 Dean (Academic)

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

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

(i) To execute the policy of the Senate in the conduct of Post Graduate, Ph.D. and other research programmes including the examination of the thesis.
(j) To co-ordinate for the conduct of convocation.
(k) All proposals to modify the teaching programmes will be considered first by all the Deans of the School, and if approved will be sent to the Senate for formal approval.
(l) To admit sponsored Early Faculty Induction Programme and Quality Improvement Programme candidates.
To take suitable steps from time to time to strive for the high academic standards.

1.3 Office of the Dean (Academic):

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

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

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

1.4 Senate Under Graduate Committee (SUGC)

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

1.4.1 Constitution of SUGC

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

1. Chairperson, SUGC shall be nominated by the Chairperson, Senate.
2. Convener, DUGC from all Academic Departments — Member
3. Controller of Examination — Member
4. Chairperson, SPGC — Member
5. Two Nominees of Chairperson, Senate (from the Institute) — Member
6. Two Students, one each from B.Plan/B.Arch. — Member

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

1.4.2 Jurisdiction of SUGC

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

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

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1.4.3 Functions of SUGC

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

1.5 Departmental Advisory Committee (DAC)

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

1.5.1 Functions of DAC

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

a. The new PG/UG programmes as recommended by DPGC/DUGC
b. The new courses as recommended by DPGC/DUGC
c. Periodic evaluation of academic performance of programmes
d. Any other matter referred by SUGC/SPGC/Senate.

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

1.5.2 Constitution of DAC:

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

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

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

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1.6 Departmental Faculty Board (DFB)

The Departmental Faculty Board (DFB) shall consist of all the faculty members of a Department/Centre. The meeting of the DFB shall be convened as and when required to be decided by the HoD or as mentioned in the manual.

1.7 Departmental Under Graduate Committee (DUGC)

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

1. The Head of the Department (HoD) as Chairperson, DUGC
2. Convener, to be nominated among the Department Faculty in DFB *(Preferably seniority be followed).*
3. Convener, DPGC
4. Two faculty members to be nominated by the HoD in consultation with Convener, DUGC from the Department/Centre; *[In case there are not sufficient faculty members, Chairperson, Senate may nominate faculty from other departments of the Institute]*
5. One faculty member from other department/centre to be nominated by the HoD in consultation with Convener, DUGC

6. Two students (one each from B.Plan. /B.Arch.). The student members shall be nominated for a period of one year by the HoD.

The DUGC Convener shall be nominated by all the Faculty members in the meeting to be convened by HoD of the Department for a term of two years. The duration of the Committee shall be two years.
The student members shall not participate when the cases of academic evaluation of individual students are being considered. Although, the student member's opinion may be sought prior to taking any decision.

1.7.1 Responsibilities of DUGC

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

The DUGC shall ensure that all the Rules and Procedures given in this manual are adhered to and implemented without any change. While considering an issue if the manual does not specifically mention something, the same shall be forwarded to Senate through DAC/SUGC for its consideration.
The DUGC is expected to have its meeting regularly and to keep record of its decisions. DUGC shall meet at least four times in an academic year.

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Chapter 2

Academic Programmes

2.1 Undergraduate Programmes

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

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

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2.1.1 Department of Architecture:

The course structure and syllabus of the B.Arch programme is designed in coherence with the Model Curriculum of *Council of Architecture* for B.Arch. The Programme is divided into ten semesters with a total of 300 credits i.e. 30 credits per semester. Each semester has a combination of Architectural studio, lab based subjects and theory courses.

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

2.1.2 Department of Planning:

The course structure and syllabus of the B.Planning programme is designed in coherence with the Model Curriculum of *All India Council for Technical Education* for B.Plan. The programme is divided into eight semesters with a total of 240 credits i.e. 30 credits per semester. Each semester has a combination of planning studio, lab based subjects and theory courses. The first four semesters focus on core theories and techniques in planning, while the final four semesters help develop advanced skill sets with domain specializations.

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

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

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Chapter 3

Admissions

3.1 Academic Session

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

Semester I (Odd Semester): Starts in the First/ Second week of July and ends in the last week of November.

Semester II (Even Semester): Starts in the Second/ Third week of December and ends in the beginning of May.

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3.2 Academic Calendar

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

3.3 Admission Procedures

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

3.4 B.Arch and B.Planning

Candidates qualifying in JEE (Main) Paper-2 (B.Arch/ B.Planning) are eligible for admission to the Institute in the UG Programmes. However, merely qualifying in these examinations does not guarantee admission in any of the Institute. Each academic program has additional eligibility requirements, which candidates have to satisfy to get admission.

3.5 Seats Distribution in Bachelor of Architecture and Bachelor of Planning

- The institute offers 75 seats (excluding 15% supernumerary quota) under B.Arch, 05 year / 10 semester degree programme in the Department of Architecture.
- The institute offers 30 seats (excluding 15% supernumerary quota) under B.Planning, 04 year / 8 semester degree programme in the Department of Planning.

3.6 Reservation Policy in Admission

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

3.7 Admission under DASA Programme

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

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3.8 Withdrawal of Admission

The withdrawal procedure for various undergraduate programmes is based on JoSAA & SPAV rules and regulations as applicable at the time of admission.

3.9 Cancellation of Admission

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

3.10 Refund

The refund procedure for various undergraduate programmes is based on JoSAA and SPA Vijayawada rules and regulations as applicable.

Chapter 4

Registration

4.1 Registration

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

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4.2 Semester Load Requirements

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

4.2.1 Changing of Electives

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

4.3 Late Registration

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

Senate. Such application shall only be considered if forwarded and recommended by the concerned Head of Department based on genuineness of the case.

4.4 Non Registration

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

4.5 Cancellation of Registration

Absence for a period of three or more weeks at a stretch during a semester shall result in automatic cancellation of the registration of a student from all the courses in that semester. The names of such students may be informed to the Dean Academic by the Head of the Department on the recommendations of the DUGC.

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4.6 Withdrawal from Course

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. The Senate may grant permission to withdraw from a programme or from the additional part of a programme after considering the submission/circumstances faced by the student and the recommendations of the supervisor (if there is one), DUGC, and SUGC. Once the student has withdrawn he/she cannot claim for the said surrendered seat again. He/ She will have to admit afresh to pursue the programme.

Chapter 5

Teaching and Academics

5.1 Teaching

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

5.2 Medium of instruction

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

5.3 Duration of Courses

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

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5.4 Conduct of Courses

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

5.5 Academic Requirements

5.5.1 Minimum and Maximum Duration

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

5.6 Residential, Duration and Academic Requirements

The following table lists the minimum residential and maximum duration allowed in the programme, and credits requirements for graduation in the various B.Plan/ B.Arch programmes. Course work includes only theory / jury course units. To satisfy the minimum residential period requirement, registration must be over consecutive semesters; exception will be made only if the student is on authorized leave. Maximum duration is counted from the student's first registration date.

Programme	Total Credits	Credits Through Course Work	Credits Through Studio/Research	Minimum Residential Period	Maximum Duration of the Programme
B.Plan	240	120	120	04 Years	06 Years
B.Arch	300	150	150	05 Years	08 Years

5.6.1 Extension of Programme

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

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5.6.2 Graduation

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

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

5.6.3 Award of Degrees

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

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

Chapter 6

Examination & Evaluation

6.1 Evaluation and Assessment

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

The consolidated marks of all internal assessments, including mid-semester examination of each subject is prepared by the subject coordinator(s) (in the format given by exam section/Department) and made available to students for feedback/comment and discrepancies, if any, as may be pointed out by any student may be rectified by the subject coordinator(s) and thereafter the results are finalized and submitted within the time limit.

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

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

6.2 End Semester Examinations

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

For a course, where more than one faculty member is involved in teaching one of them shall act as coordinator (as nominated by Head of the Department). Two sets of Question papers along with key for theory exams are prepared for each subject as per the instructions circulated by Controller of Examinations for each examination and submitted to exam section in a sealed cover. One of the question papers is set for regular end examination, while the other set is reserved for the supplementary exams, if required.

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Evaluation of the answer scripts is done by the respective subject coordinator(s), unless otherwise nominated. The evaluation is done in a centralized manner were the concerned faculty have to be present and evaluate the answer sheets. No faculty member is allowed to take the answer sheets out of the evaluation hall for marking. Any body found doing so will be viewed seriously and may face disciplinary action.

6.3 Results of Examinations

Final consolidated marks of all the internal assessments and end semester evaluation for all subjects, batch wise will be submitted to COE through Head and Dean Academic by DUGC Convener within five days after the conduction of exam, the results are declared by the Examination Section.

6.4 Award of Grades

“A teacher is the best judge in awarding the grades”. However, he/she has to be impartial, logical and maintain complete transparency while awarding grades. The Institute follows absolute grading system.

A student is awarded a letter grade in each course he/she is registered for, indicating his/her overall performance in that course. There are seven letter grades: A, B, C, D, E, E* and F. Grade E* is awarded to students who clear the subject in supplementary examinations.

6.5 The guidelines for the award of grades:

1. No student can pass a subject without securing at least 40% marks in Internal Assessment and 40% marks in semester-end examination.
2. The overall pass percentage shall be 50% including internal assessment and semester-end examination together.
3. No student can appear in the end semester examination if he/she fails in the internal assessment of subject and declared as failed in the regular end examination in that subject. He/she has to appear in Summer Classes to clear the internal assessment and appear for supplementary examinations, such subject is called as "Carry Forward Subjects".
4. If the student doesn't fulfill "point 5 of 6.5" the student has to attend summer classes to clear the internal assessment and appear for supplementary exam.
5. If the student fails in more than four subjects in a semester, he shall not be allowed to register in next semester till he/she clears his/her backlog. Such student has to repeat the subject as and when offered (by repeating the Semester/Year)
6. All evaluations of different components of a course announced in the course plan shall be done in marks for each student.
7. Absence from any of the semester-end exams will be considered as failure to attain minimum academic requirements, i.e., failure in the examination.
8. The marks of various components shall be added to get total marks secured on a 100-point scale.
9. For any course, the table in Clause 6.9 will be used to award grades corresponding to the secured marks.
10. A student getting F grade in a course due to non-fulfillment of minimum percentage of marks requirement may appear for supplementary examination as per Academic Calendar provided the student had fulfilled the attendance requirement in that course.
11. A student getting E grade in a course may be allowed to improve (both theory/studio subjects and maximum two only in each semester of an academic year) it during supplementary examination, provided he/she has passed all the courses of the Programme in first attempt and intends to improve his/her SGPA.

6.6 Grade Moderation Committee:

The grades so awarded shall be moderated by a Grade Moderation Committee (GMC) of the Department, if required with the prior approval of the Chairperson Senate. This committee will finalize the grades and the concerned teacher shall submit the final grades online as well as forward an authenticated copy of these grades to the HoD for

onward transmission to Academic Section as per the schedule mentioned in Academic Calendar. GMC shall consist of:

(a) Head of the Department
(b) Convener, DPGC
(c) Two members from DPGC
(d) Course Coordinator/Teacher/Subject Incharge

6.7 Total Credit Requirements:

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

For Bachelor of Planning Degree

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

For Bachelor of Architecture Degree

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

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6.8 Subject Marks distribution:

Each semester will consist of one or more of the following categories of subjects with the distribution of marks as shown against each of the categories. The subjects are Theory /Elective, Studio & Thesis for B.Plan/B.Arch:

Sl. No.	Category of Course	Distribution of Marks in Percentage (Total Marks)				
		Internal Evaluation (Internal Assessments)	Mid Semester Examination	End Semester Evaluation	End Semester Jury	
					Internal	External
1.	Theory Subjects	20	30	50	--	
2.	Jury Subjects/ Subject without end examination	50	-	--	50	-

3.	Planning/ Architectural Studios	20	30	--	-	50
5.	Thesis	50	--	--	--	50

6.9 Weighted Grade Points

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

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

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

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

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

6.10 Semester Grade Point Average

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

$$SGPA = \sum c_i g_i / \sum c_i \quad (i = 1 \text{ to } n)$$

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

6.11 Cumulative Grade Point Average

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

$$CGPA = \sum c_i g_i / \sum c_i$$
$$i = 1 \text{ to } m$$

Where 'm' is the number of subjects registered for in all the semesters from the First semester up to and including the semester under computation, 'c' is the number of credits allotted to a particular subject, and 'g' is the grade-point obtained by the student as per Table6.7.

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

6.12 Supplementary Exams

Supplementary examination will be conducted every semester after the regular examinations and a student is allowed to appear in a maximum of four subjects in total (Subjects of any semester):

- If a student fails in any subject(s) in the supplementary examination, the student has to clear the subjects(s) in the subsequent examination as and when conducted. Such subject shall also be called 'Carry Forward' subject.
- All 'Carry Forward' subjects of First and Second year (all four semesters) should be cleared before registering for Fourth year (Seventh Semester).

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

Supplementary examination. (Applicable also to 'carry forward' subjects resulting due to shortage of attendance, shortage of internal assessment, failure in supplementary exam).

For Studio subjects such as Architectural design studio, Planning studio and Thesis, in case failed to get 50 % in aggregate even after supplementary examination, the student has to repeat the subject as and when offered next (by repeating the semester/Year) and shall not be promoted to next semester until the subjects is cleared.

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

6.13 Summer Classes:

The students who fail in the internal assessment will have to appear in the Summer Classes to be offered in the summer break of the institute.

1. Such classes shall normally start within the week after the end of the regular examination.
2. The application on the prescribed format be invited well in time atleast one week before the start of the classes.
3. The duration of such classes should be of 5-6 weeks or as proposed by the subject coordinator(s) with the approval of Head of the department and Dean Academic.
4. The student has to attend classes and complete all the class assignment such as midterm, etc. (to be evaluate internally in subjects) to clear the internal assessment.
5. Normally a subject coordinator(s) in whose subject the student has detained should be assigned a course in the summer break, however the HoD can assign the subject to any other faculty member with full justification and approval of the Dean – A.
6. A one subject coordinator will be assigned to each subject.
7. The HoD will prepare the Time Table of the subjects being offered in the Summer break along with name of the faculty and submit it in the office of the Dean – A.
8. Such students will appear along with other students in the supplementary examination.
9. The student can appear in maximum of four subjects (including Summer Classes & Supplementary exams) at a time.

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6.14 Promotion to next semester

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

a) A Bachelor Degree student should pass all subjects of First and Second year (all four semesters) before registering for Fourth year (Seventh Semester). In case a student fails to do so, he/she shall have to repeat the year and clear all the failed subjects to be eligible to register for seventh semester.
b) No B.Arch candidate shall be eligible for Practical Training unless he/she successfully completes and declared pass in all the studio oriented subjects of earlier semesters before the commencement of Practical Training.

6.15 Appointment of Examiners for Semester End Examinations:

6.15.1 Theory Subjects

The subject incharge / coordinator of the theory subjects will be responsible to set the paper, evaluate and award of the grades of the regular/supplementary subject he/she is teaching. However the Dean – A with the permission of the Chairperson Senate can appoint any other faculty to evaluate the end semester/internal examination papers.

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6.15.2 Thesis & Studio subjects:

The Committee for the evaluation of each studio subject and Thesis will be proposed by the concerned HoD and DUGC Convener for the approval of the Chairperson Senate through Dean – A as per the following composition:

- Head of Department or his/her nominee — Chairperson
- External expert Member atleast one for every 15 – 20 students (Outside the Institute, to be nominated by Dean Academic in consultation with Chairperson, Senate)
- Two Faculty Members from the Department — Member

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

6.15.3 Jury Subjects/Subjects without end Semester evaluation:

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

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

6.16 Award of Class

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

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

Students who repeat any academic year(s) will not be awarded any class. The marks in the internal evaluation and semester-end examination and/or external jury, will be shown separately in the marks sheet. All subjects cleared through supplementary exams are to be indicated so in the marks sheet separately as “supplementary’.

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6.17 Withholding of Grades

The grades of a student may be withheld if she/he has not paid her/his dues, or if there is a case of indiscipline pending against her/him.

6.18 Re-evaluation System

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

Evaluator of the answer sheet be given prescribed remuneration per answer script. 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 Chairman, Senate.

6.19 Transcript

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

6.20 Duplicate copy of Degree Certificate

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

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

- First Information Report (FIR) in original clearly mentioning loss of original degree.
- An affidavit prepared by the Notary on a non- judicial stamp paper of Rs.10/-(The matter to be printed on the affidavit. Refer Affidavit from Annex.1)
- A copy of publication in the newspaper about the lost of the Degree Certificate.
- Copy of Final Semester Mark sheet.
- Attach a copy of the original degree conferred on him/her by SPAV (if available).
- Payment receipt (online) for a prescribed sum. The payment must be made through S.B.I Collect mode only available on the Institute website.
- Send the application along with the above mentioned documents to following address: -

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

6.21 Duplicate Migration Certificate/Provisional Certificate

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

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

Charges for issue of Certificates:

Issue of Duplicate Original Degree Certificate - as prescribed

Issue of Duplicate Provisional Degree Certificate - as prescribed

Issue of Duplicate Migration Certificate - as prescribed

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

Chapter 7

Attendance, Absence & Leave

7.1 Attendance Requirement

1. All the students are expected to be present in every lecture, tutorial/studio, practical or drawing classes scheduled for them. A undergraduate student must have a minimum attendance of 75% of the total number of classes including lectures, tutorials and Studio Classes & field visits etc. held in a course in order to be eligible to appear in the End Semester Examination for that course.
2. A student should meet the above attendance requirement irrespective of the number of days; he/she is on medical and /or other leave for any reason whatsoever. Attendance of the students shall be monitored and displayed during a semester by the concerned subject incharge.
3. The names of the students who have remained absent with or without leave, for more than 25% of the actual classes held in a course will be intimated by the Course Coordinator on the last teaching day, to the Convener, DPGC, who with the help of department staff will consolidate the list for all such students and display it on the notice board of the Department.
4. The list of such students shall also be forwarded to the Dean, Academics. These students shall not be allowed to appear in the End Semester Examination of that course and shall be awarded F grade irrespective of their performance in Class Work (CW)/ Mid Semester Examination (MTE), etc.
5. Participation in NOSPLAN and/or NASA and/or any national level conference or sports meet, with permission of the School will be treated as attendance.
6. Attendance will be marked on a ‘per period basis’, eg. Studio of 3 periods will have 3 attendances and will be marked thrice. Students will be entitled to 6 studio period attendance per day during fieldwork / trips (i.e., three in forenoon and three in afternoon). Attendance will be publicly displayed on a monthly basis. Attendance of students, who join late due to late admission in first semester, shall be calculated from the date of joining.
7. If the student gets F grade in more than four subjects in a semester due to shortage of attendance, he/she shall not be allowed to register in next semester till he/she clears his/her backlog subjects. Such student has to repeat the subject as and when offered (by repeating the Semester/Year)
8. The Chairperson Senate is empowered to take the final decision in attendance shortage cases on the recommendations of Course/ Semester Coordinators/ Subject Incharge, Head of Departments and Dean Academics for the different nature of cases as special case.

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7.2 Absence in End Term / Mid Term Examination

1. If a student is absent during End-Term Examination of a course due to medical reasons or other special circumstances, he/she may apply for the exemption to the Convener, DUGC of the concerned Department offering the course, through the Course Coordinator/Subject Incharge, provided that he/she has attended at least 75% of the classes held. The Convener, DUGC in consultation with HoD, Course Coordinator/Subject Incharge may recommend this request to Dean – A for the approval of the Chairperson Senate.
2. The candidate will be allowed to appear in next supplementary examination but will be considered as Regular examination. However, letter grade in such cases shall not exceeding 'D'.
3. A student who fails to appear in the Mid-Semester Examination due to sudden illness or mishap/accident and is supported by Medical Certificate may be allowed to take another examination within two weeks of the exam with the permission of the Course Coordinator/Subject Incharge and approval of HoD and Convener, DPGC.
4. Such exam should be conducted only for 75% of the marks of the original Mid-term exam.
5. The application for second examination on medical grounds should be supported by a Medical Certificate of the Institute Medical Superintendent or in his/her absence by the Medical Officer of the Institute. If, however, a student is outside the Campus at the time of illness or a mishap/accident, his/her application should be supported by a Medical Certificate issued by a Medical Officer of the rank of the Deputy Chief Medical Officer or above, of the concerned District Hospital. Generally the recommendation of Government organization shall be considered.

7.3 Course withdrawal

A student who wants to withdraw from a course shall apply through the Convener, DUGC, to the Dean, Academic on a prescribed form within one week from the end of the first Mid-Semester Examination under the advice of his/her Semester/ Year Coordinator. If his request for withdrawal is granted, it will be recorded in the registration record of the student and the concerned Course Coordinator will be informed about it. The student will be awarded a withdrawal grade at the end of the Semester.

7.4 Semester withdrawal

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

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

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7.5 Semester/Mid-Semester Vacation

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

7.6 Short Leave

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

7.7 Medical Leave

Leave on medical ground, duly supported by a medical certificate from Institute Health Centre/Medical Officer of the Government Hospital, may be granted to a student for up to 08 days per semester. However, in case of illness of serious nature, the medical leave can be extended up to 15 days per semester with the approval of Dean Academic and Chairperson Senate

7.8 Medical Certificate

If a student falls ill while on the SPAV campus, the medical certificate must be obtained from the Institute's Medical Officer. If he/she falls ill outside the campus while on sanctioned leave, the medical certificate must be obtained from the Medical Officer of the Govt. hospital.

7.9 Leave to represent in any activity:

In order to help students to broaden their horizons and gain academic exposure, the students of the undergraduate programmes may be granted leave for attending

NOSPLAN and/or NASA and/or any national level conference or training programme or sports meet. While applying for permission, the student shall be required to provide details of such leave availed previously during the programme. The total number of such leaves for each student shall not be more than eight days in an academic year.

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Chapter 8

Scholarships, Awards and Medals

8.1 Scholarships

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

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

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8.2 Awards and Medals

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

Chapter 9

Conduct and Discipline

9.1 Code of Conduct

Every student is expected not to indulge in any activity, which is likely to bring down the prestige of the Institute. He/she should also show due respect and courtesy to the teachers, administrators, officers and employees of the Institute, and good neighbourly behaviour to fellow students. Due attention and courtesy is to be paid to the guest of the Institute and the residents of the Campus. Lack of courtesy and decorum, unbecoming conduct (both within and outside the Institute), wilful damage and/or removal of Institute property or belongings of fellow students, disturbing others in their studies, adoption of unfair means during examinations, breach of rules and regulations of the Institute, noisy and unseemly behaviour and similar other undesirable activities shall constitute violation of the Code of Conduct for students. Ragging in any form is strictly prohibited and considered a serious criminal offence and violation of the code of conduct. Involvement of a student in ragging may lead to his/her expulsion from the Institute.

The institute strictly prohibits ragging and sexual harassment; any instance of either should be reported immediately and will be dealt with as a serious offense. In case of any complaint related to Ragging/sexual harassment, students should contact the Complaints Committee Regarding Sexual Harassment, constituted to redress any complaints related to 'Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013'

9.2 Disciplinary Actions and Related Matter

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

9.2.1 Indiscipline

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

9.2.2 Unfair Means

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

- Dean Academic — Chairperson
- Chairperson, SPGC — Member
- Chairperson, SUGC — Member
- Controller of Examination — Member
- Concerned HoD — Member
- Two Senate nominees Member(nominated by Chairperson, Senate)

9.2.3 Stay at the Hostel:

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

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

- Dean Student Welfare — Chairperson
- Proctor/ Prefect — Member Secretary
- HoD, Architecture — Member
- HoD, Planning — Member
- Chief Warden — Member
- Wardens — Member

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

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

Chapter 10

Responsibilities

10.1 Student Responsibilities

The students are expected to:

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

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10.2 Faculty Responsibilities

Responsibilities of faculty members related to academic management:

1. The teacher is responsible for the coverage of all the contents of a course taught during the semester. The end semester examination question paper shall cover all the sections of the syllabus. At the end of the semester a teacher is responsible to submit a complete course file to the HoD with following documents:
   a) Course Plan
   b) Attendance record
   c) Tutorial sheets/Assignment sheets
   d) Question papers of mid-term examination and class test.
   e) Quizzes
   f) Question paper of end semester examination
   g) Complete details of marks with final grades

- The faculty is expected to conduct classes as per the time table. If on leave, the faculty may arrange other willing faculty members to engage the class or may arrange alternate classes with prior information to the concerned Head of the

Department and the students. In such case, the alternate arrangement of classes may be mentioned in the leave form.

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

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Chapter 11

Waiver and Amendments

11.1 General

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

11.2 Waiver of requirements in Special Cases

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

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11.3 Amendments

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

11.4 Jurisdiction

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

11.5 Re-evaluation System

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

In case, students have some doubts regarding marks, the concerned HoD shall try to resolve the issue. Still if the student want the answer sheets to be re-evaluated, he/she

have to apply for re-evaluation on the recommendation of concerned HoD within 10 days from the declaration of result for that particular semester by paying prescribed re-evaluation fee per answer sheet. Examination section shall initiate the process for re-evaluation of answer sheet from examiner within the Institute/ outside the Institute.

Evaluator of the answer sheet be given prescribed remuneration per answer script. In case, variation in the re-evaluated answer sheet is 10% or more of the maximum marks for a particular subject, only then it will be considered for modification of result with the approval of the Chairperson, Senate

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