



**THIAGARAJAR SCHOOL OF ENVIRONMENTAL DESIGN
AND ARCHITECTURE (T'SEDA)
THIAGARAJAR COLLEGE OF ENGINEERING,
MADURAI – 625015**

(A Govt. Aided Autonomous Institution Affiliated to Anna University)

ACADEMIC REGULATIONS – 2026

(B.Des. – R 2026)

B.Des. (Interior Design) Programme (Full-Time)

Applicable to the students admitted in B.Des. (Interior Design) Programme,
offered in THIAGARAJAR SCHOOL OF ENVIRONMENTAL DESIGN
AND ARCHITECTURE (T'SEDA) Thiagarajar College of Engineering,
from the Academic year 2026 – 2027 onwards

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Part - I : General Framework

1.1. Title

These regulations shall be called 'Academic Regulations 2026'. In short, it is referred to as B.Des. (Interior Design) - R2026.

1.2. Vision

1.2.1 Vision of the Institute

World class quality technical education with strong ethical values.

1.2.2 Vision of the School

Excellence in architectural, planning and design education to nurture socially and environmentally responsible professionals.

1.3. Mission

1.3.1 Mission of the Institute

We, at Thiagarajar College of Engineering (TCE), shall strive continuously to:

- Achieve Academic excellence in Science, Engineering and Technology through dedication to duty, commitment to research, innovation in learning and faith in human values.
- Enable the students to develop into outstanding professionals with high ethical standards capable of creating, developing and managing global engineering enterprises.
- Fulfil expectations of the society and industry by equipping students with state-of-the-art technology resources for developing sustainable solutions.
- Achieve these through team efforts, making Thiagarajar College of Engineering the socially diligent trend setter in technical education.

1.3.2 Mission of the School

We, at Thiagarajar School of Environmental Design and Architecture (T'SEDA), shall strive continuously to:

- Evolve and inculcate experiential and effective teaching learning processes.
- Strive to instill professional ethics and excellence through effective industry-institute collaboration.
- Lead and coordinate the profession's involvement in creating a socially and environmentally sustainable future.
- Engage in environmentally conscious and socially equitable research in interdisciplinary fields.
- Promote the school into a centre of excellence through inter disciplinary associations and team work.

1.4. Scope

The regulations provided herein shall apply to the students admitted in the Undergraduate (UG) B.Des. (Interior Design) Programme of Thiagarajar School of Environmental Design and Architecture, T'SEDA, Thiagarajar College of Engineering, Madurai from the Academic year 2026 – 2027.

1.5. Definitions

- a. **'University'** means 'ANNA UNIVERSITY, CHENNAI'.
- b. **'Institution'** means "Thiagarajar College of Engineering (TCE)", Madurai
- c. **'School'** means "Thiagarajar School of Environmental Design and Architecture (T'SEDA)"
- d. **'Choice-Based Credit System (CBCS)'** means a flexible system of learning that permits students
 - i. to learn at their convenient pace.
 - ii. choose electives from a wide range of elective courses offered by the departments.
 - iii. adopt an inter / trans-disciplinary approach in learning and
 - iv. make the best use of the expertise of available faculty.
- e. **'Programme'** means B.Des. (Interior Design) Degree Programme.
- f. **'Discipline'** means Faculty/Department functioning under T'SEDA namely Architecture, Planning and Design.
- g. **'Contact Hours'** means duration of Lecture, Tutorial, Practical or Studio, as applicable.
- h. **'Semester'** means a term of study consisting of a minimum of 14 weeks (including examinations), generally with eight 'CONTACT HOURS' per day. The Semester scheduled normally between July and November shall be called 'Odd Semester' (I, III, V, VII), and that scheduled between January and May, shall be called 'Even semester' (II, IV, VI, VIII).
- i. **'Course'** refers to a Theory / Theory cum Studio / Studio courses that are offered in a semester of the Programme.
- j. **'Credit'** means the weightage assigned to that course based on the contact hours to teach the prescribed syllabus. One credit is allocated to 14 contact hours for Theory / Theory cum Studio and Studio courses
- k. **CDIO** refers to the *Conceive–Design–Implement–Operate* framework, an international model for design education that emphasizes real-world system development, hands-on learning, and outcome-based competencies.
- l. **MOOCs** (Massive Open Online Courses) are online courses offered through recognized platforms that enable large-scale participation and provide structured learning content, assessments, and certifications.
- m. **NPTEL** refers National Programme on Technology Enhanced Learning (NPTEL) is a joint initiative of the IITs and IISc that offers high-quality online courses and certifications across architecture, design, planning, technology, and humanities disciplines, aimed at enhancing learning through the SWAYAM platform.
- n. **Formative Assessment** means ongoing evaluation during the course to monitor student learning, provide timely feedback, and support improvement through activities such as short assessments, class interactions, and feedback tasks.

- o. **Continuous Assessment** means evaluation of the students' progress and performance in a course during a semester through various activities such as tests, assignments, quizzes, presentations, practical work, and case studies.
 - p. **End Semester Examination** means an examination conducted for a course at the end of the semester to evaluate the student's overall learning achievements in a course.
 - q. **Bona fide Student** means the student who is admitted, joined and on-roll in an Undergraduate Programme.
 - r. **Head T'SEDA** means the Head of Thiagarajar School of Environmental Design and Architecture. (Architecture, Planning and Design)
 - s. **Controller of Examinations (COE)** means the Officer responsible for all the activities related to examinations in the Institution.
 - t. **Academic Council** means the principal academic body of the Institution and have control and general regulation of teaching and examination in the Institution and be responsible for the maintenance of the academic standards thereon.
- 1.6. **Admission Policy**
- 1.6.1. **Regular Admission:**

Admissions to B.Des. (Interior Design) programme offered in the Institution shall be as per the norms prescribed by Government of Tamil Nadu as given below:

❖ Candidate to be admitted to B.Des. (Interior Design) course should have passed the Higher Secondary Examinations of (10+2) Curriculum (Academic Stream) prescribed by the Government of Tamil Nadu with Mathematics, Physics and Chemistry as three of the four subjects of study under Part-III with at least 50 per cent aggregate marks in Physics, Chemistry and Mathematics and also at least 50 per cent marks in aggregate of the 10+2 level examination or any examination of any other University or authority accepted by the Syndicate of Anna University as equivalent thereto.

(OR)

❖ Should have passed the 10+3 Diploma Examination recognized by the Central / State Government with Mathematics as compulsory subject with at least 50 per cent marks in aggregate.

1.6.2 The eligibility criteria such as marks, number of attempts and physical fitness shall be as prescribed by the Syndicate of the University from time to time.

1.6.3 All students admitted provisionally or otherwise to any programme shall submit Photo ID proof issued by State / Central Govt., Original Transfer Certificate from the Institution last studied, copies of grade / mark sheets of the qualifying examination and other relevant documents at the time of admission or by the last date as prescribed by the University.

1.6.4 The admission of a student who fails to submit the prescribed documents by the above-said date in Clause 1.6.3 or fails to meet other stipulated requirement(s) may be cancelled by the University. The University may also cancel the admission of a student at a later time, if the student is found ineligible / unfit at the time of admission or had furnished some false information / certificates or suppressed relevant information while seeking admission to the University.

Part – II Programme Design and Outcomes.

2.1. Programme Educational Objectives and Outcomes (PEOs, POs, PSOs)

Each academic programme offered under these regulations shall define its Programme Educational Objectives (PEOs), Programme Outcomes (POs), and Programme Specific Outcomes (PSOs) in alignment with the vision and mission of the Institution.

- **Programme Educational Objectives (PEOs):**

PEOs describe the broad career and professional achievements that graduates are expected to attain within a few years of completing the programme. They reflect the long-term aspirations regarding the application of knowledge, skills, and attitudes in professional practice and societal contribution.

- **Programme Outcomes (POs)**

POs represent the set of competencies that students are expected to demonstrate at the time of graduation. These are aligned with the graduate attributes defined by the National Board of Accreditation (NBA) and include abilities related to design knowledge & reflective thinking, critical thinking, design/ development of solutions, research & investigation, technical skills, sustainability & environment, society ethics & inclusion, teamwork & leadership, communication, professional practice, finance, management & entrepreneurship, and lifelong learning & career development.

- **Programme Specific Outcomes (PSOs):**

PSOs articulate the discipline-specific skills and knowledge that graduates will possess upon completion of the programme. They reflect the unique characteristics and strengths of the department and are framed in line with the respective field of study.

- **Course Outcome (CO)** means the specific, measurable knowledge and skills that students are expected to achieve upon completing a course. It reflects the intended learning achievements aligned with the programme outcomes. Generally, a three credits course shall have a minimum of **6 COs** and a maximum of **8 COs**.

2.2. Programme Structure and Curriculum Design

2.2.1. Curriculum

B.Des. (Interior Design) programme follows a defined structure, referred to as the 'Curriculum', which specifies the details of all courses to be completed and outlines their semester-wise sequence.

2.2.2. CDIO Frame work:

The curriculum is structured in alignment with the CDIO (Conceive–Design–Implement–Operate) education framework adopted by TCE. This framework integrates experiential learning, real-world problem solving, and competency-based outcomes into the programme design to ensure graduates are industry-ready and capable of addressing contemporary design challenges.

2.2.3. Programme Duration

- (i). The duration of the Programme is FOUR academic years (Eight Semesters) for a student admitted to the Programme with qualifications as prescribed in Clause 1.6.1, 1.6.2 of these Regulations.

- (ii). The student shall complete all the requirements as per the curriculum and these Regulations within a duration of FOUR academic years. However, under the CBCS framework, a student may distribute the course and credit load across semesters, subject to the prescribed credit limits and other academic requirements, and shall be permitted to complete the Programme within a maximum duration of FIVE academic years.
- (iii). The duration specified in Clause 2.2.3(i) may be extended by ONE year, subject to a maximum duration of FIVE years, for students permitted to avail an authorised Break of Study, as per these Regulations.
- (iv). 'Programme Completion' means that a student shall undergo all the courses as prescribed in the respective curriculum and become eligible for appearing in the end semester examination of all the courses within the period as given in Clauses 2.2.3 [(i), (ii) & (iii)]. Eligibility here refers to enrollment assigned to the student by CoE office for appearing in the end semester examination.
- (v). After programme completion if there are any supplementary course(s), a student shall be permitted to successfully complete the same, within 'SEVEN' years for students admitted under Clause 1.6.1. This maximum duration for successful completion shall be reckoned from the date of original admission to the programme. Such students will be considered as private candidates by COE.
- (vi). In case of a student prevented from appearing in the end semester examination (not in first semester) in all the courses of a semester due to shortage of attendance, the period of prevention shall be treated as a break in the programme. In such a case, total duration for completing the programme including all such prevention periods shall not exceed the above-said 'SEVEN' years.
- (vii). If a student extends his/her study beyond four years due to repetition of courses on account of shortage of attendance, he/she shall pay the tuition fee and other applicable fees prescribed for regular students. Upon successful completion of all the courses, the student shall be awarded the degree in Second Class.

2.2.4. Course Categories

B.Des. (Interior Design). Programme will have a curriculum consisting of theory, theory cum studio and studio-based courses, with prescribed syllabi as categorized below:

(i) **Programme Core Courses (PCC)** are the core courses relevant to the chosen discipline under the following categories:

- **Design thinking and Design development:** Focuses on Interior Design studios and modules that complement these studios, such as spatial sciences, environmental design, lighting design, acoustics, and human-centred design principles that inform the interior built environment.
- **Technology stream:** Focuses on interior materials, surface finishing techniques, furniture systems, building services, and emerging technologies related to the design, detailing, and performance of interior spaces within the built environment.
- **Knowledge stream:** Comprises modules that develop and enhance design thinking among students, such as interior design theories, history of interiors and decorative arts, visual culture, art appreciation, and humanities that contextualise design practice.

- **Humanities Courses:** Include Sociology of Spaces, Psychology of the Built Environment, Cultural Studies in Design, Human Behavior and Interiors, and Urban Living Patterns, among others.
 - **Skill development:** These modules enhance employability and enable students to graphically analyse and present their design through manual skills or digital platforms such as AutoCAD, Revit, SketchUp, or similar software. Modules also develop soft and life skills such as communication, collaboration, teamwork, and resilience.
- (ii). **Programme Elective Courses (PEC)** are the courses which can be chosen from a larger pool of courses and are very specific / specialized / advanced / supportive to the discipline which nurtures the students' proficiency in the discipline. Courses completed under ISC/CTM should be categorized under PEC.
- (iii). **Open Elective Courses (OEC)** are elective courses chosen from other disciplines, with an intention to expose the students to interdisciplinary / multidisciplinary / transdisciplinary/ Emerging fields.
- (iv). **Industry Supported Courses (ISC)** are offered to enable students to expand their knowledge and skills in niche areas and to meet the ever-changing needs of relevant industries. These courses will be handled by industry experts or offered through industry-provided online modules. Courses delivered as online modules must include evaluation through a proctored examination. ISC courses shall come under the category of PEC.
- (v). **Audit Courses (AC)** are the courses which encompass a wide range of areas, from arts, and humanities to the sciences and technology, by and large, add value to the programme of study. Various activities towards personality development such as NCC / NSS/ NSO / YRC, etc. are also part of Audit course.
- (vi). **Value Added Courses (VAC)** are the courses not prescribed in the respective curriculum, but are offered to the students to provide additional value to the programme, for enhancing the knowledge and skills of the student. Completion of these course(s) is not mandatory for successful completion of the programme.

The recommended distribution of credits for each category is given below:

Sl. No.	Category	Credits
A	PROGRAMME CORE COURSES (PCC)	
	(i) Design thinking and Design development	98
	(ii) Technology stream	15
	(iii) Knowledge stream	21 (15 +6*)
	(iv) Skill development	18
B	PROGRAMME ELECTIVE COURSES (PEC)	
	(i) PEC - P	6
	(ii) PEC - Q	3
C	Audit courses prescribed by AICTE / UGC / COA and other (Not included for CGPA)	-
D	VALUE ADDED COURSES (Not included for CGPA)	-
Minimum Credits to be earned for the award of the Degree		161
		From A to B and the successful completion of C

*Humanities Subject

2.2.5. Medium of Instruction

Medium of Instruction for the B.Des. (Interior Design) programme is 'English'.

2.2.6. Assignment of Credits

- (i). Each course is assigned with credits with respect to number of contact periods/week as given in Table 1

Table 1 – Credits for Contact Periods

Contact Period	Credits
1 Lecture Period/week	1
1 Tutorial Period/week	1
1 Studio Period/week	1

- (ii). ONE credit is assigned to 'SWAYAM / NPTEL' courses for every 'FOUR WEEKS' duration.

2.2.7. Course Code

A course code is a unique alphanumeric identifier assigned to each course in a programme. It helps organize the curriculum systematically and supports easy referencing across regulations and academic documents. Course codes are essential for uniquely identifying courses, assisting in curriculum planning and academic administration, tracking revisions and versions, and maintaining clarity and consistency during audits, reviews, and accreditation processes.

Every course code shall consist of five components, arranged in the sequence:

RR AA C U V

Where each component is defined as follows:

- i. **RR – Regulation Code**
 - Represents the regulation under which the course belongs.
 - Consists of two digits (e.g., 26 for Regulation 2026).
 - Ensures clear differentiation between curricula of different regulatory years.
- ii. **AA – Programme Code / Common Course Code**
 - Refers to the code for the academic programme offering the course.
 - Consists of two alphabets (e.g., ID for Interior Design).
 - Enables programme-wise classification and tracking.

Table 2 Programme Code for Each Programme

Programme Code	Name of the Programme
AR	Architecture
UP	Planning
ID	Design

- iii. **C - Course Category**
 - Indicates the category or nature of the course.
 - Assigned as a single alphabet or number representing the course type.
 - Recommended course type codes include:

Table 3 Code for each Category of Course

Code	Course Type
C, D	Programme Core Courses
P, Q	Programme Elective Courses
G	Open Electives
1, 2	Industry-Supported Course
V	Value-Added Course
A	Audit Courses
N	NPTEL Courses
M	TCE MOOCS Courses
T	PCC – Thesis & Practical Training

iv. **U – Unique Identification of Course**

- A single alphabet, from A to Z except I and O, representing the unique identifier assigned to each course within a programme.
- Ensures that no two courses under the same programme and regulation have identical codes.

v. **V – Version**

- A single digit number indicating the version or revision of the course.
- Useful when courses undergo updates, restructuring, or syllabus revisions.
- Allows proper tracking of curricula across multiple revisions.

For example, in B.Des. (Interior Design) programme, a particular PCC offered in the first semester is denoted as 26 ID C A 0, where 26 represents the regulation, ID represents the programme, C represents Programme core course, A represents the unique identity of the course and 0 means the initial version of the course.

Part III– Academic Process

3.1. Academic Calendar

The dates of all academic activities including those of course registration, first and the last days of classes, continuous Assessment Tests, End Semester Examinations, supplementary examinations, project reviews, vacation and various activities scheduled in the academic year are published in the Academic Calendar every year. The academic calendar for each year shall be available in the Institution website before the commencement of the academic year.

3.2. Class Timings

The classes are usually scheduled between 09:00 AM to 05:00 PM with a recess from 10:40 AM to 11:00 AM and a lunch break from 12:40 PM to 01:40 PM. One Contact Hour is of 50-minute duration. Regular classes are scheduled in a 5-day week, from Monday to Friday.

3.3. Faculty Tutors

Every Department of TCE operates in a system with faculty tutors, where a faculty member is assigned to look after the academic welfare of around 20 students. The faculty tutor offers all the necessary guidance and help in academic matters, and, if need be, in personal matters also. Students are expected to consult the Faculty Tutor on any matter relating to their academic performance and the courses they may take in various semesters. The following are some of the roles and responsibilities of faculty tutors:

- Discuss what the student already knows about the institutional system and give the students relevant information, especially in the beginning of the student's academic programme.
- Review courses already taken and those offered in the upcoming semester.
- Serve as a guide to the students in their course selection.
- Serve as a liaison between students and course instructors on many academic matters including learning disabilities, language barriers, etc.
- Review students' academic progress at least once a semester.
- Identify cases where the students' performance is deteriorating. Discuss with the student and suggest avenues for improvement / support.
- Provide the details about scholarship, placement, co-curricular and extra- curricular activities of the students.

3.4. Registration of Courses

- i. Each student admitted is required to register the courses before the commencement of each semester to undergo the courses during that semester in the Institute in the online portal facilitated by the institution. Registration is a very important procedural part of the academic system for ensuring that the student's name is on the roll list of each course that the student wants to study during the semester.
- ii. Registration for courses has to be done through the web-based system during the prescribed dates as per the Academic Calendar. The submitted registration will be considered auto approved and hence students are advised to carefully complete the registration process. Responsibility for completion of the registration process correctly on time, rests with the students and they may approach the Tutor,

Discipline level coordinators and Head of the School concerned, for any clarifications.

- iii. Programme Elective Courses shall be selected in the specialized groups. Students shall choose the courses as specified in the respective curriculum. Minimum registration of 10 students is required to offer a programme elective course and open elective course.
- iv. Students shall register for courses in a given semester with a maximum credit limit of 36, inclusive of courses re-registered due to Lack of Attendance (LOA). However, there shall be no credit limit for the registration of supplementary courses.
- v. A student shall not re-register for the courses which are successfully completed by the student, for any reason(s) whatsoever.
- vi. Students shall be permitted to register additional courses over and above the courses prescribed in the respective curriculum, under PCC / PEC / OEC in any programme as value added courses with the prior permission from the Head of the Department offering that particular course. The credits earned for such value added courses shall be printed in the grade sheet and not considered for the computation of CGPA.
- vii. In case a student is unable to complete the Programme as per clause 2.2.3 (iv) within four academic years, he/she shall be required to pay the prescribed tuition fee for registering the pending courses in the fifth academic year, as per the norms of the Institution.
- viii. The entire registration process should be completed within ten working days from the date of commencement of course registration.

3.5. Attendance Criterion

- i. The students are expected to attend all the classes without fail. The institution mandates a minimum of 75% attendance to the students in each course to be eligible for appearing in the End Semester Examination of the particular course. Attendance of the student is calculated as follows.

$$\% \text{ of attendance} = \frac{\text{Actual number of classes attended in the course}}{\text{Total number of classes conducted in the course}} \times 100$$

- ii. If a student is unable to secure 75% attendance required to be eligible to appear for the end-semester examination but has at least 65% attendance, then the Medical Certificate/On Duty may be considered, with the approval of the respective Head of the School, for calculation of attendance as follows:

$$\% \text{ of attendance} = \frac{\text{Actual no. of classes attended}}{\text{Total no. of classes conducted} - \text{no. of classes held during medical Leave / On duty leave}} \times 100$$

- iii. For medical reasons, if a student is unable to attend classes, a Medical Certificate shall be furnished to the concerned Head of the School through the respective faculty tutor within five days from the date of reporting back to class work. Faculty Tutor should record the same in student record. Under any circumstances, medical certificate(s) submitted after the due date, as stipulated in Clause 3.5(ii) shall not be

accepted and in this case, % of attendance of the student is calculated as given in Clause 3.5(i).

- iv. Students shall obtain prior approval from the respective Head of the School (HoD) to participate in campus recruitment activities, project competitions, practical training, co-curricular and extra-curricular activities, including Sports. For recognized sports activities, the student shall obtain permission from the Principal, through the Physical Education Director and the Head of the School. Only activities approved in advance by the Head of the School shall be considered as 'On-Duty' attendance. If a student fails to secure the required 75% attendance, but has not less than 65% attendance, the approved On-Duty attendance may be considered to determine eligibility for the End Semester Examination.
- v. The student shall be prevented from appearing in the end semester examination for a particular course, if the attendance in that course is less than 75%. Students who are prevented for 'Lack of Attendance' shall repeat the course, when offered next in the subsequent semester(s) by the Discipline. However, for elective courses the student can choose the same elective or any other elective offered in the subsequent semester. If the academic regulation is changed, equivalent courses for PCC categories shall be recommended by the Head of the School and passed in the respective Board of Studies meeting and approved in the meeting of Academic Council. Then, the student has to undergo these courses for completion of the programme.
- vi. If a student has shortage of attendance in all the registered courses in a semester, the student shall not be permitted to attend the courses of subsequent semester. In such case, the student has to repeat all the courses in the next Academic year, when offered next by the Discipline only after obtaining readmission from DOTE and Anna University. However, the student can appear for supplementary exam, if any.
- vii. Students who got eligible attendance under clause 3.5 ii & iv shall apply for condonation to the Principal through the Head of the School within the three working days from the last lecture day. After the approval from the principal, the student shall be permitted to appear for the current semester examinations by paying the prescribed fee as per COE norms in practice. However, the students who have represented the college in NCC/NSS/Sports at University/ State/ National/ International level are exempted from the condonation fee.
- viii. A student may apply for condonation of attendance shortage a maximum of two times during the entire programme. If a student continues to have a shortage of attendance even after availing two condonations, the Standing Committee shall review the genuineness of the case for one more time. Based on its recommendation, the student may be permitted to appear for the End-Semester Examinations with condonation or be required to repeat the course. However, if a student incurs a shortage of attendance in any subsequent semester after availing the maximum permitted condonations, the student shall mandatorily repeat the course.

3.6. Withdrawal

A student who is eligible to appear for the End-Semester Examinations may be permitted to withdraw a course or courses from the end semester examination, except during the first semester, for bona fide reasons (such as hospitalization, accident, or

specific illness) only once during the entire duration of the degree programme. The student has to submit an application in the prescribed format available on the Institution website to the Controller of Examinations, with prior approval of the Principal, through the Head of the School, before the commencement of the End-Semester Examinations.

In case of medical emergencies alone, post-facto approval may be accorded with prior intimation received from the student or parent or guardian by the Head of the School and the Principal. Students shall appear for the 'End Semester Examination' in the subsequent semester. The courses withdrawn shall not be considered as an appearance for classification of degree.

3.7. Break of Study

Students shall be permitted to avail ONE 'Break of Study' for a period of ONE year (two consecutive semesters) in the entire four-year programme, except during the first semester, and only for bona fide reasons (such as hospitalization / accident / specific illness) only. However, Break of Study shall also be granted for above-said bona fide reasons, for a period of SIX months (One semester) to the students who have already completed up to the Pre – final semester of the programme. The student shall apply for Break of Study (application to be downloaded from the Institution website) to the Head of the School through email / letter, which in turn shall be forwarded to the Principal for further action. Under any circumstances, student is not permitted to request for Break of Study retrospectively and also request for Break of Study will not be accepted after the list of students prevented to appear end semester examination due to lack of attendance was prepared. Duration of the Programme, is 'as given in Clause 2.2.3 includes the period of above approved Break of Study. Students who are granted 'Break of Study', shall be allowed to appear for the End Semester supplementary Examinations for backlog courses, if any, during the period of Break of Study.

After the end of approved 'Break of study', student shall be permitted to re-join the programme in that particular semester, for which 'Break of Study' has been granted to the student. Regulations & Curriculum in force for the specific semester, at the time of re-joining shall be applicable. Appearance of the student (including absent) in the end semester examinations for these courses in that particular semester shall be considered as 'First Appearance'. If there is any change of Regulations & Curriculum, the student has to undergo additional courses or get exemption from undergoing the courses, as recommended by the committee, constituted by the Head of the School of the student, for this purpose. Recommendations of this committee, with the approval of the Principal, shall be sent to the Controller of Examinations, for further action

3.8. Unauthorized Absence

If a student has not reported officially to the Head of the School for the entire duration of the semester, without any prior written request (hardcopy or email to official ID of the Head of the School) for 'Break of Study', admission of the student stands cancelled automatically and name of the particular student shall be permanently removed from the roll list, following the Institution procedure. This Institution procedure includes prior intimation to the student & parent / guardian through email/ letter communication regarding unauthorized absence.

3.9. Termination

- i. A student who is not able to complete the requirements for the award of degree, within the maximum permissible duration prescribed in clause 2.2.3, shall be deemed to have been automatically terminated from the programme and Transfer certificate shall be issued forthwith.
- ii. Students faced with disciplinary action for any serious offence (For example: ragging) may face premature termination from the programme, based on the recommendations of the disciplinary action committee.

Part IV – Teaching–Learning and Evaluation

4.1. Teaching–Learning Process and Pedagogical Practices

4.1.1. Course Plan

For every course offered, the faculty member shall prepare a detailed Course Plan outlining the course objectives, outcomes, syllabus coverage, schedule of lectures, studio sessions, assessment components, learning resources, and pedagogical methods to be adopted. The course plan will also provide the term work and hours for self-learning time required for the student as per National Credit Frame Work (NCrF). The Course Plan shall be shared with students at the beginning of the semester. This practice ensures transparency and facilitates effective teaching–learning alignment with the Course Outcomes (COs).

4.1.2. Active Learning and Pedagogical Practices

The teaching–learning process shall emphasize active and student-centric learning. Faculty members are encouraged to employ a variety of pedagogical practices such as problem-based learning (PBL), project-based learning, flipped classrooms, collaborative learning, and experiential learning. The use of ICT tools, simulation software, case studies, and industry-based assignments shall be integrated to enhance conceptual understanding and practical application. Continuous improvement of pedagogy through feedback and peer review is encouraged.

4.1.3. English Proficiency Test

All newly admitted students under clause 1.6.1, shall undergo an English Proficiency Test during the student induction programme to assess their communication skills in English. Students who do not secure the prescribed minimum score should enroll and pass a mandatory Audit course on Basic English Course in the first semester. This course aims to strengthen foundational language and communication skills. Only upon successful completion of this mandatory course student shall be permitted to register for the Technical English course in the subsequent semester.

4.2. Assessment and Evaluation System

4.2.1. The courses to be offered are decided by the Discipline concerned, taking into consideration all the requirements of the Programme.

4.2.2. Each course is conducted by a Course Instructor and the Course Instructor has the overall responsibility for successful conduct of class work and shall maintain the attendance and assessment record of the students for the courses handled.

4.2.3. Semester-wise performance assessment of the student is evaluated through continuous assessments & end semester examinations, and in some courses through continuous assessments only. Each course, theory, theory cum studio and studio shall be evaluated for a maximum of 100 marks.

4.2.4. **For ‘Theory (T) Courses’**, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 40% & End semester examination shall have the weightage of 60%.

- (i). Continuous assessments comprise of two tests and activities. For each test, there shall be a minimum of ONE ‘activity’ which include tutorials, assignments, group assignments, quizzes, course embedded project, seminars etc. as prescribed in the course plan. Weightage for test is 60% and for activity, it is 40%, as provided in Table 4.

Table 4 – Weightage for Continuous Assessment in Theory (T) Courses

Continuous Assessment – I		Continuous Assessment – II		End Semester Examinations
Test1	Activity1	Test2	Activity2	
30%	20%	30%	20%	100%
40%				60%

- (ii). End semester examination shall be conducted for 100 marks for a duration of THREE hours.

4.2.5. For **‘Theory cum Studio (TCS) Courses’**, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 50% & End semester examination shall have the weightage of 50%.

- (i). Continuous assessments comprise of two assessments of equal weightage. Both the assessments may be conducted either as a test or as an assignment using one or more modes such as drafting work, viva voce or a combination of these methods.

Table 5 – Weightage for Continuous Assessments and End Semester for TCS Courses

S.No	Hours L-T-S	C	Continuous Assessments I		Continuous Assessments II		End Semester Examinations	
			Test1	Activity 1	Test2	Activity 2	Theory	Practical
1.	1-0-2	3	10%	15%	10%	15%	50%	-
2.	0-1-2	3	25%		25%		-	50%

4.2.6. For **‘Studio (S) Courses’**, evaluation shall be through continuous assessments and end semester examination. Continuous assessment shall have the weightage of 60% & End semester examination shall have the weightage of 40%.

- Continuous assessment comprises two assessments, conducted by the Discipline concerned, which shall be based on the student’s regular work and performance during the studio. The total marks obtained in the two assessments put together shall be taken as internal marks for the particular course.
- End Semester Examination for Studio Courses will be through Viva Voce Examination conducted for two days by a Jury consisting of one External Examiner appointed by the COE. Viva Voce external examiner shall have a minimum of 5 years teaching / professional experience in a field of study relating to the subject of examination.
- For the End Semester Viva Voce examinations, the students shall submit final Art portfolio / report and portfolio that consists of study / Design drawings/ Physical and Virtual models / Research and any other type of work as applicable.

Table 6 – Weightage for Continuous Assessment & End Semester in Studio Courses

Assessment I	Assessment II	End – Semester Examination Viva Voce
30%	30%	40%

4.2.7 For Practical Training evaluation shall be through continuous assessments and end semester examination. Out of 100 marks, the Continuous Assessment shall have the weightage of 50% and the End Semester Viva Voce shall have the weightage of 50%.

Every student shall in the VIII Semester undergo Practical Training in the office of a registered **Interior Designer/Designer/Architect** organization/office **or an organization** operating in an allied field of practice or research, duly approved by the institution, under mentorship of a professional having experience of at least 5 years. Training in Foreign Country shall be done under the Registered **Interior Designer/Architect or an organization operating in an allied field of practice or research** of that Country and to be approved and monitored by the Head of the School.

- i. Practical training shall preferably commence on the reopening day of the semester and conclude on the last working day of that semester as per the academic schedule. Ideally every student is required to undertake the entire duration of Practical Training in the VIII semester in a single Interior design and allied office. However, under unforeseen circumstances, if the student wishes to change his/ her place of Practical Training, student shall be allowed to do so only once.
- ii. Continuous Assessment is based on the student's regular work and performance in the office. It will be done by the Principal Designer/ his/her designee designer in whose office/organization the student is undergoing training. The assessments will be compiled by a Practical Training Coordinator (who will be an internal faculty member) for each batch of Practical Training. The total marks obtained shall be taken as internal marks for the particular course.
- iii. The Viva Voce Examination for Practical Training will be conducted for each Batch by a jury comprising of an External Examiner appointed by the COE and the Practical Training Coordinator of the batch. Viva Voce external examiner shall have a minimum of 5 years professional experience in a field of Interior Design relating to the subject of examination.
- iv. For the End Semester Viva Voce examinations, the students shall submit final portfolio / report that consists of work done during the Practical Training.

4.2.8 For 'Thesis', evaluation shall be through continuous assessments and end semester examination. Out of 100 marks, the Continuous Assessment shall have the weightage of 60% and the End Semester Viva Voce shall have the weightage of 40%.

Every student shall undergo Thesis with the topic chosen as outlined in the syllabus and submitted for approval on the date specified before the commencement of VII semester specified by the Head of the School. Every student will be supervised by a Thesis Supervisor assigned by the Head of the School.

Continuous assessment comprises three assessments with weightage of 30%:30%:40% for the first, second and third assessments respectively, shall be made during the semester by the Discipline concerned. Each assessment shall incorporate continuous marking of the work and performance during the particular assessment period. This consists of regular discussions with the Thesis Supervisor and periodic reviews before a Thesis Review Committee, with a minimum of four reviews. (Including topic selection review). The Review Committee shall consist of the Thesis Coordinator, the Thesis Supervisor of the student and an External Member appointed by the Head of the School.

The Viva Voce Examination will be conducted for each Batch by a jury comprising of an External Examiner appointed by the COE. The number of students evaluated for Viva Voce exams by a jury shall not exceed 20 students per day. An external examiner for Thesis shall have a minimum of 10 years teaching/professional experience.

Table 7 – Weightage for Continuous Assessment & End Semester in Thesis

Assessment I	Assessment II	Assessment III	End – Semester Examination Viva Voce
30%	30%	40%	100%
60%			40%

4.3. Industry Supported Course (ISC)

- (i). Student can take Industry Supported Courses subject to maximum of **three credits**. However, a student shall register for only one course in a semester. Students are also permitted to register for these courses offered by other departments, provided the student has fulfilled the necessary pre-requisites of the course being offered.
- (ii). Course syllabus of ISC shall be framed by the identified industrial expert with minimum 5 years Industrial experience in the specific area, in consultation with the faculty Coordinator. Content shall be of trans / interdisciplinary in nature, with practical applications such as case studies, standards, certifications, etc. The Syllabus of ISC shall be passed in Board of Studies meeting and subsequently approved in the meeting of Academic council.
- (iii). Disciplines may offer online courses fully designed and delivered by leading industries, subject to the condition that such courses are evaluated under a proctored mode. In these cases, the courses shall be identified in advance, and the necessary approvals shall be obtained from the Board of Studies and the Academic Council.
- (iv). Proposal for conduct of ISC shall be submitted by a faculty member, who is the Coordinator of the ISC, to the Head of the School concerned at the commencement of each semester for conducting ISC(s) in the subsequent semester, as per the curriculum.
- (v). Classes shall be conducted by the industry expert through physical / Online / hybrid

mode during the weekends. Attendance register for ISC shall be maintained by the Coordinator.

- (vi). A student shall be permitted to register for and complete Industry Supported Courses (ISCs) in excess of the maximum limit of three credits. For the purpose of GPA/CGPA computation, only the best three credits obtained in ISCs, based on the highest grades, shall be considered. Any ISC(s) completed beyond these three credits shall be treated as Value Added Courses (VACs). The grades/results of such VACs shall be reflected in the Grade Sheet; however, the credits earned under VACs shall not be reckoned for the calculation of GPA/CGPA.
 - (vii). All ISC courses shall be evaluated through continuous assessment only, and no End-Semester Examination shall be conducted. The continuous assessment shall be carried out by the Faculty Coordinator, who shall submit the marks to the Controller of Examinations within two weeks of the completion of the course or before the commencement of the End-Semester Examinations, whichever is earlier.
 - (viii). At the end of each ISC, students' feedback shall be obtained and reviewed by the Head and Faculty Coordinator, for further refinement of the course.
- 4.4.** In summary, the weightages for Continuous Assessments & End Semester Examination for various category of courses is given in Table 8 as follows.

Table 8 – Summary of Weightages for Continuous Assessments & End Semester Examination for various category of courses

S. No.	Type / Category	Continuous Assessments	End-Semester Examinations
1.	Theory	40%	60%
2.	Theory cum Studio	50%	50%
3.	Studio Courses	60%	40%
4.	Thesis	60%	40%
5.	Practical Training	50%	50%
6.	Industry Supported Course	100%	---
7.	Audit Course	100%	

4.5. Passing Criteria in a Course

A Student is declared 'PASS' in a course upon satisfying the following conditions.

- (i). **For Theory, Theory cum Studio course**, a student shall secure a minimum of 45% of marks in the end semester examination and also obtain a minimum of 50% marks in total combining both Continuous assessments and End semester examination.
- (ii). **For Studio Courses, Practical Training and Thesis**, a student shall secure a minimum 45% of marks in the end semester examination (Project report evaluation & Viva-Voce examination) and also obtain a minimum 50% marks in total combining both 'Continuous assessments and End semester examination (Project report evaluation & Viva-Voce examination)'. the student who secures not less

than 50% of the total marks prescribed for the course [Internal Assessment + End Semester Viva Voce Examinations] with a minimum of 45% of the marks prescribed for the End Semester Viva Voce Examination, shall be declared to have passed the course and acquired the relevant number of credits.

- (iii). **For 'Industry Supported Courses'**, a student shall secure a minimum 50% of marks as per the assessment pattern presented in the syllabus.
- (iv). **For 'Audit Courses'**, a student shall secure a minimum 50% of marks, in continuous assessments and credits earned shall not be considered for computation of CGPA.
- (v). **Grade** point obtained by a student shall be first converted into 10- point scale and a new equivalent grade shall be awarded as per Clause 4.8.1 of the regulations. If the decimal of grade point is equal to 0.50, then the grade point shall be rounded-off to next **higher** integer; otherwise, the grade point shall be rounded-off to next **nearest** integer. For example, 1, if a student secures a grade point 8.50 for 10 point scale and rounded-off to 9. Hence, the new equivalent grade for grade point '9' is 'A+' as per Clause 4.8.1 of the regulations. For example 2, grade point secured by a student for a 10-point scale shall be 7.14 and rounded-off to 7. Hence, the new equivalent grade is for grade point '7' is 'B+'.

4.6. Publication of Results and Reassessment

- (i). Publication of examination results shall be within fourteen working days from the date of completion of regular end semester examinations of a particular programme.
- (ii). A student can apply for reassessment of his/her semester examination answer paper in theory and Theory cum Studio courses (theory cum studio courses where the end semester exam is conducted as a written exam) within five working days from the declaration of results, on payment of a prescribed fee, as specified by the Controller of Examinations from time to time. The Controller of Examination will arrange for going through the answer scripts by the students and to make appeals. The reassessment results will be published before the commencement of supplementary examinations.

4.7. NOT SATISFYING 'PASSING' CRITERIA

A student who has not satisfied the passing conditions in,

- (i). For **Theory and Theory cum Studio** a student has to reappear in the 'End Semester Examination' in the subsequent semester(s). In such case, the continuous assessment marks obtained in the first appearance shall be retained and considered valid for all subsequent attempts till the student secures a pass. However, from the fourth attempt (including the first appearance) onwards the student shall be declared to have passed the examination if the student secures a minimum 50% marks in the end semester examinations alone and continuous assessment marks will be nullified.
- (ii). **For Studio Courses, Practical Training and Thesis**, if the student is unsuccessful in getting 'pass' under the following conditions, Subsequent Viva Voce Examination shall be conducted within 30 days from the publication of the results. In case the 30th day happens to be a public holiday, the next working day can be considered for the date of submission.

- C1:** student has not submitted portfolio/report within the stipulated date.
- C2:** student has submitted the portfolio/report within stipulated date, appeared for the viva voce examination, but has failed to secure the passing marks as per Clause 4.5 (ii).
- C3:** student has submitted the portfolio/report within stipulated date, but was absent for the viva voce examination and has not obtained withdrawal for the same.
- a. A student who failed to secure a pass as per condition in Clause 4.7 (ii) – C1, i.e., did not submit portfolio/report within stipulated date, is not eligible for Subsequent Viva Voce examination. He/she shall repeat the course, only along with the regular students when the course is offered next, fulfil attendance requirements, secure fresh internal assessment, submit the portfolio/report and appear for the End Semester Viva-Voce examination.
 - b. A student who failed to secure a pass as per condition in Clause 4.7 (ii) – C2, i.e., submitted portfolio/report within stipulated date, appeared for examination, but did not obtain passing marks, can attend a Subsequent Viva Voce examination with improved portfolio/report submitted within 30 days from the publication of the results.
 - c. A student who failed to secure a pass as per condition in Clause 4.7 (ii) – C3, i.e., submitted portfolio/report within stipulated date, but was absent for examination, can attend a Subsequent Viva Voce examination with the portfolio/report that was already submitted. There is no option to submit improved portfolio/report. Subsequent Viva Voce Examination is considered as reappearance with payment of exam fee but conducted for the same examination session within 30 days after the publication of the results.
 - d. A student who is eligible to attend the Subsequent Viva Voce Examination under Clause 4.7(ii) – C2 or Clause 4.7(ii) – C3, but (a) fails to submit the improved portfolio/report (applicable to C2), or (b) remains absent for the Subsequent Viva Voce Examination, or (c) appears for the Subsequent Viva Voce Examination but fails to secure the prescribed passing marks, shall repeat the course when it is offered next. The student shall attend the classes, fulfil the attendance requirements, secure fresh Continuous Assessment marks, submit the portfolio/report/work/sheets, and appear for the End Semester Viva Voce Examination as a regular student.
- (iii). **Industry Supported Courses**, if a student does not successfully complete the ISC due to shortage of attendance or fail in the examination, enrollment of the particular ISC shall be cancelled and the result will not be reflected in the grade sheet. Student shall register for the same ISC / any other ISC, in the ensuing semester.
 - (iv). **Audit Courses**, the student has to repeat the course, when it is offered in the subsequent semester(s).

4.8. Grading System, GPA/CGPA and Classification of Degrees

4.8.1. Grading of Courses

The award of letter grades will be decided using absolute grading system. This Uniform evaluation method consists of the norms to be followed for the award of marks for internal and end semester examination of all types of courses, passing requirements,

absolute grading and award of the letter grades and classification of degree. The Range of marks, grades and corresponding grade points are given in Table 9.

Table 9 – Grading of Courses

Range of Marks	Grade	Description	Grade Points
91 - 100	S	Outstanding performance with respect to course outcomes; exhibits original and creative thinking, and demonstrates the ability to analyze critically and synthesize information	10
81 - 90	A+	Excellent performance with respect to course outcomes and creative thinking	9
71 - 80	A	Very Good achievement with respect to course outcomes	8
66 - 70	B+	Good achievement with respect to course outcomes	7
61 - 65	B	Above Average achievement with respect to course outcomes	6.5
56 - 60	C+	Average achievement with respect to course outcomes	6
50 - 55	C	Satisfactory achievement	5
< 50	U	Re-appearance	0
-	SA	Shortage of Attendance	0
-	WC	Withdrawal of Course	0

- i. A student is deemed to have passed and acquired the corresponding credits in a particular course if he/she obtains any one of the following grades: “S”, “A+”, “A”, “B+”, “B”, “C+”, “C”. The Grade ‘SA’ denotes shortage of attendance and hence prevented from writing the end semester examinations. The Grade “SA” will appear only in the result sheet. “U” denotes that the student has failed to pass in that course. “WC” denotes withdrawal from the exam for the particular course.

Grades “U” and “WC” will appear in both the Grade Sheet and the Result Sheet. In both cases, the student must appear for the End Semester Examination as per clause “Award of Grades” in the Regulations.

If a student receives a “U” grade in Theory or Theory cum Studio courses, they do not need to meet attendance requirements again. However, they must appear for the End Semester Examination and satisfy the conditions given in clause “Award of Grades” in the Regulations to pass the course.

If a student receives a “U” grade in courses evaluated only through internal assessment (except Studio), they must register for the course again in the next semester and fulfil the requirements specified to pass the course. Attendance requirement need not be satisfied in this case as well.

- ii. For courses categorized under Credits through MOOCs as per clause 5.1, absolute grading system shall be followed as given in ‘Table 9’ and for NPTEL /SWAYAM courses alone, the corresponding range of marks for each grade is tabulated as follows (Table 10).

Table 10 – Range of Marks for grading of NPTEL courses

S	A+	A	B+	B	C+	C	U
91 – 100	81 – 90	71 – 80	61 – 70	51 – 60	46 - 50	40 – 45	< 40

4.8.2. Calculation of Grade Point Average (GPA) / Cumulative Grade Point Average (CGPA)

- Two parameters, Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) are used to evaluate the academic performance of the student.
- The GPA is the weighted average of the grade points obtained in all the courses registered by the student during the semester. For example, if a student registered five courses (Theory / Theory Cum Studio / Studio etc.) in a semester with credits C1, C2, C3, C4 and C5 and the students' grade points in these courses are g1, g2, g3, g4 and g5 respectively, then GPA of the student is calculated as:

$$GPA = \frac{(C1 \times g1) + (C2 \times g2) + (C3 \times g3) + (C4 \times g4) + (C5 \times g5)}{(C1 + C2 + C3 + C4 + C5)}$$

- At the end of each semester, the student is issued a semester-wise grade sheet. This is a consolidated list of courses registered and grades obtained in that particular semester along with the GPA.
- The CGPA indicates the overall academic performance of a student and is computed to two decimal places in the same manner as the GPA, including courses registered up to the latest completed semester. Grades obtained after successful completion of additional courses, that are not mandatory for minimum requirement for award of degree, shall not be considered for computation of CGPA. However, results of these courses will be printed in the grade sheet.
- After successful completion of the courses as required for the award of degree, as per the curriculum, a consolidated grade sheet shall be printed and issued to all the students through respective Head of the School.

4.9. Award of Degree

- A student is deemed to have completed the requirements for the award of degree, if the student has:
 - Successfully completed all courses prescribed under the respective programme curriculum of the discipline, satisfying the minimum credit requirements under each course category and earned a total credit of 161, in addition to fulfilling all other academic requirements prescribed for the programme.
 - No pending disciplinary action against him / her.
- The award of Degree shall be approved by the Anna University.
- A student who fulfills the following criteria shall be declared to have successfully completed the degree programme as **'First class with Distinction'**
 - Should have passed the examination of all the courses in the 'FIRST APPEARANCE' itself, within the prescribed duration as per Clauses 2.2.3 (i-iii) of the regulations.
 - Should have secured a CGPA of at least 8.50.
 - Should not have been prevented from appearing for any end semester examination(s), for the courses prescribed in the curriculum.

- iv. A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'First Class'**
 - a. Should have passed the examination of all the courses within the prescribed duration as per Clauses 2.2.3 (i-iii) of the regulations.
 - b. Should have secured a CGPA of at least 6.50.
 - v. A student who fulfils the following criteria shall be declared to have successfully completed the degree programme as **'Second Class'**.
 - a. Should have passed the examination of all the courses within the prescribed duration as per Clauses 2.2.3 (i-iii) of the regulations and has secured a CGPA below 6.50.
- (OR)
- b. Should have passed the examination of all the courses within the prescribed duration as per Clauses 2.2.3 (v) and 2.2.3 (vi) of the regulations.

Part V – Enrichment and Academic Flexibility

5.1. Credits through MOOCs (CTM)

- (i). Student shall have the option of registering courses in online mode with other institutes or by the institution with prior permission from the head of the School.
- (ii). Students shall opt the MOOC offered by SWAYAM / NPTEL portal, TCE MOOC subjected to the condition that the certificate provider should conduct a proctored exam.
- (iii). The course shall not have been registered or credited under clause 5.1(ii) as a PEC category at any stage of the programme. PCC shall not be substituted by undergoing CTMs.
- (iv). Maximum credits that a student can earn as per clause 5.1 (ii) Nine credits.
- (v). Number of credits that can be registered shall not exceed 'THREE' per semester, subject to the maximum credit limit of 36, in a semester.
- (vi). For each discipline, a Coordinator shall be nominated as a Single Point of Contact (SPoC) by the Head of the School, for coordinating all the activities related to the CTMs.
- (vii). Student who wants to earn credit for courses under CTM should give a requisition letter to the SPoC of the discipline and should declare that he/she did not study the same course earlier or will not study a similar/same course in future. If any course content submitted by the student has more than 25% of the content of course (PCC or PEC or OEC) the student already studied, then the course will not give credit under CTM. If a student registered the same or similar course (with more than 25% of the CTM course for which he/she already earned credit(s)) then the current course registration will be cancelled.
- (viii). The following credits shall be awarded based on the duration of the online courses.
 - 4 weeks – 1 credit

Part VI – Governance and Quality Assurance

6.1. Discipline

- i. Every student is required to observe discipline and decorous behaviour both inside and outside the college and not to indulge in any activity, which will tend to bring down the prestige of the college. The Principal shall constitute a disciplinary committee to enquire into acts of indiscipline and notify the institution about the disciplinary action recommended for approval. In case of any serious disciplinary action which leads to suspension or dismissal, then a special committee shall be constituted by the Head of the Institution for taking the final decision.
- ii. If a student indulges in malpractice in any test/examinations, the student shall be liable for punitive action as prescribed by the institution from time to time.
- iii. If a student is involved in malpractice in any test or examination and is penalized, and if the same student is found to repeat the offence, the student shall be debarred from attending classes for the entire academic year. The student shall be required to be readmitted to the corresponding semester in the subsequent academic year.
- iv. Students are prohibited from entering into the Examination Hall / Laboratories with any book or portion of book, manuscript, or paper of any description or communicating with or copying from each other or communicating with anyone outside the Examination Hall / Laboratories. Programmable calculator, mobile phone, smart watch, head phones, ear buds, any electronic device with Bluetooth or wi-fi connections shall not be permitted inside the Examination Hall/Laboratories. However, any required codebooks and data sheets / books as specified in the question paper will be supplied inside the Examination Hall/laboratories by the office of the Controller of Examinations. The students are warned that any form of Malpractice will be dealt with severely. The punishment may be canceling all the examinations registered by the student in that semester and debarring permanently from all the examinations and disciplinary action will be taken by the college authorities after conducting enquiry.

6.2. Grievance Cell

Institution shall have a 'Grievance Redressal Committee' for staff and students. Students shall approach this committee in the event of academic as well as non-academic grievances. This committee shall be constituted by the Principal.

6.3. Counselling Cell

Institution shall have a dedicated 'Counselling' unit. This cell comprises psychological counsellors, faculty representatives and student representatives. This cell shall help and offer advice in all kinds of matters. This counselling cell shall be constituted by the Dean (Student).

6.4. Other Statutory committees:

In addition to the academic and administrative bodies constituted under this Regulation, the Institution shall maintain various statutory committees mandated by governing authorities to ensure a safe, inclusive, and ethically responsible campus environment. These include the Anti-Ragging Committee, SC/ST Cell, OBC Cell, Minority Cell, Anti-Drug Committee, and the Women Empowerment Cell (WEC). Each committee functions in accordance with the respective regulatory guidelines to address student grievances, promote equity and inclusivity, prevent discrimination or

misconduct, and safeguard the overall well-being of the campus community.

6.5. Induction Programme shall be conducted by the Dean (student), aimed at offering the incoming students, an interface to understand and interact with the diverse student community in the Institution. With the Institution having a stringent anti-ragging policy, the programme also doubles up as an excellent icebreaker. The objectives of this induction programme include:

- Welcoming and orienting the new students at the departments
- Guiding the new students about life at the campus and its activities, college fests, etc.
- Providing academic guidance to the students.
- Enforcing the anti-ragging rule.

On the whole, the Induction Programme aims to provide the incoming students with a cordial environment to make their transition to the Institution system as smooth as possible.

6.6. Academic Audit and Continuous Quality Improvement

The Principal shall initiate the academic audit process once in every year, with the coordination and cooperation of the Head of the School, by inviting external expert(s). The Head (IQAC) shall make the arrangements for the conduct of Academic Audit. Academic audit shall cover (not limited to),

- Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for continuous assessments, end semester examinations, maintenance of Theory cum Studio experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.
- Co-curricular and extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- Academic functioning of the Discipline encompassing students, faculty and administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.
- The quality criteria prescribed by statutory bodies.
- Action taken report shall be presented to the Internal Quality Assurance Cell of the institution by the Head of the School, based on audit report for continuous improvement.
- Academic documents of UG programmes for a particular batch of students shall be kept in the School for a period of TWO years after the end of programme duration.

6.7. CLASS COMMITTEE

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

- Resolving difficulties experienced by students in the classroom and in the laboratories.
- Clarifying the regulations of the degree programme and the details of rules

therein.

- Discussing the progress of academic schedule and deviations if any.
- Evaluating the performance of the students of the class after each test and finding the ways and means of improvement.
- Class committee comprises all the faculty members who are handling courses in that particular semester, faculty tutors, two students as representatives and four student members from the respective classes. A chairperson who is a faculty not handling course for that particular semester, nominated by the Head of the School of the programme shall coordinate the activities of this committee.
- The class committee shall be constituted by the Head of the School/Chief Tutor on the first week of commencement of the semester.
- The class committee shall meet three times in a semester as specified in the academic calendar.
- The Principal may participate in any class committee of the institution.
- During these meetings, the representative of the class shall meaningfully interact and express the opinions and suggestions of the other students of the class to improve the effectiveness of the teaching-learning process.
- The Chairperson is required to prepare the minutes of the meeting, signed by the members and submit the same to Head of the School within five working days of the meeting. Head of the School will in turn consolidate and forward the same to the Principal, within 10 working days of the meeting.
- In each meeting, the action taken report of the previous meeting is to be presented by the Chairperson of the class committee.

6.8. PROGRAMME PERFORMANCE ASSESSMENT COMMITTEE

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

6.9. Revision and Amendments to Regulations

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

6.10. SPECIAL CASES:

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