



HINDUSTAN

INSTITUTE OF TECHNOLOGY & SCIENCE
(DEEMED TO BE UNIVERSITY)

Academic Regulations for Bachelor of Design (B. Des.) Degree Programme

Choice Based Credit System (CBCS)
(Applicable for students admitted from 2018)

“TO MAKE EVERY MAN A SUCCESS AND NO MAN A FAILURE”

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I. PREAMBLE

As per the recommendations of UGC, the Hindustan Institute of Technology and Science (HITS) has introduced Choice Based Credit System (CBCS) from the academic year 2015-16. Choice Based Credit System (CBCS) is a proven, flexible mode of learning in higher education which facilitates a student to have guided freedom in selecting his/her own choices of courses in the curriculum for completing a degree program. CBCS offers a flexible system of learning.

The system permits a student to

- (i) Learn at their own pace through flexible registration process
- (ii) Choose electives from a wide range of courses offered within and outside their departments.
- (iii) Undergo additional courses in their special areas of interest and earn additional credits to obtain B.Des. with Minor Specialization.
- (iv) Adopt an interdisciplinary approach in learning.
- (v) Avail transfer of Credits.
- (vi) Gain Non – CGPA credits to enhance skill/employability by taking up additional project work, entrepreneurship, co-curricular and vocational training.
- (vii) Make the best use of the expertise of available faculty.
- (viii) Learn and earn credits through MOOC and Project Based Learning.
- (ix) Enhance their Knowledge, Skill and Attitude through participation in innovative Curriculum Design, Delivery and Assessments.

The Curriculum is designed to take into the factors listed in the Choice Based Credit System (CBCS) with a focus on Project Based Learning and Industrial Training so as to enable the students become eligible and fully equipped for employment in industries, choose higher studies or entrepreneurship.

II. DEFINITIONS AND NOMENCLATURE

In these Regulations, unless the context otherwise requires:

1. “Programme” means Degree Programme like B.Des. Degree Programme.
2. “Discipline” means specialization or branch of B.Des. Degree Programme, (e.g. Interior Design, Fashion and Apparel design etc.,)
3. “Course” means a theory or practical subject that is normally studied in a semester, (e.g. Basic History of Interiors, Advanced Visualization and Representation, Draping and Basics of sewing etc.)
4. “Vice – Chancellor of HITS” means the Head of the Institution.
5. “Registrar” is the Head of all Academic and General Administration of the Institute.
6. “Dean Academics” means the authority of the University who is responsible for all academic activities of various programmes and implementation of relevant rules and Regulations pertaining to the Academic Programmes.
7. “Controller of Examinations” means the authority of the University who is responsible for all activities related to the University Examinations, publication of results, award of grade sheets and degrees.
8. “Dean – Student Affairs” is responsible for all student related activities including student discipline, extra and co – curricular activities, attendance and meetings with class representatives, Student Council and parent - teacher meet.
9. “HoD” means the Head of the Department concerned.
10. “Institute” means Hindustan Institute of Technology and Science (HITS), Chennai.
11. “TCH” means Total Contact Hours – refers to the teaching – learning periods.
12. “DEC” means Department Exam Committee.
13. “BoS” means Board of Studies.
14. “BoM” means Board of Management.
15. “ACM” means Academic Council meeting the highest authoritative body for approval for all Academic Policies.
16. “Class Teacher” is a faculty of the class who takes care of the attendance, monitor the academic performance and the general conduct of the students of that class.
17. “CIA” is Continuous Internal Assessment which is assessed for every student for every course during the semester.
18. “ESE” is End Semester Examination, conducted by the Institute at the End of the Semester for all the courses of that semester.
19. “AICTE” means All India Council for Technical Education.
20. “UGC” means University Grants Commission.
21. “MHRD” means Ministry of Human Resource Development, Govt. of India.

ACADEMIC REGULATIONS FOR BACHELOR OF DESIGN

Under Choice Based Credit System (CBCS)

(Effective from Academic year 2018 - 19)

1.0 Vision, Mission and Objectives

1.1 The Vision of the Institute is “To make every man a success and no man a failure”.

1.2 The Mission of the institute is

- To create an ecosystem that promotes learning and world class research.
- To nurture creativity and innovation.
- To instil highest ethical standards and values.
- To pursue activities for the development of the Society.
- To develop national and international collaborations with institutes and industries of eminence.
- To enable graduates to become future leaders and innovators.

Value Statement

Integrity, Innovation, Internationalization

Further, the Institute always strives

- To train our graduates with the latest and the best in the rapidly changing fields of Architecture, Engineering, Technology, Management studies, Science and Humanities and Liberal Arts and Applied Sciences.
- To develop graduates with a global outlook, possessing Knowledge, Skills and Attitude capable of taking up challenging responsibilities in the respective fields.
- To mould our graduates as citizens with moral, ethical and social values so as to fulfil their obligations to the nation and the society.
- To promote research in the field of Architecture, Engineering, Technology, Management studies, Science, Humanities, Liberal Arts and allied disciplines.

1.3 Aims and Objectives of the Institute are focused on

- Providing state of the art education in Engineering, Technology, Applied Sciences and Management studies.
- Keeping pace with the ever – changing technological scenario and help the graduates to gain proper direction to emerge as competent professionals fully aware of their commitment to the society and the nation.
- To inculcate a flair for Research, Development and Entrepreneurship.

2.0 Admission

2.1. The admission policy and procedure shall be decided from time to time by the Board of Management (BOM) of the Institute based on the guidelines issued by the UGC/ Ministry of Human Resource Development (MHRD), Government of India. The number of seats in each discipline the B.Des. degree programme will be decided by the Board of Management of the Institute as per the directives of AICTE/ UGC / MHRD, Government of India, taking into account the market demands. Seats are also made available up to 20% of the sanctioned intake for Non - Resident Indians and foreign nationals, who satisfy the admission eligibility norms of the Institute.

2.2. Eligibility for Admission

(i) Regular Entry

The candidate should have qualified in 10 + 2 examination and should have obtained at least 50% marks (45% in case of candidate belonging to reserved category) in the qualifying examination

(ii) Lateral Entry

The candidates possessing a Diploma in Design in the relevant discipline of specialization with minimum 50% marks awarded by the State Boards of Technical Education, India or any other competent authority as accepted by the Board of Management of the Institute as equivalent thereto are eligible for admission to the 3rd Semester of the B. Des degree programme

2.3 The candidate has to fulfil all the prescribed admission requirements / norms of the Institute.

2.4. In all matters relating to admission to the B.Des. degree, the decision of the Board of Management of the Institute shall be final.

2.5. At any time after admission, if found that a candidate has not fulfilled one or many of the requirements stipulated by the Institute, or submitted forged certificates, the Institute has the right to revoke the admission and forfeit the fee paid. In addition, legal action may be taken against the candidate as decided by the Board of Management.

3.0 Student Discipline

3.1 Every student is required to observe utmost discipline and decorum both inside and outside the campus and not to indulge in any activity which may affect adversely the prestige/ reputation of the Institute.

3.2 Any act of indiscipline of a student reported to the Dean (Student affairs) and Head of the Departments will be referred to a Discipline Committee constituted for the purpose. The Committee will enquire into the charges and decide on a suitable punishment if the charges are substantiated. The committee will also authorize the Dean (Student Affairs) to recommend to the Vice-Chancellor the implementation of the decision. The student concerned may appeal to the Vice – Chancellor, whose decision will be final.

3.3 Ragging in any form is a criminal and non-bailable offence in our country. The current State and Central legislations provide stringent punishments including imprisonment. Once the involvement of a student is established in ragging, offending fellow students/staff, harassment of any nature to the fellow students/staff etc. the student(s) will be liable to be dismissed from the Institute, as per the laid down procedures of the UGC / Govt. /Institute. Every senior student of the Institute, along with their parent, shall give an undertaking every year in this regard and the same should be submitted at the time of Registration.

4.0 Structure of the B.Des. Degree Programme

Choice Based Credit System (CBCS) is introduced from the Academic year 2018 - 19 in the curriculum to provide students a balanced approach to their educational endeavour.

4.1 All B. Des. Degree Programmes will have the curriculum and syllabi (course contents) for four years as approved by the Board of Studies and Academic Council of the Institute.

4.2 Credits are the weightages are assigned to the courses based on the following general pattern:

4.2.1 One lecture / Tutorial period per week --- 1 credit

4.2.2 Two periods of Practical / Studio per week --- 1 credit

4.3 The curriculum for **B.Des.** degree programmes are designed to have a minimum of **165 credits + 4 Non – CGPA credits** distributed across eight semesters of study for the award of degree

Under CBCS, the degree programme will consist of the following categories of courses:

i) **General Core foundation (CF)** courses comprising of

- Humanities courses; Basic Science Courses, English, Value Education, Environmental Sciences and Professional Development,

ii) **Compulsory Courses (CC)** consist of the following

Professional Core (PC) courses: These courses expose the students to the foundation of Design topics related to the chosen programme of study comprising of theory and Practical/ field work/ Design project/Studio/ Project etc.,

iii) **Departmental Elective (DE)** courses: These courses enable the students to take up a group of courses of their interest in the area of specialization offered by the parent Department / School.

iv) **Non –Departmental Electives (NE):** These courses are offered by departments (across disciplines) other than their parent Department. Two groups of Electives are available under NE namely, Electives offered by Core Departments and Open Electives offered by Non – core departments.

- v) **Indexed Journal / Conference Publications:** If a student publishes a research paper as main author in indexed Journal / Conference, the same can be considered as equivalent to two credit course under NE.
- vi) **Non-CGPA courses:** These courses offered in certain semesters are compulsory, but are not used for calculation of GPA and CGPA. However, the credits will be mentioned in the grade sheet.

4.4 Non – CGPA courses

The student shall select any two courses /activity from the following **Table 1** during the entire period of study. The student has to make his / her own efforts for earning the credits. The grades given will be Pass / Fail (P/F). The respective class teachers have to encourage monitor and record relevant activities of the students, based on the rules issued from time to time by the Institute and submit the End semester report to the Head of the Department.

Table 1. Non - CGPA Courses

No.	Course / Activity	Credits
1.	Start ups	2
2.	Industrial Training	2
3.	Technical conference, seminar, competitions, Professional Societies	2
4.	Management courses	2
5.	Technical Certification Course	2
6.	Sports	2
7.	NCC	2
8.	NSS	2
9.	YRC	2
10.	Art and Cultural activities	2
11.	English Proficiency Certification	2
12.	Aptitude Proficiency Certification	2
13.	Foreign Languages Level II and above	2
14.	Publication in Conferences / Seminar	2
15.	Indexed Journal Publication	4

4.5 B. Des. (Interior Design) is offered under the department of Architecture and B.Des. (Fashion and Apparel Design) is offered under department of Applied Arts and Crafts. A student must earn compulsorily the credits under each category shown in **Table 2 (B. Des. – Interior Design)** and **Table 3 (B. Des. – Fashion and Apparel Design)** and also a minimum total of **169credits (165 credits + 4 Non – CGPA credits)** for the award of B.Des. degree.

4.6 Students are eligible for the award of **B.Des. with Minor** upon successful completion of 12 additional credits totalling **181 credits (165 regular credits + 12 Additional Credits+ 4 Non – CGPA credits)** as detailed in clause 7.0

Table 2. Distribution of Credits for B.Des. (Interior Design)

No.	Category	Credits	Percentage
1	Basic Sciences	44	27
2	Humanities Courses	4	2.5
3	Professional Core	35	21
4	Department Elective	12	7
5	Non – Department Electives	4	2.5
6	Studio	40	24
7	Internship	13	8
8	Thesis	13	8
	Total Credits	165	100
NON – CGPA			
	Professional Development	4	---

Table 3: Distribution of Credits for B.Des. (Fashion and Apparel Design)

No.	Category	Credits	Percentage
1	Basic Sciences	21	12.7
2	Humanities Courses	10	6.1
3	Professional Core	90	54.5
4	Department Elective	12	7.3
5	Non – Department Electives	4	2.4
6	Design Project	24	14.5
7	Internship	4	2.4
	Total Credits	165	100
NON – CGPA			
	Professional Development	4	---

4.6 The medium of instruction is English for all courses, examinations, seminar presentations and project reports.

5.0 Faculty Advisor

To help the students in planning their selection of courses and programme of study and for getting general advice on the academic programme, the concerned department will assign a certain number of students to a Faculty member who will be called their Faculty Advisor. Such Faculty Advisor will continue to mentor the students assigned to him for the entire duration of the programme.

5.1 Class Committee

Every section / batch of the B. Tech. Degree programme will have a Class Committee consisting of Faculty and students.

The constitution of the Class Committee will be as follows:

- a. One Professor not associated with teaching the particular class shall be nominated by the Head of the Department to act as the Chairman of the Class Committee as approved by the Dean Academics.
- b. Course coordinator of each of the lecture – based courses (for common courses).
- c. Class teacher of the class.
- d. All Faculty handling the courses for that class in the semester.
- e. Workshop Superintendent (for first two semesters); as applicable.
- f. Four students from the respective class nominated by Head of the Department
- g. Faculty Advisors of the respective class.

5.2 Course committee

A course committee shall be constituted by the HOD for all the common courses, with the faculty who are teaching the courses and with a Professor of the core department as the Chairman. The Course committee shall meet periodically to ensure the quality of progression of the course in the semester.

5.3 The basic responsibilities of the Class Committee and Course committee are

- a. To review periodically the progress of the students.

- b. To discuss issues concerning curriculum and syllabi and the conduct of the classes.
- c. To inform the students about the method of assessment as recommended by the Department Exam Committee (“DEC”) at the beginning of the semester. Each class committee / course committee will communicate its recommendations and the minutes of the meetings to the Head of the Department, Dean (Academics) and the Dean (Student Affairs).
- d. To conduct meetings at least thrice in a semester as per the Academic Plan issued by the Dean – Academics.
- e. To review the academic performance of the students including attendance, internal assessment and other issues like discipline, maintenance etc.

6.0 Registration for courses in a Semester

6.1 A student will be eligible for registration of courses in any semester only if the student satisfies regulation 11.0 (progression) and only if he/she has cleared all dues to the Institute, Hostel and Library up to the end of the previous semester provided that student is not debarred from enrolment on disciplinary grounds.

6.2 Except for the first year courses, registration for a semester will be done during a specified week before the start of the semester as per the Academic Schedule.

Late registration /enrolment will be permitted by the Dean - Academics, on recommendation by the Head of the respective department, with a late fee as decided from time to time.

6.3 The student shall make the choice of course in consultation with the Faculty Advisor.

6.4 Students may have to pay additional fee for registering in certain elective courses under Non - Departmental Electives / Additional Credit Courses offered by certain specific Departments and for higher level Foreign Languages, as decided from time to time.

7.0 B.Des. with Minor specialization:

Students, who are desirous of pursuing their special interest areas other than the chosen discipline of Engineering / Technology/ Arts/ Fashion/ Humanities/ Management/ Basic Sciences, may opt for additional courses in minor specialisation groups offered by a department other than their parent department. Such students shall select the stream of courses offered with pre – requisites by the respective departments and earn a Minor Specialization.

- a. The number of credits to be earned for Minor specialization is 12 credits.
- b. The students are permitted to register for their minor specialization courses from the V semester onwards subject to a maximum of two additional courses per semester.
- c. The list of such additional courses offered by the various departments and the schedule will be announced in the beginning of the academic year to facilitate the registration process.
- d. The students have to pay the requisite fee for the additional courses.

8.0 Attendance

The faculty handling a course must finalise the attendance, 3 calendar days before the last instructional day of the course and submit to the HoD through the class teacher.

- a. A student with less than 75% attendance (Total Contact Hours - “TCH”) in any course, will **not** be permitted to appear for the end-semester examination in that particular course, irrespective of the reason for the shortfall of the attendance. The student is however permitted to avail **Academic Leave** up to 10% for attending academic related activities like, Industrial Visits, Seminars, Conferences, Competitions etc., with the prior approval of the HoD. After the event, the student should submit the relevant documents for proof to the HoD for approval of the Academic Leave.
- b. The remaining 25% allowance in attendance is given to account for activities under NCC / NSS / Cultural / Sports/ Minor Medical exigencies etc.
- c. A student with an attendance (“TCH” – Total Contact Hours) between 40% and 75% in any course will fall under the category “RC”, which means Repeat the

Course during the Summer / Winter break. Students under “RC” category will **not** be permitted to attend the Regular End Semester Examinations for that course. During the Summer / Winter break, the regular courses of the respective semester will be offered as Summer/Winter Courses, to enable the students to get required attendance and internal assessment marks to appear in the Repeat examination.

- d. Students under “RC” category in any course shall attend, the immediately following Summer / Winter course as detailed in clause 11.1. The detailed schedule of the Summer / Winter courses offered in every semester will be announced during the end of that semester. The student who have obtained “RC” has to select their appropriate slots and courses, optimally to attend the courses.
- e. **The student, whose attendance falls below 40% for a course in any semester, will be categorized as “RA”, meaning detained in the particular course for want of attendance and they will not be permitted to write the End semester exam for that course. The procedure for repeating the course categorized as “RA” is mentioned in Clause 11.2.**

- 9.1 Additional condonation may be considered in rare and genuine cases which includes, approved leave for attending select NCC / Sports Camps, cases requiring prolonged medical treatment and critical illness involving hospitalization.

For such select NCC / Sports Camps prior permission for leave shall be obtained by the respective faculty coordinator / Director of sports from the designated authority, before deputing the students.

- 9.2 For medical cases, submission of complete medical history and records with prior information from the parent / guardian to Dean (Student Affairs) is mandatory. The assessment of such cases will be done by the attendance sub – committee on the merit of the case and put up recommendations to the Vice – Chancellor. Such condonation is permitted **only twice** for a student in the entire duration of the programme.

The Vice-Chancellor, based on the recommendation of the attendance sub - committee may then give condonation of attendance, only if the Vice-Chancellor deems it fit and deserving. But in any case, the condonation cannot exceed 10%.

9.0 Assessment Procedure

Every course shall have two components of assessment namely,

- a. Continuous Internal Assessment “CIA”: This assessment will be carried out throughout the semester as per the Academic Schedule.
- b. End Semester Examination “ESE”: This assessment will be carried out at the end of the Semester as per the Academic Schedule.

The weightages for the various category of the courses for CIA and ESE for B.Des. (Interior Design) is given in Table 4.

Table 4 Weightage of the CIA and ESE for various categories of the courses for B.Des. (ID)

No.	Category of Courses	CIA	CIA Minimum	ESE	ESE Minimum	Passing minimum (CIA + ESE)
1.	Theory Course	50%	40%	50%	50%	45%
2.	Practical Course	50%	50%	50%	50%	50%
3.	Theory Course with Practical Components	60%	40%	40%	50%	45%
4.	Department Elective (DE) / Non-Department Elective (NE)	50%	40%	50%	50%	45%
5.	Design Project / Guided Study	100%	50%	---	---	50%
6.	Studio	60%	50%	40%	50%	50%
7.	Internship	100%	50%	---	---	50%
8.	Thesis	50%	50%	50%	50%	50%

The weightages for the various category of the courses for CIA and ESE for B.Des. (Fashion and Apparel Design) is given in Table 5.

Table 5 Weightage of the CIA and ESE for various categories of the courses for B.Des.(FAD)

No.	Category of Courses	CIA weightage	CIA Minimum	ESE	ESE Minimum	Passing minimum (CIA + ESE)
1	Theory Course	50%	40%	50%	50%	45%
2	Practical Course	50%	50%	40%	50%	50%
3	Theory Course with Practical Components	60%	40%	40%	50%	45%
4	Department Elective (DE)/ Non – Department Elective (NE)	50%	40%	50%	50%	45%
5	Design Project	100%	50%	---	---	50%
6	Comprehension	100%	50%	---	---	50%
7	Internship	100%	50%	---	---	50%
8	Project and Viva Voce	50%	50%	50%	50%	50%

9.1 Theory Course / DE / NE Assessment weightages:

The general guidelines for the assessment of Theory Courses, Department Electives and Non – Department Electives shall be done on a continuous basis as given in Table 6.

Table 6: Weightage for Assessment

No.	Assessment	Weightage	Duration
1.	First Periodical Assessment	10%	1 period
2.	Second Periodical Assessment	10%	1 Period

3.	Third Periodical Assessment	10%	1Period
4.	Seminar/Assignments/Project/ Lab	10%	--
5.	Surprise Test / Quiz / Lab	10%	--
6.	End Semester Exam	50%	2 to 3 hours

9.2 Practical: For practical courses, the assessment will be done by the course teachers as below:

Weekly assignment/Observation / lab records and viva as approved by the Department Exam Committee “DEC”

- a. Continuous Internal Assessment -- 50%
- b. End Semester Examination -- 50%

9.3 Theory courses with practical / studio Component: For theory courses with practical component the assessment will be calculated as follows as approved by the “DEC”

- a. Continuous Internal Assessment -- 60%
- b. End Semester Exam -- 40%

9.4 Design Project / Studio– Assessment

The general guidelines for assessment of Design Project is given in Table 7

Table 7: Assessment pattern for Design Project

No.	Review / Examination scheme	Broad Guidelines	Weightage
1.	First Review	Concept	20%
2.	Second Review	Design	30%
3.	Third Review	Experiment/Analysis	20%
4.	Project report and Viva – Voce	Results and Conclusion	30%

9.5 Internship

A student has to compulsorily attend Summer / Winter internship during 3rd year for a minimum period of one month.

In lieu of Summer / Winter internship, the student is permitted to register for undertaking case study / project work under an engineering faculty of the Institute and carry out the project for minimum period of one month.

In both the cases, the internship report in the prescribed format duly certified by the faculty in-charge shall be submitted to the HoD. The evaluation will be done through presentation and viva. The course will have a weightage of one credit or as defined in the respective curriculum.

- 9.6** For End of Programme Project / Dissertation / Internship/ Thesis, the assessment will be done on a continuous basis throughout the semester as given in Table 8

Table 8: Assessment of Project work

No.	Review / Examination scheme	Weightage
1.	First Review	10%
2.	Second Review	20%
3.	Third Review	20%
4.	Project report and Viva – Voce	50%

For the end of programme project and Viva – Voce semester examination, the student shall submit a Project Report in the prescribed format issued by the Institute. The first three reviews will be conducted by a Committee constituted by the Head of the Department. The end – semester assessment will be based on the project report and a viva on the project conducted by a Committee constituted by the Registrar / Controller of examination. This may include an external expert.

- 9.7** For Non – CGPA courses the assessment will be graded “Satisfactory/Not Satisfactory” and grades of Pass/Fail will be awarded.

9.8 Flexibility in Assessment:

The respective Departments under the approval of the Department Exam Committee (DEC) may decide the mode of assessment, based on the course requirements.

9.9 A student securing **less than the minimum** specified internal assessment marks in any course as specified in clause 9.0, Table 4 for B.Des.(ID) and Table 5 for B.Des.(FAD), will not be permitted to appear for the end-semester examination in that particular course and will be graded under “RC” category for that course. This will be denoted in the grade sheet as “RC”, till the course is successfully completed in the subsequent semester(s).

10.0 Procedures for Course Repetition / Repeat Examinations

10.1 Summer / Winter Course: - for “RC” Category

- a. The students under “RC” category (Attendance between 40% and 75% for course(s) or CIA marks of less than as stipulated in clause 9.0 Table 4 for B.Des.(ID) and Table 5 for B.Des.(FAD) in any course, are eligible for registering for the Summer / Winter Course which will be conducted during the Summer / Winter break, to improve their Attendance and/or CIA marks in the courses, by paying the requisite fee. (Clause 15.1)
- b. The Odd semester regular courses will be offered only in the Winter and the even semester regular courses will be offered only in the Summer.
- c. Such students shall **compulsorily** register and attend the classes during the immediately following summer / winter break **in the same semester** and take assessments to earn minimum internal marks (clause 9.0 Table 4 for B.Des.(ID) and Table 5 for B.Des.(FAD)), to become eligible for writing the End Semester Repeat Examinations (Clause 10.3).
- d. The revised CIA marks shall not be exceeding 60% for any repeat course.
- e. The students under “RC” category who **fail to register/ improve** their attendance and /or CIA marks through summer/winter **course offered in the same semester**, will be categorized as “RA” for that course.

10.2 Course – Repetition - “RA” Category

- a. The student who secures attendance less than as specified in clause 9.0 Table 4 for B. Des. (ID) and Table 5 for B.Des.(FAD) in any course in a semester will be categorized under “RA” meaning Repeat the course for want of minimum attendance. The CIA marks obtained by the students placed under RA category will become null and void.

- b. “RA” category students shall re-register for the same course once again whenever it is offered in the subsequent respective regular semesters and has to secure required minimum attendance and minimum internal assessment marks to become eligible to appear in the end semester examination for that course, by paying the requisite fee.
- c. A student will be permitted to register for not more than 2 “RA” courses in a semester. It is the responsibility of the student to schedule their time line to include the “RA” courses without affecting the attendance of the other regular courses of the current semester.
- d. Students who wish to register for more than 2 “RA” courses are permitted to drop their regular courses proportionally in their regular semester during the course registration process. **However, the student has to complete the dropped courses in the subsequent semesters.**

10.3 Repeat Examinations

- a. Normally, the results of the End Semester Examinations for Regular Theory courses are announced within a period of 10 days after the last regular examination.
- b. During the even semester, the Repeat Examinations will be conducted for even semester courses and during the Odd semester the Repeat Examinations will be conducted for Odd semester courses.
- c. The schedule for the Repeat Examinations will be notified through the Academic Calendar which will be published at the beginning of every academic year.
- d. The students under “RC” category, who have secured the requisite attendance and internal assessment marks as applicable, by successfully completing the Summer / Winter course, are eligible to register for the Repeat Examinations.
- e. The students who fail to secure a pass or being absent for genuine reasons in their End Semester Examination for the regular courses are permitted to appear for the Repeat Exams by paying the prescribed fee.
- f. For the **Supplementary examinations (refer: Clause 14.2)**, the students with “U” grade in any course (refer clause 9.0 and Clause 15.1) shall register by paying requisite fee and appear in the Repeat Examinations.

- g. The students who wish to apply for the revaluation of their answer scripts (Regular/ Supplementary / Repeat Examinations) should apply immediately after the announcement of results.

11.0 Progression to higher semester

11.1 **B.Des.– Regular:** Student has to satisfy the following conditions, laid down in (Table 9) for progression from one academic year to next.

Table 9. Minimum Eligibility for progression B.Des.- Regular

To enroll for semester	Minimum no. of credits to be earned
3	NIL
5	15* credits in 1 st , 2 nd and 3 rd Semesters
7	30* credits up to 5 th Semester

**Credit calculation is applicable for Theory / Theory integrated lab only*

If a student fails to satisfy the above clause 11.1 in an academic year, the student has to take a break in study until they become eligible for progression

11.2 B.Des.- Lateral Entry:

Students admitted under lateral entry scheme has to satisfy the following conditions, laid down (Table 10) for progression from one academic year to next.

Table 10. Minimum Eligibility for progression B.Des.- Lateral

To enroll for semester	Minimum no. of credits to be earned
5	NA
7	15 credits* in Theory courses in 3 rd , 4 th and 5 th Semesters

**Credit calculation is applicable for Theory / Theory integrated lab only*

If a student fails to satisfy the above clause 11.2 in an academic year, the student has to take a break in study until they become eligible for progression

11.3 If a student is in **RC** category (due to lack of minimum CIA marks **as specified in clause no. 9.0**) or **RA** category (due to lack of minimum attendance as specified in clause 8.0 e) **in all theory courses prescribed in a semester**, he/she will be detained and will not be allowed to proceed to the next semester. He/she has to re-register for all the courses in the following academic year only.

12.0 Maximum Duration of the Programme

A student may complete the programme at a slower pace than the regular pace, but in any case in **not more than 6 years (12 semesters) for B.Des**, excluding the semesters withdrawn as per clause **13.0**.

A student completing the B.Des. programmes during the extended period will not be eligible for Institute ranking.

13.0 Temporary Withdrawal from the Programme

- a. A student is permitted to take a break, up to a maximum of 2 semesters, during the entire programme to clear the backlog of arrears.
- b. A student may be permitted by the Vice- Chancellor to withdraw from the entire programme for a maximum of two semesters for reasons of ill health, Start – up venture or other valid reasons as recommended by a committee consisting of Head of Department, Dean of School, Dean (Academic) and Dean (Student Affairs).

14.0 Declaration of results

14.1. B.Des. (Interior Design) A student shall secure the minimum marks as prescribed in Clause 9.0 Table 4 in all categories of courses in all the semesters to secure a pass in that course.

B.Des. (Fashion and Apparel Design) A student shall secure the minimum marks as prescribed in Clause 9.0 Table 5 in all categories of courses in all the semesters to secure a pass in that course.

14.2 Supplementary Examinations: If a candidate fails to secure a pass in a course and gets a “U” grade as per clause 15.1 he/she shall register and pay the requisite fee

for re-appearing in the End Semester Examination during the following semester(s). Such examinations are called Supplementary Examinations and will be conducted along with the Regular /Repeat Examinations. The Supplementary Exams for the Odd semester courses will be conducted during the odd semester and supplementary exams for the even semester courses will be conducted during the even semester only. The student need not attend any contact course. The Internal Assessment marks secured by the candidate will be retained for all such attempts.

- 15.3** A candidate can apply for the revaluation of his/her end semester examination answer script in a theory course, after the declaration of the results, on payment of a prescribed fee.
- 15.4** If a candidate fails to secure a pass in Practical/Theory with Practical component / Design Project / Internship / Comprehension courses, due to not satisfying the minimum passing requirement (“U” grade) – as per clause 15.1 he/she shall register for the courses by paying the prescribed fee in the subsequent semester when offered by the departments.
- 15.5** Revaluation is **not** permitted for Practical/Theory with Practical component/Design Project / Internship / Comprehension courses. However, only for genuine grievances as decided by the Exam Grievance Committee a student may be permitted to apply for revaluation.
- 15.6** After 5 years, i.e., completion of one year (2 semesters) from the normal duration of the programme, the internal assessment marks obtained by the candidate will not be considered in calculating the passing requirement. A candidate who secures 50% in the end semester examination will be declared to have passed the course and earned the specified credits for the course irrespective of the score in internal assessment marks earned in that course.
- 15.7** Candidate who earns required credits for the award of degree after 5 years for B.Des. programme (on expiry of extended period of 2 semesters over and above normal duration of course) he/she will be awarded only *second class* irrespective of his/her CGPA. However, the period approved under temporary withdrawal, if any, from the programme (13.0) will be excluded from the maximum duration as mentioned above.

14.8 Semester Abroad Programme: Students who are allowed to undergo internship or Training in Industries in India or abroad during their course work or attend any National / International Institute under semester abroad programme (SAP) up to a maximum of 2 semesters will be granted credit equivalence for the Course Work/project work done by them in the Industry /Foreign Institute as per the recommendations of the credit transfer committee.

15.0 Grading

15.1 A grading system as shown in Table 9 will be followed.

Table 9 Grading system

Range of Marks	Letter Grade	Grade Points	Remarks
90 – 100	S	10	Outstanding
80-89	A	09	Excellent
70-79	B	08	Very Good
60-69	C	07	Good
50-59	D	06	Average
45 – 49	E	05	Pass
<45	U	00	To Reappear for end-semester examination
--	RC	00	Repeat Course (Summer / Winter) due to Attendance deficiency (between 40% and 74%) and/or Lack of minimum CIA marks as specified in clause 9.0, Table 4 for B.Des.(ID) and Table 5 for B.Des.(FAD)
--	RA	00	Repeat the course due to (i) Lack of minimum attendance (below 40%) in regular course / Failing to secure a minimum

			attendance / minimum CIA marks in immediately following winter / summer courses
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15.2 GPA and CGPA

GPA is the ratio of the sum of the product of the number of credits C_i of course “i” and the grade points P_i earned for that course taken over all courses “i” registered and successfully completed by the student to the sum of C_i for all “i”. That is,

$$GPA = \frac{\sum_i C_i P_i}{\sum_i C_i}$$

CGPA will be calculated in a similar manner, in any semester, considering all the courses enrolled from the first semester onwards.

15.3 The Grade card will not include the computation of GPA and CGPA for courses with letter grade **RC, RA and U** until those grades are converted to the regular grades.

15.4 A course successfully completed cannot be repeated.

16.0 Grade Sheet

16.1 Letter grade

Based on the performance, each student is awarded a final letter grade at the end of the semester in each course. The letter grades and corresponding grade points are given in Table 10.

16.2 A student is considered to have completed a course successfully and earned credits if he/she secures a letter grade other than **U, RC, RA** in that course.

16.3 After results are declared, grade sheet will be issued to each student which will contain the following details:

- a. Program and discipline for which the student has enrolled.
- b. Semester of registration.

- c. The course code, name of the course, category of course and the credits for each course registered in that semester
- d. The letter grade obtained in each course
- e. Semester Grade Point Average (GPA)
- f. The total number of credits earned by the student up to the end of that semester in each of the course categories.
- g. The Cumulative Grade Point Average (CGPA) of all the courses taken from the first semester.
- h. Credits earned under Non – CGPA courses.
- i. Additional credits earned for B. Des. With Minor specialization.

17.0 Class/Division

17.1 Classification is based on CGPA and is as follows:

CGPA \geq 8.0: **First Class with distinction**

6.5 \leq CGPA <8.0: **First Class**

5.0 \leq CGPA <6.5: **Second Class.**

- 17.2 i) Further, the award of ‘**First class with distinction**’ is subject to the candidate becoming eligible for the award of the degree having passed the examination in all the courses in his/her first appearance with effect from II semester, within the minimum duration of the programme.
- ii) The award of ‘**First Class**’ is further subject to the candidate becoming eligible for the award of the degree having passed the examination in all the courses **within 5 years for B.Des. Programmes**
- (iii) The period of authorized break of the programme (vide clause 13.0) will not be counted for the purpose of the above classification.
- (iv) To be eligible for award of **B.Des. With Minor Specialization**, the student must have earned additional 12 credits in the relevant courses offered by the minor specialization department and has successfully earned **181 credits (165 regular credits + 12 Additional credits + 4 Non CGPA Credits)**

18.0 Transfer of credits

18.1. Within the broad framework of these regulations, the Academic Council, based on the recommendation of the Credit Transfer Committee so constituted may permit students to earn part of the credit requirement in other approved Universities of repute & status in the India or abroad.

18.2 The Academic Council may also approve admission of students who have completed a portion of course work in another approved Institute of repute under lateral entry based on the recommendation of the credit transfer committee on a case to case basis.

18.3 Admission norms for working Professional:

Separate admission guidelines are available for working / experienced professionals for candidates with the industrial / research experience who desire to upgrade their qualification as per recommendation of Credit Transfer Committee.

19.0 Eligibility for Award of the B.Des., / B.Des. With Minor Degree

19.1 A student shall be declared to be eligible for award of B. Des. / B.Des. With Minor degree if he/she has satisfied the clauses 4.6 / 7 respectively within the stipulated time.

- a. Earned the specified credits in all the categories of courses (vide clause 4.6) as specified in the curriculum corresponding to the discipline of his/ her study ;
- b. No dues to the Institute, Hostels, Libraries etc.; and
- c. No disciplinary action is pending against him / her.

The award of the degree shall be recommended by the Academic Council and approved by the Board of Management of the Institute.

20.0 Change of Discipline

20.1 If the number of students in any discipline of B.Des. class as on the last instructional day of the First Semester is less than the sanctioned strength, then the vacancies in the said disciplines can be filled by transferring students from other disciplines subject to

eligibility. All such transfers will be allowed on the basis of merit of the students. The decision of the Vice-Chancellor shall be final while considering such requests.

20.2 All students who have successfully completed the first semester of the course will be eligible for consideration for change of discipline subject to the availability of vacancies and as per norms.

21.0 Power to modify

Notwithstanding all that has been stated above, the Academic Council is vested with powers to modify any or all of the above regulations from time to time, if required, subject to the approval by the Board of Management.
