

Ordinance for Undergraduate and Postgraduate Programmes (Amended) 2024

Preamble

School of Planning and Architecture Bhopal (SPAB), established in 2008 under an Act of Parliament as an autonomous institute of national importance by the Ministry of Human Resource Development, now under the Ministry of Education, Government of India is mandated to promote education and research in Planning, Architecture and Design. Given its mandate, SPAB intends to be the preeminent public research and teaching academy in Planning, Architecture and Design studies in the country and aspires to attain (a) international standard by integrating teaching and learning, (b) Advancement of the knowledge base through research and scholarship and (c) Leadership in service and outreach.

To emerge as a think tank in the sphere of planning and architecture nurtured by a forward-looking, dynamic and efficient collective leadership. Human and knowledge resources being catalytic agents for social and economic development of our nation, and in view of a national shortage of quality manpower in architecture and planning, SPAB shall endeavour to face the challenge squarely with a holistic approach.

- To inculcate the practice of inter-disciplinary and multi-disciplinary approaches in planning, architecture and design pedagogy.
- To equip the students with relevant knowledge and skills to enable them to shoulder responsibilities based on an informed perception of local, regional, national and global needs.
- To build a unique blend of curricular, experiential, and research programmes delivered within a student-centric culture.
- To create and foster networking opportunities with the academia, government institutions, research organisation and industry towards undertaking cutting-edge collaborative research.
- To ensure dissemination of research findings and engage in outreach programmes towards capacity building and public service.
- To nurture genuine scholarship, creativity and encourage entrepreneurship.
- To promote teamwork and engage in productive partnerships.
- To forge meaningful interdisciplinary programmes.

- To facilitate ethical and value based instructional improvement through timely and sustained capacity building of members of faculty.
- To develop global competencies amongst students by enhancing their employability and contribute to human resource development.
- To develop and introduce various non-credit programs dedicated to promote effective citizenship amongst students through community service and public education.
- To strengthen the communicative ability (speaking, reading, writing and listening) of students.
- To develop the Interpersonal skills of students, enhance their technical literacy, and inculcate into them the trait of critical thinking.
- To nurture the hidden talents of students through extracurricular activities.

SPAB aspires to emerge as an international academy whose academic portfolio, research agenda, and educational model align with the shifting needs of society. It strives for built sustenance through sustainable architecture, social sustenance through universal design, cultural sustenance through conservation, and human settlement sustenance through habitat planning and design. The SPAB is committed to train planners, architects, and designers for the nation who could exhibit high academic standards and take up the challenges of physical and socio-environmental development of the country. SPAB aspires to engage in meaningful research on topical themes in the areas which inter alia include sustainable architecture, urban planning, heritage conservation, urban design, universal design, regional planning, transport and logistics planning, landscape architecture and design.

Definitions

I.	<i>'SPAB' shall mean School of Planning and Architecture, Bhopal</i>
II.	<i>'Senate' shall mean Senate of School of Planning and Architecture, Bhopal'</i>
III.	<i>'HoD' shall mean Head of the Department</i>
IV.	<i>'RG' shall mean Regulation</i>
V.	<i>'AR (A)' shall mean Assistant Registrar (Academics)/ (Admission & Examination).</i>
VI.	<i>DoA' shall mean Dean (Academics)</i>
VII.	<i>'RG' shall mean Regulation</i>
VIII.	<i>'ESE' shall mean End Semester Examination</i>

Ordinance

The Senate of SPAB is the statutory and supreme body that governs all academic matters of SPAB, and the rulings of Chairman, Senate (Director of SPAB) are final in regard to all academic issues. A definite time schedule is set by the Senate for various academic activities through an Academic Calendar issued in the beginning of each academic session. The Senate shall continuously assess the Academic Programmes and shall make appropriate revisions / modifications / improvements as and when required.

The Academic Office of SPAB provides administrative back-up and support for all academic activities looked after by AR (A). All academic matters come under the purview of the Dean (Academic). Matters pertaining to conduct, discipline and welfare of the students are overseen by the Dean (Students' Affairs).

- i. SPAB awards the Bachelors (undergraduate) degree in Planning and Architecture, Masters (postgraduate) degree in various specializations as per RG-2 (vii) and PhD degree to a registered scholar who has successfully completed the course.
- ii. All Bachelors (undergraduate) and Masters (postgraduate) programme shall be governed under various Regulations (RG) formulated by the Senate of SPAB.
- iii. A scholar becomes eligible for the award of the above-mentioned degrees as the case may be only after fulfilling all the academic requirements prescribed under this Ordinance.
- iv. The provisions of these Regulations are applicable to all existing Bachelors (undergraduate) and Masters (postgraduate) programmes of SPAB and will also be applicable to new undergraduate and postgraduate programmes that are introduced from time to time.
- v. Notwithstanding all that has been stated above and the Regulations that follow, the Senate has the right to modify any of the Regulations from time to time.
- vi. **All programmes offered by SPAB will have to be approved by the Advisory Committee before presenting them to the senate. The Advisory Committee will be constituted by the Chairman Senate. All interested faculty members may be invited to the meeting of the Advisory Committee if so deemed by the HoD.**

Regulation 1: Academic Programmes

- i. SPAB offers a five-year undergraduate programme (ten semesters each with approximately eighteen working weeks) in Architecture leading to the award of Bachelor of Architecture (B. Arch) degree and a four-year undergraduate programme (eight semesters each with approximately eighteen working weeks) in Planning, leading to the award of Bachelor of Planning (B. Plan) degree on successful completion of the course.
- ii. SPAB also offers two-year post-graduate programmes (four semesters each with approximately eighteen working weeks) in various specialization under (a) Urban and Regional Planning, (b) Environmental Planning, (c) Transport Planning and Logistics Management) (d) Urban Design, (e) Conservation (f) Landscape and (g) Design.
- iii. **Both the undergraduate and postgraduate programmes have an inbuilt academic requirement of different activities at different stages. Whenever any new programme is introduced, it will be guided by the academic requirements mentioned in the scheme and syllabus duly approved by the Advisory Committee and the Senate.**

Regulation 2: Admission

- i. Admission to the five-year Bachelor of Architecture (B. Arch) and four-year Bachelor of Planning (B. Plan) programme shall be made in the odd semester (July – December) of each academic session as per the eligibility rules of Central Seat Allocation Board (CSAB) for the students qualifying Joint Entrance Examination (Main) and discipline-specific exam conducted by Central Board of Secondary Education, Government of India.
- ii. Admission to Master of (a) Urban and Regional Planning, (b) Environmental Planning, (c) Transport Planning and Logistics Management (d) Urban Design, (e) Conservation (f) Landscape and (g) Design programmes and any other undergraduate and postgraduate programmes offered by SPAB will also be made in the odd semester of each academic session through an entrance test having both a written and viva voce component with due weightage to academic credentials, co-curricular and extracurricular activities, professional experience and scores earned in GATE / JRF / CEED / NET / SET etc. The entrance test may be a standalone one conducted by SPAB itself or it may be a joint entrance

test to be conducted jointly with other SPAs / other Institutes.

- iii. Programme-wise number of seats is furnished below which are subject to changes as decided by the competent authority of SPAB.

Table 1 Seat Reservation Matrix

Sl. No.	Name of the Programme	Total Seats	Remarks
1	B. Arch	94	Admission to be made as per the list of Central Seat Allocation Board
2	B. Plan	38	Admission to be made as per the list of Central Seat Allocation Board
3	Master's programme (all specializations except URP)	25	Admission to be made by SPAB through an entrance test
4	Master's programme URP	38	Admission to be made by SPAB through an entrance test

N.B.

In addition to the table above, seats offered by old/new courses will be notified from time to time.

Reservation for different categories shall be as per Government of India norms in force. Supernumerary seats shall be available as and when warranted. SPAB shall also admit students under Direct Admission of Students Abroad (DASA) to both of its undergraduate and postgraduate programmes as communicated by the DASA.

- iv. All students admitted to any of the above-mentioned courses shall be required to pay at the time of joining and also in subsequent semesters tuition and other fees as prescribed by SPAB till they are on roll.
- v. **SPAB shall also admit students to its postgraduate programme who are sponsored by Central / State governments, Government agencies and Industries. A sponsored student, however, must have had the minimum educational qualifications as given under RG 2 (vii) and must qualify himself / herself at the viva voce to be conducted during the entrance test.**
- vi. Minimum educational qualification to be eligible to apply for admission to the postgraduate programmes is as follows:

Table 2 Eligibility Criteria

Sl. No.	Name of Programme	Eligibility Criteria
1	2	3
1	Master of Arch. (Urban Design)	B. Arch or B. Plan from any institution recognized by SPAB with at least 60% (or 6.5 CGPA) for General /OBC/EWS and 55% (6.0 CGPA) in case of SC/ST/PWD candidates in the qualifying examination.
2	A Master of Architecture (Landscape) <i>Degree to be awarded to candidates with eligibility specified in (i) Column 3</i> B. Master of Landscape Design <i>Degree to be awarded to candidates with eligibility specified in (ii) Column 3</i>	Minimum of 60% (or 6.5 CGPA) for General/OBC/EWS and 55% (or 6 CPPA) in case of SC/ST/PWD candidates, from any institution recognized by SPA B, in any of the qualifying examinations mentioned below: i. B.Arch. /B. Plan / B.E./B. Tech (Civil Engineering) ii. B.Sc + M.Sc in any of the following: Horticulture/ Agriculture/ Forestry/ Ecology/Botany/Zoology/Geology/Geomorphology/Geography. <i>(2 years M.Sc. degree programmes recognized by UGC)</i>
3	A. Master of Architecture (Conservation) <i>Degree to be awarded to candidates with eligibility specified in (i) Column 3</i> B. Master of Conservation <i>Degree to be awarded to candidates with eligibility specified in (ii), (iii), (iv) and (v) in Column 3.</i>	Minimum of 60% (or 6.5 CGPA) for General/OBC/EWS and 55% (or 6 CPPA). In case of SC/ST/PWD candidates, from any institution recognized by SPA B, in any of the qualifying examinations mentioned below: i. B.Arch. /B. Plan / B.E./B. Tech (Civil Engineering) ii. M.A in History/ Cultural studies/ Heritage studies/ Anthropology or equivalent. iii. M.A/ M. Sc in Museology/ Archeology or equivalent. <i>(2 years M.A./ M.Sc. degree programmes recognized by UGC)</i> iv. PG Diploma (two years) in Archeology/Museology/ Conservation/ or equivalent, from national institutes/university. v. 5 year integrated Degree in Law with specialization in Heritage Law.
4	Master of Planning (Urban and	Minimum of 60% marks in aggregate (or 6.5 CGPA) for General/OBC/EWS and 55% marks in aggregate (or 6.0 CGPA) in case of SC/ST/PWD candidates in any of the qualifying examinations

	Regional Planning)	mentioned below: i. B. Arch/ B. Plan /B.E. or B. Tech (Civil) ii. M.A. / M.Sc. in Geography/ Economics iii. M.A. in Sociology (2 years M.A./ M.Sc. degree programmes recognized by UGC)
5	Master of Planning (Environmental Planning)	Minimum of 60% marks in aggregate (or 6.5 CGPA) for General/OBC/EWS and 55% marks in aggregate (or 6.0 CGPA) in case of SC/ST/PWD candidates in any of the qualifying examinations mentioned below: i. B. Arch/ B. Plan /B.E. or B. Tech (Civil) ii. M.A. / M.Sc. in Geography/ Economics/ Sociology iii. M.Sc. Environmental Science (2 years M.A./ M.Sc. degree programmes recognized by UGC) iv. B.E/B. Tech Environmental Engineering v. 5 year integrated Degree in Law with specialization in Environmental Law. vi. 5 year integrated Degree in General Law.
6	Master of Planning (Transport Planning and Logistics Management)	Minimum of 60% marks in aggregate (or 6.5 CGPA) for General/OBC/EWS and 55% marks in aggregate (or 6.0 CGPA) in case of SC/ST/PWD candidates in any of the qualifying examinations mentioned below: i. B. Arch/ B. Plan /B.E. or B. Tech (Civil) ii. M.A. / M.Sc. in Geography/ Economics iii. M.Sc. Statistics /Operations Research/Econometrics (2 years M.A./ M.Sc. degree programmes recognized by UGC)
7	Master of Design	Candidates must possess an Undergraduate degree from one of the following categories with a minimum of 60% marks in aggregate (or 6.5 CGPA) for General/ OBC and 55% marks in aggregate (or 6.0 CGPA) in case of SC/ST/PWD candidates in the qualifying examination. Candidates opting Product Design, must have <ul style="list-style-type: none"> • Bachelor of Design/Graduate Diploma (min. 4 years) in a stream of Industrial Design/ Product Design from a recognised institute/university. • Bachelor of Architecture from CoA recognised institute • Bachelors of Engineering/Technology from an AICTE recognised institute Candidates opting Visual Communication Design, must have <ul style="list-style-type: none"> • Bachelor of Design/Graduate Diploma (min. 4 years) in a stream of Design from a recognised institute/university • Bachelor of Architecture from CoA recognised institute • Bachelors of Engineering/Technology from an AICTE recognised institute • Bachelor of Planning from ITPI recognized institute • Bachelor of Fine Arts from UGC recognized institute (also must have atleast one year of Industrial Experience) • Master of Fine Arts from UGC recognized institute

Regulation 3: Maximum Duration for Completion of Programmes

- i. A student shall have to complete the Bachelor of Architecture programme within a maximum period of eight academic years failing which his/ her studentship shall stand annulled.
- ii. A student shall have to complete the Bachelor of Planning programme within a maximum period of seven academic years failing which his/ her studentship shall stand annulled.
- iii. A student shall have to complete the Masters programmes under various specializations of Planning and Architecture and Design within a maximum period of five academic years. failing which his/ her studentship shall stand annulled.
- iv. **For programmes not listed above, A student shall have to complete the course within a maximum period of (minimum duration of course +3 years) failing which his/ her studentship shall stand annulled.**

Regulation 4: Code of Conduct

- i. **Students shall adhere to the basic code of conduct as laid down in the student Manual, Hostel Rules or any other manual of SPAB within and outside the SPAB campus in a manner befitting the students of an institution of national importance.**
- ii. **Necessary punishment shall be meted out to delinquent students depending on the gravity of the offence, which may range from a written reprimand, fine and expulsion from the hostel, debarment from an examination, rustication for a specified period or even outright expulsion from SPAB as the case may be. The Institute Student Disciplinary Committee shall examine any violation of the code of conduct and determine the punishment to be awarded.**

Regulation 5: Registration

- i. A student must register himself/herself in the appropriate semester as per the student's eligibility within the stipulated date as indicated in the academic calendar of SPAB.
- ii. No student shall be registered for the semester two weeks after the

commencement of classes.

- iii. **Late registration up to a maximum of two weeks from the day of commencement of classes may be granted to a student provided s/he has taken prior permission from HoD in writing/e-mail for genuine medical reasons/calamity in the family or any other exigency. The student shall produce the e-mail / written permission from HoD to Dean (Academic) for his/her approval and submit the same at the time of registration. Any late registration granted shall not discount the minimum mandatory attendance.**
- iv. Any late registration without valid grounds shall be subjected to late fees as decided by the registrar of SPAB.
- v. AR (A) shall record all such cases of late registration as granted under RG 13 (vii and viii).
- vi. A student having a backlog of more than 40% of credits assigned in a semester will have to re-register in that semester in all subjects and attend classes to be evaluated afresh, regardless of earlier performance.
- vii. A student shall be allowed to take regular semester examinations only if she registers for that semester.
- viii. Any relaxation in payment of prescribed fees by the stipulated date due to any distress shall be referred to Director of SPAB and his/her order in this matter shall be final and binding.
- ix. **An exemption may be granted towards penalty for late payment of fees in case of education loan or national/state scholarship with prior permission of the Director/ Registrar.**

Regulation 6: Residence

- i. Unless otherwise exempted /permitted, a student admitted to undergraduate and postgraduate programs mentioned under RG 2 shall have to reside in the hostel located in SPAB campus which s/he is assigned to as required under the Schools of Planning and Architecture Statutes, 2016. Residency in the SPAB hostel and the procedure of allocation/reallocation of hostel rooms shall be governed by SPAB Hostel Rules framed for the purpose from time to time.
- ii. Under extraordinary circumstances, the Director / Dean of Students' Affairs may

permit a student to stay with his / her Parent or Guardian in SPAB campus provided s/he is the ward of any SPAB faculty / staff member subject to availability of accommodation or within a reasonable distance from SPAB. Such a student shall, however, be attached to the hostel and will be required to pay prescribed fees from time to time.

- iii. No married accommodation shall be provided to any student of undergraduate or postgraduate programmes.

Regulation 7: Conduct of Courses

- i. **HoD will appoint a faculty as Programme Coordinator who will be responsible for ensuring the smooth conduct of all courses of undergraduate and postgraduate program as per RG 18.**
- ii. HoD, along with the Program Coordinator, shall call a meeting of newly admitted students along with all the members of faculty at the beginning of each academic session to apprise the students of the programme outline and various academic requirements, which inter alia include minimum attendance, coursework, method of instruction, evaluation (grades), submittals, tours, SPAB activities etc.
- iii. Any changes in the syllabus, credit system, method of evaluation, method of instruction etc. shall first be discussed at the respective department and then by the respective Advisory Committees before placing the matter to the Senate for approval.
- iv. Each Subject / Studio / project shall have a Coordinator and, if needed, a Co-Coordinator. Subject / studio / project allotment amongst faculty shall be decided in Faculty meeting of the department to be convened before the start of subsequent semesters and such allotment shall be on a rotational basis to the extent possible.
- v. Allocation of subjects external to the SPAB shall be applicable based on SPAB's Credit Exchange Policy. External students (students not enrolled in SPAB) may also be permitted to opt for subjects in SPAB based on the same policy. All evaluation and credit equivalence of such courses shall be governed by the clauses mentioned in the policy.
- vi. Each Subject / Studio Coordinator shall brief the students at the start of the semester about the content of the subject / studio, assignments for internal assessment, dates for various submittals, reference / reading materials etc.

- vii. Teaching load amongst members of faculty shall be assigned by the concerned HoD in consultation with program coordinator as unanimously decided at the Departmental meeting.
- viii. The HoD shall ensure the timely publication of the timetable for each programme duly approved by DoA. The timetable shall consider the normative weekly load assigned to each faculty. Any subsequent change in the timetable during the semester is permissible to deal with various types of exigencies and such revised timetable should be duly notified by the HoD after obtaining approval of DoA.
- ix. Semester studio/Project brief (duly approved by HoD) with stage-wise activities, timelines and tentative dates of reviews must be provided to the students at the beginning of the semester without fail.
- x. In the event of faculty availing any leave, adequate alternate arrangements shall be made for the conduct of classes.
- xi. The classes for a course must be held in the time slot given in the timetable. In exceptional situations, another empty slot may be used for regular classes if it suits all the registered students.
- xii. Make-up classes may be conducted in consultation with students after teaching hours or during Saturdays. However, no make-up class would be conducted on Sundays and SPAB Notified holidays.
- xiii. A member of faculty shall prepare the lesson plan for each subject / studios / project etc. assigned to him / her and submit the same to the Programme Coordinator / HoD.
- xiv. Each faculty shall ensure submittals from students in the form of PowerPoint presentations, debates, symposiums, seminars, essay writing etc. and make sure that the same is evenly distributed within the semester.
- xv. All feedback to the students shall be made within a fortnight.
- xvi. It shall be mandatory for each student to fill in the Faculty Feedback form before the end semester examinations, failing which no admit card shall be issued to the student.
- xvii. HoD, in consultation with Programme Coordinator and the members of faculty may design suitable remedial measures for academically weak students.
- xviii. The HoD shall convene periodic meetings to review the affairs of the Department

- and send the minutes of the meeting to all members of faculty and the DoA.
- xix. A faculty coordinator for professional training shall be appointed by the concerned department for the conduct of training and viva-voce of the subject.
- xx. Training and Placement Cell of the SPAB shall function following the Rules framed by the Training and Placement Cell.

Regulation 8: Attendance

- i. Attendance shall be recorded from the day of commencement of classes.
- ii. Hundred per cent attendance is expected in all classes (lectures, tutorials, laboratories, studios, workshops, extra academic activity, survey, study tours etc) and is mandatory.
- iii. A student must satisfy the requirement of minimum attendance separately in each subject/studio/project/design/thesis etc.
- iv. Subject to certification of the Subject / Studio Coordinator and endorsement by the HoD, a maximum of 25 per cent of mandatory attendance can be condoned by the HoD on the grounds of illness, extraordinary circumstances (death or accidents in immediate family), exigencies, or participation in various academic, cultural and sports competitions permitted by SPAB.
- v. A student must formally inform the Programme Coordinator / HoD about his/her illness. If the situation so warrants, either parents / guardian (as recorded in the office of AR (A) must formally inform the Programme Coordinator / HoD about the student's illness. A student must produce a valid certificate from a registered medical practitioner along with his/her application to condone the leave of absence due to illness. HoD reserves the right to reject any application for condoning the absence on medical ground if s/he is not satisfied with documents provided by the student.
- vi. A student must produce a valid certificate of participation from a competent authority along with his/her application to condone the leave of absence due to participation in any academic, sports or cultural events. HoD reserves the right to reject any application for condoning the absence on such grounds if s/he is not satisfied with the documents provided by the student.

- In case of seeking exemption for participation in any sports, cultural, extra-curricular or professional events, prior permission must be sought, and approval taken from HoD. In addition, on returning from the event, a student must produce a valid certificate of participation from a competent authority. HoD reserves the right to reject any application for condoning the absence if s/he is not satisfied with documents provided by the student.
- vii. The attendance of a student during the semester shall be recorded against each subjects/studio/project/ design/thesis etc. taught/conducted during that particular semester. Explanation: an attendance of 80 percent in one subject / studio etc. and 70 percent in another shall not satisfy the Attendance criteria despite the average attendance being 75 percent.
- viii. Respective subjects /studio/project/design/thesis etc. coordinators' shall display the attendance record periodically and upload the same to a Department Database at the end of every month. A signed hard copy of the same is to be submitted to the Department on the same day. The responsibility of recording, computing and communicating attendance of a subject, solely lies with the Subject coordinator(s).
- ix. While calculating the percentage of attendance, any decimal shall be rounded off to the next digit provided if it is 0.50 and above.
- x. A student who fails to achieve 75% attendance in more than four subjects in a semester shall be debarred from appearing in the End Semester Examination in all subjects/ studio/design/project/thesis etc. and shall be deemed detained in that semester and shall have to reregister in that semester in the next academic session.
- xi. A student who fails to achieve 75% attendance in particular subject/s (4 or less than 4 in number and other than (i) Planning / Design / Project Studio (ii) Thesis and (iii) Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar) shall not be allowed to appear in the End Semester Examination in that/those particular subject/s and shall be awarded 'F' grade in that subject. S/he would be permitted to appear in the Supplementary Examinations, for that/those subject/s, conducted annually after the End Semester Examination of the even semester.
- xii. A student who fails to achieve 75% attendance in (i) Planning / Design / Project Studio (ii) Thesis and (iii) Thesis Programming / Seminar Leading to Thesis / Pre-Thesis Seminar, shall be debarred from appearing in the End Semester Examination for that subject. S/he will be awarded 'F' grade in the subject and shall have to reregister for the Subject when it is offered in the next academic session and attend classes regularly. S/he however, need not attend the classes in other subjects allocated in that semester provided if s/he has already passed and/or fulfilled attendance criteria in all other subjects.
- xiii. If a student is absent continuously for three weeks without any written intimation to the HoD or Programme Coordinator / Subject Coordinator or Hostel Warden / Assistant Warden, his/her registration shall stand cancelled.
- xiv. The HoD is required to conduct monthly meetings with subjects/studio/project/ design/thesis etc. coordinators' to understand the status of attendance of students. Students having less than 75% attendance in any subjects/studio/ project /design/thesis etc. or in aggregate, need to be cautioned verbally and if required through written communication to parents, throughout the semester.
- xv. **The Department wise List of Debarred Students on the basis of attendance, subject/studio/project/design/thesis etc. wise and in aggregate for subject/studio/project/design/thesis etc. subjects, supported by Final Attendance records are to be sent to Examination Department seven days prior to commencement of End Semester Examinations signed by the HoDs (assuming 100% attendance for all students in the last seven days, that remain to be conducted). Any decisions of condoning of attendance (within the permissible 25%) are to be taken in the Department (with Head as Final authority) and considered while preparing Final List of Debarred students.**
- xvi. **The duly signed list of debarred students on the basis of subjectwise progressive evaluation must be provided by HoDs of respective departments at least two working days prior to the commencement of examination. The debarred list shall prepared on the basis of serial number (Sl. No. 5) of table under RG 13 (iii)**
- xvii. **The List of Debarred students received from various Departments is to be published and communicated by the Examination section to all students two days prior to commencement of End Semester Examination.**

Regulation 9: Terms of Evaluation

- i. The performance of the student shall be evaluated through two components: (i) Progressive Evaluation with 50% of weightage, based on tutorials, group / individual assignments, guided practices, class tests, intermediate reviews, quizzes / viva voce, seminar presentations, studio works, field works, home works etc. and (ii) an End Semester Examination with 50% weightage.
- ii. To earn the credit, a student has to obtain a minimum of 50% marks both in the progressive evaluation as well as in the ESE separately.
- iii. For the subjects having both Viva-Voce and Written components in ESE, student has to achieve in aggregate minimum 50% marks to pass the exam. It is compulsory for the student to appear in both components to pass the exam.

The following scheme of evaluation shall be adopted to evaluate the performance of a student:

- iv. All subjects /studio/project/design/thesis/training/internship carry number of credits as indicated in the syllabus of concerned programmes.

Table 3 Format for Evaluation

Sl. No.	Particulars	Evaluation System				
		Progressive Evaluation		End Semester Examination		Total Marks
		Method	Marks	Method	Marks	
1	Subjects to be evaluated with written examination only	Based on tutorials, group / individual assignments, guided practices, class tests, intermediate reviews, quizzes / viva voce, seminar presentations, studio works, field works, homework etc. as decided by Subject Coordinator.	50	Written Examination	50	100
2	Subjects to be evaluated with viva voce only	Do	50	Viva Voce	50	100
3	Subjects to be evaluated through both written examination and viva voce	Do	50	Both Written Examination and Viva Voce	25 + 25	100

- v. The duration of examination for subjects having two components (Viva-voce and written/ time problem) shall be as per the scheme of the programme.
- vi. Supplementary for end semester examinations of both odd and even semester

shall be conducted for Theory Subjects only for both the written and / or viva component. If a student fails to pass in the ESE of a Subject/s or fails to appear in the ESE of Subject/s at the End Semester Examination, s/he will be eligible for appearing in the Supplementary examination. In addition, clauses under Attendance shall also be applicable for appearing in Supplementary Examinations.

- vii. **There shall be no supplementary examinations for Studio / Design / Project / Thesis / Seminar Leading to Thesis / Pre-Thesis Seminar or any other nomenclature such academic courses are named by across all Programmes. A student failing in the progressive evaluation under abovementioned subjects shall not be permitted to appear in the ESE.**

A student failing in the ESE or failing to appear in the ESE in any one of these abovementioned subjects would be awarded 'I' grade. S/he would be given reasonable time by the Committee constituted by the respective HoD (approved by Dean, Academics) to improve upon his / her assignment and secure the minimum marks required to pass the examinations.

Any such student shall be provisionally admitted to the next semester, subject to the condition that s/he will be reverted back to the previous semester which s/he fails to clear.

- viii. In case of a student in the final semester of Thesis falling marginally short in minimum pass marks in the progressive evaluation or ESE, on the recommendation of (i) the Thesis Coordinator and Head or (ii) the Jury conducting End Semester Viva-Voce examination, respectively, a student may be given suitable extension (not more than 3 months) to defend his/her thesis and the ESE Viva-Voce may be re-conducted in such cases.
- ix. In case of a student in Planning / Design studios / Project, Thesis Programming / Seminar Leading to Thesis / Pre-Thesis Seminar across all Programmes falling marginally short in minimum pass marks in the End semester Examination, on the recommendation of (i) the Concerned Coordinator and Head or (ii) the Jury of ESE, a student may be given suitable extension and the ESE Viva-Voce may be re-conducted in such cases.
- x. **The extension thus provided shall conclude at least one week prior to the commencement/ initial date of registration of the next semester. This extension can be given only once in the duration of the programme.**

- xi. **A student shall be given a maximum of three additional attempts to clear a subject in which s/he has failed when the subject was offered in the regular curriculum, two supplementary examinations and one more regular examination (with reregistration in same subject in subsequent academic session), failing which his / her registration as a student in SPA Bhopal shall stand annulled. However, such provision shall be within the maximum period in which a student must complete the programme as given under RG 3.**
- xii. A student who fails to score the pass marks in the progressive evaluation of a Subject shall be evaluated afresh for the Progressive Evaluation Component by submitting assignments to the Subject Coordinator (appointed by the respective department) in the next semester when that particular Subject is offered. S/he is not required to attend classes on the subject again.
- xiii. The scheme of evaluation as given under RG 9 (iv) will not be applicable for the subject of Professional Training / Planning Internship / Training Seminar. The evaluation of this Subject shall be made at the end of the training period. The evaluation of this Subject shall be done in accordance with the guidelines given in the Training Manual of the SPAB amended from time to time.
- xiv. In case of change in syllabus affecting the placement of subjects, students repeating a semester may be allowed to (i) continue on old scheme, (ii) migrate to new scheme or (iii) a new blended scheme designed for each student, to cover all subjects being affected. This decision may be made on case-to-case basis by the HoD in Consultation with DoA and with approval of Chairman, Senate.
- xv. Academic Office shall ensure that a student does not suffer any year back due to the relocation of subject/s from one semester to another semester. Under such circumstances, special permission from the Chairperson, Senate shall be sought through DoA by the AR (A) to conduct Special Examinations or take action as per (xi) above.

Regulation 10: Conduct of Examinations and Progressive Evaluation:

- i. The Academic Office shall conduct all examinations under the supervision of AR (A). Controller of Examination (CoE) and DoA shall oversee the overall conduct

- of the examinations.
- ii. Supplementary examination of ESE of odd semester shall be held in the month of May of next calendar year and that of even semester shall be held in the month of July of the same calendar year duly notified by the AR (A) unless otherwise communicated.
- iii. The concerned subjects/studio/project/design/thesis etc. coordinators shall keep all records in safe custody pertaining to progressive assessment of subjects/studio/project/design/thesis etc s/he teaches / coordinates, until the student passes in that subjects/studio /project/design/thesis etc.
- iv. The scorecard shall reflect the student having passed a Subject in supplementary examinations against the subject(s).
- v. The template of question paper shall be circulated by the AR (A) from time to time. The font, font size, watermark, heading and other mandatory entries shall be strictly followed by the Question Setter. No question paper shall be entertained if it does not conform to the template sent by the AR (A)
- vi. **All faculty shall submit Question Papers/ Time Problem for ESE one week before the examination. Submission of evaluated answer books of ESE shall be done one week from the date of receiving the answer books. Faculty evaluating more than 100 answer books shall get 10 days to submit the answer books.**
- vii. In case a Subject Coordinator is not in a position to prepare the question paper(s) and/or evaluate the answer books due to some extraordinary exigency, the HoD in consultation with Programme Coordinator shall assign the responsibility to any other faculty and ensure that the question paper(s) and answer books are submitted to the Examination section by the stipulated date.
- viii. The concerned examiner shall be responsible for the safe custody of the answer books till these are returned to the Examination section after evaluation of ESE.
- ix. AR (A) shall maintain a register for receiving the question papers, marks as well as answer books with dates.
- x. Both the Examiner as well as the AR (A) shall satisfy each other about the number of answer books received and returned.
- xi. Question papers of ESE shall be properly archived by office of DoA. However,

- answer books shall be disposed of periodically as decided by SPAB from time to time.
- xii. A student shall not carry any instrument, tools and gadgets that are not allowed inside the examination hall. The invigilator shall, before distributing the answer books and question papers, ensure that no student is carrying any instrument, tools and gadgets that are not permitted inside. Any such thing found in the possession of any student inside the examination hall shall be confiscated and shall be returned to the student after the examination is over.
 - xiii. However, graph paper, log table, various statistical tables, IS Codes and any kind of reference materials may be provided to the students inside the examination hall subject to the approval of concerned Subject Coordinator(s).
 - xiv. A student shall not be allowed to enter the examination hall fifteen minutes after the commencement of the examination and shall not be allowed to leave the examination hall half an hour before the examination ends. A student may leave the examination hall for using the wash room but must return within ten minutes. Such temporary leave from the examination hall shall be granted only twice during the entire duration of the examination. Temporary leave exceeding ten minutes shall disqualify a student to enter the examination hall. The invigilator shall record the temporary leave in a register and shall strictly follow the timings of entrance to and exit from the examination hall.
 - xv. A student may request for sick bed if s/he is unable to sit for the examination in the examination hall or request for assistance if s/he is unable to write due to injury. AR (A) shall make necessary arrangement in such cases and such cases should be recorded in writing.
 - xvi. With regard to conduct of viva-voce examinations, subject coordinators are required to submit names of examiners to the HoD office for approval of the director well before commencement of ESE. HoD office and the Subject Coordinator shall coordinate with the examiner for possible travel plan, accommodation etc. A list of approved examiners shall be communicated to the Office of AR (A) for despatching invitation letters well in advance.
 - xvii. There shall be zero tolerance against Plagiarism. Each Thesis Report / any written assignment shall be filtered through plagiarism-checking software. Following penalty shall be imposed on a student in the event of his/her found guilty of plagiarism considering its severity.

- i) Level 1: Similarities above 10% to 25% - Such student shall not be given any credit for the plagiarized script and shall be asked to resubmit within a stipulated time period as decided by the HoD in consultation with Program Coordinator, Subject Coordinator, and Supervisor.
 - ii) Level 2: Similarities above 25% to 50% - Such student shall not be given any credit for the plagiarized script and shall be asked to resubmit within a stipulated time period as decided by the HoD in consultation with Programme Coordinator, Subject Coordinator and Supervisor.
 - iii) Level 3: Similarities above 50% - Such student shall not be given any credit for the plagiarized script and his/her submission shall stand cancelled.
- xviii For Progressive Evaluation following points are to be referred.
- i. With regard to conduct of Progressive Assessment, Coordinators of Subject/Studio/Design/Project/Thesis etc. shall inform the students of all assignments well in advance over email from time to time.
 - ii. HoDs may ensure minimum conflict in assignment schedules across subjects within the department.
 - iii. The Subject Coordinators are required to display the assignment-wise marks periodically to students and upload the same on Department Database system.
 - iv. Final marks of Progressive Evaluation to be declared to students and the same updated in Department records.
 - v. Subject Coordinators hold sole responsibility for marks/grades awarded for Progressive Evaluation.

Regulation 11: Penalty for Unfair Means (UFM)

- i. Unfair means shall be sternly dealt with. Unfair means shall include use of inappropriate, undue or improper methods by a student while writing the examination. Carrying and/or copying of notes in any form during the examination shall be treated as unfair means. Unfair means shall also include plagiarism practiced in the writing of thesis, reports, and assignments as well as disturbing fellow students in the examination hall in any form.
- ii. A student resorting to unfair means for the first time during his / her studentship

at SPAB in any component of the examination for any subject / studio etc. shall be debarred from that component of the examination for that subject / studio etc. and shall deem to have failed in that subject.

- iii. A student resorting to unfair means for the second time during his / her studentship at SPAB shall be debarred from that semester and shall have to re-register for the semester.
- iv. A student resorting to unfair means for the third time during his / her studentship at SPAB shall forfeit her studentship of SPAB

Regulation 12: Re-Evaluation

- i. The answer books of class tests (if any) conducted for any Subject(s) will be shown to the students after the evaluation. No re-evaluation in any form is permitted for class tests except in cases where mistakes are detected by the students, like, non-awarding of marks against an answer, error in addition etc.
- ii. The answer books of written component for all Subject(s) of end semester examination will not be shown to the student. A student can apply to the AR (A) / (Admission & Examination) within a fortnight of declaration of results for re-evaluation of the answer books in prescribed form by paying the requisite fees.
- iii. The re-evaluation shall be made by a reviewer to be appointed by the DoA. There would be no change in marks awarded to the student if the re-evaluated marks are within + or - 5% marks from the original marks scored by the student.
- iv. There shall be no re-evaluation of supplementary examination.

The academic grading shall be made as follows:

Table 4 Grading Ranges and Credit Calculations

Letter Grade	Grade Point	Marks Range
O (Outstanding)	10	Above 90 Marks
A+ (Excellent)	9	80 - 90 Marks
A (Very Good)	8	70 - 79 Marks
B+ (Good)	7	60 - 69 Marks
B (Above Average)	6	55 - 59 Marks
C (Average)	5	51 - 54 Marks
P (Pass)	4	50 Marks
F (Fail)	0	Below 50 Marks
Ab (Absent)	0	Absent
F (AX)	Represents 'Debarred due to attendance shortage'	
I	Represents 'Incomplete results'. Proposed to be used in 'Thesis' and 'Studio' where extension is awarded beyond the regular time	

S	Represents 'Satisfactory'. Proposed to be used in non credit or credit (but compulsory) Subjects that are not used in the computation of SGPA/CGPA. Could be used in subjects like, Communication Skills, Physical Education, Ethics etc.
X	Represents 'Unsatisfactory'. Proposed to be used in non credit or credit (but compulsory) Subjects that are not used in the computation of SGPA/CGPA. Could be used in subjects like, Communication Skills, Physical Education, Ethics etc

ILLUSTRATION OF COMPUTATION OF SGPA AND CGPA

Course	Subject Credit	Letter Grade	Grade Point	Credit Point
Course 1	8	O	10	8 X 10 = 80
Course 2	5	A+	9	5 X 9 = 45
Course 3	5	A	8	5 X 8 = 40
Course 4	3	B+	7	3 X 7 = 21
Course 5	3	B	6	3 X 6 = 18
Course 6	3	C	5	3 X 5 = 15
Course 7	2	A	8	2 X 8 = 16
Course 8	1	B	6	1 X 6 = 6
	30			241

Thus, SGPA = 241/30 = 8.03

$$SGPA = \frac{\sum \text{Credit Point}}{\sum \text{Subject Credits}}$$

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 25	Credit: 25	Credit: 25	Credit: 25
SGPA: 8.03	SGPA: 7.00	SGPA: 5.60	SGPA: 6.00

Thus, CGPA up to 4 Semester = 30 x 8.03 + 30 x 7.00 + 30 x 5.60 + 30 x 6.00 = 798.9 CGPA (up to 4 semester) = 798.9/120 = 6.66

$$CGPA = \frac{\sum 4 \text{ semester SGPA}}{\sum 4 \text{ Semester Subject Credits}}$$

EXAMPLE OF COMPUTATION OF SGPA

Subject Code	Subject Name	Credit	Letter Grade	Grade Point	Credit Point
BARC01001	Architectural Design-I	8	O	10	80
BARC01002	Society, Culture & Architecture	5	A+	9	45
BARC01003	Building Material & Construction-I	5	A	8	40
BARC01004	Ecology & Environmental Science	3	B+	7	21
BARC01005	Graphics-I	3	B	6	18
BARC01006	Statics & Strength of Material	3	C	5	15
BARC01007	Workshop	2	A	8	16
BARC01008	Mathematics for Architecture	1	B	6	6
Total		30			241
					SGPA - 8.03

Thus, SGPA = 241/30 = 8.03

Regulation 13: Promotion and Debarment

- i. Promotion to next semester is contingent upon clearing the minimum credits of preceding semester, no pendency of disciplinary proceedings, payment of all outstanding dues of previous semester and registration to the semester by paying the requisite fees.
- ii. 'Maximum credits that can be taken forward for promotion to next academic year from the point of view of academic performance of the student will be as follows'

Table 5 Academic Requirement for Annual Promotion

B. Arch / B. Plan Programme		maximum credit to be carried forward	Remarks
From	To		
First Year	Second Year	40% of total Credits offered Annually*	
Second Year	Third Year	40% of total Credits offered Annually*	Admission to third year (V semester) is contingent upon clearing of all subjects of first year
Third Year	Fourth Year	40% of total Credits offered Annually*	Admission to fourth year (VII semester) is contingent upon clearing of all subjects of second year
Fourth Year	Fifth Year	40% of total Credits offered Annually*	Admission to fifth year (IX semester) is contingent upon clearing of all subjects of third year
All Masters Programmes			
First Year	Second Year	40% of total Credits offered Annually*	

* This condition is applicable when a backlog in a **particular semester** does not exceed 40% of total credits, in which case clause (iii) given below will apply.

N.B. Promotion to next academic year is subject to the condition of the maximum credits that can be taken forward and the compliance of the mandatory attendance requirement as stipulated under Regulation.'

- iii. A student having a backlog of more than 40% of credits assigned in a single semester will have to re-register in that semester in all 'Subjects / Studio / Design / Project / Thesis etc. and attend classes to be evaluated afresh, regardless of earlier performance, and will not get the option of Supplementary Examinations.

Table 6 Criteria for Debarment and Detention

Sl. No.	Regulation	Result	Action to be taken
A student may not be promoted to the next semester or be debarred from individual subjects based on multiple conditions of (i) attendance and (ii) performance stated in RG 3, 8, 9 and 10. All conditions resulting in Debarment and Detention are as follows:			
1.	Regulation 8 clause (viii): Total Attendance Deficit	Debarred in End Semester Examinations for all subjects	Re-registration in all subjects in same semester in subsequent academic session
2.	Regulation 8 clause (xiii) Attendance deficit in Planning / Design studios / Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar	Debarred in End Semester Examination	Re-register in next semester for the subjects Planning / Design studios / Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar and attend classes. Fresh Progressive assessment to be done. Other subjects need not be attended.
3.	Regulation 8 clause (xii) : Deficit in Subject wise Attendance for all other subjects apart from Planning / Design studios / Thesis / Projects/ Programming / Seminar Leading to Thesis / Pre Thesis Seminar	Debarred in End Semester Examination for that specific Subject	Appear in supplementary Examination conducted annually at the end of Even semester.
4.	Regulation 8 clause (xi) Attendance deficit in more than 4 subjects	Debarred in End Semester Examinations for all subjects	Re-registration in all subjects in same semester in subsequent academic session
5.	Regulation 9 clause (ix) Failing in Progressive Evaluation of Planning / Design studios / Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar	Debarred in End Semester Examination	Re-register in next semester for the subjects Planning / Design studios / Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar and attend all classes. Fresh Progressive assessment to be done.
6.	Regulation 9 Clause (xiii) Failing in Progressive Evaluation of all subjects apart from those listed in 5 above.	Allowed in End Semester Examination	To resubmit progressive assessment assignments when the subject is next offered.
7.	Absence in Appearing or Failing in ESE of Planning /		To re-register in next semester for the subjects

	Design studios / Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar.*		Planning / Design studios / Thesis Programming / Seminar Leading to Thesis / Pre Thesis Seminar and attend all classes. Fresh Progressive assessment to be done.
8.	Failing in ESE of all other subjects other than those listed in no. 7 above.		To appear in supplementary Examination conducted annually at the end of Even semester. (Maximum 3 additional attempts as per RG 9(xii))
9.	Regulation 13, Clause (iii) Carryover of More than 40% of Semester Credits		Re-registration in all subjects in same semester in subsequent academic session.
10.	Regulation Clause (ii), carryover of 40% of annual credits	Read all conditions given in table	Minimum credit requirements for registration at different levels to be followed.
11.	Regulation 9 clause (xii) Unable to pass in any subject after all permitted attempts		Registration cancelled from SPA Bhopal.

* For Thesis Semester, refer RG. 9 clause viii

Regulation 14: Results and Awards of Divisions

- i. The examination results for the semester will be declared in accordance with the schedule of SPAB's academic calendar to indicate the performance of the students.
- ii. The results for every semester will be reflected in respective Semester Grade Point Average (SGPA) which would be computed on the basis of the marks obtained in the subjects and the corresponding credits for the subjects as shown under RG 12.
- iii. Each semester shall have credits across all Programmes as decided by the Senate, SPAB. However, the old credit system shall be in force till the last student admitted under the old credit system passes out across all Programmes.
- iv. The division shall be awarded only in the Final computed result and shall be as follows:
 - (a) A student securing 4.5 or more but less than 5 CGPA in the final computed

- total shall be placed in PASS DIVISION.
- (b) A student securing 5 or more but less than 6 CGPA in the final computed total shall be placed in SECOND DIVISION.
 - (c) A student securing 6 or more CGPA in the final computed total shall be placed in the FIRST DIVISION.
 - (d) A student securing 7.5 or more CGPA in the final computed total shall be placed in the FIRST DIVISION WITH HONOURS.
- v. A student clearing any subject under any programme in more than one single attempt shall have the same reflected in his / her marks sheet.
 - vi. A student clearing one or more subjects under any programme in more than one single attempt will not be awarded 'Honours' degree even if the final computed CGPA is more than 7.5. and even if s/he completes degree programme within the regular duration.
 - vii. The final result for the award of degree shall be prepared on the basis of the cumulative performance of the students by computing the Cumulative Grade Point Average (CGPA) based on the semester wise weightage of the SGPA obtained in each semester in accordance with the distribution indicated for the respective programmes in the following table

Table 7 Distribution of Weightage

Year	Year Wise Percentage Weightage for SGPA			Final Credit Weightage for CGPA		
	B. Arch	B. Plan	All Masters Programme	B. Arch	B. Plan	All Masters Programme
Year-I	10	10	25	1	1	2.5
Year-II	10	20	25	1	2	2.5
Year- III	20	30	25	2	3	2.5
Year- IV	30	40	25	3	4	2.5
Year-V	30	-----	-----	3	-----	-----
Grand Total	100	100	100	10	10	10

- viii. The number of years taken to clear the programme would be reflected in the final marks sheet.

Regulation 15: Exit Clauses

Adhering to the New Education Policy, the exit clauses in SPAB will be as follows:

- i. For any degree, if a student wishes to exit after during graduation s/he will be

awarded with a certificate / Diploma / Degree / Degree with Research / Degree with honours / Professional Degree / Integrated Masters Degree / Dual Degree if they meet the eligibility requirements according to the scheme of the respective programme.

Regulation 16: Award of Rank and Medals

- i. The Proficiency Gold Medal for the year shall be awarded to the students ranked first in the final computed result in each programme at SPAB.
- ii. A student who tops in the respective programmes as given under RG 15 (i) shall be eligible for the proficiency gold medal if s/he clears all the subjects in a single attempt.
- iii. The SPA Bhopal Medal of Excellence for the year shall be awarded to one student each from all undergraduate and all postgraduate programmes respectively who besides performing well in academics also demonstrates proficiency in co-curricular and extra-curricular activities. An Evaluation Panel comprising of Dean (Academic), Dean (Students' Affairs) and all Heads of Department shall select the student for the SPA Bhopal Medal of Excellence based on criteria formulated from time to time and shall recommend the names to the Senate, SPAB for approval.
- iv. The Best Thesis Medal for the year shall be awarded to the best thesis of each undergraduate and post graduate programmes on the basis of total marks scored against Thesis in the final computed result. In case of ties, the marks obtained in the ESE shall be considered. In case of tie in both progressive and ESE marks, a jury constituted by the Head of Department shall adjudge the best thesis. Certificate of Appreciation may be awarded in such cases to the student who ranks second best through such selection.

Regulation 17: Scholarships

All scholarships awarded to undergraduate and postgraduate programmes will be as per the eligibility criteria, rules, and regulations defined by the National Scholarship Portal (Ministry of Social Justice) and State scholarships (by respective state of the students) SPAB reserves the right to grant the Scholarship / Fellowship under GATE, JRF etc. to a scholar provided s/he possesses a score that is above the cut off level as decided by the competent authority from time to time.

Regulation 19: RG Appointment of Programme Coordinator

Each department will appoint a programme coordinator for smooth conduct of programme. S/he will look after the following activities and report to the HoD.

- i. Co-chair the Advisory committee related to the concerned degree programme under the chairmanship of HoD.
- ii. Preparation of the time table, nomination of visiting faculty, allocation of courses to visiting faculty and regular faculty in consultation with HoD of the concerned department.
- iii. Appoint a thesis coordinator for one year for smooth conduct of thesis.
- iv. Help HoD in preparation of budget, selection of examiners and any other activity related to the degree programme.

Regulation 19: Educational Tour

For Educational (Study / Studio) tour if part of the academic curriculum of undergraduate and postgraduate programmes The tour expenses of individual students are to be borne by the students themselves.

Regulation 20: Fees Structure

Each student admitted to any programme of SPAB shall pay the following prescribed fees as notified from time to time. All fees are subject to changes from time to time as provided by the registrar of SPAB.

Note:

1. All fees will be paid as per the fees decided by SPAB from time to time.
2. SC/ST students are exempted from payment of Tuition fee as prescribed from time to time

All degrees will be conferred during Convocation of SPAB and shall be conducted through convocation brochure made for the purpose from time to time.
