

Regulations of Chapter XXXVI (G) Ordinances (Academic)
Master of Architecture Program
(Effective from 2018-2019)

1. Explanations

1.1 Course Number

Every course will have a course number consisting of 7 characters. The first two characters will be alphabets indicating the department that offers or coordinates the course; the third character will be an alphabet indicating the course category, the fourth character will be a numerical digit indicating the year of offering the course in the program; the fifth and Sixth characters will be numerical digits that describes the course and seventh character will also be the numerical digits indicating version of the course.

- (a) The first two alpha characters will mean AR = Department of Architecture:
- (b) The third alpha characters will mean the following:
C: Program Core (PC); E: Program Elective (PE); O: Open Elective (OE); A: Audit courses (AU)
- (c) The fourth character 6 for First Year and 7 for Second Year of the M. Tech. program.
- (d) The fifth and sixth characters will be interpreted as follows:
01 to 59 : Theory Courses
60-99 : Laboratory/Practical Courses: - Architectural Design Studio, Special Study, Dissertation, etc.
- (e) The seventh character will be a numerical digit between 0 and 9, indicating version of the course. It will be updated after every revision.

1.2 Faculty Number

Every student has a Faculty number consisting of 9 characters. The first two characters are numerical digits indicating the year of admission; the third and fourth characters are alphabets indicating the branch of the M. Arch. program; the fifth character is an alphabet indicating the specialization; the sixth character is always "M" indicating M. Arch. program; the seventh, eighth and ninth characters are numerical digits that are for identifying a student of a particular batch.

- (a) The first two characters will be the right most two digits of the year of admission. Thus students admitted in 2018 will have the first two characters as 18.
- (b) The third and fourth characters will be interpreted as AR=Architecture
- (c) The fifth character is an alphabet indicating the specialization such as 'A' for Architecture and 'P' for Planning
- (d) The sixth character is always "M" indicating M. Arch.
- (e) The seventh, eighth and ninth characters are numerical digits that are for identifying a student of a particular batch.

1.3 Marks

- (a) The combined total marks obtained by a student in the course work and the mid-semester examination will be called Sessional Marks.
- (b) The marks obtained by a student in the end-semester examination will be called Examination Marks.
- (c) The course work of special study and dissertation/ pre dissertation shall be awarded by the internal jury comprising of the following:
 - (i) Chairman/ M. Arch Coordinator of the department.
 - (ii) Departmental Research Committee (DRC) of the department.
 - (iii) Respective Supervisor(s).

2. Conduct of Teaching

2.1 Course In-charge

Every course will be taught by one or more teachers. The BOS of the concerned department will allocate the teaching load to the teacher(s) and will also designate a course in-charge for each course. The course in-charge will coordinate all the work related to attendance, course work, examination and evaluation. It is necessary that the students are informed about the course in-charge so that they may contact him/her about any problems regarding the course. However, in some courses such as dissertation and special study, in consultation with the supervisor and chairman, a student may take a co-supervisor from specialized area in which student is working.

2.2 Display of Attendance, Marks etc.

It is essential that the attendance should be displayed to the students twice in a semester, once in the middle and then at the end of a semester by the teacher(s) concerned. The mid-semester marks should be displayed to students normally within 15 days of the examination. The total Sessional marks should be displayed to the students before the beginning of the end-semester examinations. The course in-charge will ensure that the teachers associated with the course make such displays and, in case of complaints from the students in this regard, shall inform the Chairman of the concerned department about the problem.

2.3 Offering Courses

Courses will be offered by the department concerned as per the schedule given in the relevant Curriculum. Elective courses will be offered depending on the availability of the staff and other facilities and therefore any particular elective course may not be offered even though it may exist in the list of possible elective courses. Departments may also offer a course in both the semesters even though it may be shown in particular semesters.

2.4 Syllabus

Each course will have a syllabus which will be distributed to the students. The teacher(s) concerned should ensure that some portion, beyond the syllabus, should also be covered in the class.

3. Correction of Errors

In case any error is detected in the marks recorded on the award list, the examiner(s) concerned shall make a request to correct the mistake to the Dean, Faculty of Engg. & Tech. through the Chairman of the Concerned department, and shall attach relevant documentary evidence. A committee consisting of the following members shall take suitable remedial measures depending upon the merit of the case.

1. Dean, Faculty of Engg. & Tech. (Chairman)
2. Principal, ZH College of Engg. & Tech.
3. Chairman of the department.
4. One senior member of the Faculty, not belonging to the department, to be nominated by the Dean.
5. Chief Tabulator, M. Tech./M. Arch. Program.

4. Examinations

4.1 Mid-Semester Examination

Mid-semester examination(s) of each course will be of one hour duration and will be conducted as per norms and schedule notified by the office of the Dean in each semester. Course work marks be awarded by the teacher(s) associated with the course.

4.2 End-Semester Examination

End-semester examination(s) of each theory course shall be of two hours duration and will be conducted as per norms and schedule notified by the Controller of Examination of the University on the advice of the Dean. The end-semester examinations of laboratory/practical courses, and other courses such as seminar, special study, dissertation etc. shall be conducted as notified by the Dean/Chairman concerned.

4.3 Make-up Test

Students who miss the Mid-Semester Examination in a course due to illness or some other extra-ordinary compelling situation may contact the teacher(s) concerned of the course with the request to conduct a make-up test. The teacher(s) shall follow the guidelines in this regard approved by the Faculty from time to time. There shall be no make-up test/examination for end-semester examinations.

5. Submission of Dissertation

A student can submit his/her dissertation only after he/she has obtained pass grades in all the other courses. Dissertation can be submitted at least 14 weeks after the beginning of semester in which the student has registered for dissertation and not later than 2 weeks after beginning of the next semester. If a student fails to submit his/her dissertation within aforementioned period his/her result will be declared as detained and he/she will be required to register the dissertation again in the next semester. Following guidelines will be followed for submission of dissertation:

- (a) The dissertation/thesis shall be typed in English language using 12 font size with 1.5-line spacing in 'New Times Roman' with the following margins: 1.5" on left side, 1" on right side and 1" each on top and bottom.
- (b) The dissertation/thesis should be printed on good quality A4 size paper on both sides.
- (c) The dissertation shall include the following:
 - i. Self-declaration certificate from the candidate and certificate from the supervisor and co-supervisor (if any)
 - ii. Details of the paper(s) published / communicated / accepted for publication (if any).
- (d) The student shall submit required (06) number of copies (one for each examiner, one for departmental seminar, one for University Library and one additional copy) of the Dissertation, duly forwarded by Supervisor and Co-supervisor, if any, along with the prescribed proforma in the office of the Chairman who shall forward it to the Controller of Exams through the Dean Faculty of Engineering & Technology.
- (e) The cover of the hard copy of dissertation shall be in dark blue.