

Chapter XXXVI (G)

Master of Architecture in the Faculty of Engineering & Technology

(Effective from the Session 2018 – 2019)

1. Introduction

- (a) The Faculty of Engineering & Technology, Aligarh Muslim University offers full-time program leading to the Master of Architecture (M. Arch.) degree in the Department of Architecture.
- (b) The medium of instruction in M. Arch. Program is English.

2. Eligibility

- (a) A candidate will be eligible for admission to M. Arch. Program if he/she has obtained the Bachelor of Architecture degree or its equivalent recognized by the University and Council of Architecture with not less than 50% marks in the aggregate or its equivalent CPI/CGPA/NAG. All eligibility requirements are subject to such other conditions as laid down by the University from time to time.

3. Admission

The admissions to the M. Arch. Program will be made normally in the beginning of an academic session as per the admission policy approved by the Academic Council of the University from time to time.

4. Academic Session

The academic session is divided into two regular semesters – Odd and Even, each of which shall be of approximately 20 weeks duration. The Odd semester will normally commence in the month of July/August every year, and the Even in the month of December/January. In the beginning of every session the Dean, in consultation with the Chairman of the department, shall notify a detailed academic calendar indicating the schedule of teaching, examination, and other activities.

5. Duration of the Program

5.1 Minimum Duration

The minimum duration of the program for a student shall be four consecutive semesters after admission.

5.2 Maximum Duration

The maximum duration of the program for a student shall be eight consecutive semesters after admission.

6. Curriculum and Credit System

6.1 Credit System

The M. Arch. program will have a curriculum in which every course will be assigned certain credits reflecting its weight and contact periods per week, as given below:

1 Lecture period (L) per week	= 1 Credit
1 Architectural Design Studio (D) per week	= 1 Credit
1 Practical period (P) per week	= 1 Credit
1 General period (G) per week	= 1 Credit (Except Dissertation & Special Study)

In addition to theory, architectural design studio and laboratory courses there may be other courses such as seminar, dissertation, thesis etc., which will be assigned credits as per their contribution in the program without regard to contact periods. The general period may be used for lecture, presentation, field work, literature search, discussions, software development, or for such other purposes as may be decided by the teacher(s) concerned.

6.2 Coordinators and Curriculum Development Committee

There shall be a Chief Coordinator, M. Tech./ M. Arch. Programs, to be nominated by the Dean, and a Coordinator, M. Arch. Program in the department, to be nominated by the Chairman of the department. Normally the Chief Tabulator will be the Chief Coordinator, M. Tech. /M. Arch. Programs. There shall also be a standing Curriculum Development Committee (CDC), to be constituted by the Faculty. The Chief Coordinator, M. Tech./M. Arch. Programs will be the Convener of the CDC.

The central CDC will comprise of the following:

1. Senior most Professor of Z.H. College of Engineering & Technology, next to Dean as Chairman
2. Chief Coordinator, M. Arch. Program, as convener.
3. Chief tabulator, Z.H. College of Engineering & Technology
4. Coordinator of CDC from the department, as member.

Three teachers of Z.H. College of Engineering & Technology, nominated by the Faculty, as member for a period of two years.

6.3 The Curriculum Structure

The curriculum will contain a listing of all courses, with each course having a course number, course title, number of contact periods per week, number of credits assigned, and the marks assigned to various components of evaluation. It will also specify all other conditions required for the award of degree.

6.4 Approval of the Curriculum

The curriculum of M. Arch. Program will be prepared by the department of Architecture and will be approved by the Board of Studies of the department. It will then be vetted by the CDC and will then be placed in the Faculty along with the recommendations of the CDC for approval. Once approved by the Faculty, the Curriculum will be implemented. The same procedure shall be used for any modification in the Curriculum.

7. Registration

- (a) Every student is required to register, for each semester, for the courses that he/she wants to pursue in that semester. The student will have to choose any of the following modes of registration:

Mode	Requirements
a	Fulfill class attendance requirement and appear in all components of evaluation.
b	Appear in all components of evaluation.
c	Appear in end semester exam only. Previous sessional marks will be considered.

Registration in modes 'b' and 'c' will be permissible only if the student had registered in mode 'a' and fulfilled attendance requirement in earlier semester. The registration schedule will be announced by the Dean for every semester. The registration procedure will be notified by the Chief Coordinator, M. Arch. Program.

- (b) A student will normally register for higher semester courses only if he has also registered for uncleared courses of previous semesters, especially in case of uncleared courses of first two semesters.
- (c) A student will have the option to add/delete/alter the courses in his/her registration within a week of the registration subject to such conditions as may be imposed by the department concerned from time to time.
- (d) A student can drop a course from his/her registration by submitting a request to his/her department coordinator up to a date specified on his/her registration card. A registered course will be counted as an attempt even if the student remains absent in the Examination(s).
- (e) A student may be denied registration in a course due to reasons of paucity of staff or space or other facilities, especially in case the student is registering a course for improving the grade in a passed course.
- (f) If a student fails to register in two consecutive semesters without specific permission from the Dean, his/her name may be removed from the rolls of the faculty. Such a student may apply to the Dean for re-admission stating the reasons for not being able to register for two consecutive semesters and the Dean will take suitable decision on the merit of the case.
- (g) No student will be allowed to register for more than 34 credits in a semester.

8. Attendance (In lieu of Chapter XVII of the Academic Ordinances)

Attendance in each course separately is compulsory at least once. Students who have put in 75% or more attendance in a course in a semester will be eligible to appear in the End-Semester Examination of that course. Students who have put in 65% or more but less than 75% attendance in a course may be considered for condonation of shortage of attendance in that course by the condonation committee. Students whose attendance in a course is less than 65% or whose shortage in attendance has not been condoned will not be eligible to appear in the End-Semester Examination of that course and will be awarded grade 'F' in that course and all marks obtained in any component of the course evaluation will stand cancelled. However, in case a student is

repeating a course and the student has already fulfilled the attendance requirement in that course, he/she will not be detained due to shortage of attendance in that course during the repeating semester.

9. Examination and Evaluation

9.1 Components of Evaluation

Each course will be evaluated out of 100 marks. The courses will normally have the following components of evaluation:

(a) Theory courses:

Course work	20 marks
Mid-Semester Examination	20 marks
End-Semester Examination	60 marks

(b) Laboratory courses including seminar, dissertation, thesis, special study, architectural design studio, etc.

Course work	60 marks
End-Semester Examination	40 marks

However, for special academic reasons, some courses may have different weight for different components of evaluation from that given above. Such special reasons will be spelt out clearly in the curriculum.

9.2 Grading System

The combined marks obtained by a student in various components of evaluation of a course shall be converted into regular letter grades with their equivalent grade points as specified below

Grade	Grade points	Description
A+	10	Outstanding
A	9	Excellent
B+	8	Very good
B	7	Good
C	6	Average
D	5	Satisfactory
E	0	Unsatisfactory (Fail)
F	0	Detained due to shortage of attendance
I	0	Incomplete/Absent in the End-Semester Examination
Z	0	Cancelled due to other reasons

There shall be no 'C' or 'D' grade in lab courses such as Architectural Design studio, Dissertation, Special study, Seminar and Practical courses; 'B' grade will be the minimum pass grade in these courses.

The following marks ranges may ordinarily be used for the award of grades to the students in:

Theory courses

Range	Grade
81 and above	A+
71 and above but less than 81	A
61 and above but less than 71	B+
51 and above but less than 61	B
41 and above but less than 51	C
35 and above but less than 41	D (Minimum Pass Grade)
Less than 35	E

Architectural Design studio, Dissertation, Special study, Seminar and Practical courses the grade ranges will be as follows:

Range	Grade
81 and above	A+
71 and above but less than 81	A
61 and above but less than 71	B+

51 and above but less than 61	B (Minimum Pass Grade)
Less than 51	E

Two grace marks may be awarded by the examiner for passing a course and one grace mark may be awarded by the examiner to elevate the grade. Any fraction in any component of evaluation should be rounded off to the next whole number.

The examiner(s) may proposed higher or lower grade ranges depending upon the nature of the course and general performance of the students in the course, but the final decision rests with the Result Moderation Committee. However, the minimum passing grade should never be awarded if student secures below 35 marks (including 2 grace marks) in a theory course and 51 marks (including 2 grace marks) in lab course.

9.3 Earned Credits (EC)

If a student passes a course by obtaining grade D or above he/she earns the credits assigned to that course.

9.4 Performance Indices

At the end of every semester a student's performance will be indicated by Earned Credits (EC), a Semester Performance Index (SPI), and a Cumulative Performance Index (CPI). The SPI is the credit-weighted average of grade points of all courses registered during a semester and is computed as follows:

$$SPI = (C1G1 + C2G2 + \dots) / (C1 + C2 + \dots)$$

Where C1, C2, are the credits assigned to courses and G1, G2, are the grade points earned in those courses.

The CPI is the credit-weighted average of grade points of all courses registered since admission. In case a student has registered a course more than once, the best grade will be considered for the calculation of CPI.

9.5 Repetition of a Failed Course

If a student registers a course but fails to fulfill attendance requirement, he/she will be required to register the course (or its alternative) again in mode 'a'.

In case the student completes attendance requirement but fails to secure a pass grade in a course, he/she has option of registering the course again either in mode 'b' or in mode 'c'. However for Architectural Design Studio, Mode "b" will not be permitted.

9.6 Repetition of a Passed Course

A student may only repeat Theory Courses (EE) to improve his/her grade in that course only once, provided that he/she has passed that course in a single attempt. In such case the student will have to register the course again either in mode 'b' or in mode 'c'. Requirements of mode 'b' and 'c' registrations are same as described in clause 7 (a). For the purpose of calculating the SPI the recently obtained grade will be considered while for CPI the better of the two grades will be counted.

9.7 Conduct of Examinations

- (a) The examiners for the End-Semester Examination of all theory courses will normally be the teacher(s) associated with the course. The Seminar, Architectural Design, Special study and Laboratory courses will be examined by the teacher(s) associated with the course and one external examiner (an external examiner not in the service of the university at the time of examination) recommended by the BOS of the department concerned. In case the external examiner does not turn up for the examination, the Chairman of the department concerned, in consultation with the course in charge, shall call another person to act as the external examiner, even from within the University, if necessary.
- (b) Dissertation will be submitted after all other components of the M. Arch. Program are completed. The course work shall be evaluated by internal panel of jury and end semester exam of Dissertation shall be examined by the external panel of Jury comprising the following :
External panel of Jury:
 1. The Chairman/Coordinator M. Arch Program.
 2. Respective Supervisor(s)
 3. External Examiner(s)

Internal panel of Jury:

1. The Chairman/Coordinator M. Arch Program.

2. Respective Supervisor(s)
3. Departmental Research Committee(DRC)

9.8 Moderation Committees

- (a) Question Paper Moderation Committee: There shall be a Moderation Committee of the concerned Department consisting of the following members to moderate the Question Papers of the End-Semester Examination.
- (i) Chairman of the Department – (Convener)
 - (ii) Two Senior Teachers of the Department (From area of Specialization), to be appointed by the BOS).

Note: The Paper Setter(s) may be invited, if necessary, to clarify the necessary details of the question paper.

- (b) Result Moderation Committee: There shall be a Result Moderation Committee of the Department consisting of the following members to moderate course-wise results of the End-Semester Examinations.
- (i) Chairman of the Department - (Convener)
 - (ii) Two Teacher of the Department (From broad area of Specialization), to be appointed by the BOS.
 - (iii) Examiner(s) concerned.

The Result Moderation Committee will examine the result of each theory course and in case of an abnormal situation; it may take suitable corrective measures in consultation with the examiner(s).

10. Degree Requirement

- (a) A student who earns 80 credits and fulfills such other conditions as may be mentioned in the curriculum will be awarded the degree of Master of Architecture. He/she must also pay all University dues as per rules. Moreover, there should be no case of indiscipline pending against him/her.
- (b) If a student earns more credits than the minimum required for the award of degree, his/her CPI will be calculated by considering the best grades subject to fulfilling the criteria of required credits as specified in the curriculum.

11. Promotion, Name Removal from the Rolls of the University and Mercy Appeal

11.1 Promotion and Name Removal

The earned credits (EC) of every student will be checked at the end of II semester. The difference between the credits that a student is required to earn by the end of semester (as per the curriculum) and actual credits earned by the student will be counted as total uncleared credits. The student will be promoted to III semester if the total uncleared credits is less than or equal to 22, otherwise his/her result will be declared as “detain”. If students gets “detain” result more than twice, his/her admission to M. Arch program will be cancelled and his/her name will be removed from the rolls of the university.

11.2 Mercy Appeal

If the name of a student is removed from the rolls of the University as per provisions of clause 11.1 of these ordinances, he/she may appeal to the Vice-Chancellor stating the reasons for not being able to earn the required credits and the Vice-Chancellor, if he is satisfied with the reasons, may allow the continuation of admission of the student only once during the tenure of the program, extending the total duration of the program by one year, at the maximum, if required. Under any circumstances no student will be allowed to complete the program after the lapse of ten semesters after admission.

12. Result

- (a) If a student passes all the examinations and fulfills all the requirements for the award of degree his/her result will be shown as “Graduated”.
- (b) The Division awarded to “Graduated” students will be based on CPI as given below:

First Division (Honors)	CPI \geq 8.5
First Division	6.5 \leq CPI \leq 8.5
Second Division	CPI $<$ 6.5

At the end of each odd semester examination, result of the students will be declared as “continued”. At the end of II semester the result will be as follows:

- (i) PASS – if the total uncleared credits are zero.
- (ii) PROMOTED – if the total uncleared credits are greater than zero but less than or equal to 22.
- (iii) DETAINED – if the total uncleared credits are more than 22.

- (c) At the end of IV semester, if the students fulfill all the conditions for graduation, his/her result will be declared as ‘GRADUATED’, otherwise his/her result will be declared as ‘DETAINED’.
- (d) If the name of a student is removed from the rolls of the university as per provisions of clause 11.1 of these ordinances his/her result will be shown as “NAME REMOVED”.
- (e) The equivalent percentage of marks be calculated by the following formula:

$$\text{Equivalent Percentage} = 10 * \text{CPI}$$

- (f) Ranks/Positions will be determined at the end of even semesters. Only those students who fulfill the following conditions will be eligible for ranks/positions:
 - (i) They do not have any break in their studies;
 - (ii) They have passed every scheduled course in first attempt;
 - (iii) They have passed every course on time as per the curriculum;
 - (iv) They have earned credits as per the schedule given in the curriculum;
 - (v) They have not improved grade in any course after passing the course;
 - (vi) They have obtained “Pass” result in four semesters and viva of his/her dissertation conducted within the two weeks of beginning of the next semester.
 - (vii) Students who obtained “Graduated” result in the calendar year shall be awarded degree for that year.

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.