

**REGULATIONS
for
ADMISSION, SCHEME AND SYLLABI
for
M.Arch. DEGREE COURSE
(FULL TIME- TWO YEARS)**

(with effect from 2019 admissions)



**MAHATMA GANDHI UNIVERSITY
KOTTAYAM
KERALA**

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REGULATIONS FOR MASTER OF ARCHITECTURE

(M.Arch) PROGRAMME

R1. CONDITIONS FOR ADMISSION

Candidates who have been awarded or qualified for the award of Bachelor's degree in Architecture or equivalent courses recognized by the Council of Architecture (COA), with a minimum of 50 % marks in aggregate, from an Institution approved by COA shall be eligible for admission to the M.Arch. Programme.

Eligibility of candidates shall be decided from time to time by following the guidelines issued by COA and the Government of Kerala.

R1.1 Other important criteria

Other important criteria are as listed below by the Director of Technical Education with the approval of the Government of Kerala.

R1.1.1 Sponsored candidates from Industries, R&D organizations, National Laboratories, State/ Central Government Departments as well as Educational Institutions, with a Bachelor's degree in Architecture as per the Eligibility Criteria (Clause 1.1) shall be eligible for admission to the M. Arch. programme.

R1.1.2 Foreign nationals whose applications are received through Indian Council of Cultural Relations, Government of India and who possess a Bachelors degree in Architecture from a recognized University by Mahatma Gandhi University are also eligible for admission to the M. Arch. Programme.

R1.1.3 Candidates who have the Associate Membership of Professional Bodies that are approved by the University and who have qualified in GATE shall also be eligible for M.Arch programme.

R1.1.4 Candidates qualified in Graduate Aptitude Test in Engineering (GATE) and admitted to the M.Arch. programme shall be eligible to receive Half Time Teaching Assistantship(HTTA) as per the rules of the All India Council for Technical Education (AICTE), Ministry of Human Resource Development (MHRD).

R1.1.5 Announcements regarding admission to M. Arch. Programme shall be made by the Director of Technical Education (DTE), Government of Kerala.

R1.1.6 Selection of candidates for the M. Arch. Programme shall be done centrally or monitored by the Directorate of Technical Education as per the guidelines given on this by the Government of Kerala.

R1.1.7 The number of candidates to be admitted to each M. Arch. stream shall be as per the approval of the University which shall be based on the decision given by the Council of Architecture.

R1.1.8 Admission shall be complete only on meeting all the other requirements mentioned in the letter of admission and on payment of the fees.

R1.1.9 The reservation policy of the Government of Kerala and the Government of India shall be followed in admission to the M. Arch programme.

R1.1.10 All admissions shall be governed by the procedure laid down for this by the Director of Technical Education, Kerala and the Government of Kerala.

R1.1.11 Notwithstanding all that is stated above; the admission policy may be modified from time to time by the University, particularly to conform to directions from the Council of Architecture, Government of Kerala and the Government of India.

R2. DURATION OF THE COURSE

The course leading to the degree of Master of Architecture shall span over a period of four semesters (two years). The maximum duration of the course is five years from the commencement of his/her study. (Regulation clause R13).

Span of a semester shall be six months and the total working hours shall be 450.

R3. PROGRAMME COORDINATOR

To help the students in planning their courses of study and for getting general advice on academic programme, the concerned department shall assign a programme coordinator for M.Arch. Programme under the department. The programme coordinator shall be the overall in charge in all matters concerning the students' work and progress.

R4. CURRICULUM

The M. Arch. Programme in all streams of specialization shall be structured on a credit based system following the semester pattern with Continuous Assessment. The curriculum shall comprise the courses of study as given in the scheme in accordance with the prescribed syllabi.

A common course structure for the M. Arch. Programme is to be followed and it may consist of the following:

- Studio Courses
- Core Courses
- Elective Courses

- Internship
- Dissertation
- Thesis

R5. COURSE PLAN

Every course in charge shall prepare a course plan that includes the objectives of the course, topics to be covered, outcome of the course, list of assignments/activities to be undertaken as part of the particular course and assessment details, during the commencement of the semester. The course plan shall be approved by the Head of the Department/ Teaching Institution and the same shall be given to the students before two weeks after the commencement of the semester.

R6. REQUIREMENTS OF ATTENDANCE AND PROGRESS

R6.1 A candidate shall be deemed to have completed the requirements of study of any semester and permitted to appear each University End Semester Examinations (ESE) only if,

- i. The candidate has kept not less than 75% of attendance in each of the courses of the total number of working days of the concerned semester
- ii. His/her progress has been good
- iii. His/her character and conduct has been good
- iv. He/She has minimum of 50 % of Continuous Assessment (CA) marks for each course.

R6.2 A student who has an attendance and CA marks lower than 75% and 50% respectively shall not be permitted to appear for the ESE and he/she has to redo the semester at the next available opportunity. However a candidate can repeat the course or have condonation of attendance or temporary break of study, only once during entire programme.

Note: As these are academic mandatory prerequisites no exemption shall be granted in these cases whatever may be the causes.

R7. PROCEDURE FOR COMPLETING COURSE

R7.1. The Examinations of the odd semesters shall be conducted only in odd semesters and that of the even semesters only in even semesters.

R7.2. A candidate may proceed to the course of study for the next semester only after completing the requirements of attendance and progress (Regulation clause R6) of the previous semester.

R7.3. A candidate is eligible for condonation of shortage of attendance only once in the entire programme subjected to the conditions given below.

- i. His conduct and progress must be good as certified by the Principal.
- ii. Condonation shall be granted only on medical grounds if he/she has secured not less the 65% of attendance.

- iii. By the recommendation of the Head of the Institution, the condonation shall be granted subject to rules and procedures prescribed by the University from time to time.
- iv. It is open to Vice Chancellor to grant condonation of shortage of attendance on the recommendation of the Head of the Institution.

R7.4. A student who is not eligible for condonation of shortage of attendance shall repeat the course in full including the CA work in the next immediate chance. The CA marks earned during repetition of course alone shall be counted in such case.

R7.5. A student can repeat the course only once in the entire course of study only on medical reasons (hospitalization / accident / specific illness). The hospitalization must be informed by the parent in writing with the certificate obtained from the Government medical officer to the faculty in charge of programme coordination, Head of the Department and Principal within fifteen days of hospitalization.

R7.6. He/She shall repeat the course work in full (including CAs) in a particular semester/year once and within 6 consecutive semesters.

R7.7. He/ She shall not combine his course work with regular course work of any other semester.

R7.8. He/She shall not be allowed to repeat the course work of any semester if he/she has already passed that semester examination in full.

R7.9. A candidate who has been registered for the higher semester examination shall not be allowed to repeat the course work, in lower semesters.

R8. ACADEMIC ASSESSMENT

The University follows a continuous evaluation system for academic assessment. This includes the Continuous Assessment (CA) and End Semester Examination (ESE).

R8.1. The Continuous Assessment (CA) includes Teachers' Assessment (TA) and Class Tests (CT). To make the evaluation more effective, teachers' assessment could be broken into various components like assignments, quizzes, attendance, group discussions, tutorials, seminars, field visit reports, juries etc.

R8.2. There shall be End Semester Examination [ESE] at the end of each semester. The End Semester Examinations (ESE) shall be Written Examination or Jury. There is no provision for improvement for written examinations. The medium of instruction, examinations, seminar and project report etc shall be English only.

R9. END SEMESTER EXAMINATION AND VALUATION

The Chairman / Chairperson for Examinations shall be appointed by the University and selected from among the senior faculty members having specialization in concerned discipline from affiliated colleges.

R9.1. Written Examinations: For theory based courses, the End Semester Examination [ESE] shall be a Written Examination. There is no provision for improvement examinations. The medium of instruction, examinations, seminar and project report etc shall be English only.

R9.1.1. To conduct all the theory examinations, a Chief Superintendent and an Assistant Chief Superintendent from senior faculty members are to be appointed by the Principal and approved by the University.

R9.1.2. An External Chief Superintendent from among the Senior Faculty of Government Colleges / Aided colleges, affiliated to Mahatma Gandhi University or University Departments, Centres or Schools under Mahatma Gandhi University, shall be appointed by the University as an **observer** for conducting all theory examinations.

R9.1.3. Duties of the Observer

The observer along with the chief superintendent at the centre has to ensure the smooth conduct of examinations. It is the joint-responsibility of the chief superintendent and the observer to:

- i. Verify the sealing on the packets containing question papers, prior to the commencement of each of each examination.
- ii. Note the serial numbers / code of the answer books and additional sheets supplied on each day/ examination.
- iii. Ensure that sufficient numbers of invigilators are deployed in each examination hall.
- iv. Visit the examination halls during examination to ensure proper invigilation by the invigilators.
- v. Report malpractices / irregularities / insufficiencies if any, through proper channel.
- vi. Verify the number of answer books with the attendance statement, for each examination.
- vii. Ensure that the bundles of the answer scripts are properly sealed and signed immediately after the examination.
- viii. Send the answer scripts to the University at the earliest. If there is any delay in sending the answer books, they should be kept in safe custody at the centre till they are sent.

R9.1.4. Valuation

For theory examinations, the university shall appoint a Chief Examiner and Additional examiners for each course. The answer sheets valued by the Additional Examiner/s shall be verified by the chief examiner. Students may apply for revaluation in case needed, as per the norms of the University.

R9.2. Jury

For studio/workshop/lab based courses, End Semester Examination (ESE) shall be done as a Final Jury or Viva-Voce. The student's work in the form of report/seminar/sheets shall be evaluated by a two member committee, out of which, one member shall be an internal faculty nominated by the Head of the Department/Teaching Institution. The internal faculty shall not be the same as the course in charge. The

second member shall preferably be an external expert in the particular stream, constituted by the Head of the Department/Teaching Institution and shall abide by the Scheme of the Programme.

Provision for make-up jury shall be given for courses as mentioned in the Scheme of the Programme as per University Norms. Main jury shall be conducted before the commencement of University Theory Examinations of the particular semester and the make-up jury shall be conducted within one week of the completion of the University Theory Examinations.

A student who has appeared for the Main Jury and could not get 50% aggregate marks (C.A. + Final Jury) for the course shall be provided a make-up chance. In the make-up chance the student will get an opportunity to improve the portfolio and get it reevaluated by another panel of jury (both external and internal). Students who could not get minimum pass marks for the course even after make-up chance have to repeat the course work for the paper along with the next batch of students.

R10. Professional Training:

Professional Training under a practicing Architect or as a Research Associate with a Faculty, with the same specialization, is a necessary component of the Programme, which equips the student with the practical aspects/ research base, offering the required exposure to the realm of the profession and research, before he takes up the Thesis.

Before the commencement of the Professional Training, the student shall submit the Name of the Architect (with the same/similar PG stream) & Details of the Firm, or the Name and Designation of the Research Associate, where he/she is planning to do the Professional Training to the Head of the Department/ Teaching Institution for approval. The Architect/Research Associate shall possess a valid COA Registration, and shall have minimum five years of experience in the particular stream after Post Graduation. The Professional Training shall be done for a period of twenty five full working days and the student shall keep a work diary for the entire training period.

Continuous Assessment shall be done by the Course in Charge as specified in the scheme of the Programme. The End Semester Examination shall be a Jury/Viva Voce based on the report it shall be evaluated by a two member committee with the Head of the Department/Teaching Institution or his/ her nominee who is an internal faculty, and an external expert constituted by the Head of the Department/Teaching Institution. The student shall submit the work diary and an A3 sized report which carries a record of all works like drawings, site visit reports, background studies etc which will be evaluated during the Jury.

R11. Dissertation:

In the third semester, the students shall chose a topic of interest for dissertation and shall carry out an independent research on a focused research question/ hypothesis, under the guidance of a faculty member, assigned by the Head of the Department/ Teaching Institution. Students have to register for the Dissertation and select a topic in consultation with the guide. A detailed synopsis on the topic of the dissertation is to be prepared in the prescribed format given by the Teaching Institution.

Continuous Assessment shall be done by the Guide and the Course in Charge as prescribed in the Course Plan. An Interim Evaluation shall be conducted in the middle of the semester and the Final Evaluation at the end.

The Final Evaluation shall be based on the dissertation presentation, dissertation report and technical paper and it shall be evaluated by a two member committee with the Head of the Department/Teaching Institution or his/ her nominee who is an internal faculty, and an external expert constituted by the Head of the Department/Teaching Institution.

R12. Thesis: In the fourth semester, the students shall chose a topic of interest for Thesis, preferably related to the dissertation work done in the third semester, in consultation with the guide, who is a faculty member, assigned by the Head of the Department/ Teaching Institution.

The thesis shall be an **original work** and the same could be design centric or planning centric or research centric with some design component but the focus can vary as per the scale and type of the project.

Continuous Assessment shall be done by the Guide and a two member committee. Progress of the thesis work is to be evaluated during the fourth semester, at least THRIC, by a two member committee consisting of an internal faculty other than the Guide and an external expert constituted by the Head of the Department/ Teaching Institution. The external expert shall be from the same stream and shall hold a valid COA Registration.

Final evaluation of the thesis shall be taken up only if the student has earned all course credits listed in the first two semesters and earned a minimum of 45% marks in the Continuous Assessment. For the conduct of Final evaluation, the University shall appoint a Chairman from among the Heads/Senior most Professors in Architecture of the Teaching Institutions, on a rotation basis. The Chairman shall prepare a provisional list of External and Internal Jurors from the same stream, one each for every 10 students, for the conduct of External Jury, and submit to the University for Ratification and release of appointment letters. The external examiner shall have a minimum of 10 years practical/teaching experience after registration with COA and minimum of five years teaching/practical experience in the particular stream after Post Graduation. The External Jury consisting of one External Juror and one Internal Juror

appointed by the University shall conduct the Thesis and Viva Voce Examination, as per the University declared Schedule.

Supplementary chances shall be given to the students who failed in the final Jury.

R13. PASSING REQUIREMENTS AND PROVISIONS

- i) All credits as specified in the Curriculum should be earned by a candidate to be qualified for the degree.
- ii) The candidate should have cleared all dues to the institute/University.
- iii) No disciplinary action is pending against him/her.
- iv) Passing requirement for a student all courses shall be a minimum of 50% marks (ESE and CA put together), subjected to a minimum of 40% marks for the ESE.
- v) A candidate, who is absent or secures a grade F or less than 40% in ESE in any course shall retain secured CA marks for subsequent supplementary appearance in the examination of that course.
- vi) A candidate who fails to submit the report on the Professional Training within the prescribed date (or whose report is not accepted for reasons of incompleteness or other serious deficiencies) shall have to register, redo the Professional Training and submit the report at the end of a subsequent semester.
- vii) A candidate who successfully completes the course satisfying all the passing requirements of the courses shall be declared to be qualified for the award of M.Arch. Degree for the particular stream.
- viii) Candidates who have passed all courses of the four semesters at the first opportunity within four consecutive chances after the commencement of his/her study shall be ranked based on the CGPA obtained. In the case of a tie in the CGPA the total marks of the students who have secured same CGPA shall be considered for finalizing the rank.
- ix) A candidate who qualifies for the award of M.Arch. Degree having passed all the courses of all the four semesters within a period of maximum six consecutive semesters after the commencement of his/her study and secures a CGPA of 8 and above considering all the four semesters, shall be declared to have passed the M.Arch Degree in FIRST CLASS with DISTINCTION.
- x) A candidate who qualifies for the award of M.Arch. Degree having passed all the courses of all the four semesters within a period of maximum six consecutive semesters after the commencement of his/her study and secures a CGPA of 6.75 and above considering all the four semesters shall be declared to have passed the M.Arch Degree in FIRST CLASS.
- xi) All other successful candidates shall be declared to have passed the M.Arch. Degree in SECOND CLASS.
- xii) In the case of a student (regular / repeated /temporary break study) who has taken a **supplementary** chance or a **make-up jury** for passing a course, only **minimum pass grade (E)** shall be **considered** in that course for all classification purpose.

xiii) A temporary break of study/ course repeated student who is appearing first time for a University examination within six consecutive semesters after the commencement of his/her study is considered as first chance and the marks secured shall be considered for all classification purpose.

xiv) A student absent in the first eligible chance / failed in the first appearance in the University examination and subsequently appearing for the University examination in next chance within six consecutive semesters after the commencement of his/her study, is considered as supplementary chance.

xv) Candidates shall be declared to have qualified for the award of the M.Arch degree provided the candidate has successfully completed the course requirements and has passed all the prescribed courses of study in the four semesters within a maximum period of five years from the commencement of his/her study.

xvi) Minimum for a pass

a) A candidate shall be declared to have passed a semester examination in full in the first appearance if he/she secures not less than 6 CGPA with a minimum of 'E' grade for the all individual course in that semester.

b) A candidate shall be declared to have passed in an individual course of a semester examination if he/she secures grade 'E' or above.

c) A candidate who does not secure a full pass in a semester examination as per clause (a) above shall have to pass in all the courses of the semester examination as per clause (b) above before he is declared to have passed in that semester examination in full.

R14. LEAVE RULES

All students are eligible for a leave of 15 days per semester and no provision of carry over to subsequent semesters. However, days of leave shall be treated as absence and shall not be eligible for attendance.

R15. TEACHING ASSISTANCESHIP

Teaching assistance of three hours per week shall be assigned to the each student.

R16. ELECTIVES

There should be at least 1/3 of students of the sanctioned strength of class for an elective to be offered. The elective may be theory based course or workshop based course. New electives may be introduced according to need of emerging fields in technology from time to time. The University should approve the names of electives and its syllabi before the course offered.

R17. TEMPORARY BREAK OF STUDY

If a candidate intends to temporarily discontinue (allowed only on medical reasons certified by a Government medical officer) the programme in the middle of a semester and intends to rejoin the programme later in the respective semester, the candidate shall apply to the University for the permission

through the head of the institution with recommendation from the head of the department, before the last date for payment of examination fee of the semester.

A candidate is permitted to rejoin the programme at the respective semester and when it is offered after the break of study, shall be governed by the rules & regulations and scheme & syllabi in force at the time of joining course to the approval from the University.

R18. SCHEME OF EVALUATION

a. Credit System

Each course shall have a certain number of credits assigned to it depending upon the academic load and the nature and importance of the course. The credit associated with each course shall be shown in the prescribed scheme and syllabi. Each course shall have an integer number of credits, which reflects its weightage.

b. Grading

The University shall award the letter grade to students based on the marks secured by them in both internal assessment/ continuous assessment and semester end examinations taken together in the course's registered. Each letter grade indicates a qualitative assessment of the student's performance and is associated with a specified number of grade points. The grading system along with the grade points for each grade, applicable to passed candidates is shown below. All passed candidate shall be allotted a grade S, A, B, C, D, E, F according to the total marks scored by him/her.

There shall be a continuous evaluation system as described in Regulation Clause R8 & R9. On the basis of Continuous Assessment and End Semester Examination, total marks (CA+ESE) for each course is obtained, and a letter grade shall be awarded to each course, where S = 10, A = 9, B = 8, C = 7, D = 6, E = 5, F = 0. "F" denotes failure in the course.

All letter grades except 'F' shall be awarded if the marks for the University examination is 40 % or above and the total mark (TA+CT+ESE) is 50 % or above. No absolute mark shall be indicated in the grade card. Letter grade corresponding to total marks (CA+ESE) and the corresponding grade point in a ten point scale is described below.

Range of % of total marks	Letter Grade	Grade point
90-100	S	10
80-89	A	9
70-79	B	8
60-69	C	7
55-59	D	6
50-54	E	5

Less than 50	F	0
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c. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

Semester grade point average is the semester wise average points obtained by each student in a ten point scale. SGPA for a particular semester is calculated as per the formula shown below.

$$SGPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

Where, n is the number of courses registered during the semester, Ci is the number of credits allotted to ith course as per the scheme, and Gi is the grade points corresponding to the grade awarded to the student for the course.

d. Cumulative Grade Point Average (CGPA) shall be computed for all the students at the end of each semester by taking into consideration their performance in the present and the past semesters as follows:

$$CGPA = \frac{\sum_{i=1}^m C_i G_i}{\sum_{i=1}^m C_i}$$

Where, m is the number of courses registered up to that semester, Ci is the number of credits allotted to ith course as per the scheme, and Gi is the grade points corresponding to the grade awarded to the student for the course. SGPA and CGPA shall be rounded to two decimal points.

e. Grade Card

The grade card issued to the students shall contain course number and course name, credits for the course, letter grades obtained, SGPA for the semester and CGPA up to that particular semester. In addition to the grade cards for each semester all successful candidate shall also be issued a consolidated statement of grades. On specific request from a candidate and after remitting the prescribed fees the University shall issue detailed marks to the individual candidate.

R19. REVISION OF REGULATIONS

Notwithstanding all that has been stated above the University has the right to modify any of the regulations, scheme of studies, examinations and syllabi from time to time.