

**PANDIT LAKHMI CHAND
STATE UNIVERSITY OF PERFORMING AND VISUAL ARTS, ROHTAK
(A State University established under Haryana Act No. 24 of 2014)**



**COMMON ORDINANCE
UNDERGRADUATE PROGRAMMES
Academic Session 2019-20 onwards
Based on CBCS**

This ordinance will be effective from the session 2019-20 and shall be applicable to all the undergraduate courses offered in the University. The Provisions in the Ordinance are other than scheme of examination and course curriculum etc.

A DURATION OF THE PROGRAMME(S)

All the undergraduate programmes shall be of four years duration except B.Arch which shall be of five years. Teaching in each academic year shall be divided into two semesters extending to about Sixteen Weeks to Eighteen Weeks duration. Teaching for odd semesters will normally be during July to November and for even semesters from January to May.

B ADMISSION ELIGIBILITY

- I. A candidate may be admitted to first semester of a course only if, he/she fulfills the following requirements (except change to another course in 3rd semester within faculty be allowed as per rules):
 - a. Before accepting the admission, the candidate must also ensure that she/he fulfills the minimum eligibility conditions as laid down herein and by the University for admission to the programme.
 - b. Only those candidates who present themselves personally on the specified date and time along with the originals of all the documents will be considered for admission.
 - c. The admitted candidates will be required to deposit semester fees (non-refundable), securities (refundable) etc. of amount and mode of payment as decided by the University at the time of admission or amended from time to time.
 - d. If a candidate has obtained the percentage of aggregate marks in 10+2 or equivalent examination in fraction and such fraction percentage of marks falls short of the minimum qualifying aggregate marks of 50% (as prescribed by the Council of Architecture for B. Arch Course) by less than or equal to 0.5%, such percentage shall be rounded off to 50%, for the purpose of admission to 1st year degree courses in all Undergraduate disciplines. Therefore, percentage of 49.50 to 49.99 shall be rounded off to 50% and 49.01 to 49.49 shall be rounded off to 49% only. Hence,

percentage of aggregate marks in 10+2/Equivalent examination etc. may be rounded off as per above clarification.

Following Undergraduate course are offered at present.

S.No	Faculty	Course	Duration	Eligibility
1	Faculty of Urban Planning and Architecture	B.Arch	5 years	A candidate is eligible for admission to Bachelor of Architecture Course, as per COA Minimum Standards Regulations, issued by Council of Architecture and applicable at the time of admission to B.Arch. Course.
2	Faculty of Design	B.Des in <ul style="list-style-type: none"> • Fashion Design • Textile Design • Product Design • Life Style Accessories Design 	4 years	A candidate may be admitted to the first year of the course only if he/she has passed 10+2 examination of Board of School Education, Haryana or its equivalent examination from a recognized Board/University in any stream with 50% (47.50% for SC/ST) marks in aggregate.
3	Faculty of Visual Arts	BVA in <ul style="list-style-type: none"> • Applied Arts • Painting • Animation and Multimedia • Sculpture 	4 years	
4	Faculty of Film and Television	BFA in <ul style="list-style-type: none"> • Acting • Direction • Cinematography • Editing • Audiography 	4 Years	

C General

Common Foundation Course – The B.Des, B.VA and B.FA courses shall have common foundation programmes (except B. Arch) in their faculty spanning over first two semesters. The specialization shall start from third semester onwards within the same faculty. The programme shall consist of Core Subjects, Discipline Specific Subjects (DSE), Skill Enhancement Subjects/Open Elective. The candidates may earn additional credits upto 8 from online programmes (MOOC by Sawayam) from a basket approved

by the Department or from other faculties within the University.

D INTERNAL ASSESSMENT

All the Internal assessments shall be conducted by the faculty who have taught the course/module by following the criteria based on Creativity, Participation, Skills, Understanding, Effort and presence displayed by the student during the subject/module.

The assessments shall be conducted by adopting the following methodologies:

I. Weightage to various components including attendance is as follows

• Assignments	30%		
• Tests	30%		
• Presentation	30%		
• Attendance	10%		
	upto 75% attendance		Nil
	76% - 80%	„	40% attendance weightage i.e. 4
Bifurcation	81% - 85%	„	60% attendance weightage i.e. 6
	86% - 90%	„	80% attendance weightage i.e. 8
	91% - 100%	„	100% attendance weightage i.e. 10

II. Module/subject teacher will display the awards of each module/subject conducted by him/her atleast 07 days before the end term exam begins and after two days shall submit to the HOD.

III. Records of internal assignments shall be maintained by the HOD/ Chairman as submitted by the respective module/subject teacher upto six months only.

E EXAMINATION

- i. At the end of each semester, there shall be an examination/jury except in case of the practical/industry training for which the examination will be conducted according to the procedure laid in Clause E4 of this Ordinance. Each semester examination shall be designated as First Semester Exam, Second Semester Exam and so on.
- ii. The examination for all semesters will normally be held in December (for odd semester) and in May (for even semester) on such dates as mentioned in the Academic Calendar. The date(s) of commencement of examinations as well as the last date(s) for the receipt of examination forms and fees shall also be notified by the Controller of Examinations to the concerned University Teaching Department(s).

- iii. The courses of study and the subjects of examinations shall be as approved by the Academic Council from time to time. The medium of instruction and examination shall ordinarily be English/Hindi or both except otherwise decided by the Academic Council.
- iv. The question paper will be set in English/Hindi, except otherwise decided by the Board of Undergraduate Studies, of concerned Faculty and approved by the Academic Council. Every candidate shall be examined in the subjects as laid down in the syllabus approved by the Academic Council from time to time. The credits for each subject as also the contact hours per week will be mentioned in the scheme of studies approved by the Academic Council.
- v. The Chairperson/ Head of the Department may appoint a faculty member as UG coordinator; who shall have the full responsibility for coordinating the minor tests, evaluation work, awarding of grades and attendance compilation etc.
- vi. A candidate shall be allowed to appear in the examination, if he/she has attended not less than 75% of the total classes held in that semester in the subjects offered by him/her for the examination, provided that his/her subject attendance in each individual subject is not less than 60%.

Relaxation in shortage of lectures up to 5% will be allowed by the HOD/Incharges and 10% by the Dean, Academics Affairs of the University on the following grounds:-Self-illness; Illness/death of parents, brother, sister or any of the close family member; any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department. If a student is continuously absent from the department for more than 15 continuous working days without intimation to the Chairperson/Head of Department, her/his name will be struck off from the roll of the department. The re-admission shall be with the approval of Vice-Chancellor with re-admission fee as per rules

- vii. A student who is unable to appear in an examination of a particular semester owing to shortage of attendance in the prescribed course of lectures etc. in a subject or subjects may be allowed to appear in that examination in the following year in a particular semester (in the following examination, if he/she is a candidate for an examination for which a supplementary examination is held for failed students); Provided further that if he/she attends classes in the Department/Faculty for at least one semester to make up the deficiency in the subject(s), subject to the condition that the deficiency in attendance is not more than 15% of the total number of studio, lectures, tutorials, seminars, practical, and any

other prescribed requirements held in a semester to reach overall 75% attendance in a semester for which he/she was unable to appear in an examination due to shortage of attendance, subject to the condition that the individual subject attendance is not less than 60%.

viii. A student who is unable to attain 60% attendance in individual studio, lectures, tutorials, seminars, practical, and any other prescribed requirements held in a semester and overall 75% attendance, shall stand detained for that academic session and will be required to repeat the semester as a regular student as and when that semester classes begin in the forthcoming academic session.

Such a student(s) shall be charged tuition fee for each full semester in which he/she attends classes. The promotion of the student in the next higher semester will be subject to criteria listed in Clause E.5 (iii).

ix. Student shall not be allowed to appear in a jury/examination, if he/she has not cleared the dues. No entry will be allowed to jury/examination hall without hall ticket or roll no. slip issued by Controller of Examination.

E.1 INTERNAL AND EXTERNAL OR END SEMESTER EXAMINATION

The minimum percentage of marks to pass the examination (Internal and External) in each semester shall be as mentioned below:

S.No	Programmes	Internal (Theory, Studio, Portfolio, Dissertation, project, Thesis, Degree Film, Practical/ training etc.)	External/End Semester (Theory, Studio, Portfolio, Dissertation, project, Thesis, Degree Film, Practical/ Industry training etc.)	Total
1	B. Arch	Sessional/Internal 40% (Theory, Portfolio, Dissertation, Thesis, Practical training)	<ul style="list-style-type: none"> • Theory 40% • Portfolio 40% • Dissertation 40% • Thesis 40% • Practical training 40% 	40%
2	All Other Programmes	40%	40%	40%

Note: 1. (The Theory/ Studio/ Portfolio/ Practical/ Project/ Dissertation/Thesis/ Practical Training). A candidate has to pass separately, both in Internal and External/End Semester Assessment.

2. The students passing in Internal assessment shall only be allowed to appear in the external/end semester examination at the end of semester.

E.2 DISSERTATION /PROJECT

- I. Every student shall prepare a Dissertation/Project under the supervision of a Guide/Faculty Member(s) on a topic approved by the Departmental Committee consisting of Faculty Members from relevant specialization as approved by the Chairperson/Head of the Department. The same shall be submitted in the form of Portfolio, Short movie, Report, Drawings, etc. through the Faculty/Department to Controller of Examinations.
- II. The evaluation of the Dissertation/Project will be through Sessional/Internal and Portfolio/Jury evaluation. The Internal assessment will be through a viva – voce by a jury comprising the Dissertation/Project Coordinator and the Guide/Faculty Member(s). The external/end semester evaluation of dissertation/project will be conducted by a jury comprising the Dissertation/Project Coordinator, the Guide/Faculty Member(s) and an external examiner.
- III. The Internal Assessment of dissertation/ project will be done in different stages as below for B.Arch course only:

S.No.	Components of Minors	Weightage
1.	Synopsis	10%
2.	Mid-semester submission	50%
3.	Pre-final submission	40

E.3 DESIGN THESIS/GRADUATION PROJECT/DEGREE FILM

- I. Every student shall prepare a Design Thesis/Graduation Project/Degree Film under the supervision of a Guide/Faculty Member(s) on a topic approved by the Departmental Committee consisting of Faculty Members from relevant specialization as approved by the Chairperson/ Head of the Department. The Design Thesis/ Graduation Project/ Degree Film shall be submitted in the form of Portfolio/ Movies/ Reports/ Drawings/ Models etc. through the Faculty/Department. The assessment will be on the basis of components laid by the Department/Faculty.
- II. The evaluation of the Thesis/Graduation Project/Degree Film will be through Internal and Portfolio/External evaluation. The Internal work made up of numerous stages, will be evaluated through a viva – voce by a jury comprising the Thesis coordinator and the Guide/ Faculty Member(s). The portfolio/external evaluation

will be conducted by a jury of external members and internal members as decided by respective Faculty/Department(s).

- III. The B. Des students will work on the design brief and /or work provided by the industry(s)/NGO(s)/Design Studios/Export House(s) etc under the supervision of a Guide/HOD/Incharge/Faculty Member(s) as approved by the Chairperson/Head Department. In case of self-financed project(s), student(s) shall take approval of the topic from the Departmental Committee consisting of HOD(s)/Incharge(s)/Faculty Member(s) from relevant specialization as approved by the Chairperson of the Faculty/Department. The assessment will be on the basis of following components

S.No	Components (Thesis)	Weightage
1.	Design Brief	20%
2.	Research & Development	40%
3.	Final Prototype/Product/Document	40%

- IV. The Thesis Internal Assessment will be done in different stages as mentioned below for B.Arch. course only:

S.No.	Components of Minors (Thesis)	Weightage
1.	Synopsis	10%
2.	Programme formulation	30%
3.	Concept	20 %
4.	Preliminary Design	40%

E.4 TRAINING – PRACTICAL/INDUSTRY

S.No	Course	Duration	Semester	Requirement	Mode of Evaluation
1	B.Arch. (Practical) Faculty of Urban Planning and Architecture	18 weeks	8 th	Submission of training certificate, 3 sets of reports	Jury/Viva Voce
2	B. Des (Industry Training) (All Departments of Faculty of Design)	30 days	During vacations / holidays after 6 th semester	Submission of training certificate, 3 sets of reports, external evaluation will be with 7 th semester exams	Jury/Viva Voce
Note: * The students of B.Des programme shall select a place for training as per their convenience in consultation with HoD/Chairperson/Incharge of the Department. ** In no case training shall be allowed when the classes are on in the Department.					

The student will be required to repeat the training when:

The report from the employer/supervisor/mentor is not satisfactory **and/or** the attendance in the office is less than 75% of the number of days required for training.

E.5 GRACE MARKS, PROMOTION AND RESULTS

- i. Grace marks, if any, will be given by the University only in marks of end semester exam of Theory Papers and not in Internal Assessment of Theory, nor in Studio, Portfolio, Thesis Jury or Practical Training, Degree Film etc.
- ii. A student is eligible to undergo practical training only if he/she has passed all the studio/portfolio subject(s) preceding the semester in which practical training has been scheduled or as per criteria listed by Council of Architecture/University **for B.Arch. course only.**
- iii. If a student has, after attending the course of studies, either not appeared or appeared in any semester examination and failed in one or more courses for that examination, he can appear for such course(s) at subsequent examination(s) without attending a fresh course for the next semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s). for **Studio, Portfolio, Dissertation, Project, Thesis, Graduation Project, Degree Film, Theory and Practical (Workshop)/Jury Subjects etc.:**

Provided that a student shall not be allowed to attend classes and appear in that semester

examination(s) mentioned in column(A) unless he/she has passed without backlog in the semester examination mentioned in column(B) below:-

A	B
5 th Semester onwards	1 st semester
6 th Semester onwards	2 nd semester
7 th Semester onwards	3 rd semester
8 th Semester onwards	4 th semester
9 th Semester onwards	5 th semester
10 th Semester onwards	6 th semester

Note: For B.VA, B.Des & B.FA students – A student shall not be permitted to enroll for the next odd semester if he/she does not pass 50% of the total subjects taught in the last two semester including at least ‘2’ core subjects.

Note: For B.Arch. students - A student shall not be permitted to enroll for the next higher semester unless he/ she has completed the Architectural Design course of the previous semester.

- iv. The B.Arch. Programme shall be completed in a maximum period of 8 years and B.Des, B.VA and B.FA Programmes shall be completed in 6 years from the date of admission. However, in special circumstances a candidate may be granted an extension of 1 year by the University/ Institution to complete the programme. This extension shall be given only once to the student as per criteria listed by ‘Council of Architecture (For B.Arch. Course only)’/Academic Council of the University for other programmes.
- v. A candidate not covered under clause E.5 (iii) above whose result declaration for no fault of his/her is delayed, may attend classes of the next higher semester provisionally at his/her own risk and responsibility. His/her attendance and/or Internal assessment will, however, be credited, subject to his/her passing the concerned semester examination.
- vi. If he/she leaves the department/faculty after one semester, he/she may be allowed to appear in the examination as an ex-student, but if he/she attends the department/faculty for the whole academic year and completes the requisite percentage of lectures in that year, he/she may be allowed to appear in the examination as a regular student. Such a student shall be charged tuition fee for each full semester in which he/she attends classes. The promotion of student to the next higher semester will be subject to criteria listed in Clause E.5 (iii).
- vii. Each student who has been promoted to 3rd semester in B.VA, B.Des & B.FA programme under a particular specialization in a faculty, may shift to other courses within the faculty, if seats are available in the order of cumulative merit of 1st and 2nd semester combined together,

subject to condition that the student(s) has no supplementary in 1st and 2nd semesters and/or has repeated 1st and 2nd semester.

- viii. In order to determine the division in which a candidate shall be placed, the scaled marks will be:

Name of Examination	Scaled Marks	
1st and 2nd Semester	40% of aggregate marks	} For B.Arch. Course Only }
3 rd and 4 th Semester	60% of aggregate marks	
5 th and 6 th Semester	80% of aggregate marks	
7 th , 8 th , 9 th & 10 th Semester	100% of aggregate marks	

A Candidate who passes prescribed subjects for all the semesters, but obtains:

Less than 50% marks

Pass Class

40% or more and less than 50% marks

Third Division

50% or more but less than 60% marks

Second Division

60% or more but less than 75% marks

First Division

75% or more marks First division with distinction provided they have passed all the semesters examinations within the normal period of four/five years of the course without reappear

- ix. **Constitution of Jury** - A panel comprising external and internal members shall conduct external/end semester evaluation of all the subjects and projects. Out of which external members/expert/industry professionals having specialization in relevant discipline may be invited by Controller of Examination from the approved list.
- x. The amount of examination fee to be paid by a candidate for each semester shall be as decided by the University from time to time. A candidate who appears in one or more papers shall pay the full examination fee.
- xi. At the end of each semester examination, the Controller of Examinations shall publish the result; provided that in case of a candidate who was permitted to take examination for higher semester under Clause E.5 (iii) has not cleared the lower examination, his/her result for the higher semester examination will be declared provisionally and would be confirmed only when he/she is pass in all the written papers/studio subjects etc. of the lower examination(s) required for promotion to next higher semester under Clause E.5.(iii).
- xii. A candidate may be permitted to attend classes of the next higher semester provisionally at his/her own risk and responsibility, if he/she has not cleared the lower examination(s) under Clause E.5 (iii) for promotion to next higher semester upon declaration of result and has applied for reevaluation/rechecking, if found eligible, his/her attendance/ Sessional/ Internal marks may be credited to the him/her in the higher semester if he/she clears the lower examination upon reevaluation/rechecking.
- xiii. A candidate, who has passed the final examination of this University and is desirous of improving his/her performance (Only in written external examination for Theory subject(s)), will be allowed to appear as an ex-student in even/odd Semester examinations, as and when held, twice within the period permissible under Clause E.5. (iv) only to improve CGPA equal to "C" or to "B". Such a candidate in the first instance shall be required to intimate all the paper(s) in which he/she would like to improve his/her

performance. He/she will then appear in the respective paper(s) at the concerned semester examinations simultaneously as and when held. If he/she does not improve his/her performance, he/she shall be eligible to do so in the following examinations which would be treated as second chance.

E.6 NOMENCLATURE OF GRADES

Computation of SGPA and CGPA etc. shall be as per Common Examination Ordinance.

Credit: A unit by which the course work is measured. One credit is equivalent to one period of teaching equivalent to 25 marks (M.M)

Marks Based on 10: It is the subject total marks obtained out of 10
=
$$\frac{\text{Total Marks Obtained in subject X 10}}{\text{Maximum Marks of the subject}}$$

Grade Points (GP): It is the product of subject marks based on 10 and subject credits
= Subject marks Based on 10 X Subject Credits

Semester Grade Points Average (SGPA): It is the ratio of total grade points (GP) scored by the student in a semester and total of credits in that semester.

$$\frac{\text{Total of Grade Points (GP)}}{\text{Total of Semester Credits}}$$

Cumulative Grade Point Average (CGPA): It is the ratio of the sum of the SGPA of all semesters and total no of semesters.

$$\frac{\text{Total of SGPA of all Semesters}}{\text{Total No. of Semesters}}$$

Formula for calculating percentage of marks:

$$\text{CGPA} \times 10$$

- Calculation will be done in two decimal points but denoted in one decimal point.

Grade Value:

Range	Grade	Description	Range
9 to 10	O	Outstanding	90% and above
8 to 8.9	A+	Excellent	80% and above but less than 90%
7 to 7.9	A	Very Good	70% and above but less than 80%
6 to 6.9	B+	Good	60% and above but less than 70%
5 to 5.9	B	Satisfactory	50% and above but less than 60%
4.1 to 4.9	C	Average	41% and above but less than 50%
4	P	Pass	40% only
Below 4	F	Fail	Below 40 %

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