

Throughout the duration of study at Institute of Design Environment and Architecture, Indus University, a student is expected to abide by the following code of conduct.

DEPARTMENTAL POLICIES

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6. PERFORMANCE EVALUATION SCHEME

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I. TERMINOLOGY

- a. External Faculty: A Visiting Faculty, A Visiting Evaluator, A Visiting Juror who is not a permanent or Contract based employee of the University
- b. Internal Faculty: A Faculty who is a Permanent employee of the University.
- c. Black Listed Student: A Student in severe violation of Academic Conduct (Refer Academic Conduct Policy for Students) is deemed Black Listed by an Academic Disciplinary Committee of the Department.
- d. Module: Subject, Agglomeration of similar topics taught together
- e. Skill module: Caters to teaching of skill such as model making, technical drawing, software, painting, sketching, drawing, etc. which are the basic skills needed for representation, observation and documentation.
- f. Design process module: Caters to teaching of methods of analysis, understanding of basic design, methods of documentation of a built form, etc.
- g. Jury : Panel of 1-4 external jurors evaluating your project in collaboration with internal faculties.
- h. ESE : End Sem Exam of 2-3 hours either written or drawing based.
- i. Internal Project Reviews & Internal test will be termed as Internal Evaluation.
- j. Exams & Juries conducted at the end of semester will be termed as External Evaluation.
- k. Phase 1 is first 3 years (semester 1 to 6) & Phase 2 is last 2 years (semester 7 to 10) within a 5- Year B.Arch. Degree Program.

2. ATTENDANCE

- a. Attendance of each student is mandatory in each module of the semester. Regularity and punctuality is expected. Student presence will be recorded from the very first day of the semester. A student's attendance will be marked separately in the two halves of the day. Failure to show up in either half at the time of attendance will be treated as absent for that day even if he/she was present in the other half. Each student is requested to be punctual to not miss attendance roll call.
- b. In a semester, a student must attend all classes conducted in each module. Medical Leave will be considered only if you are absent for three or more days and produce a valid Medical Certificate and Report upon joining of the regular classes. One is required to get this certificate and report signed by the class coordinator on the day of return to campus, not later. If unable to produce the certificate on the day of return, he/she will be marked absent and leave will not be treated as Medical Leave. Absence of a day or two will not be granted as Medical Leave and thus will be marked as absent for the period.
 1. Leave is not granted for social reasons. If a student still must take leave, ensure that prior permission has been taken from the concerned faculty via email or written application. Though it is the policy of the department to respect religious beliefs in compliance with state optional holidays, each student who is absent from class because of his/her religious beliefs shall take prior permission for leave.
 2. As per UGC regulations, each student is required to have at least 80% attendance in each module after deducting any medical and other leaves. If a student's attendance falls short of 80%, he/she will not be allowed to appear in the end-of-semester exam. In case of practical subjects instead of theory, he/she will be barred from giving the viva/jury. (100% = 80% Minimum attendance + 20% Medical & Other leaves).

3. If a student is found to be a part of any gross indiscipline/mass bunking, he/she will be black listed & suspended for the whole module. As a blacklisted student, one will not be allowed to participate in any summer/winter collaborative workshops outside of Ahmedabad and he/she will not get any recommendation letter from the Institute.
4. Any and all work given to students must be done on campus and during working hours.

3. CONDUCT & DISCIPLINE

- a. Ragging or any such kind of activity is strictly prohibited. Any such act is a punishable offence under the directives of AICTE, Council of Architecture and Ministry of Human Resource and Development, Govt. of India., the student's admission may be cancelled and he/she may be prosecuted under law.
- b. Indus University Campus is a "Smoking & Tobacco Free Zone". Chewing of tobacco & smoking on the campus is prohibited.
- c. Using mobile phones in the INDUS University campus is prohibited. Strict disciplinary action will be taken in following two stages:
 - Warning 1: When caught using the phone for the first time, the student will have to submit an apology letter and depending on discretion of the faculty, he/she may be suspended from the module.
 - Warning 2: If caught for the second time, the student will be suspended from the module.
- d. Faculties will not entertain any calls on their mobile phones by a student or his/her parents/guardian for any reason. Landline number of the department may be used to obtain prior permission to meet. Parents are requested to meet faculty with prior appointment only.
- e. Meeting or trying to meet the faculty at any place other than Indus campus is strictly prohibited. Any communication with the faculty or the INDUS University staff has to be done only through official INDUS University e-mail address assigned to the students.

- f. Delay in arrival for juries and in submissions will lead to disqualification from appearing in juries and exams.
- g. It is mandatory for every student to participate in any SIX of the summer/winter collaborative programs for a successful completion of the course.
- h. During the off-campus academic activities like documentation, RSP, workshops, etc., the respective “law-of-the-land” applies. *
- i. Contacting or trying to contact the President, Vice Chancellor, HoD, Teachers during off-campus hours without prior permission is prohibited and may lead to a disciplinary action. Appointments can be sought only through mail. (Ad-hoc appointments will not be entertained).
- j. Intimidation or instigation of any sort towards the faculty members or any member of INDUS University staff will be treated as legal offence and dealt with as per the law.
- k. Each student is requested to remain disciplined in classrooms and workshops. Spending long hours away from the class and workshops or loitering in college campus shall not be tolerated.
- l. Do not disrespect faculty members and college staff. The instructions being given by them from time to time are to be followed unequivocally. Any act of indiscipline or misconduct in this regard will lead to disciplinary action and possible suspension.
- m. Each student is free to dress in any manner as long as it is not provocative or unkempt in any manner.
- n. Medium of communication with other students should be English only. This is for a student’s self-benefit will help develop needed communication and linguistic skills.
- o. About LOST AND FOUND: While on campus, everyone’s personal belongings like purse, college bag, mobile phone, Identity Card, etc. are his/her responsibility and Indus University cannot be held accountable for any misplacement or if they get stolen. In case if one finds anyone else’s belongings, he/she is requested to deposit the same at the Student Section/ Administrative Office. Students are also advised to carry their ID card every day and use it for the access to visit the place or person. In case permission letter from the department/ university is required, kindly inform well in advance.

- p. The notice boards are updated regularly with announcements and circulars. One should make a habit of glancing at them since any announcements or circulars related to academic studies would be pinned on the notice boards. Fee-related information will be intimated through these notice boards as well as email and shall be available on the website as well.

4. EXAMINATION & EVALUATION POLICY

Following is the list of examination/evaluation academic policy followed by Department of Architecture. It mentions the eligibility criteria for the following topics.

1. Finishing the course (Bachelors in Architecture),
2. Eligibility for internship (which happens in 7th semester)
3. Appearing in exams/modules/semester
4. Promotion to higher semesters
5. Completion of Dissertation Projects
6. Unfair Means of Copying (IU Policy)

4.1. BACKLOG POLICY

- a. Odd semesters are prerequisites for consecutive odd semesters. For example, 3rd semester is a prerequisite for 5th semester.
- b. Even semesters are prerequisites for consecutive even semesters. For example, 2nd semester is a prerequisite for 4th semester.
- c. A student can have a maximum of 2 backlogs from the prerequisite semester. More than two backlogs from the prerequisite semester leads to a disqualification from appearing in the consecutive even/odd semester.
- d. A five year degree course of B.Arch. is divided in two phases as follows:
 - i) Phase I - Semester 1 to semester 6
 - ii) Phase II - Semester 7 to semester 10
- e. To qualify for phase II, a student cannot have more than two backlogs in phase I. Also, a student cannot have a backlog in a Design Project module in phase I to qualify for phase II.
- f. Thus, before starting phase II, a student must clear his backlog of Design Project Module.

CHART- FOR MAXIMUM ALLOWED BACKLOGS

		Previous ODD Sem	Previous EVEN Sem
Phase 1	Sem 1		
	Sem 2	3	
	Sem 3	2	3
	Sem 4	3	2
	Sem 5	2	3
	Sem 6	3	2
Phase 2	Sem 7*	2	3
	Sem 8	0	2
	Sem 9	0	3
	Sem 10	3	2

NOTE:

- 1) Pass in Previous odd for odd & even for even is compulsory to be eligible for Design Project of current semester.
- 2) Pass in all studios from 1-6 is compulsory for official internship in 7th semester.
- 3) More than 4 accumulative Back logs in different semesters will result in non-promotion to higher semester within each Phase of the program.
- 4) To be promoted to Sem. 8 (phase 2) Completion of internship is mandatory.
- 5) Pass grade is a pre requisite in Design Project for semester 8 to be promoted to 9 DP to be promoted to 10 DP.
- 6) More than 3 Backlogs within an odd or even semester would lead to non-promotion in the next odd to odd and even to even semester.
- 7) 6 Collaborative programs to be completed for completion of the course The pass percentage shall not be less than 45% in each subject (in each internal & external component) and shall not be less than
- 8) 50% in the aggregate. Candidates who have passed in the internal assessment, shall only be permitted to appear in an external examination.

4.2. INTERNSHIP POLICY

- a. The students must apply to the architecture firms/offices from the list of firms/offices given to them from the department.
- b. Only one student from each batch is allowed to intern with a firm.
- c. In no case whatsoever, a student is allowed to do internship at a relative's office. The students and their parents will duly sign an undertaking stating the same. In case, student is found to be deviating from the above norm, his/her internship will be considered invalid & the student will have to repeat his internship semester.
- d. In case a student wishes to do internship at an office/firm, which is not in the given list, he/she has to get an approval from the internship committee of IDEA Indus University. The principal architect of the architecture firm/office should have at least 10 years of experience and should be registered with CoA.
- e. In case a student wishes to do his/her internship outside India, he/she must get it approved from the internship committee. Also, the principal architect of the respective firm should be registered with the governing body of architecture practice of the respective country.
- f. Internship Semester carries 100 marks for evaluation. 50% marks for the internship will be given on the basis of Viva-voce conducted on completion of the internship. Remaining 50% marks will be based on the weekly reports given by the student on weekly basis in addition to monthly & Completion certificate given by the respective offices.
- g. A backlog in Design Project module in any semester even or odd before the internship (7th semester) leads to disqualification for doing internship until all design modules are cleared.

4.3. DISSERTATION POLICY

- a. Students can Identify and confirm internal guides to register for dissertation topics before Review 1.
- b. Dissertation Evaluation Structure:
 - a) 4 reviews of 5 mark each.
 - b) 30 marks on final jury to be given by external juror

c) 50 marks to be given by the guide

- c. Based on the dissertation report the external jurors shall be finalized and viva-voice will be conducted.
- d. Plagiarism would result in immediate disqualification of the project.
- e. Dissertation timeline would be of 26 weeks. At the ends of 26 weeks' students are supposed to submit their dissertation report. Any extension of the above period will result in failure in the particular semester.

4.4. COLLABORATIVE PROGRAMS (SUMMER/WINTER)

- a. Credits will be allotted for successfully completing one collaborative program. Each Collaborative program is of 100 marks.
- b. A student must attend a minimum of 6 collaborative programs to attain the degree.
- c. First two collaborative programs conducted at the end of 1st semester and 2nd semester respectively are mandatory for the 1st year students.
- d. Black listed students will not be allowed to attend collaborative programs, outside Gujarat.

4.5. VERTICAL DESIGN PROJECT

- a. A vertical Design Project will be conducted every odd semester in which students from 2nd, 3rd and 5th year can participate.
- b. Students will be awarded equal number credits as they are offered in the regular Design Project.
- c. Vertical Design Project will have a Common Theme for students participating from odd semester of 2nd, 3rd & 5th year. The scale and Programmatic requirements of Design Project may vary for students from respective semesters.

4.6. POLICY FOR GRACE MARKS

Maximum 3 gracing marks will be given per subject (Theory & Practical) in only ESE and for all students (Regular or repeater students) to fulfill minimum pass criteria.

4.7. WEIGHTAGE OF INTERNAL AND EXTERNAL MARKS

- a. 50% weightage is for internal marks and the remaining 50% is for external marks.
- b. To pass, a student must score at least 45% marks of the aggregate of internal and external marks in a particular subject.
- c. Internship: Refer to "internship policy" section.
- d. Dissertation: refer to "Dissertation project policy" section.
- e. Module 1 and Module 2 have end semester exams. So, marks obtained in the end semester exam will be considered as external marks.
- f. Subjects in which end semester exam is not conducted, the marks given by the external examiner will be considered as external marks.
- g. Module with no end semester exam and no visiting faculty, the internal marks will be given on the basis of work that the students do in the classroom, CIE. Also, the external marks will be given on the basis of portfolio that they will submit by the end of that module.
- h. The internal marks for a module are given on the basis of CIE (Continuous Internal Evaluation). A faculty conducting a particular module is supposed to conduct at least 5 reviews/tests/surprise tests during the module. Surprise tests will also contribute to internal marks.

4.8. ATTENDANCE CRITERIA (REFER TO "STUDENTS' CODE OF CONDUCT")

- a. Minimum 80% overall
- b. Absence from Internal exam would require a Medical Certificate for Re-examination.
- c. Absence from external exam would result in failure.
- d. *Medical Leaves won't be considered on the minimum criteria's. Medical leaves will only be considered on 100% attendance.

5. TEACHING SCHEME

EXAM SCHEME FOR MODULE SYSTEM

	INTERNAL REVIEW	EXTERNAL REVIEW	INTERNAL REVIEW	EXTERNAL REVIEW	INTERNAL REVIEW	EXTERNAL REVIEW	INTERNAL REVIEW	EXTERNAL REVIEW	INTERNAL REVIEW	EXTERNAL REVIEW	INTERNAL REVIEW	EXTERNAL REVIEW	INTERNAL REVIEW	EXTERNAL REVIEW
SEM 1	MODULES 600 MARKS	SKILL MODULE 1 50 50 - EXAM	DESIGN PROCESS 1 50 50 - JURY	TECHNICAL MODULE 1 50 50 - EXAM	THEORY MODULE 1 50 50 - EXAM	DESIGN PROJECT 1 50 50 - JURY	COLLABORATIVE PROGRAM 1 100	VERTICAL STUDIO						
SEM 2	MODULES 600 MARKS	SKILL MODULE 2 50 50 - EXAM	DESIGN PROCESS 2 50 50 - JURY	TECHNICAL MODULE 2 50 50 - EXAM	THEORY MODULE 2 50 50 - EXAM	DESIGN PROJECT 2 50 50 - JURY	COLLABORATIVE PROGRAM 2 100							
SEM 3	MODULES 600 MARKS	SKILL MODULE 3 50 50 - JURY	DESIGN PROCESS 3 50 50 - JURY	TECHNICAL MODULE 3 50 50 - EXAM	THEORY MODULE 3 50 50 - EXAM	DESIGN PROJECT 3 50 50 - JURY	COLLABORATIVE PROGRAM 3 100							
SEM 4	MODULES 600 MARKS	SKILL MODULE 4 50 50 - JURY	DESIGN PROCESS 4 50 50 - JURY	TECHNICAL MODULE 4 50 50 - EXAM	THEORY MODULE 4 50 50 - EXAM	DESIGN PROJECT 4 50 50 - JURY	COLLABORATIVE PROGRAM 4 100							
SEM 5	MODULES 600 MARKS	SKILL MODULE 5 50 50 - JURY	DESIGN PROCESS 5 50 50 - JURY	TECHNICAL MODULE 5 50 50 - EXAM	THEORY MODULE 5 50 50 - EXAM	DESIGN PROJECT 5 50 50 - JURY	COLLABORATIVE PROGRAM 5 100							
SEM 6	MODULES 600 MARKS	SKILL MODULE 6 50 50 - JURY	DESIGN PROCESS 6 50 50 - JURY	TECHNICAL MODULE 6 50 50 - EXAM	THEORY MODULE 6 50 50 - EXAM	DESIGN PROJECT 6 50 50 - JURY	COLLABORATIVE PROGRAM 6 100							
SEM 7	MODULES 600 MARKS	OFFICE TRAINING 500 - INTERNAL JURY							100 - EXAM					
SEM 8	MODULES 500 MARKS	SKILL MODULE 8 50 50 - JURY		TECHNICAL MODULE 8 50 50 - EXAM	THEORY MODULE 8 50 50 - EXAM	DESIGN PROJECT 8 50 50 - JURY	COLLABORATIVE PROGRAM 8 100							
SEM 9	MODULES 500 MARKS	SKILL MODULE 9 50 50 - JURY		TECHNICAL MODULE 9 50 50 - EXAM	THEORY MODULE 9 50 50 - EXAM	DESIGN PROJECT 9 50 50 - JURY	COLLABORATIVE PROGRAM 9 100							
SEM 10	MODULES 500 MARKS	DESIGN / RESEARCH THESIS 250 - INTERNAL							250 - EXTERNAL JURY					

LECTURE: Its primary objective is to impart theoretical concepts/ideas/examples about a particular topic to a large group of students. It is an intensive, time-bound method to communicate all aspects of this particular topic to students. The method of teaching can be verbal only or may involve other visual aids like sketching, modeling, PowerPoint presentations etc. Lectures should have review tests to gauge the understanding of concepts by students.

DESIGN PROJECT:Its primary objective is to create/define real life design problems and help students devise solutions to these problems. Here students are taught to synthesize and apply all the theoretical concepts, techniques, skills they learn during all other classes.

SEMINAR: This format of teaching is more interactive wherein students are encouraged to critically engage with the faculty and other students during the topic which is being discussed in the class. Students are given pre-assigned readings on a topic and that topic is openly discussed during class, wherein the faculty acts as a facilitator to implicitly guide the topic but get maximum interaction from the students. After the class, students should be given assignments to write papers on the particular topic.

JURY:Critical Review of student work by a panel of experts including internal and external faculty to give feedback to the student on work done during the course of the module.

6. PERFORMANCE EVALUATION SCHEME

Letter Grades, Grade Points and corresponding Scores

Score out of 100	88-100	76-85	66-75	60-65	55-59	45-54	<45
Letter grade	A+	A	B	C	D	F	F
Grade point	10	9	8	7	6	5	0

Note:

- “F” indicates Fail in ENd Semester Examination and will be considered as backing
- “Ab” indicates Absent in End Semester Examination.
- Continuous Internal Evaluation is based on Mid Semester Examination & Internal Assessment
- A student should obtain aggregate 45 Marks to be declared pass in the subject

$$SGPA = \frac{\sum (\text{Credit} * \text{Grade Point})}{\sum \text{Credit}}$$

SGPA = Semester End Grade Point Aggregate

CGPA = Cumulative Grade Point Aggregate

- CGPA will be calculated in a similar manner, at any semester, considering all the courses enrolled from the first semester.
- The declaration class is based on CGPA calculated using SGPA, of all the semesters of the opted courses.

Semester timeline

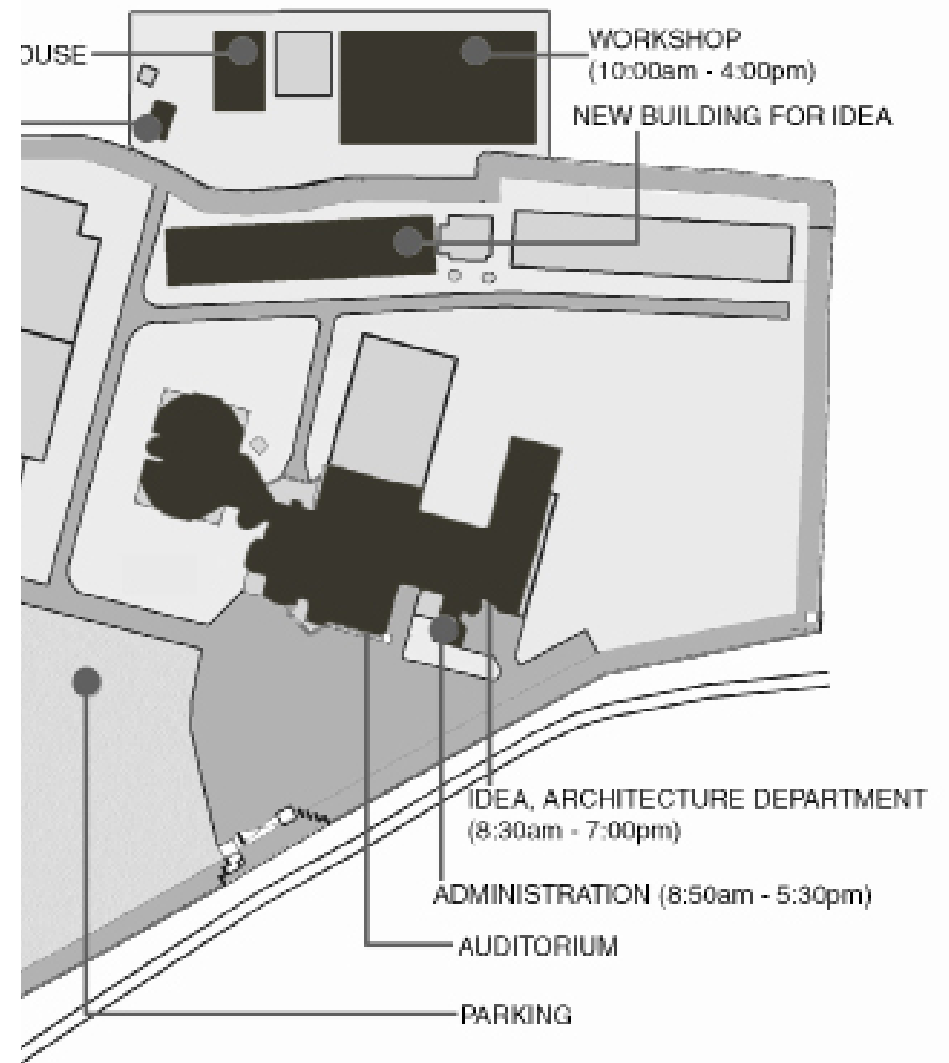
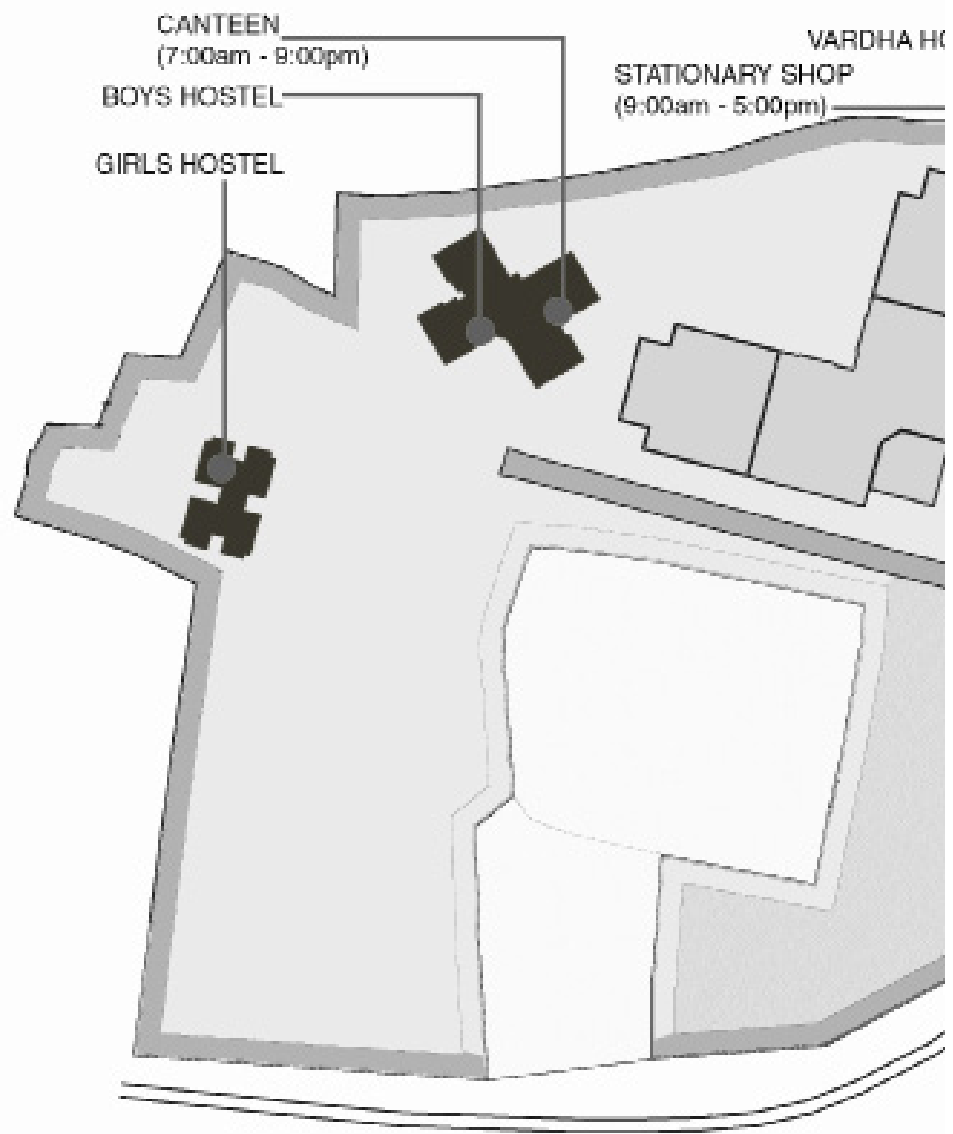
7. EXAMINATION RE-EVALUATION POLICY

As Per IU Policy

SEMESTER TIME LINE



CAMPUS MAP





Institute of Design, Environment
and Architecture

Rancharda, Via: Thaltej,
Ahmedabad - 382 115.
Gujarat, INDIA.
(estb: 2012)

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