

## VISVESVARAYA TECHNOLOGICAL UNIVERSITY REGULATIONS – ANNEXURE A

### 15OBA1.0 TITLE AND DURATION OF THE COURSE

15OBA1.1 The course shall be called the Degree Course in Bachelor of Architecture, abbreviated as B. Arch.

15OBA1.2 The course shall be of five academic years duration and conducted in ten semesters, each semester having duration of 15 to 18 weeks.

15OBA1.3 The academic programme shall be spread over 10 semesters, there being two stages viz., Stage 1 and Stage 2. Stage 1 shall constitute First Semester to Sixth Semester and Stage 2 shall constitute Seventh Semester to Tenth Semester. During the Eighth and Ninth semesters, the student shall undergo professional training and there shall be a project work (Thesis) in the Tenth Semester.

15OBA1.4 The calendar of events in respect of the course shall be notified by the University from time to time.

15OBA1.5 The examination in all the subjects of the 10 semesters shall be conducted at the end of each semester except when there are no students taking examination for any subject, as per the scheme of teaching and examinations.

### 15OBA3.0 ATTENDANCE REQUIREMENT

15OBA3.1 Each semester is considered as a unit and the student has to put in a **minimum attendance of 85%** in each subject with a provision of condonation of 10% of the attendance by the Vice-Chancellor, VTU Belagavi on the specific recommendation of the Principal of the college where the student is studying, showing some reasonable cause such as medical grounds, participation in University level sports, cultural activities, seminars, workshops and paper presentation, etc.

15OBA3.2 The basis for the calculation of the attendance shall be the period prescribed by the University by its calendar of events. For the first semester students, the same is reckoned from the date of admission to the course as per KEA allotment.

15OBA3.3 The students shall be informed about their attendance position periodically by the colleges so that the students shall be cautioned to make up the shortage. The Principals of the affiliated Colleges shall submit the list of students who have been detained for shortage of attendance by the end of the semester to the Registrar (Evaluation) VTU Belagavi, with a copy to the Registrar, VTU.

Provided that mere omission by the college to inform the student about the shortage of attendance shall not entitle him/her to appear for examination.

15OBA3.4 A student having shortage of attendance in one or more subjects shall have to repeat the whole semester and such students shall not be permitted to take admission to next higher semester.

Such students shall take readmission to the same semester in the subsequent academic year.

**15OBA3.5 Temporary Discontinuation of course:**

A student, who wishes to temporarily discontinue the course and continue subsequently, has to obtain prior permission from the University by applying through the Principal. Such students have to take readmission to the same semester/year in the subsequent academic year. However, the student shall complete the course as per 15OBA6.2

**15OBA4.0 THEORY MARKS / PROGRESSIVE MARKS / VIVA MARKS/TERM WORK MARKS**

**15OBA4.1** Theory / progressive / *viva voce* /term work marks shall be as prescribed in the scheme of teaching and examinations.

**15OBA4.2** Theory marks refers to the marks obtained in a subject in a time bound University examination. Evaluation in each theory subject shall be conducted by the University, by appointing one Chief Examiner for that subject who shall provide a scheme of valuation. There shall be Moderators and Valuers for each subject under the Chief Examiner. The Valuers will evaluate the answer scripts and these shall be reviewed and moderated by the Moderators on a sample basis.

**15OBA4.3** Progressive marks refer to the marks given to a student on a continuous basis during a semester by the concerned subject teacher/teachers.

(a) In the case of subjects which are mainly studio based as per the scheme of teaching and examinations, the progressive marks shall be the sum total of marks given to the various drawings (plates) submitted from time to time by a student on tracing sheets / butter sheets / drawing sheets or Computer printouts. However, if the subject teacher so desires, he/she shall give some weightage for time problems / tests in these subjects. In a semester, two to three such time problems / tests may be conducted.

(b) In the case of subjects which are mainly lecture based as per the scheme of teaching and examinations, the progressive marks shall be based on the average of two tests conducted normally at the end of 8<sup>th</sup> and 12<sup>th</sup> weeks of each semester.

Provided that, the teacher may give assignments instead of tests which may include sketching, book reviews, write-ups etc.

(c) In the case of subjects which are mainly practical based as per the scheme of teaching and examinations, the progressive marks shall be based on the assignments submitted by the students. A minimum of two assignments per semester shall be given.

(d) In all the three cases, viz studio based, lecture based and practical based subjects:

- (i) The concerned teacher shall give a reasonable opportunity to the student to improve his / her progressive marks for example by re-doing the assignments or taking an additional test etc., within the time frame of the given semester.
- (ii) The relevant records and submissions of students which have been assessed for progressive marks shall be produced as and when they are sought by the University.

- 15OBA4.4 Term work examination refers to the examination of the portfolio produced by the student in respect of a subject. This examination shall be conducted by two examiners, one internal and the other external in the absence of the student. The portfolio shall include all the class work done in the subject during a semester.
- 15OBA4.5 *Viva voce* marks refer to the marks obtained in the *viva voce* examinations conducted as per the scheme of teaching & examinations in various subjects. For a *viva voce* examination, there shall be two examiners, one internal and one external. Internal examiner shall be the subject teacher or any other teacher engaged in full time/part time teaching in the concerned college. External examiner shall be a teacher / professional who is not teaching in the concerned college. All examiners shall be appointed by the University. In all the cases, the evaluation shall be made jointly and one consolidated mark be awarded.
- Provided that for the 10<sup>th</sup> semester *viva voce* examination, in Architectural Design Project (Thesis), there shall be three examiners one internal and two external. The student shall be present in person for these examinations and submit the portfolio of works done during the semester and answer the queries raised by the examiners in respect of portfolio.
- 15OBA4.6 The progressive marks awarded to the students in a subject shall be displayed on the notice boards of the colleges to enable the students to point out any discrepancies. The progressive marks finalized shall be signed by the concerned teacher / teachers, Head of the Department and Principal on each page and they shall be sent to the University.
- 15OBA4.7 If a student fails to secure a minimum of 50% of marks in progressive marks in any subject, he / she shall not be eligible to take up theory / *viva voce* / term work examination in that particular subject.
- 15OBA4.8 It shall be the responsibility of the concerned Head of the Architecture Department / Principal to implement clause 15OBA 4.7. In the event of an ineligible student inadvertently being allowed to appear for the theory / *viva voce* / term work examination, the result of the concerned examination shall be null and void.
- 15OBA4.9 Such students shall correct, improve, re-do the concerned works on the advice of subject teacher and re-submit them during any of the subsequent semesters in order to secure the minimum required progressive marks in that subject.
- 15OBA4.10 However, the students shall register their names in their college for repeating work within 15 days

from the commencement of any of the subsequent semesters during which they desire to improve their marks. The college will have to get the permission from the VTU for the improvement of progressive marks.

- 15OBA4.11 The list of such students, who have not secured the minimum in the progressive marks, shall be sent to the University along with the submission of progressive marks of the successful students.
- 15OBA4.12 After the submission of progressive marks to the University, any requests for changes in the marks by the college shall not be considered under any circumstances.
- 15OBA4.13 Progressive marks sheet shall be submitted to the University without any delay when required by the University and the Principal of the concerned college shall be responsible for any delay.
- 15OBA4.14 When once a student secures a minimum or more than the minimum progressive marks in any subject, the marks shall be frozen and shall not be changed under any circumstances.
- 10BA4.15 A student shall undergo Professional Training in the 8<sup>th</sup> and 9<sup>th</sup> semesters under the supervision of a practicing professional registered with the Council of Architecture, for a period of 16 weeks in each semester. A student opting to undergo training abroad has to work under an architect who is a member of the Institute of Architects of that country.
- He / She shall submit the logbook, training report and certificate to the effect that he / she has undergone professional training to the Head of the Architecture Department / Principal. The student shall face a *viva voce* examination for Professional Training in both the semesters. If a student fails in the *viva voce* examination, he shall repeat the training afresh in any of the succeeding semesters and appear for the *viva voce* examination again.
- 15OBA4.16 The progressive marks in the case of 15ARC-10.1 Architectural Design Project (Thesis) of 10<sup>th</sup> semester shall be based on the evaluation of the project work (Thesis) as prescribed from time to time in the scheme of teaching and examination.
- 15OBA4.17 Any correction or over writing of Progressive marks shall bear the signature of concerned teacher(s) and Head of the Department/Principal.
- 15OBA4.18 Gracing of marks shall not be applicable for progressive marks, *viva voce* marks and term work marks. However, it shall be applicable for the theory examination marks, as per the Regulations of the University.
- 15OBA5.0

## ELIGIBILITY FOR PASSING

- 15OBA5.1 For a pass in a subject, a student shall secure a **minimum of 50%** of marks prescribed for a subject in Progressive marks, 40% in the theory examination, 40% in *viva voce* examination\_and 40% in term work examination.
- 15OBA5.2 A student who satisfies 15OBA5.1 shall be given grades O to E based on the aggregate marks (percentage) of progressive marks and termwork marks/ viva marks/ theory marks, as per the scheme. If a subject has progressive marks only, then it will be the sole basis for the determination of letter grade.
- 15OBA5.3 Students who do not satisfy the condition of 15OBA5.1 shall be deemed to have failed and have to re-appear for the theory, viva or term work examination in which he/she has secured less than the minimum marks prescribed. They will be given F grade.
- 15OBA5.4 The student who gets the prescribed passing marks as per 15OBA5.1 in one or more subjects but not all the subjects of a semester shall be exempted from reappearing for those subjects in which he/she has passed.
- 15OBA5.5 A student may at his/her desire reject his/her total performance of a semester(including progressive marks) or he/she may reject the result of his/her performance in University examination of a semester only.
- Provided that the rejection is permitted only once during the entire course of study.
- 15OBA5.6 The student who desires to reject the performance as per 15OBA5.5 shall reject performance in all the subjects of the semester having University examination, irrespective of whether the student has passed or failed in any subject. However the rejection of performance of 8<sup>th</sup> and 9<sup>th</sup> semester Professional Training shall not be permitted.
- 15OBA5.7 A student, who desires to reject the total performance of the semester including progressive marks, has to take readmission for the relevant semester. Application for such readmission shall be sent to the Registrar (Evaluation), VTU Belagavi, through the Principal of the College within 30 days from the date of the announcement of the results. Late submission of the application shall not be accepted for any reasons. Readmission to First semester in such cases will not be considered as fresh admission i.e., the student will continue to have the same University Seat Number, which was allotted earlier.
- 15OBA5.8 The student, who desires to reject only the results of University examination of a semester and does not desire readmission, shall be permitted to re-appear for examinations of all the subjects of the

semester in the subsequent examinations. However, the Progressive marks obtained by the student in the rejected semester shall be retained. To avail this benefit, the student should have passed in the progressive marks of all subjects of the semester. Applications for such rejection shall be sent to the Registrar (Evaluation), VTU Belagavi, through the Principal of the College within 30 days from the date of announcement of the results. Late submission of applications shall not be accepted for any reasons.

If the rejection of the University examination results of the semester happens to be of an odd semester, the student shall be allowed to take admission to the immediate next even semester. However, if the rejection of the University result is of even semester, the student shall not be allowed to take admission to the next odd semester.

15OBA5.9 Such students who opt for rejection at 5<sup>th</sup> year are eligible for the award of class and distinction at the B Arch degree level, but are not eligible for the award of ranks

15OBA5.10 A student shall be declared to have completed the course of B Arch degree, provided the student has undergone the stipulated course work in all ten semesters as per the regulations.

#### 15OBA6.0 MAXIMUM DURATION FOR COURSE COMPLETION:

15OBA6.1 A student who has not obtained the eligibility for third semester after a period of three academic years from the date of first admission shall discontinue the course. However, the student is eligible for readmission for first year B Arch in the respective College of the University and he/she shall be allotted a University Seat Number (USN) without any change in the year of admission in the USN but the serial number of the student shall start with seven hundred (7XX) series.

15OBA6.2 The student shall complete the course within a period of ten academic years from the date of first admission, failing which he/she has to discontinue the course.

15OBA6.3 The Council of Architecture stipulates that a student has to successfully complete the stage 1 of the B Arch course (1<sup>st</sup> to 6<sup>th</sup> semester) within 5 years from, the date of joining. Otherwise, they may not register the B Arch degree holder as an architect.

#### 15OBA7.0 PROMOTIONS AND ELIGIBILITY FOR THE EXAMINATIONS

15OBA7.1 There shall be no restriction for promotion from odd semester to even semester, if the student has fulfilled the attendance requirement, except in the case of promotion from 9<sup>th</sup> semester to 10<sup>th</sup> semester.

If a student fails in the *viva voce* examination of 15ARC 8.1-Professional Training- I, he/she shall not be eligible to be promoted to the 9<sup>th</sup> semester. In such a case, the student shall repeat the Professional Training and re-appear for the 15ARC 8.1 Examination, in any subsequent semester. Similarly, if a student fails in the *viva voce* examination of 15ARC 9.1 Professional training II, he/she shall repeat the Professional training and then reappear for the examination.

15OBA7.2 A student is eligible for promotion from even semester to odd semester if he/she satisfies the following conditions:

(a) A student seeking admission to 3<sup>rd</sup> semester shall not have failed in more than four heads of 1<sup>st</sup>

and 2<sup>nd</sup> semesters put together.

- (b) A student seeking admission to 5<sup>th</sup> semester shall have passed 1<sup>st</sup> and 2<sup>nd</sup> semesters completely and shall not have failed in more than four heads of passing of 3<sup>rd</sup> and 4<sup>th</sup> semesters put together.
- (c) A student seeking admission to 7<sup>th</sup> semester shall have passed 3<sup>rd</sup> and 4<sup>th</sup> semesters completely and shall not have failed in more than 4 heads of passing of 5<sup>th</sup> and 6<sup>th</sup> semesters put together.
- (d) A student seeking admission to 9<sup>th</sup> semester shall have passed 5<sup>th</sup>, 6<sup>th</sup> and 8<sup>th</sup> semesters completely and shall not have failed in more than four heads of passing of 7<sup>th</sup> semester. Each subject is treated as Head of passing.

**150BA 8.0 COMPUTATION OF SGPA AND CGPA**

- i. The VTU adopts absolute grading system wherein the marks are converted to grades and every semester results will be given with semester grade point average (SGPA) and cumulative grade point average.
- ii. The Grading system is with the following letter grades as given below:

**Grades and Grade Points**

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Grade	O	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00

- iii. The student obtaining grade F shall be considered Failed and will be required to reappear in the Examination.

**Grade Points Scale**

Level	Outstanding	Excellent	Very Good	Good	Above Average	Average	Poor	Fail
Grade	O	S	A	B	C	D	E	F
Grade Points	10	9	8	7	6	5	4	00
Score (Marks) Range (%)	≥ 90	<90 ≥ 80	<80 ≥ 70	<70 ≥ 60	<60 ≥ 50	<50 ≥ 45	<45 ≥ 40	

### Computation of SGPA and CGPA

The following is the procedure to compute the Semester Grade Point Average(SGPA) and Cumulative Grade Point Average( CGPA):

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, ie

$$SGPA(S_i) = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i$  th course and  $G_i$  is the grade point scored by the student in the  $i$  th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, ie

$$CGPA(C_i) = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where  $S_i$  is the SGPA of the  $i$  th semester and  $C_i$  is the number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.
- iv. Transcript (Format): Based on the above recommendations on Letter Grades, grade points, SGPA and CGPA, the Transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.

### Illustration of Computation of SGPA and CGPA and Format for Transcripts

#### Computation of SGPA

#### Illustration No.1

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	7	A	8	7x8 = 56
Course 2	4	C	6	4x6 = 24
Course 3	3	B	7	3x7 = 21
Course 4	3	O	10	3x10= 30
Course 5	3	D	4	3x4 = 12
Course 6	1	C	6	1x6 = 6
Course 7	3	S	9	3x9 = 27
Course 8	1	C	6	1x6 = 6
	25			182

Thus,  $SGPA = 182/25 = 7.28$



**Illustration No.2**

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	7	A	8	7x8 = 56
Course 2	4	C	6	4x6 = 24
Course 3	3	B	7	3x7 = 21
Course 4	3	O	10	3x10= 30
Course 5	3	F	0	3x0 = 00
Course 6	1	C	6	1x6 = 6
Course 7	3	S	9	3x9 = 27
Course 8	1	C	6	1x6 = 6
	25			170

Thus, SGPA=  $170/25=6.8$

**Illustration No.2(a)**

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 5	3	B	7	3x7 =21
	25			Ci (First Attempt)170 + Ci (subsequent attempt) 21= 191

Thus, SGPA=  $191/25=7.64$

**Illustration No.3**

Course	Credit	Grade letter	Grade point	Credit Point (Credit x Grade)
Course 1	7	A	8	7x8 =56
Course 2	4	C	6	4x6 =24
Course 3	3	B	7	3x7 =21
Course 4	3	O	10	3x10=30
Course 5	3	S	9	3x9 =27
Course 6	1	C	6	1x6 =6
Course 7	3	S	9	3x9 =27
Course 8	1	C	6	1x6 =6
	25			197

Thus, SGPA=  $197/25=7.88$

$$CGPA = \frac{25 \times 7.64 + 25 \times 7.88}{50} = 7.76$$

*CGPA after Final Semester*

Semest 1	Semeste r 2	Semester 3	Semest er 4	Semest er 5	Semeste r 6	Semeste r 7	Semest er 8	Semest er 9	Semest er 10
Credit : 25 SGPA:7	Credit : 29 SGPA:8. 5	Credit : 28 SGPA:7.2	Credit : 26 SGPA:6. 86	Credit :26 SGPA:7. 18	Credit : 31 SGPA:7.7 3	Credit : 24 SGPA:7.6 8	Credit : 18 SGPA:7 .4	Credit : 18 SGPA:7. 0	Credit : 25 SGPA:7. 5

Thus,  $CGPA = \frac{25 \times 7 + 29 \times 8.5 + 28 \times 7.2 + 26 \times 6.86 + 26 \times 7.18 + 31 \times 7.73 + 24 \times 7.68 + 18 \times 7.4 + 18 \times 7.0 + 25 \times 7.5}{250} = 7.44$

**Transcript (Format):** Based on the above recommendations on Letter grades, grade points, SGPA and CCPA, the transcript for each semester and a consolidated transcript indicating the performance in all semesters may be issued.

15OBA9.0 **CONVERSION OF GRADES INTO PERCENTAGE:**

15OBA9.1 Conversion Formula for the conversion of GPA into percentage is  $[CGPA \text{ earned} - 0.75] \times 10 =$  Percentage of Marks scored.

Illustration:  $[CGPA \text{ Earned } 8.18 - 0.75] \times 10 = 74.3\%$

15OBA10.0 **AWARD OF PRIZES, MEDALS AND RANKS**

15OBA10.1 For the award of Prizes and Medals, the conditions stipulated by the Donor may be considered subject to the provisions of the statutes framed by the University for such awards.

15OBA10.2 For award of ranks in B Arch, a minimum of 10 students should have appeared in the 10<sup>th</sup> semester examination. The total number of ranks awarded shall be 10% of total number of students appeared in 10<sup>th</sup> semester or 10 whichever is less.

15OBA10.3 A Student shall be eligible for a rank at the time of award of degree B Arch, provided the student

- a. Has passed 1<sup>st</sup> to 10<sup>th</sup> semester in all the subjects in first attempt only
- b. Has not repeated/rejected any of the lower semesters.

15OBA10.4 For award of Rank in B.Arch, the CGPA secured by the student from 1<sup>st</sup> to 10<sup>th</sup> semester shall be considered.

15OBA10.5 If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; But, if it is not resolved even at this stage, the number of times a student has obtained higher grades like O, S, A, B, etc shall be taken into account in Rank ordering of the students.

#### 15OBA11.0 TRANSFER OF STUDENTS

15OBA11.1 Transfer of students from one VTU affiliated college to another affiliated college is permitted only at the beginning of third, fifth and seventh semesters, subject to availability of seats within the permitted intake in respective Colleges and subject to the prior approval of the University and the autonomous college provisions of 15OBA7.2

15OBA11.2 Transfer of students from a) one VTU approved autonomous college to another autonomous college or b) one VTU approved autonomous college to another affiliated college or c) one VTU affiliated college to another VTU approved autonomous college may be permitted only at the beginning of third, fifth and seventh semesters, subject to availability of seats within the permitted intake in respective Colleges and subject to the prior approval of the University. Further the students should have passed in all subjects of 1st and 2nd semesters for admission to 3rd semester and all the subjects of 1st to 4th semesters for admission to 5th semester and all the subjects of 1st to 6th semesters for admission to 7th semester. Further such students shall apply for establishment of equivalence with prescribed fees as notified by VTU.

15OBA11.3 In the case of students from Universities other than VTU, they should have passed in all subjects of 1st and 2nd semesters for admission to 3rd semester and all the subjects of 1st to 4th semesters for admission to 5th semester and all the subjects of 1st to 6th semesters for admission to 7th semester. The students seeking admission from Universities other than VTU shall have to

- a. Apply for establishment of equivalence with prescribed fees as notified by VTU and
- b. Obtain No Objection for admission from the University (from which the student is migrating) before commencement of term as notified by VTU.

15OBA11.4 The University may prescribe fee for administrative purpose (for updating of the records), which shall be notified from time to time, for transfer from one college to another (Change of College).

#### 15OBA12.0 STUDY TOUR

A minimum of 2 (Two) Study tours are to be undertaken before the commencement of 6<sup>th</sup> semester B. Architecture classes. The study tour may include places of architectural interest in India or Abroad. The choice of places and buildings to be visited is left to the concerned departments/college. The students have to submit a study tour report as group work (4 to 6 students per group) within 15 days after the end of the study tour. The reports are to be assessed by the departments/ colleges for progressive marks. The department/ college may use its discretion about the choice of places for study tour and suitability of the time schedule. The average marks obtained by a student in the two study tour reports shall be the progressive marks in 15ARC6.9

## ANNEXURE – B -

### **TERMS AND CONDITIONS**

The BMS School of Architecture will strictly follow the VISVESVARAYA TECHNOLOGICAL UNIVERSITY REGULATIONS. All enrolled students require to abide by the VISVESVARAYA TECHNOLOGICAL UNIVERSITY REGULATIONS.

### **BMS SCHOOL OF ARCHITECTURE DISCIPLINE POLICY**

As an Institution, we believe in overall academic, social and emotional progress of a student. We expect BMSSA students to behave at all times in a manner that reflects the ethos of the Institution. This being the primary motto, we in consent, present the following disciplinary guidelines.

BMSSA believes that it is important to cultivate working environment which is conducive for all involved - students, teachers and parents. We request everyone to proactively view this document and wholeheartedly participate in ensuring its effective execution.

### **EXPECTATIONS FROM BMSSA STUDENTS**

#### **BEHAVIOUR**

#### **CLASSROOM / STUDIOS**

- All students are expected to be present inside the classroom on time as per schedule.
- One should maintain a polite and respectful attitude at all times. Disrespect shown to any staff will be considered breach of conduct.
- Maintaining a positive climate for learning is the responsibility of every BMSSA student. Disruptive behaviour that impedes the learning of others will necessitate immediate action against the student.
- Students are expected to be cooperative and helpful to each other. Any kind of physical or verbal aggression will be shown zero tolerance.
- Running in the corridors is strictly discouraged in the interest of safety.

#### **COMPLIANCE**

##### **Task completion**

- BMSSA Students are required to complete the project work /tasks given within the stipulated time. (Homework and Projects works)
- If the task is not submitted on the specified date, the procedure for tracking non compliances will be followed.

Step 1. Core staff in-charge, will inform the student to submit the following day.

Step 2. Core staff in-charge will inform the core faculty and take the discussion forward with the student.

Step 3. Core faculty and the visiting staff will facilitate a mail informing parents about the non-compliance issue. **If compliances are not met even after sending mails to the parents, the BMSSA core staff in-charge will use his/her discretion to prevent the student from attending further classes till the task/s is/are completed with the approval of Director.**

### **INTERNAL ASSESSMENT**

- Besides academics, classroom behaviour, attitude and compliance will be used as parameters for assessing each student & the same would be reflected in the internal marks.
- Students should carry all the essential writing materials/stationery during Internal Assignment Test / Examinations.
- Mobile phones are not allowed during the Internal Assignment Test / Examinations.
- All three internals are compulsory and average of all three internals will be considered for the final internals marks, unless specified otherwise, by the concerned faculty.
- Assignments as specified by the faculty members must be submitted within the time scheduled by the University.

### **PUNCTUALITY**

- BMSSA Students presence in college is compulsory for the overall progress.85% attendance for examinations compulsory for each BMSSA student to get registered for exam as per VTU norms.
- The student must notify the faculty and Director with appropriate documents such as Medical Certificate by an authorized Doctor or other relevant documents to be considered for leave on the medical grounds or take prior permission for other occasions.
- It is mandatory for every student to wear ID card in BMSSA premises. If it is lost, a duplicate card should be procured with a request letter and fine prescribed by the authorities.



## **DRESS CODE:**

- It is mandatory for all students to wear a decent and generally acceptable dress inside the Institutional Premises, failing which the students will be barred from the campus.

## **ADHERENCE**

- BMSSA Institutions does not take responsibility for the loss of any valuables like mobile phones, personal camera, I -pods, lap tops, external memory gadgets, gold chains, rings or any other material.
- Any misconduct in the BMSSA bus journey such as, use of inappropriate language, inappropriate behaviour that causes inconvenience to others, throwing things outside the bus, comments to passer-by, will call for action against the concerned student. The staff travelling in the bus or the bus attendees would address the issue and report the same to the Director.
- Students shall be punctual and regular in attending classes. A student is a flag-bearer of the college and is expected to conduct himself / herself in an exemplary manner both inside and outside the campus.
- Inattentiveness, during class, discourtesy towards any member of the staff, improper attire or any improper act will be liable for action.
- Absence without prior permission from class Tests/ Examinations shall be considered an act of indiscipline. Leave of absence can be granted by the Director. Applications should be made, in writing, well before the date of the test/ class.
- Littering, treading on lawn, defacing or damaging any property is punishable.
- Students are forbidden from organizing or attending any meeting in the Institution Premises without prior permission. Circulation or distribution of any hand bills, notice etc., without prior permission is prohibited. They are also prohibited from indulging in business activities/ monetary transaction in the premises.
- Indulging in Ragging in any form inside / outside the campus or in hostels is strictly prohibited. Non adherence may result in rustication. As per Supreme Court directive Ragging is cognizable offence punishable under IPC and police case will be registered against the offenders. The college authorities will not take any responsibility of any student, booked by law-enforcing authorities in case of ragging.

- Eve-teasing / any form of sexual harassment inside campus / outside the campus or in hostels etc would result in rustication from the college.
- Use of cell phone is strictly prohibited in the college premises. If a student is found using the cell phones, the cell phone will be confiscated.
- Any act of indiscipline would be strictly dealt with in cases, may entail removal of the students from the rolls of the college. In all such matters, the decision of the Director / Principal / Management shall be final.
- Students are expected to maintain decorum at all the times within the college campus. They should maintain silence in the corridor and class room vicinity.
- Use of unfair means during examination will automatically disqualify the student from the examination and it may result in the student being expelled from the college.
- In case of any problem, a student is advised to first meet his/her faculty advisor (Proctor) and then the Head of Department. If even after meeting these two authorities, the student is still not able to resolve the issue, he/she can approach the Director or Principal.
- Each student is assigned a proctor who would address any kind of grievance they have – academic or personal.
- Parents are required to discuss their issues/ concerns with proctors before approaching the next level.
- Anyone found violating any of these Rules and Regulations will be subjected to disciplinary action.
- Management / Principal / Director is free to change / amend / or add rules and regulations and in all cases, the decision of the Director / Principal / Management is final and binding.
- Any damage to college property will be severely dealt with by the Management.