

***ACADEMIC REGULATIONS FOR UNDER GRADUATE DEGREE LEVEL
BACHELOR OF DESIGN (B.DES.) PROGRAMME**

DEFINITIONS

Programme	-- B.Des. (Programme as per Annexure-I)
Course	-- A constituent subject of the Programme
Semester	-- Duration for studying a course
Term	-- A portion of an academic year, normally coinciding with a semester The words 'Term' and 'Semester' are generally used synonymously
Registration	-- Procedure for getting enrollment in a course
Letter grade	-- A letter associated with a particular performance level of the student. A qualitative meaning and a numerical index are attached to each grade. A+ to C+ are Passing grades, IF – Interim fail, and FF - Fail
Credit	-- A numerical figure associated with a course. On passing the course, the student earns this “credit”
Granting a term	-- This expression is used to indicate whether the in-semester performance of the student is up to acceptable standards. GT – Term granted, NT – Term not granted
Regular approval	-- If a student is unable to attend the institute or appear in an examination on account of unavoidable reasons like illness, accident or unforeseen circumstances, prior/ prompt intimation and request to the Head of the Department (HoD) is necessary for seeking approval for the absence. The approval of HoD so obtained, will be referred as Regular Approval.

SHORT FORMS

Institute	-- Institute of Design
Director	-- Director of Institute of Design
Dean	-- Dean of the Faculty of Design
Faculty	-- Faculty of Design
Appeal Committee	-- Consisting of Director, Dean and three faculties to be nominated by Director
IR	-- Initial Registration
RPR	-- Repeat Registration
RS	-- Repeat Registration for studying all components of a course
NT	-- Term Not Granted
RER	-- Re - examination Registration
REC	-- Re - examination Registration for CE component of a course

RES	--	Re-Examination Registration for SEE component of a course
CE	--	Continuous Evaluation
SEE	--	Semester End Examination (SEE be conducted by written theory examination or Jury or both, depending upon the examination scheme)
SPE	--	Supplementary Examination
R.BDES	--	Regulations of Bachelor of Design

R.BDES.1 PROGRAMME

The Under Graduate Degree Programmes in Design leading to the degree of B.Des., are offered by the Institute of Design. All programmes are full time of four years duration and are approved by Nirma University. The programmes offered as listed in Annexure-I.

R.BDES.2 ELIGIBILITY FOR ADMISSION - Annexure - II

The eligibility criteria for admission to the Programmes are given in Annexure - II.

R.BDES.3 CATEGORIES OF COURSES

The following categories of courses are offered in the programme.

- 3.1 Credit courses
They are included in the schedules of various semesters. Credits earned for these courses will be considered for evaluating the academic performance levels of the student.
- 3.2 Supplementary courses
They are not included in the schedules of the semesters, but are shown as additional courses, wherever applicable. No credits are assigned to these courses. The student shall have to pass a supplementary course(s) in maximum of four consecutively available attempts. Failure to satisfy this criterion at any stage will disqualify the student from registering in any higher semester. Such student can appeal to the Appeal Committee. The Committee may grant an extension up to one additional attempt in genuine cases.
- 3.3 Audit courses
These are optional courses. No credits are assigned to them. They will be separately notified in each semester. The performance in these courses shall be accounted in continuous evaluation

NOTE: Hereafter, the Credit Courses will be referred to simply as “courses”.
Supplementary and Audit courses will be specifically mentioned as such.

R.BDES.4 COMPONENTS OF A COURSE

The academic schedule of the courses may consist of one or more of the following components with their respective scope as described.

- Lectures (LECT) - Teaching learning processes conducted in real and virtual classrooms with various multimedia aids.
- Tutorial - The Lecture sessions will be supported by Tutorial Sessions wherever needed.
- Laboratory/Project/Studio work (LPW) - This component consists of studio work/ workshop/ practical exercises/projects etc. Each set of practical exercises /project will form a UNIT.

R.BDES.5 EXAMINATIONS

For assessment of the course, each component corresponds to certain examination/s. These examinations are as follows.

- Continuous Evaluation (CE) may include written examination(s), Term Assignments (TA), Quizzes, Seminars and LPW/PW/Studio
- Semester End Examination (SEE)

- 5.1 Every semester the question papers used in different tests/examinations shall be submitted for the purpose of audit.
- 5.2 Answer-Books, quiz papers, assignments, project reports, and any other assessment tools used, should be shown to the students and descriptive and detailed feedback should be given to an individual student.
- 5.3 The faculty should maintain all assessed exercised and proper records of such feedback given to the students and submit to the office at the end of every semester. The Institute shall audit them with a suitable mechanism. Audit of assessed work of at least one course will be selected randomly by the Director.
- 5.4 Examiner: All continuous assessments will be carried out by the faculty concerned. All other assessments / examinations will be carried out by a panel of at least two examiners. The extent of associating external experts with the examination, selection and appointment of all examiners will be decided by the Dean in consultation with a committee appointed for this purpose.

R.BDES.6 PROGRAMME COORDINATOR, ADVISOR

The Dean will appoint faculty members for the following designations. The main functions of each designation are also mentioned:

PROGRAMME COORDINATOR (to be appointed for each programme)

The responsibility of the coordinator shall be to coordinate all matters related to the efficient teaching and learning of the programme. The coordinator will also be responsible to design the pedagogy of the programme and teaching and assessment mechanism. They are free to take the support from the other visiting faculty and practitioners, with the approval of Head of Institute. Till the time the programme coordinator is appointed, the functions of the programme coordinator will be performed by the Head of the Institute.

FACULTY ADVISOR (to be appointed for each semester)

The responsibility of the advisor shall be to look after all matters, at the department level, regarding Registrations and Re-Registrations of courses and also to provide guidance and counseling to students regarding these issues. Till the time the Faculty Advisor is appointed, the functions of the Faculty Advisor will be performed by the Head of the Institute.

6.1 Assurance of Learning Outcome Committee

The Director will appoint four faculty members including the Programme Coordinator for designing, planning, developing, and assuring learning outcome from time to time. The Programme Coordinator will be the convener of the Committee.

R.BDES.7 TEACHING SCHEME

The teaching scheme for the course as a whole will be referred simply as Teaching Scheme as approved by the Academic Council.

The courses offered in each programme (semester-wise) and their teaching schemes are given in the semester schedules approved by the Academic Council from time to time. The schemes show the various courses, distribution of teaching hours, course component/s, examinations, component weightage and credits allotted to each course.

The Supplementary Teaching Scheme of units of CE with its *inter se* weightage, (within the overall weightage of CE), shall be formulated by the course coordinator, if appointed in consultation with HOI. These schemes will be approved by the Dean of the Faculty of Design before being notified to the students in the beginning of each semester.

R.BDES. 8 SEMESTER AND TERM

Normally courses will be offered semester-wise as given in the teaching scheme. However the institute may offer certain course/s of a semester in both terms of an academic year in order to help students to pursue their study more expeditiously.

R.BDES. 9 REGISTRATION IN COURSES

9.1 There will be Three categories of Registrations. All three categories will be collectively referred to simply as Registration. Individual categories will be referred to by their symbols.

9.2 All Registrations, wherever applicable, will be subject to availability of course.

9.3 Registration will be done course-wise.

9.4 CATEGORIES OF REGISTRATION

The Three categories of Registration are:

IR – Initial Registration

RPR – Repeat registration with a sub category RS (Repeat registration for studying all components of a course)

RER – Re-examination registration with two sub categories REC (Re-examination registration of CE component of a course) and RES (Re examination registration of SEE component of a course.)

9.4.1 Initial Registration (IR)

In order to study a course for the first time, the student will register under the IR category. This will imply regular attendance for study of all components of that course and appearing at all examinations thereof.

IR registrations for courses of a semester are to be done for ALL courses of that Semester as shown in the Teaching Scheme; IR registration will not be permitted for lesser number of courses. The student who so registers (IR) for all courses of a semester will be considered as having been registered in that semester.

New entrants admitted to the programme on the basis of HSCE/Diploma or equivalent will register (IR) for the first semester.

9.4.2 Repeat Registration (RS)

The student whose Term is not granted for any registered course (R.12) will have to repeat the study of that course. He will have to seek fresh registration for this purpose. The category of such registration will be as follows:

Term not granted	Registration
<u>Category</u>	<u>Category</u>
NT	RS

RS - This category will imply regular attendance to study all components (i.e. LECT, CE as applicable) and appearing at all examinations thereof.

9.4.3 RE-Registration (RER)

This registration is necessary for appearing again in a particular examination of a course. It will not involve regular attendance for studying that course.

9.4.4 RPR Registration

This term will be used where necessary to include registration of category RS.

9.5 Approval of Registration

Every student must apply in the prescribed form for registrations, as applicable. The decision on the student's request will be based on the availability of courses and applicable Regulations. The Director will issue appropriate orders for processing the application, including scrutiny, verification and final orders.

9.6 Simultaneous registration in different categories

9.6.1 Semesters will be registered in chronological order.

9.6.2 A student will not be permitted to register (IR) in the next higher semester if the total number of courses with RER and/or RPR as applicable in his case exceeds Three.

9.6.3 The student who becomes eligible for IR registration in a higher semester must first register for all RER and RPR registrations as applicable in his case.

9.6.4 The student who is not eligible to register in a higher semester in any term must register in that term, for all RER and RPR registrations applicable in his case.

R.BDES.10 GRADES

Performance Levels:

The Performance level of the student in any examination will be adjudged in terms of the letter grades given in Table 1.

Table-1

<u>Grade (G)</u>	<u>Qualitative Meaning (GQ)</u>	<u>Equivalent Grade Point (g)</u>
A+	Excellent	10
A	Creditable	9
B+	Very Good	8
B	Good	7
C+	Satisfactory	6
IF	Interim Fail	0
FF	Fail	0

R.BDES.11 SCOPE OF EXAMINATIONS AND ASSESSMENT

In order to pass a course, the students will have to pass all examinations of that course. The scope of the examinations and the method of assessment will be as follows.

11.1 In all mark-based assessment, the overall percentage marks, if fractional, will be rounded off to the next higher integer value.

11.2 CE Examination (IR and RPR Registration)

All exercises in CE will be continuously assessed during the semester and given marks. Oral examination may be included in the assessment at all possible stages. The total marks of all Units of CE will be aggregated based on their *inter se* weightage which will be decided by Course Coordinator in consultation with HoI to give the overall percentage of marks in the CE examination.

If the student fails in CE examination, the student will not be permitted to appear in SEE of that course and the student will have to seek fresh registration as REC in subsequent semester, if the student is otherwise eligible.

11.3 Semester End Examination (SEE) (IR and RPR)

The expression “Semester End Examination” refers to the written examination of a course taken at the end of semester (wherever applicable), or, presentation of work or viva of all courses taken during semester. This will cover the full syllabus. The assessment will be marked based as per normal practice in juries.

11.4 Supplementary Examination (SPE) (RER Registration, Grade IF in SEE)

The Dean may decide to hold a Supplementary Examination after SEE for students who have obtained grade IF in SEE. Such students will have to seek RER registration.

11.5 Schedules of SEE and SPE

SEE of all courses of the programme, as per the teaching scheme, will be held at the end of both terms.

The term end Supplementary Examinations (SPE), if held, will be for only those courses that are offered in the semesters of that term.

11.6 Absence in any examination with or without Regular Approval will be assigned zero mark.

R.BDES.12 GRANTING OF TERM

12.1 The Term will be granted course-wise

12.2 The granting of Term for all the students (IR, RPR) will depend on the compliance of maintaining minimum 85 % attendance in all components of the course (as applicable) Regular approval for remaining absent up to 15 % is necessary.

12.3 The student who has been given category NT may appeal to the Appeal Committee giving full reasons for his default. The decision of the Committee in all such cases will be final.

12.4 The student who is given NT category will not be permitted to appear in SEE of the concerned course. He will also be given grade FF in that course.

Note: In the case of long duration training or project work, where final examination is not possible before the Term ends, a certificate by the chairperson that the student's progress is satisfactory will be acceptable.

R.BDES.13 GRADES IN EXAMINATIONS

13.1 CE Examination

Grades for CE examination will be given on the basis of the percentage of marks obtained by the student in the examination.

Table 2 (a) shall be referred for converting percentage marks into corresponding Grades (G) for all examinations except CE and Table 2 (b) for CE

Table 2 (a)
All examinations except CE

<u>% marks</u>	<u>Grade(G)</u>
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
Less than 50	IF

Table 2 (b)
for CE

<u>% marks</u>	<u>Grade(G)</u>
90 and above	A+
80-89	A
70-79	B+
60-69	B
50-59	C+
45-49	C
Less than 45	IF

13.2 Grade in SEE

In the normal course, a student (IR, RPR) and category GT will appear for SEE after his CE examination, in the same semester. Grade for the performance in SEE will be given on the basis of the percentage marks obtained by the student. Table 2(a) shall be referred to for converting percentage marks into corresponding grades (G) except that for categories (i) and (ii) given below, grade IF will be given:

	<u>Performance</u>	<u>Grade</u>
(i)	Fail	IF
(ii)	Absence	IF

Notwithstanding anything contained in terms of giving 'IF' grade as shown in (ii) in the table above, the Director of Institute will scrutinize the genuineness about remaining absence in Semester End Examination through Appeal Committee and if the Director, after said scrutiny, decides to show 'Ab' instead of 'IF' in (ii) of above table, then in the grade sheet, instead of 'IF', 'Ab(S)' shall be mentioned in such cases only.

13.3 Grade in SPE

The student of category (i) or (ii) of R. 13.2 (with grade IF) will be eligible to appear in the SPE (with RER registration) of that course at the end of that term. The criteria for giving grade in SPE will be the same as given in R.13.1 and R.13.2

13.4 The student who obtains grade IF in SPE/SEE will be allowed to appear in Three consecutively available subsequent SEE/s of the concerned course. The criteria for giving grades in these three attempts will be the same as given in R.13.1 and R.13.2. However, grade IF in the final attempt will be converted into grade FF.

13.5 Course Grade

Course grade will be given only when the student passes all component examinations.

Marks of SEE/SPE and CE (as applicable) examinations shall first be aggregated on the basis of the component/*inter se* weightage given in the Teaching Scheme. After the aggregate marks of the entire group are so calculated, the performance of each student in the course as a whole will be assigned a grade based on his aggregate percentage viewed in relation to the overall performance of the group.

In giving relative grades, the number and designation of various grades (G) shall be kept the same as shown in Table 2 (a). The Chairperson and in his absence the Head of the Institute will decide the cut off percentages of relative grading subject to the guidelines prescribed by the Academic Council.

The Transcript will show only the Course Grade and not the Component Grades.

- 13.6 The provisions of R. 13.4 are subject to the maximum permissible duration to pass courses of first two semesters and the entire Programme given in R.17.

R.BDES.14 INTERPRETATION OF GRADES

- (a) Grade A+ should be given with great care and discretion. Normally it should be reserved for a very distinguished performance, with respect to both marks and quality of output.
- (b) Grade FF
- i) If this grade is given because of NT (R.12), the student will have to seek RS registration for repeat study of the course.
- ii) If the grade FF is given due to failure in the final admissible attempt in SEE, the student will have to seek RS registration for repeat study.
- (c) Grade IF - This is an interim fail grade given in CE and SEE/SPE as under:

<u>Performance</u>	<u>Grade</u>
Fail in CE	IF(C)
Fail in SEE/SPE	IF (S)
Fail in a course	IF (O)

Note: If a student getting IF(O) in a course, then he/she can improve his/her performance by repeating CE (all components of CE) of the course in the subsequent semester depending upon his/her choice. In such case, he/she will also reappear in SEE.

R.BDES.15 PASSING STANDARDS

15.1 Passing Component Examinations:

The standards of passing component examinations / course are given below.
(Min C+ means grade C+ or a better grade)

<u>Component Examination</u>		<u>Passing Grade</u>
CE	-	C+
SEE	-	C+

15.2 Gracing - A student not satisfying condition given in R-15.1 for passing a given course will be deemed to have been “Graced for passing” the course if the student fulfils the following two conditions :

- (i) Grade C in CE
 - (ii) Min C+ in LPW and SEE/SPE (as applicable) and Min C+ in a course
- A student will be allowed a total of only six gracing in the entire programme.

No special mention about Gracing will be made in the Transcript.

15.3 Programme - Total credits of all credit courses of the Programme with CPI minimum 6.0

15.4 Failure - Student not satisfying the criteria of Passing will be considered as having failed in the Examination/ Component / Course / Programme.

15.5 The student who has once passed an examination will not be allowed to appear at it again for marks upgradation.

15.6 Grades/marks obtained by the student in examinations passed by him will be carried forward as necessary.

R.BDES.16 PERFORMANCE LEVELS

16.1 Indices

The performance level of the student in credit courses at different stages of his study is given by the following indices. All index values will be rounded off to the second place of decimal.

PIC	--	Performance index for the course
PPI	--	Progressive Performance Index
SPI	--	Semester Performance index
CPI	--	Cumulative Performance index
PIC	--	Equivalent grade point (g) corresponding to the course grade (R. 10 and 13.4)

- PPI -- (up to any stage under consideration) $[i_1 c_1 + i_2 c_2 + i_3 c_3 \dots] / (\text{sum of credits of all courses registered up to that stage})$ where: $i_1, i_2, i_3 \dots$ are PIC values of CREDIT COURSES passed and $c_1, c_2, c_3 \dots$ are the credit values of the respective courses
- SPI -- This index is similar to PPI except that the stage to be considered is the end of a semester
- CPI -- This index refers to the entire programme. It is calculated when the student passes the programme

The method of calculation is the same as for PPI or SPI but the summation is for the courses of all semesters of the programme

16.2 Class and Percentage (%) Marks

In case equivalence between CPI values and Class / % marks is desired, the same can be obtained as given below:

$$\% \text{ marks} = (\text{CPI} - 0.5) * 10$$

CLASS

<u>CPI Value</u>	<u>Equivalent Class</u>
6.00 to 6.49	Second
6.50 to 7.49	First
7.5 and above	First – with distinction

R.BDES.17 CANCELLATION OF ADMISSION

The admission of following categories of students is liable to be cancelled:

- (i) Failure to earn credits for all courses of Semester-I within four semesters of admission to the programme,
- (ii) Failure to earn credits for all courses of Semester-II within five semesters of admission to the programme,
- (iii) Failure to earn requisite credits and CPI min. 6.00 to pass the programme within a period (after admission to the programme), equal to the stipulated duration of the programme plus, two additional semesters.

The student, whose admission is so cancelled, can appeal to the Appeal Committee. The Committee may grant an extension up to the one additional semester for cases falling under (i) and (ii) and up to two additional semesters for cases falling under (iii) for deserving cases, provided the student gives a viable assurance to make up the shortfall within that period.

Notwithstanding anything contained above, the President may consider the cases of such students falling under the category (i), (ii) & (iii) if the student has cleared all the courses studied up to any stage and has earned the requisite number of credits except one course, on an appeal filed. The President will consider such appeal on the recommendation of the Appeal Committee prescribed under the regulations for the purpose and after considering genuineness of the case may give one additional attempt to the student concerned to clear the remaining course.

R.BDES.18 SUPPLEMENTARY COURSES

This category includes courses in General Development, Language and Communication Skills, Entrepreneurship etc. It also includes NCC & NSS courses.

Except in the case of NCC or NSS Training, the structure of these courses will be decided by Dean, Faculty of Design. The Course Structure of NCC/NSS will be prepared as and when they are introduced.

Except in the case of NCC or NSS training, the regulations for registration, granting of terms, examinations, assessment, grading and passing will be the same as those for the credit courses. The students will have to pass this course/s in a total of Four consecutively available attempts. Cases of students who do not still pass these course/s will be referred to the Appeal Committee. Its decision in such cases will be final.

The Transcript will contain an appropriate reference to these courses. Since no credits are allotted to them, they will not affect Performance Indices.

R.BDES.19 AUDIT COURSES

Courses in this category are skill oriented and necessarily focused on the discipline under the study. Mostly they may be limited to class room teaching and related assignments but if necessary, they may include laboratory work also. These courses are optional and there will be no examination for them. In each semester, the Institute will notify the audit courses likely to be offered along with their teaching schemes. Students who desire to study any of the notified course/s can decide their choice in consultation with the concerned Faculty. The Institute will decide the courses to be actually offered after ascertaining the choice of the students. Normally a course will be offered if at least 8 students opt for its registration. Registration will be done course wise. A student will be allowed to register for only one Audit course per semester. The concerned Faculty will recommend the registration to the HOI for his approval and final orders. The student will be deemed to have completed the course satisfactorily if he shows good conduct and behavior, maintains minimum 85% attendance and submits all assignments diligently and regularly. On satisfactory completion of the course, a suitable mention will be made in the Transcript of the student.

TRANSITORY PROVISION

- a. Till the formation of Institute of Design and Faculty of Design; the term **Department of Design** shall be used in place of *Institute* and *Faculty*,
- b. Till the appointment of a regular Director of the Institute and Dean of the Faculty, the role and responsibilities of Director, Institute of Design and Dean, Faculty of Design shall be performed by the **Head, Department of Design**.

Annexure – I
[Refer: R.DES.1]

List of Programmes

- a. B.Des. in Industrial Design
- b. B. Des. in Communication Design

Annexure - II
[Refer: R.BDES.2]

Eligibility Criteria for admission to Bachelor of Design (B.Des.) programme

A. Eligibility Criteria

^{A+}

- B** i. The candidates seeking admission in the 1st year of Degree Programme leading to Bachelor of Design (B.Des.) shall have passed the HSC examination (10+2) or any other recognized examination considered as equivalent by Nirma University with minimum 50% aggregate marks

OR

- ii. The candidates holding 10+3 Diploma approved by State Board of Technical Education or any other board/university as considered equivalent by Nirma University with minimum 50% aggregate marks will also be considered eligible

B. Determination of merits for admission

The method of determining the merit for admission will be decided by the Director General, Nirma University from time to time.

^{A-1} Amended by substitution vide noti. No. NU-133 dated 12.10.2018 u/s 19(3)

^B Amendment by reinstatement vide office order No. NU-161 dated 23.10.2019