

STUDENT INFORMATION BOOKLET 2024



Volume - II



या कुंदेदु तुषार हारधवला, या शुभ्र वस्त्रावृता
या वीणा वर दण्डमंडितकरा, या श्वेत पद्मासना
या ब्रह्मा-च्युत शंकर -प्रभृति-भिः देवैः सदा वन्दिता
सा मांपातु सरस्वती भगवती निः -शेष जाइया पहा

सरस्वती वंदना श्लोक हिंदी अर्थ

जो चंद्रमा के समान उज्ज्वल स्वच्छ है, जो शुद्ध सफेद वस्त्रों को धारण किये हुए है, जिसके हाथ में वीणा और वर देने से युक्त स्फटिक की माला सुशोभित हो रही है, जो सफेद कमल के आसन में आसीन है, जिसकी ब्रह्मा, विष्णु और शिव आदि सभी देवता भी उपासना करते हैं वह माँ सरस्वती हमारी जड़ता को दूर करे और हमें निर्मल बुद्धि प्रदान करें।

यह श्लोक के साथ मंत्र भी है यदि इसकी नित्य प्रति प्रातः-सायं
वंदना की जाये तो निश्चित ही बुद्धि निर्मल होती है और मेधा की वृद्धि होती है।

Meaning - Salutations to Devi Saraswati, who is pure white like Jasmine, with the coolness of Moon, brightness of Snow and shines like the garland of Pearls; and Who is covered with pure white garments: Whose hands are adorned with Veena (a stringed musical instrument) and the boon-giving staff, Who is seated on pure white Lotus, Who is always adored by Lord Brahma, Lord Achyuta (Lord Vishnu), Lord Shankara and other Devas, O Goddess Saraswati, please protect me and remove my ignorance completely.

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Motto

तमसोमा ज्योतिर् गमय

From darkness, lead us to light

Vision

Shaping a better future for mankind by developing effective and socially responsible individuals and organisations.

Mission

Nirma University emphasises the all-round development of its students. It aims at producing not only good professionals but also good and worthy citizens of a great country, aiding in its overall progress and development. It endeavours to treat every student as an individual, to recognise their potential and to ensure that they receive the best preparation and training for achieving their career ambitions and life goals.

Quality Statement

To develop high quality professionals who reflect and demonstrate values that the University stands for, through innovation and continuous improvement in facilitation of learning, research and extension activities.

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Preamble

The Handbook (Information Booklet) for students, printed in two volumes (Volume I and Volume II), has information on Nirma University and detailed information of the Institute of Design Programme.

Handbook Volume I (Information Booklet) contains the general information about Nirma University and briefing about the general administration of the Institute of Design.

It has information about general rules to be followed by the students on campus. It gives information about the general facilities and support available for the students on campus. It also gives insight about the discipline and conduct rules of the University.

Handbook Volume II (Information Booklet) contains academic information of the Institute, which includes the Academic Rules and Regulations regarding academic requirements and academic conduct of the students at the University including different policies and forms. Besides, it includes important information on registration, grading system, academic standards, attendance norms, discipline and the like. It is the prime responsibility of the students to get familiar with the rules and

regulations of the Institute and the University.

The students shall abide by these rules and shall, at all times, conduct in a manner so as to bring credit to the University and enhance its prestige in the society.

The University/Institute reserves the right to amend the rules and regulations mentioned in the Handbook without any prior notice. The decision of the University shall be final on all matters. For any clarification, the Student Section may be contacted.

This Handbook (Information Booklet) is for the purpose of providing information to the students about the University and its programmes and is not a Regulation book of the University. Hence, no claim can be made based on the information given in the book.

Prof. Sangita Shroff
Director

B. Des Programme Structure

Duration of the Programme: 4 Years

Number of Semesters: 8 Semesters

(2 Semesters per Year)

B. Des Programme — Course Structure

Foundation Programme (Semester I)

Course Classification	Semester I	Credits
Design Skills	Drawing I	3
	Elements and Principles of Design	3
	Materials and Model making	3
Design Theory and Contextual Studies	Design and Environment	3
Contextual and Cultural Studies	Written Communication	3
Social Sciences <i>offered centrally by Nirma University</i>	Contemporary India	3
TOTAL	6 Courses	18

Foundation Programme (Semester II)

Course Classification	Semester II	Credits
Design Skills	Drawing II	3
	Visualisation and Narratives	3
	Materials and Space Making	3
Design Theory and Contextual Studies	Design Process	3
Contextual and Cultural studies	Twentieth-century Design	3
Social Sciences <i>offered centrally by Nirma University</i>	Indian Constitution and Citizenship	3
TOTAL	6 Courses	18

Note: These are the proposed courses for Semester-II.

Teaching Learning Process

Design is a critical aspect of human culture and society and plays a vital role in shaping our world. In today's rapidly changing environments, design education is becoming increasingly important. Designers are needed to create new products, systems, and solutions that are both functional and aesthetically pleasing.

Institute of Design offers two programmes in design – Product and Interaction Design and Communication Design. The aim is to prepare students for a career in the design industry by providing them knowledge and skills they need to succeed. The learning begins with a common foundation year, after which students proceed towards their chosen programmes from the second year onwards. There is an intense 15 weeks of engagement each semester in studios, classrooms, workshops, and through fieldwork. Industry exposure is a crucial component of design education and thus our programmes are industry-focused, giving many opportunities for engagement and interaction with industry experts.

Our Philosophy

The philosophy for both programmes is centred around the idea of creating purposeful and meaningful designs that serve the needs of society while embracing creativity, innovation, and experimentation. The institute emphasises strengthening design principles, techniques, and methodologies. It prioritises a human-centred approach to design and strives to focus on cultural and contextual needs to design solutions that are tailored to user requirements.

The institute focuses on sustainable and ethical design practices to make the students aware of the impact their designs have on the environment and society. The institute also promotes collaboration and interdisciplinary learning.

Design Pedagogy

At the Institute of Design, Students will learn in five engaging ways:

In the Studio: Studios are large work areas where you will have space to draw, paint, make simple models and display your work so there is rich interaction and collaborative learning with fellow students and teachers. Studios facilitate learning by doing which allows you to explore design problems through multiple iterations and quick prototypes. Through Classroom Interactions: Studio explorations are blended with didactic sessions, such as lectures and demonstrations, in the 'traditional' classroom format.

Workshops: Short, intense learning sessions are conducted through workshops with subject experts and professional designers from various specialisations.

Field Immersions and Industry Visits: An important component of learning design lies outside the campus. Hence visits to manufacturing units, professional studios and museums, and monuments form an essential part of the pedagogy. Longer immersions in rural areas and field visits within Ahmedabad are also included in various courses.

Internships: Regular internships help students to have sustained exposure to the world of work so that they can connect their academic courses to the real world.

About the Programmes

BDes in Product and Interaction Design

The Product & Interaction Design curriculum encompasses various sub-disciplines. Mechanical product design, intelligent product design, furniture design, package design, CAD design, 3D printing, prototyping, and other multidisciplinary areas have all been included in this programme. This course has been designed to teach students how to tackle practical design problems.

Programme Duration: Semester 1-8 (4 years)

Foundation Year: Semester 1-2

Programme Specialisation: Semester 3-8

Foundation Year

The foundation year spans Semester-I and Semester-II and is common to both BDes in Communication Design and BDes in Product and Interaction Design.

The two initial semesters are multi-disciplinary, immersive, and hands-on, preparing students to proceed to the specialisations of their choice. Students are introduced to the basic skills and sensibilities required to be a designer such as drawing, model-making, geometry, colour, elements of design, and the experience of working with varied materials. This is accompanied by environmental studies and an introduction to the design process, where students learn to interact with people and their habitats to learn to solve simple design problems.

Programme Specialisation

Second year onwards, the emphasis is on developing specific knowledge and abilities related to the discipline of choice. The variety of product design courses available to students emphasises advancing design knowledge, theory, concepts, and projects.

During the second year, the students are introduced to the fundamentals of the selected specialisation – Product and Interaction Design. In the fifth semester, topics like Psychology concentrate on understanding how the human brain works, understanding the fundamentals of cognitive biases and their behavioural effects allows the designers to consider the social consequences of their designs and several points of view. Students are expected to design intelligent products in the course IoT in Product Design utilising the appropriate electronic circuits and DIY support tool kits. The Creative Thinking Methods course teaches bio association, matrix construction, correlations, metaphors, and other concepts. Material and Processes III investigates various types of finishes on specific materials to operate within recognised environmental and regulatory guidelines. The objective of the Packaging Design course is to provide practical, environmentally sustainable, and aesthetically pleasing packaging.

The Introduction to Intellectual Property Rights course, taken in semester six, provides an overview of many kinds of intellectual property rights that are relevant in India and throughout the world. Psychology II critically analyses vital ideas in human behavior, perception, and meta-cognition. The Advanced Material and Processes course provides students with the opportunity of creating

a new emerging material by investigating the properties of various materials, experimenting with their use in combination with other materials, and developing a design opportunity for the new material. Technically Complex Devices course teaches students about consumer demands and product functioning. Further, the Design of Exhibition and Display Structures teaches students how to plan and build exhibition-related structures.

The Institute also involves students in learning Advanced Interaction Technology and how human-machine and human-computer interactions are carried out. The Advanced 3D Modeling course teaches students how to use CAD tools like Solid Works to create complex 3D items and renderings. The method of tackling different problems from a design and environmental aspect is taught in Public Utility, giving students a chance to comprehend daily issues in fields including healthcare, agriculture, education, smart cities, entertainment, and more.

During their final semester, students get top-notch academic education in a range of subjects, including toy and product design, automobile design, furniture design, bio-medical design, and many more. In the final semester, the students have to complete 18-week Degree Project/Minor Research Project which is either industry-based or self-sponsored. During this 18-week period, students gain real-world experience working with experts in the industry. As a result, the students studying product and interaction design receive training in product design approaches and are ready to use their designs to change the world. The students work as creative team members in various design studios, IT-based companies, product design businesses, and consultancy services. Many people go on an

entrepreneurial journey to provide design services. The institute also facilitates the placements of the students.

BDes in Communication Design

Communication Design is the art and practice of designing written and visual materials for a specific audience to transmit information, ideas, or messages. It encompasses a wide array of sub-disciplines under its umbrella and has evolved from graphic design, publication design, and brand development to include website design, film, animation, user interaction, and experience design. It entails the application of typography, graphics, images, colour, and other design elements to produce aesthetically appealing and efficient communication materials such as logos, ads, websites, posters, brochures and packaging, to name a few.

The BDes in Communication Design programme at the Institute of Design, Nirma University prepares students to become creative professionals in design. Through a combination of studio-based projects and theoretical coursework, students learn to develop visual communication solutions for various mediums, including print, digital, and experiential design.

Programme Duration: Semester 1-8 (4 years)

Foundation Year: Semester 1-2

Programme Specialisation: Semesters 3-8

Programme Duration

Institute of Design offers a BDes in Communication Design. The duration of the programme is four years which consists of eight semesters.

This 4-year undergraduate programme begins with a foundation year. There is an intense 15 weeks of learning each semester in studios, classrooms, workshops, and through fieldwork. Learning through apprenticeships and internships happens each year during the 10-week summer vacation. The 8th Semester is a 4-month long project which may be sponsored by industry, NGOs, or self-initiated by the student in response to an urgent societal concern.

Foundation Year

The foundation year spans Semester 1 and Semester 2 and is common to both BDes in Communication Design and BDes in Product and Interaction Design.

The two initial semesters are multi-disciplinary, immersive, and hands-on, preparing students to proceed to the specialisations of their choice. Students are introduced to the basic skills and sensibilities required to be a designer such as drawing, model-making, geometry, colour, elements of design, and the experience of working with varied materials. This is accompanied by environmental studies and an introduction to the design process, where students learn to interact with people and their habitats to learn to solve simple design problems.

Programme Specialisation

After a common foundation of one year, students enter their area of specialisation. From the second year onwards, the focus shifts towards nurturing domain skills and knowledge as per the chosen programme.

The Communication Design programme structure at the Institute of Design is generic and all-inclusive at the undergraduate level. There are multiple courses offered to students for developing design skills, design theory, design concepts, and design projects.

The skills of visualisation are nurtured through engagement in photography, illustration, and typography modules. Reading and interpreting written and visual content is essential for a communication designer. This requirement is addressed by developing an understanding of semiotics, communication theories, and the study of visual narratives.

The design for print and digital media starts with the understanding of printing and digital technologies that facilitate the realisation of concrete outputs in identity design, branding, publication design, and the design of websites or digital applications. Each module is embedded in an intense design process. Inputs in system thinking, way-finding systems, 3-D visualisations and space design lead to the holistic development of the students.

In the third year of study, from Semester 5, the students are offered two pathways and select a minor specialisation through the electives route. The two pathways are Graphics and UI-UX Design

and Moving Image – Animation and Film Design. The programme is industry-focused and interspersed with internships that give many opportunities for engagement and interaction with industry experts. The programme has multiple apprenticeship/ internship opportunities.

The Communication Design students thus, trained in the analogue and digital mediums are prepared to leave their design footprints to make a difference in the world. The students work as creative team members in design studios, advertising companies, and branding consultancy services. They take on the entrepreneurial journey to offer design services to industries with specialised requirements. Placements are a part of the academic responsibility of the institute. The students of communication design have been paving a path of excellence and are being placed in companies of repute.

Internship

The undergraduate programme in design aims to provide creative and market-relevant training to students so that they may get exposure to the profession and be capable of starting their entrepreneurial ventures. For this, the Institute of Design has incorporated internships at different stages of programme. This ensures that students have sustained exposure to the world of work, they can connect their academic courses to the real world, and build their skills and capabilities accordingly. The internships also give updates to the academic community regarding curricular changes required to keep the programme relevant to market needs. The students get a chance to work with organisations in the fields of digital media, manufacturing, retail industry, social organisations, independent design

studios, educational services, advertising and media services, Government bodies, etc. The BDes programme has apprenticeship/internship opportunities spread across four years.

The Placement Cell

The Institute trains and provides full placement support to the students. The placement model at Institute is a four-stage process, involving pre-placement activities, career guidance, and executing placement and post-placement reviews.

In addition to providing placement support to the students, the institute also facilitates training of students in the organisations during summer and winter vacations, project work for the students in the final year, continuous institute-industry interactions, alumni activities, participation in exhibitions, fairs, seminars and conferences, counselling of the students on job opportunities, facilitating industry visits and inviting distinguished speakers.



ACADEMIC REGULATIONS FOR UNDER GRADUATE DEGREE PROGRAMMES (B. DES.) UNDER FACULTY OF DESIGN

SHORT TITLE, APPLICATION AND COMMENCEMENT:

- a) These regulations shall be called as Academic Regulations for B.Des. programmes, under the Faculty of Design.
- b) They shall apply to all students admitted in B.Des. programmes under The Faculty of Design, Nirma University.
- c) They shall come into force from the date of their publication of the notification with the approval of Board of Governors, Nirma University.

DEFINITIONS: IN THESE REGULATIONS, UNLESS THE CONTEXT OTHERWISE REQUIRES:

Programme	- It is an undergraduate degree programme Course- A constituent subject of the programme
Semester / Term	- Duration for studying a course/s i.e. a portion of an academic year. The word “Term” is generally used synonymously with “Semester”.
Registration	- Procedure to register a course/s in a semester for the purpose of study or appearance in examination.
Letter Grade	- A letter associated with a particular performance level of a student in a course. A qualitative meaning and numerical figures are attached to each grade.
Credit	- A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week. On passing a course, a student will earn this “credit”.
Appeal Committee	- A Committee consisting of Director, Head of the Department/Programme and two senior faculty members nominated by the Director.

SHORT FORMS:

The Institute	- The Institute of Design
The Director	- The Director, Institute of Design
Faculty	- Faculty of Design
The Dean	- The Dean, Faculty of Design
CEE	- Continuous Evaluation Examination
PWE	- Practical Work Examination
SEE	- Semester End Examination

SPE	- Supplementary Examination
IR	- Initial Registration
RR	- Repeat Registration
RS	- Repeat Registration for Studying all components of a course
RRE	- Repeat Registration Examination
RRC	- Repeat Registration for Examination of continuous evaluation component of a course
RRP	- Repeat Registration for Examination of Practical/Lab work of a course
RRS	- Repeat Registration for Semester End Examination of a course
GPA	- Grade Point Average
SGPA	- Semester Grade Point Average
PGPA	- Programme Grade Point Average
CGPA	- Cumulative Grade Point Average
R.DES (UG)	- Regulation of Design (Undergraduate Programme)

R.DES (UG) 1: THE PROGRAMMES

The Undergraduate Degree Programmes in Design leading to the Bachelor of Design (B.Des.) Degrees offered by the Institute of Design, Nirma University under the Faculty of Design. The programmes are full time and of four-year duration. The medium of instruction of the programmes is English (**Annexure-I**).

R.DES (UG) 2: ELIGIBILITY CRITERIA AND DETERMINATION OF MERIT FOR ADMISSION

The Eligibility criteria and criteria for determination of merit for the admission in the First Year of Bachelor of Design programmes under the Faculty of Design, Nirma University shall be as per **Annexure-II**.

R.DES (UG) 3: CATEGORIES OF COURSES

The following categories of courses are offered in the programme which may also be part of major and minor.

3.1 Core Courses:

The courses to be compulsorily studied by the students as a core requirement to complete the academic requirement of a programme as prescribed by the Academic Council.

3.2 Elective Courses:

Elective course is a course which can be chosen from a pool of Courses. It may be:

- Supportive to the discipline of study
- Providing an expanded scope
- Enabling an exposure to some other discipline/domain
- Nurturing student's proficiency/skill

An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the students. An elective may be "Discipline centric" which may include the elective offered for major and minor or may be chosen from another discipline.

3.3 Dissertation:

A candidate studying such a course with an advisory support by a teacher/expert in the concerned field is called dissertation. It may be offered as a core course or elective course depending upon the Teaching and Examination scheme approved by the Academic Council from time to time.

3.4 Project(s)/Internship(s):

All students will have to complete project(s)/internship(s) with a social or an industrial or business or service or a foreign organization for a duration as prescribed in the Teaching and Examination Scheme with an objective to provide professional learning experience and/or that offers meaningful practical work related to a student's field of study or career interest or any field.

3.5 Value Added Courses:

They are offered to the students to provide an additional exposure to certain skills/knowledge. This is a Non-credit course. The Dean is empowered to decide these courses, their curriculum, teaching and examination schemes, passing standards, etc. in accordance with the value-added course policy approved by the Academic Council and from the list of courses approved by the Academic Council.

3.6 Audit Courses:

These are optional courses. Audit courses are not evaluated for the purpose of assessing the academic performance of the students and no grade will be awarded for these courses.

3.7 Vocational Course:

Vocational courses are career/job-oriented courses that prepares learners for jobs that are based in manual or practical activities. These courses are traditionally non- academic and totally related to a specific trade, occupation or vocation.

R.DES (UG) 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.

4.1 Lecture:

Teaching learning sessions conducted through real and virtual classrooms with various multimedia aids and other forms of students learning engagements as per requirement of the course and approved by the Dean.

4.2 Tutorials:

Supplementary to classroom teaching tutorials are conducted as per Nirma University Tutorial Policy and as amended from time to time.

4.3 Workshop/Lab work:

The student will be engaged in workshop practice/lab work to learn to work with materials, technology etc.

4.4 Project Work / Practical Work/ Studio /Field work:

The students will be engaged in research or Project Work/ Practical Work/ Studio/ Field work pertaining to a course.

R.DES (UG) 5: CO-ORDINATORS

5.1 Course Coordinator (to be nominated by the Dean for each course):

To coordinate all matters related to the conduct and assessment of a course.

5.2 Examination Co-ordinator (to be nominated by the Dean):

To look after all matters regarding Registrations and Re-registrations of courses and also to provide guidance and counselling to students regarding these issues.

R.DES(UG) 6: TEACHING AND EXAMINATION SCHEME

6.1 Teaching Scheme:

The scheme of teaching in a semester as a whole will be referred as Teaching and Examination Scheme.

The schemes show the various courses, distribution of teaching hours, course component/s, examination components and their weightages and credits allotted to each course.

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 on recommendation of Faculty of Design.

6.2 Examination Scheme:

For assessment of a course, a student is assessed on following components:

- (a) Continuous Evaluation Examination (CEE) - that includes several sub- components such as Quiz/Test, Assignment, comprehensive Viva, Project (Group/ individual), Jury etc. All exercise in CEE will be continuously assessed during the semester and given marks.
- (b) Practical Work Examination (PWE) – that includes several subcomponents as per the practical work policy of institute of Technology. All assignments in practical work will be continuously/ periodically assessed (as applicable) during the semester.
- (c) Semester End Examination (SEE) which will be conducted at the end of the semester/term. The SEE covers the entire syllabus of the course.

The course in each programme (semester-wise) and their examination scheme along with the teaching scheme are given in the Semester Schedules approved by the Academic Council from time to time on recommendation of Faculty of Design.

The assessment of sub-components of courses for CEE/PWE differ depending upon the nature and the teaching scheme of the concerned course. The detailed assessment scheme of the CEE / PWE and SEE for each course will be finalized and notified in form of course outline by the Dean in accordance with the assessment policy approved by the Academic Council.

R.DES(UG) 7: REGISTRATION IN COURSES

Registration:

There are two categories of registration, Initial Registration (IR) and Repeat Registration (RR). All categories of registration will collectively be referred to simply as Registration. Registration will be done for each course. All Registration, wherever applicable, will be subject to the availability of courses. Students' registration in a Semester will be in chronological order.

Categories of Registration:

7.1 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 registration for courses of a Semester are to be done for all courses of that Semester as shown in the Teaching Scheme; Generally, 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.

7.2 Repeat Registration (RR):

Repeat registration is consisting of following categories of registrations;

7.2.1 Repeat Registration for Study of a course (RS):

This category will imply regular attendance (as per R.DES (UG)) to study all components (i.e. LT, CE, PW as applicable) and appearing at all examinations thereof. The student has to seek fresh registration for this category and will be subject to the availability of the course/s.

7.2.2 Repeat Registration for (RRE):

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

- (a) Repeat Registration for the Examinations of Continuous Evaluation component of a course (RRC)
- (b) Repeat Registration for the Examination of Practical /Lab Work(RRP)
- (c) Repeat Registration for Semester End Examination of a course(RRS)

7.3 Approval of Registration

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

R.DES (UG) 8: ATTENDANCE REQUIREMENT FOR APPEARANCE AT SEMESTER END EXAMINATION

A student has to comply with the following condition course wise to be eligible to admit for SEE:

8.1 Attendance:

Students under category of (IR, RS) should have at least 85% attendance, including Academic Leave in all teaching components of the course (as applicable).

8.2 Appeal Committee:

A student who has not met with attendance requirement of any course may appeal to the Appeal Committee giving full reasons for his/her default. The decision of the Committee in all such cases will be final. The student will be allowed to appear in the examination of the course only if the appeal committee condones the deficiency.

If the committee rejects the appeal of the student, then the student will not be permitted to appear in SEE of the concerned course. Accordingly, s/he will also be given grade F in that course and S/he will have to seek RS category registration.

R.DES (UG) 9: SCOPE OF EXAMINATIONS AND ASSESSMENT

The scope of examinations and the method of assessment are as follows:

9.1 Continuous Evaluation Examination – CEE (IR & RR Registration):

The learning of the students will be continuously assessed during the Semester for each component using marks/scores. The total marks of components of continuous evaluation will be aggregated based on their inter se weights to give the overall percentage of marks in the CEE examination.

If a student fails in CEE, the student will not be permitted to appear in SEE of that course and the student will have to seek RRC.

9.2 PW Examination (IR and RR Registration).

All assignments of a course in Practical Work will be continuously / periodically assessed (as applicable) during a semester. Each assessment will be given marks. The total marks of all Units of PW will be aggregated based on their inter se weights to give the overall percentage of marks in the PW examination. The course coordinator will notify the procedure for assessment, review, viva voce, etc. to the students in advance.

If the student fails in PW examination, the student will not be permitted to appear in SEE of that course and the student will have to seek registration as RRP in subsequent semester.

9.3 Semester End Examination (IR & RR Registration):

The expression 'Semester End Examination' refers to the Hall Examination of a course taken at the end of a Semester. The SEE of a course will cover the entire syllabus of the course. The assessment will be mark based.

If the course coordinator desires that there should be an open book examination in a course in any SEE, She/he may make a suitable recommendation to the Department/Programme Head. Final approval of the Dean will be necessary before the scheme is implemented. This method of examination must be announced to the students through the Course Outline before the commencement of the respective course.

9.4 Supplementary Examination (SPE) (RR registration, grade F in SEE)

The Institute may decide to hold a Supplementary Examination (SPE) for SEEs at the end of each semester for students who have failed in SEE or who wish to improve the performance of SEE, such students will have to seek RR registration to take up SPE.

9.5 Schedules of SEE and SPE:

SEEs of all courses of the programme, as per the teaching scheme, will be held at the end of each Semester. The date of the Supplementary Examinations (SPE) will be held generally after 15 days from the date of result declaration of SEE and will be for only those courses that are offered in that semester.

9.6 Absence in SE examination with or without approval will be assigned Zero [0] marks and appropriate grade will be given to the student. However, s/he will be permitted to appear in the Supplementary Examination.

R.DES (UG) 10: ASSESSMENT AND ROLES OF EXAMINERS

10.1 CE & PW:

The Course Coordinator in consultation with the faculty teaching in a course proposes the CE & PW components and their inter se weightage to the respective Head of Departments. The Dean takes the final decision for the same in consultation with the Departmental Head and the same be notified to the students before commencement of the course. Normally the faculty teaching a course/ component shall be the examiner for assessing the CE & PW components of the course. However, in case of jury there will be one internal and one external examiner.

10.2 Semester End Examination:

Normally the panel for assessment of SEE shall be appointed as per the guidelines and examinations rules of Nirma University. There will be a minimum of two examiners in a course and both the examiners are individually responsible for assessment work allotted to them. The assessment shall be carried out after the meeting of examiners to discuss and finalize the Marking Scheme and the methods of evaluation, which will be duly minuted for further reference.

10.3 Maintenance of the assessed material of the CE and SEE:

The examination section of the University shall maintain the assessed material of the CE and SEE for one year.

10.4 Timeliness of Result Announcement:

It is essential to maintain the timeliness of all components of assessments, both formative and summative. In any case, the faculty should not take more than 07 days to declare any result of the formative assessment and normally not more than 07 days to submit the assessment of the Semester End Examination to the university examination section.

10.5 Declaration of final results:

The university shall announce the course grades of every semester within 10 days from the date of completion of the Semester End Examination. In case of failure to do so, the reasons for non-completion of results will be informed to the Director General.

10.6 Review of the question papers of SEE:

The Internal Quality Assurance Cell (IQAC) shall ensure that the review of the question papers should be completed within 30 days of the completion of the Semester End Examination.

The Head of the Institute shall form a departmental or Institute level committee consisting of three senior faculty members to review the quality of the question papers for the semester end examination. The report of the same shall be submitted to the Head of the Institute within 30 days of the completion of the said examination. The Policy on Assurance of Learning [notified by Nirma University from time to time] shall be referred and accordingly, parameters of review of the quality of the question papers of SEE shall be carried out. The summary report of this review shall be placed before the Board of Studies of the concerned department for discussion and further improvements.

10.7 Audit of Course Assessments:

To enhance the quality of assessment, an audit of the assessment of a course of any one of the divisions in a semester shall be conducted in each programme covered under the policy. The course will be selected by the concerned Dean in consultation with the department head. The Institute shall develop a suitable mechanism to audit the same and report to the Director General through University IQAC.

R.DES(UG) 11: GRADE AND PERFORMANCE LEVELS

The overall Academic Performance level of a student in any course will be adjudged in Semesters of the letter grades, and grade points. Table-1 provides significance of letter grades along with its equivalent grade points.

11.1 Absolute Grading:

The University follows the absolute grading system where the overall percentage of marks of a course shall be assigned an appropriate letter grade as per the Grading system.

11.2 Course Grade:

Course grade will be given only when the student meets with the academic standards of passing of all components of a course.

Marks of SEE, CEE and PWE (as applicable) examinations shall first be aggregated on the basis of the component / *inter se* weights given in the Teaching Scheme. The overall percentage of marks, if fractional, will be rounded off to the next higher integer. After the aggregate marks of a student is calculated, the performance of each student in the course as a whole will be assigned a grade using the below conversion table.

Table No. 1 Conversion of Marks into Course Grades

Overall Percentage (%) of Marks obtained	Letter Grade	Qualitative Meaning	Grade Point
91 and above	O	Outstanding	10
81 to 90	A+	Excellent	9
71 to 80	A	Very good	8
61 to 70	B+	Good	7
51 to 60	B	Average	6
45 to 50	C	Pass	5
Below 45	F	Fail	0
Absent	Ab	Absent	0

The Grade Report/Transcript will show only the Course Grade and not the marks.

R.DES(UG) 12: PERFORMANCE LEVELS

The performance level of a student in credit courses at different stages of the study in a programme is assessed by the following measures.

12.1 Course Grade Point:

The numerical value (Grade Point) corresponding to the letter grade obtained in a course by a student.

12.2 Semester Grade Point Average (SGPA):

The Grade point Average (GPA) is computed from course grades as a measure of student performance in the courses. SGPA is based on the grades of all courses scheduled under a semester and it is the ratio of the sum of the product of the number of credits with the corresponding grade points scored by a student in each course and the sum of the credits of all the courses undergone by a student.

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

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 of the semester.

12.3 Cumulative Grade Point Average (CGPA) & Programme Grade Point Average (PGPA):

The SGPA is based on the grades in all courses taken in a semester, while the CGPA is based on the grades in all courses taken after joining the programme of study at any point of study of a programme. The CGPA computed on completion of a programme based on the grades of all the credit courses of the programme is Semester as Programme Grade Point Average (PGPA).

12.4 $CGPA = \frac{\sum(C_i \times G_i)}{\sum C_i}$

where C_i is the number of credits of the i th course, G_i is the grade point of the i th course at any point of study of the programme.

The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

12.5 Equivalent Percentage (%) Marks for CGPA:

In case an equivalence between GPA values and percentage of marks is desired, the same can be obtained as given below:

Equivalence % of marks = CGPA value x 10.

12.6 Class of PGPA

PGPA Value	Equivalent Percentage (%)	Equivalent Class
5.00 to 5.99	50.00 % to 59.99 %	Second
6.00 to 6.99	60.00 % to 69.99 %	First
7.00 and above	70.00 % and above	First Class with Distinction

R.DES (UG) 13: PASSING STANDARDS

13.1 Component-Wise Minimum Passing:

A student is required to meet component-wise minimum marks for passing a course. The requirement of minimum marks in CE, PW and SEE is 45% each. A student is permitted to appear for the Semester End Examination only after s/he meets the requirement of passing in the CE & PW components.

13.2 The standard for passing a course:

The minimum standard for passing a course as whole is **Grade C**

13.3 Academic Standard for Successful Completion of a Semester:

For successful completion of a semester a student is required to earn a minimum SGPA of 5.00 besides he/she is required to pass all courses of semester.

R.DES (UG) 14: FAILURE

14.1 Failure of components of course:

A student not meeting the minimum academic standard for passing any of the course components shall be awarded course Grade 'F'.

14.2 Scope For Improvement:

Student fails in any component of a course is permitted to register (RR) for improvement during end of the following semester in addition to the opportunity to improve the SEE component by taking supplementary examination at the end of the same semester.

R.DES (UG) 15: ACADEMIC BREAK:

A student will be allowed to take the break up to one academic year during the programme due to medical reason or any other justifiable reason subject to approval of the Director General on the recommendation of the Dean. The decision of Director General for consideration or rejection of such request shall be final. If the student considered for Academic break then following conditions shall apply:

- The student shall not be entitled for award of Medal,
- The student has to complete the study within the admissible duration to complete the programme,
- Payment of all applicable fees.

R.DES(UG) 16: ACADEMIC PROGRESSION RULE

In order to successfully complete a semester a student is required to meet the academic standard as per Regulation R.DES (UG) 13.3. However, a student be allowed to promote to the next higher semester even if he/she has not met with the all requirements subjects to certain conditions.

16.1 Failure in Course:

A student will be allowed to register for the courses of the next higher semester even if he/she has not met with the minimum academic standard to pass all the courses of the semester subject to the condition that he/she has backlog in not more than three (credit courses).

If a student fails to meet with the above condition will not be permitted to register for respective higher semester. Such students will repeat sufficient number of courses as ex-student and meet with the requirement promotion criteria.

16.2 Failure to meet the Academic requirement of the Semester:

Similarly, a student will be allowed to register for the higher semester even if S/he fails to meet with the minimum academic requirement for successful completion of a semester subject to the condition that the requirement of the 1st semester, 2nd semester, 3rd semester and 4th semester should be met by the end of 3rd semester, 4th semester, 5th semester and 6th semester respectively. If a student fails to meet with the above condition will not be permitted to register for respective higher semester. Such students will repeat sufficient number of courses as ex-student and meet with the requirement of the promotion criteria. Such students can also appeal to the Appeal Committee for grant of opportunity to be promoted to the next higher semester, provided that the student gives a viable assurance to make-up the short fall within a semester. The decision of the Appeal Committee will be final in this regard.

R.DES (UG) 17: AWARD OF DEGREE

To qualify for the award of Bachelor of Design degree a student requires:

- a) PGPA 5.0
- b) successfully complete the prescribed credits of the programme as specified in the Teaching and Examination Scheme
- c) successfully complete Value-added courses(s) as notified by the Dean in the Teaching and Examination Scheme with a minimum grade 'P', failing to which, s/he is required to improve the Value-added courses(s) grade in the scheme as prescribed by the Dean, Faculty of Design.

R.DES (UG) 18: CANCELLATION OF ADMISSION

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

- a) Failure to meet the academic requirements for the award of under graduate degree within (4+2) years from the date of admission to the programme.
- b) 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/s for the deserving cases, provided the student gives a viable assurance to make up the short fall within that period.

Note:

Notwithstanding anything contained above, if a student has cleared all the courses and have earned the requisite number of credits except one course, may appeal to the President. The President may consider such appeal on the recommendation of the appeal committee prescribed under the regulations for the purpose and after considering the genuineness of the case may give ONE more additional attempt to the student concerned to clear the remaining course.

**Nirma University Institute of
Design**

Annexure-I

R.DES (UG) 1: THE PROGRAMME/S

LIST OF PROGRAMMES

1. B. Des in Product & Interaction Design
2. B. Des in Communication Design

**Nirma University Institute of
Design**

Annexure-II

**R.DES (UG) .2: ELIGIBILITY CRITERIA AND DETERMINATION OF MERIT FOR
ADMISSION**

The candidates seeking admission in the first year of degree programme leading to Bachelor of Design (B.DES) shall have passed the qualifying examination with minimum percentage marks as prescribes by the AICTE from time to time.

DETERMINATION OF MERITS FOR THE ADMISSION:

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

ANNEXURE – III

NIRMA University, Institute of Design

Academic Calendar for Students

Bachelor of Design, Semester I, III, and V Term - Odd, 2024-25

Phasing	Sem I	Sem III	Sem V	Sem VII
Orientation programme	July 22- August 03, 2024			
Semester Commencement	August 5, 2024	August 01, 2024 Communication and Product and Interaction Design	August 01, 2024 Communication and Product and Interaction Design	August 01, 2024 Product and Interaction Design
				August 05, 2024 Communication Design
Summer Apprenticeship/ Internship Jury		August 01 & 02, 2024 Communication and Product and Interaction Design	August 01 & 02, 2024 Communication and Product and Interaction Design	August 05 & 07, 2024 Communication Design
				August 08 & 09, 2024 Product and Interaction Design
Mid Semester Review	October 08 to 11, 2024	October 08 to 11, 2024	October 08 to 11, 2024	October 08 to 11, 2024
RPR Jury	October 19, 2024	October 19, 2024	October 19, 2024	October 19, 2024
Diwali Vacation	October 26 to November 3, 2024	October 26 to November 3, 2024	October 26 to November 3, 2024	October 26 to November 3, 2024
Semester End Jury	November 27, 28 & 29, 2024 Foundation Year Batch	November 29 & 30, 2024 Product and Interaction Design	November 29 & 30, 2024 Communication and Product and Interaction Design	November 29 & 30, 2024 Communication and Product and Interaction Design
		November 30 & December 2, 2024 Communication Design		
Closing of Semester	December 03, 2024	December 03, 2024	December 03, 2024	December 03, 2024
Winter Break	December 03 to 15, 2024	December 03 to 15, 2024	December 03 to 15, 2024	December 03 to 15, 2024
Semester Commencement (Even term)	December 16, 2024	December 16, 2024	December 16, 2024	December 16, 2024

List of Holidays 2024-25

Republic Day	26.01.2024 (Friday)
Maha Shivratri	08.03.2024 (Friday)
Holi 2 nd Day - Dhuleti	25.03.2024 (Monday)
Dr. Babasaheb Ambedkar Jayanti	14.04.2024 (Sunday)
Ram Navmi	17.04.2024 (Sunday)
Mahavir Jayanti	21.04.2024 (Wednesday)
Bakari Eid (Eid-UI- Adha)	17.06.2024 (Monday)
Muharram (Ashoora)	07.07.2024 (Wednesday)
Independence Day	15.08.2024 (Thursday)
Raksha Bandhan	19.08.2024 (Monday)
Janmashtami	26.08.2024 (Monday)
Ganesh Chaturthi	07.09.2024 (Saturday)
Mahatma Gandhi Birthday	02.10.2024 (Wednesday)
Dussehra	12.10.2024 (Saturday)
Vikram Samvat New Year Day	02.11.2024 (Saturday)
Bhai Bij	03.11.2024 (Sunday)
Guru Nanak's Birthday	15.11.2024 (Friday)
Christmas Day	25.12.2024 (Wednesday)

ANNEXURE – IV**Teaching and Examination Scheme (B. Des Programme)****Semester I / A.Y. 2024-25**

Sr. No.	Course Code	Course Title	Teaching Scheme (Total hours)				Examination Scheme		
			L	P	T	C	CE	LPW	SEE
1	1DD101CC24	Drawing I		6		3	1.00		
2	1DD102CC24	Elements and Principles of Design		6		3	1.00		
3	1DD103CC24	Material and Model Making		6		3	1.00		
4	1DD201CC24	Design and Environment	1	4		3	1.00		
5	1DD501CC24	Written Communication	2		1	3	0.6		0.4
6	1MU801CC22	Contemporary India	2		1	3	0.6		0.4

L: Lectures, P/S: Practicals - Studio, T: Tutorial, C: Credits

LPW/PW: Laboratory / Project Work

CE: Continuous Evaluation; SEE: Semester End Jury

Teaching and Examination Scheme (B. Des Programme)**Semester II / A.Y. 2024-25 (Proposed)**

Sr. No.	Course Title	Teaching Scheme (Total hours)				Examination Scheme		
		L	P	T	C	CE	LPW	SEE
1	Drawing-II		6		3	1.00		
2	Visualisation and Narratives	1	4		3	1.00		
3	Materials and Space Making		6		2	1.00		
4	Design Process	1	4		3	1.00		
5	Twentieth Century Design	2	2		3	1.00		
6	Indian Constitution and Citizenship	3			3	0.6		0.4

L: Lectures, P/S: Practicals - Studio, T: Tutorial, C: Credits

LPW/PW: Laboratory / Project Work

CE: Continuous Evaluation; SEE: Semester End Jury

ANNEXURE V (a)
UNDERTAKING (Granting of Term)

I Roll No studying in at Institute of Design, Nirma University, Ahmedabad give an undertaking that I have read and understood all the Rules & Regulations of Examinations at the Institute of Design particularly the R.BDES 12 and R.BDES 17 and I shall observe, follow & abide all the rules. If not, Institute of Design, Nirma University can take necessary action as per the said provisions.

R. B.DES (UG) – 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 chair person that the student's progress is satisfactory will be acceptable.

Name of the student

Roll No.

Signature of student

Name of the parent/guardian

Signature of parent/guardian

ANNEXURE V (b)
Undertaking (Cancellation of Admission)

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

Name of the student

Name of the parent/guardian

Signature of the Student

Signature of the parent/guardian



**FORM OF MEDICAL FITNESS CERTIFICATE
(To be produced at the time of reporting at the institute)**

I / Dr. _____ (Name & Designation) posted in _____
_____ (Name of Hospital & Place) certify that I have carefully examined
_____ (Name of Candidate) S/o. D/o. Shri _____
_____ and according to his / her medical examination, I have diagnosed nothing
that may prevent him / her pursuing under graduate / post graduate degree courses.

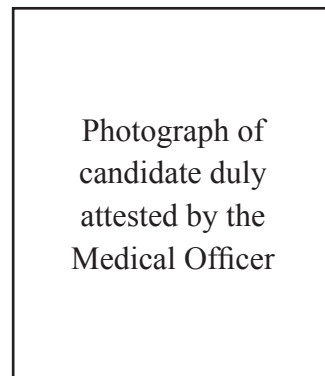
He / She has no disease or mental or bodily infirmity making him / her unfit or likely to make him/her unfit
in the near future for visits / training / internships / projects etc. at industries, and active out door duty, as a
student.

Mark of identification: _____

Signature of Medical Officer

Seal of Designation and Hospital

Dated:



**UNDERTAKING FOR CONDUCT AND DISCIPLINE RULES
FOR THE STUDENTS**

I, _____ IDNU Merit No. / Roll No. _____
admitted in _____ (programme) of the Institute of Design, Nirma University
do hereby declare and undertake that I shall comply with followings:

1. I always carry the identity card while I remain in the campus and produce if required by the competent authorities.
2. I attend all the scheduled classes from the beginning to the end of the term / semester. I am aware that absence due to illness or any unavoidable circumstances shall be considered only if the application is supported by medical certificates and/or if the leave application is submitted to the Director through the parents.
3. I shall be polite individually or in groups and show respect to the faculty (teachers) as well as to the staff of the Institute. I shall follow the Instructions in connection with academic or other matters as instructed by the teachers from time to time. I shall not participate in activities that may cause harm to the academic environment or teacher-student relation.
4. I am aware that the action of any individual, group or wing which amounts to interference in the regular administration of the Institute/University is prohibited.
5. I am aware that Causing disfiguration or damage to the property of the Institute / University or belongings of staff members or students is forbidden.
6. I am aware that No student shall indulge in any activity in the college campus that might be illegal or may lead to disorderliness.
7. I am aware that I should not be in possession of any intoxicant or intoxicating materials and should not consume such things.

8. I am aware that use of any kind of mobile phones; whether ordinary, camera phone or smart phone in the academic areas during academic activities, is prohibited. However, for academic purpose or in exceptional cases, the students can be allowed to use mobile with prior permission. Unauthorized use of mobile phone in the academic area specifically in the classrooms is prohibited failing to which the fine of Rs. 5000/- can be imposed. During the examinations; specified rules for the same shall be followed.

9. I shall abide by the Code of Conduct, Procedure to inquire and decide with misconduct / indiscipline by students Rules 2020 and other related provisions like dress code on the campus, rules for main taining vehicles on the campus, and public display of affection (PDA) and etiquette on the campus etc.

Signature of Student: _____ **Date:** _____

Declaration

I, _____, solemnly affirm, declare and undertake that I shall abide by all the rules and regulations and if I found violating any rules then, I shall be subjected to the necessary action/penalties as per provision of rules / regulations. In case of any legal issue arises, the jurisdiction shall be Ahmedabad, Gujarat only.

Sign: _____

Date: _____

Place: _____



UNDERTAKING FOR ACADEMIC RULES AND REGULATIONS

I, Mr./Ms. _____ son/daughter of _____ have secured admission at the Institute of Design, Nirma University in the year 2023-24 for the Four Year B. Des Programme. I hereby confirm that I have gone through the academic rules and regulations of the programme/Institute very carefully and I assure you that I will abide by the same.

Name & signature of student

Endorsement by parent/guardian



UNDERTAKING FOR NOT INVOLVING HIMSELF/ HERSELF FOR RAGGING

I, _____ admitted in the Semester I (One) of the Four Year B. Des Programme at the Institute of Design, Nirma University, do hereby declare and undertake that I am fully aware of the rules and regulations regarding ragging and aware of the University's policy towards zero tolerance on ragging which are in line with the Directives of the Hon'ble Supreme Court of India. I am also aware about the punishment, if I found guilty of ragging or violating the rules.

Date:

Place:

Signature of the student

Name of the student: _____

Signature of the Parent/ Local Guardian: _____

Name of the Parent/ Local Guardian: _____

ANNEXURE VI

Attendance Policy: Process and Policies

Guidelines for Faculty Members

1. Students will be briefed about the attendance policy at Nirma University during the Orientation program and re-briefed in the Consultative Forums.
2. Attendance will be marked for each session of a course. Studio Work /Practical Work sessions are of 1.5 hours duration; Theory course sessions are of 1-hour duration. Students' attendance of each session is marked by the faculty member in the analog Attendance sheet.
3. Attendance will be digitized by the Administrative Office staff of Institute of Design for the ongoing courses on a daily basis. They will collect the analog sheet from the faculty member before the end of a session.
4. Attendance will be marked at the beginning of each session.
5. Where courses are running parallelly, attendance for each course will be marked separately by the concerned faculty member.
6. Relaxation of 5 minutes may be given to students coming late, but this will be at the discretion of the course faculty members.
7. Attendance will be taken by the Course Coordinator/Course faculty members only and not by students or class representatives.
8. Academic leave and attendance exemptions granted to a student will be maintained by the Office Assistant under the guidance of the respective Course Coordinator. This will be discussed and recorded by the Attendance Appeal committee and duly recorded and credited to the attendance of the student during the final Attendance review.
9. In case of change or shuffling of classes, the respective faculty members will inform the same to Academic Delivery System (ADS) /Management Information System (MIS), to enable necessary changes in the attendance data and the monitoring of the same.
10. The attendance record should be up to date and at any given point of time faculty members should be able to produce it when asked by the Academic Delivery System (ADS) or Management Information System (MIS), Area Head/Academic Office/Head of the Department/Director of the Institute.
11. At the end of every month, students' attendance record will need to be put up on the notice board of the class/studio. Students with an attendance deficit, may place their case through the Course Coordinator to the Appeal Committee. If reasons of low attendance are genuine, students will be given extra guidance

sessions and time for completion of course work. These scheduled sessions will be notified to the student by the Course Coordinator and extra attendance of sessions fulfilled will be recorded by the Course faculty member.

12. The Performance based Appraisal System (PBAS), requires that students' attendance record is submitted as a proof of lectures taken. The PBAS Performa also requires record of extra lectures/tutorials/practical classes conducted by the faculty members. All faculty members are thus required to keep attendance records (soft copy and hard copy) of regular and extra classes for at least one year.
13. The faculty members teaching a course will maintain a record of instances where attendance was not granted to students due to acts of indiscipline/misconduct. In such cases faculty will inform the students the reason for not granting attendance.
14. In Medical cases, where a student has been absent and missed classes due to medical reasons, a copy of the Medical certificate will have to be submitted to the Course Coordinator and the Administrative Office staff of Institute of Design. Such students will be allowed to attend extra sessions. The schedule for extra sessions will be shared by the faculty members with the concerned students and will strictly be adhered to by the students. Faculty members will keep a proper attendance record of these extra sessions.
15. Faculty members will remain present in the class and shall not leave the class before the stipulated time as per the timetable. However, in situations where students are engaged in field tasks/research work, faculty members will be present in the class and available to students, as per the pre-decided time.
16. In case any course faculty has to leave the class due to some Administrative work/University level meeting/urgent work, an application will need to be given to the Course Coordinator, mentioning reason for exemption. Permission will have to be sought from the Director of the Institute. Permission granted note, duly signed by the Director will be filed in the course records.
17. Course Faculty members will neither cancel nor re-schedule classes without prior permission from the Director of the Institute and information shared with the Management Information System so that the same can be updated in the MIS and proper records can be maintained.
(Notwithstanding anything contained in this clause, Director of the Institute, shall give relaxation in appropriate cases.)

Attendance Policy: Process and Policies

Guidelines for Students

1. The students are required to attend all the classes, seminars, PW sessions (Project/ Practical Work/ Tutorials) conducted throughout the day.
2. Attendance will be marked for each session of a course. Studio Work /Practical Work sessions are of 3 hours duration; Theory course sessions are of 1.5 hours duration. Students' attendance of each session is marked by the faculty member in the analog Attendance sheet.
3. Attendance will be digitized by the Administrative Office staff of the Institute of Design for the ongoing courses on daily basis.
4. In Medical cases, where a student has been absent and missed classes due to medical reasons, a copy of the Medical certificate will have to be submitted to the Course Coordinator and the Administrative Office staff of the Institute of Design. Such students will be allowed to attend extra sessions. The schedule for extra sessions will be shared by the faculty members with the concerned students and will strictly be adhered to by the students.
5. Students are required to seek prior permission from the Area Head for remaining absent from any of the classes, seminars, PW sessions (Project/Practical Work/Tutorials). Absence without prior permission would be treated as an act of indiscipline and will be processed accordingly. In case of medical reasons, medical certificate is to be submitted within three days after the student resumes attending classes in the Institute.
6. As per the university regulations, there is mandatory requirement for students to attend classes and have 85% attendance in each course. Leave taken on medical/social grounds are permissible to the extent of 15% of total attendance requirements in a course. In case of deficit in attendance in a course, Term of the course will not be granted and the student concerned will not be able to appear in Semester End Jury (equivalent of Semester End Examination (SEE)).
7. In each course offered in the semester, Absentee students will be identified and their parents will be intimated about this from time to time.
8. At the end of each month, Attendance review showing the percentage of attendance of each student in every course, will be placed and displayed on the notice board. Students who do not meet the requisite attendance criteria, will be warned after this review and their parents will be called for a meeting with the Course Coordinator and the Director of the Institute.
9. At the end of the semester, final attendance review will be carried out. Students who do not meet the requisite attendance criteria must apply to Appeal Committee stating the reasons(s) for the shortfall in attendance. On receiving the application for an appeal, the Appeal Committee will hear the candidate and

decide the case accordingly.

10. During the semester, students may avail Academic Leave. Academic leave is defined as the leave that is granted for attending Competitions, Conferences/Seminars, Workshops, visit to Trade Fairs- events that have academic value.

The Academic Leave may be of two types:

- Where a student is selected to represent the Institute, having faced the Institute's selection cum screening committee's scrutiny. After the due process of selection, the selected student would be granted leave. All academic leaves granted for representing the Institute will be funded by the Institute as per Nirma University rules.
 - Where a student on her/his initiative, wishes to attend a conference/seminar for presenting a paper or project work etc. the student will apply in the prescribed format of the institute, wherein it will be reviewed for its academic value and significance. The Institute will take a decision whether the academic leave may be granted to the concerned student/s. The review process will involve faculty member/s, who are experts in the concerned field. Mere participation will not be a ground for consideration. This type of academic leave can be availed by a student only ONCE in a semester.
11. Academic Leave form should be submitted to the Discipline Faculty member/Course Coordinator and after scrutiny will be placed before the Director of the Institute for approval. The record of the same will be maintained by the Administrative office staff for the final review.
 12. In case of general/medical leave, students should submit leave form to respective Course Coordinator and after their approval, the record of the same will be maintained by the Administrative office staff.
 13. Academic leave is required to be duly authorized by the Director of the Institute, IDNU. (Notwithstanding anything contained in this clause, Director - Institute of Design, shall give relaxation in appropriate cases.)

ANNEXURE VII

Evaluation Policy at the Institute of Design

1. Students in the Institute of Design will be evaluated based on Continuous Evaluation System during the course and at the Semester End Jury. The weightage of marks for every course will be 100%. Continuous Evaluation of course work will constitute 80% of the total marks; the weightage for Semester End Jury will be 20% of the total marks.
2. Continuous Evaluation will be done by all course faculty members separately for each assignment, on the basis of the pre-defined evaluation criteria. The marks given by each faculty member will be averaged to constitute the final marks obtained by the student for the Continuous Evaluation component.
3. The Semester End Jury will comprise a panel of at least 2 members, of which at least one member would be an External Examiner.
4. Each student's course work, presented at the Semester End Jury will be evaluated by each Jury member, separately for each course, on the basis of the pre-defined Evaluation Criteria. The marks given by each member will be averaged to constitute the final marks obtained by the student in the Jury component of the evaluation.
5. Faculty members will share the Evaluation criteria for each course with the students prior to the commencement of the course. The evaluation criteria and the weightage of marks for each assignment out of 80%, will be specified clearly and mentioned in the course abstract. This will be shared with the students at the commencement of the course.
6. Students will have to strictly adhere to the date of submission of assignments, which would fall within the course schedule. If a student fails to meet the submission schedule given by the faculty members, the work will only be evaluated at the Semester End Jury. In this case, the student will lose 80% of marks allotted for the Continuous Evaluation component. This may result in an NT, (Term not granted) in the Continuous Evaluation component of the course. Student will not be allowed to present the course work at the Semester End Jury.
7. Continuous Evaluation component of each course will be completed by the course faculty members, by the last day of the course.
8. Evaluation comprising Quantitative and Qualitative feedback will be given as output of the evaluation of assignments.
9. The Quantitative evaluation will consist of the marks obtained in each assignment and the cumulative marks of all the assignments of the course.

10. The Qualitative assessment will have feedback and remarks for each student indicating the strengths, weaknesses, attitudes and methodologies of learning observed. Shortfalls if any would be articulated with suggestions for rectification/ refinement to facilitate better presentation of output before the Semester End Jury.
11. Within 10 days of the completion of the course, the Course Coordinator of the course will send each individual student a Soft copy of the marks with qualitative remarks via email.
12. In case of Contingency arising due to medical reasons, the student will have to present her/his case to the Appeal Committee of the Institute. If the reasons for Medical illness are not genuine and the Certificate is found to be fake/fraudulent by the committee, the Appeal Committee has the right to reject the same.
- If found genuine, the student would be given grace time for submission of the assignments. The schedule for guidance and submission of assignments will be strictly followed by the student and monitored by the concerned faculty member. If the student fails to meet the indicated deadline, the work will then be evaluated at the Semester End Jury. In this case, the student will lose 80% of marks allotted for the Continuous Evaluation component. This may result in an NT, (term not granted) in that course.
13. Students contributing to Institutional / University related work, will be granted additional time to complete her/his course work and submit the same for evaluation. Guidance by faculty and the date of subsequent submission of course work would be decided by the Academics Committee comprising Student Welfare Activity coordinator, Examinations coordinator, Academic coordinator and HoD. If the student fails to meet the deadline, the work will be evaluated at the Semester End Jury. In this case, the student will lose 80% of marks allotted for the Continuous Evaluation component. This may result in an NT, (Term not granted) in that course.

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Various Committees at Institute Level

1) Academic Boards

FACULTY OF DESIGN	BOARD OF STUDIES Product & Interaction Design	BOARD OF STUDIES Communication Design	INTERNATIONAL RELATIONS
Prof. Sangita Shroff Chairperson Dr. Ashwini Awasthi Dr. Madhuri Bhavsar Prof. Anuradha Joshi Prof. Dhimant Panchal Ms. Ananya Gupta(PID) Prof. Priyam Parikh(PID) Shri. Ripul Kumar (CD) Dr. Nina Sabnani (CD)	Prof. Sangita Shroff Prof. Dinesh Korjan Ms. Nishma Pandit Shri. Ravin Sanghavi Prof. Krishna Patel Prof. Priyam Parikh Prof. Pradeep Sahu Dr. Ajay Goyal Prof. Shreekant Dr. Saroj Das <u>Alumna:</u> Ananya Gupta	Prof. Sangita Shroff Dr. Nina Sabnani Ms. Ashwini Deshpande Mr. Ripul Kumar Dr. Suchitra Balasubrahmanyam Dr. Kanupriya Taneja Prof. Sushil Yati Prof. Snehal Balapure <u>Alumna:</u> Sagar Bhatt	Prof. Kishen Patel
ACADEMIC COORDINATOR			
Prof. Sangita Shroff			

2) Admissions, Academics & Examination

ADMISSIONS COMMITTEE	EXAMINATION COORDINATOR	APPEAL COMMITTEE	EXAMINATION REFORMS COMMITTEE
Prof. Sushil Yati Admissions Coordinator Prof. Arujun Sengar Admissions Co-Coordinator Prof. Snehal Balapure Social Media Coordinator Prof. Kishen Patel Social Media Co-Coordinator	Dr. Ajay Goyal	Foundation Programme Dr. Suchitra Balasubrahmanyam Dr. Saroj Kumar Das CD Programme Dr. Kanupriya Taneja P&ID Programme Dr. Ajay Goyal	Dr. Kanupriya Taneja

3) Research

IQAC COORDINATOR	IRINS COORDINATOR	PBAS COORDINATOR	RESEARCH COMMITTEE	STUDENT RESEARCH CELL
Prof. Priyam Parikh (Member Secretary) Prof. Pradipta Biswas (Member)	Prof. Priyam Parikh (Coordinator) Prof. Pradipta Biswas (Member)	Prof. Priyam Parikh (Coordinator) Prof. Pradipta Biswas (Member)	Prof. Priyam Parikh (Member Secretary) Members: Dr. Ajay Goyal University member: Dr. Aparna(IA&P)	Dr. Suchitra B (CD)
FACULTY DEVELOPMENT PROGRAMME	LIBRARY COMMITTEE			
Dr. Kanupriya Taneja	Dr. Suchitra Balasubrahmanyam			

4) Placement & Project Related

CCE COORDINATOR	CORPORATE RELATIONS	PLACEMENT COORDINATORS
Prof. Ajay Goyal	Ms. Harjeet Kaur	Prof. Kishen Patel (P&ID) Prof. Sushil K. Yati (CD)

5) Student Related

NATIONAL SERVICE SCHEME (NSS)	WOMEN DEVELOPMENT CELL	EQUAL OPPORTUNITY CELL	WEBSITE DEVELOPMENT	UNIVERSITY NEWSLETTER
Prof. Sushil K Yati (Coordinator)	Prof. Sangita Shroff	Dr. Suchitra Balasubrahmanyam Dr. Sarojkumar Das	Dr. Kanupriya Taneja (Coordinator)	Prof. Shree Kant (Coordinator)
STUDENT ACTIVITY COUNCIL	MENTORING	ANTI - RAGGING COMMITTEE & ANTI DRUG COMMITTEE	STUDENT GRIEVANCE REDRESSAL COMMITTEE	ANTI - RAGGING SQUAD
Prof. Snehal Balapure (Coordinator SAC) Prof. Shree Kant (Cultural Activities) Prof. Pradipta Biswas (Sports)	Prof. Sarojkumar Das (Coordinator)	Dr. Saroj Kumar Das (Coordinator)	Dr. Kanupriya Taneja Prof. Kishen Patel	Dr. Saroj Kumar das Prof. Pradeep Sahu Prof. Snehal Balapure
INSTITUTE NEWSLETTER (IPSUM)		NCC		
Prof. Shree Kant (Coordinator)		Student Members		

6) Infrastructure, Workshops, Labs

WOOD & METAL WORKSHOP	CLAY WORKSHOP & HAND TOOLS	3D PRINTING LAB	MEDIA CENTRE	WACOM LAB
Prof. Pradeep Sahu	Prof. Shree Kant	Prof. Pradeep Sahu	Prof. Sangita Shrof	Prof. Kishen Patel

7) Academic & Batch Coordinators

FOUNDATION YEAR MENTOR	PROGRAMME HEAD (Institute Level)	BATCH COORDINATORS	
Dr. Suchitra Balasubrahmanyam	Dr. Kanupriya Taneja (CD)	Industrial Design Sem I - ---- Sem III – Prof. Shree Kant Sem V – Prof. Arjun Sengar Sem VII – Prof. Priyam Parikh	Communication Design Sem I - Dr. Saroj K. Das Sem III – Prof. Pradipta Biswas Sem V – Prof. Snehal Balapure Sem VII – Dr. Kanupriya Taneja

8) Clubs

STUDENT ACTIVITY COMMITTEE	FILM CLUB (POPCORN)	THEATRE CLUB	
1. (Cultural Activities) 2. (Sports Activities) 3. (NSS Activities) 4. (Extension Activities) 5. (Adventure Activities)	To be nominated	To be nominated	
FILM & PHOTOGRAPHY MAKING (TAKE 2)	MAKERS CLUB	MUSIC & DANCE CLUB	ADVENTURE & SPORTS CLUB
To be nominated	Prof. Kishen Patel Prof. Arjun Sengar Student Members	To be nominated	Prof. Pradipta Biswas Student Members

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DISCLAIMER: Every endeavour is made to update the Student Information Booklet with precision. However, in case of any inadvertent lapse or in case of any dispute or doubt about the content regarding any regulation/s in this booklet, the original notification for the respective regulation including amendments shall be considered as final.

All disputes are subject to Ahmedabad, Gujarat Jurisdiction

