

COURSE REGULATIONS

1. PROGRAMME TITLE:

Bachelor of Design - B.Des. (Interior Design); Bachelor of Arts - BA (Interior Design).

2. PROGRAMME DURATION:

A.Des.(Interior Design) - 4 years (8 Semesters)

BA (Interior Design) - 3 years (6 Semesters) Exit at 3 years of B.Des. (Interior Design)

Maximum Permissible duration of a course is twice the normal duration of that course.

Each semester's Programme is made up of about 15 weeks of classes and related academic activities, followed by about three weeks of end-semester examination process in the course of the current semesters.

The students would be enrolled for B.Des (Interior Design) and those who would opt for exit at different levels would be considered as discontinuance of the program and would be offered degree as proposed. The students awarded with BA (Interior Design) would not be permitted to rejoin for B.Des. (Interior Design).

3. EDUCATIONAL PROCESS:

The University is committed to develop an efficient and flexible system. The semester system of calendar with continuous and comprehensive evaluation is adopted.

3.1 Programme of Studies and Educational Process:

The programmes of study are made up of a number of credits. Each semester of study has minimum requirements of number of course credits that must be taken.

Each course is defined in terms of contact hours, which may be represented by studios/tutorials, lectures, and practical sessions. Invariably a student will be required to carry out assignments and self- study which may greatly exceed the actual number of contact hours defined for the course.

All the course offered in different semester comprises of Studio Based Course, Theory Based Course, Choice Based Electives, Generic Electives, and Mandatory Learning Courses. The description of the different course categories is given below:

3.1.1 Studio Based Courses: The Studio Based Courses addresses the psychomotor skills essential for a designer such as illustrations, visualization and representation of the concepts etc.

3.1.2 Theory Based Courses (TBC): The Theory Based Courses addresses the cognitive domain essential for a designer in terms of understanding and application of the theoretical concepts learnt. All the theory based course would require the student to integrate the learning across other course offered in the semester.

3.1.3 Choice Based Electives (CBE): The choice-based courses are offered as bouquets of electives addressing different domains of the industry addressing both psychomotor and cognitive domains. The theory oriented choice based course require the understanding and application of theoretical concepts comprehensively for the designs development. The studio oriented choice based course enable the students to enhance the psychomotor skills of the students in specific areas of design.

3.1.4 Internship: The Sixth Semester of B.Des. (Interior Design) programme involves Internship in industry. The students would complete the documentation of the industrial training as per the Internship Manual.

3.1.5 Mandatory Learning Courses (MLC): The mandatory learning courses are oriented in developing affective domain aimed to enable the students to respond to the environmental requirements of the industry and improve the persuasive communication ability. Similar are open electives offered, that enables the students to explore other areas such as philosophy, culinary skills, languages etc., as offered by different institute of MAHE.

3.1.6 Audit Courses: These courses are optional courses across different disciplines of MAHE that a student will undertake for additional learning. However, to register for the course, the students' needs to take the permission from home institution and the faculty offering the course.

Studio Based Courses	Interior Design Fundamentals - I & II; Art & Design Fundamentals - I & II; Model Making; Digital Modelling; Interior Design - Residential; Product Design; Interior Design - Commercial; Furniture Design; Interior Design - Health Facility; Landscape Design; Interior Design - Corporate; Design Dissertation; Working Drawing; Thesis & Seminar
Theory Based Courses	History of World Art & Interior Design; Material Exposure; History of Indian Art & Interior Design; Design Components; Interior Services - I & II; Estimation & Specification
Choice Based Electives	Design Sensitivity - Eco friendly Interiors; Adaptive reuse & recycle; Heritage Interiors; Inclusive Interiors Cognitive Research - Research for Interiors; Applied science in Interiors; Spatial Narratives; Sociology & Anthropology Studies Translational Research -Design Journalism; Advanced Materials; Health & Interior Design; Disaster Resilient Interiors Skill Development - Creative Arts & Crafts; Fabrics in Interior Design; Accessory Design; Industrial Art Professional Development - Advertising & Branding; Project Management; Professional Practice; Interiors for Occupational Design Design Specializations - Cinematic Design; Graphic Design; Interior Illumination; Advanced Computer Graphics
Mandatory Learning Courses	Communication Skills; Principal of Environmental Studies; Internship; Other electives offered across institute of MAHE.

Conduct of the courses will be overview and awareness; exploration and understanding; analysis and inferences; Integration and application in situation based learning.

3.2 Attendance Requirements:

A student must maintain an attendance record of at least 75% individually in all course. Attendance of studios, lectures, tests, practical's and tutorials all count towards the calculation of this attendance percentage.

Without the minimum attendance, students become ineligible to write the End semester examination in that course and for subsequent grading.

3.2.1. Detention clause:

In case of detention due to less attendance, the student will have to undergo the particular course at a later time through Re-registering for the course by paying the prescribed fees, and fulfilling all attendance as well as in-semester assessment requirements. The student has to take up the course along with the regular semester for the course. This may involve extension of the total course duration and graduation date.

3.2.1.1 Interior Design Studio (I-V, VII):

If a student has attendance in Interior Design Studio (-V, VII) LESS THAN 75% and MORE THAN 50%, he/she has to re - register for improvement studio to improve attendance and internals for the make - up exams.

3.2.1.2 Thesis:

3.2.1.2.1. If a student has attendance in Thesis Studio LESS THAN 75% and MORE THAN 50%, he / she has to re - register for improvement studio to improve attendance and internals for the make - up exams.

3.2.1.2.2. If a student has attendance in LESS THAN 50% in Thesis Studio, he / she has to re - register to repeat the coursework during the subsequent corresponding semester.

3.2.1.3 Theory subject with end sem examination:

If a student has LESS THAN 75%, then he / she has to re - register for the course to make- up for the deficient attendance during the subsequent corresponding semester. The internal assessment marks will be based on the performance in the re - registered course.

3.2.1.4. Subjects with only In - semester assessment

If a student has LESS THAN 75% attendance, then he/she has to re - register for the course to make-up for the deficient attendance during the subsequent semester. The internal assessment marks will be based on the performance in the re - registered course.

3.2.1.5. Mandatory Learning Course (MLC):

If a student has LESS THAN 75%, then he / she has to re - register for the course to make- up for the deficient attendance during the subsequent corresponding semester. The internal assessment marks will be based on the performance in the re - registered course.

3.2.1.6. Audit Courses (AUD):

If a student has LESS THAN 75%, then he / she has to re - register for the course to make- up for the deficient attendance during the subsequent corresponding semester. The internal assessment marks will be based on the performance in the re - registered course.

3.3. Credit – Based System:

3.3.1 The educational process at Department of Design, Manipal uses a Credit Based System wherein the course content is expressed in number of credits. The present system after several modifications is known as the ‘Revised Credit System’.

3.3.2 The course content of individual course – studio, theory as well as practical’s – is expressed in terms of a certain number of credits. The number of credits is equal to the number of contact hours for studios, lectures & tutorials per week, while in the case of practical’s, one credit is assigned for every three contact hours per week.

3.3.3 The course content of each semester is expressed in terms of a specified number of credits. student is deemed to have successfully completed a particular semester’s programme of study when he/she earns all the credits of that semester, i.e., he/she has no ‘F’ grade in any course of that semester.

3.3.4 Promotion of a student to higher academic year is as detailed in 3.6.

3.3.5 When a student earns the specified number of credits, i.e., ‘E’ grade or better in all regular course and completion of all specified MLC, in every one of the specified number of semesters making up the course, he/she is deemed to have completed the requirements for graduation.

3.4 Outline of the Evaluation:

The students shall be informed about the procedures followed for in-semester assessment and end-semester examination for every course on the first day of the classes for that particular course.

3.4.1 Evaluation of Core Studio Course:

Interior Design (I - V, VII):

3.4.1.1 The student performance in Interior Design studio is evaluated out of 50 marks for In-semester assessment and 50 marks for the End-semester examination. A minimum of 40% marks is required in In-semester assessment to be eligible to appear for End-semester examination.

3.4.1.2. The End-semester examination for Interior Design studio I, III, V & VII will be conducted through Viva-voce on In-semester coursework by a jury consisting of minimum one internal examiner and one external examiner.

3.4.1.3. The End-semester examination for Interior Design for II, IV will be conducted through a Design Time Test, as follows;

- a) Interior Design Fundamentals II - 12 hours each.
- b) Interior Design - Commercial - 18 hours each.

3.4.1.4. The work submitted at the end of Design Time Test will be evaluated through Viva-voce by a jury consisting of minimum one internal examiner and one external examiner.

3.4.1.5 A student has to secure a minimum of 40% in End Semester examination / Make up Examination and an aggregate of 40% to pass the course. If a student obtains ‘F’ grade in End-semester evaluation of INTERIOR DESIGN STUDIO (I - V, VII), he/she can appear for the respective Make-up examinations and subsequent examinations thereafter. However, If a student wishes to

improve the internal marks he/she can re-register for improvement in the subsequent corresponding semester.

3.4.2. Improvement Studio

3.4.2.1. The improvement studio will be conducted under the supervision of the respective Studio faculty. The studio is to be conducted for minimum 6 - weeks immediately after the announcement of the In - semester marks.

3.4.2.2. If a student has attendance in Interior Design Studio (I-V, VII) LESS THAN 75% AND MORE THAN 50%, he/she has to re - register for the improvement studio to improve attendance and internals for the make - up exams.

3.4.2.3. If a student has less than 50% marks, and has attendance more than 75% in In - semester assessment, he / she has to undergo the improvement. Student will have to improve and resubmit the regular internal coursework for re - assessment.

3.4.3.4. Students who secure minimum 50% marks in the re-assessment will be eligible to appear for Make - up examination.

3.4.2.5. If a student is unable to obtain minimum 50% marks even after the improvement studio, he/she will not be eligible for Makeup examination and will consequently lose an academic year.

3.4.3. Evaluation of Design Dissertation & Thesis:

3.4.3.1. Design Dissertation has only In-semester assessment. The student performance in the course is evaluated out of 100 marks. A minimum of 40% marks is required to pass.

3.4.3.2. If a student has less than 40% marks in In-semester assessment, he/she has to undergo the improvement coursework to be conducted for minimum of 6 weeks immediately after the announcement of In-semester marks. The improvement coursework will be conducted under the supervision of the respective Studio faculty.

3.4.3.3. Thesis is evaluated for 300 marks out of which 150 marks each are for In-semester assessment and End-semester examination (viva-voce). A minimum of 40% marks is required in In-semester assessment to appear for End-semester examination. End-semester examination (viva-voce) will be conducted by a jury consisting of one external examiners and two internal examiners including guide.

3.4.3.4. If a student has less than 40% marks in In-semester assessment, he/she has to appear for the improvement studio to be held immediately after the announcement of In-semester marks. The improvement studio will be held for minimum of 6 weeks and will be conducted under the supervision of the respective Guide. Student will have to improve and resubmit the regular internal coursework for re-assessment. Students who secure minimum 40% marks in the re-assessment will be eligible to appear for Make-up examination.

3.4.3.5. If a student has attendance in THESIS STUDIO LESS THAN 75% but MORE THAN 50%, he/she has to re-register to improve attendance and internals for the make-up exams.

3.4.3.6. If a student has attendance LESS than 50% in THESIS STUDIO, he/she has to re-register to repeat the coursework during the subsequent corresponding semester.

3.4.3.7. If a student obtains 'F' grade in End-semester evaluation of Thesis - Studio, he/she can appear for the respective Make-up examination.

3.4.3.8. The course work will be guided by Individual Guide and Departmental Panel. The outcomes will be progressively evaluated by Independent Experts. Students work to be presented for End-semester and/or Make-up examinations should be authenticated and approved by respective Guide and Departmental Panel.

3.4.3.9. The student has to clear all subjects up to VII Semester to be eligible to appear for Thesis defense in VIII Semester.

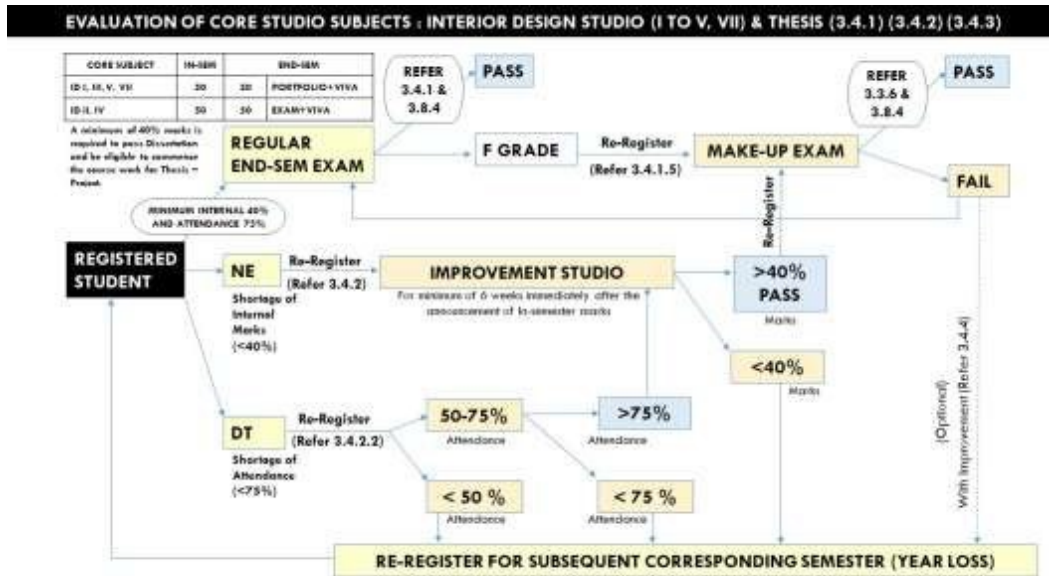


Figure 1: Evaluation of Interior Design Studio, Dissertation & Thesis

3.4.4. Evaluation of course with End-semester examination: (Refer Figure 2)

3.4.4.1. The student performance in each Theory course is evaluated out of a maximum of 100 marks out of which 50 marks are for In-semester assessment and 50 marks for end-semester examination. The In-semester assessment in theory course is based on interactive sessional, tests, assignments, quizzes, presentations, seminars, etc.

3.4.4.2. A student has to secure a minimum of 40% in End Semester examination and an aggregate of 40% to pass the course. If a student fails in End semester examination, he/ she can appear for the Make-Up examination and the subsequent examinations thereafter. However, if a student wishes to improve the internal marks he/ she can re-register for improvement in the subsequent corresponding semester.

3.4.4.3. If a student has less than 75% attendance, then he/ she has to re-register for the course to make-up for the deficient attendance. The internal assessment marks will be based on the performance in the re-registered course.

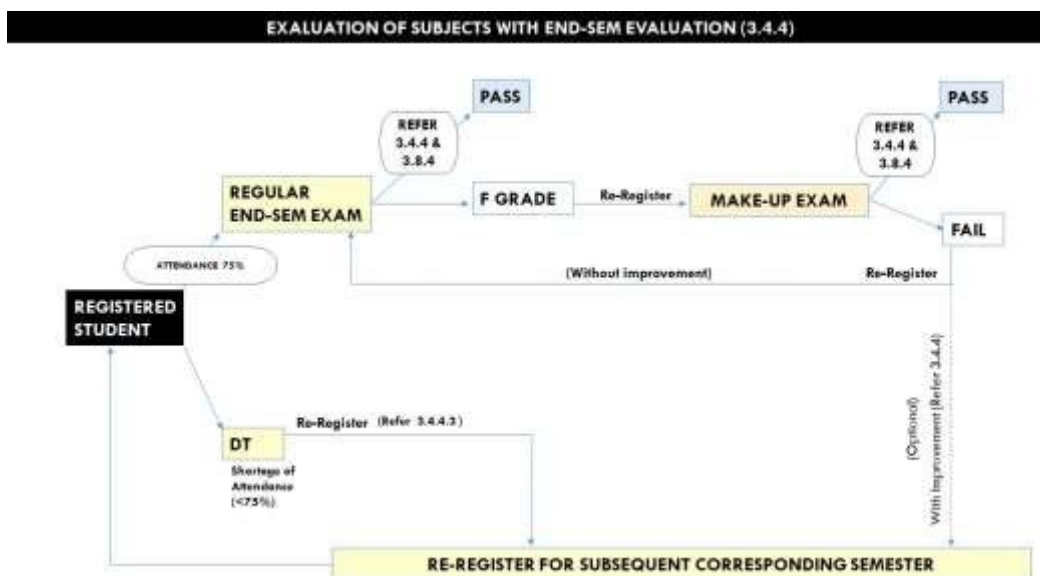


Figure 2: Evaluation of theory subjects with end sem exams

3.4.5. Evaluation of course with only In-semester assessment: (Refer Figure 3)

3.4.5.1. The student performance in ADF I, II; Model Making; Digital Modelling; Product Design; Landscape Design; Elective 4, Elective 5, Elective 6, Interior Design Portfolio & Study Report are evaluated out of a maximum of 100 marks by the concerned teachers. A minimum of 40% marks is essential to pass the course. There will be no End-semester examination. The In-semester assessment of a student is based on his/her Studio work, classwork, tests, assignments, quizzes, presentations, viva-voce, etc.

3.4.5.2. If a student has less than 40% marks in In-semester assessment ('F' Grade), he/she has to re-register for improvements of internals by paying prescribed fee and undergo the improvement coursework to be conducted for minimum of 6 weeks immediately after the announcement of In-semester marks. The improvement coursework will be conducted under the supervision of the respective Studio faculty.

3.4.5.3. Student with 'F' grade, even after improvement course work should re - register for those course during the subsequent corresponding semesters whenever possibly by paying for the prescribed fees, attend regular classes, maintain attendance requirements, and the internal assessment marks will be based on the performance in the re-registered course.

3.4.5.4. If a student has less than 75% attendance, then he/ she has to re-register for the course to make-up for the deficient attendance. The internal assessment marks will be based on the performance in the re - registered course and earn the minimum 50% marks.

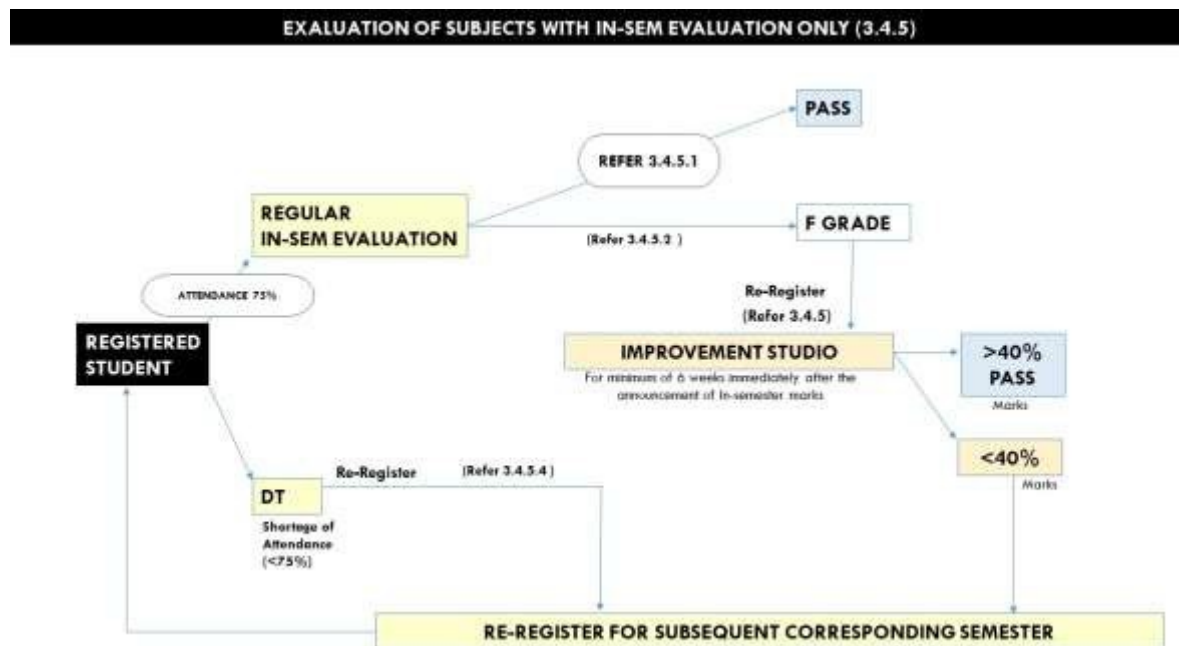


Figure 3: Evaluation of Subjects with in sem evaluation only.

3.4.6. Evaluation of Internship (Sixth Semester):

3.4.6.1. The evaluation for the Internship will be done at the end of the Sixth semester as a Mandatory Learning Course. The student shall be required to make a 'Study Report' which is formulated in consultation with the allotted guides in sixth semester, and evaluated at the end of the semester. (Should be treated as separate course which is credited and evaluated).

3.4.6.2. The In-semester assessment for Internship will be based on the reports submitted by the student as per the Training Manual of Department of Design, Manipal School of Architecture and Planning.

3.4.6.3. The In-semester examination evaluation will be Satisfactory / Non satisfactory based on the requirements specified in the Training manual.

3.4.6.4. In case the student is awarded 'Non - Satisfactory', he / she has to re - register for Internship and resubmit improvement course work after 6 weeks or with any academic cycle.

3.4.7. Evaluation for Mandatory Learning Courses (MLC):

Mandatory Learning Courses are compulsory courses a student has to undergo to satisfy the credit requirements of the program. The grading of the course shall be as per choice of the concerned faculty to assign Grades or as Satisfactory/ Non - satisfactory performance which will appear in the grade accordingly. However, they are not included for CGPA calculation.

3.4.8. Evaluation for Audited Courses:

Audited courses are optional courses across different disciplines of MAHE that a student can take for additional learning. The grading of the course shall be as per choice of the concerned faculty to assign Grades or as Satisfactory/ Non - satisfactory performance which will appear in the grade accordingly. However, they are not included for CGPA calculation and are not part of the total credits for the program.

3.5. Evaluation Procedures:

For each course, in-semester assessment and end-semester examination (wherever applicable) together contribute to the final grade awarded for the course.

3.5.1 Relative Grading:

Marks obtained in the in-semester assessment and end-semester examination are added together and a 10-point grading system will be used to award the student with an overall letter grade for the course.

3.5.2. Letter Grading System:

Final evaluation of a course is carried out on a TEN POINT grading system. Grades and Grade Points are as shown below:

Grade	A+	A	B	C	D	E	F (Fail)
Grade Points	10	9	8	7	6	5	0

A student who earns a minimum of 5 grade points (E grade) in a course is declared to have successfully completed the course, and is deemed to have earned the credits assigned to that course. A course successfully completed cannot be repeated.

Students who fail to appear for end-semester examination will be awarded an 'F' grade on the grade sheet. Students who fail to appear for end semester examinations due to genuine reasons are eligible for 'I' (incomplete) grade (prior approval of the Director is necessary before examination). Students with 'I' grade/s should register for make-up examination by paying the prescribed fees.

3.5.3. Grade Point Average (GPA) & Cumulative Grade Point Average (CGPA):

Each course grade is converted into a specific number of points associated with the grade as in 4.5.2. These points are weighted with the number of credits assigned to a course. The Grade Point Average (GPA) is the weighted average of Grade Points awarded to a student. The grade point average for each semester will be calculated only for those students who have passed all the course of that semester. The cumulative grade point average (CGPA) will be the weighted average of GPAs of all semesters at the completion of the course.

Calculation of GPA and CGPA:

Example:

Courses	Credits	Letter Grade	Grade Value	Credit Value	Grade Points
Maths	3	C	7	3 x 7	21
Chemistry	3	B	8	3 x 8	24
Physics	3	A	9	3 x 9	27
English	2	B	8	2 x 8	16
Total	11	Total			88

In this Case GPA = Total Grade Points/ Credits = 88/ 11 = 8

Suppose the GPA's in two successive semesters are 7.0 and 8.0 with 26 and 24 respective course credits, then the,

$$CGPA = \frac{(7.0 * 26) + (8.0 * 24)}{26 + 24} = \frac{374}{50} = 7.48$$

Generally,

$$GPA = \frac{\sum_{i=1}^n C_i G_i}{\sum_{i=1}^n C_i}$$

$$CGPA = \frac{\sum_{j=1}^N GPA_j * (\sum_{i=1}^n C_{ij})}{\sum_{j=1}^N (\sum_{i=1}^n C_{ij})}$$

Where,

n = number of courses

C_i = number of credits

N = number of semesters

G_i = corresponding grades

3.5.4. Valuation of Theory End - Semester Examinations:

3.5.4.1. Valuation: Distributed single valuation will be followed for end semester theory examinations.

3.5.4.2. Paper - seeing and Re-evaluation of answer scripts: A student may file an appeal for the re-evaluation of end semester examination answer scripts by submitting an application along with the specified fee. The student will be able to see his/her answer script and the scheme of valuation on a scheduled date and if not satisfied with the assessment, he/she can request for re-evaluation. The evaluation fee will be refunded in case of any change in grade after re-evaluation. The student will be awarded with the marks obtained after re-evaluation irrespective of whether there is any improvement or not.

3.6. Promotion to next Academic Years - Academic Performance Requirements

Promotion of a student to the next academic year is course to the minimum academic performance requirements as outlined in 3.5.1.

A student earns the credits assigned to a course, when he/she obtains an E or higher grade in that course.

3.6.1. Pre requisites to register for semester:

A candidate shall not be permitted to register for a semester (except 1st and 2nd semester) unless he/ she has completed the Interior Design Studio course of the previous corresponding semester i.e. One has to complete 1st semester Interior design studio, to qualify for third semester, and 2nd semester Interior design studio, to qualify for fourth semester.

3.6.2. Pre-Requisites for Internship:

—A candidate shall not be permitted to register for the Internship for Sixth semester unless he/she

has completed the Interior Design - Commercial, from Fourth Semester.

3.6.3. Pre-Requisites for Thesis:

A candidate shall not be permitted to register for the eight semester Thesis course unless he/ she has successfully completed Internship. The student has to clear all course up to VII semester to be eligible to appear for Thesis defense in VIII semester.

3.6.4. Break in Academic program

A student who discontinues the academic programme for any reason and re-joins the programme at a later date, shall be governed by the rules, regulations, courses of study and syllabi in force at the time of his/her re-joining the programme. He/ she will have to complete his pending coursework of his previous rules, regulations, courses of study and syllabi and transfer into the applicable rules, regulations, courses of study and syllabi.

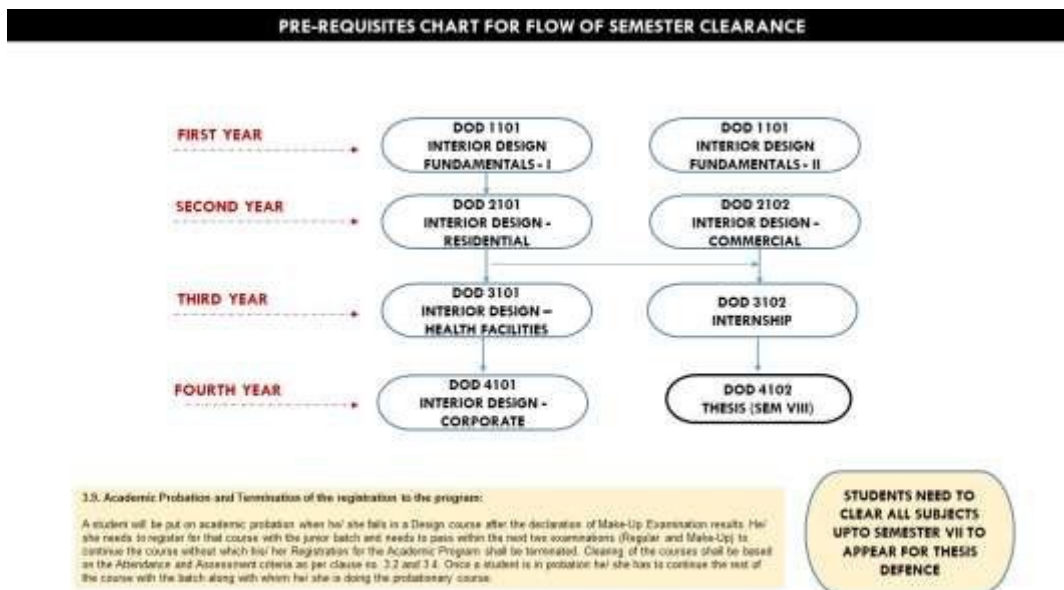


Figure 4: Pre requisite flow chart for the semester wise.

3.7. Re-registration

3.7.1. Attendance Shortage:

If a student is not eligible to appear in the end-semester examination for not fulfilling minimum attendance requirements in any course, he/she has to fulfil minimum attendance requirements by re-registering for those course during subsequent corresponding semester provided he/she is free from any regular classes of his/her current semester by paying the prescribed fees. (except for If a student has attendance shortage in Interior Design Studio and Thesis Studio up to 50%, he/she has to re-register to improve attendance and internals for the make-up exams. If the student is unable to obtain minimum 50% marks even after the improvement coursework, he/she will lose an academic year.)

3.7.2. Improvement of Internals for Theory Course:

Students can re-register in one or more Theory course of the earlier semester(s) in which they have 'F' grade/s for improvement of internals by paying the prescribed fees in the corresponding semester for the respective course within the maximum permissible duration of B. Des. (ID) program.

Students re-registered for theory course need to submit assignments and appear for sessional/tests for improvement of internals and appear for end-semester examination. However, there is no minimum attendance requirement for the same.

3.8. End-Semester Examination and Make-up (Supplementary) Examination:

3.8.1. The examinations at the end of a particular semester will be conducted only in the course of the current semester. That is, at the end of the odd semester, examinations of only odd semester course will be conducted. Similarly, at the end of the even semester, examinations of only even semester course will be conducted.

3.8.2. Make-up examinations will be held any time after 2 weeks of announcement of results of the regular examinations, to allow the students who fail to secure 'E' or better grades in their regular attempt and also for those who missed regular examination due to valid reasons.

3.8.3. The cut-off marks for grades in the make-up examination will be the same as those in the regular end-semester examination. However, the maximum grade that will be awarded in subsequent examinations to those students who were once awarded 'F' grade OR who were not eligible for the regular exam due to attendance shortage, in any course will be 'C'. Students who are awarded 'I' grade, however, are eligible for whatever grade they achieve in subsequent examination.

3.8.4. A minimum of 40% in the end semester examination for course with end-semester examination is essential to pass the course.

3.8.5. A student will earn full credits in any course only when he gets the minimum 40% in total aggregate assessments for the course.

3.9. Academic Probation and Termination of the registration to the program:

A student will be put on academic probation when he/ she fails in an Interior Design Studio course after the declaration of Make-Up Examination results. He/ she needs to register for that course with the junior batch and needs to pass within the next two examinations (Regular and Make-Up) to continue the course without which his/ her Registration for the Academic Program shall be terminated. Clearing of the courses shall be based on the Attendance and Assessment criteria as per clause no. 3.2 and 3.4 respectively. Once a student is in probation, he/ she has to continue the rest of the course with the batch along with whom he/ she is doing the probationary course.

3.10. Withholding of Results:

Results will be withheld when a student has not paid his/her dues or when there is a case of indiscipline pending against him/her.

3.11. Requirements for Graduation:

A student is deemed to have completed the requirements for graduation if he / she has:

- i. Fulfilled all minimum requirements of study and earned the number of credits specified in the prescribed courses of study.
- ii. Paid all dues to the Institute.
- iii. Has no case of indiscipline pending against him/her.

3.12. Class Committees:**3.12.1. Constitution of the Class Committees**

A class committee for each semester of the B.Des (ID) shall be constituted by the Director/Coordinator, DoD to consist of :

Course Teachers: Teachers of all course of study in the given semester

Studio Coordinator: If there is more than one teacher in any given studio for any course one of the teachers will be nominated as the Studio Coordinator for the course.

Course Coordinator: If there is more than one teacher, one of the course teachers will be nominated as the Course Coordinator for the given course.

Class Coordinator: A Design Studio teacher from the given semester will be the Class Coordinator who will also chair the Class Committee.

3.12.2. Responsibilities of the Class Committee:

The responsibilities of the members of a class committee for each semester of the B.Des. (ID) shall be as follows:

3.12.2.1. Course Teachers:

- Progressive marks and attendance of the students shall be published once in a fortnight and officially inform the students and the course coordinator. Sessional/test marks and attendance shall be displayed within a week of conduct of the same.
- To counsel all the students once a month, who have less than 75% attendance and/or less than 40% marks (progressive and sessional) and officially inform the same to the class coordinator.
- To officially inform the parents of the students who have critically low attendance (below 75%) and/or marks (below 40) once in four weeks and the submit the records to the Course Coordinator.
- Deviation from the course plan if required by a course teacher should be discussed with all the course teachers and officially communicated to the course coordinator prior to implementation.
- Disciplinary issues, if any, should be officially communicated to the Class coordinator immediately.

3.12.2.2. Course coordinator:

To formulate the course plan of a given course in coordination with concerned course teachers before commencement of the semester and to obtain approval from the Director.

To discuss the progress of classes as per the course plan across all sections once a fortnight and officially document it.

The summary of the report of informing the parents about critically low attendance (below 75%) and/or marks (below 40) is submitted to the class coordinator.

3.12.2.3. Class Coordinator

To officiate class committee meetings as per institutional requirements.

To compile the reports as per institutional requirement for documenting the academic activities for the respective semesters.

3.12.3. Functions of the Class Committee:

- The class committee shall meet three times a semester.
- The first meeting will be held before the commencement of the semester in which the nature of assessment procedures will be decided.
- The second meeting will be held one week after the first sessional to meaningfully interact and express opinions and suggestions to improve the effectiveness of teaching-learning process and analyze the performance of the students in the tests.
- The third meeting will be held after four weeks of the second class committee meeting to discuss performance of the students and/or any other issues.
- The class coordinator should send the minutes of the class committee meetings to the Director within a week of each class committee meeting.

4. ASSESSMENT OF CONDUCT

4.1 Students have to comply at all times with the Code of Conduct put forth by Manipal Academy of Higher Education.

4.2 Any violation will be recorded and reflected in the contact certificate issued by the institute.

**THE RULES AND REGULATIONS ARE SUBJECT TO CHANGE/ AMENDMENTS FROM TIME TO TIME,
AS AND WHEN NEED ARISES FOR FURTHER IMPROVEMENT IN THE ACADEMIC QUALITY**