

## **COURSE REGULATIONS**

### **1. TITLE OF THE COURSE**

Bachelor of Design – B.Des. (Fashion Design); Bachelor of Arts – BA (Fashion Design).

### **2. DURATION OF THE COURSE**

#### **2.1. Normal Duration: B.Des. (Fashion Design)**

B.Des. (Fashion Design) – 4 years (8 Semesters)

BA (Fashion Design) – 3 years (6 Semesters) Exit at 3 years of B.Des. (Fashion 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 courses of the current semesters.

The students would be enrolled for B.Des (Fashion 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. (Fashion Design).

#### **2.2. The Course structure;**

B. Des. (FD) course consists of 4 years (8 Semesters) which includes 6 months of training in any industry of Apparel and Fashion Design.

#### **2.3. Semester duration:**

Each semester's programme is made up of about 15 weeks – 18 weeks of working days which includes classes, related academic activities, end-semester examination process in the subjects of the current semesters.

Any time after two weeks after declaration of the results, make-up/supplementary examinations will be conducted in the same subjects.

### **3. EDUCATIONAL PROCESS**

#### **3.1. Programme of Studies and Educational Process:**

All the courses offered in different semester comprises of Studio Based Courses, Theory Based Courses, Choice Based Electives, Mandatory Learning Courses. The subjects are categorized as follows;

#### 3.1.1. Studio Based Subjects:

The Studio Based Courses addresses the psychomotor skills essential for a designer such as pattern making and stitching for the designs developed, illustrations, visualization and representation of the concepts etc.

#### 3.1.2. Theory Based Subjects:

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 courses would require the student to integrate the learning across other courses offered in the semester.

#### 3.1.3. Choice Based Electives:

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 courses require the understanding and application of theoretical concepts comprehensively for the designs development. The studio oriented choice based courses enable the students to enhance the psychomotor skills of the students in specific areas of design.

#### 3.1.4. 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, language etc., as offered by different institutes of MAHE.

#### 3.1.5. Audited Courses:

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

<b>Studio Based Courses</b>	Fashion Studio – I, II, III, IV, V, VI; Fashion Illustration – I, II; Fashion Illustration I; Visualization and Representation; Design Process; Draping; CAD and Grading; Design Collection; Seminar
<b>Theory Based Courses</b>	History of Art, Design and Fashion – I, II, III, IV; Overview of Fashion Industry; Fabric Studies – I, II; Apparel Production and Quality Control; Fashion Merchandising and Marketing; Entrepreneurship
<b>Choice Based Electives</b>	Design Based Electives – Creative Design; Creative Textiles; Advanced Draping Craft Documentation Atelier Electives – Bespoke Clothing; Theatrical Costumes; Couture Design; Uniform Design Advanced Studio Courses – Advanced Fashion Illustration; Digital Fashion Illustration; Capsule Collection; Eco-chic Collection Contextual Electives – Design Research; Fashion Product Development; Fashion Interiors; Art Appreciation Fashion Allied Electives – Fashion Journalism; Fashion Styling and Photography; E-commerce and Retailing; Luxury Fashion Management Workshop Electives – Surface Ornamentation; Material Exploration; Fashion Accessories
<b>Mandatory Learning Courses</b>	Communication Skills; Environmental Sciences; Other electives offered across institutes of MAHE; and Internship

### 3.2. Attendance Requirements:

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

Without the minimum attendance, students are not eligible to write the End-semester examination in that subject 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 as per following clauses 3.2.1.1 to 3.2.1.6. This may involve extension of the total course duration and graduation date.

##### 3.2.1.1. Fashion Studio (I-VI)

If a student has attendance in Fashion Studio (I-VI) 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. Refer 3.4.2.

If a student has attendance in Fashion Studio (I-VI) LESS than 50%, he/she has to re-register to repeat the coursework during the subsequent corresponding semester. He/ she will lose one academic year for the same.

#### 3.2.1.2. Design Collection:

3.2.1.2.1. If a student has attendance in Design Collection LESS THAN 75% but MORE THAN 50%, he/she has to re-register for improvement studio to improve attendance and internals for the make-up exams. Refer 3.4.3

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

#### 3.2.1.3. Theory subjects with end sem examination:

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 corresponding semester. The internal assessment marks will be based on the performance in the re-registered course. Refer 3.4.4

#### 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 corresponding semester. The internal assessment marks will be based on the performance in the re-registered course. Refer 3.4.5

#### 3.2.1.5. Mandatory Learning Courses (MLC):

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 corresponding semester. The internal assessment marks will be based on the performance in the re-registered course. Refer 3.4.47

#### 3.2.1.6. Audited Courses (AUD):

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 corresponding semester. The internal assessment marks will be based on the performance in the re-registered course. Refer 3.4.48

### 3.3. Credit Based System:

The educational process at Manipal School of Architecture and Planning uses a Credit Based System wherein the course content is expressed in number of credits. The current syllabus follows 10-point Credit System.

#### 3.3.1. Credit structure

The B.Des. (Fashion Design) programme has a total of 174 credits, as outlined in the table below.

Sr. No.	Year	Semester	Credits
1	1	1	21
2		2	21
3	2	3	24
4		4	24
5	3	5	24
6		6	12
7	4	7	24
8		8	24
		Total	260

Semester-wise break-up of credits: Total Credits 174

#### 3.3.2. Credit calculation

A student will be required to carry out assignments and self-studies which may exceed the actual number of contact hours defined for a subject.

While calculating credits the following guide lines shall be adopted

- (i) 1 lecture period/ hour shall have 1 credit;

(ii) 2 lab/workshop/ studio exercises/seminar periods/ hours shall have 1 credit and

### **3.3.3. Condition of clearing a semester**

A 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' and/or 'I' grade in any subject of that semester.

### **3.3.4. Promotion to next academic year**

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

### **3.3.5. Eligibility for graduation**

When a student earns the specified number of credits in each of the semester making up the course, he/she is deemed to have completed the requirements for graduation.

The pass percentage shall not be less than 40% in each subject.

This also means, a student should have an 'E' grade or better in every subject of every semester, in order to be eligible to receive the degree.

## **3.4. Outline of Evaluation:**

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

### **3.4.1. Evaluation of Core Studio Subjects: Fashion Studio (I-VI) :**

(Refer Figure 1)

3.4.1.1. The student performance in Fashion Studio (I-VI) is evaluated out of 50 marks for In-semester assessment and 50 marks for the End-semester examination. A minimum of 50% 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 Fashion Studio for I, III, V, VI 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 Fashion Studio for II, IV will be conducted through a Design Time Test, for a duration of 6 hours.

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, he/she can appear for the respective 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.

#### 3.4.2. 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 of 6 weeks immediately after the announcement of In-semester marks.

3.4.2.2. If a student has attendance in Fashion Studio (I-VI) 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.

3.4.2.3. If a student has less than 40% 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.

3.4.2.4. Students who secure minimum 40% marks in the re-assessment will be eligible to appear for Make-up examination.

3.4.2.5. If the student is unable to obtain minimum 40% marks even after the improvement studio, he/she will not be eligible for Make-up examination and will consequently lose an academic year.

#### 3.4.3. Evaluation of Core Studio Subject: Design Collection:

(Refer Figure 1)

- 3.4.3.1. Design Collection is evaluated for 100 marks out of which 50 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 examiner and one internal examiner
- 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. Student will have to improve and resubmit the regular internal coursework for re-assessment.
- 3.4.3.3. If a student has attendance in Design Collection LESS THAN 75% but MORE THAN 50%, he/she has to re-register to improve attendance and internals for the make-up exams.
- 3.4.3.4. If a student has attendance LESS than 50% in Design Collection, he/she has to re-register to repeat the coursework during the subsequent corresponding semester.
- 3.4.3.5. 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 Design Collection, he/she can appear for the respective 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.
- 3.4.3.6. The course work will be guided by Individual Guide and Institutional 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 Institutional Panel.



3.4.3.7. The student has to clear all subjects up to VII semester to be eligible to appear for Design Collection defense in VIII semester.

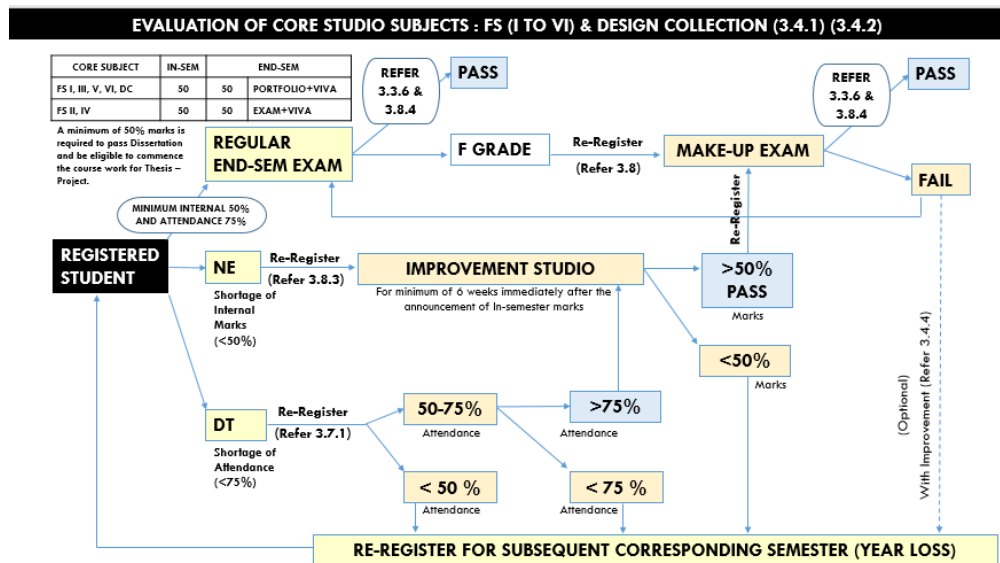


Figure 1 Evaluation of Design studio I-VI and Design Collection

### 3.4.4. Evaluation of Theory subjects with End-semester examination:

(Refer Figure 2)

3.4.4.1. The student performance in each Theory subject 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 subjects 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/ Make up Examination and an aggregate of 40% to pass the course. If a student obtains 'F' grade in End-semester evaluation, he/she can appear for the respective 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 in the subsequent corresponding semester to

make-up for the deficient attendance. The internal assessment marks will be based on the performance in the re-registered course.

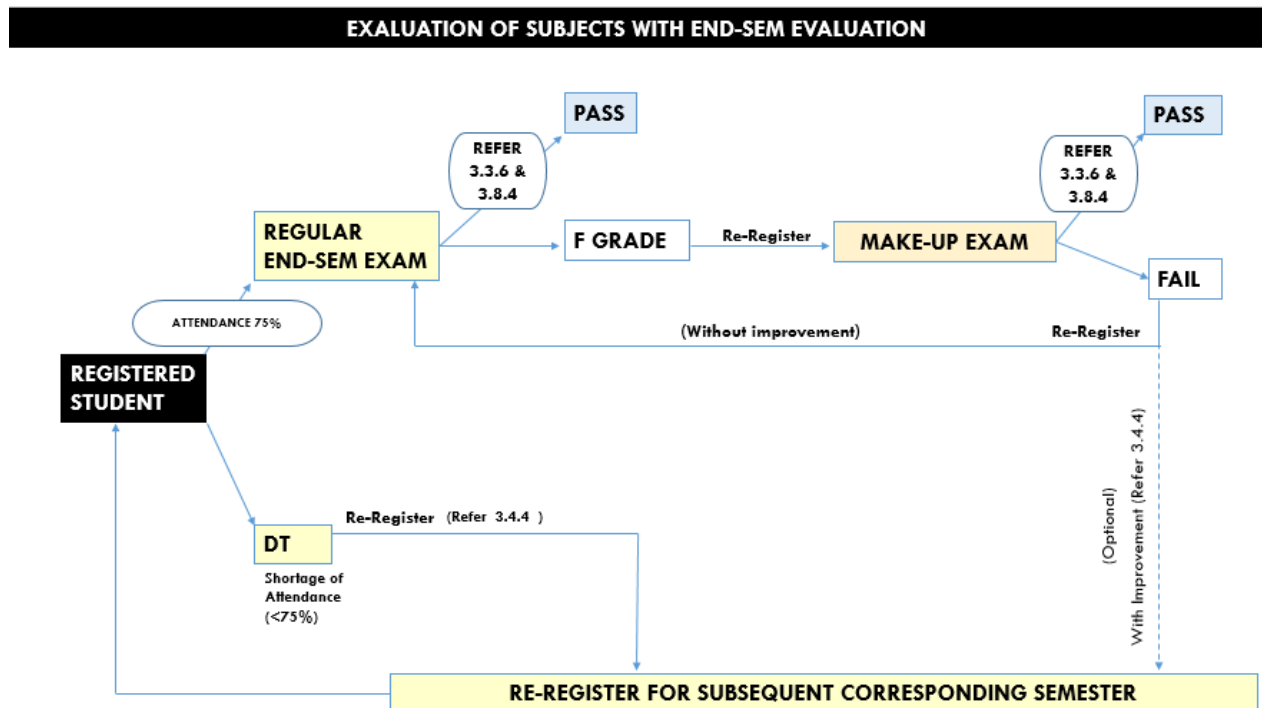


Figure 2: Evaluation of theory subjects with end sem exams

### 3.4.5. Evaluation of subjects with only In-semester assessment:

(Refer Figure 3)

3.4.5.1. The student performance in these subjects is evaluated out of a maximum of 100 marks by the concerned teachers. A minimum of 50% marks is essential to pass the subjects. There will be no end-semester examination. The In-semester assessment of a student is based on his/her portfolio/ tests/ assignments/ presentations.

3.4.5.2. If a student has less than 50% marks in In-semester assessment ('F' Grade), he/she has to re-register for improvement of internals by paying the 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. Student will have

to improve and resubmit the regular internal coursework for re-assessment.

3.4.5.3. Students with 'F' grade, even after improvement coursework, in any subject with only in-semester assessment should re-register for improvement of internals for those subjects during subsequent corresponding semesters whenever possible by paying the prescribed fees, fulfil all In-semester assessment marks will be based on the performance in the re-registered course and earn the minimum 50% marks.

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 during subsequent corresponding semester. The internal assessment marks will be based on the performance in the re-registered course.

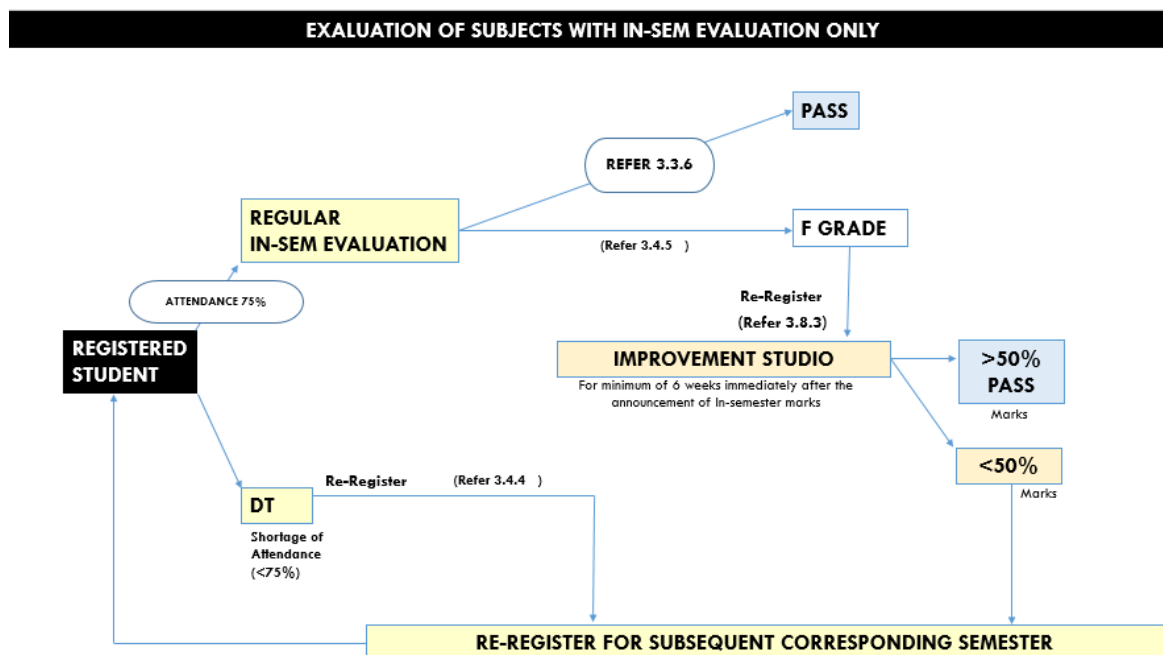


Figure 3: Evaluation of Subjects with in sem evaluation only.

### 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 an MLC coursework. The student shall be required to make a 'Study Report' which is formulated in consultation with the allotted

guides in sixth semester, and evaluated as a report in sixth semester.  
(Should be treated as separate subject which is credited and evaluated.)

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

3.4.6.3. The In-semester evaluation will be 'Satisfactory' or '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 Practical Training and resubmit the improvement coursework 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 the choice of the concerned faculty to give as Grades or Satisfactory/ Non-Satisfactory performance which will appear in the Grade Sheet accordingly. However, they are not included for CGPA calculation.

### **3.4.8. Evaluation for Audited courses(AUD):**

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

## **3.5. Evaluation Procedures:**

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

### **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 subject.

### 3.5.2. Letter Grading System:

Final evaluation of a subject 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 subject is declared to have successfully completed the subject, and is deemed to have earned the credits assigned to that subject. A subject 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 subject grade is converted into a specific number of points associated with the grade as in 3.5.2. These points are weighted with the number of credits assigned to a subject. 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 subjects 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  $GPA = \text{Total Grade Points} / \text{Credits} = 88 / 11 = 8$

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,**

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

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

**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:**

Evaluation criteria for all subjects will be as mentioned in 3.4

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 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**

Refer Figure 4

Promotion of a student to the next academic year is subject to the minimum academic performance requirements as outlined in 3.3.3, 3.3.4, attendance criteria refer 3.4 and evaluation criteria refer 3.5.

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

#### **3.6.1. Pre-Requisites to register for semester**

A candidate shall not be permitted to register for the semester (except First and Second Semester) unless he/ she has completed the Fashion Studio course of the previous corresponding semester i.e. One has to complete 1<sup>st</sup> semester Fashion Studio to register for third semester, and 2<sup>nd</sup> semester Fashion Studio to register 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 Fashion Studio – I to IV, from first to Fourth Semester respectively.

#### **3.6.3. Pre-Requisites for Design Collection:**

A candidate shall not be permitted to register for the Eight Semester Design Collection course unless he/ she has successfully completed Internship.

The student has to clear all subjects up to VII semester to be eligible to appear for Design Collection 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.

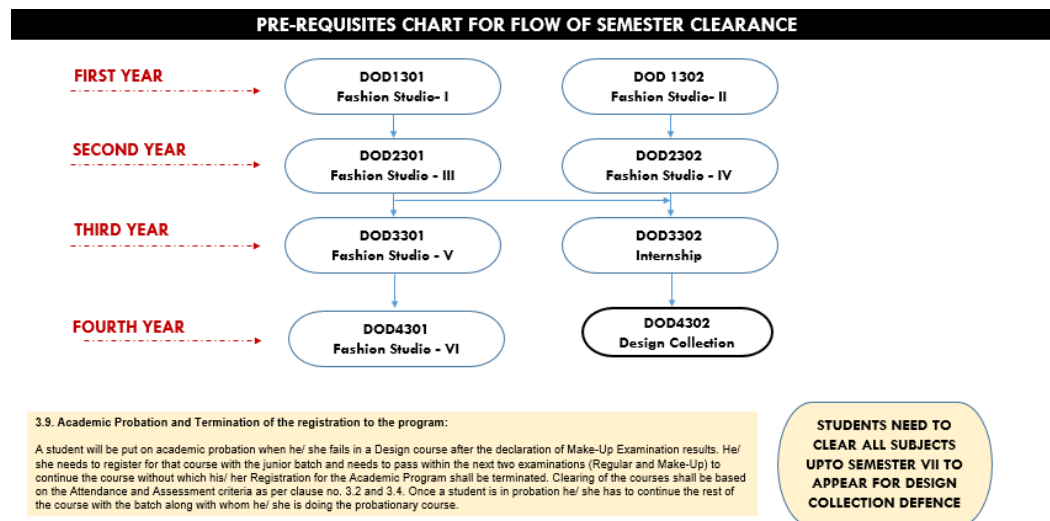


Figure 4 prerequisite flow chart for semester wise.

## 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 subject, he/she has to fulfil minimum attendance requirements by re-registering for those subjects 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 Design I-VIII 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.) For details on Attendance requirement refer section 2.2.

### **3.7.2. Improvement of Internals for all Subjects:**

Students can re-register in one or more subjects of the earlier semester(s) in which they have 'F' grade/s or less the minimum internals for Fashion Studio I-VI, Design Collection for improvement of internals by paying the prescribed fees in the corresponding semester for the respective subjects within the maximum permissible duration of B.Des. (Fashion Design). For details of internal marks and re-registration criteria refer 3.4

Students re-registered need to submit assignments/ sheets/ reports/ appear for sessional/tests for improvement of internals and appear for end-semester examination as per respective subject criteria in 3.4. 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 subjects of the current semester. That is, at the end of the odd semester, examinations of only odd semester subjects will be conducted. Similarly, at the end of the even semester, examinations of only even semester subjects 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. Refer 3.4

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 subject 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 subjects with end-semester examination is essential to pass the subject.

3.8.5. A student will earn full credits in any subject only when he gets the minimum 50% in total aggregate assessments for the subject.

### **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 a Fashion 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. 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 shall be constituted by the Director comprising of:

**Course Teachers:** Teachers of all courses 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. (FD) 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 50% 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 50%) once in four weeks and submit the records to the Course Coordinator.
- Deviation from the course plan if required by a course teacher should be discussed with all the subject 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.

The summary of the report of informing the parents about critically low attendance (below 75%) and/or marks (below 50%) is submitted to the Class Coordinator.

### **3.12.2.3. Class coordinator**

To officiate class committee meetings as per institutional requirements.

To compile the report as per the institution requirements to document 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 get the minutes of the class committee meetings signed by the Director within a week of each class committee meeting.
- All academic records need to be submitted to program coordinators as per the institutional requirement.

## **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 conduct certificate issued by the institute and/ or action taken as per University norms and Institutional policies.

**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.**