

COURSE REGULATIONS

1. PROGRAMME TITLE:

Master's degree course in Interior Design - Masters in Design, abbreviated to M. Des (ID).

2. PROGRAMME DURATION:

2.1. M. Des. – 2 Years (4 Semesters), Full Time.

The Masters in Design (Interior Design) Programme shall be completed in a maximum period of 4 years.

In case a candidate fails to complete the course within the stipulated maximum period, he/she will have to discontinue the program.

2.2. The Course structure consists of

Two years (4 Semesters): Coursework at Institute - 1st and 2nd year
Internship during Summer Break: Practical Training in a recognized architectural or Design firm. The rules and regulations will be applicable as per the Training Manual.

2.3. Semester Duration:

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 subjects of the current semesters.

Two to Four 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:

M. Des. (ID) course comprises of Studio subjects, Theory subjects and Practical Training. Studio and theory subjects consist of lectures, studio/tutorials and practical. Practical Training consists of working in the industry.

3.1.1 Studio Based Courses:

The Studio Based Courses addresses the psychomotor skills essential for a designer in terms of application of theoretical knowledge for design development, illustration, visualization and representation of concepts.

3.1.2 Theory Subjects with End- Semester Examination:

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 design's 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 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.

3.1.5 Audit Courses: Audited courses are optional courses across different disciplines of MAHE that a student can take for additional learning. However, to register for a course the student needs to take permission from the home institution and the faculty offering the course.

Studio Based Courses	Design Studio I; Design Studio II; Design Studio III; Thesis
Theory Based Courses	Design History; Material exploration; Research methodology; Inter professional; Cultural anthropology.
Choice Based Electives	Adaptive reuse and recycle; Digital Design; Project Management; Design for Society, Culture & Heritage; Temporary interiors; Lighting & Illumination;
Mandatory Learning Courses	Open Electives- electives offered across institute of MAHE; Practical Training.
Study report treated as separate course which is credited and evaluated (Refer 3.4.6)	

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 at a later time along with the regular semester for the course. This may involve extension of the total course duration and graduation date

3.2.1.1 Thesis

3.2.1.1.1. If a student has attendance in Thesis Studio 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

3.2.1.1.2. 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.

3.2.1.2 Theory subjects with end semester 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

3.2.1.3. 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

3.2.1.4. Mandatory Learning Course (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

3.2.1.5. Audit 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:

3.3.1 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.

The M. Des. (ID) programme has a total of 80 credits, as outlined in the table below.

Sr. No.	Year	Semester	Credits
1	1	1	19
2		2	19
3	2	3	19
4		4	23
		Total	80

3.3.2 Credit Calculation:

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

While calculating credits the following guidelines shall be adopted

- I. 1 lecture period / hour shall have 1 credit.
- II. 1 design studio /project /thesis period / hour shall have 1 credit.
- III. 2 lab/workshop/ practical /seminar periods / hours shall have 1 credit.

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

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 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. 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 the 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 subject.

3.4.1 Evaluation of Core Studio Course:

Design Studio- I, II and III:

3.4.1.1 The student performance in Design Studio - I, II and III is evaluated out of 50 marks for In-semester assessment and 50 marks for the End-semester exam-viva. A minimum of 40% marks is required in In-semester assessment to be eligible to appear for End-semester exam-viva.

3.4.1.2. The End-semester examination for Design Studio I, II and III 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. If a student has attendance in Design Studio I, II and III LESS THAN 75% and MORE THAN 50%, he/she has to re-register to improve attendance and internals for the make-up exams.

3.4.1.4. If a student has attendance in Design Studio I, II and III LESS than 50%, he/she has to re-register to repeat the coursework during the subsequent corresponding semester.

3.4.2. Improvement Studio:

3.4.2.1. 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 studio to be conducted for minimum of 6 weeks immediately after the announcement of In-semester marks.

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

3.4.2.3. If a student obtains 'F' grade in End-semester evaluation of Design Studio I, II and III, he/she can appear for the respective Make-up examinations.

3.4.3. Evaluation of Design Dissertation & Thesis:

3.4.3.1. Thesis Project 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 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 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 and Institutional Panel. 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.

3.4.3.3. 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.

3.4.3.4. 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.

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

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.

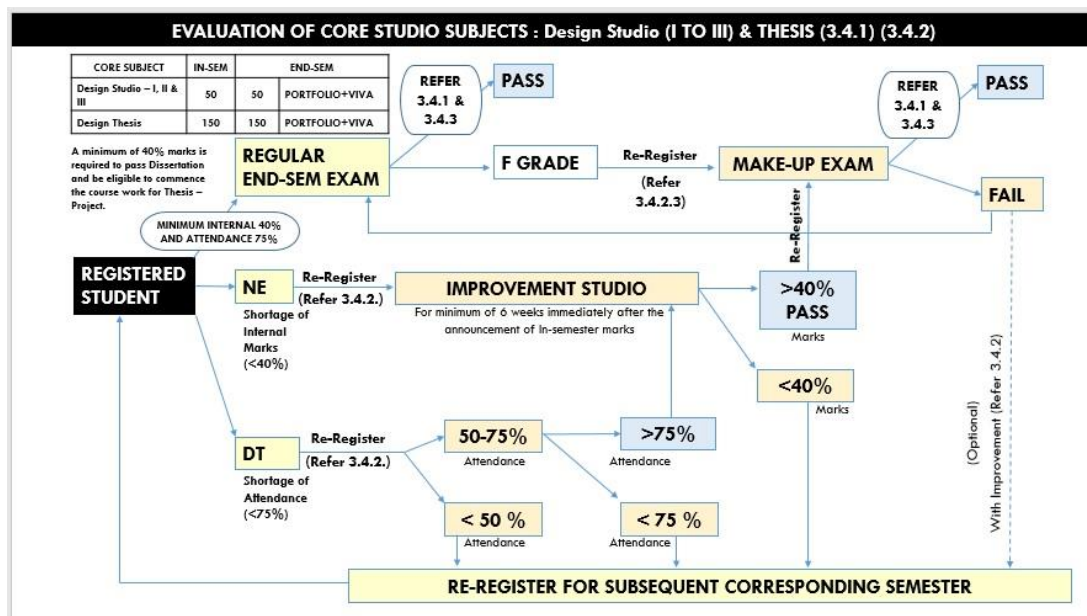


Figure 1: Evaluation of Interior Design Studio, Dissertation & Thesis

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

3.4.4.1. The student performance in Material Exploration; Inter-Professional; Thesis enquiry; Dissertation; Study Report (with respect to practical training) are evaluated out of a maximum of 100 marks by the concerned teachers. A minimum of 40% marks is essential to pass the subjects. There will be no End-semester examination.

3.4.4.2. The In-semester assessment of a student is based on his/her Studio work, classwork, tests, assignments, quizzes, presentations, viva-voce, etc.

3.4.4.3. Students with 'F' grade in any subject with only In-semester assessment should re-register for those subjects during subsequent corresponding semesters whenever possible by paying the prescribed fees, attend regular classes, maintain minimum attendance requirements, and submit assignments for In-semester assessment to earn 40% marks to pass.

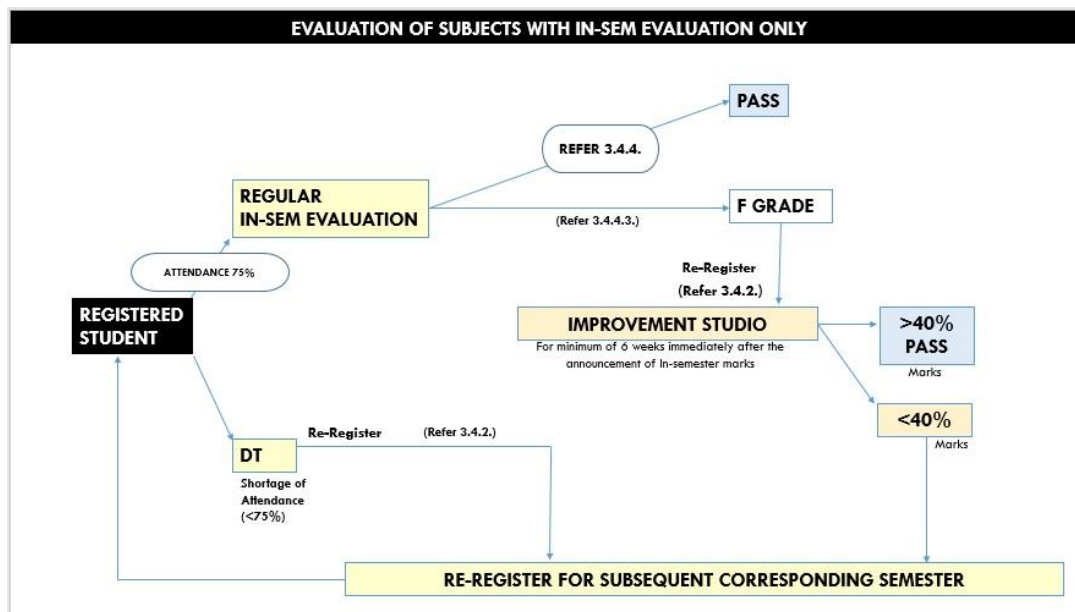


Figure 2: Evaluation of theory subjects with end sem exams

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

3.4.5.1. The student performance in 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.

3.4.5.2. A student must 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.

3.4.5.3. 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.

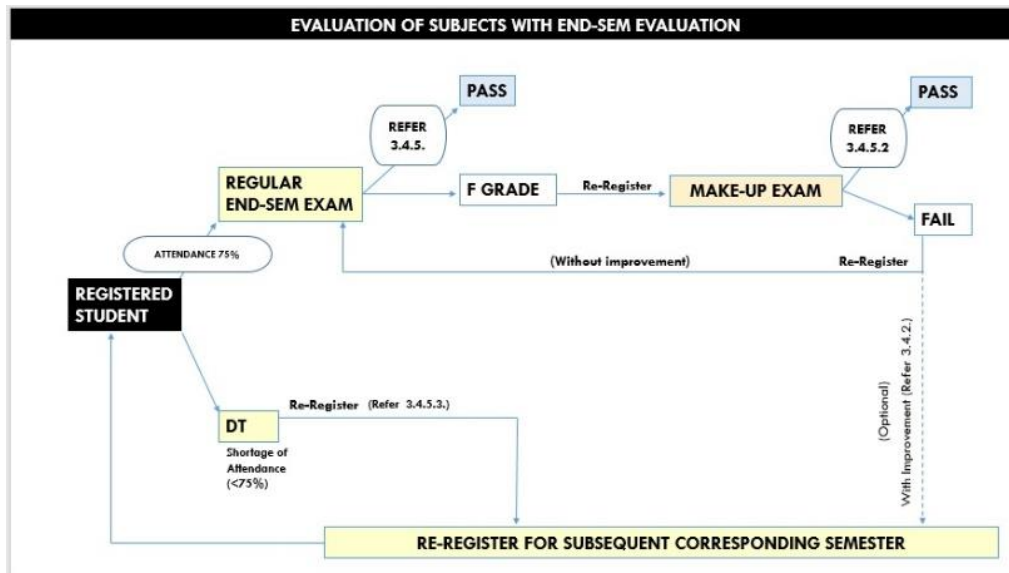


Figure 3: Evaluation of Subjects with in sem evaluation only.

3.4.6. Evaluation of Practical Training (Summer Break):

The evaluation for the Internship will be done in third semester as a Mandatory Learning Course. The student shall be required to make a 'Study Report' which is formulated after the practical training and evaluated as a study report in third semester (Should be treated as separate course which is credited and evaluated).

The In-semester assessment for Internship will be based on the reports submitted by the student as per the Training Manual of Manipal School of Architecture and Planning. The In-semester evaluation will be 'Satisfactory' & 'Not-satisfactory' based on the requirement specified in the Training Manual. In case the students awarded 'Not-satisfactory' they have to re-register for Internship and resubmit improvement coursework after 6 weeks or any academic cycle.

3.4.7. Evaluation for Audited Courses:

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/ Not-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

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 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 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
Math	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,

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

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

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

applying 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

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

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

3.6.1. Prerequisites for thesis:

The student must clear all subjects up to III semester to be eligible to appear for Thesis defense in IV semester.

3.6.2. Break in Academic program:

A student who discontinues the academic programme for any reason and re-joins the programme later, 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.

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 Studio - I,II and III and Thesis Studio up to 50%, he/she has to re-register to improve attendance and internals for the make-up exams.)

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 for improvement of internals by paying the prescribed fees in the corresponding semester for the respective subjects within the maximum permissible duration of M. Des. Programme.

Students re-registered for theory subjects 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 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 40% in total aggregate assessments for the subject.

3.9. 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.

3.10. 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.

3.11. Class Committees:

3.11.1. Constitution of the Class Committees

A class committee for each semester shall be constituted by the Director comprising of:
Subject Teachers: Teachers of all subjects of study in the given semester

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

Subject Coordinator: If there is more than one section, one of the subject teachers will be nominated as the Subject Coordinator for the given subject.

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

3.11.2. Responsibilities of the Class Committee:

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

3.11.2.1. Subject Teachers:

- Progressive marks and attendance of the students shall be published once in a fortnight and officially inform the students and the subject 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 submit the records to the Subject Coordinator.
- Deviation from the course plan if required by a subject teacher should be discussed with all the subject teachers and officially communicated to the subject coordinator prior to implementation.
- Disciplinary issues, if any, should be officially communicated to the Class coordinator immediately.

3.11.2.2. Subject coordinator:

To formulate the course plan of a given subject in coordination with concerned subject 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.

3.11.2.3. 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.

3.11.3. 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 always must comply 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.

THESE RULES ARE APPLICABLE FROM 2020-2021 BATCH.