

**DR. A.P.J. ABDUL KALAM TECHNICAL UNIVERSITY
U.P., LUCKNOW**



**Ordinances
Rules and Regulations**

For

**Undergraduate Programme
(Bachelor of Architecture)**

On

Choice Based Credit System

For

FACULTY OF ARCHITECTURE & PLANNING

(Effective from the Session: 2025-26)

IT/ 4B .
(for scan) (for record)


(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

Dr. A.P.J. Abdul Kalam Technical University, U.P., Lucknow

CHOICE BASED CREDIT SYSTEM (CBCS) ORDINANCE GOVERNING THE DEGREE OF BACHELOR OF ARCHITECTURE (B.Arch.) FOR FACULTY OF ARCHITECTURE & PLANNING

CHOICE BASED CREDIT SYSTEM (CBCS):

The choice based credit system provides flexibility in designing curriculum and assigning credits based on the course content and its significance in the entire curriculum. The choice based credit system provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective and open elective courses. The CBCS provides a cafeteria type approach in which the students can take courses of their choice, learn at their own pace, undergo additional courses and acquired more than the required credits, and adopt an interdisciplinary approach to learning. The courses shall be evaluated on the grading system, which is considered to be better than the conventional marks system. It is necessary to introduce the grading system to make the uniformity among all technical institutions of India. This will benefit the students to move across institutions within India to begin with and across countries. The uniform grading system will also enable potential employers in assessing the performance of the candidates. In order to bring uniformity in evaluation system and computation of the Cumulative Grade Point Average (CGPA) based on student's performance in examinations, the AICTE / Related Council (Council of Architecture) has formulated the guidelines to be followed.

DEFINITIONS OF KEY WORDS:

- (i) **University:** Dr. APJ Abdul Kalam Technological University, Lucknow (APJAKTU).
- (ii) **Academic Year:** Two consecutive (one odd + one even) semesters constitute one academic year.
- (iii) **Semester:** Each semester will consist of 15-18 weeks of academic work equivalent to 90 actual teaching days. The odd semester may be scheduled from July to December and even semester from January to June.
- (iv) **Choice Based Credit System (CBCS):** The CBCS provides choice for students to select from the prescribed courses. (core, elective and Foundation Courses).
- (v) **Programme:** An educational programme leading to award of a Degree.
- (vi) **Course:** Usually referred to, as 'papers' is a component of a programme. All courses need not carry the same weightage. The courses should define learning objectives and learning outcomes. A course may be designed to comprise lectures/ tutorials/ laboratory work/ field work/ outreach activities/ project work/ vocational training/ viva/ seminars/ term papers/ assignments/ presentations/ self-study etc. or a combination of some of these.
- (vii) **Branch:** Specialization or discipline of B.Arch. Degree Programme.
- (viii) **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters A+, A, B, C, D, E and F.
- (ix) **Grade Point:** It is a numerical weight age allotted to each letter grade on a 10-point scale.
- (x) **Credit:** A unit by which the course work is measured according to its significance in the entire curriculum.
- (xi) **Credit Point:** It is the product of grade point and number of credits for a course.

(Prof. VANDANA SEHGAL)

Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow



- (xii) **Semester Grade Point Average (SGPA):** It is a measure of academic performance of student/s in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- (xiii) **Yearly Grade Point Average (YGPA):** It is a measure of academic performance of student/s at the end of the academic year. The formula used to calculate YGPA is given in section 14.4 (b). It shall be expressed up to two decimal places
- (xiv) **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student over all semesters and it will display at the end of the programme. The CGPA is the ratio of total credit points earned by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- (xv) **First Attempt:** If a student has completed all formalities and become eligible to attend the examinations and has attended at least one course of passing, such attempt (first sitting) shall be considered as first attempt.
- (xvi) **Transcript or Grade sheet or Certificate:** Based on the grades earned, a grade sheet/certificate shall be issued to all the registered students at the end of every academic year. The grade sheet/certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of both semesters and YGPA earned till that academic year. Final year grade sheet shall also display the CGPA.

1. ADMISSION

- 1.1 Admission to B.Arch. first year in Ist semester will be made as per the rules prescribed by the Academic Council of the Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow.

After first year, every student shall register in each year, by submitting the required fee, on the scheduled date as per academic calendar till the completion of the degree.

- 1.2 Admission on migration of a candidate from any other University to the University is not permitted.

2. ELIGIBILITY FOR ADMISSIONS

- 2.1 **Admission to B. Arch. First Year through Entrance Examination:**

Eligibility for admission to under graduate Programmes in First year shall be as per guidelines of All India Council for Technical Education (AICTE) / Related Council, Council of Architecture and according to the latest U.P. Government notifications/rules.

- 2.2 **Admission to B.Arch. Second Year through Lateral Entry Scheme:**

Admission to B.Arch. Second Year through Lateral Entry Scheme, or at any level, shall not be permitted.

 (Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

2.3 Direct admission on vacant seats at institution/college level:

The eligibility criteria for direct admission on seats remaining vacant in first year after entrance examination counseling shall be such as may be notified from time to time.

- 2.4** The Academic Council shall have power to amend or repeal the eligibility criteria laid down at clause 2.1. & 2.2, as per the guidelines of AICTE & Related Council, Council of Architecture.

3. ATTENDANCE

- 3.1** (a) Every student is required to attend all the lectures, tutorials, laboratory, field surveys, studio classes, practicals and other prescribed curricular and co-curricular activities in each course. It means a student is required to achieve 100% attendance.
(b) In continuation to Clause 3.1(a) the attendance of student can be condoned up to a maximum of 25% on medical grounds as well as on the ground that student has to attend some cultural or academic or sports competition, for which they have to abstain from the classes. In case of Medical Leave, a Medical certificate should be submitted for the days of absence along with fitness certificate issued by a registered medical practitioner and in case of academic/sports/cultural activities; a valid certificate/letter of participation from competent authority should be submitted. It means that a minimum 75% attendance will be necessary.
- 3.2** (a) In continuation to Clause 3.1(a) relaxation of attendance up to 15% for any student can be given by Head of Institution/college provided that he/she has been absent with permission of the Head of Institution/college for the reasons acceptable to him/her. Thus in this case a student must have a minimum 85% attendance.
(b) In total after condoning 25% attendance on medical grounds and other grounds (as per Clause 3.1(b)) and 15% on any other reasons (as per Clause 3.2(a)), beyond control of students, acceptable to Head of Institution/college, a student must have a minimum 60% attendance. No further relaxation in attendance will be admissible.
- 3.3** (a) 3.3(a) A student who fails to achieve the prescribed minimum attendance as per the requirements of clauses 3.1 to 3.2, shall not be allowed to appear at the end semester examinations.
(b) 3.3(b) No student will be allowed to appearing the end semester examination if he/she does not satisfy the overall average 60% attendance requirements.
- 3.4** The attendance shall be counted from the scheduled date of registration of the student (in case of I semester) or start of academic session (in case II to X semester).

4. DURATION OF PROGRAMME

- 4.1** Total duration of the B.Arch. Programme shall be 5 years, each year comprising of two semesters. Each semester shall normally have teaching for the 90 working days or as prescribed by A.I.C.T.E. / C.O.A. from time to time.

 **Prof. VANDANA SEHGAL**
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

4.2 The student admitted to 1st year B.Arch. shall complete the programme within a period of eight academic years from the date of first admission, failing which he/she has to discontinue the programme.

4.3 A candidate, who has failed twice in first year due to any reason (either due to his/her non-appearance or he/she being not permitted to appear in semester examinations) shall not be allowed to continue his/her studies further. Provided further that if a student wishes to continue third time in first year he/she may be allowed on the terms and conditions laid down by the University for such permission but the maximum time allowed for completing the programme will remain the same as in clause 4.2.

5. CURRICULUM

5.1 The 5-year curriculum has been divided into 10 semesters and shall include lectures, tutorials, practicals, seminars, laboratory, field surveys, studio classes, educational tours and thesis etc. as detailed in the Syllabus. In addition, seventh semester of B. Arch. programme shall be devoted to Mandatory Internship as per guidelines laid down in detailed syllabus and executive instructions issued by the University from time to time.

Each course shall have a certain number of credits assigned to it depending upon the academic load of the course assessed on the basis of weekly contact hours of lecture, tutorial, practical and studio classes, assignments or field study and/or self-study.

The courses offered in a semester shall be continually assessed and evaluated to judge the performance of a student.

5.2 The curriculum will also include such other curricular, co-curricular and extracurricular activities as may be prescribed by the University from time to time.

5.3 After every Odd (Autumn) and Even (Spring) Semester in a year, there will be Winter and Summer vacations as detailed in the 'Academic Calendar'. During vacations students may enroll for short term courses/workshops, etc

6. CHANGE OF BRANCH

Change of branch facility is not applicable.

7. CHANGE OF INSTITUTE

7.1 Change of Institute shall not be permitted.

7.2 Change of study center shall not be permitted.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

- 7.3 However, these provisions doesn't restrict students from studying Pre-approved Open Electives from other Institutes, as detailed in Syllabus and subsequently allowed by the Academic Council.

8. EXAMINATION

- 8.1 The performance of a student in a semester shall be evaluated through continuous class assessment and end semester examination. The continuous assessment shall be based on class tests, assignments/tutorials, quizzes/viva-voce, laboratory, field surveys, studio classes, educational tours and thesis etc. and attendance. The marks for continuous assessment (Sessional marks) shall be awarded at the end of the semester. The end semester examination shall be comprised of written papers, practicals and viva-voce, inspection of certified course work in classes and laboratories, project work, design reports or by means of any combination of these methods.
- 8.2 The distribution of marks for sessional, end semester theory papers, practicals and other examinations, seminar, project and practical training shall be as prescribed in the Syllabus. The practicals, viva-voce, projects and reports shall be examined/evaluated through internal and external examiners as and when required.
- 8.3 The marks obtained in a course shall consist of marks allotted in end semester theory paper, viva-voce and sessional work.
- 8.4 Every student shall register in each semester for regular exams by filling exam form till the scheduled date as per academic calendar.

9. ELIGIBILITY OF PASSING

- 9.1 A student shall need to fulfill following conditions to be considered as pass. It is mandatory for a student to earn the required credits as mentioned in each semester.
- (a) **Sessionals:** A student shall be required to obtain a minimum of 50% of the allotted maximum marks for the 'Sessionals' in each course, to pass in the 'Sessionals' of the said course of the concerned semester. The Minimum Passing Grade in Sessionals is "D".
- (b) **Theory:** A student shall be required to obtain a minimum of 45% of the allotted maximum marks for the 'Theory' of a course to pass in that course at the 'Semester Examination'. The Minimum Passing Grade in Theory examination is "E".
- (c) **Practicals/Viva-Voce:** For the courses in which only 'Practical/Viva-Voce' is conducted, a student shall be required to obtain a minimum of 50% of allotted maximum marks for the 'Practical /Viva-Voce' of the said course to pass. The Minimum Passing Grade in Practical/Viva-Voce is "D".

 (Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

- (d) **Aggregate:** In addition to above, a student shall be required to obtain a minimum of 50% marks in total aggregate of the semester include 'Sessional' and 'Theory', 'Practical/viva-voce' examination to pass the examination, i.e. Minimum Passing Grade is "D". he/she secures minimum Semester Grade Point Average (SGPA) of 6.0, in each semester of an academic year.
- 9.2 (a) The students who do not satisfy all conditions of 9.1(a) to (d) or the students who remain absent shall be deemed to have failed in the course and may reappear for the University examination in the subsequent examinations. However, the Sessional marks awarded to the student/s at previous attempt in the concerned course will be carried forward.
- (b) The Sessional marks shall be modified when the student reappears in next consecutive Odd/Even semester for Sessional Carryover for the concerned course as per clause 11(e).
- 9.3 A student may, at his/her desire, opt to abandon his/her performance of a semester in following manner.
- (a) A student may opt to abandon his/her performance only in University Examination of the Semester.
- (b) A student may opt to abandon his/her Total Performance of the Semester which includes performance in University Examination and Sessional Marks.
- (c) A student may opt to abandon his/her performance in University Examination of any or both semesters of the same academic year only.
- (d) A student shall be allowed to abandon the performance maximum twice during the entire course of study.
- (e) Performance of a semester, once abandoned, cannot be claimed again.
- 9.4 The student, who opts to abandon the performance of a semester as per clause 9.3, shall abandon performance in all the courses of that semester, irrespective of the fact whether the student has passed or failed in any course of that semester.
- 9.5 A student, who opts to abandon the total performance of the semester including sessional marks, has to take readmission for the relevant semester. Readmission to the First semester in such cases shall not be considered as fresh admission i.e., the student will continue to have the same University Roll Number, which was allotted earlier.
- 9.6 The student, who opted to abandon his / her performance only in the University examination of a semester and does not desire readmission, shall be permitted to reappear for examinations of all the courses of the semester in the subsequent examinations as an Ex-Student. However, the sessional marks obtained by the student in the abandoned semester shall be retained.
- 9.7 Such students who opted to abandon the performance at any stage of his/her study and has cleared any paper in more than one attempt are eligible for the award of DIVISION at the B.Arch. degree level, but are not eligible for the award of RANKS and HONOURS degree.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

- 9.8 The student who passes a course of a semester as per 9.1(a) to (d) shall not be allowed to appear for the same again, unless he/she opts for abandoning of results as per 9.3-9.7.
- 9.9 A student shall be declared to have completed the program of B.Arch. degree, provided the student has undergone the stipulated course work as per the regulations and has earned at least 300 Credits.
- 9.10 Regarding awarding of Grace Marks: University rules shall be followed.

10. ELIGIBILITY FOR PROMOTION

- 10.1 There shall not be any restriction for promotion from an odd semester to the next even semester.
- 10.2 For promotion from even semester to the next odd semester (i.e. of the next academic year) the student has secured minimum 35 credits in the immediately preceding two semesters including theory and practical credits.

Minimum Credit Threshold for Promotion

Check Point	Credit Threshold
First Year to Second Year	35 Credits in First Year
Second Year to Third Year	35 Credits in Second Year
Third Year to Fourth Year	35 Credits in Third Year
Fourth Year to Fifth Year	35 Credits in Fourth Year

The evaluation system follows letter grades on a 10-point scale where the performance is measured in terms of weighted grade point averages (SGPA, YGPA and CGPA). A student has to satisfy minimum earned credit requirements to be eligible for the award of degree.

- 10.3 (a) In yearly result, a student shall be declared PASS only if he/she secures "E" or above grades in all the courses and minimum Semester Grade Point Average (SGPA) of 6.0, in each semester of an academic year. If a student's SGPA in a semester is less than 6.0 result to be declared CPA in that semester
- (b) If a student's SGPA in a semester is less than 6 point to be declared pass in that semester as laid down by clause 9.1 of the ordinance, he/she shall be promoted to next academic session with less aggregate and result shall be marked as PCPA.

CPA/PCPA: he/she shall be allowed to appear in the improvement examination of the theory courses of that each semester. Such student after passing the said courses in subsequent examination(s) will be awarded with grade according to marks he/she scores in the subsequent examination(s)

- 10.4 Student himself can decide to abandon the performance of any or both the semesters of same academic year as per clause 9.3 and reappear in abandoned semester examination as per clauses 9.4, 9.5 & 9.6.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

- 10.5** A student has to attend all Courses in all Semesters and fulfill all mandatory passing criterias to be eligible for the award of degree

11. CARRY OVER SYSTEM

- 11.1** Following rules shall be followed for carry over papers:

- (a) A candidate who satisfies the requirements of clause 9.2 will be required to appear in those theory papers / practicals during end semester exams in which he/she failed.
- (b) A candidate satisfying clause 9.3 shall be required to exercise his/her choice of theory papers in which he/she desires to appear in the examination to fulfill the requirements of clause 9.1(a) to (d).
- (c) A candidate shall be required to exercise his/her choice of minimum theory papers in which he/she desires to appear in the examination for improvement of SGPA to fulfill the requirements of clause 10.3.
- (d) Candidate appearing for carry over paper in any semester shall be examined with the examination paper of that course running in the concerned semester.
- (e) If a candidate fails due to less marks in Sessionals he/she will be required to repeat the deliverables (assignments/tests/jury) of the particular course in next consecutive Odd/Even semester as Sessional Carryover and scored marks will replace previous Sessional marks, to fulfill the requirements of clause 9.1(a).

- 11.2**
- (a) All Theory/Practical carryover examinations shall be held only with end semester examination.
 - (b) All Sessional carryover formalities shall be concluded before the start of end semester examination.

12. RE-ADMISSION IN THE INSTITUTION/COLLEGE

A candidate may be allowed for re-admission provided he/she satisfies one of the following conditions:

- (a) A candidate is declared fail.
- (b) A candidate did not appear in a semester examination / or he/she was not granted permission to appear in the examination.
- (c) A candidate has been detained by the institute and subsequently has been permitted to take re-admission.
- (d) A candidate has willingly abandoned the performance of semester(s).
- (e) A candidate has willingly dropped the semester(s).
- (f) If a candidate takes a longer break (exits) and can take re-admission in compliance to AICTE/COA/related councils' rules.

Refer Annexure-1



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU Lucknow

13. COURSES

13.1 Under the Choice based credit system, the Architecture courses are as under as per COA (Minimum Standards of Architecture Education, 2020):

- (i) Professional Core Course: A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.
- (ii) Building Sciences and Applied Engineering Course: A course which informs the Professional core and should compulsorily be studied.
- (iii) Elective Course: Generally, a course which can be chosen from a pool of courses and are of two types:
 - Professional Elective which may be very specific or specialised or advanced or supportive to the discipline or course of study or which provides an extended scope
 - Open Elective which enables an exposure to some other discipline or course or domain or nurtures the candidate's proficiency or skill
- (iv) Employability Enhancement Courses which may be of two kinds: Employability Enhancement Compulsory Courses and Skill Enhancement Courses.

13.2 The minimum number of students to be registered for an Elective to be offered shall be not less than fifteen.

13.3 A student shall exercise his option in respect of the electives and register for the same at the beginning of the concerned semester. The student may be permitted to opt for change of elective course within 15 days from the date of commencement of the semester as per the calendar of the University.

14. COMPUTATION OF SGPA, YGPA AND CGPA

14.1 The Dr. A.P.J. Abdul Kalam Technical University (APJAKTU) Lucknow adopts absolute grading system wherein the marks are converted to grades, and every semester results will be declared with semester grade point average (SGPA). Yearly Grade Point Average (YGPA) shall be calculated at each year by calculating from the formula given in section 14.4(b) of an academic year. The Cumulative Grade Point Average (CGPA) shall be calculated at the end of last semester of the program. The grading system is with the following letter grades and grade points scale as given below:

Level	Outstanding	Excellent	Very Good	Good	Average	Poor	Fail
Letter Grade	A +	A	B	C	D	E	F
Grade Points	10	9	8	7	6	5	0
Score (Marks)	≥90	<90, ≥80	<80, ≥70	<70, ≥60	<60, ≥50	<50, ≥45	<45
Range (%)	(90-100)	(80-89)	(70-79)	(60-69)	(50-59)	(45-49)	(0-44)

14.2 (a) A student obtaining Grade "F" shall be considered failed and will be required to reappear in the examination. Such students after passing the failed course in subsequent examination(s) will be awarded with grade according to marks he/she scores in the subsequent examination(s).


(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

- (b) If a student's SGPA in a semester is less than 5 to be declared pass in that semester as laid down by clause 10.3 of the ordinance, he/she shall be allowed to appear in the improvement examination of the theory courses of that semester. Such student after passing the said courses in subsequent examination(s) will be awarded with grade according to marks he/she scores in the subsequent examination(s).

- 14.3**
- (a) The University has right to scale/moderate the theory exam/practical exam/sessional marks of any course whenever required for converting of marks in to letter grades on the basis of the result statistics of university as in usual practice.
 - (b) The modality for moderation of marks before the declaration of result shall be decided by a committee of Pro-Vice Chancellor, Dean UG, Assoc. Dean UG and Controller of Examination.
 - (c) The modality for moderation of marks if needed after the declaration of result shall be decided by a committee of Pro-Vice Chancellor, Dean UG, Assoc. Dean UG, Controller of Examination and an external member not below the rank of Professor nominated by the Vice Chancellor.
 - (d) If the candidate(s) appeared in the examination but theory marks are not available due to missing of copy by any reason, the average marks may be awarded as decided by the committee mentioned in 14.3(b). In case of missing/unavailable of sessional marks, Controller of Examination can take decision as per the provision laid down by the Examination Committee.
 - (e) The Committee defined in 14.3(b) shall also fix up the responsibility and recommend the punishment for occurrence of such case(s) in 14.3(c).
 - (f) All the matters defined under 14.3(a) to 14.3 (d) shall be executed course to the approval of Academic Council of the APJAKTU.

14.4 Computation of SGPA, YGPA and CGPA

The following procedure to compute the Semester Grade Point Average (SGPA), Yearly Grade Point Average (YGPA) and Cumulative Grade Point Average (CGPA):

- (a) The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e

$$SGPA (S_i) = \sum (C_i \times G_i) / \sum C_i$$
 where C_i is the number of credits of the i th course and G_i is the grade point scored by the student in the i th course.
- (b) The YGPA (Yearly Grade Point Average) is calculated at end of each year as:

$$YGPA = (SGPA(odd) * \sum C_i(odd) + SGPA(even) * \sum C_i(even)) / (\sum C_i(odd) + \sum C_i(even))$$
- (c) The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \sum (C_i \times S_i) / \sum C_i$$
 where S_i is the SGPA of the i th semester and C_i is the total number of credits in that semester.
- (d) The SGPA shall be calculated at end of each semester and YGPA shall be calculated at the end of each academic year. CGPA shall be calculated at the end of last semester of the Program and shall be rounded off to 2 decimal places and reported in the transcripts.



(Prof. VANDANA SEHGAL)
 Principal & Dean
 Faculty of Architecture and Planning,
 AKTU, Lucknow

Illustration for Computation of SGPA, YGPA and CGPA

Computation of SGPA of odd semester Illustration No.1

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	B	8	4x8 = 32
Course 2	4	D	6	4x6 = 24
Course 3	4	C	7	4x7 = 28
Course 4	3	A ⁺	10	3x10 = 30
Course 5	3	E	5	3x5 = 15
Course 6	2	D	6	2x6 = 12
Course 7	2	A	9	2x9 = 18
Course 8	2	D	6	2x6 = 12
Total	24			171

Thus, SGPA = $171/24 = 7.13$

Computation of SGPA of even semester Illustration No. 2

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	B	8	4x8 = 32
Course 2	4	D	6	4x6 = 24
Course 3	4	C	7	4x7 = 28
Course 4	3	A ⁺	10	3x10 = 30
Course 5	3	F	0	3x0 = 15
Course 6	2	D	6	2x6 = 12
Course 7	2	A	9	2x9 = 18
Course 8	2	D	6	2x6 = 12
Total	24			156

Thus, SGPA = $156/24 = 6.50$

YGPA = $(\text{SGPA}(\text{odd}) * \sum \text{Ci}(\text{odd}) + \text{SGPA}(\text{even}) * \sum \text{Ci}(\text{even})) / (\sum \text{Ci}(\text{odd}) + \sum \text{Ci}(\text{even}))$

Thus, YGPA = $7.13 * 24 + 6.50 * 24 / (24 + 24) = 6.815 = 6.82$

Illustration No. 2 (a)

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 5	3	E	5	3x5 = 15

Ci (First Attempt) 156 + Ci (subsequent attempt) 15 = 171

Thus, SGPA = $171/24 = 7.13$

Illustration No. 3

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit x Grade)
Course 1	4	B	8	4x8 = 32
Course 2	4	D	6	4x6 = 24
Course 3	4	C	7	4x7 = 28
Course 4	3	A ⁺	10	3x10 = 30
Course 5	3	A	9	3x9 = 27
Course 6	2	D	6	2x6 = 12


 (Prof.) VANDANA SEHGAL
 Principal & Dean
 Faculty of Architecture and Planning,
 AKTU, Lucknow

Course 7	2	A	9	$2 \times 9 = 18$
Course 8	2	D	6	$2 \times 6 = 12$
Total	24			183

Thus, SGPA = $183/24 = 7.38$

CGPA after Final Semester

Sem.-1	Sem.-2	Sem.-3	Sem.-4	Sem.-5	Sem.-6	Sem.-7	Sem.-8	Sem.-9	Sem.-10
Credit:24	Credit:24	Credit:24	Credit:24	Credit:24	Credit:24	Credit:24	Credit:24	Credit:24	Credit:24
SGPA: 7.13	SGPA: 8.52	SGPA: 9.24	SGPA: 6.86	SGPA: 8.18	SGPA: 7.72	SGPA: 8.67	SGPA: 9.43	SGPA: 8.91	SGPA: 7.99

Thus, CGPA = $24 \times 7.13 + 24 \times 8.52 + 24 \times 9.24 + 24 \times 6.86 + 24 \times 8.18 + 24 \times 7.72 + 24 \times 8.67$
 $+ 24 \times 9.43 + 24 \times 8.91 + 7.99/240 = 8.27$

- 14.5 Grade sheet: Based on the above recommendations on Letter grades, grade points, SGPA of each semester and YGPA of an academic year, a consolidated grade sheet indicating performance in a particular academic year.
- 14.6 CGPA (calculated at the end of the last semester of the program) shall be issued.

15. CONVERSION OF GRADES INTO PERCENTAGE

Conversion formula for the conversion of CGPA into Percentage is

$CGPA \times 10 = \text{Percentage of marks scored.}$

Illustration: $8.66 \times 10 = 86.6\%$

16. AWARD OF DIVISION, RANK AND MEDALS

- 16.1 Division shall be awarded only after the tenth and final semester examination based on integrated performance of the candidate for all the ten semesters as per following details.
- A candidate who qualifies for the award of the degree securing minimum or above grades in all courses in accordance to clause 9.1(a) to (d) pertaining to all semesters in his/her first attempt within ten consecutive semesters (five academic years) without any grace marks and without any gap, and in addition secures a CGPA of 7.5 and above shall be declared to have passed the examination in FIRST DIVISION WITH HONOURS.
 - A candidate who qualifies for the award of the degree by securing minimum or above grades in all courses in accordance to clause 9.1(a) to (d) of all the semesters within a maximum period of ten semesters, after his/her commencement of study in the 1st semester in addition secures CGPA less than 7.5 and greater than or equal to 6.5 shall be declared to have passed the examination in FIRST DIVISION.

Dana

- (c) (c) All other candidates who qualify for the award of degree by securing minimum or above grades in all courses in accordance to clause 9.1(a) to (d) within a maximum period of ten semesters as applicable, after his/her commencement of study in the 1st semester in addition secures CGPA below 6.5 and greater than or equal to 5.0 shall be declared to have passed the examination in SECOND DIVISION.

- 16.2** For award of ranks in a branch, a minimum of 10 students should have appeared in the 10th semester examination. The total number of ranks awarded shall be 10% of total number of students appeared in 10th semester or 10 students; whichever is less in that branch.

Illustration:

- 1.** If 100 students appeared for the 10th semester in B.Arch., the numbers of ranks to be awarded for B.Arch. will be 10.
For award of rank in a branch of B.Arch., the CGPA secured by the student from (a) 1st to 10th semester for the students admitted to B.Arch. Program from 1st year shall be considered.
A student shall be eligible for a rank at the time of award of degree in B.Arch., provided the student
(a) Has passed 1st to 10th semester in all the courses in first attempt only.
(b) Has not repeated/rejected any of the lower semesters.
If two students get the same CGPA, the tie should be resolved by considering the number of times a student has obtained higher SGPA; but, if it is not resolved even at this stage, the number of times a student has obtained higher grades like A+, A, B, C etc. shall be taken into account in rank ordering of the students in a program.

- 16.3** The Gold, Silver and any other Medals as decided by the university shall be awarded to student's falls in the top ranks of various courses as per university rules.

17. SCRUTINY AND REVALUATION

- 17.1** Scrutiny shall be allowed in only theory papers.
- 17.2** Revaluation of theory/practical papers is permitted only with certain conditions as laid down by university.

18. UNFAIR MEANS

Cases of unfair means shall be dealt as per the rules and regulations of the University. The result of the student will be declared after implementation of the decision of examination committee.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow
Faculty of Architecture and Planning,

19. AWARD OF SESSIONAL MARKS

Sessional marks for theory courses, practicals and project shall be awarded as prescribed and at present the break-up of sessional marks shall be as follows:

- (a) Theory/Viva/Practical Courses:
 - (i) Class Test consists of Mandatory Test(MT) for Theory courses and Mandatory Jury(MJ) for Practical/Viva courses.
 - (ii) Class Test (MT/MJ) which will comprise 30 % (or as mentioned in detailed syllabus) of total Theory/Viva/Practical marks with two mandatory Theory/Viva/Practical tests of equal weightage. The Institute shall ensure that two mandatory Theory/Viva/Practical tests are conducted completing 1/3rd and 2/3rd syllabus respectively. All students will be required to appear in both first and second mandatory tests. If, for any reason beyond the control of students such as illness, tragic incident in family, the student fails to appear in any test, it will be the responsibility of the Head of the Institution/College to arrange make-up test for such students.
 - (iii) The duration of each Mandatory Test (MT) for Theory courses will be minimum one hour.
 - (iv) For Mandatory Jury (Viva/Practical), it is advisable that external/other faculty should conduct Mandatory Jury (Viva/Practical) as external, coordinated by the Department.
 - (v) Term Assessment Tutorials, Assignments, etc. comprises 70% (or as mentioned in detailed syllabus) of total Theory/Viva/Practical marks.
- (b) Make-up test may be held only for those students who could not appear in any one of mandatory class tests due to genuine reasons for which the prior permission from the Head of Institution/College was taken. Make up test shall ordinarily be held about two weeks before the semester examination. The syllabus for the make-up test shall be the whole syllabus covered by the course teacher upto that time.

20. AWARD OF MANDATORY INTERNSHIP, SEMINAR / PRESENTATION, THESIS MARKS AT INSTITUTION / COLLEGE LEVEL

20.1 The sessional marks in Mandatory Internship and Seminar/Presentation in 7th semester and Thesis in 9th and 10th semesters shall be awarded as per the distribution of marks at various stages mentioned in detailed syllabus.

20.2 The examination marks in Mandatory Internship and Seminar/Presentation shall be awarded by jury panel consisting of following examiners:

- (i) An Architect Director / Dean / Principal / Head of the Department / Professor / Senior Faculty Member nominated by Dean of the parent institution.
- (ii) An Architect Director / Principal / Head of the Department / Professor of other than the parent institution (affiliated to APJAKTU, Lucknow).
- (iii) An Eminent Architect from the profession with at least 15 years of field experience. Further the Practical Training Coordinator will act as facilitator.


(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

20.3 The examination marks in Thesis shall be awarded by jury panel consisting of following examiners:

- (i) An Architect Director / Dean / Principal / Head of the Department / Senior Faculty Member nominated by Dean of the parent institution.
- (ii) An Architect Director / Principal / Head of the Department / Professor of other than the parent institution.
- (iii) An Eminent Architect from the profession with at least 15 years of field experience. Further the Thesis Coordinator will act as facilitator.

A student who fails in the thesis evaluation (scores less than 50% marks in Viva but scores 50% or more marks in Sessionals) i.e. not satisfying the conditions of clause 9.0, shall be allowed to resubmit the modified thesis after a minimum period of two months with due approval of an Architect Director / Dean / Principal / Head of the Department of the concerned Institution. However, if student who fails in the thesis evaluation (scores 50% or more marks in Viva but scores less than 50% marks in Sessionals) shall be allowed to resubmit the Sessionals as Sessional Carryover in next Even semester.

21. CANCELLATION OF ADMISSION

The admission of a student at any stage of study shall be cancelled if:

- (i) He / She is not found qualified as per AICTE / Related Council (Council of Architecture) / State Government norms and guidelines or the eligibility criteria prescribed by the University. or
- (ii) He / She is found unable to complete the programme within the stipulated time as prescribed in clause 4.2 or
- (iii) He / She is found involved in creating indiscipline in the Institution / College or in the University.

22. The Academic Council shall have the power to relax any provision provided in the ordinance in any specific matter/situation course to the approval of Executive Council of the University.

In case of any dispute, difference of opinion in interpretation of these Regulations or any other matter not covered in these Regulations, the decision of the Academic Council shall be final and binding.

Notwithstanding anything contained in the above regulations, the Chairman of the Academic Council may, in emergent situations, take such action including insertion, suspension or modification of any regulation(s) on behalf of the Academic Council as he/she deems appropriate and report it to the next meeting of the Academic Council for its approval.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

23. AMENDMENTS

All amendments, modifications, additions/deletions to the Ordinance will be documented and will co-exist as Annexures to this Ordinance, as long as this Ordinance is in effect.

24. INTERDISCIPLINARY COURSES

For an interdisciplinary program, a Program Faculty Committee shall be constituted and it shall look after all academic matters pertaining to that program. A Program Coordinator shall be appointed in consultation with the Head of Department and the Head of Departments of the concerned Departments/Centres to look after all the administrative and academic matters related to the interdisciplinary program.

An interdisciplinary program may be proposed by Head of Department in consultation with other participating Department(s)/Academic Centre(s)/School(s), or by a group of Department(s)/ Academic Centre(s)/School(s), or by a Committee appointed by the Head of Institution/College for the consideration of the Board of Studies for their recommendation to the Academic Council for obtaining its approval.

25. MENTOR/FACULTY ADVISOR FOR STUDENTS

There will be a Mentor/Faculty Advisor to monitor students' performance for each student who will be responsible for advising the student for academic matters and other issues, etc. Mentor/Faculty Advisor will be appointed each session. Refer Annexure-IV for details.

26. NPTEL/MOOCs/SELF-STUDY COURSE

In alignment with the Choice Based Credit System (CBCS) and in view of promoting self-paced, interdisciplinary learning and professional upskilling, B.Arch. students may enroll in NPTEL/MOOCs/Self-study courses subject to the following guidelines:

26.1 Eligibility and Scope:

- (i) Students may opt for a self-study course under the MOOC/NPTEL platform, if they are in their Fourth and Final year (8th or 10th semester) and are opting such courses as part of the open elective requirement in the 8th or 10th semester, as per curriculum structure.
- (ii) A maximum of two self-study courses may be taken during the entire duration of the B. Arch. program, with only one allowed in any given semester.


(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

- (iii) The self-study course must be from recognized national/international platforms (such as NPTEL, SWAYAM, Coursera, EdX, etc.), and must be pre-approved by the Head of Department.

26.2 Credit and Course Mapping:

- (i) The selected MOOC/NPTEL course must have a clear credit equivalence (minimum 3 credits; 12 weeks).
- (ii) Mapping of the course with existing curriculum (open elective) must be approved by the Head of Department.
- (iii) The course must be completed within the same semester in which it is registered, and the certification must be submitted within one week of course completion.

26.3 Evaluation and Grading:

- (i) Evaluation shall be based on:
- The marks obtained in the final proctored examination conducted by the MOOC/NPTEL platform.
 - The percentage score will be converted into letter grades and grade points in accordance with the absolute grading system defined in Clause 14.1
- (ii) The earned grade shall be included in the computation of the SGPA, YGPA, and CGPA as per Clause 14.4.
- (iii) In case the student fails (i.e., earns grade F), no revaluation shall be permitted. The student may re-register in a future semester to online MOOCs course available on prior approval from Head of Department.
- (iv) Passing criteria as mentioned at 9.1 will remain same for NPTEL/MOOCs/Self-study courses for result computation. Obtained minimum E grade of these courses will be considered as pass.

26.4 Operational Guidelines:

Standard operating procedure (SOP) for NPTEL/MOOCs courses should be followed as per Annexure-II.

27. MULTIPLE EXIT POLICY

After successful achievement of the target, a B. Arch. Student may opt for the exit as under-

SNo.	Program	Awarded after	Award on Exit
1	B. Arch.	1 Year	Certificate in Architectural Assistantship
2	B. Arch.	3Year	Bachelor in Science (Building Science)

If a student wishes to exit the program, the exit certificate shall be issued to the student on his/her request, provided he/she has spent at least 1 year or 3 years in the program and has fulfilled other mandatory criteria.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

28. GENERAL PROFICIENCY & CURRICULAR ACTIVITIES

- 28.1 The marks for 'General Proficiency' will be awarded, by the Committee consisting of Proctor, Hostel Wardens, O/C Sports & Cultural, Controller of Examination chaired by Head of Department of the Institute, keeping in consideration the performance of a student in the co-curricular & extra-curricular activities, general discipline in the following manner:

SNo	Activity	% Marks	Marks awarded by
1	Co- curricular & Extra-curricular activities (Games, Sports, Cultural and Literary activities etc.)	60%	to be awarded by the Officer-Incharge, Extra-curricular activities
2	Discipline (Inside and Outside Institution/College campus)	40%	to be awarded by the Officer Incharge, Discipline

For List of co-curricular & extra-curricular activities, refer Annexure-III

- 28.2 There is no minimum qualifying marks for 'General Proficiency'. However, the marks awarded for 'General Proficiency' will be added for the purpose of declaring result of every semester.
- 28.3 Penalty in terms of deduction in general proficiency marks of an individual will be considered in following cases (will be decided by Committee as at 28.1):
- Any disciplinary action taken by institute
 - Any warning/notice served by the proctor
 - Misconduct during official educational tours
 - Misconduct during any academic, sports or cultural events
 - Misconduct reported at hostel/campus (in & around) level
- 28.4 If for any of these co-curricular & extra-curricular activities students is absent from classes, attendance will be granted only for 2 or 3 activities approved by Head of Department.

29 MINOR DEGREE

Regarding Minor Degree in Architecture: All relevant AKTU guidelines shall be followed.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

ANNEXURE-I

STATUS OF DETAINED/FAILED STUDENTS IN ANY SEMESTER

1. Following amendments have been approved for status of detained students in any semester
 - (a) An academic year consists of two semesters (Odd and Even semester) comprising of 15 to 18 weeks of academic work equivalent to 90 actual teaching days. Attendance of the student shall be counted from the date of admission in the college or start of academic session whichever is later in a given semester.
 - (b) Students detained in ODD semester shall be given an option to choose either to discontinue the study in Even semester and abandon the entire academic year (both semesters) as laid down in clause 9.3 and repeat the entire year course in the next academic year OR to abandon only the ODD semester as laid down in section 9.3 of the ordinance. If the student chooses to Abandon the relevant semester only, he/she shall be further governed by the clause 9.4 and 9.5 of the ordinance.
 - (c) If such a student abandons only the ODD semester performance and prefers to study in EVEN semester and attains the minimum credits to meet the eligibility for promotion as given in clause 10.2 (From the performance of only EVEN semester), he/she then have to study only the ODD semester (in which the student was detained) in the subsequent academic year as a re-admitted student. If he fails to get minimum credits required for promotion in EVEN semester he will be considered FAIL in entire year and will have to repeat both semesters in the subsequent year.
 - (d) Students detained in EVEN semester shall be given an option to choose either to abandon the entire academic year (both semesters) as laid down in clause 9.3 and repeat the entire year course in the next academic year OR to abandon only the EVEN semester as laid down in section 9.3 of the ordinance. If the student chooses to Abandon the relevant semester only, he/she shall be further governed by the clause 9.4 and 9.5 of the ordinance.
 - (e) If such a student abandons only the EVEN semester performance then it will be verified whether he/she has attained the minimum credits required to be promoted to next year as given in clause 10.2 (From the performance of only ODD semester). If he/she did, then he/she have to study only the EVEN semester (in which the student was detained) in the subsequent academic year as a re-admitted student. Otherwise he/she will be considered fail in entire year and will have to repeat both semesters in the subsequent year.

For example:

If a student is detained in 3rd semester of academic session 2026-27, he shall be allowed to study 4th semester as given in clause 10.1. If the student scores 30 credit in 4th semester then he fulfills the promotion criteria laid down by clause 10.2. He shall then take admission as re-admitted student in academic session 2027-28 in 3rd semester and complete the requirements of 3rd semester in odd semester of 2027-28. After the odd semester examination his 2nd year result (YGPA) shall be declared. However, the student can take admission in 5th semester only in the next academic year i.e. 2028-29. Similarly, if a student is detained in 4th semester


(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

of academic session 2026-27 and if the student has scored 30 credit in 3rd semester then he fulfils the promotion criteria laid down by clause 10.2. He shall then take admission in 4th semester as readmitted student in academic session 2027-28 in 4th semester and complete the requirements of 4th semester in even semester of 2027-28. After the even semester examination his 2nd year result (YGPA) shall be declared. However, the student can take admission in 5th semester only in the next academic year i.e. 2028-29.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

ANNEXURE-II

STANDARD OPERATING PROCEDURE (SOP) FOR SWAYAM-NPTEL MOOCS COURSES

Objective:

The objective of this SOP is to enhance the quality of education and skill development for students by promoting self-study through online platforms. This aligns with the recommendations of the National Education Policy (NEP) 2020, effective for the August 2024 batch onwards (UG & PG). The procedure outlines the policy for integrating Marks/Credit transfer for Massive Open Online Courses (MOOCs) offered through the SWAYAM (Study Webs of Active-Learning for Young Aspiring Minds) Portal into the institute's curriculum.

A. General Guidelines:

1. Course Selection Process:

- Each program coordinator, through Head of Departments, shall review the SWAYAM courses within 4 weeks of their notification and select courses that complement the academic requirements of the program.
- Courses should either enhance the skills related to the student's field or provide foundational knowledge in relevant subjects.
- Courses unavailable in the institute's elective offerings but available on SWAYAM should be considered for credit transfer.
- SWAYAM courses should serve to complement the institute's teaching and learning process.
- The department should ensure that the SWAYAM courses do not exceed 20% of the total courses offered in a semester, generally corresponding to one course per semester.
- Departments may offer a selection of SWAYAM courses to students each semester.
- SWAYAM courses should be recommended in cases where qualified teaching staff for the course is not available within the department.

2. Marks/credits Equivalence:

- The institute reserves the right to adjust the marks/ credits value and passing criteria of any SWAYAM-NPTEL course to align with the university's curriculum standards.
- Faculty coordinators will be responsible for communicating important timelines related to the SWAYAM courses (e.g., registration deadlines, exam dates, etc.).
- Students passing the SWAYAM-NPTEL proctored exam are exempt from the institute's end-term examination, and their marks will be transferred according to the established process.

3. Documentation and Examination:

- Faculty coordinators will maintain a detailed record of students registered in SWAYAM-NPTEL courses.
- Upon course completion, students must take the NPTEL certification exam and submit a copy of their certificate to their department.
- Students are responsible for paying any examination fees related to the course.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

B. Marks/credits Transfer Process:

1. Marks/Credits Transfer Policy:

- Departments may accept the credits earned by students for SWAYAM-NPTEL courses, provided all passing criteria are fulfilled. The corresponding NPTEL course code will be reflected in the university's grade sheet *as course code-course name (NPTEL)*
- A centralized committee, consisting of the Head of Department and course coordinator, will evaluate credit transfer eligibility.

2. Grading System:

- **Example 1 (For courses with only sessional/theory assessment):**
 - Marks obtained in the NPTEL course will be scaled from 100 to 50 for sessional assessment purposes.
- **Example 2 (For courses with sessional and theory assessment):**
 - The assignment score (25% of the average of the best 8 assignments) will be scaled from 25 to 50 for sessional marks.
 - The theory examination score (75% of the proctored exam) will be scaled from 75 to 50 for theory exam marks.

3. Contingency Procedures:

- In cases where students fail or are absent from the SWAYAM exam, the institute may conduct its own assessment, aligned with the university's curriculum, during the End Semester Exam.

4. Record and Verification:

- Marks/credits earned through SWAYAM-NPTEL courses will be officially accepted by the university and reflected in the student's total credits for degree completion.
- These credits will appear on the student's grade sheet, verified by the respective department and SWAYAM-NPTEL Local Chapter Coordinator, and forwarded to the Controller of Examination for processing.

5. Marks/Credit Transfer Committee:

- A credit transfer committee, consisting of the course coordinator, Head of Department and chaired by Head of Institution, will be responsible for resolving any issues related to the implementation of the SWAYAM-NPTEL MOOCs.

This SOP aims to streamline the integration of SWAYAM-NPTEL courses into the academic structure ensuring quality education while adhering to NEP 2020 standards.


(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

ANNEXURE-III

LIST OF CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES FOR GENERAL PROFICIENCY

List of activities which will be considered for it is as follows:

- (a) Sports activities at institute/University/state/national/ international level
- (b) Cultural activities at institute/University/state/national/international level
- (c) Organization of Exhibition, Workshops, conferences, symposium or similar events at institute/University/state/national/international level
- (d) Participation in any event as suggested by institute
- (e) Participation in various design competitions at city/ state/national/ international level
- (f) Winner/ runner up in any design competition at city/ state/national/ international level
- (g) Any other activities as acknowledged by Department time to time.



(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

ANNEXURE-IV

MENTOR-MENTEE RULES

Aims and Objectives

- (a) To bridge the gap between the mentor and the mentee.
- (b) To ensure the quality performance of the students in academics.
- (c) To deal with the related issues for the holistic development of the students.
- (d) To provide mutual support and congenial learning environment.
- (e) To inspire and motivate for higher studies and competitive examinations.
- (f) To discuss stress related issues.
- (g) To regulate the academic involvement and assess the outcome.

Details of Mentor and Mentee Programme

- (a) Mentees shall be assigned to the mentors right from the first year of the programme.
- (b) Mentor : Mentee ratio will be 1:13.8
- (c) The mentor shall meet the mentees regularly and record the outcome of the meeting in the hard copy. The details about each mentee will be recorded and periodically updated.
- (d) The mentor shall identify the students performing exceptionally well in curricular or co-curricular activities and report to the head of the institution/department for providing further motivation to advanced/gifted learners.
- (e) The mentor shall also identify the students whose performance/attendance is below par. The mentor shall interact with the student and try to find out the cause of the problem or an indifferent behaviour. If required the mentor will involve the parents, head of the department for reforming the student.
- (f) Attendance: The mentor shall observe and monitor the attendance of the mentee. He/she shall advise and take necessary follow up action with regard to students who do not meet the attendance norms of the college.
- (g) Academic Matters: The mentor shall also keep a track of the academic performance of mentees including continuous assessment, term and examination and help the mentee through counselling or by arranging remedial teaching, if necessary.
- (h) Behavioural and discipline matters
- (i) Health and physical wellbeing
- (j) Achievements, talents and co-curricular activities
- (k) Stress related issues

Duties/Responsibilities of Mentor

- (a) Introduce and discuss the concept of mentor- mentee system with the assigned mentees.
- (b) Call a meeting of all mentees and record their necessary details in the designated form, note any specific requirement of students and discuss with them the complete schedule of future meetings.


(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow

- (c) Keep a track of the attendance, academic performance and behavioural aspects of the students by interacting with exam department and the hostel authorities etc.
- (d) Support students academically and emotionally
- (e) Contact parents to inform the progress of their ward, if needed
- (f) Maintain a record of the progress made by the identified underperforming students and take remedial actions wherever required.
- (g) To guide students and also to arrange for remedial teaching if required

Duties/Responsibilities of Mentee

- (a) Attend meeting regularly
- (b) Fill personal information in the form at the time of joining the mentor- mentee system.
- (c) Provide details of attendance, continuous assessment, term end examination, co-curricular, extra-curricular activities to the mentor whenever asked for.
- (d) Repose confidence in the mentor and seek his/her advice whenever required.


(Prof. VANDANA SEHGAL)
Principal & Dean
Faculty of Architecture and Planning,
AKTU, Lucknow