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University of Science and Technology
Murthal (Sonapat)-131039**

ORDINANCE FOR PROPOSED

MASTER OF URBAN AND RURAL PLANNING

(THREE YEARS WEEKEND PROGRAMME: SATURDAY, SUNDAY)

W.E.F ACADEMIC SESSION 2010-2011

The courses of study for the Degree of Masters of Urban and Rural Planning (MURP) and the conditions for admission thereto shall be regulated as below:

1. DURATION OF THE COURSE

Course	Normal duration
Master of Urban and Rural Planning (MURP)	Three Years (06 semesters) (Extended Duration Five Years)

- (a) However, a student, who having passed the second semester examination discontinues her/ his studies, for some justified reasons may be permitted to join the third semester within one year of her/his passing the second semester examination.
- (b) An academic year shall consist of two semesters (odd & even) of approximately 20 weeks duration inclusive of the period of examination and semester break. The eligibility criteria for admission to each programme, fee structure, academic calendar, scheme of studies and examinations, examination schedule, sports calendar and cultural activity calendar etc. for the academic year shall be published in the University prospectus.
- (c) English shall be the medium of instructions & examination.

2. ELIGIBILITY CRITERIA FOR ADMISSION

Master in Urban and Rural Planning (MURP)

- (a) 50% aggregate marks in Bachelor's Degree in Architecture/ Planning/ Civil Engineering or Master's Degree in Geography/ Sociology/ Economics from any University / Institution recognized by the Government of India and Govt. of Haryana.

Selection of students is done by the Selection Committee. Admissions work is handled centrally at DCRUST-Murthal. All applications for admission are scrutinized and eligibility established on the basis of documents submitted.

Admissions to this programme will be made on academic merit of qualifying examination.

3. GENERAL INSTRUCTIONS TO BE FOLLOW AT THE TIME OF ADMISSION

- (a) Before accepting the admission, the candidate must also ensure that she/he fulfills the minimum eligibility conditions as laid down herein and by the University for admission to the respective course.
- (b) The admission would be made by the University/Government every academic year in the month of June-July.
- (c) The reservation would be according to the Haryana Govt./University norms notified in the admission brochure.
- (d) The reserved seats remaining vacant in the first counselling shall be carried forward to the second counselling and filled from respective categories of candidates. The above categories of reserved seats still remaining vacant shall be converted into general category seats in the third counselling & filled out of the merit list of general category candidates in the third counselling.
- (e) Fresh merit list will be prepared for each counselling.
- (f) Only those candidates who present themselves personally on the specified date and time along with the originals of all the documents will be considered for admission.
- (g) The admitted candidates will be required to deposit semester fees (non-refundable), securities (refundable) etc. of amount as decided by the Government/University in cash/ D.D. on the spot at the time of admission.

4. SCHOLARSHIPS

Scholarship may be awarded to students as per the terms and conditions stipulated by the funding agencies.

5. ATTENDANCE CRITERIA & EXAMINATIONS

- (a) The last date for receipt of Examination forms without and with late fee shall be fixed by the University.
- (b) The examination shall be open to a candidate who:
 - (i) has attended regularly the prescribed courses of studies/subjects for the relevant semester in the Department of the University.
 - (ii) has her/his name submitted to the Controller of Examinations by the Department for having satisfied the Attendance Criterion of attending not less than 75% of the total classes held in the semester in subjects offered to her/him, & not less

than 60% classes in each individual subject. The Chairperson of the department may, in bonafide cases, condone deficiency up to 10% in aggregate and/or in individual subjects. The Vice-Chancellor may, however, condone deficiency up to 5% in aggregate and/or in individual subjects, over and above condoned by the chairperson of the department. However, getting condoned is not the right of a student.

- (iii) whose result declaration is delayed for no fault of her/his or has applied for revaluation may attend classes of the next higher semester provisionally at her/his own risk and responsibility subject to her/his passing the concerned semester examination. Such a candidate shall also be governed by the clause 5 (c) given below. In case the candidate fails to pass the concerned Semester Examination, her/his attendance and studies in the next higher semester in which s/he was allowed to attend classes provisionally, shall stand cancelled.
- (c) If a candidate, after attending the classes for the course of studies in the Department either not appeared or having appeared in any semester examination has failed in one or more paper(s) for that examination, she/he can appear for such paper(s) at subsequent examinations without attending a fresh course of studies for that semester. Such a candidate may, in the meantime, prosecute her/his studies for the next semester(s) and appear in the examination(s) for the same along with the examination for the lower semester(s).
- (d) The examinations for reappear in any subject(s) in the odd semester and that of in the even semester shall be held in the respective semesters along with the regular students. However a special reappear examination may be conducted

A Candidate shall be eligible for Promotion to:

III Semester	if passed at least 50% papers of semesters I and II taken together
IV Semester	if passed at least 50% papers of semesters I, II and III taken together
V Semester	if passed First Semester or 50% papers of I, II, III and IV semester taken together
VI Semester	if passed Second Semester or 50% papers of I, II, III, IV and V semester taken together.

A candidate who has paid dues for the higher class and is dropped for want of fulfillment of any of the above conditions shall not be required to pay her/his dues again on re-admission after fulfillment of the above conditions.

- (e) The minimum grade for passing any semester Examination shall be:
 - i. Grade D in each theory paper

- ii. Grade D in each Portfolio Examination/Viva-Voce Examination
- iii. Grade D in each sessional
- iv. A SGPA of 4.0

A candidate who fails to obtain the requisite grade as above mentioned shall **be required to appear** in the concerned subject in the subsequent examination(s) subject to clause 5(c) **However if a candidate fails to obtain requisite grade in 5(e) iii, he/she shall not be allowed to appear in Theory Examination / Portfolio Examination. He shall again have to repeat the sessionals in the subsequent semesters and obtain grade D to appear Theory / portfolio Examination in the concerned subject.**

A candidate who has failed to pass the sessionals of any subject can repeat the sessionals in the subsequent/next semesters subject to clause 5 (c) & (d) (in even/odd semester), but for theory examination prevailing University policy has to be followed.

The evaluation of portfolio and studio-theory exams shall be done through Viva Voce, if any student fails to appear in the viva voce, he/she shall be declared-absent consequently failed and in this situation ,he /she has to prepare/improve the portfolio again to the satisfaction of assigned internal teacher and appear in the portfolio viva again in the next semesters subject to clause-5 (c) & (d) (in even/odd semester). In case of studio theory exam candidate has to again appear in the exam in the next semesters subject to clause 5 (c) & (d) and Centralized University policy for conduct of University exams and then appear in the viva voce.

- (f) The examinations for reappear in any subject(s) in the **odd semester** and that of in the **even semester** shall be held in the respective semesters along with the regular students. **However a special reappear examination may be conducted along with next odd semester examinations, for the students having ‘reappear’ in IV semester only.**
- (g) Amount of examination fee to be paid by candidates shall be as prescribed by the University from time to time.
- (h) The theory papers shall be set by external/internal paper setters. The evaluation of theory papers will be done by examiner(s) under the supervision of the Controller of Examinations. The panel of paper setters & examiners (evaluators) shall be supplied by the department approved by its B.O.S.
- (i) Viva-voce of Thesis VI semester shall be conducted jointly by the external and Internal Examiners. If an External Examiner is unable to come, alternate examiner may be appointed with the intimation to the Controller of Examinations.
- (j) A candidate who is unable to pass Masters of Urban and Rural Planning within a maximum of five consecutive academic years from the date of admission, he/ she shall loose the right to pursue the degree programme.

6. THE CREDIT SYSTEM (for all UG and PG Programs):

6.1 The University has introduced credit system of study for all the Under Graduate and Post Graduate programs for all the students admitted from the Academic Year 2008-09. The prominent features of the credit system are the process of continuous evaluation of a student's performance, and a flexibility to allow the student to progress at an optimum pace.

Each Academic Program has a certain number of **credits** which describe its weightage. A student's performance is measured by the number of credits that he/she has completed satisfactorily. A minimum grade point average is required to be maintained for satisfactory progress.

Each subject (component) has a certain number of credits which reflect its weightage. The credits are evaluated as under:-

- (a) For all theory subjects, **one credit per lecture/tutorial per week per semester** will generally be adopted.
- (b) One studio hour per week per semester will be assigned one credit.
- (c) General Proficiency (GP) will be assigned two credits.
- (d) Each Sessional in theory will be assigned Two/Four(elective subjects) Credits.

6.1.1 The semester examination for the odd semesters shall ordinarily be held in the month of **December/January** and for the even semesters in the month of **May/June**, on such dates as may be fixed by University authority. The chairperson of the department should ensure that 100% syllabus is covered in each subject before the Semester Examination.

6.2 A faculty member shall be appointed as a **course-coordinator** by the **Chairperson** of the department who shall have the full responsibility for conducting the sessional tests, coordinating the work of evaluation with other faculty members involved in the course and awarding of grades.

In case of perceptible deviation in the awards given by different teachers of the same course, the **course co-ordinator will moderate the awards by calling meeting** of the teachers associated. However where a single teacher is associated with the course, moderation of awards to be done in consultation with the chairperson of the department.

6.3 For the time being the existing system of centralized examination will be followed for conducting the Semester Examination. However the system may be reviewed as the University grows and more and more number of departments/courses/students are added to it.

6.4 The grade awarded to a student in any particular subject will be based on the performance of the student evaluated throughout the semester. **The syllabus of the Sessional test will be what is covered in that particular term.** The Semester Examination will be based on the entire syllabus.

- 6.5 The grades will be displayed on the notice board of the department by the Chairperson before forwarding it to the Examination Branch.
- 6.6 The Chairperson of the department shall forward the awards/grades to the Examination Branch within a week after the semester ends and examination process starts. The evaluated answer sheets of sessional tests are to be given back to the students. The Examination Branch will keep the evaluated answer sheets of the semester examination for **at least one year**.

7. GRADING SYSTEM:

For the award of grades in a subject, all component-wise evaluation shall be done in marks. The marks would be converted to grades as per the guidelines given below:

7.1 Award of Grades Based on Absolute Marks

The University will follow system of grading for all (irrespective of no. of students) based on absolute marks (**after applying moderation if any**) as given below:

<u>Range of Marks (%)</u>			<u>Grade</u>
90	to	100	A+
80	to	89	A
70	to	79	B+
62	to	69	B
55	to	61	C+
46	to	54	C
40	to	45	D
Less than		40	F

7.2 Note:

- (i) The awards/grades shall be submitted by the teacher concerned through course coordinator to the Chairperson of the department. **The awards/grades should be finalized within 7 days** of the semester examination.
- (ii) In case of any difficulty/issue related to **courses/conduct/moderation of awards/grades/recon-duct of paper**, the matter will be referred to a **departmental monitoring** committee comprising of **Chairperson, senior most teachers by rotation, course coordinator and faculty nominee of the Dean**. The committee will be headed by the chairperson. The committee, on receipt of complaint either from the student or from

the teacher, shall meet at the earliest and will give its decision within one week. The decision of the committee shall be final.

- (iii) The procedure for evaluation and award of grades [Audit Pass (AP) or Audit Fail (AF)] for training shall be decided by the respective Chairman/Chairperson of the department. The candidate shall be required to **submit a comprehensive report within one month of completion the training**. Training Report will be completed under the supervision of the officer of the company/institution under whose guidance and supervision the training was completed by the candidate in that company/institute. The candidate will add supervisor's certificate in the beginning of the report stating that the report is an out-come of work done by the candidate during his/her training.

7.3 GRADE POINTS:

The grading point of academic performance will be as under:-

Academic Performance	Grades	Grade Points
Outstanding	A+	10
Excellent	A	9
Very Good	B+	8
Good	B	7
Average	C+	6
Below Average	C	5
Marginal	D	4
Very Poor	F	0
Absent	G	-
Audit Pass	AP	-
Audit Fail	AF	-
Incomplete Thesis	X	-

7.4 Note:

1. Pass Grade is Grade D and higher grades (OVER ALL) SUBJECT TO AS DETAILED IN CLAUSE 5(e)
2. Grades E and F are Fail grades

'F' Grade

The F grades denote poor performance, i.e. failing a subject(or subject component). A student has to repeat all those components of a subject(s), in which he/she obtains -F grades, **until a passing grade is obtained, within the stipulated time of completion of that programe as mentioned in clause 1.1**. For the elective subject(s) in which -F grades have been obtained, the student may take the same course or any other course from the same category/group. The candidate will be allowed to take up the examination next time along with regular students but he/she will be awarded up to B+ only. The same principle will be applicable to project also.

‘G’ Grade

If any student, who is otherwise eligible for appearing in the semester examination as per the ordinance, but unable to appear in the semester examination then he /she will be awarded -GØ grade. The candidate will be allowed to take up the examination next time along with regular students and he /she will be awarded the grade as per grade system explained above and the **restriction of awarding a maximum of B grade will not be applicable in his /her case.** The same principle will be applicable to the Project also.

AP/AF Grade

These grades are awarded to qualifying/Non-Credit subject(s) (as per scheme supplied by concerned departments). The candidate **will not be eligible for award of degree** without qualifying these courses.

Continuous Absence

If a student is continuously absent from the Department for **more than four weeks** without intimation to the Chairperson of Department, his/her name will be struck off from the roll of department. The re-admission shall not be allowed to the candidate during the same academic session.

‘X’ Grade

This grade is awarded for incomplete Thesis work as per guidelines given below and will be converted to a regular grade on the completion of the Dissertation work and its evaluation.

A student who is unable to complete his/her Thesis may be awarded an -XØ grade by the Chairman/Chairperson/chairperson on the recommendation of his/her supervisor.

A student who has been awarded -XØ grade shall be required to formally register for the next semester and pay the requisite fee.

-XØ grade will be awarded in exceptional circumstances beyond student's/supervisor's control. Normally, the following grounds may be considered for the award of -XØ grade:

- (a) Technical reasons/grounds such as Supervisor/equipment not being available.
- (b) Any other reason to the satisfaction of supervisor.

7.5 Evaluation of Performance

The performance of a student will be evaluated in terms of Cumulative Grade Point Average (CGPA) which is the Grade Point Average for all the completed semesters at any point of time.

The CGPA is calculated on the basis of all pass grades, except audit courses, obtained in all completed semesters.

CGPA=

$$\frac{\sum (\text{Course credits} \times \text{Grade point}) \text{ for courses with pass grade except audit courses}}{\sum (\text{Course credits}) \text{ of courses with pass grade except audit courses}}$$

An example of these calculations is given below:

Ist Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	C+	5	6	30
CSLXXX	4	C	4	5	20
PHLXXX	4	A+	4	10	40
PHPXXX	1.5	B+	1.5	8	12
MELXXX	4	F	0	0	00
AMLXXX	4	B	4	7	28

Credits registered in the semester (total of column 2) = 22.5

Earned Credits in the semester

Total of column 4 (total of column 2 excluding F grade) = 18.5

Point secured in this semester in passed courses = 130

$$\text{SGPA/CGPA} = \frac{\text{Points secured in passed courses}}{\text{Credits earned}} = \frac{130}{18.5} = 7.027$$

IInd Semester

Course No. (1)	Course Credits (2)	Grade Awarded (3)	Earned Credits (4)	Grade Points (5)	Point Secured (6)
MALXXX	5	D	5	4	20
EELXXX	5	F	0	0	00
CYLXXX	4	B	4	7	28
CYPXXX	1.5	C+	1.5	6	09
MELXXX	4	A	4	9	36
HULXXX	2	AP	2	N.A.	00

Credits registered in the semester (total of column 2) = 21.5
 Earned Credits in the semester
 Total of column 4 (total of column 2 excluding F&AP grades) =14.5
 Cumulative Earned Credits (earned credits in previous semesters and current semester)
 = 18.5+14.5=33.0
 Points Secured in this semester in passed courses = 93
 Cumulative points secured (total of point secured in previous semesters and current semester)
 = 130 + 93 = 223

$$\text{CGPA} = \frac{\text{Cumulative points secured in all passed courses}}{\text{Cumulative earned credits, excluding audit courses}} = \frac{130 + 93}{18.5 + 14.5} = 6.757$$

Each successful candidate shall be issued a copy of the result card on having passed the semester examination.

Conversion of CGPA into Marks

The CGPA if multiplied by 9.5 will give the equivalent marks in %age.

8. THESIS

- (a) A candidate shall prepare her/his thesis under the supervision of a teacher of the Department who will act as thesis guide. Any joint supervisor (Intra-departmental, Inter-departmental, External Institution or Industry), may also be associated in supervision, if desirable.
- (b) The evaluation of the thesis will be through sessional and portfolio evaluation. The sessional work will be evaluated by the jury during the semester comprising of Thesis Guide, Thesis Coordinator and one external. The portfolio evaluation will be conducted by a jury of two external experts and the concerned thesis guide & Thesis Coordinator. The department may issue the new guidelines from time to time.

9. RE-EVALUATION:

Re-evaluation is permitted only for theory courses as per University Rules for Re-evaluation.
