ORDINANCE RELATING TO

CONDUCT AND EVALUATION OF EXAMINATIONS

FOR

FIVE YEAR FULL-TIME PROGRAM LEADING TO BACHELORS DEGREE IN ARCHITECTURE FOLLOWING THE ANNUAL SYSTEM OF EXAMINATION

(OTHER THAN PROGRAMS FOR WHICH A SEPARATE ORDINANCE IS NOTIFIED)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

APPLICABILITY

This ordinance shall apply to all five year full-time programs leading to a Bachelor's Degree in Architecture following the Annual System of Examinations (other than programs for which a separate Ordinance is notified).

1. **DEFINITIONS:**

- 1. Academic Program/Program shall mean a program of courses and/ or any other components leading to a Bachelor's Degree in Architecture.
- 2. **An Academic Year** is a period of nearly twelve months devoted to completion of requirements specified in the Scheme of Teaching and the related Examinations, and apportioned into 'terms' and 'breaks' etc as stipulated in this Ordinance.
- 3. **An Academic Term** is a period of nearly six months devoted to completion of requirements specified in the Scheme of Teaching and in the related Examinations as stipulated in this ordinance.
- 4. **Board of Studies** shall mean the Board of Studies of the School concerned.
- 5. **Course** means a component of the academic program and carrying a distinctive code number and specific credits assigned to it.
- 5. **Subject Examiner** shall mean an examiner who is not in the employment of the University or its affiliated Institutions.
- 6. **External Examiner** shall mean an examiner who is not in the employment of the University on its affiliated Institutions.
- 7. **Student** shall mean a person admitted to the School of the University and/or its affiliated Institutions for any of the academic programs to which this Ordinance is applicable.
- 8. **University** shall mean Guru Gobind Singh Indraprastha University

2. **DEGREE:**

The University/ Institution/ Department shall hold examinations for the academic programs, leading to a Bachelor's Degree in Architecture, as are approved by the Academic Council and as it may notify from time to time for awarding Bachelors' Degree in Architecture as per the prescribed Schemes of Teaching and Examinations and Syllabi as are approved by the Academic Council.

3. **EXAMINATION OF THE UNIVERSITY:**

Examinations of the University that are conducted by the University or affiliated Institutions/Colleges, shall be open to regular students i.e., candidates who have undergone a regular courses of study in the University or the affiliated Institution/College, for a period specified for that course of study in the Scheme of Teaching & Examinations and Syllabi, provided that :

- (i) The Academic Council may allow any other category of candidates to take the Examinations for any specified academic program, subject to the fulfillment of such conditions as may be laid down by the Academic Council from time to time.
- (ii) A student may be debarred from appearing in the examinations as provided in Clause 9 of this Ordinance or as provided in any other Ordinance of the University.

4. **PROGRAMS CONTENT & DURATION:**

- (a) The Bachelor's Degree Program in Architecture shall comprise of a number of Courses and/or other components as specified in the Scheme of Teaching & Examinations and Syllabi of the program, and as approved by the Academic Council.
 Each Course shall be assigned a weightage in terms of specified credits.
- (b) The minimum period required for completion of the Bachelor's Degree Program in Architecture shall be of a Five Year full-time duration, of which:
 - The first three year's duration shall be termed Stage-I of the program.
 - The last two years duration shall be termed Stage-II of the program.
- (c) **The Stage I** of the Bachelors Degree Program in Architecture shall comprise of the First Year, Second Year and Third Year courses run entirely in a yearly pattern for three years consecutively. There will be an Annual Examination at the end of each year.
- (d) **The Stage II** of the Bachelor's Degree Program in Architecture shall comprise of the Fourth Year and Fifth Year courses run entirely in a yearly pattern for two years consecutively. There will be an Annual Examination at the end of each year.
- (e) **The maximum permissible period for completing** of the Bachelor's Degree Program in Architecture for which the prescribed program duration is 5 (= n) years, shall be n + 2 = 7 years. All the Program requirements shall have to be completed in n + 2 = 7 academic years.

5. ACAMEDIC YEAR:

- (a) **An Academic Year** of about 52 weeks may be apportioned into terms. The Academic Calendar shall be notified by the University each year, before the start of academic year.
- (b) The Break-up of the Academic Year shall be as follows:

Imparting of Instructions	36 weeks			
and/or laboratory work	(Comprising of 34 weeks of			
including Tests and Teaching, Internal Assessm				
Assignments for Continuous	and 2 weeks of Co- Curricular			
Evaluation by the teachers.	Activities/ Study Tours)			
Preparations leave (before	02 Weeks			
Annual Examinations).				
Annual Examinations.	03 Weeks			
Mid-Term Break within the	03 Weeks			
Academic Year.				
Vacation after the Annual	08 weeks			
Examination	(Including Re-Examinations)			
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	Total 52 Weeks (1 Academic Year)			

6. ACADEMIC PROGRAMME COMMITTEE:

- (a) **There shall be an Academic Program Committee** in the University School and Program-wise Academic Program Committee(s) in affiliated Institutions.
- (b) (i) In the case of School of Studies of the University, all the teachers of a School of Studies shall constitute the Academic Program Committee of which the Dean of the School shall act as its Chairman. This Committee shall coordinate the implementation of the courses for optimum utilization of resources and shall also take care of the coordination of the School's programs with the other programs run by the different Schools of the University.
 - (ii) In the case of Affiliated Institutions, all full time University recognized teachers involved in the teaching of the Bachelor's Degree Program in Architecture in an Institution, shall constitute the Academic Program Committee for that program. This Committee shall be headed by the Director/Principal of that Institution or another member of the Committee so nominated by him. This Committee shall coordinate the implementation of the course of optimum utilization of resources and shall also

coordinate with Program Coordination Committee as constituted by the University.

- (c) **The Academic Program Committee** shall also perform other tasks as assigned to it by the Board of Studies of the concerned School of the University, or by the Director/Principal of the concerned affiliated Institution.
- (d) **The Academic Program Committee shall meet** as and when required but at least once in every Academic Year. The Chairman of the Committee will convene the meetings.

7. **PROGRAM COORDINATION COMMITTEE:**

A Program Coordination Committee may be constituted by the University, if deemed desirable, in order to facilitate academic coordination between different Institutions running the same program. The Directors/Principals of all the concerned affiliated Institutions shall be members of this Committee. The shall headed of the Committee be by one Deans of the University/Directors/Principals to be nominated by the Vice-Chancellor, on a rotational & annual basis.

The Committee shall coordinate the implementation of the academic program to include timely coverage of courses (syllabus) and uniformity in internal assessment/class tests. The Committee shall also assist in preparation of model question papers if required, prepare guidelines for practical examinations and suggest names of panels of examiners. The Committee may also suggest any modifications in the syllabus, undertake comprehensive review of syllabi, or draw up and draft syllabi for new courses.

8. **EXAMINATIONS FEES**:

The Registrar shall notify the fees payable by the students for various examinations after the same is approved by the Vice-Chancellor. A student who has not paid the prescribed fees before the start of examinations shall not ordinarily be eligible to appear in the examination. The Vice-Chancellor may at his description allow in certain cases of genuine hardship, an extension in the last date of payment of fees. The result of such students shall, however, be withheld till all the dues are cleared.

9. <u>ATTENDANCE:</u>

A student shall be required to have a minimum attendance of 75% or more in the aggregate of all the courses taken together in an Academic year, provided that the Dean of the School in case of University Schools and Principal/Director in case of University maintained / affiliated Institutes may condone attendance shortage up to 5% for individual student for reasons to be recorded. However under no condition, a student who has an aggregate attendance of less than 70% in an Academic year shall be allowed to appear in the Annual Examination.

A student who has been detained due to shortage of attendance shall not be allowed to be promoted to the next Academic year and he / she will be required to take readmission and repeat all courses of the concerned academic year with the next batch of students. The University Enrolment number of such student shall however remain unchanged and he or she shall be required to complete the programs in a maximum permissible period of (n+2) academic years as mentioned in clause 4(e).

Dean of the School / Director / Principal shall announce the names of all such students who are not eligible to appear in the Annual Examinations, at least 3 calendar days before the start of the examination and simultaneously intimate the same to the Controller of Examinations.

In case any student appears by default, who in fact has been detained by the Institute, his / her result shall be treated as null and void.

10. EVALUATION AND EXAMINATION:

- (a) **The Evaluation of students in a Course** shall have two components unless specifically stated otherwise in the Scheme of Teaching and Examination and Syllabi.
 - i. Evaluation through an Annual Examination.
 - ii. Continuous Evaluation by the Teacher(s) of the course.
- (b) **The distribution of weightage** for the two components of evaluation shall be:

A. LECTURE / THEORY COURSES

the Vice-Chancellor.

(i)	Annual Examination	-	75%
(ii)	Continuous Evaluation by Teachers	-	25%

B. **PRACTICAL / STUDIO / PROJECT COURSES**

- (i) Annual Examination 50%
 (ii) Continuous Evaluation by Teachers 50%
- C. For any other component of a program not covered by the above, the weightage shall be prescribed by the Board of Studies / Program Coordination Committee, with the approval of
- (c) **The Annual/Term Examinations** for the B.Arch. program shall be conducted as follows:

- (i) The Annual Examinations after the completion of the First year shall be called the First Year Examinations in Architecture.
- (ii) The Annual Examinations after the completion of the Second year shall be called the Second Year Examinations in Architecture.
- (iii) The Annual Examinations after the completion of the Third year shall be called the Third Year Examinations in Architecture.
- (iv) The Annual Examinations after the completion of the Fourth year shall be called the Fourth Year Examinations in Architecture.
- (v) The Annual Examination after the completion of the Fifth year shall be called the Fifth Year Examinations in Architecture.
- (d) **The University shall conduct the Annual Examinations and Re-Examinations**. The corresponding Continuous Evaluation by Teachers shall be completed by the respective Institutions / Departments and the Internal Grades shall be forwarded to the University for preparation of the final results for each of the University Examinations.
- (e) **The Annual Examinations and Re- Examinations** as necessary shall be conducted for all Courses as identified in the Syllabi and Scheme of Teaching and Examination for each year. Each Course shall have an examination.
- (f) **The overall weightage of a course** in the Syllabi and Scheme of Teaching and Examination shall be determined in terms of credits assigned to the course.

(g) Conduct of Annual Examinations:

- (i) All the Annual Examinations and Re-Examinations that are conducted by the University shall be conducted by the Controller of Examinations.
- (ii) The Schedule of Examinations shall be notified by the Controller of Examinations at least 10 days prior to the first day of the commencement of the Annual/Term Examinations.
- (iii) For Lecture as well as Practical / Studio Examinations and Training report, all Examiners shall be appointed / endorsed by the Controller of Examinations with the approval of the Vice-Chancellor, provided that the Vice-Chancellor may at his discretion, delegate his authority for approval of Examiners.
 - For programs being run in the University Schools, recommendations for names of Examiners shall be obtained from the concerned Board of Studies through their respective Chairmen. Where there is an exigency and the Board of Studies cannot meet, the Chairman, Board of Studies may recommend the names stating clearly why the meeting of Board of Studies could not be convened.

- For programs being run in affiliated Institutions, recommendations for names of Examiners shall be obtained from the respective Program Coordination Committees through the Chairman of Committee. Where there is an exigency and the Program Coordination Committee cannot meet, the Chairman of Program Coordination Committee may recommend the names, stating clearly why the meeting of the Program Coordination Committee could not be convened.
- emergent situations, In where, for some reason the recommendations cannot be obtained from the Board of Studies / Program Coordination Committee as stipulated above. recommendations may be obtained from one of the Deans nominated by the Vice-Chancellor.

The Controller of Examinations shall be authorized to add one or more names in the Panel of Examiners received by him from Boards of Studies / Program Coordination Committee / authorized Dean, before the list is submitted to the Vice-Chancellor for approval.

After the receipt of the question paper(s) from the Paper Setter, the same shall be moderated by the Moderator(s) to be appointed subjects wise, by the Controller of Examination with the approval of Vice Chancellor.

The Examiner/Paper Setter appointed by the Controller of Examinations, out of the approved panel for setting the Question paper shall set the Question paper, using the prescribed syllabus and the last years' question papers wherever applicable, as guide. The question paper shall normally be set out of the entire syllabus of a course.

(h) Teacher's Continuous Evaluation:

The Teacher's Continuous Evaluations for all Courses shall be based on the following:

- (i) Lecture /Theory Courses:
 - i. Minimum Two Tests / Assignments

Totaling to 25 marks.

(ii) Practical / Studio / Project Courses:i. Minimum Two Tests / Assignments

Totaling to 50 marks.

 (i) Annual Examinations and Re- Examinations shall be conducted by a Board of Examiners for each course. The Board shall consist of one or more Examiners. Where Practical / Studio Examinations are to be simultaneously conducted in a number of Institutions, more than one Board may be appointed.

- (j) For any other type of Examination, not covered under sub-clauses (c) & h) above, the mode of conduct of examination and in the absence of such a provision shall be decided by the Controller of Examinations on the recommendation of the Board of Studies/Coordination Committee concerned, with the approval of the Vice-Chancellor.
 - (k) The result of an Academic Year (including both the Annual Examinations and Teacher's Continuous Evaluation) shall be declared by the Controller of the Examinations. However, after scrutiny of the detailed results, if it is observed by Controller of Examinations that there has been a distinct change of standard in the examination as a whole or in a particular course, he may refer the matter to the Moderation Committee specially constituted for the purpose by the Vice-Chancellor.
 - (I) The Award List containing the marks obtained by a student in various Courses including Lectures and Practicals etc. shall be issued by the Controller of Examinations, at the end of each academic year, after the declaration of the results.

11. CRITERIA FOR PASSING COURSES MARKS AND DIVISIONS:

- (a) (i) Obtaining a minimum of 50% marks in aggregate in each Course including the Annual Examinations and the Teacher's Continuous Evaluation shall be essential for passing the subject and earning its assigned credits. <u>A candidate, who secures less than 50% of marks in</u> <u>a Course, shall be deemed to have failed in that Course.</u>
 - (ii) **Re-checking of the examination script(s):** A student may apply, within two weeks from the date of the declaration of the results, for re-checking of the examination script(s) of a specific course(s) on the payment of prescribed fees. Re-checking shall mean verifying whether all the questions and their parts have been duly marked as per the question paper, and the totaling of marks. In the event of a discrepancy being found, the same shall be rectified through appropriate changes in the result as well as marks-sheet of the concerned Annual Examination.
- (b) (i) A student obtaining less than 50% of maximum marks (including Annual Examination and Teacher's Continuous Evaluation) assigned to a Course and failing in the Course shall be allowed to appear in the Re-Examination of the Course held during the vacation or mid-term break period of the academic calendar, subject to maximum permissible period of (n+2) Academic year as mentioned in clause 4(b) & 4(f). There will be no carry-over of any Course(s) for any Academic Year of the program. A student has to pass all the

subjects in any one academic year either in the first attempt or through a Re-Examination in order to proceed to the next academic year.

- (ii) For students appearing for Re-Examination in any course, the 'internal marks' (Teacher's Continuous Evaluation) already obtained by the student will be taken into account again and there shall be no provision of improvement of internal marks. The Re-Examination shall be for the 'external' component of the evaluation. The student may do the necessary preparations for the Re-Examinations including improvement of Portfolios and Reports.
- (iii) For the students obtaining 50% or more marks in aggregate including Internal marks and External Re-Examination marks, only 50% shall be shown in the result for that subject and only the same shall be considered for calculation of CPI.
- (iv) **Students who are eligible to appear in the Re-Examination,** held during the summer vacations, shall have to apply (as per dates notified) to the Controller of Examinations through the School/Institution concerned to be allowed to appear in a Re-Examination and pay the fees prescribed by the University.
- (v) If a student has poor performance in a course or number of courses in a particular academic year, he or she may, at his option, take an Academic Break for one year, and re-register in the next academic year. Such a student may have the option of repeating any or all of the courses in the year and retain the credits already earned by him/her in other course(s). For calculating the CPI, and determining the passing / failure in a course, and eligibility for award of a degree, the marks obtained in the repeat course(s) will be taken into consideration.

The University Enrollment number of such a student shall remain unchanged.

The fees payable shall be as prescribed by the University.

- (c) A candidate who has earned the Total Credits prescribed in the concerned Scheme of Teaching and Examination and Syllabi, shall be declared to have passed the program and shall be eligible for the award of the relevant degree. Further, the successful candidates shall be placed in Divisions as below:
 - 1. **Second Division:** A candidate obtaining a Cumulative Performance Index (CPI) at the end of the program of 50 and above but below 60 shall be placed in Second Division.

- 2. **First Division:** A candidate obtaining a CPI at the end of the program of 60 and above but below 75 shall be placed in the First Division.
- 3. **First Division with Distinction:** A candidate obtaining a CPI at the end of program of 75 and above shall be placed in First Division with Distinction, provided, the candidate has passed all the courses for which he has earned credits, in the first attempt. Further, a candidate obtaining a CPI of 90 and above shall be deemed to have passed the program with exemplary performance provided he / she passed all the courses for which he has earned the credits, in the first attempt. Such candidate will be awarded a special University Certificate to this effect.
- 4. **Cumulative Performance Index** (CPI) shall be calculated as in Clause 15 and shall be based only on marks obtained in courses for which credits have been earned.

12. USE OF UNFAIR MEANS:

All cases regarding reported use of Unfair Means in the Examinations shall be placed before a Standing Unfair Means Committee/s for decision in individual cases and recommending penalties, if any. The actions deemed as "Use of Unfair Means" shall be specified by the Academic Council and procedure for dealing with the cases of suspected / alleged / reported use of unfair means shall also be approved by the Academic Council.

13. STUDENTS GRIEVANCE COMMITTEE:

In case of any written representation / complaints received from the students within seven days after completion of the Examinations regarding setting up of question paper etc. along with specific recommendations of the Dean of the School Director of the Institution the same shall be considered by the Students Grievance Committee to be constituted by the Vice-Chancellor. The Vice-Chancellor shall take appropriate decision on the recommendations of the Students Grievance Committee before the declaration of resulted of the said examination.

14. AWARD OF DEGREE:

A student shall be awarded a Degree if:

(f) He / she has registered himself, undergone the courses of studies, completed the project report / training report specified in the curriculum of his / her program within the stipulated time, and secured the total credits prescribed for award of the concerned degree.

- (g) There are no dues outstanding in his / her name to a School of the University / Affiliated Institution; and
- (h) No disciplinary action is pending against him / her.

15. PERFORMANCE INDEX:

The overall performance of a candidate will be determined at any stage as follows: Cumulative Performance Index (CPI) = ${}^{N}\Sigma C_{n} M_{n} / {}^{N}\Sigma C_{n}$

Where C_n is the number of credit earned for the course n in an academic year and M_n is the marks obtained by the student for the course n. N is the total number of courses over which the performance is being measured. All courses shall have maximum marks of 100 irrespective of the number of credits assigned to the courses. In calculating CPI, only those courses, which the student has passed obtaining not less than 50% marks and for which credits are earned, will be taken into account.

CPI of the candidate shall be calculated on the basis of the minimum credits required for each program considering his / her performance in the subjects, wherein he she has secured highest marks. However, in the mark sheet, the maximum credits earned by the candidate shall also be reflected.

16. ADMINISTRATIVE ISSUES:

Subject to the provisions of the Act, the Statues and the Ordinance such administrative issues as disorderly conduct in examinations, other malpractices, dates for submission of examination forms, issues of duplicate degrees, instructions to examiners, superintendents invigilators, their remuneration and any other matter connected with the conduct of examinations will be dealt with as per the guidelines approved for the purposes by the Academic Council.

17. UNFORESEEN ISSUES:

Notwithstanding anything stated in this Ordinance, for any unforeseen issues arising and not covered by this Ordinance, or in the even of difference of interpretation the Vice Chancellor may take a decision, after obtaining the opinion / advice of a Committee consisting of any for all the Deans of Schools. The decision of the Vice-Chancellor shall be final.

SCHEME OF EXAMINATIONS

FOR

FIVE YEAR FULL-TIME PROGRAM LEADING TO BACHELORS DEGREE IN ARCHITECTURE FOLLOWING THE ANNUAL SYSTEM OF EXAMINATION

(OTHER THAN PROGRAMS FOR WHICH A SEPARATE ORDINANCE IS NOTIFIED)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SCHEME of EXAMINATIONS

FIRST YEAR B. ARCH. (STAGE-ONE)

SI.	Course	COURSE TITLE	HRS	/WK	Credit
No	CODE		L	Р	
01	ARCH-110	Architectural Design		7	14
02	ARCH-111	Art & Graphics		4	08
03	ARCH-112	Architectural Drawing		4	08
04	ARCH-120	Building Construction		4	08
05	ARCH-121	Model Workshop		3	06
06	ARCH-122	Surveying & Leveling		2	04
07	ARCH-130	History of Architecture	2		04
08	ARCH-140	Theory of Structures	4		08
09	ARCH-141	Climatology	1*		02*
10	ARCH-150	Projects		3	06
	Total 7 27 68				

SECOND YEAR B. ARCH. (STAGE-ONE)

SI.	Course	COURSE TITLE	HRS	/WK	Credit
No	CODE		L	Р	
01	ARCH-210	Architectural Design		9	18
02	ARCH-211	Art & Graphics		3	06
03	ARCH-212	CAD & Software Lab.		3	06
04	ARCH-220	Building Construction		4	08
05	ARCH-230	History of Architecture	2		04
06	ARCH-231	Art & Arch. Appreciation	2		04
07	ARCH-232	Sociology & Psychology	2		04
08	ARCH-240	Theory of Structures	4		08
09	ARCH-241	Water Supp. Waste Disp.	1*		02*
10	ARCH-242	Energy Systems	1*		02*
11	ARCH-250	Projects		3	06
		Total	12	22	68

THIRD YEAR B. ARCH. (STAGE-ONE)

SI.	Course	COURSE TITLE	HRS/WK		Credit
No	CODE		L	Р	
01	ARCH-310	Architectural Design		9	18
02	ARCH-320	Building Construction		4	08
03	ARCH-330	History of Architecture	2		04
04	ARCH-331	Settlements Design	2		04
05	ARCH-340	Theory of Structures	4		08
06	ARCH-341	Qty., Specs., Estm.,Cont.	2		04
07	ARCH-342	Lighting & Acoustics	1*		02*
08	ARCH-343	M.Vent.,Comm.,Sc.&Sf.	1*		02*
09	ARCH-350	Projects		5	10
	Total			18	60

SCHEME of EXAMINATIONS (continued)

SI.	Course	COURSE TITLE	HRS/WK		Credit
No	CODE		L	Р	
01	ARCH-400	Practical training		15	30
02	ARCH-410	Architectural Design		5.5	11
03	ARCH-420	Building Construction		2.5	5
04	ARCH-430	Town Planning	0.5*		1*
05	ARCH-440	Structural Systems	0.5*		1*
06	ARCH-450	Projects		3	6
07	ARCH-460	Seminar /Dissertation		3	6
	Total 1 19 60				

FOURTH YEAR B. ARCH. (STAGE-TWO)

FIFTH YEAR B. ARCH. (STAGE-TWO)

SI.	Course	COURSE TITLE	HRS	/WK	Credit
No	CODE		L	Р	
	-	-			-
01	ARCH-510	Architectural Design		5.5	11
02	ARCH-520	Building Construction		2.5	5
03	ARCH-530	Town Planning	0.5*		1*
04	ARCH-540	Structural Systems	0.5*		1*
05	ARCH-550	Projects		3	6
06	ARCH-560	Seminar / Dissertation		3	6
07	ARCH-570	Professional Practice & Contract Management	2		4
08	ARCH-500	Architectural Thesis		13	26
	Total 3 27 60				

NOTES: (for Stage-I & Stage-II)

- a. L: Lecture based Courses. P: Practical/Studio/Project based Courses.
- b. Practical/ Studio/Project Course Examination (Annual / Re- / Term Examinations) conducted as Portfolio/Report Evaluation & Viva-voce.
- c. Lecture Course Examinations to be of 3 hrs. except for the ones marked (*) to be for 2 hrs.
- d. The student shall undergo compulsory Practical Architectural Training (ARC-500) as a full-time employee in an Architect's Office, approved by the placement cocoordinator, for a minimum duration of 18 calendar weeks.
- e. Overall Credits for the B. Arch. Program = 316. A student must clear all 316 of the credits to be eligible for the award of Degree. The Course details of Projects (ARC-150 / ARC-250 / ARC-350 / ARC-450) shall be provided by the individual Institutions and informed to the University. Each Institution may offer this Course as Projects/Electives.

SYLLABII of COURSES

FOR

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