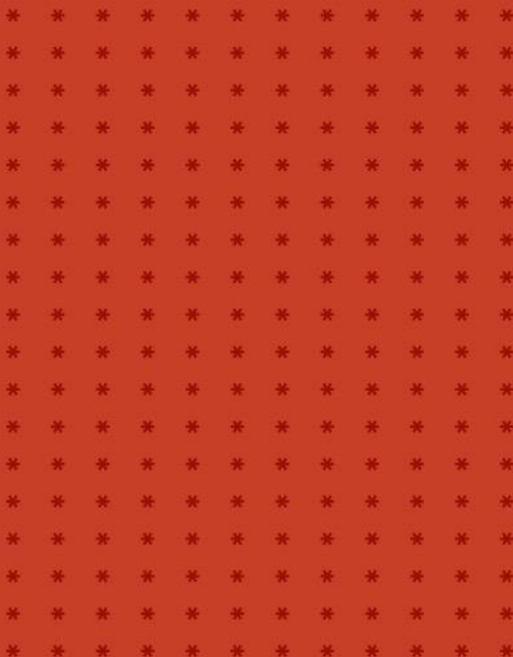




# Academic Regulations

M. Des. Programme

Faculty of Art and Design  
M.S. Ramaiah University of Applied  
Sciences



# 2019

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## **Table of Contents**

P.1 Short Title and Commencement .....	4
P.2 Definitions.....	4
P.3 Academic Programmes .....	5
P.3.1 Nomenclature of the Programme.....	5
P.3.2 Medium of Instruction.....	5
P.3.3 Programmes Offered .....	5
P.3.4 Study Scheme .....	5
P.3.5 Academic Calendar .....	5
P.3.6 Programme Duration.....	5
P.3.6.1 Normal Duration of the Programme.....	5
P.3.6.2 Maximum Duration of the Programme .....	5
P.3.7 Admission of Students .....	6
P.3.7.1 Eligibility:.....	6
P.3.7.2 Selection of Students .....	6
P.3.7.3 Admission to Programme .....	6
P.3.8 Annual Programme Fee .....	6
P.3.8.1 Free-ship and Scholarships .....	7
P.4 Credit Scheme and Credit Structure .....	7
P.4.1 Credit Definition .....	7
P.5 Curriculum .....	7
P.5.1 Development of Programme Curriculum .....	7
P.5.2 Curriculum Framework.....	8
P.6 Course Details.....	8
P.6.1 Course Delivery.....	8
P.6.2 Course Registration.....	8
P.6.2.1 Course Delivery Structure .....	9
P.7 Attendance Requirements .....	9
P.7.1 Condoning of Shortfall in Attendance.....	9
P.8 Assessment .....	9
P.8.1 Achievement Testing .....	9
P.8.1.1 Internal Examiner.....	10
P.8.2 Failure and Re-registration .....	10
P.9 Programme Quality Monitoring .....	10

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P.9.1	Staff Student Consultative Committee .....	10
P.9.2	Subject Assessment Board (SAB) .....	10
P.9.3	Programme Assessment Board (PAB).....	11
P.9.4	Award of Grade.....	11
P.9.4.1	Announcement of Results.....	11
P.9.4.2	Re-evaluation of SEE .....	11
P.9.4.3	Withholding of Results.....	11
P.10	Statement of Learning and Achievement (Grade Card) .....	12
P.10.1	Degree Certificate.....	12
P.10.2	Provisional Degree Certificate .....	12
P.10.3	Convocation .....	12
P.10.4	Awards and Honours for Students.....	12
P.10.4.1	University Awards .....	12
P.10.4.2	Donor Awards .....	12
P.10.4.3	Corrections in Statement of Learning & Achievement Certificates.....	12
P.10.4.4	Duplicate Transcripts and Degree Certificate.....	13
P.10.4.5	Student Transfers / Migration .....	13
P.11	Other Academic Matters .....	13
P.11.1	Credit Framework for Online Learning Courses .....	13
P.11.2	Withdrawal from Programme .....	13
P.11.3	Termination from the Programme .....	13
P.11.4	Conduct and Discipline .....	14
P.11.5	Intellectual Property.....	14
P.12	Amendments to the Academic Regulations .....	14

# Academic Regulations for M. Des. Programme

(Applicable for 2019 Batches onwards)

## P.1 Short Title and Commencement

- a) The Regulations listed under this head are common for all post graduate programmes leading to M. Des. Degree offered by the University.
- b) The Regulations hereunder are subject to amendments by the Academic Council of the University, from time to time, after considering the recommendations of the Board of Management. Such amendments will be effective from such date and apply to such batches of candidates, including those already undergoing the Programme, as may be determined by the Academic Council.

## P.2 Definitions

- a) "Commission" means University Grants Commission (UGC);
- b) "Board of Management" in accordance with Section 24 of the Act of Management is the principal, executive body of the university
- c) "Academic Council" In accordance with section 25 of the Act the Academic Council is the Principal, academic making body of the university. The Academic Council shall, subject to the provision of the Act and the statutes have control over and responsible for the maintenance of standards of instruction, education and examination and conferment of under graduate and post graduate degree, diplomas and other awards and titles in the University.
- d) "Academic Unit" means a Faculty, Department, Directorate, an Academic Centre, Agency or Cell of the University designated as such by the Board of Management.
- e) "Faculty" means the Academic Units of the University offering various academic programmes (e.g. Faculty of Engineering and Technology, Faculty of Art & Design etc.).
- f) "Department" means an academic unit, under the Faculty of Art and Design, responsible for delivering a particular M. Des. Degree Programme.
- g) "Programme" means a set of courses a student is required to successfully complete to become eligible for the award of M. Des. Degree.
- h) "Programme Specifications" means the document that describes the educational aims, programme objectives, learning outcomes and the detailed programme structure for each programme.
- i) "Course" means a subject, either theory or practical or both, listed under a Programme.
- j) "Course Specifications" means the document that describes the title, the learning outcomes, syllabus, teaching and learning methods and assessment methodology for each Course.

- k) "Full-Time students" means students who are spending their full time on campus for a programme.
- l) "Part-Time students" means students who are employed and are spending a part of their time on campus for a Programme.
- m) "Statute" means the MSRUAS Statutes.
- n) "University" means the M. S. Ramaiah University of Applied Sciences (MSRUAS);
- o) "Answer scripts" means test, assignment or examination answer sheet or booklet.

### **P.3 Academic Programmes**

#### **P.3.1 Nomenclature of the Programme**

The nomenclature and the abbreviation given below shall be used for this Post Graduate Programme of the University:

*(i) Master of Design (M. Des.)*

In addition, the programme title shall be indicated, in brackets, after the abbreviation. For example, the Master of Design Degree in Product Design programme will be abbreviated as:

*"M. Des. (Product Design)"*

#### **P.3.2 Medium of Instruction**

The medium of instruction for M. Des., programmes is English.

#### **P.3.3 Programmes Offered**

Please refer to **Annexure - 1**

#### **P.3.4 Study Scheme**

The University follows the semester scheme for the Programme.

#### **P.3.5 Academic Calendar**

The Academic Calendar will be synchronized with admission notification and allotment of candidates by the Government of Karnataka in each academic year.

#### **P.3.6 Programme Duration**

##### **P.3.6.1 Normal Duration of the Programme**

The normal duration of the M. Des., postgraduate Programme is:

- a. Two years in the Full-Time Route
- b. Three years in the Part-Time Route

##### **P.3.6.2 Maximum Duration of the Programme**

The maximum period a student is allowed to complete the M. Des. Programme shall be double

the normal duration of the Programme, i.e., Four Years for Full-Time students and Six years for Part-Time students.

### **P.3.7 Admission of Students**

#### **P.3.7.1 Eligibility:**

- a) Karnataka Government Quota (for 40% seats):
  - i. A candidate seeking admission to postgraduate Programme must have passed first degree in the disciplines given in **Annexure – 2** securing at least 50% marks in the aggregate or equivalent CGPA.
  - ii. A candidate belonging to SC/ST category will be entitled to a relaxation in the qualifying marks in accordance with the related government notification in this regard.
- b) University Quota (60% of the seats):

A candidate seeking admission to postgraduate Programme must have passed first degree in the disciplines given in **Annexure – 2** securing at least 50% marks in the aggregate or equivalent CGPA.
- c) Foreign Student Admission Criterion:
  - i. Foreign students should have Association of Indian Universities recognized first degree qualification in the related discipline of equivalent
  - ii. Should have proof of proficiency in English.

#### **P.3.7.2 Selection of Students**

Selection of students for admission under Government of Karnataka will be based on Karnataka Government Notified Admission Test

Selection of students to admission to university quota is based on admission policy of the University notified from time to time.

Selection of foreign students for admission to university quota of seats is based on admission policy of the University notified from time to time.

#### **P.3.7.3 Admission to Programme**

Selected candidates shall complete the admission procedure within the prescribed date by paying the prescribed fees and completing all other admission formalities notified by the University. Failure to do so may lead to cancellation of the selection.

#### **P.3.8 Annual Programme Fee**

Details of the fees payable for each Programme will be notified well in advance to the

commencement of the programme.

The fees, once paid, will not be refunded under any circumstances.

The continuation of a student's registration in subsequent academic years is subject to payment of the prescribed programme and registration fees for each of those years.

#### **P.3.8.1 Free-ship and Scholarships**

The Board of Management, in consultation with the Board of Governors, may consider offering free-ships / scholarships to deserving students who maintain a minimum level of academic performance on a yearly basis.

### **P.4 Credit Scheme and Credit Structure**

#### **P.4.1 Credit Definition**

- a. For theory classes: one credit is equivalent to a total of 15 contact hours.
- b. For laboratory / field work / workshops / project work and allied activities: one credit is equivalent to a total of 30 contact hours.

A student is required to earn a total of 80 credits to become eligible for the award of the M. Des., degree as shown in following Table:

<b>M. Des. Programme Credit Requirements</b>			
<b>Programme</b>	<b>Normal duration</b>		<b>Total number of credits to be earned</b>
	<b>Years</b>	<b>Semester</b>	
M. Des	2	4	80

### **P.5 Curriculum**

The curriculum includes the:

1. **Programme Specifications** document where the educational aims, programme objectives, learning outcomes of the programme and the detailed programme structure are described; and
2. **Course Specifications** document which contains the course title, learning outcomes, syllabus, teaching and learning methods and the assessment methodology for each of the courses.

#### **P.5.1 Development of Programme Curriculum**

The Dean of the Faculty is required to establish a Board of Studies in a Department that proposes to offer M. Des., Degree Programmes. The Board of Studies (BoS) comprises a team of faculty members under the Chairmanship of a Faculty member. The Chair and the members of

BoS are nominated by the Dean of the Faculty. The BoS is responsible for formulating the curriculum of various courses for each M. Des., Degree Programme offered by that Department. The BoS is also required to seek and obtain the opinion of external academic and industry experts on the curriculum so formulated. The curriculum is then presented to the Academic Council for its approval before the programme is offered by the University.

The curriculum for every programme is reviewed by the BoS once in every 2 years i.e. after one complete delivery cycle and seek the approval of the Academic Council. A member of the Faculty who formulates the curriculum of a course, delivers and assesses students undergoing that course is known as “**Course Leader**”.

### P.5.2 Curriculum Framework

The curriculum framework of the Programme is given below:

Curriculum Framework		
Sl. No.	Course Category	Credits
1	Professional Core	28
2	Mandatory	02
3	Elective	12
4	Skill Enhancement	04
5	Project Work	34
	<b>Total Credits</b>	<b>80</b>

## P.6 Course Details

### P.6.1 Course Delivery

Course delivery includes, but is not limited to, the following:

1. Face-to-Face Lectures using Audio-Visuals
2. Workshops, Group Discussions, Debates, Presentations
3. Demonstrations
4. Guest Lectures
5. Laboratory/Field work/Workshop
6. Industry Visit
7. Seminars
8. Group Exercises
9. Project Exhibitions
10. Technical Festivals

### P.6.2 Course Registration

Students shall register for the courses, group project and dissertation projects in accordance with the prescribed procedure. The student will earn the corresponding credit(s) upon successful completion of each course.



### **P.6.2.1 Course Delivery Structure**

For students in the Full-Time route, the courses under each programme are delivered in accordance with the time table provided at the beginning of the semester.

For students in the Part-time route the courses under each programme are delivered on weekends in accordance with the time table provided at the beginning of the semester but the programme is spread over three years.

## **P.7 Attendance Requirements**

A student is required to have a minimum attendance of 80% to be eligible to write the semester end examination. Students who fail to achieve the minimum attendance will be declared as “FAIL” in that particular course. A failed student is required to re-register for that course, attend the course and take up all the components of assessment at the next offering.

### **P.7.1 Condoning of Shortfall in Attendance**

A shortfall in attendance, up to a maximum of 5%, may be condoned by the Dean/HOD under special circumstances like medical emergencies, participation in sports, cultural activities, seminars, workshops and paper presentation etc. at the State, National or International level representing the University and with the prior permission of the concerned HOD.

## **P.8 Assessment**

### **P.8.1 Achievement Testing**

During each semester, students' performance is assessed through Continuous Evaluation (CE) and a Semester End Examination (SEE). The course leaders in consultation and approval of HOD will announce the scheme of assessment method adopted for the particular course he/she handles.

Performance in every course will be assessed on the following two components:

Component – 1 Continuous Evaluation (CE):

This includes mid-term tests, assignments, creative work submission, viva-voce, quiz, seminars, mini projects and other such evaluation methods designed for specific courses and conducted as per the norms of the University for Assessment.

Component – 2 Semester End Examination (SEE):

This includes a written and / or laboratory examination conducted as per the norms of the University for Assessment.

The **Course Specifications (CS)** provide the details of Components-1 and 2.

A student is required to score a minimum of 40% overall for successful completion of a course and

for earning the corresponding credit(s). It is mandatory to appear for the Semester End Examination to pass the course.

#### **P.8.1.1 Internal Examiner**

The course leader is responsible for the setting of question papers for both CE and SEE, supervision of the examinations and valuation of the answer scripts, as described in the Programme Specifications as well as Course Specifications. The course leader becomes the internal examiner for that course.

#### **P.8.2 Failure and Re-registration**

A student will be declared "Failed" in a course under the following circumstances:

1. Not satisfied the attendance requirement (not eligible for SEE)
2. Satisfied attendance requirement but remained absent for SEE
3. Satisfied attendance requirement but scored less than 40% marks in CE and SEE put together

Students are given the following opportunities for passing a failed course and earn credits:

1. Students in above category 1 (declared as Re-Registration category) will register for the failed course during any future offerings and satisfy the attendance and marks requirement for passing a course.
2. Students in above categories 2 and 3 (declared as Re-Sit category) shall appear for the SEE alone in the next opportunity provided. In such case, CE marks will be carried forward as it is.

Note:

- If a student re-registers for any course, the earlier results in that course will be treated as null and void.
- Students registering for Re-sit or Re-Registration will have to do so by paying prescribed fees and submitting an application to E&A section.

**Academic Misconduct:** As per the Academic Misconduct Policy of the University

### **P.9 Programme Quality Monitoring**

#### **P.9.1 Staff Student Consultative Committee**

The Staff-Student Consultative Committee looks into the quality of the programmes delivered by each Faculty. The committee comprises the Dean, Academic Registrar (Faculty), Administrative Registrar (Faculty), HODs, Class Representatives and other member(s) invited by the Dean. Committee meetings are scheduled during the middle of each semester.

During the committee meeting, students experience on academic issues, teaching and learning support and student amenities are discussed and suitable action plans are initiated if required.

#### **P.9.2 Subject Assessment Board (SAB)**

SAB meetings are chaired by the Dean of the concerned Faculty. The Heads of Departments and

the Course Leaders will be the members.

### P.9.3 Programme Assessment Board (PAB)

A yearly programme evaluation will be conducted by the Board as constituted by the Vice Chancellor of the University.

### P.9.4 Award of Grade

Students will be awarded Grades based on marks scored. The basis for awarding Grades is shown in Table below.

Grade Definition and Grade Point			
Sl. No.	Marks Scored	Grading	GPA Grade Points
1.	>90 to ≤100	O (Outstanding)	10
2.	>74 to ≤90	A+ (Excellent)	9
3.	>60 to ≤74	A (Very Good)	8
4.	≥55 to ≤60	B+ (Good)	7
5.	≥50 to <55	B (Above Average)	6
6.	>44 to <50	C (Average)	5
7.	≥40 to ≤44	P (Pass)	4
8.	<40	F/Ab (Fail/Absent)	0

#### Computation of SGPA and CGPA

$$SGPA (S_i) = \frac{\sum (C_i * G_i)}{\sum C_i}$$

Where  $C_i$  is the number of credits of the  $i^{\text{th}}$  course and  $G_i$  is the grade point scored by the student in the  $i^{\text{th}}$  course.

$$CGPA = \frac{\sum (C_i * S_i)}{\sum C_i}$$

Where  $S_i$  is the SGPA of the  $i^{\text{th}}$  semester and  $C_i$  is the total number of credits in that semester.

#### P.9.4.1 Announcement of Results

The office of the Academic Registrar (Faculty) will announce the results of the students on the Faculty notice board as well as on the University website.

#### P.9.4.2 Re-evaluation of SEE

Students can apply for re-evaluation of SEE answer scripts on paying the fees prescribed within six working days after the announcement of results. Re-evaluation is not applicable for laboratory examination. The marks obtained after re-evaluation is the final marks scored by the student in that course in that attempt. Under no circumstances the re-evaluation fees is refunded to the student.

#### P.9.4.3 Withholding of Results

Students' results may be withheld, if the student:

1. Has been subjected to disciplinary action and a decision is pending;

2. Is in debt to the University;
3. Has failed to meet the academic requirements;

All pending results will be announced as soon as the issue in question is resolved to the satisfaction of the University.

## **P.10 Statement of Learning and Achievement (Grade Card)**

Every student will be issued a Statement of Learning and Achievement (Grade Card) at the end of each semester.

### **P.10.1 Degree Certificate**

The Degree certificate, issued under the University seal, will have the student's name, University roll number, name of the degree awarded, specialization and class.

The Degree certificate will bear the signature (facsimile) of Vice-Chancellor.

### **P.10.2 Provisional Degree Certificate**

A Provisional Degree Certificate will be issued by the office of Academic Registrar- University only on request by the eligible students. The Provisional Degree Certificate will bear the signature of the Academic Registrar of the University.

### **P.10.3 Convocation**

A Convocation ceremony will be held once every year. Students will be conferred their Degree by the Vice –Chancellor or his/her nominee (normally the Dean of the concerned Faculty) during the convocation ceremony. The Degree will be awarded in the presence of the University's Mace.

Graduating students who are unable to attend the convocation, in person, can apply for award of the degree *in absentia* after paying the prescribed fee.

### **P.10.4 Awards and Honours for Students**

#### **P.10.4.1 University Awards**

The University may recognize meritorious performance of students by conferring various awards. These awards will be presented to students during the Convocation.

#### **P.10.4.2 Donor Awards**

For the award of prizes and medals instituted by donors the conditions stipulated by the donors will be considered by the Board of Management.

#### **P.10.4.3 Corrections in Statement of Learning & Achievement Certificates**

Students can apply for correction in any grade card and degree certificate issued by the University within six months from the date of issue.

**P.10.4.4 Duplicate Transcripts and Degree Certificate**

In the event of a student losing the original transcripts or degree certificate, he/she can apply for the issue of re-printed documents. Re-printed transcripts will be issued against payment of the prescribed fee. The reprints will carry the caption "Duplicate".

**P.10.4.5 Student Transfers / Migration**

Migration of students from another Institution/University to the University may be accepted if there are vacancies available in the requested programme and subject to the submission of a No Objection Certificate from the Institution/University the student is presently studying in and meeting the programme requirements. In such matters, the decision of the Academic Equivalence Committee will be final.

Students who would like to migrate to another University/Institution is required to comply with the University norms in this regard.

**P.11 Other Academic Matters****P.11.1 Credit Framework for Online Learning Courses**

Students can complete up to 6 credits choosing any platform like SWAYAM, coursera.org, uredit.com, udacity.com, or edx.com. The course can be Skill Enhancement Course mentioned in the respective programme specifications or the students can choose a course with the advice of the HoD /Dean of the faculty. The online courses should have been completed by the student well within the programme period.

Students may be informed that opting for any of the Online Courses is fully optional and is not mandatory.

**P.11.2 Withdrawal from Programme**

A student undergoing the programme is allowed to withdraw at any point during the programme of study after submitting a request to the Admission Section and completing the necessary process for the approval of withdrawal.

Any fees and other charges collected for that academic year shall not be refundable.

**P.11.3 Termination from the Programme**

A student will be directed to discontinue the Programme and leave the University on the following grounds:

- a. Failure to meet the standards of discipline as prescribed by the University from time to time;
- b. Failure to complete the Programme within the prescribed maximum duration permitted by the University's Regulations.

**P.11.4 Conduct and Discipline**

The provision relating to discipline and code of conduct that applies to every member of the University is as described in Chapter 8 of the MSRUAS Statutes.

**P.11.5 Intellectual Property**

The provision governing Intellectual Property that is generated by a member of the University is as described in Chapter 9 of the MSRUAS Statutes.

**P.12 Amendments to the Academic Regulations**

Any other issues not covered in this document will be referred to the Academic Council. The decision of the Academic Council in such matters shall be final. These Regulations may be amended from time to time by the Academic Council and approved by Board of Management.



***All concerned are strongly urged to ensure their understanding of the Academic Regulations and time to time amendments thereof.***

***Consequences resulting out of failure to read and understand the Academic Regulations shall rest only with the individual concerned.***



**Annexure – 1****List of M.Des. Programmes offered from academic year 2014-15 onwards.**

No.	Programmes	Department
1.	Computer Animation and Game Design	Department of Industrial Design
2.	Commercial and Retail Design	
3.	Product Design	
4.	Rural Product Design	
5.	Fashion Design	Department of Fashion Design

**User-oriented Postgraduate Programmes (UoPC)**

The Board of Management, after obtaining the consent of the Board of Governors, is empowered to formulate and offer exclusive programmes through the University's Faculties to cater to the specific needs of Industry, Businesses and Corporations.

The candidates sponsored by such businesses/corporations shall meet the eligibility requirements for the M.Des., programme. These students will also follow the University's Academic Regulations, with such exceptions as may be approved by the Academic Council, for the Postgraduate Programme leading to M. Des., degree.

## Annexure – 2

## Eligibility Criteria for M. Des., programmes

Sl. No	Programmes	Entry Level Qualification
1.	Computer Animation and Game Design	A 1 <sup>st</sup> degree in any programme are eligible to apply. However, the student will be selected based on a "Selection Test" conducted by the University if required
2.	Commercial and Retail Design	A 1 <sup>st</sup> degree in any programme are eligible to apply. However, the student will be selected based on a "Selection Test" conducted by the University if required
3.	Product Design	A 1 <sup>st</sup> degree in any programme are eligible to apply. However, the student will be selected based on a "Selection Test" conducted by the University if required
4.	Rural Product Design	A 1 <sup>st</sup> degree in any programme are eligible to apply. However, the student will be selected based on a "Selection Test" conducted by the University if required
5.	Fashion Design	A 1 <sup>st</sup> degree in any programme are eligible to apply. However, the student will be selected based on a "Selection Test" conducted by the University if required