



ANANT
NATIONAL
UNIVERSITY
॥ प्रज्वालितो ज्ञानमयः प्रदीपः ॥

India's First
DesignX
University

STUDENTS ACADEMIC **RULEBOOK**

SCHOOL OF DESIGN

॥ प्रज्वालितो ज्ञानमयः प्रदीपः ॥



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i. About Anant

Anant National University, India's first DesignX university, is dedicated to training students to devise solutions for global problems. The X in Design X is the symbol drawn from mathematics, representing enhancement. This new learning approach multiplies traditional design pedagogy with liberal arts disciplines, emerging technologies and knowledge drawn from hands-on community experiences to help understand our world better and to devise impactful solutions.

Our multidisciplinary undergraduate, postgraduate and doctoral programmes in design, architecture, climate action and visual arts harness knowledge from various disciplines and traditional practices to integrate it with cutting-edge technology to address diverse challenges.

We train our designers to become **solutionaries** —revolutionary thinkers with a solution-oriented mindset.

ii. About the School of Design at Anant

The School of Design (SoD) at Anant is one of the four schools that offers a range of specialisations preparing students to become design solutionaries, equipped to address pressing issues of society through innovative, structured and sustainable approaches.

The Design Thinking oriented programmes at SoD focus on shaping students future-ready to cater to the requirements emerging from new realities driven by technological, ecological as well economic disruptions. With emphasis on a holistic approach combining innovation, emerging technologies, indigenous knowledge and sustainability, students gain hands-on experience by working on live projects that enhance their contextual understanding of the community, empowering them with adept problem-solving tools.

iii. About this Rulebook

This Rulebook aims to guide young aspiring 'Solutionaries' in demonstrating a shared vision and collective commitment to uphold Anant's mission and values. The rulebook applies to students enrolled in the School of Design at Anant National University.

1. Schools, Programmes & Centres at Anant

1.1. Schools

- 1.1.1. School of Design (SoD): Bachelor of Design (BDes), Master of Design in Integrated Product Design (MIPD)
- 1.1.2. School of Architecture (SoA): Bachelor of Architecture (BArch)
- 1.1.3. School of Creative Practices and Entrepreneurship (SCoPE): Bachelor of Visual Arts (BVA), Doctor of Philosophy in Built Environment, Design Excellence and Creative Practice (PhD)
- 1.1.4. Anant School of Climate Action (ASCA): Bachelor of Technology in Climate Change (BTech), Anant Fellowship for Climate Action (AFCA)

1.2. Centres

- 1.2.1. Aarambh Incubation Centre (Aarambh)
- 1.2.2. Anant Centre for Documentation and Design of Crafts (ACDC)
- 1.2.3. Anant Centre for Sustainability (ACfS)
- 1.2.4. Anant Centre for Visual Arts (ACVA)
- 1.2.5. Bloom: Centre for Wellbeing (Bloom)
- 1.2.6. Centre for Behavioural Science and Design (CBSD)
- 1.2.7. Centre for Moving Image (CMI)
- 1.2.8. Centre for Public Policy at Anant (CPPA)
- 1.2.9. Centre of Design Education (CODE)
- 1.2.10. Centre for Urbanism and Cultural Economics (CuCE)
- 1.2.11. International Centre for Inclusive Cultural Leadership (ICICL)
- 1.2.12. Writing and Communication Studio

2. Key Definitions & Acronyms

- **Academic Year (AY):** The Academic Year begins with the Monsoon Semester and concludes with the Spring Semester.
- **Semester (SEM):** A Semester consists of 16-18 academic weeks. Each AY consists of 2 semesters.
- **Monsoon Semester:** The odd semester, it starts in July and ends in December.
- **Spring Semester:** The even semester, it begins in January and concludes in June.
- **Summer School:** Summer School takes place between the Spring Semester and the Monsoon Semester of the next academic year, typically from June to July.
- **Winter School:** The Winter School takes place between the Monsoon Semester and the Spring Semester of the same academic year, usually from December to January during the winter break.
- **Foundation Year (FNDN):** The Foundation Year (SEM 1 and 2) is an introductory programme for all first year students with the principle of design and architecture.

Academic Roles

- **Provost:** The Provost is the academic and administrative head of the entire University.
- **Dean:** The Dean is in charge of a specific school under the University.
- **Programme Lead (PL):** Programme Lead is a faculty in charge of a particular academic programme, such as a Major.
- **Faculty:** The faculty is a member of the University's academic staff for mentoring and academic facilitation.
- **Technical Staff:** Experts in specific tools/software who assist and train students.
- **Teaching Assistant (TA):** Teaching Assistants are students or young graduates supporting faculty and aiding students during a course.

Courses & Credits

- **Course:** A course is a module of study with defined learning outcomes and objectives, including various forms of assessment. Based on mandates, courses offered are divided into Core Courses and Elective Courses.
- **Core Course (Core):** Core Courses are mandatory courses that students must complete to earn credits necessary for qualifying in their Major and/or Minor. These courses provide essential knowledge and skills that are foundational to the academic discipline.
- **Minor Courses (EM):** A minor course is a secondary area of study pursued alongside major in B.Des. It typically involves a smaller selection of courses than a major and allows students to explore another field of interest or complement their major with related skills.
- **Elective Course (EL):** Elective Courses are courses that students can choose based on their interests and academic goals. These courses allow students to explore additional subjects outside their core curriculum, providing opportunities for personalised learning and skill development.

- **Weightage:** Courses may carry different weightage for each component and can include a combination of lectures, studios, tutorials, lab work, project work, fieldwork, outreach activities and internships. This varied structure allows for a comprehensive learning experience.
- **Evaluation:** The evaluation of students is based on a combination of assessments, including viva examinations, jury presentations, seminars, term papers, assignments and presentations. This multifaceted approach ensures a thorough evaluation of a student's understanding and skills.
- **Credit:** Credit is a unit that measures the significance of coursework within the curriculum. It is based on the number of contact hours associated with each course. This system helps quantify the workload and academic value of the courses undertaken by students.

Course Components

- **Lecture:** A lecture is a demonstration of the subject through presentation, interaction, feedback, etc.
- **Seminar:** A seminar is a discussion-based format focusing on pre-assigned readings or brief lectures and presentations.
- **Studio:** A studio is a working space for students' practical work under the mentorship of faculty.
- **Collaborative Studio:** A collaborative studio is an interdisciplinary course conducted for students of different design disciplines. It is developed to expose design students to holistic and collaborative thinking and problem-solving across heterogeneous contexts and conditions.
- **Workshop and Labs:** These are working spaces for students to make design prototypes (tactile or digital) as part of their curriculum.
- **Internship:** An internship is a practical apprenticeship to expose students to real-world situations.
- **Capstone Project (CaP):** A 16-24 week long Capstone Project is the outcome of students' design learning in their specific disciplines under the mentorship of an assigned faculty.
- **Capstone Thesis:** A Capstone Thesis is a guided research work that entails the systematic execution and documentation of findings for a project.
- **Capstone Project Jury (CPJ):** CPJ is the final jury where a student demonstrates their design learning by explaining the CaP document and prototype in defence for the jury to be recommended for the degree award.
- **Grade Sheet:** A Grade Sheet shall be issued to all the registered students at the end of every semester, along with SGPA and CGPA. It contains the course details such as course code, title, number of credits and grade secured.
- **Transcript:** A consolidated grade sheet that is issued when all credit requirements for the degree are completed.
- **Convocation Ceremony:** An annual academic ceremony that confers the degree certificate to graduating students, following university protocol.

Acronyms

- **Anant:** Anant National University
- **SoA:** School of Architecture
- **SoD:** School of Design
- **ASCA:** Anant School for Climate Action
- **SCoPE:** School of Creative Practices and Entrepreneurship
- **BDes:** Bachelor of Design,
- **BArch:** Bachelor of Architecture
- **BVA:** Bachelor of Visual Art
- **MDes-IPD:** Master of Design in Integrated Product Design
- **CD:** Communication Design
- **IxD:** Interaction Design
- **MI:** Moving Image
- **PD:** Product Design
- **SD:** Space Design
- **SFTD:** Sustainable Fashion and Textile Design
- **TD:** Transdisciplinary Design
- **CaP:** Capstone Project
- **CBCS:** Choice-Based Credit System
- **COE:** Controller of Examination
- **EM:** Minor
- **EL:** Electives
- **TA:** Teaching Assistant
- **Sem:** Semester
- **ERP:** Enterprise Resource Planning
- **SGRC :** Student Grievances Redressal Committee
- **NDA :** Non Disclosure Agreement
- **ERP:** Enterprise Resource Planning
- **SGRC : Student Grievances Redressal Committee**
- **NDA : Non Disclosure Agreement**

3. Academic Attitude

3.1. Interactions within the Student Community:

All students must display respect and dignity to fellow students. Any form of discrimination, harassment, bullying, body-shaming or racial, casteist and gender-biased remarks may lead to strict action.

3.2. Communication Etiquettes:

Students should maintain a respectful tone and language in all forms of communication, including written or verbal. Constructive criticism and feedback should be provided respectfully and professionally.

3.3. Interactions with Faculty and Staff:

Students must inculcate and display professional yet humane behaviour with faculty, staff and any visiting members of the University. This includes addressing by appropriate titles, listening and responding thoughtfully or seeking guidance courteously.

3.4. Confidentiality and Privacy:

Respecting the confidentiality and privacy of fellow students, faculty and staff is of utmost priority. Any form of misappropriation, falsification, distortion or insult may lead to disciplinary action.

3.5. Use of Technology:

Anant offers IT resources to support the University's educational, instructional, research and student administrative activities, aiming to enhance students' efficiency and productivity. Students should follow and comply with the IT rules and regulations.

**Refer to Anant IT POLICY AND GUIDELINES_V3
for more details.**



3.6. Contact Hours with Faculty and TAs

Anant offers IT resources to support the University's educational, instructional, research and student administrative activities, aiming to enhance students' efficiency and productivity. Students should follow the IT rules with compliance.

3.6.1. **Office Hours Overview:** Office hours are designated working hours for faculty and Teaching Assistants (TAs) to guide students beyond the classroom setting. These sessions offer an opportunity to discuss a variety of subject matters, including:

3.6.2. **Courses Clarification:** Seek assistance with concepts, assignments and any backlogs.

3.6.3. **Choices Exploration:** Discuss options for Majors, Minors, graduation requirements and available programmes.

- 3.6.4. **Career Counselling Inquiries:** Ask about internships, career pathways and opportunities for further studies.
- 3.6.5. **Campus Events Engagement:** Learn about upcoming design events, festivals and activities that are available for participation.
- 3.6.6. These activities are non-credited. However, students are encouraged to participate in order to enrich their experience and broaden their worldview.

3.7. Campus Property

- 3.7.1. All kinds of University property should be treated with care, respect and responsibility.
- 3.7.2. Any form of vandalism, theft or damage may lead to legal and penal action.

3.8. Laboratory & Studio Etiquette

- 3.8.1. **Dress Code and Safety:** Appropriate dress code and safety instructions must be followed to prevent harm, equipment damage, or accidents.
- 3.8.2. **Equipment Use:** Deliberate misuse, tampering or unauthorised alteration of equipment are strictly prohibited and may result in disciplinary action.
- 3.8.3. **Borrowed Tools & Materials:** All borrowed tools and materials must be returned promptly, ensuring they are undamaged. Failure to do so may lead to a penalty.
- 3.8.4. **Cleanliness:** Labs, workshops and studio spaces must be kept clean and tidy to maintain a responsible professional environment.
- 3.8.5. **Power Safety:** Following the instructions, all power sources should be switched off before leaving the workspace.
- 3.8.6. **Assistance:** Students must consult the lab, studio or workshop supervisor in unforeseen situations to prevent accidents.

3.9. Makerspace Induction and Training

- 3.9.1. At the beginning of each semester, students will receive a safety brief.
- 3.9.2. Students must sign an endorsement document acknowledging their understanding of safety protocols and responsibilities.

3.10. Education and Awareness

- 3.10.1. The **SoD** organises workshops, seminars, performances and talks on various topics such as workspace attitudes, wellness, gender, diversity, healthcare and inclusivity. Active participation is encouraged to foster a harmonious community.
- 3.10.2. Each student at Anant is expected to embody the responsible attitude of a global citizen, demonstrating self-driven efforts to maintain the campus in an immaculate, green and healthy state across all dimensions.
- 3.10.3. Students are encouraged to become proactive members of Anant's DesignX community by embracing the principles of 'Reduce, Reuse and Recycle' and 'Collaborate, Co-create and Co-produce' to emerge as exemplary global 'Solutionaries'.

3.11. Academic Regulations

3.11.1. Academic Integrity

Academic Integrity at Anant National University aims to uphold the highest standards of academic honesty and ethical behaviour within the institute's community. It is also designed to create a culture of trust, honesty and respect within the institute. Adhering these principles ensures the intellectual growth and development of each individual while preserving the reputation of Anant's diverse creative community for the nation & the world.

3.11.2. Plagiarism

- 3.11.2.1. Plagiarism is strictly prohibited. All forms of copying, paraphrasing or using another person's ideas, work or intellectual property without appropriate citation are considered violations of academic integrity.
- 3.11.2.2. Plagiarism includes both written and visual content, online resources and any other media.
- 2.11.2.3. Proper referencing and citation methods must be followed for all sources used in academic projects.
- 2.11.2.4. Students are required to refer to the **Plagiarism Guidelines** for more details.

3.11.3. Collaboration and Attribution

Collaboration is encouraged within the academic boundaries. For any collaborative assignments, research, projects or activities, students must acknowledge all who are involved.

3.11.4. Assessments and Evaluations

During assessments and evaluations, any cheating, usage of unauthorised materials, miscommunication or misappropriation will be seen as a breach of academic integrity. Students must respect faculty feedback with due diligence.

3.11.5. Academic Resource Usage Guidelines

- 3.11.5.1. All facilities, equipment, software and other resources at Anant are intended for academic and creative purposes only.
- 3.11.5.2. Students are granted access to various resources, including email IDs, subscriptions, software licences and other tools, to facilitate their academic pursuits with prior approval.
- 3.11.5.3. The allocated access is solely for the intended individual's use. Any breach of this provision may result in disciplinary actions.
- 3.11.5.4. Students are required to indemnify the university against any disputes, legal actions or consequences arising from the misuse or unauthorised sharing of these resources.
- 3.11.5.5. Students will be responsible for ensuring that these resources are utilised strictly for academic pursuits.

4. Human Resources (Academics)

4.1. Faculty

Anant has a diverse pool of academics and industry practitioners with years of experience working at reputed institutes across the world.

Students can find information about faculty on Anant's website (<https://anu.edu.in>) under Academics > Faculty.




4.2. Key Personnel of SoD

Dean, SoD		TBA
Programmes	Majors	Leads
Bachelor of Design (BDes)	Interaction Design (IxD)	Prof Vijay Sekhon vijay.sekhon@anu.edu.in
	Product Design (PD)	Prof Milind Chitale milind.chitale@anu.edu.in
	Space Design (SD)	Prof Sangramsinh Parmar sangramsinh.parmar@anu.edu.in
	Communication Design (CD)	Prof Amitabh Pandey amitabh.pandey@anu.edu.in
	Moving Image (MI)	Prof Sekhar Mukherjee sekhar.mukherjee@anu.edu.in
	Sustainable Fashion and Textile Design (SFTD)	Prof Risha Roy risha.roy@anu.edu.in
	Transdisciplinary Design (TD)	Prof Risha Roy & Prof Vijay Sekhon
Master of Design in Integrated Product Design (MDes: IPD)		Prof Milind Chitale milind.chitale@anu.edu.in
SoD Administration sod.admin@anu.edu.in	Senior Executive - Academics	Ms Avani Pathak avani.pathak@anu.edu.in
	Academic Programme Coordinator	Ms Anisha Deva anisha.deva@anu.edu.in

4.3. Academic Labs & Respective Head

Academic Labs	Heads	Location
Learning Commons	Prof Jasmine Gohil	Anant National University Campus Map
Makerspace	Prof Milind Chitale	
Futureshift	Prof Milind Chitale	

Climate Lab	Dr Rohan Dutta	Anant National University Campus Map 
Earthlink AI Lab	Prof Milind Chitale	
Library of Virtually Everything (LOVE) Lab	Prof Vijay Sekhon	
Fashion Lab	Prof Risha Roy	
Computer Lab	Mr Thiyophil Christian	
Loom Room	Prof Risha Roy	
Tinkering Lab	Prof Milind Chitale	Student Housing 1
Photography Lab	Prof Amitabh Pandey	First Floor, Studio 125
Moving Image Lab	Prof Akash Gaur	Second Floor, Moving Images (221)

4.4. Important Academic Departments

Department	Name		Contact Details
Office of Academic Affairs (OAA)	Ms Hesha Shah	2717718410	academicaffairs@anu.edu.in
	Ms Yashvi Patel	2717718404	
	Mr Sanket Panchal	2717718402	
	Ms Bhumika Solanki	2717718411	
Office of Student Services (OSS)	Mr Rohan Chougale	2717718375	studentservices@anu.edu.in
Office of Admissions	Mr Joyjit Sinha Roy	2717718509	admissions@anu.edu.in
IT Help Desk	Mr Vishal Upadhyay	2717718295	it.support@anu.edu.in
	Mr Pragnesh Soni		
	Mr Akash Kapadiya		
Academia ERP	Ms Janki Vaja	2717718369	systems@anu.edu.in
Examination Department	Mr Suhas Toshniwal	27177182933	coe@anu.edu.in coe.support@anu.edu.in
	Ms Jigisha Patel		
Infirmery	Ms Krishna Chelluri	9875089542	x
Maintenance	Mr Pawan Patil	2717718307	pawan.patil@anu.edu.in
Learning Commons	-	2717718284 2717718285	headlibrarian@anu.edu.in

5. Academic Timings

- 5.1. Anant operates on a 40-hour work week. Saturdays, Sundays and holidays may be designated as working days when necessary, subject to prior approval from the relevant authority.
- 5.2. Regular academic hours are from 9 am to 5 pm, with flexibility extending until 7 pm. Any activities beyond this hour require special permission from the appropriate authority.
- 5.3. Faculty consultation and feedback sessions are available by appointment during university working hours.

6. About the Curriculum

- 6.1. Anant offers a comprehensive curriculum that includes core, co-curricular and extracurricular activities, adaptable to support student growth.
- 6.2. Choice-Based Credit System (CBCS) empowers students to choose elective courses from a diverse range of subjects, facilitating a tailored educational journey aligned with their personal interests and professional aspirations.
- 6.3. CBCS promotes flexibility in course selection, allowing students to customise their learning paths while ensuring they meet academic requirements.

7. About the Courses

- 7.1. Courses offered are classified into the following categories:

Name	Typology	Description	Contact Hours (for 1 credit per week)
Theory	TH	Theoretical knowledge-centric courses	1 hour
Studio	SD	Courses focusing on tools, techniques or software, featuring analysis and outcome-based studios with projects	1.5 hours
Workshop	WS	Hands-on immersive workshops	2 hours
Electives*	EL	Choice based courses	*Subject to the Elective being offered

7.2. Types of Elective Courses offered

- 7.2.1. **University Electives:** University electives are available to all students enrolled at Anant and are offered and managed by the Office of Academic Affairs.
- 7.2.2. **Department Electives:** These niche-specific courses are available during Summer School and Winter School and are offered and managed by the respective department.

- 7.2.3. **Electives under Minor:** These theory courses are offered as part of the Minor and are open to all students, allowing them to be taken as electives.

7.3. Remedial Courses

- 7.3.1. Remedial courses are offered for failed courses.
- 7.3.2. Remedial courses for the Monsoon and Spring Semesters are offered in the following Summer and Winter Schools respectively.
- 7.3.3. Remedial courses can be different for each discipline.

7.4. Course Registration

- 7.4.1. **Maximum Credit Limit:** Students can take a maximum of 24 credits including electives, in a semester and a maximum of 8 credits during Winter School and Summer School.
- 7.4.2. **Prerequisite Courses:** Students can register for a course only if they have cleared the prerequisite course.
- 7.4.3. **Minimum Registration for a Course Offering:** If a course does not have enough enrolled students, the Programme Lead will decide whether it will be offered.

7.5. Course Drop

- 7.5.1. **Core:** Students cannot drop any Core Course but can take a temporary break with prior approval from course lead/faculty with self declaration & should complete within a specific time with self responsibility.
- 7.5.2. **Minor:** For a student enrolled in a Minor, dropping a mandated Minor course shall require them to drop the Minor altogether.
- 7.5.3. **Elective:** A student may drop an Elective course during a semester if the timings conflict with other courses or they struggle with the elective course chosen.
- 7.5.4. In case of dropped course(s), the student may add another course provided there is no conflict with the remaining courses.
- 7.5.5. The student must drop the course within a day after attending the Elective Courses.

8. Grading Rubric, Evaluation & Feedback

8.1. Grading Terminology:

- 8.1.1. **Grade Point:** A numerical weight is assigned to each letter grade on a 10-point scale.
- 8.1.2. **Credit Point:** The product of the grade point and the number of credits for a course.
- 8.1.3. **Letter Grade:** An index representing student performance in a course, denoted by letters such as A+, A, B+, B, C+, C, F, AB and WH.
- 8.1.4. **Cumulative Grade Point Average (CGPA):** A measure of overall performance across all semesters, calculated by dividing the total credit points earned by the total credits attempted.
- 8.1.5. **Semester Grade Point Average (SGPA):** A measure of academic performance in a specific semester, calculated by dividing the total credit points secured by the total course credits taken during that semester.

- 8.2. The grid below indicates the letter grades and their relationship to the Grade Point Average (**GPA**) Quality points used by the faculty for grading and evaluation purposes across Anant.

Numeric Grade	Letter Grade	Grade Points (10-point scale)	Descriptive Performance
91-100	A+	10.00	Distinguished
81-90	A	9.00	Excellent
71-80	B+	8.00	Very Good
61-70	B	7.00	Good
56-60	C+	6.00	High satisfactory
50-55	C	5.00	Satisfactory
Below 50	F	0.00	Fail
Other grades that can appear on the Transcript and Grade Sheet			
Absent	AB	0.00	Absent
Withheld	WH	0.00	Withheld
Non-Credit	NC	--	--
Pass	P	--	Pass

8.3. Students are strongly advised to review the examination policy thoroughly.

Refer Anant Exam Policy for more detailed information.



8.4. Course Evaluation Chart

- 8.4.1. The end-semester examination can consist of a combination of assessments, including jury evaluations, written papers, practical exams, viva voce, inspection of certified coursework and project work and design reports.
- 8.4.2. These assessments will be conducted as outlined in the course outline document or as directed by the course faculty.

8.5. Evaluation for the End Semester is provided by:

- 8.5.1. **Internal Expert:** This term applies to faculty who have not participated in the course but possess relevant expertise.
- 8.5.2. **External Expert:** This term applies to faculty or professionals who are not affiliated with the School of Design (SoD) or the University.

8.6. The following is the weighted for evaluation:

Respective courses	Feedback / Evaluation provided by			Total
	Course Faculty	Internal Experts	External Experts	
-	Weightage of Internal Evaluation	Weightage of End Semester Evaluation		-
Core & Capstone	50	25	25	100
Studio/ Minor	50	25	25	100
Electives	100	0	0	100
Workshop / Collaborative Studios				

8.7. Course Feedback

- 8.7.1. At the end of each semester, students provide their feedback about courses and faculty.
- 8.7.2. This feedback is used for review and auditing, enabling faculty to identify areas for improvement.
- 8.7.3. Students must note that the feedback is anonymous.
- 8.7.4. This feedback is collected through a virtual platform, ensuring confidentiality and an impersonal approach.
- 8.7.5. Students are encouraged to provide respectful and constructive feedback, as this process is aimed solely at enhancing quality.

8.8. Grade Re-evaluation Process

- 8.8.1. This process provides a fair chance for students to address grievances related to academic assessments. The grievance process is only for grade re-evaluation.
- 8.8.2. **Initial Submission:** Students can submit their request for assessment re-evaluation via the ERP system. The student will receive a notification regarding any grade change, if any, once the re-evaluation is complete.
- 8.8.3. **Escalation:** If unresolved, the student can submit a written application via email to the Dean within 3 days of the instructor's response. The Dean will address it within 5 days.
- 8.8.4. **Final Appeal:** If still unresolved, the student can appeal to the SGRC within 3 days of the Dean's decision. The UGRC will make a final decision within 10 days.

9. Academic Progression

9.1. The semester-wise academic progression is dependent on three important factors:

- 9.1.1. **Attendance Requirements:** Students must attend lectures, tutorials, laboratories, field surveys, studio classes and prescribed curricular and co-curricular activities.
- 9.1.2. **Minimum Attendance Criterion for a course:** Students are required to maintain at least 80% attendance in each course. Falling short of this requirement may result in not passing the course.
- 9.1.3. **Authorised Absences:** Students must submit the **Annexure V - Student Leave Form** along with needed attachments and inform the SoD Administration at sod.admin@anu.edu.in with the approved form attached to avail the grace in absence.

9.2. Authorised absences may be granted in the following situations:

- 9.2.1. **Medical Absences:** Students must attach a valid medical certificate.
- 9.2.2. Approved students receive a maximum of 10% grace for absent days.
- 9.2.3. **Event Representation for Anant:** Students must obtain prior communication and approval from faculty leads.
- 9.2.4. Approved students receive a maximum of 5% grace for missed classes.

9.3. Attendance Criterion for Jury: Attendance at semester-end juries is mandatory. Failure to meet this requirement (i.e., No-show) will result in failing the course. Post-course adjustments are not permitted.

9.4. Student Performance Assessment

- 9.4.1. Student performance is directly linked to regular classroom involvement and is evaluated through continuous assessment by the faculty via feedback, juries, examinations, viva voce, practical assignments, tutorials, quizzes, lab tests, field surveys, studio classes educational tours and attendance.
- 9.4.2. Grades for continuous assessment will be awarded at the end of each semester.

9.5. Credit Deficit Carryover Rule

- 9.5.1. Credit deficit checks will occur at the end of SEM 2, 4, 6 and 7 for BDes and SEM 2 and 3 for MDes.
- 9.5.2. In Odd Sem students must have more than 8 credits to proceed.
- 9.5.3. **Core Credit Deficits:** A deficit of more than (8) core credits may result in an Academic Year drop.
- 9.5.4. Students who have dropped a year due to credit deficit can enrol in Remedial Courses and courses offered in Winter and Summer Schools. No tuition fee will be required to be paid again. However, for every course, a remedial charge of **Rs 2200/- per credit¹** will be charged.
- 9.5.5. Remedial courses to be completed in same academic year to avoid delay in capstone project.

¹Please note that the charges described are subject to revision.

9.6. Scenarios with Outcomes

Scenarios	Attendance	Internal Evaluation Submission	End-Semester Jury Appearance	Grades Earned	Outcome
Criterion	Min. 80%	50% Weightage	50% Weightage	As per rubric	Pass/Fail/Withheld
1	Above 80%	Submits	Appears	Above C	Pass
2	Above 80%	Submits	Appears	Below C	Fail
3	Above 80%	No submission	Appears	Above C	Fail
4	Above 80%	Submits	No-show	Above C	Fail
5	Above 80%	No submission	No-show	NA	Fail
6	Below 80%	No submission	No-show	NA	Fail
7	Above 80%	Submits	No-show (Non-permitted reasons)	NA	Fail
8	Above 80%	Submits	No-show* (Permitted reasons)	NA	Withheld

- 9.6.1. Below 80% attendance will prohibit the student to qualify for jury appearances
- 9.6.2. **Scenarios 2 - 7:** For failed courses, students should register for Remedial Courses offered in the Summer and Winter Semesters in the subsequent academic years. Remedial charges are applicable of **Rs 2200/- per credit²** and must be paid upfront.
- 9.6.3. **Scenario 8*:** In such cases, Programme Leads organise a separate jury evaluation. Upon receipt of the special jury score, the Controller of Examination (COE) issues new grade sheets.
- 9.6.4. **Conditions regarding No-Show:**

Permitted	Not-permitted
Unforeseen circumstances: Email intimation from parent or guardian needed. Medical Illness: Original records are needed as proof such as medical diagnosis reports, medical prescriptions, medical bills, etc.	Religious activities Family marriage Family vacation or travel Other personal reasons unrelated to education

2 Please note that the charges described are subject to revision.

10. Bachelor in Design (BDes)

- 10.1. Bachelor of Design is a 4 year, full-time undergraduate programme divided into 7 + 1 semesters.
- 10.2. The Foundation Programme is a year-long programme for all 1st-year students, comprising SEM 1 and SEM 2.
- 10.3. Post-foundation year, students can opt for specialisation by choosing their **Major and Minor or Major with Electives**.
- 10.4. Students are encouraged to participate in summer internships or industrial training, educational tours and other academic engagements. These engagements are non-credit in nature unless specified in a course requirement.
- 10.5. Majors and Minors offered by SoD:

Sr. No.	Majors Disciplines	Sr. No.	Minors Disciplines ³
1	Communication Design	1	Product Design
2	Interaction Design	2	Entrepreneurship & Startups
3	Product Design	3	Furniture Design
4	Moving Image	4	Graphic Design
5	Space Design	5	Play & Pause Design
6	Sustainable Fashion & Textile Design	6	Health & Wellbeing
7	Transdisciplinary Design	7	Immersive Design
		8	Moving Image
		9	Sustainable Lifestyle Fashion
		10	Urban Design
		11	Visual Arts
		12	Fashion Communication

³ The Minors listed herein are available for the Academic Year 2024-2025 & 2025-2026. Please note that offerings are subject to change and prospective students should verify availability and any specific requirements with SoD Administration.

10.6. Academic Indicators

- 10.6.1. Students can indicate their preferred Major by registering at the end of SEM2. The Office of Academic Affairs distributes the selection form each year.
- 10.6.2. Students must attend SEM 3, 4, 5, 6, 7 and 8 in their chosen Major.
- 10.6.3. The Major consists of core courses totalling 104 credits.
- 10.6.4. The Capstone Project is worth 20 credits and serves as a culminating experience for completing the Major.

10.7. Changing the Major

- 10.7.1. Change of Major only valid within **15 Days** with valid justification with credit deficit check.
- 10.7.2. Further delay in change appeal can opt for **TD** only.
- 10.7.3. Change of Major may be denied if the student is not able to finish their study in the normative time, which is 6 years for BDes.
- 10.7.3. 3 years for MDes or on the prerequisites for the Major discipline.
- 10.7.4. **Submitting the form to change Major:** Students must submit **Annexure II - Major Change** Form to the SoD Administration and intimate the same at sod.admin@anu.edu.in, attaching the approved form.

10.8. Guidelines for Minor

- 10.8.1. Minors are a selection of courses offered within the chosen Minor field worth 16 credits.
- 10.8.2. Students must complete these courses to fulfil the requirements of their Minor from SEM 3 to SEM 6.
- 10.8.3. Upon the successful completion of the Minor, the student earns the degree 'Major A with Minor B'.
- 10.8.4. **Selection of Minor:** Students can only select one Minor.
- 10.8.5. **Changing the Minor:** Students must submit **Annexure III - Minor Change** Form to the SoD Administration and intimate the same at sod.admin@anu.edu.in, attaching the approved form.

10.9. Dropping the Minor

- 10.9.1. Students have the option to drop the Minor and continue their studies focused solely on their Major and Elective Courses.
- 10.9.2. The courses enrolled under the dropped Minor shall be considered Elective Courses.
- 10.9.3. Students may drop a chosen Minor by submitting **Annexure IV - Minor Drop Form** and intimate SoD Administration at sod.admin@anu.edu.in, attaching the approved form.

10.10. Course Structure for all Major disciplines except Transdisciplinary Design

	Semester	Core Courses (Core)	Elective Courses (EL) / Minor Courses		Total per SEM
FOUNDATION YEAR (Core 36 + EL 4)	1	18	2		20
	2	18	2		20
SECOND YEAR AND THIRD YEAR Major (Core 84) with Minor (16) (A+B) [OR] Major (Core 84) with Electives (EL 16) (A+C)	-	A	B	C	-
	-	Major (104)	Minor (16)	Elective (16)	-
	3	16	4	4	20
	4	16	4	4	20
	5	16	4	4	20
	6	16	4	4	20
FINAL YEAR Major (Core 40)	7	20	0		20
	8	20	0		20
Total Credit for Degree		140	20		160

10.11. Graduation Requirements for all Majors except Transdisciplinary Design

The 'Graduation Degree' is awarded when the student earns a minimum of **160 credits** for all course completion status, completes the guide-based capstone project in the stipulated time for the programme and maintains a CGPA of 5.0 and above.

Award of Degree requirement checklist:		
Maintains a CGPA of 5.0 and above.		
Foundation Year: A total of 40 credits to be accrued from Core (36) and Elective (4) courses.		
Major: Minimum of 104 credits to be accrued from the core courses. This includes the Capstone Project of 20 credits .		
Minor: A total of 16 credits from the designated Minor courses.	[OR]	Elective: A minimum of 16 credits to be earned from a combination of electives.
Degree Awarded: 'Major with Minor'		Degree Awarded: 'Major'
Capstone Project: A total of 20 credits to be accrued of capstone project in 8 semester be it sponsored or hypothetical project with the approval from Mentor/Lead.		

10.12. Guidelines Specific to Major Transdisciplinary Design

- 10.12.1. **Transdisciplinary Design** students have the flexibility to customise their pathways by selecting courses across different Majors.
- 10.12.2. **Course Selection:** Students may enrol in any course from any Major in SoD, as long as they have completed all required prerequisites of the course.

10.13. Graduation Criterion for Transdisciplinary Design

The 'Graduation Degree' is awarded when the student earns a minimum of **160 credits** for all course completion status, completes the guide-based capstone project in the stipulated time for the programme and maintains a CGPA of 5.0 and above.

Award of Degree requirement checklist:		
Maintains a CGPA of 5.0 and above.		
Foundation Year: A total of 40 credits to be accrued from Core (36) and Elective (4) courses.		
A minimum of 100 credits for chosen core courses across Majors, Minors, University Electives, Departmental Electives, Electives, Related Study Programme (RSP), Consulting Projects, Industrial Training, Internship, Community Immersion, Industrial Visits, Mapping, Craft Documentation, Fieldwork, Rural Work, Summer Workshops and other equivalents decided from time-to-time or combinations thereof.		
Capstone Project: A total of 20 credits to be accrued of capstone project in 8 Semester (sponsored/hypothetical) with the approval from Mentor/Lead.		
For the students enrolled in Minor	[OR]	For the students not enrolled or have dropped the Minor
Degree Awarded: 'Major with Minor'		Degree Awarded: 'Major'

10.14. Award of Degree

- 10.14.1. **Academic Requirements:** All academic requirements must be cleared to receive the BDes Degree.
- 10.14.2. This requirements are clearance of 'No Dues', 'Acquiring Minimum Credits', 'Course Completion' with due approvals.
- 10.14.3. **Provisional Degrees:** Provisional degrees can be requested based on the Programme Lead's Approval.

11. Master of Design (MDes)

- 11.1. Developed in collaboration with the University of Pennsylvania, MDes is a two-year programme that combines core subjects in Product Design with business, entrepreneurship and technology.

11.2. Course Structure for MDes

SEM	Core Course	Elective Courses (EL)	Total Credits per SEM
1	18	2	20
2	18	2	20
3	18	2	20
4	20	0	20
Total Credit	74	6	80

11.3. Credit Limits for Course Registration:

- 11.3.1. The same guidelines as mentioned in **Course Registration and Course Drop** are applicable.
- 11.3.2. Lateral entry is not permitted in the **MDes** programme.

11.4. Graduating Requirement for MDes

- 11.4.1. Academic Requirements:
- Grade Requirement:** A minimum CGPA of 5.0 out of 10.0 is required to earn the degree.
 - Credit Requirement:** A minimum of 80 credits must be completed over 4 semesters, of which 74 credits must come from core courses.
 - Year Drop:** The programme has a standard duration of 2 years, but students may extend it to a maximum of 3 years with the Provost's approval. This extension includes considerations for breaks, additional semesters, exchanges or specialised training periods.

11.5. Award of Degree

- 11.5.1. **Academic Requirements:** All academic requirements must be cleared to receive the MDes Degree.
- 11.5.2. This requirement is clearance of 'No Dues', 'Acquiring Minimum Credits', 'Course Completion' with due approvals.
- 11.5.3. **Provisional Degrees:** Provisional degrees can be requested based on the Programme Lead's Approval.

12. Capstone Project Guidelines

- 12.1. The Capstone Project (CaP) is a unique chance to demonstrate your growth as a designer.
- 12.2. For all the **Major disciplines except Space Design**, SEM 8 consists of 1 course Capstone Project. The **CaP** is not an internship and is aimed at delivering a stand-alone outcome.
- 12.3. For Space Design, SEM 8 consists of a Capstone Project followed by the initiation of an industry internship that continues beyond the semester into the summer break.
- 12.4. **CaP Timeline**
 - 12.4.1. **CaP Duration:** 16 weeks, including both project tenure and primary documentation time.
 - 12.4.2. **CaP Documentation Duration:** 2 weeks. This is to incorporate feedback from the final jury.
- 12.5. Scope of the CaP
 - 12.5.1. Students can take industry-funded projects, self-funded projects or faculty-led university projects.
 - 12.5.2. Students are required to submit a detailed proposal to the department, including an abstract, deliverables and timelines.
- 12.6. CaP Registration
 - 12.6.1. In the first week of SEM 8, students receive a form to collect details regarding their project choices.
 - 12.6.2. This form includes information on the scope of the project chosen by the student, NDA engagements and the details of both internal and external mentors, if applicable.
 - 12.6.3. Additionally, it records the tentative objectives or deliverables for the project.
- 12.7. **Registration Time Limit:** Students can register their Capstone Project within 1 month after clearing SEM 7 (for BDes) and SEM 3 (for MDes).
- 12.8. Approval of CaP and Mentor Faculty:
 - 12.8.1. The department verifies the depth of the project to ensure it meets the 20-credit requirement and approves it accordingly.
 - 12.8.2. A faculty mentor is appointed based on project needs and mentor availability.
 - 12.8.3. The department then communicates its decision on preferences.
- 12.9. Progress Updates
 - 12.9.1. Students are required to update their assigned faculty mentor every week to update them on the project's progress.

- 12.9.2. Students are encouraged to manage and advance their projects independently under the faculty mentor's supervision.
- 12.9.3. **Discipline-Specific Reviews:** Students must note that some disciplines may conduct monthly and mid-semester reviews based on the defined criteria.
- 12.10. Intellectual Property Rights Agreement
 - 12.10.1. For the internal projects of Anant, IPR belongs to Anant.
 - 12.10.2. For external projects, IPR belongs to the industry/clients.
- 12.11. **Extension Under Miscellaneous Circumstances:** Students may get an extension of up to 4 weeks for their CaP with valid justification when recommended by the assigned faculty mentor with the approval of the Programme Lead.
- 12.12. **Documentation and Final Submission:** Students are required to thoroughly document their project as a high-quality printed document, meeting the mandatory final submission requirement. A comprehensive document is important in the evaluation process. The department will share the template for the documentation.
- 12.13. **Evaluation and Grading:** The project will be evaluated by a faculty jury panel, internal and external, at the end of the semester. A score below 50% results in a failing grade, leading to a 6-month repetition period.
- 12.14. **CaP Jury Considerations:** Students are required to be physically present for the final jury. If the project is under NDA, a closed-door jury will be conducted upon request from the industry.
- 12.15. **Post the CaP Jury Submission:** Students are given 2 weeks to incorporate the feedback for their final submission.
- 12.16. **Regarding Clarification:** If the student encounters any additional questions or needs further information or assistance, they may reach out to the Programme Lead of their respective disciplines.
- 12.17. **Stipend Considerations:** Stipends should be modest and viewed as such, not as salaries.
- 12.18. Guidelines Specific to Space Design - CaP and Internship
 - 12.18.1. The **Capstone Project** gives students the opportunity to pursue and explore a topic of their interest within Space Design.
 - 12.18.2. The students define their research interests, conduct a thorough inquiry and then chart out a design process that will help them investigate this topic.
 - 12.18.3. The manifestation of this inquiry is seen in a design project, whose programme, site and context are defined by the students.

- 12.18.4. After the final jury of the Capstone Project, the students embark on an **internship** that provides them with experience of the profession in the real world so that they can develop the skills required to be successful design professionals.
- 12.18.5. Every student must work in a design firm as a full-time trainee for a minimum of 12 calendar weeks from the date of commencement.
- 12.18.6. Students are free to extend the duration of the internship.
- 12.18.7. Students are requested to refer to the course outline for further details.

13. Year Gap Option and Withdrawal

13.1. Students may request a year gap and resume their studies in the next academic year.

13.2. Conditions for Year Gap: The request may be accepted if the student is unable to finish the academic requirements to graduate within the maximum time limit - 5+1 years for BDes and 2+1 years for MDes.

13.3. In exceptional circumstances, with special approval from the Provost, the time limit may be extended by 1 year, permitting a total of 7 years to fulfil the requirements for the BDes degree and 3 years for the MDes degree.

13.4. Withdrawal of Admissions

Students wishing to withdraw their admission from Anant National University are required to follow the process:

- **Application Submission:** Students must complete the required application forms linked in the policy attached below to initiate the withdrawal process.
- **No Dues Clearance:** The application will be reviewed by various departments to ensure all dues are settled.
- **Fee Refund:**
 1. If applicable, refunds will be processed within 15 days after submission of the completed forms and necessary documents.
 2. Refunds will be credited to the bank account specified in the application. Any outstanding dues will be deducted from the refund.

Refer to Anant **Withdrawal of Admission policy** for more details.



14. Academic Resource Usage Guidelines

14.1. Field Visit Guidelines

- Students are responsible for getting approved declarations for the field visit from the SoD Administration, as per faculty instructions specific to different disciplines.

14.2. Field Visit Conduct:

- 14.2.1. **Independent Work:** Students must conduct site visits and project work independently under faculty guidance.
- 14.2.2. **Conduct:** Students must not engage in unlawful activities or any actions that disrupt university operations.
- 14.2.3. **Group Travel:** Students must accompany the faculty and only leave the group with permission.
- 14.2.4. **Programme Changes:** Travel arrangements may change without prior notice. The facilitator is not liable for any resulting losses or penalties.
- 14.2.5. **Budget Acknowledgment:** Students must understand that the estimated budget may fluctuate due to group travel.
- 14.2.6. **Compliance:** Students must follow all faculty instructions, carry the Anant ID card, manage funds responsibly and attend all course sessions.
- 14.2.7. **Indemnity:** Students are expected to indemnify Anant National University against any claims arising from participation.

14.3. Guidelines for Engagement on Social Media

- 14.3.1. **Branding Restrictions:** The Anant name, logo or any official branding cannot be used in personal profiles.
- 14.3.2. **Promotion Limitations:** Anant affiliation must not be used to endorse products or personal agendas.
- 14.3.3. **Email Usage:** Official Anant email IDs should not be used for activism, discussing social, religious or political issues or promoting personal views as a representative of Anant.
- 14.3.4. **Clarification of Views:** When sharing personal affiliations with the university on social media, individuals must clarify that their views are personal and do not represent Anant's official stance.
- 14.3.5. **Sharing of Confidential Information:** Sharing confidential information and documents owned by the University on any public forum is strictly prohibited.
- 14.3.6. If students encounter objectionable content on social media about these guidelines, they should report a breach of the Social Media Policy to the following email addresses: studentservices@anu.edu.in, itadmin@anu.edu.in and anumedia@anu.edu.in.

- 14.3.7. **Consequences of Violations:** Violating these guidelines may result in disciplinary actions, including suspension or termination of association with the University.

Refer to Social Media Policy for more details.



- 14.4. Project Material Sourcing Guideline
- 14.4.1. Students are responsible for procuring all materials for all coursework, projects and individual studies.
 - 14.4.2. Students will be given a list of materials and tools required for a course at least one week in advance by the instructor if it is not provided in the course outline.
- 14.5. Plagiarism Guidelines
- 14.5.1. **Plagiarism** is taking someone else's work or ideas and presenting them as one's own. It encompasses several forms, including:
 - i. **Global Plagiarism:** Copying an entire work without attribution.
 - ii. **Verbatim and Paraphrasing Plagiarism:** Reproducing text word-for-word or rewording someone else's idea without citation or proper acknowledgement.
 - iii. **Patchwork Plagiarism:** Combining phrases and ideas from various sources without proper citation.
 - iv. **Data Plagiarism:** Misusing or misrepresenting research data collected by others.
 - v. **Self-Plagiarism:** Reusing significant portions of one's own previously published work without proper citation or acknowledgement.
 - 14.5.2. Original Work Requirement
 - i. All coursework must be original unless otherwise permitted by the course faculty.
 - ii. If a student wishes to reuse previous work, they must:
 - a. **Obtain Permission:** Seek approval from the course faculty.
 - b. **Cite Properly:** Provide appropriate citations to avoid self-plagiarism.

14.5.3. Plagiarism Penalties

- i. Level 1 (20%): A strict warning is issued.
- ii. Level 2 (21-30%): Grade lowered by one level.
- iii. Level 3 (Above 30%): F grade.
- iv. Repeated offenses may lead to expulsion from the University.

14.6. Key Guidelines for Content Use

- i. **Words Rule:** Citation is mandatory for any copied content of 10 words or more.
- ii. **40 Words Rule:** If copied content exceeds 40 words, it must be presented in double quotes and italics.
- iii. **Adoption Sources:** Any content adopted from non-open sources requires citation of the original source.
- iv. **Content Limit:** If more than 30% of the work is copied from open sources, it will not be considered for further proceedings.

14.7. **Use of Generative AI:** The use of Generative AI in coursework will be determined at the discretion of the course faculty.

14.8. Copyright Compliance Caution

Printing of Learning Commons resources and infringement of the Makerspace works is a serious violation of copyright laws and shall be strictly prohibited.

14.9. Anant emphasises the importance of upholding its ethos during the ideation process in academic pursuits. Any unethical behaviour may result in suspension and the potential blacklisting of the offending student.

14.10. Students are encouraged to adhere to the highest standards of design ethics, aiming for excellence that reflects positively on the University through increased intellectual property (IP) creation and patent registrations.

15. Annexures

I. Annexure I - Field Visit Declaration

Please use the Field Visit Declaration form.



II. Annexure II - Major Change Form

Please use the Student Major Change Form to request Major Change. Refer to the guidelines for the same.



III. Annexure III - Minor Change Form

Please use the Student Minor Change Form to request Minor Change. Refer to the guidelines for the same.



IV. Annexure IV - Minor Drop Form

Please use the Student Minor Drop Form to request a Minor Drop. Refer to the guidelines for the same.



V. Annexure V - Student Leave Form

Please use the Student Leave Form to request an approved leave. Refer to the guidelines for the same.



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