

# CEPT FOUNDATION PROGRAMME

Students' Handbook  
2024 - 25

v27.1 Updated March 06, 2025

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*This manual must be read along with the CEPT University Undergraduate Student Handbook Rules and Regulations. In matters that are not mentioned in this manual, the students will follow the rules and guidelines mentioned in the CEPT University Undergraduate Student Handbook Rules and Regulations.*

## The Foundation Programme at CEPT University

CEPT University focuses on understanding, designing, planning, constructing and managing human habitat. Its teaching programmes build thoughtful professionals and its research programmes deepen the understanding of human habitat and environment.

The CEPT Foundation Programme, set up in July 2018, provides the first step in this direction. The programme believes in an intersectional approach which encourages students to learn across discipline boundaries, evolving an understanding of the interconnected nature of their future professional lives. The programme is not faculty-specific and is designed to address the requirements of all the faculties from which the students come. It focuses on providing foundational skills and a basic introduction to various thematic areas required to join Level 2. It balances technical skills, discipline-related critical thinking, and an ability to express oneself through varying media. It aims to ensure excellence in these skills and abilities, and instil a work ethic and work habits which will enable the students to develop as professionals. Its pedagogy provides exposure to wider concerns in the world, and encourages an exploration of one's individual creativity, while emphasising on rigour. The programme strives to provide support to each student to develop to the best of their abilities.

### 1. Applicability

- 1.1 The following rules and regulations shall govern all aspects of the CEPT Foundation Programme, including student evaluation and examinations.
- 1.2 The rules are an addition to the CEPT University rules and regulations. Please read the CEPT University *Undergraduate Student Handbook Rules and Regulations* along with this booklet.
- 1.3 In case of any conflict between the two documents or in matters of interpretation, the decision of the Provost shall be final.
- 1.4 The following rules are effective from July 2018 and are applicable only to the CEPT Foundation Programme.
- 1.5 Student rules may be amended or modified from time to time by the CEPT Foundation Programme. In such an eventuality, they will be published on the website and intimated to the students.

### 2. Admissions

- 2.1 This section on Admission rules shall be applicable to the students who have enrolled in the CEPT Foundation Programme starting from the academic year 2018–19.
- 2.2 A candidate will be considered an enrolled student when they pay the fees on or before the date announced by the University and sign the letter of undertaking, thereby accepting the offer letter of admission and agreeing to comply with the rules and policies of the CEPT Foundation Programme and of CEPT.
- 2.3 Admission to the CEPT undergraduate programme is on **probation**. A student will have to clear the CEPT Foundation Programme within maximum two academic years of their registration to progress to a higher level.

2.4 A student may apply for a **drop (in exceptional circumstances such as on medical grounds)** from the CEPT Foundation Programme.

2.4.1 The drop can only be availed after the closure of admission.

2.4.2 The application to drop the CEPT Foundation Programme may be submitted at any point during the Monsoon or Spring semester.

2.4.3 The student will receive no refund of fees.

2.4.4 The student may rejoin the CEPT Foundation Programme the following year.

**2.4.5 The fee structure applicable will correspond to the initial year of joining the programme.**

2.4.6 The student may fulfil the requirements of their degree within 7.5 years from the year they receive their acceptance letter.

2.5 Please refer to the University guidelines for rules regarding the refund of fees.

### 3. Registration and fees

3.1 The students are required to register for the course, during each semester of the Foundation Programme. Please refer to the University fee rules for details regarding fees, late fees etc.

3.2 Expenses for any field visits are to be paid by the students in addition to the course fees. Field visits are not included in the regular semester or summer/winter school fees.

### 4. Academic Structure

4.1 The duration of the CEPT Foundation Programme is 2 semesters.

4.2 The CEPT Foundation Programme is an integrated programme, consisting of two mandatory components. The nature of the course and the distribution of credits across components are explained below:

Nature of the course	Duration	Course components	No of credits	Course Duration
Mandatory	Monsoon + Spring Semesters	Studio (Common + Allied)	32	38 weeks
		Reading Objects, Writing Craft + Perspectives	8	38 weeks

4.3 Course timings:

4.3.1 **Monsoon Semester:** Studio (Common): Monday, Wednesday, Friday, 8.00 am to 10.00 am, 10.30 am to 12.30 pm.

4.3.2 **Monsoon Semester:** Studio (Allied): Tuesday, Thursday, 8.00 am to 10.00 am, 10.30 am to 12.30 pm

4.3.3 **Monsoon Semester:** Reading Objects, Writing Craft + Perspectives: Monday, Wednesday, Friday, 1.30 pm to 3.30 pm; Perspectives lectures when scheduled.

4.3.4 **Spring Semester:** Studio (Common): Wednesday, Thursday, Friday, 8.00 am to 10.00 am, 10.30 am to 12.30 pm.

4.3.5 **Spring Semester:** Studio (Allied): Monday, Tuesday, 8.00 am to 10.00 am, 10.30 am to 12.30 pm

4.3.6 **Spring Semester:** Last 6 weeks Studio (Allied): Monday–Friday, 8.00 am to 10.00 am, 10.30 am to 12.30 pm.

- 4.3.7 **Spring Semester:** Reading Objects, Writing Craft + Perspectives: Monday, Wednesday, Friday, 1.30 pm to 3.30 pm, with Perspectives lectures when scheduled.
- 4.4 Extra teaching classes will be conducted on Tuesdays, 1:30 pm – 3:30 pm (Allied Modules) and Fridays, 3:45 pm – 5:45 pm (Common Modules) and the students who need to participate in them will be informed.
- 4.5 Tutorials and Make-up sessions may occasionally be conducted on Saturdays and the students will be informed.

## 5. Academic Requirements

- 5.1 A student must earn a minimum grade of Satisfactory in Studio (with Satisfactory each in the Common and Allied Modules) and Satisfactory in ROWC in the Monsoon Semester in order to progress to the Spring semester.
- 5.2 A student who does not fulfil the requirements indicated in point 5.1 above has to exit CEPT University at the end of the Monsoon semester. The student may choose to repeat the Monsoon Semester during the following academic year.
- 5.3 A student must earn a minimum grade of Satisfactory in Studio (with Satisfactory each in the Common and Allied Modules) and Satisfactory in ROWC in the Spring Semester in order to clear the programme and progress to a higher level.
- 5.4 A student who does not fulfil the requirements indicated in points 5.3 and above will be given an opportunity to re-register for the Foundation Programme in the semester they have failed, during the following academic year.
- 5.5 If a student fails either of the semesters of the CEPT Foundation Programme twice (during two academic years) their admission will stand cancelled.

## 6. Attendance

- 6.1 Students of the CEPT Foundation Programme must **meet the attendance requirements specified in the CEPT policies for each course component and in each semester.**
- 6.2 Students applying for medical leave are expected to fulfil the requirements for medical leave: submit a doctor's certificate accompanied by relevant documents within 5 days of their return to class. Copies of the documents will be submitted to the CEPT Foundation Program Administrative Department for verification by the resident doctor and the Dean.
- 6.3 If a student's attendance falls below 75% for medical reasons, CEPT policies will apply: ie, the student will be asked to drop one semester and rejoin the programme during the following academic year.
- 6.4 Exceptional cases will be considered only with special dispensation from the Dean, Registrar and Provost.
- 6.5 Students will be informed on a monthly basis of the status of their attendance and will receive intimation in case there is a shortfall in attendance. It is the student's responsibility to inform their guardians/parents of the same.

## 7. Grading and assessment

7.1 The CEPT Foundation Programme is a GPA course that follows the grading policies of CEPT University.

7.2 The ongoing assessment for each course component of the programme follows the system below:

	Grade	Marks range	Interpretation
<b>PASS</b>	E (Exemplary)	90–100 Avg 95	The work shows an outstanding level of knowledge, skills and abilities, with potential to be integrated into the students’ ongoing practice.
	V (Very Good)	80–89 Avg 85	The work is indicative of a very good grasp of the required knowledge and very good skills and abilities, with potential to reach excellence.
	G (Good)	65–79 Avg 72	The work is indicative of a significant level of knowledge, skills and abilities, with potential to reach high standards of learning.
	S (Satisfactory)	55–64 Avg 60	The work is indicative of a grasp of the minimum necessary skills/abilities.
<b>FAIL</b>	P (Poor)	35–54 Avg 45	The quantity of work meets the requirements but it is qualitatively poor.
	U (Unacceptable)	1–34 Avg 18	The work does not fulfil the minimum requirements in quantity and quality..

7.3 Students will be informed of the result of each exercise within 15 working days of the submission of the exercise.

7.4 The overall result for each course component is given by a weighted average of all the exercises.

7.4.1 The weightage for the studio is: Monsoon Semester (M24): 60% Common Modules + 40% Allied Modules; and Spring Semester (S25): 40% Common Modules including Field Studio + 60% Allied Modules including Design Exercise.

7.4.2 The detailed exercise weightage for the Studio (Common, Allied and Field Studio) is:

<b>Monsoon Semester (M24)   Common Studio</b>	
Exercise	Weightage
A1 & A2 Freehand and Technical Drawing	25%
C1 Model Making	20%
A3 How Things Work	20%
A4 Gauging Sizes	10%
A7 Documenting and Representing	25%
<b>Total</b>	<b>100%</b>

<b>Monsoon Semester (M24)   Allied Studio (FA)</b>	
Exercise	Weightage
FA1 Introduction + visits to key buildings	5%
FA2 Observation	20%
FA3 Visualisation	20%
FA4 Imagination	20%

FA5 Body, Activities and Inhabitation	30%
Input Lectures	5%
<b>Total</b>	<b>100%</b>

<b>Monsoon Semester (M24)   Allied Studio (FD)</b>	
<b>Exercise</b>	<b>Weightage</b>
FD1 Material and Making	45%
FD2 Concepts of Visual Perception	55%
<b>Total</b>	<b>100%</b>

<b>Monsoon Semester (M24)   Allied Studio (FP)</b>	
<b>Exercise</b>	<b>Weightage</b>
UD1 What is Urban Design?	5%
UD2 City Excursions	10%
UD3 City on the Screen	5%
UD4 Urban Observations	15%
UD5 Summarise	10%
UD6 Understanding the City through Drawings	25%
UD7 Understanding the City through Models	10%
UD8 Synthesize	15%
UD9 Professional Exposure	5%
<b>Total</b>	<b>100%</b>

<b>Monsoon Semester (M24)   Allied Studio (FT)</b>	
<b>Exercise</b>	<b>Weightage</b>
FT1 History of Construction Technology	5%
FT2 Physics	40%
FT3 Materials and Their Properties	20%
FT4 Gauging Weight, Volume and Quantity	10%
FT5 Survey and Topography	25%
<b>Total</b>	<b>100%</b>

<b>Spring Semester (S25)   Common Studio</b>	
<b>Exercise</b>	<b>Weightage</b>
Field Studio	20%
C3 Joining Elements	20%
C4 Understanding Structures	20%
C5 Hands-On (Fablab+Materials)	20%
B6 Mapping and Data Representation	20%
<b>Total</b>	<b>100%</b>

<b>Spring Semester (S25)   Allied Studio (FA)</b>	
<b>Exercise</b>	<b>Weightage</b>
AR6 Building Materials, Construction and Systems	20%
AR7 Abstraction, Ordering and Organisation	20%
AR8 Design Problem	60%
<b>Total</b>	<b>100%</b>

<b>Spring Semester (S25)   Allied Studio (FD)</b>	
<b>Exercise</b>	<b>Weightage</b>
BD3 Narrative Representation	20%
BD4 Form, Structure and Geometry	25%
BD5 Design Project	55%
<b>Total</b>	<b>100%</b>

<b>Spring Semester (S25)   Allied Studio (FP)</b>	
<b>Exercise</b>	<b>Weightage</b>
UD10 Drawing the Building types, open space and street	15%
UD11 Representing the City	25%
UD12 Designing in the City	60%
<b>Total</b>	<b>100%</b>

<b>Spring Semester (S25)   Allied Studio (FT)</b>	
<b>Exercise</b>	<b>Weightage</b>
CE6 Digital Software Skills	15%
CE7 Maths and Statistics	15%
CE8 Field Study	15%
CE9 Design Project	55%
<b>Total</b>	<b>100%</b>

\* Subject to change.

7.4.3 The exercise weightage for the ROWC component is:

<b>ROWC</b>			
<b>Monsoon Semester (M24)</b>		<b>Spring Semester (S25)</b>	
<b>Exercise Title</b>	<b>Weightage</b>	<b>Exercise Title</b>	<b>Weightage</b>
E1 An Eye for Detail (Objects)	25%	E1 An Eye for Detail (Objects)	25%
E2 Reading, Writing, Making Sense: Research	30%	E2 Reading, Writing, Making Sense: Research	30%
E3 Among Peers and Clients	30%	E3 Among Peers and Clients	30%
P1 Perspectives	15%	P2 Perspectives	15%
<b>TOTAL</b>	<b>100%</b>	<b>TOTAL</b>	<b>100%</b>

7.4.4 In the eventuality of any change in the grading and assessment system, the students will be immediately informed of the change.

## **8. Assignment Submissions**

- 8.1 No late submissions will be accepted unless previous approval was obtained from the unit tutor and program chair.
- 8.2 Extended deadlines will be considered for students who are unable to submit their assignments due to medical reasons. To avail of this, the student would have to fulfil all medical leave requirements (see 6.2). Extension will be granted based on the specifics of each case and the decision of the CFP Dean and/or Program Chair will be final.

## **9. Academic Support**

- 9.1 Each course will identify the students who fail in individual exercises and provide Extra Teaching Classes and other mechanisms to support them in improving their performance. The last modules of the semester will not have Extra Teaching Classes.
- 9.2 The students will be informed via email of the opportunity to join the Extra Teaching Classes, which will provide time-bound additional coaching.
- 9.3 Students who were absent/ did not submit for medical reasons may also join the Extra Teaching Classes. Their submissions will be graded on the full scale (see 7.2).

## 10. Grievance policy

- 10.1 Students can apply for rechecking (correct counting/totalling/mechanical errors) or reassessment of individual exercises within 5 working days of the announcement of the result, to the unit tutor (copy of the email to be marked to the respective Program Chair and Program Coordinator and CFP Admin).
- 10.2 The unit tutor will recheck or reassess the exercise. The outcome of the rechecking or reassessment process will be communicated to the student (email copy be marked to the respective Program Chair and Program Coordinator and CFP Admin) within 5 working days of the closing of the application window.
- 10.3 If the student is dissatisfied with the outcome of the reassessment process, they can apply for reassessment of individual exercises within 5 working days of receiving the response (10.2), by emailing to the Program Chair, Program Coordinator and CFP Admin.
- 10.4 The Program Chair will reassess the student outcome and will communicate the result of the reassessment to the student (email copy marked to CFP admin) within 5 days of the deadline for submitting requests for reassessment.
- 10.5 For the **final semester result, the CEPT Grievance Policy will apply (Refer Student Handbook : 2021–22) :**
  - 10.5.1 The student should fill up the form available, along with evidence and submit it to the Faculty Admin within 5 working days of announcement of the result of the dashboard.
  - 10.5.2 The following protocol will be followed on receiving a grievance (**Grievance Stage 1**) related to assessment:
    - 10.5.2.1 Faculty Admin will consult with the Programme Chair and faculty to cross check if it was a case of error and intimate the student of the outcome within 7 days of the receipt of the grievance form.
    - 10.5.2.2 If the student is not satisfied with the response to the **Grievance Stage 1**, and wishes to continue the grievance complaint (**Grievance Stage 2**), he/she can inform the Faculty Admin through email within 3 days of the receipt of the same. The Faculty Admin will intimate the Dean who will constitute an external committee to look into the grievance. The grievance redressal committee will decide if there is prima facie evidence to reassess the work. If there is, they would refer to the course outline, learning outcomes and the assignment objectives to assess the students' work. They may also give hearing to the students and instructors. The committee will give its recommendations to the Dean.
    - 10.5.2.3 The Dean will inform the student of the outcome through the Faculty Admin within 15 days of receipt of the grievance.
    - 10.5.2.4 In case the grievance is against the Program Chair or the Faculty Dean they will excuse themselves from the committee.
    - 10.5.2.5 In case the student is dissatisfied with the outcome of **Grievance Stage 2**, he/she can approach the Provost (**Grievance Stage 3**) within 3 days of receipt of the grievance redressal response. The student at this stage will submit the original form, evidence and all communication with the faculty admin, Program Chair and Dean to the Provost. The Provost will check the documents for the procedural correctness of the redressal process and take a decision within 7 days of the receipt of the complaint. In case the student is dissatisfied, the Provost will provide guidance to the next steps in the Grievance process via the Grievance Complaint Committee.

## **11. Points of Contact/Break of Communication**

- 11.1 With respect to academic queries and concerns, a student's first point of contact shall be the faculty member/course facilitator or the Programme Chairpersons.
- 11.2 In case a student's queries remain unresolved after speaking with the Programme Chair, or if they are unable to communicate their queries to the course facilitator or the Programme Chair, they may contact the Dean of the CEPT Foundation Programme.
- 11.3 Any student experiencing anxiety around the teaching and learning should contact the SSO. The CFP admin or program chair can support the students in contacting the Wellness Center.

## **12. Materials and Requirements**

- 12.1 The students will need to have the following
  - 12.1.1 Hardware: laptop, digitizer with stylus
  - 12.1.2 Internet connection with unlimited data plan, minimum 5 Mbps speed.
  - 12.1.3 Software (list to be provided by the CFP team during the orientation)
- 12.2 The costs of materials, transportation, accommodation and food for travel-based workshops and other workshops on campus will be borne by the student. Travel-based workshops are mandatory.

## **13. Copyright of Work and Intellectual Property Rights**

- 13.1 Students retain copyright of the work submitted in fulfilment of the requirements of any of the components of the programme.
- 13.2 CEPT University and the CEPT Foundation Programme reserves the right to use student work submitted in fulfilment of the programme, with appropriate credit provided, in exhibitions of student work and pedagogy, and for research aimed to further the aims of knowledge and education.

## **14. Plagiarism and Use of AI**

- 14.1 CFP students are governed by the plagiarism policies applicable at the level of CEPT University. Ignorance of the policy does not excuse its violation.
- 14.2 Acceptable practices regarding the use of AI will be provided within each program component and, where relevant, for each module/exercise. Students are responsible for following these appropriately. Ignorance of the policy for each component does not excuse its violation.