

**ACADEMIC REGULATIONS  
FOR  
THREE YEAR DIPLOMA PROGRAMME  
(Engineering Branches)**



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,  
ODISHA**

# GENERAL INSTRUCTIONS

## 1. Scope

These regulations made herein shall be called “Academic Regulations” and will come into force with effect from the Academic Session 2014 – 15.

## 2. Duration of Curriculum & Calendar

- 2.1 The duration of the (Mechanical, Electrical, Civil, IT & Automobile) programme is 3 academic years. Whereas a student is expected to complete this programme in a maximum duration of 6 academic years.
- 2.2 Each academic year is divided into two semesters. The 1<sup>st</sup> (Autumn) semester is during the months of July to December and the 2<sup>nd</sup> (Spring) semester is during the months of January to June.
- 2.3 The duration of each semester shall be of at least 90 instruction days excluding semester examinations.
- 2.4 Each year the University shall draw out a calendar of academic & associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula & syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

## 3. Admission Requirement

- (i) In order to be eligible for admission into the (Mechanical, Electrical, Civil, IT & Automobile), a student must have passed 10th Examinations with minimum 30 % of marks in aggregate from any board.
- (ii) A student should qualify in any national level /State Level/Centurion University admission test and must have obtained a rank for the purpose of admissions.

## 4. Admission and Registration of Students

- 4.1 In order to be registered as a student of the University a candidate selected for admission into any Course has to pay the following fee and furnish the following documents at the time of admission.
  - i. Academic Fees, Exam Fees, Admission Fees, Hostel Fees/Transportation Fees, Fee for fooding, any other fee as may be decided by the management.
  - ii. Original Rank Card of State/National/CUTM entrance examination
  - iii. 10<sup>th</sup> Board Certificate & Mark Sheet
  - iv. Intermediate Certificate & Mark Sheet (For Lateral Entry Students only)
  - v. Original CLC/TC
  - vi. Original Conduct Certificate
  - vii. Original Migration Certificate
  - viii. Caste Certificate
  - ix. Income Certificate
  - x. Residential Certificate
  - xi. Medical fitness Certificate
  - xii. Blood Group Certificate
  - xiii. Original Money Receipt
  - xiv. 6 nos. of Coloured pass port size photos

## **4.2 Provisional Registration**

**4.2.1** A candidate, who for any reason, is unable to submit any of the documents, required under Clause 4.1 may, with special permission of the Registrar, be admitted and registered provisionally on payment of the prescribed fees, subject to production of the wanting documents / certificates within a stipulated period failing which admission will be cancelled. A candidate, who could not submit the Migration Certificate at the time of admission, must submit the same before appearing the Final Annual Examination, failing which he/she will not be allowed to appear the Examination.

**4.2.2** A candidate selected for admission into any Course, failing to register in the prescribed date, shall forfeit his/her seat and such seats shall be offered to other candidates in the Waiting List of subsequent date (s) of admission as notified in the admission notice.

## **4.3 Provisional registration of continuing students**

A continuing student who cannot register on the prescribed date due to illness or other unavoidable circumstances for which sufficient proof is to be given to the satisfaction of the Dean may obtain provisional registration by paying the required fees by post or messenger on or before the prescribed date of registration. Such a student shall have to complete other aspects of registration within one week from the date of registration failing which his/her provisional registration shall be cancelled and all fees paid by him/her shall be forfeited.

## **4.4 Late registration**

A continuing student who does not register on the Scheduled date of Registration shall be required to pay a late Registration Fee at the rate of Rs.100 per day.

Late Registration as per Regulation shall not be permitted after seven working days from the scheduled date of Registration for any Semester.

Provided that the Vice – Chancellor may in very Special Cases, permit late Registration within the next 7 days on payment of a fine of Rs.2000/- in addition to the Late Registration Fee as per Regulation. Thereafter in no case registration shall be permitted.

## **4.5 University Registration Card**

A Student is issued University Registration Card after admission process. University Registration number continues to be his / her Registration Number for all examinations during his / her tenure of study. This card is also essential for attending classes in a college and appearing in examinations. This is the MOST IMPORTANT document and the student must take care of it. Duplicate University Registration Card will be issued only after recommendation by the Principal of respective college on paying the prescribed fee.

## **4.6 Course – wise Registration**

All registrations for a Course shall be done within the stipulated period as will be notified from year to year or laid down in the Semester Calendar under the authority of the Academic Council. The date (s) of registration as notified or laid down in the Semester Calendar shall not be changed under any circumstances without the approval of the Academic council.

## **5. Institution's student advisory committee**

**5.1** The newly admitted as well as the continuing students shall present themselves before the Deans/HoD of the respective Departments in the beginning of each Semester on date (s) as prescribed in the prospectus, Semester Calendar or notified separately, for orientation and advice. The Deans shall assign the students in groups to different staff advisors.

**5.2** The Advisor shall discuss with the students in detail assigned to him regarding Course Curriculum. Examination system and various Academic Regulations. He shall maintain close contact with the students and keep himself informed of their progress in study by having periodical meetings with them. One period per week may be allotted for such meeting. The Advisor shall bring to the notice of the concerned Deans, the problems of the students that required special measure.

## **6. Course Programme**

**6.1** Each subject prescribed in a Course shall be formulated into some discrete Courses and spread over the number of Semesters prescribed for the . Each Course shall bear a number (Course Number) and carry a certain number of credit hours depending on the weightage given to that Course in the Curriculum.

**6.2** All core courses and a certain number of elective courses prescribed for the course, shall be compulsory for the students for that Course.

**6.3** A Course Catalogue for each Course shall be prepared and will be available for sale. The Course programme/Curriculum of a Course shall not be changed to the disadvantage of the students during the Course of their Studies.

## **7. Number and duration of classes**

- i. The number of classes in a course per week shall be equal to the number of credit hours, allotted to that course.
- ii. The duration of a lecture/tutorial class shall not be less than 45 minutes
- iii. The duration of a practical class shall be minimum of 120 minutes to a maximum of 180 minutes depending on the credits.
- iv. A theory class shall ordinarily consist of 60 students.
- v. A Practical/tutorial class shall ordinarily consist of 30 students per teacher.

## **8. Attendance criteria**

**8.1** A student is eligible to appear in a semester examination provided he/she pursues a regular course of study in respective stream and attends at least 75% of classes in aggregate both in theory & practical subjects scheduled during the semester. The attendance is considered from the date of commencement of classes as per academic calendar of the university. The schedule of classes is notified through a Time Table before the beginning of the classes in a Semester.

**8.2** A student who is absent for short periods on health ground or due to participation in cultural, sports, other academic/official assignments in the interest of the institution/college/university/government with prior written permission of the head of the institution/college is permitted a maximum of additional concession of 10% in attendance and is eligible to appear in examination with a minimum of 65% of attendance in aggregate both in theory & practical subjects in a semester.

**8.3** The minimum attendance for In-plant training in 6<sup>th</sup> semester is 85%.

## **9. Examination Evaluation**

**9.1** The University has a continuous evaluation system for each theory, practical items. For this purpose the university holds the following examinations.

**9.1.1** End Semester Examinations at the end of the Odd Semester course work (1st/ 3rd/ 5th)

**9.1.2** End Semester examinations at the end of Even Semester course work (2nd / 4th / 6th)

- 9.1.3** Special Supplementary / Improvement Examinations of fifth and sixth semesters, for the benefit of students who have completed the course work of all eight semesters and have backlogs only from seventh and eighth semesters, after the declaration of results of eighth semester.

## 9.2 Theory / Practical Courses

Each course unit shall be of 100 percentage points. Three internal tests of each theory course shall be conducted during each semester internally. The final external examination will be conducted at the end of the semester in which the course is offered. Setting of questions will be done externally. The practical will be conducted internally. The mark distribution is given as follows.

Sl. No.	Type of course	Mark distribution			Total
		Mid-term Theory (Internal)	Practical/ Project (Internal)/Term work	End Semester Theory/ Practical (External)	
1.	Theory	20	10	70	100
2.	Practical	-	50	50	100

The weightage for three internal tests and the end semester examinations for each theory item will be as follows:

- Internal - I of one hour duration
  - Internal - II of one hour duration
  - Internal - III of one hour duration
  - The three internals is of 20 percentage points. The best of the two internals are to be considered for calculating the 20 percentage points.
  - Assignments / quiz / viva-voce  
/attendance/ Term work/Project Work (Internal) = 10 percentage points
  - End Semester External Examination  
of three hours duration = 70 percentage points
- Total = 100 percentage points

### 9.3 In-plant Training

The duration of the **In-plant Training** in 6<sup>th</sup> semester is four weeks at different Educational Institutes & Industrial Unit/Government Institutions with a weightage of 2 credits. Under this programme, the students will undergo the training as follows.

i) Educational Institutes	– 4 weeks
ii) Industrial Unit/Government Institutions	– 4 weeks
Total	= 08 weeks

Students shall complete the record work based on daily field observation notebooks and weekly diaries maintained by them. They will be evaluated by course coordinator as well as by a designated evaluation committee.

### 9.4 Duration of Examination

The duration of the examination will be as follows:

- (a) Internal Theory Examination – 1 hour
- (b) Internal practical Examination in the Practical Class – 2/3 hours
- (c) End Semester Theory Examination for 60 Percentage points – 3 hours
- (d) End Semester Practical Examination – 2/3hours

### 9.5 Examination Policy

The section on Examination Policy gives specific guidelines and rules on the Examination, expected Examination Code of Conduct and the Disciplinary Actions laid down for incidence of mal-practice during Examinations.

- 9.5.1** The schedule of classes shall be notified through a time table before the beginning of the classes in the Semester. Attendance record will be compiled at the time of each class test and the students with poor attendance will be informed through notification. The guardian may be informed through a letter. Letters will be issued to the student and the guardian before he/she is debarred for appearing at University examination due to shortage of attendance. University has to be informed about the percentage of attendance before starting the examination.
- 9.5.2** A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.
- 9.5.3** A student will be allowed to appear in the Semester Examination in those theory subjects where his/her attendance is not less than 75% in case he/she does not have 65% overall attendance for coadunation as per the Clause 8.
- 9.5.4** Students, who are detained from appearing at the end-semester examination due to shortage of attendance, have to register for that course once again and appear at the subsequent examination to obtain a passing grade.

- 9.5.5** A Student shall be allowed in a Semester Examination only after he/she is issued an Admit Card for the relevant examination by the college. The college shall obtain written clearance on eligibility from the University.
- 9.5.6** Students who have been found to indulge in malpractice during examination will be awarded 'M' grade in that subject. The university may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear in subsequent examinations based only on the decision of the University.
- 9.5.7** A student who is absent in any subject(s) for which he/she has registered will be awarded 'S' grade. He/she is permitted to appear in those subjects in subsequent semester examinations after the due permission from the respective College and University.
- 9.5.8** A student may register to appear in a semester examination which she/he has already appeared and passed / failed for improving his/her marks with a fee. However such facility is available only for the external end semester examination. The higher of the marks of the two results will be taken into account. There will be no bar on number of attempts a student can make for improvement of his grade.
- 9.5.9** There is no repeat test / examination if a student is absent for any of the Internal test/examination for any reason what so ever.
- 9.5.10** All internal marks will be carried forward both for back paper and improvement examinations in the case of theory courses.

## 10. Grading System

**10.1** University has adopted 100 marks scaling system according to the performance of a student in all subject items. The grades or class along with the corresponding marks are categorized as follows:

Award of Class	% Marks Secured
First class	60% & above
Second Class	50% TO 59.99%
Third Class	35% to 49.99%
Fail	Below 35%

**10.1.1** A candidate need to score 50% and above to pass in each practical, project, seminar, term work, In-plant training and CSR (Cultural, Sports and Socially Responsible) activities.

**10.1.2** A Candidate is deemed to clear (pass) a theory paper if he/she secures Minimum 35% from full marks of theory examination and 50% for practical examination out of total marks in the Internal and End Semester examinations taken together.

## 11. Grading System

11.1 University has adopted a 10 points Grading System according to the performance of a student in all subject items. The grades along with the corresponding points are categorized as follows:

Qualification	Grade	Score on 100 percentage points	Point
Outstanding	O	90 & above up to 100	10
Excellent	E	80 & above but less than 90	9
Very good	A	70 & above but less than 80	8
Good	B	60 & above but less than 70	7
Fair	C	50 & above but less than 60	6
Pass	D	35 & above but less than 50	5
Failed	F	Below 35	2
Malpractice	M	--	0
Absent	F	--	0

11.1.1 Grade **D** is the pass grade for each theory. Whereas Grade **C** is the pass grade for each practical, project, seminar, In-plant training and CSR (Cultural, Sports and Socially Responsible) activities.

11.1.2 A Candidate is deemed to clear (pass) a theory paper if he/she secures Minimum '**D**' grade in the Internal and End Semester examinations taken together based on '**Normalised Grading System**'.



## 11.2 Grade Point Index

A student's level of overall competence is measured by a GRADE POINT INDEX as specified below:

- SGPI – Semester grade point index
- CGPI – Cumulative grade point index

The SGPI is calculated based on the prescribed subjects of a semester as

$$SGPI = \frac{\sum_{i=1}^N C_i * P_i}{\sum_{i=1}^N C_i}$$

The CGPI is calculated based on all subjects up to the end of a particular semester

$$asCGPI = \frac{\sum_{i=1}^N C_i * P_i}{\sum_{i=1}^N C_i}$$

Where,

$C_i$  = Credits assigned to a subject item as indicated by the Course structure

$P_i$  = Point corresponding to a grade, obtained by a student in that particular subject

$N$  = Number of subjects taken up to the end of a semester

## 12. Declaration of Result & Promotion

- 12.1 In order to pass a programme / course, a candidate must secure at least pass percentage as defined in Clause 10.1 in each of the theory, practical, project and seminar items.
- 12.2 The promotional status between two consecutive semesters and/or two consecutive levels / years shall be indicated on the semester marks sheet, which carries the remark "promoted to next year", as the university has no restriction on the number of backlogs to be carried.
- 12.3 The percentage of marks of the semester shall be updated after the candidate clears the subjects in which he / she has failed at a subsequent examination.
- 12.4 The University shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.
- 12.5 The overall performance of a successful candidate for the award of a Diploma shall be based on the combined results of all the examinations of the concerned programme.

## 13. Eligibility for award of Diploma Certificate

There shall be no class / division awarded to a student either at semester or Diploma level. A candidate will be eligible for the award of Diploma if he / she satisfies all the following conditions:

- a) Has cleared all subjects with at least Pass grade as per the Clause 10.1.1.
- b) Has obtained at least Pass grade in CSR activities (i.e. NCC/NSS/Games/Sports/Music/Debate/Quiz/Yoga) as per the Clause 10.1.1 during the study period.
- c) Earn a satisfactory performance report in the Internship / Field Study Programme.
- d) Has no due to the University / Library / Hostels / Transportation etc.
- e) Has no disciplinary action pending against him / her.

## **14. General**

- 14.1** The academic regulations should be read as a whole for the purpose of interpretation.
- 14.2** In case of doubt or ambiguity in the interpretation of the above regulations, the decision of the Vice-Chancellor is final.
- 14.3** The University may change or amend the academic regulations or syllabus at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.
- 14.4** Where ever not explicitly mentioned, the guidelines of the B Tech Programmes of the University for the same academic year shall apply.