



(Transit Regulation applicable for 2014 admission batch)
TENTATIVE ACADEMIC REGULATION FOR B.TECH
PROGRAMME OF C.V. RAMAN COLLEGE OF ENGINEERING,
BHUBANESWAR
(Autonomous under BPUT, Odisha)

Effective from July-2015.

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C.V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR
ACADEMIC REGULATIONS leading to B.Tech Degree
(effective from July 2015).

1. Introduction:

- 1.1** The provisions contained in this Regulation will govern the conditions for admission as well as for imparting courses of instructions, conducting examinations and evaluation of student's performance leading to the following degree:
4 year courses in Engineering/Technology leading to award of B.Tech Degree from Biju Patnaik University of Technology, Odisha. This regulation is effective from the session starting from July,2015.
- 1.2 Disciplines:** The disciplines in which the courses of studies are available for award of B.Tech degree are;
1. Civil Engineering
 2. Chemical Engineering
 3. Computer Science Engineering
 4. Electrical Engineering
 5. Electronics & Telecommunication Engineering
 6. Electronics & Instrumentation
 7. Information Technology
 8. Mechanical Engineering
- 1.3** The provisions of this Regulation shall also be applicable to any new discipline that are introduced from time to time and added to the list in section 1.2.
- 1.4** The Board of Management may, on the recommendation of Academic Council of the BPUT, change any or all parts of this Regulation at any time considered appropriate by the Academic Council.

2. Academic Calendar and Duration of Curriculum:

- 2.1** The academic session is divided into two sections each of approximately fifteen to eighteen weeks duration. An Autumn Semester (July to December) and a Spring Semester (January to June).
- 2.2** The Academic Council-approved schedule of academic activities for a session, inclusive of registration, examinations, extra & intra curricular activities, inter-semester breaks etc. shall be laid down in the Academic Calendar for the session.
- 2.3** Each year shall be divided into two Semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July and the Spring semester shall ordinarily begin in January for students already on rolls. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of teaching weeks in each semester shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examinations.
- 2.4** Each year, the College shall draw out a calendar of academic and associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula and 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.
- 2.5 Duration:** The duration of the programme shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, B.Tech programme is four years (Eight Semesters). A weaker student can complete a four year programme in not more than **seven** years.

3. Admission:

- 3.1** Admission to all courses will be made in the Autumn Semester of each session, at the first year level, be based on criteria decided by the Board of Management in accordance with the stipulations of AICTE/UGC/BPUT, notified time to time.
There shall be provision for direct admission for a limited number of NRI / FN students. Details of criteria for admission shall be as per provisions of the rules formulated for the purpose.
- 3.2** Physically handicapped candidates shall be required to satisfy the prescribed medical fitness norms.
- 3.3** Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification / academic calendar.
- 3.4** Candidates shall have to register as bonafide students with the college as per college regulations before commencement of instruction in First Semester and for Lateral entry students in Third Semester.
A student is allowed to attend classes only for those subjects that he / she has registered in a semester.
A student who has been promoted with a backlog, has to first register for the backlog subject(s) if the same is being offered in a semester.
- 3.5** Provisions of this Regulation do not prevent the college from allowing students enrolled in a university in India or abroad to attend specified subjects in one or more semesters without leading to any degree on certain terms and conditions.
- 3.6** All students admitted to any of the courses including those accepted under clause 3.5 above shall be required to pay at the time of joining and also in subsequent semesters prevalent tuition and other fees as prescribed by the college till they are on roll.
- 3.7** The college reserves the right to cancel the admission of any student, and ask him/her to discontinue his/her studies at any stage of his/her career on grounds of unsatisfactory academic performance, irregular attendance in classes or indiscipline.

4. Attendance, Conduct & Discipline:

- 4.1** Attendance in classes (lectures, sessional/ laboratories/ workshop etc) is compulsory. A student may be debarred from appearing End Semester Examination on ground of unsatisfactory attendance.
- 4.2** Long absence from classes without prior permission will be considered as an act of indiscipline.
- 4.3** A student shall not be allowed to appear in the End-semester examination in those particular theory subjects where he / she have shortage (i.e. less than 75%) in attendance. He / She will be allowed to appear at the theory examinations in other subjects where he / she have no shortage in attendance.
The attendance shall be considered from the date of commencement of classes as per academic calendar of the college. The schedule of classes shall be notified through a Time-Table before the beginning of the classes in the semester. Attendance record should be notified well in advance (i.e. at least 03 days before each class test and 07 days before End Sem Examination). Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The parents/guardian must also be informed through letter. Letters must be issued to the students and the parents/guardians before they are debarred for appearing End-semester examination due to shortage of attendance.
- 4.4** **Concessions:** A student who has been 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 college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in End-semester examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at End-semester examination with shortage of attendance below 65% in any of the registered subjects.

Considering the careers of such irregular & academically weak students, short term *Make-up classes of 15 hrs duration followed by a Internal Test & Academic Back Examination shall be conducted immediately after the closure of instruction of each regular semester. The details regarding Make-up classes with Internal Test and Academic Back examination are given in Appendix-I/clause – 12.5.*

- 4.5 Students shall conduct themselves within and outside the premises of the college in a manner befitting the students of an institution of national importance.
- 4.6 Rules regarding conduct and discipline should be framed for the information of all stack holders.

5. Change of Branch:

- 5.1 The students admitted in first year for a course leading to the B.Tech degree in a particular branch will ordinarily be required to continue in that branch of studies.
- 5.2 However, the college may permit few students, subject to their fulfilling the prescribed conditions, to change over from one branch to another, after two semesters of continuous studies. Detailed rules governing the change of branch are given below:

Any student pursuing B. Tech programme, may be allowed a change of branch, after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be **8.00 or more**. This is an incentive to meritorious students.

Only such students who have cleared all examinations items of both the semesters in **first attempt**, in examinations held during academic session of his / her first admission to the course shall be qualified to apply for a change of branch. Change of branch may be accorded subject to the condition that the consequent total student strength in the '**gainer**' programme shall not exceed by 10% of the approved seats and the net student strength in the **loser** programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process.

To award benefit of branch change, college authority shall constitute a committee (Branch Change Committee) with the Principal as its Chairman. The committee shall invite options from the students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. Institutional decision on the matter shall be final. The college shall notify/intimate the decision on branch change within seven calendar days from starting of the semester.

6. Course Structure:

- 6.1 The duration of courses leading to B.Tech degree is four years.
- 6.2 The curricula for the different degree programmes as proposed by the respective departments and recommended by the Departmental Board of Studies shall have the approval of the Academic Council. The departments should also prepare the syllabus of each subject which must have the approval of the Departmental Board of Studies.

6.3 The curricula to be followed in the first two semesters by students of all the branches shall be common as given in **Appendix-II**.

A foundation course consisting of basic sciences including mathematics and English of two weeks duration will be provided to weaker students from the freshers in order to acquaint them with the fundamentals required for engineering studies. However an online examination will be carried out for identifying such weaker students, soon after their registration in the first semester.

6.4 The remaining course work requirements will be different for the respective degree courses. The requirements would be detailed out in the curriculum and syllabi for each of the disciplines conforming to the frame work, as approved by the Academic Council. The overall course/structures for the different disciplines of B.Tech degree will be available in the syllabus.

6.5 Subject Categories and Range of Credits have been framed as per Dayaratnam Committee guideline shown below:

B.Tech Degree Programme

Subject Category	Required Range of Credits		
Basic Science including Mathematics	20	-	30
Engineering Sciences	30	-	35
Professional Core	45	-	55
Professional Electives	25	-	30
Free Elective	15	-	20
Humanities Social Science & Management	20	-	30
Project	10	-	10
Comprehensive Viva-voce/Seminar/Industrial Training	5	-	10
Total Credits for Degree	170	-	225

6.6 The curricula for all B.Tech courses would include compulsory industrial/intership training for 4 weeks duration having 2 credits, to be carried out between 4th & 5th Semester and 6th & 7th Semester break period.

6.7 Any arrangement of training in industry or academic (within or outside the country) has to be routed through training & placement section via the Professor-in-charge of training with the recommendation of respective departmental head.

6.8 The performance of the students in such training will be evaluated during 7th semester, based on his submission of a certificate from the organization of his training followed by a combined viva-voce test/presentation and submission of training report.

6.9 The following courses during the prescribed period of the programme for exchange of knowledge of students in other field for their better prospects/careers and also acceptability in the various industries & organizations.

i) To start short term exchange **programme in abroad** for 2/3 weeks in 2nd year course during break period of 3rd & 4th Semester. This programme may earn some credit point either in any of semester.

ii) Similarly a long exchange programme in abroad is proposed to be conducted in any of the semester of 4th year course.

7. Registration:

7.1 Students of all the B.Tech. courses are required to be present and register at the commencement of each semester on the day fixed for and notified in the Academic Calendar.

7.2 Registration of students for the First (Autumn) Semester will be centrally organized by the Academic Section of the Institute. For all other semesters the registration will be organized branch wise under the supervision of the Head of respective departments.

- 7.3** A student who does not register on the day announced for the purpose may be permitted, in consideration of any compelling reason, late registration within the next three/ten working days on payment of a prevalent additional late fee as prescribed by the college. Normally no late registration shall be permitted after fifteen working days from the scheduled date.
- 7.4** Only those students will be permitted to register who have:
- cleared all College and Hostel dues of the previous semesters
 - paid all required prescribed fees for the current semester, and
 - not been debarred from registering for a specified period on disciplinary or any other ground.
- 7.5** All Students of the college have to register for each of the subjects they are required to study before commencement of a semester. Except in the first semester, where a student is automatically registered for all subjects of the semester, a student has to apply to the college in a specified format for subject-wise registration for the semester with prescribed fees.
- 7.6** A student who has been promoted with backlog (XP) has to register first for the backlog subjects being offered in the semester. During the course of study the students may register in any number of (2nd semester onwards) backlog (failed) subjects of their lower semesters; preference being given to lowest possible semester in addition to the prescribed subjects of that semester. During normal course of study, a student may register the backlog (failed) subjects of his / her branch of study of lower semester. After completing the final semester, a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance) and attempt to clear them during appropriate semester examinations. The student once registered for a set of backlog subjects cannot change them during the semester.
If a student does not secure a pass grade in Laboratory/Sessional subject, he/she has to clear the same as prescribed above.

8. Rules for Assessment of Performance:

8.1 Each discipline consists of the following four types of items:

- Theory Items
- Practical Items
- Sessional Items
- Project Items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

8.2 At the end of each semester, there shall be an examination (hereinafter called End-semester examination) conducted by the college as per programme announced at the beginning of each academic year.

8.3 Regular Back paper examinations, if any, shall be held in End-semester examination.

8.4 Students with backlogs shall clear their backlog subjects along with regular students of lower semester(s) in subsequent year or in the same year, if a subject is offered in both semesters.

8.5 Theory Papers:

*There will be continuous assessment of a student's performance throughout the semester and marks will be awarded by the subject **teacher/coordination committee** formed for this purpose. The constitution of the co-ordination committee is given in **Appendix – III.***

(a) A theory paper will have 100 percentage points. The weight-age for two class tests, assignment, attendance and the end semester examination will be as follows:

- | | |
|--|---------------------------------|
| • Class Test - I of one hour duration | = 10 percentage points. |
| • Class Test - II of one hour duration | = 10 percentage points. |
| • Assignment and Attendance | = 10 percentage points. |
| • End Semester Examination of three hours duration | = 70 percentage points. |
| Total | = 100 percentage points. |

- (b) The syllabus for each theory paper will have 3 modules. The two class tests will be nearly equi-spaced in Academic Calendar. The End-semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all Class tests, the End-semester examination and **Academic Back examination**.
- (c) The class tests will be conducted centrally at the college level in the scheduled week as per Academic Calendar and the corrected papers have to be shown to the students within seven calendar days. Class test marks has to be notified by the respective faculty for the benefit of students.
- (d) *There is no compensatory Class Test. If a candidate misses a Class Test due to medical reasons, the candidate should submit application to the college through respective HOD with medical certificate. The college will then constitute a medical board with the Medical Officer as member to examine if the illness was serious enough to compel him / her to abstain from appearing at the test. Medical board report with the recommendation of the Principal shall be sent to the Dean Academic for consideration of compensating test / award of percentage points. If the board recommends compensatory percentage points, it will be the same as of other class test.*
- (e) A candidate is deemed to clear (Pass) a theory paper if he / she secure:
- (1) A minimum of 25 points out of 70 in the End Semester examination.
 - (2) A minimum of 37 percentage points in the End-semester examination, two class tests, Assignment and Attendance taken together (i.e. out of 100).

8.6 Practical Papers: (Laboratory work)

- (a) The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.
- (b) A practical paper shall have 100 percentage points.
- (c) Each practical / experiment (work) shall have equal percentage point as its weight age.
- (d) A practical paper shall have 2, 3 and 6 contact hours / week for 1, 2 and 4 credit papers respectively. Time Table must provide for such contact hours.
- (e) A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours.
- | | |
|---|-----|
| • Experiment (work) planning and execution | 20 |
| • Results and interpretation | 30 |
| • Report | 30 |
| • Understanding on the theory related to experiment | 20 |
| Total - | 100 |
- (f) A candidate has to be informed about the score at the end of a Practical class. The Score shall be sent to the College on the same day.
- (g) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).
- (h) A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.
- (i) College can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.
- (j) Any student securing less than 50 marks ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance.

8.7 Sessional Papers: (Workshop / Design Project)

- (a) Sessional paper will carry 100 percentage points.
- (b) The syllabus shall prescribe the number of jobs and specific tasks to be performed in each job. All jobs in a sessional shall have more or less or same allotted contact hours and equal weight age.
- (c) A sessional job has to be evaluated based on the following considerations.
 - Quality of job 50 points
 - Understanding of the job and related theory 30 points
 - Quality of report and Viva – Voce 20 points
- (d) Each sessional work is to be completed during allotted hours in the class itself.
- (e) No sessional works can be done at home / hostel.
- (f) At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses (if any).
- (g) At the end of each session, the marks are to be sent to the College.
- (h) If a student misses up to 35 percent of allotted sessional hours for a job on health ground, he / she may make an application to the Principal along with a medical certificate. A committee constituted by the Principal may consider the application and the student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.
- (i) The teacher concerned shall maintain all records of the sessional work at least for a semester for inspection by the College authority.
- (j) A candidate shall clear (Pass) a Sessional Paper if he / she scores minimum of 50 percentage points.
- (k) Any student securing less than 50 marks ('F' grade) in sessional may be allowed to repeat the sessional in the corresponding semester of the subsequent year. This will be limited to only one chance.

8.8 Project Item:

- (a) A Project Item shall carry 100 percentage points.
- (b) Each candidate shall do a project under the supervision of a Supervisor. There could be a Co - Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.
- (c) **Evaluation of the Project:**
 - (i) Evaluation of a major / minor project will be done on following points.
 - Understanding the relevance, scope and dimension of the project 10 points
 - Relation to literature / application 10 points
 - Methodology 10 points
 - Quality of Analysis and Results 10 points
 - Interpretations and Conclusions 20 points
 - Report 20 points
 - Defence 20 points

100 points
 - (ii) The evaluation shall be done by a Committee of teachers, where the Project Supervisor shall be a member. His evaluation shall carry 50 percent weight-age. The other members shall have 50 percentage weight age. For evaluation of project, an external expert either from academic or from industries shall be involved.
 - (iii) Minimum score for a Pass in Project item is 50 percentage points.
 - (iv) The Chairman of the Committee shall forward the score to the principal within the prescribed date. He / She shall also maintain all records for inspection.

8.9 Seminar Item:

Seminar performance will be evaluated by a committee of Teachers. It will have the following components.

- | | |
|--|-------------------|
| (a) Quality of Material | 30 points |
| (b) Quality of Presentation | 30 points |
| (c) Quality and extent of response from other students | 20 points |
| (d) Participation in other Presentations | 20 points |
| | 100 points |

A candidate has to not only give his / her seminar, but also must attend at least 75 percent of seminars given by other students. The Chairman of the Committee shall forward the score within the prescribed date to the College. He/She shall also preserve all records for inspection by the College authority for at least a semester. He/She shall submit a copy to the Principal for records. Minimum score for a Pass in Seminar item shall be 50 percentage points. Any student securing less than 50 marks ('F' grade) in seminar may be allowed to repeat the seminar in the corresponding semester of the subsequent year. This will be limited to only one chance.

8.10 Comprehensive Viva - Voce Item:

- This shall be done by a Committee of Teachers with participation of an External Expert from an Institution / Industry of repute.
- The Chairman of the Committee shall forward the score within the prescribed date. He / She shall also maintain all records for any inspection by the College authority for at least a semester.
- Minimum score for a pass in Viva - Voce is 50 percentage points.

8.11 Evaluation Responsibility:

- The teacher imparting instruction is solely responsible for evaluation of Class Tests, Practical and Sessional works. He/She is also responsible for maintaining all records to justify his/her evaluation scheme and score thereof.
- Neither the Principal nor the Management shall have right to change the score assigned by a teacher. However, if the Principal is convinced that the scores assigned by a teacher are biased, he/she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding.
- A copy of the score assigned for each Class Test, Practical and Sessional work shall be submitted to the Principal with a copy to the Deptt. for records, as per schedule.

9. Declaration of Result and Promotion Rules:

9.1 In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory, Practical, Sessional, Project, Seminar and Viva Voce items and maintain a minimum level of overall performance as specified in the Clause – 11.

9.2 The promotional status between two consecutive semesters and two consecutive levels / years shall be indicated on the Semester Results as detail below:

- Passed and Promoted (denoted by P) indicating that
 - The candidate has cleared every registered course item of both odd and even semester of the academic year.
 - He / She has no backlog from lower levels.
 - He / She has secured CGPA of 6.0 or more.
- Eligible for Promotion with backlogs (denoted by XP) indicating that the candidate is eligible for promotion with backlog (XP) in the following situation:
 - For promotion from 1st year to 2nd year:**

A student at the end of the first year (inclusive of first and second semesters) having a minimum of CGPA of 4.50 is eligible for promotion to the Second year, regardless of the number of failed subjects except candidates under Clause – D.

A student (at the end of first year) with CGPA less than 4.5 may choose to quit, or pursue studies in 3rd & 4th semester (provisional promotion to 2nd year) with a declaration that he will improve his 1st year CGPA to 4.5 or more through appearing back papers in subsequent semester like 1st, 2nd, 3rd & 4th. However, if a student again fails to secure 1st Year CGPA of 4.5 at the end of second year, he/she has to quit the college. Readmission in the 1st year may be allowed if it is requested by the candidate in writing.

• **For promotion from 2nd year to 3rd year:**

All students of second year (after 4th semester) are eligible for promotion to 3rd year except candidates under Clause – D (**Stated Below**).

• **For promotion from 3rd year to 4th year:**

All students of third year (after 6th semester) are eligible for promotion to 4th year except candidates under Clause – D (**Stated Below**).

Important Note: The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotion in the 1st year.

- C. The candidate is eligible for promotion to next higher level (year / semester) if (i) he / she has registered for all the subjects for any semester AND (ii) he /she has appeared in the semester examination in at least 3 (three) theory subjects of the regular semester AND (iii) he/she has attended at least 2 (two) lab / practical / sessional classes.

However, the candidates of 2nd semester may be allowed to be promoted to next higher semester (i.e. to 3rd semester) on medical ground with submission of valid medical certificates (with regards to serious illness of himself or a calamity in the family) and final recommendation of Medical Board, constituted by the college, even if 9.2(c) clause has not been satisfied.

- N.B.:** All the above three conditions (9.2 A, B & C) have to be satisfied for promotion to the next higher semesters (4th, 5th, 6th, 7th & 8th).

- D. Not Eligible for Promotion (denoted by X) indicating that the student is NOT eligible for promotion to the next higher level as he / she has not fulfilled the stipulated requirements defined under the provisions, stated above under Clause 'A', 'B' and 'C' for promotion.

Important Note: The 'X' category students as well as those who do not want to be promoted and who are otherwise eligible to continue in the existing Academic system, are required to re-register for that year. They are required to register in all the backlogs (failed/not appeared) subjects of both the semesters of that year except 1st year.

- E. Registration for students under Clause – C

The students, who are NOT eligible for promotion, are to register and appear at the back paper subjects except 1st year.

If he/she does not have 75% attendance in a subject, he/ she have to attend the Make-up classes in those subjects and to fulfill Clause – 4.4 to become eligible for appearing the **Academic Back examination**.

- 9.3** A candidate shall be eligible for promotion to the next higher level / year, if he/she satisfy the conditions laid down under the rules formulated by the Academic Council.

- 9.4** Candidates declared eligible for promotion to the next level without clearing all course items of earlier semesters individually shall have to apply for permission for admission to the higher level and obtain the same from the Director / Principal before registration.

- 9.5** The College shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.

- 9.6** The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

- 9.7** A student's level of competency shall be categorized in accordance with the Cumulative Grade Point Average.

10. Grading System:

10.1 A letter grading system shall be followed. The uniform Grading System to be followed for all Academic Programmes (except Ph.D. and D.Sc) shall be as described below:
A Nine Point grading system on base of 10 shall be followed. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Points
Outstanding	"O"	90 & above upto 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
Below Average	"D"	37 & above but less than 50	5
Failed	"F"	Below 37	2
Malpractice	"M"	-	0
Absent	"S"	-	0

Grade sheet would be issued year wise to students who have cleared all the subjects as per syllabus of the lower semesters.

N.B. Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical / Sessional / Project /Seminar / Viva – Voce.

10.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester grade point average.

CGPA – Cumulative grade point average.

It shall be the basis of judging his / her overall competence in the course.

10.3 Definition of terms:

- POINT - Integer equivalent each letter grade.
- CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- CREDIT POINT - (b) x (a) for each course item.
- CREDIT INDEX - \sum CREDIT POINT of course items in a Semester
- GRADE POINT = $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX}}{\sum \text{CREDIT for a Semester}}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\sum \text{CREDIT INDEX of all Previous Semester}}{\sum \text{CREDITS of all Previous Semester}} \text{ upto a Semester}$$

II. Requirement for Award of Degree:

There shall be no class / division awarded to a student either at Semester or Degree level.

11.1 Eligibility for Award of Degree:

A candidate will be eligible for award of B.Tech degree if he/she satisfies all the following conditions:

- Has cleared (in minimum pass grade) all subjects and obtained requisite number of credit points prescribed for his/her branch of study.
- Has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see # 10.3 for calculation of CGPA).
- Obtained at least satisfactory grade (C) in NCC / NSS / Games / Sports / Music / Drama / Debate / Quiz / Yoga.

11.2 Disqualification for Award of Degree: Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

11.3 Criteria for Award of Gold Medals:

- (a) The best graduate / College gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year.
- (b) For award of gold medal / scholarships etc, more than one candidates may be declared joint winner if they have same CGPA.
- (c) Candidate securing less than 8.50 CGPA will not be considered for award of Gold Medal.
- (d) For branches in which the syllabi are same shall be considered jointly.

12. Examination System:

The college shall have continuous evaluation system for each theory & sessional subjects.

12.1 The Academic section of the college will centrally conduct all the examinations in respect of the theory component of the subjects with the help of confidential Examination section.

12.2 A student will be issued an Admit card for appearing in End Semester Examination only if he/she has:

- (a) Satisfactory attendance in the theory classes.
- (b) Paid all college and hostel dues of the semester.
- (c) Not been debarred from appearing in the examination as a result of any disciplinary proceedings.

12.3(i) Class tests, End-semester examination, assignments, tutorials, quiz tests, laboratories work and viva voce etc. are the constituent component of continuous assessment process. A student must fulfill all these requirements as prescribed in the regulation. If due to any compelling reason (such as his/her illness, calamity in the family, etc.), a student fails to meet any of the requirements, he/she has to apply at the earliest with valid documents to the Principal for relief, as per regulation.

(ii) (a) However, appearing in the End-semester examination in the theory component of a subject is compulsory for a student, unless exempted as per clause 12.3 (ii) (b) stated below. If a student fails to appear any subject in the End-semester examination, he/she will carry those subjects as backlog.

(b) If a student misses the End-semester examination due to compelling reason like serious illness of himself / result of a calamity in the family, he/she may appeal to the Dean Student Affairs through his/her HOD of the department for permitting himself / herself to register for **Academic Back examination**.

*All such cases should be examined by a committee, constituted by the college with Dean Academic as Chairman. After examining the documents and being convinced about the merit of the case, the committee shall recommend the eligible cases for registration in the **Academic Back examination** with full credit condoning his/her absence.*

12.4 Students will be permitted to appear in the examination in only those subjects for which they have registered at the beginning of the semester and have not been debarred.

12.5 Make-up classes followed by Academic Back Examination:

- (i) *For the students, who are failing to appear end semester examination as per attendance norm are to be given an opportunity to attend Make-up classes soon after the closer of instruction of regular semester and on receipt of finalized attendance details from the department. The list of such students for respective subjects shall be finalized and notified. This Make-up class will be of 15 hrs duration for each subject and will be conducted with a*

- separate time-table prepared well in advance. Such students will only be eligible for appearance in **Academic Back examination** to be conducted during respective semesters.
- (ii) Students opting for such Make-up classes shall have to pay Rs.3000/- only towards such classes (irrespective of number of subjects) over and above registration fee for appearing the **Academic Back examination**.
- (iii) Only one Internal Class test for 30 marks for each subject covering whole syllabus will again be conducted for such students. Marks secured by the students in this test will only be considered, if he/she improves compared to the marks secured in earlier class tests. If he/she appears the above test, the higher mark secured has to be considered for his final credit.
- (iv) If a student fails to attend required number of Make-up class in respective subjects as per general attendance rule and does not appear the internal class tests he will be debarred from appearing **Academic Back examination** of those subjects. These subjects will be considered as backlog for the student.
- (v) **Rules on other activities under Examination:**
- (a) **Re-Totaling / Re-Checking:**
A student may apply for Re-totaling / Re- checking of a paper within 30 calendar days from the date of publication of the results in each Semester. However, evaluation be done for un-evaluated questions, if any.
- (b) **Photocopy of Answer Scripts:**
A student may apply for photocopy of Answer Scripts within 30 calendar days from the date of publication of the results in each Semester. The Re-Checking is a pre-condition for supply of photocopy.
The Photocopy of re-checked answer scripts will be issued to the respective students within a minimum period of 3 (Three) months from the last date of receipt of application for distribution among the respective students. No student shall be entertained for any enquiry pertaining to the above process.
- (c) **Grade Sheet:**
At the end of each year, final Grade sheet shall be made available to each student by the University as per Clause 10.1. However, if a student requires additional copies, he / she should apply through the college with prescribed fees.
However, provisional Grade sheets may be issued by the college to those students who have cleared all subjects of the concerned End-semester examination after publication of semester result.

13. Disciplinary Actions on Examination:

- (1) A student found resorting to malpractice (copying etc.) in the examination hall during College Examination as reported by the Invigilator / Supervisor / Squad Member
 - will be awarded "M" grade having 0 (zero) Grade Point in that paper and he / she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the College.
- (2) A student adopting malpractice and showing an indiscipline behavior in the examination hall
 - will be awarded "M" grade having 0 (zero) Grade Point in that paper and he/she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the College.
 - Shall have to bear a fine of Rs. 2000.00.
- (3) A student found adopting malpractice in more than one papers in a Semester / Trimester / Special examination
 - Will be awarded "M" Grade with 0 (zero) Grade Point in all the papers of that Semester / Trimester / Special Examination; he / she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the College.

- (4) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations inspite of the warning issued previously
 - Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
- (5) A student found violating the Examination Code of Conduct which includes:
 - Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.
 - Leaving the Examination Hall within the first hour from the commencement of the examination.
 - Talking to other examinees in the Examination Hall.
 - Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall.
 - Will be expelled from the Examination in that paper and will be awarded “M” grade having 0 (zero) Grade Point in that paper; he/she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the College.
 - A student found repeating the “Violation of Code of Conduct” will be awarded “M” grade with 0 (zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.
- (6) A student indulging in the misconduct in the Examination hall which includes:
 - Using question papers and or answer scripts for communicating with fellow examinee. Exchange of question papers and answer scripts (with other examinees / outsiders).
 - Writing answers in question papers.
 - Writing obscene or filthy languages in answer scripts
 - Writing derogatory remarks Any remarks, requests or irrelevant issues in answer scripts.
 - Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
- (7) Any student found man-handling / threatening the officers / staff connected with the examinations (Invigilator, Center Superintendent, Supervisors, Principal, Members of flying squad, etc.)
 - Will be awarded “M” grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.
 - Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the College.
- (8) Any student found damaging the property of the staff/officers / institution connected with the examinations
 - Will be awarded “M” grade having 0 (zero) Grade Point in all the paper of that Examination and will be expelled from the College for one year.
 - Will be obliged to provide compensation for the damage as assessed by the college / College or individual as the case may be.

14. Academic Rules for Students:

14.1 Rules for Change of Name/ Surname:

- i. The application in the prescribed format for change of name/ surname shall be considered provided that proposed change in name or surname is
 - (a) Notified in the Government Gazette.
 - (b) Published in the news papers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.
- ii. The application in prescribed format shall have to be forwarded through the Principal of the concerned college along with following documents.
 - (a) Original Certificate/Original Mark sheet along with certified copies of the said original certificate as mentioned in the application form duly corrected.
 - (b) Original clipping of the Gazette publication.
 - (c) Original clipping of the News Papers of Orissa State in which name/change of surname so published.
 - (d) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.
 - (e) Prescribed fee in shape of Bank Draft in favour of the College.
 - (f) After due verification of all documents and necessary approval of the Vice Chancellor the change of name/ surname shall be notified by the College through the Registrar.

14.2 Rules for Correction of Name in Degree Certificate:

- (a) Application shall be forwarded by the Principal/ Director of the respective college specifying the corrected name and name appears in the final Certificate/ grade sheet.
- (b) The application shall be enclosed with the attested copies of the HSC and CHSC certificate/ mark sheet.
- (c) Prescribed fee in shape of Bank Draft in favour of the College shall be deposited with the application form.
- (d) After due verification of all documents and necessary approval of the Director Examination a corrigendum shall be issued.
- (e) The necessary correction be made in the academic record and a fresh certificate shall be issued within 15 calendar days.

14.3 Rules for Lost/ Damaged of Degree certificate/ Transcripts:

- (a) Application shall be forwarded to the University by the Principal/ Director of the college specifying the reason for loss/ damage of degree Certificate/ transcripts.
- (b) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost/ damaged.
- (c) Original affidavit swearing before the 1st class Magistrate.
- (d) Original clipping of the News Papers (at least in 2) of Orissa state in which Loss/ damage so published.
- (e) Prescribed fee in shape of Bank Draft in favour of the college shall be deposited with the application.
- (f) After due verification of all documents and necessary approval of the Director Examination, Duplicate Certificate will be issued within 15 calendar days.

14.4 Rules for Migration Certificate:

- (a) Application shall be forwarded to the University by the Principal/ Director of the respective college specifying the reason for issuance of Migration Certificate.
- (b) The application shall be accompanied by the Original Registration Card issued by the respective College.
- (c) Prescribed fee in shape of Bank Draft in favour of the College is to be deposited with the application form.
- (d) After due verification of all documents and necessary approval of the Registrar Migration Certificate will be issued within 15 calendar days.

14.5 Duplicate College Registration Card:

A Student is issued College Registration Card at the time of counseling and admission. College Registration number continues to be his/her Registration number for all examinations during his/her tenure of study. This card is also essential for admission of the student to a college and his/her eligibility to attend classes in a college. This is an IMPORTANT document and the student must possess it throughout his/her course at the College.

In the event of a student losing his/her College Registration Card, he/she should immediately lodge a FIR in the nearest Police Station. He/She should apply through the College for issue of duplicate Registration Card with a prescribed fee. The application in plain paper must accompany a copy of FIR and prescribed fee and the same should be submitted to the Registrar, C. V. Raman College of Engineering.

PRESCRIBED FEES AS PER BPUT

Sl. No.	Description of Items	Fee
1.	Duplicate Registration Card	100/-
2.	Migration Certificate	100/-
3.	Duplicate / Additional Grade Sheet per year	100/-
4.	Correction / Change of Name in Degree Certificate	200/-
5.	Duplicate Degree Certificate	500/-