

ACADEMIC REGULATIONS for

TWO-YEAR M. ARCH, M. PLAN, M. Sc., M. TECH and MCA PROGRAMMES



NAAC – A Grade

COLLEGE OF ENGINEERING & TECHNOLOGY

(An Autonomous and Constituent College of BPUT, Odisha)

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ACADEMIC REGULATIONS
for
FOR TWO-YEAR MASTER PROGRAMMES (M.ARCH., M.PLAN, M.Sc., M.TECH., and MCA)

1.0 Duration of Curriculum and Calendar:

- 1.1 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 for students already on rolls and the Spring semester shall ordinarily begin in January. 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 including the period of examination.
- 1.2 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.
- 1.3 **Duration:** The duration of the programme shall be governed by the regulations of UGC/AICTE/COA that may change from time to time. As per the prevailing regulations, M.Arch., M.Plan., M.Sc., M.Tech, and MCA programmes are of Two years (Four Semesters) duration. A weaker student can complete a two year programme in not more than four years.

2.0 Eligibility for Admission:

- 2.1 Admissions to different courses of the college shall be based on criteria decided by the Academic Council of the college in accordance with the stipulations of AICTE /UGC/COA, modified as necessary.
- 2.2 Physically handicapped Candidates shall be required to satisfy the prescribed medical fitness norms.
- 2.3 Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification / academic calendar.

- 2.4 Candidates shall have to register as bonafide students with the college/University as per college/University regulations before commencement of instruction in First Semester.
- 2.5 A student is allowed to attend classes only for those subjects that he / she has registered in a semester.
- 2.6 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.

3.0 Subject-wise Registration and Eligibility to Appear at Examinations:

- 3.1 All Registered Students of the University 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 University in a specified format for subject-wise registration for the term with prescribed fees through his/ her college principal. The same will be scrutinized and registration confirmation will be given to the college.
- 3.2 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 (M.Arch / M. Plan / M. Sc. / M. Tech), 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.
- 3.3 If a student does not secure a pass grade in Laboratory / Sessional subject, he/she has to clear the same as prescribed above.

Important Note: If minimum 15 students opt for a particular elective paper offered by the department (in any semester), then those students would be allowed for registration of the same.

- 3.4 A student shall not be allowed to appear in the end Semester Examination of that session in those particular theory subjects where he / she has shortage in attendance. He / She will be allowed to appear at the theory examinations in other subjects where he / she has 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 must be compiled at the time of each class test and the students with poor attendance must be informed through notification both in the notice board of the department and college website.
- 3.5 **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 institution / college shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. A student who has been absent on medical ground may be allowed to appear at an examination provided he/she has attended at least 65% of classes and (i) a medical board and (ii) the Principal, recommended for such relaxation.
- 3.6 No student shall be allowed to appear at end Semester examination with shortage of attendance below 65% in any of the registered subjects.
- 3.7 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.
- 3.8 A candidate shall be allowed to appear in an End-Semester examination only after he/she is issued a Hall Ticket for the relevant examination by the College.
- 3.9 A student who is promoted to the next higher year with backlogs in the

previous year shall be permitted to appear at an examination for the backlog subjects, provided he/she fulfills the conditions 3.3 to 3.6 above.

4.0 Rules for examinations:

4.1. Each discipline consists of the following six types of items:

- Theory Items
- Practical Items
- Sessional Items
- Project Items
- Seminar Items
- Mandatory courses (non-credit)

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.

4.2. 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.

4.3. Back paper examinations, if any, shall be held with the normal end semester examination.

4.4. 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.

4.5. There shall be no special examinations after the final semester examination.

4.6. Students who have secured 'M' (Malpractice case) or 'S' (S-Absent) Grade in any subject(s) can appear at the Regular Semester Examinations to clear such subjects.

4.7. Students with "Not satisfactory" grade in mandatory non-credit courses shall obtain "Satisfactory" grade in these courses along with regular students of lower semester(s) in subsequent year or in the same year if a subject is offered in both semesters.

5.0 Declaration of Result and Promotions:

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

The results of mandatory non-credit courses will be reflected separately and it will not be considered for promotion or added with the results of subjects under regular branch of study.

- 5.2 The promotional status between two consecutive semesters and / or two consecutive years shall be indicated on the Semester Results as described below:

A. **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.

B. **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 5.0 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 a CGPA of less than 5.0 may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the new first year once again fails to secure a CGPA of at least 5.0 at the end of the new First Year, he/she has to quit the College.

If such a student in the repeat year once again fails to secure a CGPA of at least 5.0 at the end of that Year, he/she has to quit the College.

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 semester if (i) he / she has registered for all the subjects for any regular (lower) 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 two lab / practical / sessional subjects.

N.B.: All the above three conditions have to be satisfied for promotion to the next higher semester.

- 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 College, 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 has to attend the classes in those subjects and to fulfill Clause-3.3 to become eligible for appearing the examination.

N.B.: This regulation is applicable to all programmes of duration of two years.

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

- 5.5 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.
- 5.6 A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.

6.0 Grading System:

- 6.1 A letter grading system shall be followed in the University. 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 in the University. Grade-sheet would be issued year-wise to students who have cleared all the subjects as per syllabus of the lower semesters.

NB: Grade 'C' shall be considered as average, Grade 'D' shall be pass grade for theory and grade 'C' shall be pass grade for Practical/ laboratory/ project/ seminar/ viva voce.

Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 percentage points	Point
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

- 6.2 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.

6.3 Definition of terms:

- a) **POINT** - Integer equivalent each letter grade.
- b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- c) **CREDIT POINT-** (b) x (a) for each course item.
- d) **CREDIT INDEX-** $\frac{\sum \text{CREDIT POINT of course items in a semester}}{\sum \text{CREDITS}}$
- e) **GRADE POINT AVERAGE -** $\frac{\text{CREDIT INDEX}}{\sum \text{CREDITS}}$
- f) **SEMESTER GRADE POINT AVERAGE (SGPA)**
 $\text{SGPA} = \frac{\text{CREDIT INDEX}}{\sum \text{CREDITS for a semester}}$
- g) **CUMULATIVE GRADE POINT AVERAGE (CGPA)**
 $\text{CGPA} = \frac{\sum \text{CREDIT INDEX for all previous semesters}}{\sum \text{CREDITS for all previous semester up to a semester}}$

7.0 Requirements for Award of Degree:

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

7.1. Eligibility for Award of Degree

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

- (a) Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his/her branch of

study.

- (b) For M. Tech program, a student may be awarded degree as follows:
 - (i) Master of Technology in his/her branch of study or
 - (ii) Bachelor of Technology with Honours in his/her branch of study if he/she clears subjects of minimum 20 credit points prescribed under Honours or
 - (iii) Bachelor of Technology in his/her branch of study with Minor Engineering in a branch other than his/her regular branch of study if he/she clears subjects of minimum 20 credit points prescribed under Minor Engineering.
- (c) Has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see # 6.3 for calculation of CGPA).
- (d) Has secured at least "Satisfactory" grade for mandatory non-credit courses as prescribed by AICTE/UGC /Academic Council.

7.2. Skipping (of Subjects) for Award of Degree by the university: A student has to obtain minimum credit points in the various categories of subjects.

If a student has accumulated more credits beyond the minimum in a category and intends to skip a subject (in which he / she has failed or not appeared), he / she has to make a formal application (**Form: CETA -5SK**) through the HOD to the Controller of Examinations after completion of the **Final Semester**. Such a subject, which he / she has chosen to skip shall not appear in the Grade Sheet.

7.3. Disqualification for Award of Degree

Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

8.0 Examinations:

There shall be a continuous evaluation system for each theory, lab/practical, sessional, design and project papers.

8.1 Theory Papers

- (a) A theory paper will have 100 percentage points. The weightage

for one mid-term examination, quiz & assignments and the end semester examinations will be as follows:

- Mid-term examination of two hours duration = 20 percentage points.
- Quiz & Assignments = 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(4) modules. The mid-term examination schedule will be nearly mid-semester schedule in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all mid-term examination and the end semester examination.
- (c) The mid-term examination will be conducted at the college level in the Scheduled week. It should be conducted preferably after completion of one and one-half module completion of the syllabi. The corrected papers have to be shown to the students within seven calendar days. The score out of 20 percentage points shall be informed to the students.
- (d) The quiz and assignments will be conducted by the concerned subject teacher under supervision of the HOD. The concerned subject teacher shall maintain records for at least a year.
- (e) There is no compensatory mid-term examination. If a student misses a mid-term examination due to medical reasons, the student will make an application (**Form: CETA-6MT**) through HOD to Principal. The college will then constitute a medical board under the Chairmanship of PIC, Academic (UG or PG) with a doctor 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 Examination section for consideration of compensatory mid-term examination and it will be conducted for such students only.

Similarly, if a student misses a mid-term examination due to Family Calamity or academic / official assignments of the college, the

candidate will make an application (Form: CETA-6MT) through HOD to Principal. The college shall constitute a committee to recommend the action for each case. The report of this committee with the recommendation of the Principal shall be sent to the Examination section for consideration of compensatory mid-term examination / award of percentage points. If the committee recommends compensatory mid-term examination, it will be conducted for such students only.

- (f) Any student securing less than 12 (internal) marks in the mid-term examination, quiz and assignments taken together and secured overall 'F' grade in the subject may be allowed to repeat the mid-term examination (CETA-7RM) as per schedule time during the corresponding semester of the subsequent year. The revised marks from the department would replace the old mid-term examination marks. However, his total internal marks will be restricted to 12 out of 30 in the repeat mid-term examination or actual mark if his / her total mark is less than 12. For this repeat mid-term examination only one chance would be given. The revised marks shall be considered for publication of results.
- (g) A candidate is deemed to clear (Pass) a theory paper if he / she secures
 - (1) A minimum of 25 percentage points in the End Semester examination, (is out of 70), and
 - (2) A minimum of 37 percentage points in the End Semester examination, mid-term examination and quiz & assignments, taken together (i.e out of 100).

8.2 Practical Papers

- (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 weightage.
- (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. A practical experiment (work) will be evaluated based on the following components. The relative weightage of the components are also given below.

- Experiment (work) planning and execution 20 points
- Results and interpretation 30 points
- Report 30 points
- Understanding on the theory related viva-voce to experiment 20 points

Total **100** points

- (f) A candidate has to be informed about the score at the end of every Practical class. The Score shall be used for publication of results.
- (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 pass 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 (**Form: CETA-4CA**). Such a compensatory experiment has to be arranged at the department level 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.

The score for the compensatory test shall be sent to the

Examination Section giving reference to the original practical date that the student has missed.

8.3 Sessional Papers

- (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 weightage.
- (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 sessional the marks are recorded for publication of results.
- (h) If a student misses up to 35 percent of allotted sessional hours for a job on health ground (Form: CETA -4CA), 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 year for inspection.
- (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.

8.4 Project Item

- (a) A Project Item shall carry 100 percentage points.
- (b) Each candidate shall do a project under the supervision of a Supervisor (faculty of the institute). There could be a Co-Supervisor (inside or outside CET) 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 |
| • Defense | 20 points |
| Total | 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 weightage. The other members shall have 50 percentage weightage. For major project, an external expert shall be involved.
- (iii) Minimum score for a Pass in Project item is 50 percentage points.
- (iv) The HOD will be the Chairman of the Evaluation Committee and he/she shall forward the score within the prescribed date to the Controller of examinations. He / She shall also maintain all records for at least a year.

8.5 Seminar Item

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

- | | |
|--|-----------|
| (a) Quality of /Seminar Report | 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 |

Total

100 points

A student has to not only give his / her seminar, but also must attend at least 75 percent of seminars given by other students. The HOD will be the Chairman and he/she shall forward the score within the prescribed date to the Controller of Examinations of the College. He / She shall also preserve all records for at least a year.

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.

8.6 Comprehensive Viva - Voce Item

- (a) This shall be done by a Committee of Teachers with participation of an External Expert from an Institution outside CETA / Industry of repute.
- (b) The HOD is the Chairman of the Committee and s/he shall forward the score within the prescribed date to the Controller of the Examination of the College. He / She shall also maintain all records for at least a semester.
- (c) Minimum score for a Pass in Viva - Voce is 50 percentage points.

8.7 Evaluation Responsibility

- (a) The teacher imparting instruction is solely responsible for evaluation of mid-term examination, Practical and Sessional works, quiz and assignments. He / She is also responsible for maintaining all records for a year to justify his / her evaluation scheme and score thereof.
- (b) The Principal 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. The decision with the revised score shall be sent to the Controller of Examination within a week for necessary action.
- (c) A copy of the score assigned for each mid-term examination, Practical

and Sessional work, quiz & assignments shall be submitted (both hard and soft copy) to the Examination Section.

8.8 Disciplinary Actions (Examinations)

- (1) A student found resorting to malpractice (copying etc.) in the examination hall during mid-term/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 indisciplined behaviour 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. Also, he/she shall have to bear a fine of Rs.2000.00.
- (3) A student found adopting malpractice in more than one papers in a mid-term/Semester examination, will be awarded “M” Grade with 0 (zero) Grade Point in all the papers of that mid-term/Semester; he/she will be warned by the university 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, despite 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 university with a copy to the parents / guardians or a notice in the official website of the University.

- 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 misconduct in the examination hall, (which includes: using question papers and/or answer scripts for communicating with fellow examinee, exchange of question papers/answer scripts with other examinees/outside, writing answers in question papers, writing obscene or filthy languages in answer scripts, writing derogatory or 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 University / college.
- (8) Any student found damaging the property of the staff/ officers/ institution connected with the examinations
- i. 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.
 - ii. Will be obliged to provide compensation for the damage

as assessed by the college/university or individual as the case may be.

9.0 Time Table for Instructions:

The college has to prepare Time table for the subjects (Theory, Practical and Sessional) being offered in a semester at least 15 calendar days before the course-wise registration of students to that semester. The time table must also mention the teacher who is handling a subject. If the subject is handled in more than one sections, the names of the teachers handling all the sections should be given. The Time Table should be notified at least 10 calendar days before registration.

10.0 Academic Rules:

(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 newspapers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.
- ii. The application in prescribed format (**Form: CETA – 8ND**) shall have to be forwarded through the HOD to the Principal for forwarding to the university 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 Odisha 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 University through the Registrar.
- (2) Rules for Correction of Name in Degree Certificate
- (a) Application (Form: CETA – 8ND) shall be forwarded through the HOD to the Principal for forwarding to the University specifying the Corrected name and name appears in the final Certificate/ grade sheet issued by the University/College.
- (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 BPUT, Odisha shall be deposited along with the application form.
- (c) After due verification of all documents and necessary approval of the Director Examination, a corrigendum shall be issued.
- (d) The necessary correction be made in the academic record and a fresh certificate shall be issued within 15 calendar days.
- (3) Rules for Lost/ Damaged of Degree certificate
- (a) Application (Form: CETA -9LC) shall be forwarded through the HOD to the Principal for forwarding to the University 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 is 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 University 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.

- (4) Rules for Migration Certificate
- (a) Application (Form: CETA-10MC) shall be forwarded through the HOD to the Principal for forwarding to the University specifying the reason for issuance of Migration Certificate.
 - (b) The application shall be accompanied by the Original Registration Card issued by the respective University.
 - (c) Prescribed fee in shape of Bank Draft in favour of the University 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.

11.0 Re-Evaluation:

- (a) **Re-Totalling/Re-Checking:** A student may apply (Form: CETA -11RC) to the college for Re-totalling / Rechecking of a paper within 15 calendar days from the date of publication of the results in each Semester. However, evaluation will be done for un-evaluated questions, if any. This facility is, however, not available for special examinations.
- (b) **Photocopy of Answer Scripts:**

A student may apply (Form: CETA -12RT) for photocopy of Answer Scripts to the college 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 student is to deposit a requisite fee (Rs.200/- for Re-Checking and Rs.60/- for photocopy) within 30 calendar days from the date of publication of the results in each Semester. The Photocopy of re-checked answer scripts will be sent to the him/her within a minimum period of 3 (Three) months from the last date of receipt of application for distribution among the respective students.

12.0 Award of Degree/Certificates:

(a) **Grade Sheet/ Duplicate Grade Sheet/ Transcript**

At the end of each year, a Grade sheet shall be made available to each student as per Clause 6.1. However, if a student requires duplicate grade sheet, he / she should apply (Form: CETA -13DG) and for transcript he/she should apply (Form: CETA -17TG) to the college with the prescribed fees.

(b) **Award of Degrees through parent University**

The parent University (BPUT) will award degrees on behalf of the college after the students have been evaluated and recommended by the autonomous college. The name of the college will be mentioned on the degree certificate. The photograph of the student along with unique ID/Aadhaar number will appear on the certificate.

PERSCRIBED FEES

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/-

Sd-
Principal
College of Engineering and technology (Autonomous)
Bhubaneswar.