Academic Regulations

B. Tech. Degree Programmes

(Except Agriculture)

SESSION: 2017-18

CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT

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1. Academic Regulations & Policies

This section gives an overview of the different Academic Rules and Regulation to be followed in the Centurion University of Technology and Management (CUTM) for the Bachelor of Technology Programs. Specifically it contains information on Choice Based Credit System (CBCS), including Registration, Selection of Subjects, Time Table, Grading System, Examination Policy, Attendance Policy and Academic Rules applicable at CUTM.

1.1 Choice Based Credit System

The Choice Based Credit System (CBCS) is made available to all Engineering students (Excluding Agriculture).

i. For CBCS "Programme" refers to "Engineering" study, "Course" refers to a discipline within programme say "Computer Science", Completion of course will lead to award of degree in that course "Subject" refers to a unit of study under the course say "Refrigeration and Air-conditioning in Mechanical Engineering course. Subjects can have various credits viz; 2, 3 etc.

ii. At the time of joining the University, the student need not be constrained by the engineering discipline she/he has chosen. The student has the flexibility to choose the required Credit from different baskets of Subjects, as she/he moves from one semester to next and graduate in her/his discipline(s) of interest.

iii. The student can choose her/his pace of Credit Acquisition based on a predetermined academic plan, with the support of faculty mentor.

iv. The entire syllabus is divided into Baskets of subjects comprising of Foundation Courses in Sciences (Basket I), Humanities & Management Sciences (Basket II), and Foundation Engineering Courses Sciences (Basket III); Core Engineering Courses Sciences (Basket IV); and Discipline/Domain Centric Courses Sciences (Basket V).

v. From a portfolio of courses in each Basket, a student has the option of choosing any combination of Subjects, fulfilling minimum Credit requirement from that Basket.

vi. There is no limit on the number of Credits to be registered in any semester. For the award of degree in a particular discipline/branch, a student has to acquire 180 Credits and complete the requisite Credits from each basket.

vii. A student can obtain dual degree (degree in two different disciplines/branches), if he/she can fulfil the additional credit requirements from basket 4 for such disciplines. For dual degree, a student has to credit minimum 225 credits (180credits + 45 credits from Basket IV)

viii. The student has the flexibility to decide the duration of his/her degree program completion period. The minimum duration of completion of Degree is 4 years. However, the maximum duration that a student can take to graduate shall not be more than 8 years from the date of registration to the degree program.

ix. Subjects are divided in to different types, e.g. Theory, Practice, Project, Theory & Practice, Theory & Project, Practice & Project, and Theory & Practice & Project. A Student has no restriction on crediting any number of Subjects from any type. The student can obtain a certificate of acquisition of Skill for most of the Practice Subjects.

x. Massive Open On-line Subjects (MOOCs) offered by any Premier Institute Globally can be credited by any student.

xi. A student must pass in all prerequisite subject(s), if any, before registering for a particular subject.

xii. While the student has the option of exercising her/his choice in crediting a subject, the same will not be offered by the University, if a minimum number of students do not register for the said subject. The concerned department/faculty will notify the minimum student requirements, based on their specific need.

xiii. The CBCS is not for selecting a subject on the basis of how easy or difficult it is, but on the basis of student's goal of getting right employment/higher education/entrepreneurship. Accordingly, for every student, a dynamic course plan, aligned to his/her goal, needs to be in place.

xiv. A student has the option of dropping a subject (midway/at the end of semester after failure) and register for a new subject of relevant basket in subsequent semester and fulfils the credit requirements.

1.2 Structure of Choice Based Credit System

Basket	Basket Category	%	Credits to be acquired		
			Theory Courses	Practice Courses	Total Credits
I	Foundation Courses in Sciences	10			18
II	Foundation Courses in Humanities & Management	10			18
III	Foundation Courses in Engineering	15			27*
IV	Core Engineering Courses	25	27	18	45#
V	Discipline/Domain Centric Courses	40			72**
	Total Credits				180

* From Basket-III, a student needs to register 18 Credits from his/her own discipline and 9 Credits from other disciplines/branches.

A Student needs to register all the subjects listed in Baskets IV for obtaining a degree in that discipline/branch.

** A student must take at least one domain track from Basket- V, in his/ her area of specialisation.

Note: All courses in Basket-I, Basket-II, Basket-III, Basket-IV are available for credit under Basket-V.

1.2.1 Credit Weightages

Courses	Credits	Courses	Credits
Engineering Courses	3	Minor Project	3 or 4
Foundation Course in Sciences	3	Major Project	6
Humanities & Management	2	Internship – 4 weeks/8 weeks	2 or 4
Practice Course	2	CSR, NSS, NCC, SCOUT, etc.	0

1.3   Registration, Selection of Subjects & Time Table

This section gives the details of the University Registration Card, Registration to different Subjects and Time Table for Course work. Immediately after admission, the students' particulars are to be stored in ERP/MIS of the University. Any information related to the students required by any Department/Entity will be collected from the ERP/MIS only.

1.3.1   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 an IMPORTANT document and the student must take care of it. Duplicate University Registration Card will be issued only after recommendation by the Dean of respective college on paying the prescribed fee.

1.3.2   Subject-wise Registration

All registered students of the University have to register for each of the subjects they are required to study before commencement of a semester. A student has to apply in a specified format for subject wise registration for each semester with prescribed fees to his/her college Dean. The same will be scrutinized and registration confirmation will be displayed on the notice board and in MIS. The following methodology is adopted for registration procedure.

   i.   Head of the Departments to submit the titles of the subjects to be offered, for all the Baskets, to the Dean.
   ii.   The MIS section has to upload all these subjects in the MIS/ERP.
   iii. One week slot will be provided to the students for counselling & registration in every semester.
   iv.   Immediately after admission in the first year, each faculty mentor will be allotted 20 students for continuous guidance.
   v.   It is the responsibility of faculty mentor and concerned HOD to counsel and make the students understand the CBCS and select the subjects of their choice (aligned to their goal). Student-wise tracker will be developed at the beginning of the first semester. It will consist of a portfolio of subjects keeping in mind student's goal (i.e. employment/higher education/entrepreneurship). Colleges will prepare slots for students and their faculty mentors for this purpose.
   vi.   The Mentor concerned can make note of the subjects selected by his/her students from the tracker and then the students are guided to freeze these in MIS.
   vii. There is no restriction on the number of credits to be registered by any student, although expected normal credit load for a semester is 22 to 24 and 4 years is the minimum duration for award of degree.
         - A student can go at less than normal pace by registering fewer credits.
         - Further, a student can register for more than normal credits in a semester. He/she can judiciously credit Subjects in advanced topics, interdisciplinary areas and undertake skill Subjects and project works.
   viii. A Student is allowed to register for a subject only after clearing its pre requisites, if any.
   ix.   After the choice lock, the time table will be finalised. Care will be taken to accommodate maximum number of students for the subject choices locked. Wherever it is not feasible,

concerned student(s) will be guided to defer the subject chosen to future semesters and register another feasible subject.

x. If any student does not register during the given slot or joins the college later, then he/she will have to exercise choice based on the time table.

xi. Any student falling short of credits for graduation after the final semester examination, has the chance to complete the required shortfall by appearing the examination organised before the convocation of his/her batch.

xii. MIS will show cumulative student credits under "My Credits". A report on student wise credits can be obtained from MIS for documentation.

1.3.3 Time Table for Instructions

Each college will provide the Time Table for the subjects being offered in a semester after the subject registration for that semester. The time table will indicate the name of the Subject facilitators.

1.3.4 Duration of Curriculum and Calendar

- Each year shall be divided into two Semesters – Autumn Semester (July to December) and Spring Semester (January to June). Students normally join in Autumn Semester. The number of teaching weeks in each semester will be 15 to 18 with a minimum of 90 teaching days, excluding the period of examination.

- Each year the University will draw out a calendar of academic and associated activities. Detailed curricula and syllabi will be as decided by the Academic Council with provision for required modification.

- The duration of the programmes will take note of statutory provisions that come into effect from time to time. The minimum duration of the B. Tech degree programmes is four years/eight semesters. A student has the option to complete the B. Tech degree programme within eight (8) years.

1.4 Grading System & Degree Requirement

The University has a ten points grading system as below.

1.4.1 Categorization of Grades and Their Correlation

This section gives the details of the Grading system being followed by the University.

Qualification	Grade	Score on 100 Percentage Point	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'	40 & above but less than 50	5
Failed	'F'	Below 40	2

Qualification	Grade	Score on 100 Percentage Point	Point
Malpractice	'M'	---	0
Absent	'S'	---	0

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.*

1.4.2   Definition of Terms

The terms used in the above table are defined as follows:

a) Point – Integer equivalent of each letter grade
b) Credit – Integer signifying the relative emphasis of individual Subject item(s) in a semester as indicated by the course structure and syllabus
c) Credit Point – (b) multiplied by (a) for each Subject item
d) Credit Index – Sum of Credit Points, [i.e. Sum of (c)] of Subject items in a semester
e) Grade Point – (c) / (d)
f) Grade Point Average – Represented by Grade Point Indices as per section 1.4.3.
   • Semester Grade Point Index (SGPI)
   • Cumulative Grade Point Index (CGPI)

1.4.3   Grade Point Index

The formulas for calculating the SGPI and CGPI are as follows:

SGPI = (Credit Index) / (Sum of Credits for a Semester)

CGPI = (Sum of Credit Index of all previous Semester)/(Credits of all previous Semesters) up to a semester

1.4.4   B. Tech Degree Requirements

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

a) Has cleared all subjects with at least pass grade,
b) Has obtained 180 Credits,
c) Has obtained required Credits from each of the Baskets, with one domain track at least from Basket-V,
d) Has obtained at least satisfactory grade in CSR activities (i.e. NCC/NSS/Games/Sports/ Music/Debate/Quiz/Yoga) during the study period,
e) Has no dues to the University, and
f) Has no disciplinary action pending against him/her.

2. Examination Policy

The section on Examination Policy gives specific guidelines, rules of the Examination and expected Examination Code of Conduct.

2.1   Eligibility for Examinations

The eligibility criteria for appearing in the examinations of CUTM are as follows:

• A student has to maintain overall 75% attendance to be able to write all papers at end-semester examinations in a semester. The attendance is considered from the date of commencement of classes as per academic calendar of the university and is calculated based on the total number of working days available in a semester.

- 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/SMS. 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. Examination Section shall be informed about the list of eligible/ineligible students for the Examination. Dean will monitor students' attendance.

- Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports and other academic/official assignments in the interest of students, with prior written permission of the Dean/Head of the Department shall be permitted a concession of 10% in attendance (i.e. will be eligible for appearing in examination with a minimum of 65% attendance).

- 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 75% overall attendance.

- A candidate shall be allowed in a Semester Examination only after he/she is issued an Admit Card for the relevant examination by the University through the Examination Section of the College.

- Students who have been found to indulge in malpractice during examination will be awarded 'M' grade in that subject. The University will take appropriate disciplinary action, as per rule.

- 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 compensating for the course work missed and obtaining due permission from the respective College and University.

- A student may register to appear in a semester examination which she/he has not passed, with appropriate fee.

2.2 Evaluation System

The University has a continuous evaluation system for each type of Subjects (Theory, Practice, Project, Theory & Practice, Theory & Project, Practice & Project, Theory, Practice & Project). For this purpose the university holds the following examinations.

- End Semester Examinations at the end of the Odd and Even Semester course work
- Examination on Demand (EOD) to be notified from time to time. In general, there will be one EOD in each semester, in addition to a special EOD towards the end of Academic Year.

2.2.1. The Assessment breakup of Internal and External are as follows:

S. No.	Course Type	Total Marks for Assessment	Internal Evaluation			External Evaluation		
			Theory	*Practice*	*Project*	*Theory*	*Practice*	*Project*
1	Theory	100	40	-	-	60	-	-
2	Practice	100	-	50	-	-	50	-
3	Project	100	-	-	50	-	-	50
4	Theory + Practice	100	20	30	-	30	20	-

5	Theory + Project	100	20	-	25	30	-	25
6	Theory + Practice + Project	300*	40	50	50	60	50	50
7	Practice + Project	200	-	50	50	-	50	50

Details of Theory + Practice + Project (300)*

	Theory		Practice		Project	
	Internal	External	Internal	External	Internal	External
Marks for basic Assessment	40	60	50	50	50	50
Total for basic Assessment	100		100		100	
% to be considered for Award of Grade	40		30		30	

- All Internal marks will be recorded in ERP and uploaded to EMS. All external marks to be sent to QA cell in a sealed cover as per the direction of QA.
- Grading pattern to be followed as specified in the Subject Depository.
- Pass marks for Theory, Practice and Project will be as follows:

Theory	Practice	Project
40%	50%	50%

Student has to get pass percentage in individual components

- In case, a student gets" **F"** grade in theory course, he/ she will only appear for External component as the internal marks are locked. But, in case of combination courses, the student will have to appear for all the external components (theory + practice + project), even if the student has cleared in some/ failed in some of the components.
- Registration of a paper having pre-requisite condition indicates that, a student will only be allowed to register provided he/she has cleared the pre-requisite paper at the time of registration.
- A student may apply for rechecking and photocopy as per the norms.
- A student can appeal against the rechecking result(s) with a fee of Rs 5000/- per paper. The fee will be refunded to the student in case the revised result (marks) is 10% or more than the earlier rechecked marks.

2.2.2. **Internal Assessment of Theory**

A theory paper will have 100 percentage points to be assessed through a number of Internal and External Examination components as below.

- Internal - I   = 10 percentage points.
- Internal - II   = 10 percentage points.
- Internal – III   = 10 percentage points.
- Assignments/quiz/viva-voce/attendance = 10 percentage points.
- End Semester External Examination   = 60 percentage points.

Total   = 100percentage points.

Note: 1. Preferably, Internal Examination and External Examination will be for 1 hr and 3 hr respectively.

2. Any one of the Internal Examination can be done in project, presentation and any other innovative mode.

2.2.3. Assessments of Projects, Internships & Seminars (In Domains & CBCS all)

a. Projects:

There will be Process and Output of the Project. Process will be dealt and marks will be given by Internal Faculty/ Guide. Output will be evaluated by External Examiner (External Examiner + Faculty committee of the Dept.). Internal Evaluation is 50% and External Evaluation is 50%.

Process will include Literature review, design/ techniques to be decided, Experiment/ testing/ simulation, Attendance, Observations/ viva.

Output will include Report, Product, Presentation etc.

b. Internships:

I.   Student to maintain Log report/ daily report signed by company person in the field --- 10% weightage

II.   Report submission (log report to be a part of the report) – 20% weightage

III. Assessment Form will provided by University to be filled in by the company/ organisation where internship is done --- 50% weightage

IV.   Presentation and Viva at Department level – 20% weightage.

c. Seminars:

I.   Report – 40% weightage

II.   Presentation --- 30% weightage

III. Attendance & Participation in seminar talks given by other students for the course --- 30% weightage.

3. General

3.1 The academic regulations should be read as a whole for the purpose of interpretation.

3.2 In case of doubt or ambiguity in the interpretation of the above regulations, the decision of the Vice-Chancellor is final.

3.3 The University may change or amend the academic regulations 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.

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