School of Engineering and Technology

Academic Regulations

B. Tech. Degree Programmes

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

Odisha

www.cutm.ac.in

2020

Preface

The philosophy of B.Tech Curriculum design is to produce engineering graduates aiming for; **A. Higher studies B. Job, C. Entrepreneur.** The process involves input from Industry professional, Academician and Alumni. It is observed that a student choses engineering discipline without proper information and exposure. The scope for change of discipline in a traditional curriculum is limited. In order to address the above issues University offers Choice Based Credit Systems curriculum w.e.f 2015.

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. This policy is applicable with effect from the batch of 2018 admission.

1.1 Choice Based Credit System

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

1.11 A. Structure of Choice Based Credit System; BTech

Basket	**Basket Category**	**Minimum Credits to be acquired by Regular students**	**Minimum Credits to be acquired by Lateral Entry students**
I	Foundation Courses in Sciences	17	06
II	Foundation Courses in Humanities & Management [A: 6 credit (choice), B: 6 credit (Compulsory)]	12	6(Job readyness) + 3
III	Smart Stack	25	25
IV	Foundation and Core Engineering Courses	58*	48
V	Domain/Skill/Internship/Minor Project/MOOC	48	32
	Total Credits	**160**	**120**

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

1.11 B. Structure of Choice Based Credit System; BTech with Honours

Basket	Basket Category	Minimum Credits to be acquired by Regular students	Minimum Credits to be acquired by Lateral Entry students
I	Foundation Courses in Sciences	17	06
II	Foundation Courses in Humanities & Management [A: 6 credit (choice), B: 6 credit (Compulsory)]	12	6(Job readyness) + 3
III	Smart Stack	25	25
IV	Foundation and Core Engineering Courses	58*	48
V	Domain/Skill/Internship/Minor Project/MOOC	48+20 **	32+20 **
	Total Credits	**180**	**140**

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

** A student will be eligible to get Under Graduate degree (BTech)with Honours if he/she completes an additional 20 credits Domain courses from Basket V

1.11 C. Structure of Choice Based Credit System; BTech with additional Minor Engineering

Basket	Basket Category	Minimum Credits to be acquired by Regular students	Minimum Credits to be acquired by Lateral Entry students
I	Foundation Courses in Sciences	17	06
II	Foundation Courses in Humanities & Management [A: 6 credit (choice), B: 6 credit (Compulsory)]	12	6(Job readyness) + 3
III	Smart Stack	25	25
IV	Foundation and Core Engineering Courses	58*+20#	48+20#
V	Domain/Skill/Internship/Minor Project/MOOC	48	32
	Total Credits	**180**	**120**

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

A student will be eligible to get Under Graduate degree(BTech) with additional Minor Engineering, if he/she completes an additional 20 credits from Basket-IV of other branch/discipline

1.11.1 Credit Weightages

Courses	Credits	Courses	Credits
Engineering Courses	3/5	Minor Project	2
Foundation Course in Sciences	3	Domain /Major Project	6/8
Humanities & Management	1/2	Internship – 4 weeks/8 weeks	2/4
Practice Course	2	Value added course,CSR, NSS, NCC, SCOUT, etc.	0

1.12 Guidelines

- 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.
- The University follows a dynamic curriculum, which is applicable to continuing students to follow.
- 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.
- The student can choose her/his pace of Credit Acquisition based on a predetermined academic plan, with the support of faculty mentor.
- The entire syllabus is divided into Baskets of subjects comprising of Foundation Courses in Sciences (Basket I), Humanities & Management Sciences (Basket II), and Smart stack Courses (Basket III); Foundation Engineering and Core Engineering Courses Sciences (Basket IV); and Discipline/Domain Centric Courses Sciences (Basket 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.
- There is no limit on the number of Credits to be registered in any semester. However, while offering courses, all the subjects must be set in timetable without overlap and a subject must have minimum strength of students to offer. For the award of degree in a particular discipline/branch, a student has to acquire 160 Credits and complete the requisite Credits from each basket.
- A student will be eligible to get Under Graduate degree with Honours if he/she completes an additional 20 credits Domain courses from Basket V or additional Minor Engineering, if he/she completes an additional 20 credits from Basket-IV of other branch (160+20).
- The student has the flexibility to decide the duration of his/her degree program completion period. 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.

- Subjects are divided in to different types, e.g. 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.
- Massive Open On-line Subjects (MOOCs) offered by any Premier Institute Globally can be credited by any student as a part of Basket V.
- Skill courses, Mini Project (2 credit) and Summer Internship (2 credit) are also part of Basket-V. Student can undertake mini project during any semesters and summer internship during each summer break of programme.
- A student must pass in all prerequisite subject(s), if any, before registering for a particular subject.
- 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.
- 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.
- 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.
- A student can take course from Basket-IV of other branch/discipline, which will be credited to Basket-V.

1.13 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.

1.13.1 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.

1.13.2 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.

1.13.3 Time Table for Instructions

A central Time Table is published 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.

1.13.4 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.

1.14 Grading System & Degree Requirement

The University has a ten points grading system as below.

1.14.1 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
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.*

1.14.2 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 Average (SGPA)
   - Cumulative Grade Point Average (CGPA)

1.14.3 Grade Point Index

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

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

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

1.14.4 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 160 Credits,
c) Has obtained required Credits from each of the Baskets,
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 acquire 75% attendance in each subject to be able to write 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 no. of classes attended by a student against total number of classes conducted for a subject in a semester. Attendance will include class work, practice work, project work (including internships) in both online/ physical modes. The same attendance rules will be applicable for appearing internal examinations. A student will be allowed to appear in the Semester Examination in those subjects where his/her attendance is not less than 75%
- 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).
- Eligibility to appear Examination on Demand: Students who are debarred from attending the main semester examinations due to shortage of attendance will be allowed to appear for Examination on Demand or Supplementary examinations provided they have 50% or more attendance in the subject. Students having below 50% attendance will be either allowed to drop the course (if it is not core) or will be asked to re-register for the course again and attend classes. The attendance rule will apply in case of reregistration and as such will be treated as a new registration.
- 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).

- The courses having theory components will have ONLY TWO MID-TERM (earlier known as internal) examinations w.e.f. 2020 academic year. One will be online examination and another will be a presentation. Both these examinations will be conducted and evaluated centrally by the QA cell. The topics for the presentation will be from the syllabus and will be given one week in advance to students by the teaching faculty. The external assessor who will be assessing the presentations will be responsible for the marks. A rubric to assess presentations will be provided. Each student will be given 5 minutes for presentation and 5 minutes for questions by the external assessor. The overall marks obtained will be average of both internals.
- Practice component assessments will be 50% by the faculty who is teaching the course and 50% by the external assessor who will be assigned by the QA cell. This is same as present policy.
- The Project component assessments for the core courses will have at least two presentations. The project will be assigned by the teaching faculty. Final presentation will be in front of the external assessor and the weightage is 50% each, as is the present case.
- However, there will be three presentations in case of DOMAIN PROJECTS. The presentations will have external evaluators to be appointed by the QA cell in consultation with the Deans. The subject teacher and external evaluator will be responsible to evaluate for 50% of the score each. The final project mark will be an AVERAGE of the 3 presentations.
- The evaluation of domain tracks will follow the individual policies of theory, practice and project evaluations. The pass mark shall be as per present policy for the school.
- 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*	*60*	*50*	*60*	*40*	*50*
7	***Practice + Project***	*200*	*-*	*50*	*50*	*-*	*50*	*50*

Grading System: The GPA for the mixed courses (T-P-P mode) will be a weighted average of the individual marks obtained in a component weighted by the credit of the component. So the GPA = (Wt*marks of theory + Wp*marks of practice + Wpr*marks of project)/ (Wt+Wp+Wpr)*100. Here W stands for credit weight. All components will be individually evaluated for 100 marks.

Details of Theory + Practice + Project (Wt*100+Wp*100+Wpr*100), where W stands for the credit weight of the component:

	Theory		**Practice**		**Project**	
	Internal	**External**	**Internal**	**External**	**Internal**	**External**
Marks for basic Assessment	40	60	50	50	50	50
Total for basic Assessment	Wt*100		Wp*100		Wpr*100	
% to be considered for Award of Grade	Weighted Grade Point		Weighted Grade Point		Weighted Grade Point	

- All marks obtained are out of hundred
- For instance, a 3-1-1 course will have three times weight for theory marks, 1 weight each for practice and project.

Example: Following example may be referred to have further clarity:

Course Title	**Code**	**Type of Course**	**T+P+Pj**
Building of Cloud Infrastructure	DECT0901	Theory+ Practice+ Project	1-2-2

If a student secures 87 marks in theory, 89 marks in practice and 92 marks in project out of 100 including internal and external, then the award of grade will be as per following method:

Theory Mark (100)	Wt	Wt* Theory	Practical Mark (100)	Wp	Wp* Practical	Project Mark (100)	Wpr	Wpr* Project	Wt*Theory+ Wp*Practical +Wpr* Project	Wt*Theory+ Wp*Practical+ Wpr*Project /Credit	Round up total	Grade
87	1	87	89	2	178	92	2	184	449	89.8	90	O

3. Guideline for evaluation of internal and external components of theory, practice and project papers

3.1 EVALUATION CRITERIA FOR THEORY PAPERS

- **END SEMESTER THEORY EXAMINATION:** To be conducted by QA Cell of the University
- **MID-TERM THEORY EXAMINATIONS:**

  Conduct, evaluation and publication of scores of mid-term examination will be the responsibility of the QA cell w.e.f. 2020-21 academic session. The mid-term assessments will have 40% weightage. Two mid-term assessments will be conducted each with 15% weightage as per the university academic timetable. Assignment and attendance will also be part of the assessment with 10% weightage. The details are indicated in the table below:

Sl #	Mid-Term Examinations	Overall Weightage
1	**Mid-Term-I : Online Mode**	30 %
2	**Mid-Term-II : Presentation**	
3	**Assignments and Attendance** Assignment (Overall weightage 5%) Attendance (Overall weightage 5%) o 90% & above = 5 o 85% - 89% = 4 o 80% - 84% = 3 o 75% - 79% = 2	10%
	Total	**40%**

Mid-Term I: Online Examination: The evaluation will follow MCQ pattern.

Mid-Term II: Presentations

The broad guideline to evaluate the presentations may be as under:

A	Content	03
B	Delivery	03
C	Organization	03
D	Creativity	03
E	Length of the Presentation	03
	Total Score	**15 Marks**

3.2 EVALUATION OF PRACTICE/ LABORATORY COMPONENTS

The evaluation of the practice component will be carried out 50% by concerned faculty and 50% by the external examiner to be assigned by the QA cell and will be conducted as per the present policy. Details are as under:

Internal

A	Concept	05
B	Planning & Execution/Practical Simulation/ Programming	10
C	Result and Interpretation	10
D	Assignment/ Record/ Report	10
E	Student Conduct	05
F	Viva	10
	Total	**50**

External

A	Concept	05
B	Planning & Execution / Practical Simulation/ Programming	10
C	Result and Interpretation	10
D	Assignment/ Record/ Report	10
E	Student Conduct	05
F	Viva	10
	Total	**50**

3.3 EVALUATION OF PROJECT COMPONENT

The evaluation of the project component will be completed 50% by concerned faculty and 50% by the external examiner to be assigned by the QA cell and will be conducted as per the present policy. Following guideline may be referred during evaluation of internal and external components:

Internal

A	Understanding the relevance, scope and dimension of the project	05
B	Relation to literature/ application	05
C	Methodology	10
D	Quality of Analysis and Results	10
E	Interpretations and Conclusions	10
F	Report	10
	TOTAL	**50**

External

A	Understanding the relevance, scope and dimension of the project	10
B	Report	20
C	Defence	20
	TOTAL	**50**

3.4 Internships:

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

3.5 Seminars:

I. Report – 40% weightage
II. Presentation --- 30% weightage
III. Attendance & Participation in seminar talks given by other students for the course --- 30% weightage.

- 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:
- 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.

4. Examination& evaluation systems for Back Papers

4.1 Back paper (Theory)

a. Option 1: Students can re-register back paper subject during a semester (if it is offered in that semester), attend all class appear internal examination and end semester examination by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and grades will be awarded as per the marks scored in the current session.

b. Option 2: Student can appear EOD for external component only. This external mark along with previous internal marks scored by student will be considered for final grade. No scope for change in internal marks.

4.2 Back Paper (Lab/Practice/Workshop)

Option 1: Student can re-register back paper during a semester (if it is offered in that semester) by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and grades will be awarded as per the marks scored in the current session.

Option 2: Student can re-register for summer course, conduct all Lab experiments and appear internal & external examination by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and grades will be awarded as per the marks scored in the current session. Student has to pay exam fee as applicable.

4.3 Back Paper (T+P+P/T+P/P+P/Project)

Option 1: Student can re-register during a semester (if it is offered in that semester) by paying requisite registration fee per subject. Student has to attend required theory class, conduct all Lab experiments/ does project, appear internal examination and end semester examination. The previous internal/external marks will be invalid. The student will be evaluated and grades will be awarded as per the marks scored in the current session.

Option 2: Student can appear EOD for external components for Theory/Practice/Project only to clear back paper. The previous internal marks will be considered for final grade. No scope for change in internal marks.

5. NATIONAL ACADEMIC DEPOSITORY (NAD)

"National Academic Depository (NAD) "is a National System set-up by MHRD and UGC by appointing NSDL Database Management Limited (NDML) to facilitate Academic Institutions to Digitally, Securely and Quickly issue Academic Awards to Students directly into their online NAD Account. The student can access the certificates at any time and authorize employers, banks to view and verify the certificates eliminating the need to carry originals, submit attested photocopies and wait for verification of documents.

5.1 Benefits for students

a) Immediate availability of Certificates upon upload by Academic Institute - No need to visit anywhere to apply and collect.
b) Online, Permanent Record of Certificates available at all times.
c) No risk of losing, spoiling, damaging the Certificate.
d) Anytime, Convenient access to Certificates.
e) Verified Certificate Records can be provided to any employer, bank; no need for photocopies, notarisation, presentation of original copies etc.
f) Assistance in admission / enrollment process.

To avail benefits, students need to register themselves in NAD.

5.2 Easy Registration Process

I. Log on to https://cutm.ac.in/national-academic-depository/
II. The same will automatically be redirected to www.nad.ndml.in
III. Click ' Register '
IV. Enter your Aadhaar Number
V. Verify with OTP received on your Aadhaar linked phone number
VI. Verify your details & fill in required additional information
VII. Create your user id & password
VIII. Submit to complete registration
IX. Get your Acknowledgement slip
X. Submit the required information in link - http://nad.cutm.ac.in/nad/
XI. The students can see their documents only after convocation is over and they fulfill the eligibility criteria for award of degree.

6. General

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

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

6.3 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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