

EXAMINATION HANDBOOK



Centurion
UNIVERSITY

Shaping Lives...
Empowering Communities...

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
ODISHA

EXAMINATION HANDBOOK



Centurion
UNIVERSITY

Shaping Lives...

Empowering Communities...

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
ODISHA

Contents

1. INTRODUCTION	5
2. CUTM EXAMINATIONS	6
1.1. INTERNAL EXAMINATIONS	8
a. Internal for Theory Components	
b. Evaluation of Practice/ Laboratory Components	
c. Evaluation of Project Component	
d. Evaluation of Internship	
e. Evaluation of Workshop Component	
1.2 END SEMESTER EXAMINATIONS	12
a. Question Paper	
b. Eligibility to Appear in Examinations	
c. Conduct of Examinations	
d. Evaluation	
2. GRADING SYSTEM	14
3. RESULT PUBLICATION	16
4. GRIEVANCE REDRESSAL SYSTEM	17
5. PROVISION TO CLEAR BACKLOGS	18
a. Examination On Demand (EOD)	
b. Laboratory / Sessional Backlogs	
c. Credit shortfall / Re-registration of Subjects	
6. EXCEPTIONAL CASES	19
7. PROVISION FOR SCRIBE	20
8. PROVISION FOR SKIPPING SUBJECT(S)	20
9. AWARD OF DEGREE & CONVOCATION	21
10. NATIONAL ACADEMIC DEPOSITORY (NAD)	22

11. ADDITIONAL TRANSCRIPT	23
12. ANSWER PAPER IN SAFE CUSTODY	23
13. DESTRUCTION OF ANSWER BOOK	23
<i>Annexure – I</i>	24
QUESTION PAPER PATTERN	
<i>Annexure – II</i>	25
ELIGIBILITY CRITERIA FOR QUESTION PAPER SETTERS AND EVALUATORS	
<i>Annexure – III</i>	26
CONDUCT OF SEMESTER EXAMINATION	
<i>Annexure – IV</i>	32
ROLE OF EXAMINATION CONDUCTING AUTHORITIES	
<i>Annexure – V</i>	36
INSTRUCTION TO CANDIDATES	
<i>Annexure – VI</i>	37
ANSWER-BOOK RECEIPT, CODING AND PREPARATION FLOW CHART	
<i>Annexure – VII</i>	38
EVALUATION PROCESS	
<i>Annexure –VIII</i>	39
CENTRAL ASSESSMENT	
<i>Annexure – IX</i>	43
NORMS FOR SKIPPING SUBJECT(S) IN CBCS SYSTEM	
<i>Annexure –X</i>	47
EXAMINATION RELATED FEES	
<i>Annexure –XI</i>	48

TIMELINE OF KEY EXAMINATION ACTIVITIES <i>Annexure –XII</i>	49
NAD REGISTRATION PROCESS <i>Annexure – XIII</i>	52
FORMS AND FORMATS	
CUTM/EXAM/EX-001	53
CUTM/EXAM/EX-003	54
CUTM/EXAM/EX-004	55
CUTM/EXAM/EX-005	56
CUTM/EXAM/EX-006	57

1. INTRODUCTION

Centurion University of Technology and Management (CUTM) came into existence on 24 December 2010. As part of its aspiration to develop into an institution that exhibits 'quality' both in teaching and examination systems, the university strives to formulate and implement an evaluation system which is transparent and student friendly. The main emphasis is to assess the knowledge gained by a student and motivate him/her to improve upon it.

Creation of confidence amongst students about the assessment system and timely publication of accurate results is essential. Continuous evaluation of students' performance has become norm of the day. This process aims at measuring the degree of knowledge assimilated by the students during a course of study without bringing excess pressure. A strict and flawless examination system, maintaining uniformity and consistency in assessment is the backbone of any evaluation system. In this regard, CUTM aims to establish an examination system in accordance with guidelines issued by UGC, AICTE, Sector Skill Councils and State Higher Education Body with the following features:

- An independent system so that it can operate without fear, favour, pressure and prejudice.
- Comprehensive and transparent principles, policies, and procedures directed towards achievement of its goals.
- Flexibility and adaptability to the changing needs
- Team with appropriate qualifications and qualities like self-discipline, accuracy, secrecy, time consciousness, high degree of integrity regarding the objectives of the system and complete understanding of their duties and responsibilities.
- Facilities to process enormous quantities of data and generation of pre-defined documents with least human interaction.

The purpose of this document is to explain the features of the University's assessment system that will guide all examinations in the future. The clear understanding about the assessment system provides students opportunities to get the best out of their studies and

to perform to the best of their abilities. Ignorance of any type of assessment requirements will not be accepted as an excuse for poor performance. Students must make sure they familiarize themselves with this information and, if in doubt, may seek advice from their respective examination cells.

2. CUTM EXAMINATIONS

CUTM offers various courses in Certificate, Diploma, UG, PG and PhD level. The programs offered may vary from time to time. For latest offered programs please visit www.cutm.ac.in and for course curriculum/ content please visit courseware.cutm.ac.in

In order to assess the knowledge and academic progress of students, the patterns of examination followed by CUTM are continuous internal examination and external (end-semester) examinations. The assessment is conducted for the following types of subjects being offered by different programmes:

- Theory
- Practice
- Project
- Theory + Practice
- Theory + Project
- Theory + Practice + Project
- Practice + Project
- Workshop / seminar / internship

Weightage for Internal and External Examination

Subject Type	Component wise weightage in Percentage					
	ITH	ETH	IPR	EPR	IPRO	EPRO
Theory	40	60				
Theory+Practice (BOTH)	40	60	50	50		
Theory+Project (TP)	40	60			50	50
Theory+Practice+Project (TPP)	40	60	50	50	50	50
Workshop			100			
Practice			50	50		
Project					50	50
*ITH- Internal Theory			*IPR- Internal Practice			
*IPRO- Internal Project						
*ETH-External Theory			*EPR- External Practice			
*EPRO-External Project						
The minimum component wise weightage required to pass in a subject is Theory (40%) and Practice (50), Project (50%), Workshop (50%)						
If a subject is a combination of components, a student has to secure the minimum pass percentage as a weighted average of all the components.						
In each component (theory / practice / project / workshop) up to 2 credits full mark is 50 and above 2 credit it is 100 marks from 2020-21 academic session onwards.						
Pass Criteria: In Theory component a student has to secure minimum 40% and In Practice, Project & Workshop type paper a student has to secure minimum 50% marks						

- At the end of each semester, the provisional semester grade sheets are available to the students in ERP.
- At the end of the programme, final consolidated grade-sheet shall be made available to those students who will be fulfilling the eligibility criteria.

2.1 Internal Examinations

The internal mark secured by a student for the subject remains fixed. There is no provision for students to reappear internal examinations and change the score during the duration of the program. Therefore, students should not miss internal examinations. However, for exceptional cases, students may opt to re-register the course in subsequent semesters or take 100%-mark option in external components after completion of the duration of the program.

a. Internal for Theory Components:

The courses having theory components will have ONLY TWO internal examinations w.e.f. 2020-21 academic year. The Internal assessments will have 40% weightage. Two Internal assessments will be conducted each with 15% weightage as per the university academic timetable. One will be online examination of multiple choice questions 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.

The subjects where Theory component is upto 2 credits the internal marks will be 7.5 marks in each internal and above 2 credits the internal marks is 15 marks in each internal test. Assignment and attendance will also be part of the assessment with 10% weightage. The details are indicated in the table below:

SL No	Internal Examinations	Overall Weightage
1	Internal-I : Online Mode	30 %
2	Internal-II : Presentation	
3	Assignments and Attendance <ul style="list-style-type: none"> • Assignment (Overall weightage 5%) • Attendance (Overall weightage 5%) <ul style="list-style-type: none"> ▪ 90% and above = 5 ▪ 85% - 89% = 4 ▪ 80% - 84% = 3 ▪ 75% - 79% = 2 	10 %
	Total	40 %

Note: The evaluation pattern and external internal weightage for B.Arch will be as per Council of Architecture (COA), B.Pharm and D.Pharm as per PCI norms, B.Sc (Hons) Agriculture and M.Sc (Ag) shall be as per ICAR regulations. Similarly, the assessment framework for RUDM & MBA (ABM) is as per the approved assessment policy for these two programmes.

Internal I: Online Examination: The evaluation will follow MCQ pattern.

Internal II: Presentations

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

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

b. 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. Rubrics for conduct of internals and externals are as under:

Internals & External

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

c. 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. 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

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.

d. Evaluation of Internship

The evaluation of the internship will be completed 50% by concerned faculty and 50% by the industry guide. Following guideline may be referred during evaluation of internal and external components:

Internal

A	Daily Diary & Log Report	10
B	Weekly Report	20
C	Presentation & Viva	20
	Total	50

External

A	Assessment by Organization / Company	50
---	--------------------------------------	----

e. Evaluation of Workshop Component

The evaluation of the workshop component will be completed 100% by concerned faculty and may be conducted as per the following guideline:

A	Field work & Report	50
B	Presentation & Viva	50
	Total	100

2.2 End Semester Examinations

The semester examinations shall be conducted by the University both in terms of paper setting and evaluation as per the Academic Calendar. There shall be an examination window of 4-5-week duration at the end of each semester to conduct end semester examinations.

a. Question Paper

- Question paper pattern and break-up of marks are attached as Annexure - I.
- **Question Paper Setter:** A panel of question paper setters to be prepared and approved by the Academic Council. The names in the panel as well as the name of the actual question paper setter are confidential and to be kept in a separate file by Director (E&QA). However, Director (E&QA) has the complete authority to choose a QP setter to make QP available in time.
- There should be a balanced mix of internal and external faculties as question paper setter. Eligibility criteria for question paper setter are in Annexure – II.

b. Eligibility to Appear for Examinations

- **Subject-wise registration to appear at examinations:** All Students of the University need to register for each of the subjects they are required to study before commencement of a semester. They may consult with the department HOD or Dean to guide them in this process.
- **Minimum attendance requirement** for appearing for examinations in all programmes is 75%. However, such minimum eligibility will be calculated for each subject and **NOT** as aggregate. Students will be allowed to appear final examinations subject wise depending on the fulfilment of the minimum attendance criteria. 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.
- Condoning of the minimum attendance either due to medical or any other reasons as allowed by the Deans remains limited to a maximum of 10% and should be exceptional.
- **Attendance requirement 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 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 re-registration 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 college. If the student has lost the admit card, the same may be obtained from the campus examination cell after paying the prescribed fee.
- Students who have been found to indulge in malpractice at examination will be awarded 'M' grade in that subject. The university may take any additional disciplinary action at its discretion. Such candidates will be allowed to appear only in subsequent examinations based on the decision of the University.
- 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 EODs.

c. Conduct of Examinations

The End-Term Examination shall be conducted by the QA cell at the end of each semester as per window indicated in the Academic Calendar. The examination will be conducted according to the scheme and curriculum prescribed for the respective course. QA cell shall do the following for conduct of the examinations:

- Prepare and announce examination schedule based on the registration data.
- Appoint competent authority, officials, staff, etc. for the conduct of examination in the respective campuses.
- Issue appropriate instructions to have a flawless, unbiased and systematic conduct of examination while at the same time minimizing the scope of use of unfair means, misconduct, etc.
- Preparation, printing, packing and dispatching question papers to constituent campuses.
- Such other acts required to be performed for the conduct of examination.
- Refer Annexure-III, IV & V for conduct of examination, role of examination conducting authority and instructions to candidates respectively.

d. Evaluation

For Evaluating the Answer Books, the following systems or any combination thereof may be opted for, as decided by the competent authority from time to time:

- Centralized Evaluation: To be done at QA cell under the supervision of Evaluation Coordinator.
- Delegated Evaluation: The Answer Books to be issued to the teachers or persons engaged by the competent authority for the purpose of evaluation. The Evaluated Answer Books along with the marks are to be handed over within a stipulated time to the competent authority.
- Any other system as decided by the University from time to time.

3. GRADING SYSTEM

CUTM follows “Absolute” grading system / Grade point or marks scheme applicable for different programs.

Under absolute grading system, a Ten Point grading system on base of 10 shall be followed in CUTM.

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

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	‘O’	90 and above up to 100	10
Excellent	‘E’	80 and above but less than 90	9
Very Good	‘A’	70 and above but less than 80	8
Good	‘B’	60 and above but less than 70	7
Fair	‘C’	50 and above but less than 60	6
Pass	‘D’	40 and 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/ Project/ Workshop mode paper.

BSc(AG), MSc(AG) and BSc (Fishery Science) will follow ICAR norms and BPharm and DPharm will follow the PCI norms for grading / assessment respectively.

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 is calculated as = $(Wt \times \text{marks of theory} + Wp \times \text{marks of practice} + Wpr \times \text{marks of project}) / (Wt + Wp + Wpr)$. Here W stands for credit weight. All components will be individually evaluated for 100 marks.

Details of Theory + Practice + Project ($Wt \times 100 + Wp \times 100 + Wpr \times 100$), 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					

- 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:

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Theory Mark (100)	Wt	Wt* Theory	Practical Mark (100)	Wp	Wp* Practical	Project Mark (100)	Wpr	Wpr* Project	Wt*Theory+ Wp*Practical +Wpr*Project (C+F+I)	Total credit (B+E +H)	Wt*Theory+ Wp*Practical+ Wpr*Project /Credit (J / K)	Round up total	Grade
87	1	87	89	2	178	92	2	184	449	5	89.8	90	O

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

SGPA / GPA - Semester grade point average / Grade Point Average

CGPA / OGPA - Cumulative grade point average / Overall Grade Point Average

Definition of Terms

- POINT / Grade Point - Integer equivalent each letter grade (a) / Grade Point Awarded.
- CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus (b).
- CREDIT POINT = (b) x (a) for each course item.
- CREDIT INDEX = \sum CREDIT POINT of course items in a Semester.

SEMESTER GRADE POINT AVERAGE / GRADE POINT AVERAGE (SGPA / GPA)

SGPA / GPA = CREDIT INDEX / \sum CREDITS for a Semester

CUMULATIVE GRADE POINT AVERAGE / OVERALL GRADE POINT AVERAGE (CGPA)

CGPA / OGPA = CREDIT INDEX of all previous Semester(s) / CREDITS of all Previous Semester(s)

Percentage of marks will be CGPA x 10 or OGPA x 10

4. RESULT PUBLICATION

- **Approval of Results by Conducting Board:** The coded results to be placed before the approving authority by the Director (E & QA) for approval.
- Approved results to be declared after decoding and the results will be sent to respective colleges for display /information to students.

5. GRIEVANCE REDRESSAL SYSTEM

- The students are required to contact their respective campus examination cells for any grievances related to examination.
- Campus examination cells after due verification may forward the same to QA cell, if required.
- Record of grievances received and resolution time-frame to be maintained at the campus examination cell for future reference.
- Student is advised to refer annexure-XI for key examination activities timeline.

Rechecking of Answer-books

- Students may apply for revaluation / photocopy of their answer books of theory papers through the college exam-cells. Exam-cells are required to forward a consolidated list indicating student and subject information for rechecking within 10 days of publication of results (*CUTM/EXAM/EX-005*).
- The examinee who is found to have indulged in any malpractices/ misconduct in the examination and has been punished shall not be eligible to apply for verification/ revaluation/ issue of photo copy of answer book.
- Verification of internal, Practical/ lab and project/ workshop marks are not permitted.
- A candidate applying for revaluation should note that the results of the revaluation of his/ her answer book will be binding on him/ her.
- The revised marks obtained by the candidate, if only higher, shall be taken into account for the purpose of amendment of his/ her results.
- Upon receipt of the consolidated rechecking list from college, the answer books are to be retrieved and sent for rechecking.
- A separate examiner to be appointed to re-examine the answer book who will submit a question-wise rechecked mark-foil for posting.
- The corrected statement of marks shall be processed and the revised result be intimated to the colleges for information of the concerned students.

Issue of Photo Copy of Answer Book

- The photo copy of written parts of answer book/s shall be provided through the respective campus examination cells. No photo copies of blank pages of answer book/s shall be provided.
- Photo copies of the answer book shall be made available to the student after making necessary corrections if any, due to revaluation. The identity of the examiner and moderator to be concealed before the answer book is photo copied.
- The student shall be sole custodian of the photo copies supplied and shall not be entitled to transfer the same to anybody for any purpose, whatsoever. The student shall further refrain from putting such photo copies to any misuse that might jeopardize the reputation of CUTM. In case of misuse of photo copies by the student, CUTM will take action as deemed fit against such candidates.

6. PROVISION TO CLEAR BACKLOGS

a. Examination On Demand (EOD)

University conducts two EODs per semester and one extended EOD during summer time to provide opportunities to students to clear their backlog papers by paying the required fees. Students having backlog in theory component paper(s), may appear for EODs and in addition students have the liberty to choose the subjects of their choice.

Pass out batch students are allowed to opt for 100%-mark option in external component(s). In such cases the internal mark will be nullified and evaluation will be done taking external component as 100%. Pass out students will be eligible for the same till their studentship is valid (that is twice the number of years as the duration of the course).

b. Laboratory/Sessional Backlogs

- Students having backlog in practice/ project/ workshop mode papers or combination of these papers may choose to appear for "Laboratory Backlogs

Examinations” by paying the required fees. These examinations are scheduled only once in a year i.e. during summer vacation time.

- The entire laboratory / sessional is once again performed by the students in fast track mode and evaluation is done for 100% of the components i.e. both internal as well as external.

c. Credit Shortfall / Re-registration of Subjects

- Students having attendance or credit shortfall in a semester shall be allowed to re-register for the courses and shall repeat the courses when the course is offered in the subsequent semester(s) along with the regular students by paying the prescribed fee.
- Similarly, in case of the passing out batch students, students having credit shortfall for the award of degree would be required to reregister subjects, attend the course work and undergo all assessment procedures in the subsequent semester for gaining the required credits by paying the prescribed fee. However, University discourages such practices and students are advised to complete their credit requirements within the course duration itself.

7. EXCEPTIONAL CASES

a. Special Examination

University has a provision of special examination for pass out students with backlogs (not more than two theory papers alone) who need their degree urgently i.e. need to join a job, higher studies etc. by depositing the prescribed fee. QA cell will take necessary steps to conduct the examination and result will be published within seven working days from the date of receipt of the valid application. The student needs to appeal along with adequate proof to the concerned Dean and Dean may recommend the case to QA for further course of action.

However, University discourages such practices and it should be availed in exceptional circumstances with valid reasons and due approval from competent authorities only.

b. Improvement Examination

University provides opportunities to pass out students who have secured an overall CGPA of less than 6.0, for improvement of grades by paying the prescribed fee. This facility is kept by the University with an aim to provide another chance to the student to improve the CGPA required for a better career perspective. This will be one-time opportunity for theory component papers and a student can opt for maximum five papers only.

8. PROVISION FOR SCRIBE

The applicants who are visually or orthopedically challenged or whose writing speed is adversely affected for a variety of reasons are eligible to request for a scribe as per the following guidelines:

- Applicants are required to submit the DECLARATION and relevant certificate(s) as a proof for confirming that he/she is eligible for taking the services of a scribe. In case the applicant fails to produce the Person with Disability (PWD) or relevant medical certificate he /she will not be eligible for taking the services of a scribe.
- The applicants will have to arrange scribe at their own cost.
- The scribe should be from a different academic stream. A person acting as scribe for one candidate cannot be a scribe for another candidate. In addition, the scribe arranged by the candidate should not be a candidate for the same examination.
- Eligible applicants, who wish to use the services of a scribe in the examination, should submit an application in their respective examination cells at least one week before the beginning of examination.
- Both, the applicant as well as the scribe will have to give a suitable undertaking confirming that they fulfill all the stipulated eligibility criteria for a scribe. Further, in case it is revealed later that they have suppressed any facts; the candidature of the applicant will stand cancelled, irrespective of the result of the examination.

9. PROVISION FOR SKIPPING SUBJECT (S)

Under CBCS, the students are allowed to skip paper(s) if they fulfill the basket-wise minimum credit requirements as specified in the Academic Regulation for their specified batch. Refer Annexure-IX for skip norms applicable under CBCS.

10. AWARD OF DEGREE AND CONVOCATION

a. Award of Degree

A student shall be declared to be eligible for the award of degree if he/she has:

- Fulfilled the requirements of Degree
- No dues to the Institute, Departments, Hostels, Library, and
- No disciplinary action is pending against him/her.

b. Merit Certificate

Merit Certificate is a recognition of academic excellence of a student by the University.

Eligibility criteria for awarding "Merit Certificates" are as under:

- Securing highest CGPA in their respective branch or programme.
- Securing at least 8.00 CGPA or above and cleared all papers in the first attempt.
- Student strength in the particular branch or programme is not less than ten.

c. Gold Medal

Gold medal is a recognition of academic excellence of a student by the University. It should be awarded judiciously to a student whose achievement is impressive. The criteria for award of Gold Medal are listed below:

- Total number of students in that programme should not be less than 50.
- Students securing minimum 8.00 CGPA will be eligible provided that:
 - Student has secured the highest CGPA in a programme.
 - No academic ground disciplinary action taken against the student during their study period.
 - Must have cleared all courses in the first attempt.

d. Convocation

- A Convocation for the purpose of conferring Degrees shall be held once a year as the Visitor may direct on the recommendation of the Management.
- After publication of the results, the Director (E&QA) will prepare a list of candidates eligible to receive their Degrees during the subsequent annual Convocation. The same shall be presented at the annual Convocation and the candidates shall be conferred degrees.

-
- In case the name of any eligible candidate is inadvertently missed out from the list, such names of the candidates can be added to the said list subsequently, with the prior approval of the Vice-Chancellor with a note mentioning the circumstances under which such names are sought to be included in the said list.
 - Distribution of Degree Certificates to the candidates shall be made either at the Convocation or at any time after the Convocation. However, no candidate will be admitted for the convocation without prior registration for Convocation by paying the prescribed fee.
 - For students who are successful in subsequent backlog examinations, the Director (E&QA) is competent to issue provisional certificate declaring them eligible for receipt of Degree. Such candidates will, however, be entitled for receipt of final Degree Certificate at the next annual Convocation only.

11. NATIONAL ACADEMIC DEPOSITORY (NAD)

“National Academic Depository (NAD) “is a National System set-up by MHRD and UGC by appointing Digilocker 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. The benefits for uploading transcripts in NAD are as under:

1. Immediate availability of Certificates upon upload by Academic Institute - No need to visit anywhere to apply and collect.
2. Online, Permanent Record of Certificates available at all times.
3. No risk of losing, spoiling, damaging the Certificate.
4. Anytime, Convenient access to Certificates.
5. Verified Certificate Records can be provided to any employer, bank; no need for photocopies, notarization, presentation of original copies etc.
6. Assistance in admission / enrollment process.

CUTM is uploading the academic documents of students in NAD portal since 2013 graduating batch. However, to access their documents, students need to register themselves in NAD. The registration process is explained in Annexure-XI.

12. ADDITIONAL TRANSCRIPT

Students need to submit application along with the supporting documents to the college examination cell by paying the prescribed fee if they need copies of additional transcripts for any purpose (*CUTM/EXAM/EX-006*).

13. ANSWER PAPER RETAINED IN SAFE CUSTODY

- The answer books are to be made into subject-wise packets and stacked in racks with proper ventilation and free from termites/ pests.
- Information of each answer-book in each packet to be kept in computer and maintained to record removal of an answer book indicating purpose for which it was required by the in-charge of answer-book storage. Return of answer book will also be recorded.
- The answer-book storage area to be fumigated and aired periodically so that they are preserved without any damage.
- Fire extinguishers are placed in office premises to wither out possible fire hazards. Staff members are trained to operate the fire extinguishers.

14. DESTRUCTION OF ANSWER BOOK

- Unless and until specific instruction is given by the VC, CUTM, all evaluated answer books will be destroyed after one year of declaration of results.
- A certificate to be given by the Dy. Director (E&QA), indicating details of answer books that have been destroyed. This is to be retained by the QA cell.

QUESTION PAPER PATTERN

1. The question paper will be of 60 marks, having 1+7 questions in two parts and of three hours' duration for theory component having above 2 credits and for theory component of two credits or below it is of 30 marks having 1+7 questions in two parts of 2 hours' duration.
2. Part A will be Question No 1 and compulsory. There will be 10 or 5 short questions each carrying 1.5 or 1 marks each, covering the entire syllabus.
3. Part B will have 7 questions, 9 or 4.5 marks each. A candidate has to answer any 5 questions from this part. Questions of this part may have sub questions indicating marks awarded for the same. Suggested question pattern for this part is:
 - a) Question No(s) 2 & 3 will be from Module – I
 - b) Question No(s) 4&5 will be from Module – II
 - c) Question No(s) 6&7 will be from Module – III & IV (if applicable)
 - d) Question No 8 will have short notes (4 short questions and 3 to be attempted) \ full question covering entire syllabus.
4. The suggested degree of difficulty of questions are:
 - a. 60% straight questions, can easily be answered by an average student.
 - b. 20% questions with slight higher degree of difficulty.
 - c. 20% covering design aspects and can only be solved by high average students.

ELIGIBILITY CRITERIA FOR QUESTION PAPER SETTERS AND EVALUATORS

- A. The following criteria to be taken into consideration while selecting question paper setters / answer-book evaluators:
- M.Tech degree
 - Subject specialization
 - Minimum 5years of industry and teaching experience
 - Recommendation of HOD/DEAN/Director/Chief Examiner
 - Previous experience in QP setting / evaluation
- B. Additional factors taken into consideration to be:
- Feedback of moderator
 - Student complaint
 - Chief examiner remarks
 - Time schedule commitment
- C. The internal faculties for question paper setting and evaluation should not exceed 50 percent of the total number.

CONDUCT OF SEMESTER EXAMINATION

Preparation of the Room

Administrative staff will set up the venue for examination and are responsible for the general tidiness of the room as per the direction of the Centre Superintendent. Exam-cells are responsible to ensure availability of following in Examination halls:

- Answer books
- Attendance / Signature sheets
- Graph paper, if relevant
- Important Venue Information (Centre Superintendent, Examination Office telephone number)
- Books of statistical tables (if relevant)

The Invigilator is responsible for ensuring conditions appropriate before the examination begins and should take up any concerns on arrival in the room with either on-site pottering staff or the examinations office.

The Administrative Departments to be informed of the rooms being used for examination purposes well in advance by the Examination Office for ensuring that no maintenance work takes place which may cause disturbance to candidates during the examination period.

Requirements/ Guidelines for Examination Hall

- Roll list of the students permitted to appear at an examination will be sent along with examination material.
- Only the listed students with University Registration Card as their Identity and Admit Card will be allowed to appear for the examination.
- Depending on the room size, the number of candidates per room will be decided by the respective colleges ensuring that there is no scope for cheating/ copying.
- Seating arrangements will be made according to the seating plan generated through ERP.

-
- The registration number of eligible students must be pasted/ indicated on the respective allotted desk in the examination hall.
 - For every 20 students, there will be an invigilator, who must be a registered teacher of the University.
 - All the Invigilators must remain in the examination hall for the entire period of the examination. Further, the invigilators are advised to move around in the hall.
 - In case of temporary absence, each College may have 10% reliever invigilators.

Seating Arrangements

Only one student will be allowed to sit in one bench. There should be minimum one-meter gap between each student. A room generally used for a class of 60 students to accommodate only 20 students during examination. The roll number of students should be written as per the attendance sheet for the examination on each bench. There should be adequate space between benches and the benches and chairs should be cleaned every day. The rooms should be kept locked and only opened 15 minutes before commencement of the examination.

A consolidated room-wise seating arrangement will be displayed at prominent places of the college for guiding examinees to respective rooms.

Gate Checking

A special team to be earmarked to carry out gate checking. Special emphasis to be given that following items are not carried by the students:

Cell phones

Programmable calculator

Any other printed material/ hand written material except Registration Card, I-Card, Admit Card, Calculator and writing/ drawing materials.

Reporting for Invigilation Duty

Senior Invigilators are required to report to the Examinations Office 30 minutes prior to the start of the examination to collect the following:

-
- Question paper in sealed envelope with special instructions if any
 - Charts or tables if required
 - Attendance sheet
 - Seating plan (if relevant)
 - Temporary Absence Forms

Admitting the Candidates

The Invigilator shall authorize the admittance of the candidates to the examination room ten minutes before the published start time depending on the size of the venue.

Invigilator shall announce the rules and conduct of the examination. Invigilators should then ensure that only authorized materials which the candidates have brought for use in the examination are permitted. Any unauthorized items should be removed from the candidate. The Invigilator shall draw the candidates' attention to the official clock being used in the examination room and make arrangements for any candidates who cannot see the clock.

Starting the Examination

The Invigilator should start the examination at the mentioned time. If there has been a delay in starting the examination, the corresponding amount of time should be added on to the mentioned finishing time.

Candidates Arriving Late

No candidate may enter the examination room more than 15 minutes after the examination has begun. A candidate who arrives late (but within 15 minutes) will not be allowed extra time at the end of the examination to account for their late arrival.

Supervision

Invigilators should position himself / herself, so as to ensure a clear view of all the candidates. All Invigilators are expected to remain in the hall for the entire duration of the examination. Occasionally an Invigilator may leave the room for which reliever invigilators should be deployed. These absences must be kept to a minimum and at no time the examination room be left without an invigilator.

ID Checks

Students must be able to confirm their identity by presenting University Registration No. card and Admit card. As students enter the room, they should be reminded of the need to place these documents on the desk for checking. However, in exceptional cases, a student who does not have an appropriate document should be instructed to report to the exam office, obtain a signed slip and present it to invigilators on their return (*CUTM/EXAM/EX-001*). The slip is valid for one exam only and must be taken from the student.

Confirming Attendance

Attendance to be taken by the invigilator 30 minutes after the start of the examination

- Each page of the signature sheet (generated from ERP) contains names and Registration numbers of 20 students.
- The invigilators are required to take attendance of the students after checking the University Registration Card and the admit card of the students.
- The invigilator must mark the Absentee student with “ABSENT” (in Capital letters in red ink) against his/ her name.
- The counts of students present and students absent in each sheet should be recorded and signed by invigilator (s) on the attendance sheet.

Suspected Irregularity or Misconduct

If an Invigilator suspects a candidate of misconduct he or she must inform the supervisor. The directive of Centre Superintendent will be final in this case. A written report should be prepared by the invigilator and submitted to the examinations cell after the examination (*CUTM/EXAM/EX-004*). The Invigilator shall confiscate any illicit material which appears to be in the possession of the candidate and annotate the script. The decision of Centre Superintendent for continuation of such candidate is final.

Problems with Question Papers

Where candidates raise points requiring clarification which cannot be dealt with in the examination room, the Invigilator should immediately notify the examination cell who will endeavor to obtain and convey the necessary information. Invigilators should not advise on meaning or interpretation of questions.

Additional Paper

No additional sheet will be provided. Only under exceptional condition a candidate be allowed to take one more additional Answer-book with the concurrence of the Center Superintendent and the same is required to be endorsed in his / her attendance sheet.

Leaving Early

Without the special permission of the invigilator no candidate may leave the examination room until one hour of the examination period has elapsed, nor leave their desk during the last 15 minutes of any examination for purposed other than completion of the paper. In the case of one hour examinations, candidates must not leave the room until allowed by the invigilator (*CUTM/EXAM/EX-003*).

Toilet Arrangements

Toilets should be cleaned and only opened 10 minutes before the commencement of examinations. Toilets should be checked after each toilet break for written material which may benefit a student using the toilets during the examination.

Drinking water

Drinking water should be available in each room. An attendant may be deployed to ensure that drinking water is available during the examinations to all examinees.

Medical Facilities

Medical facilities to be arranged by the college administration to avoid any mishap during the examination.

Ending the Examination

The Invigilator shall announce the time when there is 1 hour remaining and again 15 minutes before the end of the examination. The examination should end at the said time unless extra time has been added due to a delay in starting or exceptional circumstances. The Invigilator shall tell candidates to remain seated and be silent until all scripts have been collected.

Collection of Completed Scripts – Before Students Leave the Hall

It is very important that all answer books are collected before students leave the hall. In no circumstances students be allowed to take answer books or paper from the examination room. Students may keep question papers unless otherwise specified in the special instructions. Graphs if used will be attached with the answer book with the tag provided. When all answer papers are collected, the Invigilator should count the answer books and ensure they tally with the number of students appeared in the examination.

Handing over the answer-scripts to examination cell

Invigilators should hand over the following to the examination cell after completion of the exam:

- Answer books subject-wise arranged in the attendance sheet serial order
- Attendance sheet
- Spare copies of the question paper (if any)
- Any other material related to examination
- Collection, Packing and Forwarding of Answer Sheets

The Centre Superintendent to oversee and ensure that the Answer books are matched with the signature sheet and packed and sealed immediately after the examination. The attendance sheets should also be packed separately and duly sealed.

The attendance statement (for each individual subjects) duly countersigned should be submitted in a separate packet at the time of dispatch of answer scripts (mandatory) `

ROLE OF EXAMINATION CONDUCTING AUTHORITIES

A. Centre Superintendent

- The Centre Superintendent is responsible to maintain high standard of confidentiality and discipline at the Examination Centers and for the smooth conduct of the examination.
- The Answer Booklets and the Question Papers should be kept under lock and key in the safe custody of the Center Superintendent, until they are distributed to the candidates at the examination hall.
- All packets of Question Papers should be opened only 30 minutes before the commencement of the Examination time in presence of Center Superintendent.
- The Center Superintendent may allow a candidate to appear at any examination without his name figuring in the attendance sheet after taking an undertaking from the concerned candidate.
- The Center Superintendent should ensure that proper gate checking is being practiced during commencement of each sitting.
- In the event of any shortage of question papers, suitable arrangements may be made for preparing the number of copies additionally required and the fact shall be reported to the Director, E&QA immediately. When this is done, proper care should be taken to avoid malpractice of any kind.
- The Centre Superintendent should visit each and every hall during the conduct of the examination to see that invigilators are vigilant and conducting the examination smoothly.
- In case of any malpractice case, Centre Superintendent should ensure that documentation be prepared as per the guidelines given in the examination handbook.
- Necessary security arrangements should be made at the Exam Centre.
- Should ensure that Answer books collection and dispatch are to be as per guide lines given below.
 - a. After the answer books after collected should be carefully arranged according to subject and examination wise.
 - b. The answer books should be bundled and properly sealed in the presence of the Center Superintendent and should be dispatched the same day to QA unless otherwise instructed.

B. External Observer

- As per requirement one senior faculty member / reputed person will be nominated by the Director (E&QA), CUTM to observe, conduct of semester examinations.
- The external observer so appointed by the University shall report to the examination cell of the college where examination centre is located, one day prior to commencement of examination, to ensure that all arrangements for the conduct of examinations are adequate.
- He/ She shall give a written report to the Director (E&QA) on security of question papers and answer-books.
- He/ She shall also inform Director (E&QA) that the students are not resorting to unfair means/practices. In case of any incidence, he/ she shall immediately report the case to the Dy. Director (E&QA) along with his/ her report. He/ She shall not leave the examination center during the examination period.
- He/ She shall give a written report after the examination cycle is complete / his/her engagement as external supervisor is over. The report will be handed over to the in-charge examination cell of the college in a sealed envelope for dispatch to Director, E&QA, CUTM.

C. Internal Supervisor

- As per requirement, senior faculty member(s) will be nominated as internal supervisors to observe the conduct of semester examinations.
- Internal supervisor is required to monitor that the invigilators are performing their duties properly.
- Internal supervisor has to be vigilant during the examination duration and ensure that the rules and regulations are being implemented appropriately.
- Internal supervisor has to oversee that appropriate facilities has been maintained at the examination venue and the examination is being conducted in a fair and impartial manner.

D. Flying Squad

- The responsibility will be assigned to either internal or external staff of the University.
- The flying squad has to overview and supervise the conduct of examination and take surprise inspection of examination venues so as to eliminate possibilities of use of unfair means by candidates and to hold the examination in a fair, impartial and smooth manner and to maintain credibility of the examination.
- A flying squad to consist of two or three members to carry out the task.

-
- The squad to submit a report after their engagement as squad member is over. The report will be handed over to the in-charge examination cell of the college to be dispatched to Director, E&QA, CUTM.

E. Invigilators

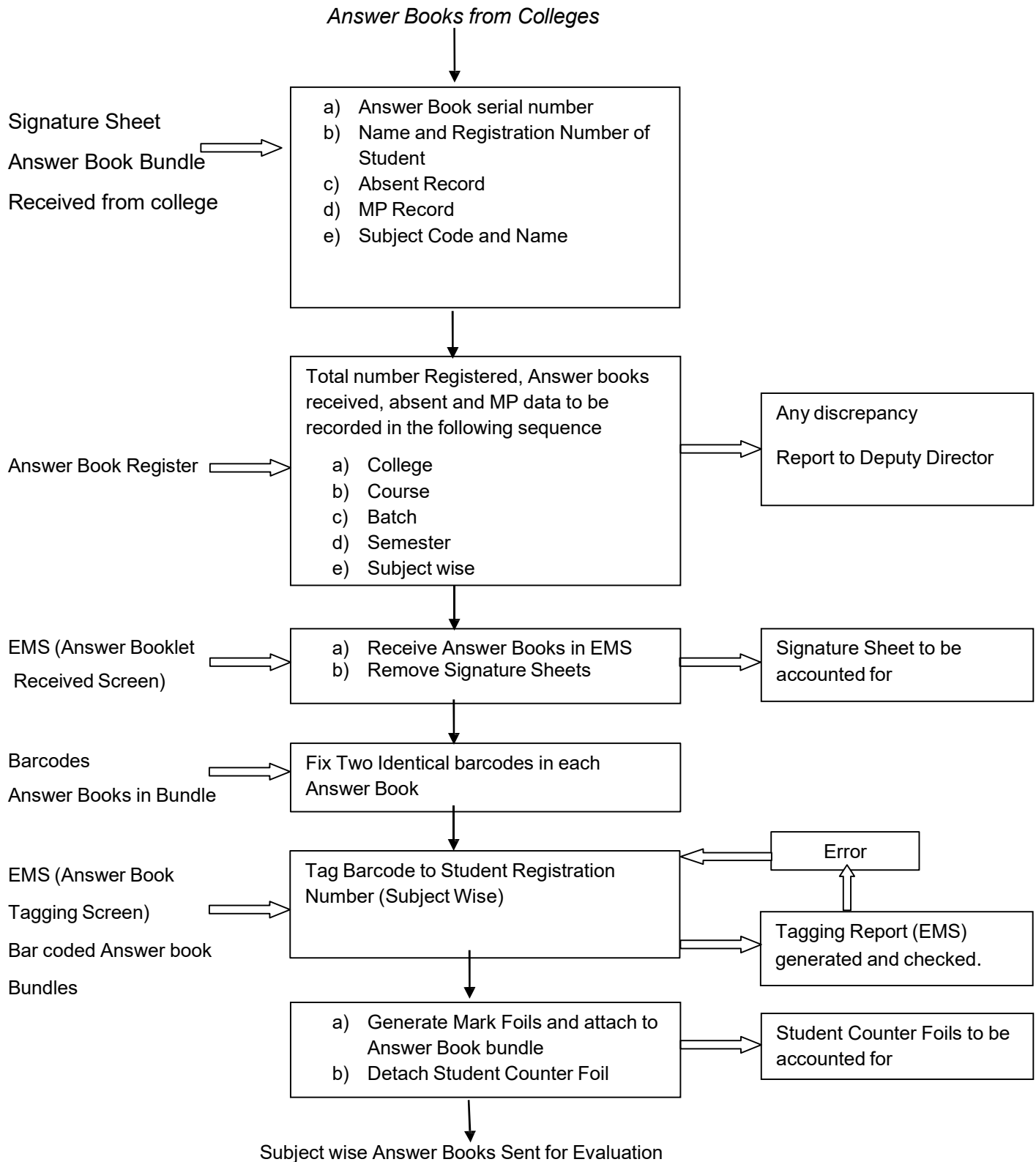
- Examination duty is compulsory. In case of emergency, alternative arrangement to be made.
- Invigilators must report at the examination section half an hour before the commencement of examination to receive the examination related materials.
- Invigilators must enter the examination hall 15 minutes before the scheduled time of examination.
- Invigilators are required to implement the code of conduct for students during examination.
- The Invigilators must ensure that no candidate shall carry any type of unauthorized material to the examination hall.
- Invigilators are required to check that the students have occupied their respective seats according to seating plan.
- No Candidates must be permitted in the examination hall without admit card. The answer script should be handed over to the candidate who possesses proper admit card only.
- Invigilators should distribute the answer books to the students 10 minutes before the examination and ask them to fill all the details in the answer book.
- After properly verifying the student's signature, student's registration number, subject, date etc. on the front cover page of the main answer booklet, the invigilator has to put his/her signature in the space provided there.
- Invigilators should distribute the question paper to the students 5 minutes before the examination.
- The Invigilator should be VIGILANT throughout the Examination period. She/he is required to move in the examination hall to prevent indiscipline / copying.
- Invigilators or any other faculty members should not help any candidate in explaining the questions or giving any hints.
- The invigilators are required to take attendance of the students after checking the admit card.
- The invigilator must mark the absentee student with "ABSENT" (in Capital Letters) against his/her name.
- The counts of student present and student absent in each signature sheet should be recorded and signed by invigilator(s).

-
- No student should be allowed to go with question paper to toilet. No more than one student should be allowed to leave for toilet at any time. One can go to toilet at best twice during a sitting of examination.
 - No student should be allowed to enter the examination hall after 15 minutes of commencement of examination. No student should be allowed to leave the hall before one hour. A student leaving after one hour must submit his/her question paper and answer book to the invigilator.
 - Invigilators must prevent unfair means adopted by students, if any, and are required to report cases to the Centre Superintendent separately without any discrimination.
 - It is the primary duty of the Invigilator to ensure the fair conduct of Examinations. Noncompliance shall attract disciplinary action.
 - The Invigilator should announce the time at each hour and at the last half an hour.
 - No Candidate should be permitted to write anything on the Answer Script after the completion of the Examination time.
 - After the completion of examination, the invigilators must arrange the answer books serially according to the registration numbers supplied in the signature sheet and submit them to the examination section along with the signature sheet, remaining question papers, stationary items and details of MP cases.

INSTRUCTIONS TO CANDIDATES

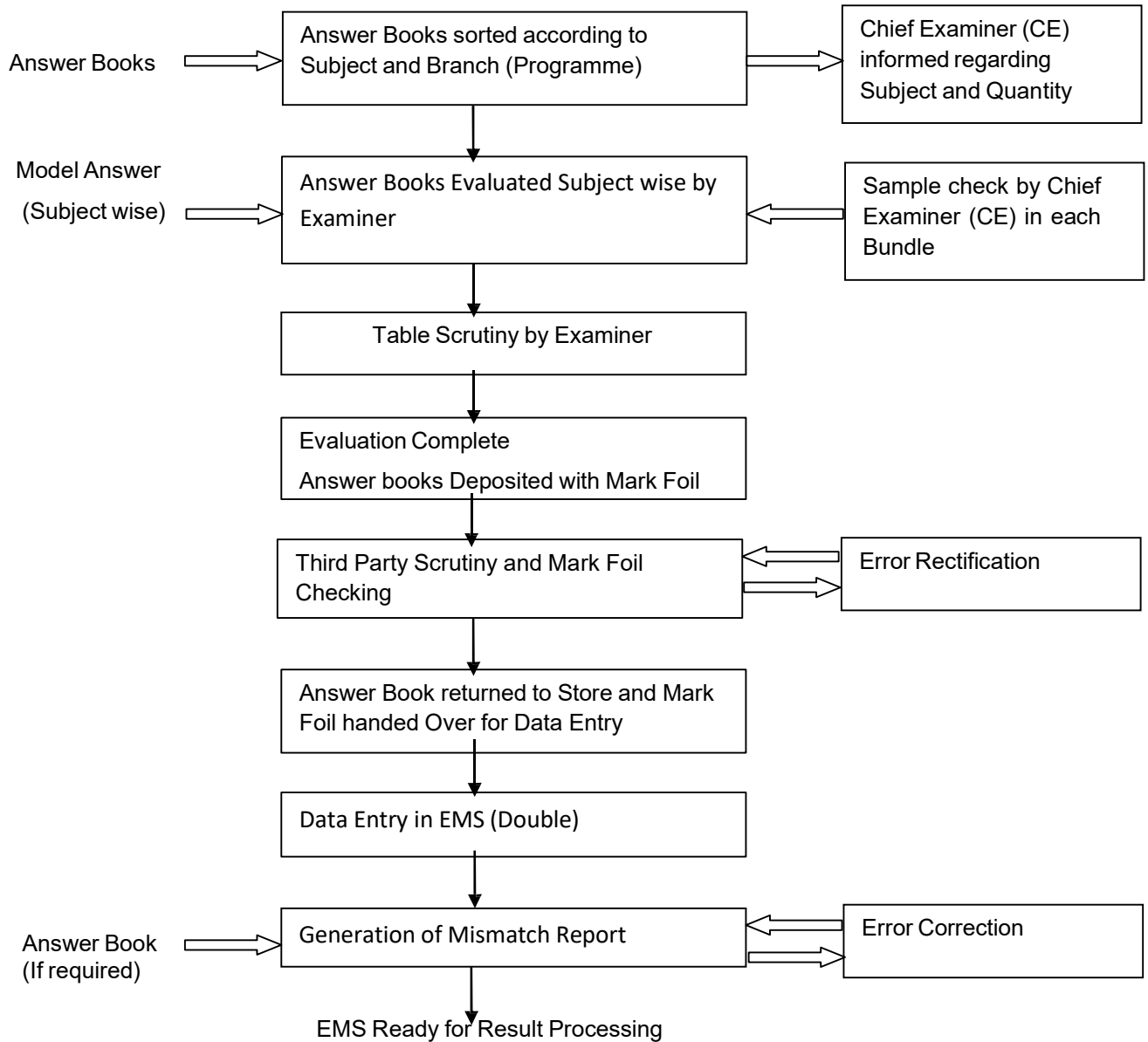
1. Any wrong entries will disqualify the Answer Book.
2. This answer book contains 36 (Thirty-Six) pages. Extra answer books/ sheets will not be issued.
3. Candidates shall use blue or black ball point pen for writing their answers.
4. Candidates shall write their answers in neat and clear handwriting on both sides of all pages and shall not leave blank page(s) or space(s) in between.
5. Candidates should strike out all pages on which nothing is written.
6. Candidates are not allowed to leave the examination hall during the first hour of the commencement of the examination.
7. Candidates are not allowed to write anything on the question paper in the course of Examination.
8. Carrying of mobile phones, any kind of communication device(s), books, printed or handwritten materials, etc. are banned inside the Examination hall.
9. Any candidate found in possession of any banned item (s) will be deemed to have willfully infringed the instructions amounting to misconduct. The candidate will be asked to leave the examination hall immediately while their answer sheets and banned items are confiscated.
10. The candidate is forbidden to TALK/ MAKE GESTURES inside the examination hall.
11. Candidates may note that writing of registration number in place(s) other than the space provided for the purpose or putting any distinguishing or identification mark(s) or symbol(s) will tantamount to resorting to "Unfair Means" and will be treated as "malpractice".
12. Candidates will stop writing when instructed to do so at the end of the examination and REMAIN SILENTLY SEATED UNTIL ALL ANSWER SHEETS HAVE BEEN COLLECTED and are told that you may leave the hall.
13. THE CANDIDATE IS REMINDED THAT CHEATING IS REGARDED AS AN ACT OF GRAVE MISCONDUCT FOR WHICH HEAVY PENALTIES WILL BE APPLIED, INCLUDING A FAIL IN THE SUBJECT/ CANCELLATION OF ALL SUBJECTS WRITTEN IN THE SEMESTER/ DEBARRING FROM THE EXAMINATION AND POSSIBLE EXPULSION FROM THE UNIVERSITY.

ANSWER BOOK RECEIPT, CODING AND PREPARATION FLOW CHART



EVALUATION PROCESS

Answer Book Received for Evaluation with Mark Foil (Subject wise, Semester wise in Bundles)



CENTRAL ASSESSMENT

Conduct of examinations and declaration of results is one of the important activities of a University. The Central Assessment (CA) has been adopted by CUTM with a view to:

- Declaring the results in the shortest possible time
- Increasing the reliability of the results
- Maintaining uniformity and consistency in the assessment
- Increasing accuracy and efficiency in declaration of results
- Creating confidence amongst the students about the assessment system

However, based on quantum of answer papers, nature and type of paper, the Director (E&QA) may allow assessment of answer scripts of a particular subject by an examiner at his/ her choice of place.

The Central Assessment shall consist of the following stages:

- i. Pre-Assessment
- ii. Assessment
- iii. Post-Assessment

The Evaluation process flow chart is in Annexure – VI & Annexure – VII

Pre-Assessment:

- The venue and CA Administrator: The venue and administrator for the Central Assessment shall be decided by Director (E&QA). Normally the Dy. Director (E&QA) will be the CA administrator.
- Invitation to Examiners:
 - The CA administrator in consultation with the Director (E&QA) will nominate Chief Examiners for each branch.
 - The Dy. Director (E&QA) in consultation with the Chief Examiners shall send the invitation letters / communication to all the examiners, for their acceptance.
 - All the instructions regarding the CA shall also be sent to the examiners and shall be exhibited at CA Hall for the information of examiners. In case of shortage of

examiners, substitute examiners shall be made from the panel by Dy. Director (E&QA).

- Collection of Answer-books: It is the responsibility of the Director / Principal of the constituent campuses to see that the answer books of the examinations held at their centers are sent promptly as per instructions given by the University from time to time, to the CA Centre.
- The Administrator of CA shall make adequate arrangements to receive answer books coming from the examination centres from time to time.
- On receipt of the answer books at the QA office, the staff employed for this work shall check the answer books, Supervisor's Reports and ascertain as to whether the number of candidates present, absent and MP indicated in the report are correct. In case of any discrepancy it shall be resolved in consultation with the Deputy Director (E&QA).
- The bundle of answer books containing 20 answer books or less shall be received in system after checking and coded and be made available for evaluation.
- It should be ensured that following documents accounted for and kept separately for future verification:
 - Signature sheet
 - Answer-book counter foil
 - Tagging report
 - Mark foil
- The answer books shall be arranged subject wise/ paper wise as this will be convenient at the time of distribution of answer books to the examiners for assessment.
- In case of any event of missing answer books or any unpleasant experience, the Administrator, CA shall consult the Director (E&QA) and take necessary action.
- Norms for appointment of staff for CA: The Administrator of the CA Centre would appoint suitable staff, of his/ her own confidence, for different sections indicated below, for smooth, confidential and speedy processing of the results:
 - Stores
 - Coding and tagging of answer-books
 - Assessment
 - Data Entry on PCs

-
- TA/DA and remuneration to examiners: The payment of Local Conveyance Allowance, Travelling Allowance, Daily Allowance and Remuneration shall be made to the chief examiners and examiners appointed for assessment of answer books from the advance placed at the disposal of the Director (E&QA) according to the approved rates.
 - Account of CA: Receipt and Payment Account of the Central Assessment shall be audited internally keeping the confidentiality in view. No vouchers of the expenditure incurred for CA is required to be submitted to the accounts section. However, in respect of the other expenditure incurred all the vouchers shall be submitted to account.

Assessment:

- On the day of commencement of the CA the examiners shall be given information regarding the programme, seating arrangement, payment of TA. / D.A. and remuneration bills etc.
- Chief Examiner (CE) will hold a meeting with the Examiners of the concerned subject nominated by the Administrator, to discuss the question paper(s), scheme of marking and synoptic/ model answers as well as discrepancies if any in a paper so as to attain the uniformity/ standard and consistency in assessment. He/ She shall watch the day to day progress of assessment and assist the Administrator, CA in the smooth conduct of CA work. He/ she shall sample check 15% - 20% of answer books of each examiner. The CE shall submit to the Administrator, CA, a consolidated report on the performance of the candidates, the assessment work and his general observations and suggestions etc. on the last day.
- While issuing the answer books to examiners for assessment, the signature of the concerned examiner for having received the answer books for assessment is to be obtained on a register.
- The examiners shall see that after taking a bundle of answer books for assessment from the issuing counter, they perform the assessment work only on seats allotted to them. The assessed answer books are to be returned after checked by CE.
- While returning the answer books the same to be accounted for against the examiner. The examiner shall, take another bundle of answer books for assessment only after returning the first bundle. This process shall continue till the assessment of all the answer books in the concerned subject is over.

-
- In case the examiner detects use of unfair means, while assessing the answer books he/ she should give a written report and submit the concerned answer books to the Administrator, CA for further actions through CE.
 - The respective examiner should sign on the front page of the answer book.
 - Every examiner shall be required to sign the Attendance Register each day.
 - It shall be ensured that the marks given by the Chief Examiner (CE) to each question are written on the front page in green ink. In case the marks awarded by the CE is different than the examiner, the marks awarded by CE will be taken as final marks for all purpose.
 - The Administrator, CA shall not avail the leave facility during the CA period unless there are exceptional reasons.

Post-Assessment:

- Third party Scrutiny: All answer-books handed over by CE shall be subjected to a third party scrutiny by E&QA cell.
- The team so detailed will check:
 - Correctness in addition of marks
 - Posting of marks in the mark foil
 - Whether each answer has been corrected
- Any error found by the third party scrutiny will be reported to Dy. Director (E&QA).
- The errors reported will be rectified by the concerned CE / examiner.
- The rectified mark foils will be handed over for mark entry in the system.
- The double entry of marks from mark foils shall be done simultaneously by nominated data entry operators.
- Mismatch Report and Rectification: After the double data entry, mismatch reports are required to be verified and necessary rectification to be carried out.
- Entered external marks will be processed in the EMS along with the internal and practical marks for final result publication.

NORMS FOR SKIPPING OF SUBJECT(S) IN CBCS SYSTEM

1. Background

Choice Based Credit System (CBCS) permits students to register subject (s) as per their choice. Accordingly, a student can drop (skip) a subject from the relevant basket after fulfilling the required credit for award of degree. To streamline such a practice, the following Standard Operating Procedure will be followed:

2. Eligibility

- a. Students are eligible to skip a subject(s) during their studentship period prior to the award of Degree.
- b. Student should have fulfilled the credit requirement from the relevant baskets and the total requirement for the award of the degree.
- c. Application for skip needs to be submitted to the campus examination cell, after the end of final semester when the students have the indication about their basket-wise fulfilment of credit.
- d. Students' application should contain following (Application Format enclosed).
 - i. Student details, i.e. Registration Number, Name, Programme, Course and Semester.
 - ii. Details of subject(s) i.e. Subject Code and Subject Name (of the subject that they wish to skip), total credits required in that basket and number of credit he/she has qualified.
 - iii. Reason for skip

3. Constraints

- a) Once a student opted for this facility he/she will not be eligible for Gold Medal / any other academic excellence awards.
- b) No component of a domain course can be skipped.
- c) Student not graded 'M' in the skipping paper.

4. Approval Procedure

- a. Students application to be checked by respective campus examination cell to ensure:

-
- i. Student is in active list and has cleared all his/her dues.
 - ii. Issue status of Course Completion Certificate/Grade Sheet.
 - iii. Minimum credit criteria for the basket (for the subject involved) has been fulfilled / To be fulfilled with the registered paper.
 - iv. Student not graded 'M' in the skipping paper.
- b. Remarks of the examination cell on the student's application to be forwarded to Dean/Head of the institution for their consideration.
 - c. Dean/Head of the institution after endorsing their recommendation to forward the case to QA cell for VC's consideration.

5. Action on Approval by VC

- a. QA cell to communicate VC's direction to all.
- b. QA cell to inform/amend the data base of the student in ERP and EMS as per VC's decision.
- c. QA to keep record of the case for its future use.

APPLICATION FOR SKIPPING OF SUBJECT(S) UNDER CBCS

A. Student Details

1. Regd. No.:
2. Name:
3. Program:
4. Semester:
5. Branch:
6. Admission Year (Regular/ Lateral):

B. Subject to be Skipped

7. Syllabus Year:
8. Subject Code:
9. Subject Name:
10. Credit:
11. Type:
12. Basket:
13. Reason to Skip:
14. Total Credit qualified in the applied basket:

Signature:

Name:

Date:

Regd. No.:

Recommendation of Campus Examination Cell

Signature:

Name:

Date:

Campus:

School:

Recommendation of Dean

Signature:

Name:

Date:

Camps:

School:

QA's Recommendation

Signature:

Name:

Date:

Decision of VC

(Approved / Not Approved)

Date:

EXAMINATION RELATED FEES

<i>Description</i>	<i>Fees Per Paper</i>	<i>Remarks</i>
Examination on Demand (EOD)	Rs 1650	For Online Registration
	Rs 2750	For Offline Registration*
*Offline registration facility will be available once EOD schedule is published and the specific subject is available in the published schedule and no overlapping in the schedule.		
LAB / Sessional Backlog	Rs 2000	100 % re-evaluation done for each component
Subject Re-Registration*	Rs 2000	Students having low internal marks may avail this in subsequent semesters
Duplicate Admit Card	Rs.100	Can be obtained from campus examination cells
Rechecking	Rs 330	For theory component papers only (Offline Examination)
Rechecking with Photocopy	Rs 385	For theory component paper only (Offline Examination)
Studentship Validity	Rs 2200	For the pass out batch students who have shortage of credit required for award of degree
Subject Registration	Rs 5500	For the pass out batch students who have shortage of credit required for award of degree
Special Examination	Rs.10000	Applicable for pass out students in exceptional situations
Improvement	Rs.5000	Applicable for pass out students in exceptional situations

Fees Related to Academic Documents

<i>Description</i>	<i>Fees for Each Document</i>	<i>Remarks</i>
Name change / Any correction in Grade Sheet	Rs 550	
Name change / Any correction in Final Certificate	Rs 550	
Duplicate Grade Sheet	Rs 550	
Additional Grade Sheet	Rs 1100 + Postal Charges	

The fees may vary time to time as per the decision of the University

TIMELINE OF KEY EXAMINATION ACTIVITIES

Sl. No.	Examination Activities / Documents	Office Responsible	Time Period
1	Original University Certificate	QA Cell	On convocation for fresh graduating batch Ten days after convocation for old batch
2	Provisional Certificate/Grade Sheet	QA Cell	21 Working days from the date of result publication
3	Withheld Result	Campus Examcell	21 Working days from the date of due clearance
4	ERP Generated Gradesheet Verification	Campus Examcell	02 Working Day
5	Reply to query through Email	Campus Examcell	07 Working Days
6	End Semester Exam Schedule	QA Cell	Before 10 Working Days
7	EOD Schedule	QA Cell	Before 07 Working Days
8	Lab Backlog Schedule	Campus Examcell	In the month of April/May
9	Internal Exam Schedule	Campus Examcell	Before 07 Working Days
10	External Practice Schedule	Campus Examcell	Before 07 Working Days
11	Semester Result	QA Cell	As per Academic calender
12	EOD Result	QA Cell	15 Working days from examination end date
13	Lab Backlog Result	QA Cell	In the Month of August
14	Rechecking Result	QA Cell	45 Working Days
15	Processing Skip	QA Cell	45 Working Days (if skip criteria is satisfied)

NAD REGISTRATION PROCESS

Students will be able to access their digital academic certificates from National Academic Depository (NAD) by using web app Academic Depository (NAD) by using web application at **<https://digilocker.gov.in>** or using DigiLocker mobile application available on Google Play and Apple App Store. Student's account is created on DigiLocker in either of the two ways:

- i. Student Registration on DigiLocker by Academic Institution
- ii. Student Self Registration on DigiLocker

i. Student Registration on DigiLocker by Academic Institution

If the following data is provided by the students, then NAD uses this information to create students account in DigiLocker.



- a. Name
- b. Date of birth (DD-MM-YYYY)
- c. Gender (M/F)
- d. Mobile Number (10 Digits)
- e. Email Address
- f. Aadhaar Number

NAD uses this Aadhaar number to check if the DigiLocker account already exists. If an account is not found with Aadhaar number, NAD uses the demographic information (Name, Date of birth, Gender) along with mobile number to verify whether a DigiLocker account exists with this information.

If the account does not exist either with Aadhaar or Mobile and demographic details, the student account is created using Aadhaar number, Name, Date of birth, Gender and Mobile number. The credentials of the account are sent to the student through SMS on the Mobile number provided above. If Aadhaar number or mobile number is not available; the student account is not created. In such cases, students will have to self-register on DigiLocker.

ii. Student Self-Registration on DigiLocker

Students can create their account on DigiLocker themselves by signing up on DigiLocker web application at <https://digilocker.gov.in> or using DigiLocker mobile application available on Google Play and Apple App Store.

  **DigiLocker**
Document Wallet to Empower Citizens

Creating account is fast and easy!


Full Name* (as per Aadhaar)

Date of Birth* (as per Aadhaar)


Date Month Year

Male Female Other

Mobile Number*

Set 6 digit security PIN* 

Email ID

Aadhaar Number 

DigiLocker uses Aadhaar to verify identity of the user and also enable authentic document access

Submit

By signing up, you agree to DigiLocker's Terms and Privacy Policy

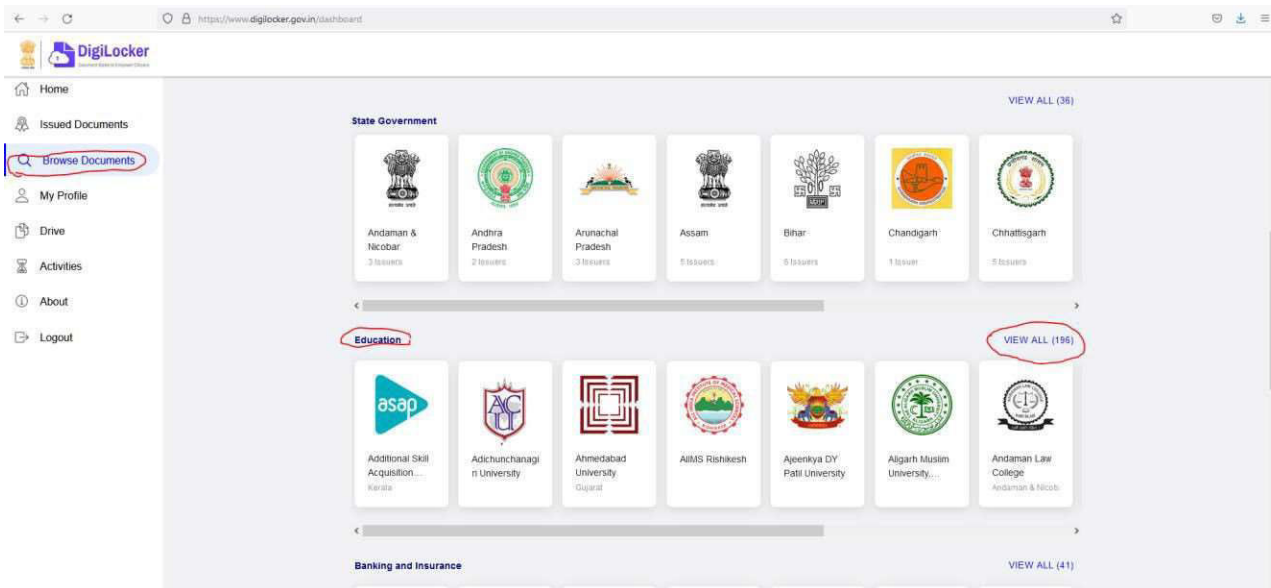
Already have an account? [Sign In](#)

- i. Student will register on DigiLocker by providing his/her Aadhaar number. DigiLocker performs e-KYC to fetch the details of the student from UIDAI using his/her Aadhaar Number using the mobile number linked to the Aadhaar.
- ii. If the student's mobile number is not linked to Aadhaar, the student can perform Aadhaar demographic authentication by providing his Aadhaar number, name, date of birth and gender as per Aadhaar. This information is verified from UIDAI.
- iii. Upon successful Aadhaar e-KYC or demographic authentication from UIDAI, student's account is opened with DigiLocker.
- iv. Students can now access their DigiLocker Id by signing into their DigiLocker account and going to profile section. This DigiLocker Id can be shared by student with the academic institution so that their digital academic certificates are linked to this DigiLocker account.

v. Students can also fetch their digital certificates by searching their AI in the issuer's list and providing the necessary search parameters such as year, roll number, registration number etc.

iii. How to Access Your Digital Certificate

- Login to your DigiLocker Account & Click on Browse Documents
- Click on Education & Select your University Name
- Click on Degree/Diploma Certificate
- Fill-up the required fields i.e. Roll No / Registration No (In our case the Roll No & Registration no. both are same)
- Fill-up the year i.e. the year in which you are graduating e.g. 2021
- Click on get the document to view your digital certificate.



← **Degree/ Diploma Certificate**

Get your document by entering the required details

Name

REGN NO

YEAR

I provide my consent to DigiLocker to share my details with the Issuers for the purpose of fetching my documents.

[Get document](#)

FORMS AND FORMATS

UNDERTAKING

I state and declare as follows:

- i. That I have applied for registration to appear at theExamination,
- ii. That I do not have any ID proof (College ID/ Registration Card) to claim for appearing at the said examination.
- iii. *That I am told that examination center does not have my name in the Roll List / Attendance Sheet.*
- iv. *That under these circumstances I am not eligible to appear the said examination.*
- v. That I request I may please be permitted to appear at the said examination today (i.e.....) in theSession at time.

I undertake that in the event it is found that I do not have a valid registration for appearing at the said examination my answer scripts shall be summarily be discarded and I shall not claim that my answer script be evaluated and credit given to me for this examination.

Date of Examination: Sitting: Time:

Registration Number: Name:

Branch: Centre:

Subject Code: Subject:

Signature of the Candidate

Signature of the Chief Exam Co-Coordinator

Signature of the Centre Superintendent

TEMPORARY ABSENCE FORM

Name of the Examination:

DateSitting.....Subject: Hall No:.....

Name of the Examination Centre:

Regd. No.	Time of Absence		Signature of the Candidate
	From	To	

Signature of the Invigilator with date

REPORT OF UNFAIR MEANS AT THE UNIVERSITY EXAMINATIONS

1. Name of the Centre
2. Date of Examination and Sitting
3. Subject of Examination
4. Registration No.
5. Name of the Candidate:
6. Time of detection of Unfair means:
7. Particulars of the incriminating material recovered from the candidate (if the incriminating material consists of writing on walls, desks, body of the candidate etc. such that it cannot be sent in original, certified copies of such writings should be attached / forwarded.)
 - a)
 - b)
 - c)
 - d)
8. The exact place / places from where the incriminating material was recovered.
9. If the candidate is guilty of misconduct, give details here
.....
10. Name of the Invigilator / Supervisor who detected the unfair means
.....
11. Report of the Invigilator(s) (if the space provided is not sufficient, it may be written on The backing this Paper)

Signature of
Student

Signature of
Invigilator

Signature of
Supervisor

Signature of
Centre Superintendent

APPLICATION FOR RE-CHECKING / RE-ADDITION

- Instructions :
- (i) Application shall be forwarded by the Chief Exam Coordinator of the respective college.
 - (ii) The required fees receipt to be attached along with the form and submit to exam cell..

- A. Name of the School :
- B. Registration Number :
- C. Student Name :
- C. Branch / Specialization :
- D. Semester / Trimester :

Sl.No.	Subject Code	Subject Name	Rechecking / Rechecking with Photo Copy

- E. Mode of Payment :
 - (i) Cash : (in Rupees)
 - (ii) Demand Draft/Cash Receipt No. Date :
- Date : Place:

Signature of Student

Signature of Chief Exam Coordinator



Centurion
UNIVERSITY

*Shaping Lives...
Empowering Communities...*

CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA

CAMPUSES:

Paralakhemundi Campus

Village Alluri Nagar
P.O. – R Sitapur, Via- Uppalada
Paralakhemundi, Dist.- Gajapati
Odisha, India. PIN– 761211

Bhubaneswar Campus

Ramchandrapur
P.O. – Jatni, Bhubaneswar
Dist.- Khurda, Odisha,
India, PIN– 752050

Balangir Campus

Behind BSNL Office
IDCO land, Rajib Nagar
Dist.- Balangir, Odisha
India, PIN-767001

Rayagada Campus

IDCO Industrial Area
Pitamahal, Rayagada
Dist.-Rayagada, Odisha
India, PIN-765001

Balasore Campus

Gopalpur,
P.O.-Balasore
Dist.-Balasore, Odisha
India, PIN-756044

Chatrapur Campus

Ramchandrapur,
Kaliabali Chhak,
P.O-Chatrapur, Dist.-Ganjam
Odisha, India, PIN-761020