



Centurion University of Technology & Management, Odisha
Office of the Controller of Examinations
Norms for Skipping of Subject(s) in CBCS System

1. Background

Choice Based Credit System (CBCS) permits a student to register a Subject as per his/her choice, within given constraint. Accordingly, a student can drop (Skip) a Subject because of poor performance and register another appropriate Subject, in lieu of it, from the relevant Basket. To streamline such a practice, the following Standard Operating Procedure will be followed.

2. Eligibility

- a. A student is eligible to Skip and register for another Subject during his/her Studentship Period, only.
- b. He/She must not have qualified for Award of Degree.
- c. Skip option is applicable for Subjects having theory components only i.e. of Type: Theory (T), Theory & Practical (TP); and Theory, Practical & Project (TPP).
- d. Application for Skip and Registration of another Subject must 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.
- e. Students' application should contain following (Application Format enclosed).
 - i. Student details, i.e. Registration Number, Name, Programme, Course and Semester.
 - ii. Details of Subject he/she wants to skip. i.e. Subject Code, Subject Name, Course (if any), Pre-requisite (if any), total Credits required in that Basket & number of Credit he/she has qualified.
 - iii. Reason for skip
 - iv. Subject opted - Details of Subject a student wants to Register should include Course, Subject Code, Name, Credit, Basket, Prerequisite (if any).

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) A student's option to Skip is limited to one Subject in a Semester.
- c) Once the student's application to Skip is accepted, he/she cannot re-register for the same Subject again. All marks secured by him/her in the Skipped paper will be deleted from his/her records.

4. Approval Procedure

- a. Students application to be checked by respective Campus Examination Cell and ensure:
 - i. Student is in Active List & 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'/'S' in the Skipping paper/debarred to appear in examination due to attendance shortage.
 - v. Subject offered/not-offered during the Semester.
- b. Remarks of the Examination Cell on the Student's application to be forwarded to Dean/Head of the institution for his/her consideration.
- c. Dean/Head of the institution after endorsing his/her 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 & EMS as per VC's decision.
- c. QA to keep record of the case for its future use.

APPLICATION FOR SKIPPING OF SUBJECTS 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:

C. Subject Opted now

15. Syllabus Year:
16. Subject Code:
17. Subject Name:
18. Credit:
19. Subject Type:
20. Basket:
21. Pre-requisite (if any):
22. Pre-requisite Paper qualified on (Indicate Date):
23. Reason for Skip/Change request:

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: