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RECOGNITION OF PRIOR LEARNING (RPL) POLICY 2025

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CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT
ODISHA

FOREWORD



At Centurion University of Technology and Management, we believe that learning does not happen only in a classroom. People learn through work, vocational training, professional practice, entrepreneurship, community work, internships and many other experiences. Recognition of Prior Learning (RPL) gives the University a way to recognise that learning when it can be demonstrated and assessed against the requirements of an academic programme.

This policy provides a clear route for learners to present what they already know and can do, have it assessed fairly and receive academic recognition where the required learning outcomes have been achieved. In this way, RPL can help learners avoid repeating learning they have already acquired while ensuring that the University's academic standards are fully maintained.

Centurion University is well placed to take this initiative forward because of its strong emphasis on hands-on learning, links with industry and communities and its experience in competency-based assessment. The University will use these strengths to develop an RPL system that is practical, transparent and easy for learners to understand, while retaining appropriate academic checks and quality assurance.

This policy has been prepared with reference to the University Grants Commission Guidelines for Implementation of Recognition of Prior Learning in Higher Education, March 2025, the National Credit Framework and other applicable regulations. It should also be read along with the University's academic rules, regulations and policies.

Prof. (Dr.) Supriya Pattanayak

Vice-Chancellor

Centurion University of Technology and Management

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Recognition of Prior Learning (RPL) Policy

1. Introduction

Centurion University of Technology and Management (CUTM) recognises learning acquired through formal education, vocational training, professional experience, internships, entrepreneurship, community engagement and other learning pathways. The Recognition of Prior Learning (RPL) Policy establishes a transparent and structured framework for assessing and recognising such learning against defined academic outcomes, enabling eligible learners to receive appropriate academic credit while upholding academic integrity, quality standards, fairness and the credibility of University qualifications.

2. Purpose

The Recognition of Prior Learning (RPL) Policy of Centurion University of Technology and Management sets out how the University will identify, assess and recognise learning that a person has gained through education, training, work or other experience. The purpose is to give due academic value to learning that can be demonstrated, wherever that learning was acquired.

RPL is intended to give learners a fair opportunity to receive credit for learning they have already achieved. It is not a shortcut to a qualification. The same learning outcomes and academic standards that apply to other learners will continue to apply to an RPL candidate.

3. Scope

This policy applies to RPL offered for programmes, courses, subjects, modules or other academic components that have been approved by the University for RPL.

Depending on the programme, the University may consider learning gained through:

- Formal education and previous academic study;
- Vocational and skill-development programmes;
- Employment and professional practice;
- Internships, apprenticeships and work-integrated learning;
- Entrepreneurship, business and project experience;
- Traditional skills through lifelong learning;
- Community engagement, volunteering and social initiatives;
- Self-directed and informal learning;
- Professional certifications and structured training; and
- Other demonstrable learning experiences recognised under applicable regulations.

RPL cannot be used to waive admission requirements, statutory prerequisites, professional licensing requirements or any compulsory component that a regulator or the University requires a learner to complete.

4. Definitions

Term	Definition
Recognition of Prior Learning (RPL)	A process through which prior knowledge, skills and competencies are assessed against defined learning outcomes and, where demonstrated, formally recognised.
Prior Learning	Learning acquired through formal, non-formal or informal/experiential means before or outside the learner's current programme.
Recognition Portfolio	A structured collection of documents, artefacts and other evidence submitted to demonstrate prior learning.

Assessment	The process of evaluating evidence and/or directly demonstrating achievement of defined learning outcomes.
Creditisation	The assignment of academic credit to demonstrated learning in accordance with the applicable credit framework.
Credit Mapping	Mapping demonstrated learning to relevant courses, learning outcomes, programme requirements and qualification levels.
Bridging Learning	Additional learning undertaken to address identified gaps before full academic recognition is granted.

5. Objectives

- To recognise learning that a learner has acquired through different routes, provided that the learning can be demonstrated through an approved assessment.
- To provide a practical pathway for learners moving between work, skill development, vocational learning and higher education.
- To avoid unnecessary repetition of learning while protecting the academic standards of the programme.
- To support lifelong learning, progression and mobility between different learning pathways.
- To connect prior learning with the Course Outcomes (COs), Programme Outcomes (POs) and the appropriate qualification level.
- To strengthen the connection between the University's academic programmes, skills ecosystem, industry and community engagement.
- To make RPL accessible through clear information, suitable assessment methods and appropriate guidance to learners.

- To maintain a sound system of academic oversight, moderation, recordkeeping and grievance redressal.

6. Guiding Principles

Learner support: Candidates should know what is expected of them and should have a reasonable opportunity to present and demonstrate their prior learning.

Academic standards: Credit will be given only when the required learning outcomes have been demonstrated. RPL will not lower the academic requirements of a programme.

Transparency: The University will make the eligibility requirements, evidence needed, assessment process, fees, timelines and appeal arrangements clear to candidates.

Evidence: Decisions will be based on evidence that is relevant, adequate and capable of being verified.

Consistency: Assessment methods will be chosen to suit the learning outcomes and will be applied consistently across comparable cases.

Authenticity: The University must be satisfied that the evidence belongs to the candidate and represents the candidate's own learning.

Relevance and currency: Prior learning should relate to the learning being claimed and, where the subject requires it, should be sufficiently current.

Inclusiveness: RPL should be available to eligible learners from different backgrounds, subject to programme-specific and regulatory requirements.

Confidentiality: Personal information, portfolios and assessment records will be handled only by authorised persons and kept securely.

Improvement: The University will periodically review the RPL process and use feedback, assessment results and moderation findings to improve it.

7. Eligibility and Applicability

- RPL may be offered only for programmes or courses approved by the competent academic authority.
- Eligible students and, where permitted by the applicable regulations, other candidates seeking academic recognition may apply for RPL.
- Candidates must meet the applicable admission, entry and identity requirements of the programme unless an approved RPL pathway specifically provides otherwise.
- Each School offering RPL will maintain an RPL Eligibility Matrix showing the courses covered, learning outcomes, evidence required, assessment methods, credit limits and any compulsory components.
- In regulated professional programmes, RPL will be used only to the extent allowed by the relevant statutory or professional regulator.
- RPL may be introduced progressively across eligible disciplines, based on academic readiness, assessment capacity and regulatory requirements.

8. Recognition of Prior Learning Process

Stage	Process
Awareness and Guidance	The University will publish the available RPL pathways and explain eligibility, learning outcomes, evidence requirements, assessment methods, fees, timelines and appeal arrangements.
Application	The candidate submits the prescribed application, identity documents and the initial evidence of prior learning.
Pre-assessment	The application is screened to decide whether there is enough initial evidence

	to proceed to formal assessment.
Portfolio Development	The candidate organises the evidence and relates it to the relevant learning outcomes.
Assessment	The candidate completes the assessment methods approved for the course or competency area.
Verification and Moderation	Evidence and assessment decisions are checked and moderated in accordance with University procedures.
Credit Mapping	The demonstrated learning is mapped to the relevant courses, units and programme requirements.
Bridging	Where there is a learning gap, the University may prescribe additional learning and a further assessment.
Approval and Certification	The final decision is approved by the competent academic authority and entered in the official academic record.
Appeal	The candidate may use the University's prescribed RPL appeal process.

9. Evidence and Assessment

The assessment method will depend on what the learner is claiming and on the learning outcomes of the course or programme. A candidate may be asked to submit a portfolio, take an assessment, demonstrate a practical skill, attend a viva or use a combination of these methods.

Examples of evidence that may be considered include:

- Academic transcripts and certificates;
- Professional and vocational certificates;
- Employment and experience records;
- Employer/supervisor testimonials;
- Project reports, work samples and portfolios;
- Internship and apprenticeship records;
- Professional outputs, publications, products or designs;
- Entrepreneurship and business evidence;
- Community or field-based evidence;
- Validated digital evidence, photographs or videos; and
- Other evidence approved by the relevant School.

The University may use one or more of the following methods: portfolio review, structured interview or viva voce, written assessment, practical demonstration, simulation, observation, project or work sample, reflective account or another method approved for the particular course.

Evidence and assessment will normally be considered against the following questions:

- Is the evidence acceptable for the claim being made?
- Is there enough evidence to support the claim?
- Can the evidence be shown to be the candidate's own work or learning?
- Does the evidence relate directly to the learning outcomes being claimed?
- Is the learning sufficiently current where currency matters?
- Does the assessment provide a dependable basis for the decision?

The University may draw on its social outreach wing, Gram Tarang's experience in competency-based assessment, including candidate verification, theory and practical assessment, viva voce, moderation, digital records and certification. These practices will be adapted where necessary to suit university-level learning outcomes, credit requirements and academic governance.

10. Creditisation and Academic Recognition

- Academic credit will be awarded only where the candidate has demonstrated the required learning through the approved RPL assessment process and the learning has been mapped to the relevant course or programme outcomes.
- The mapping exercise will take account of the Course Outcomes, Programme Outcomes, qualification level and the University's approved curriculum.
- The University will follow the RPL credit limit prescribed by the UGC from time to time. Under the March 2025 UGC Guidelines, up to 30% of the credits required for a programme may be obtained through RPL, subject to the conditions laid down in the Guidelines. Any proposal to go beyond the prescribed limit will require the approvals specified by the UGC.
- RPL credits will be identified appropriately in the University's academic records and, where applicable, recorded through the Academic Bank of Credits.
- Receiving RPL credit does not by itself entitle a learner to a degree, diploma or other qualification. The learner must complete all other academic, credit, compulsory and regulatory requirements of the programme.
- If a candidate demonstrates only part of the required learning, the University may prescribe bridging learning, further assessment or completion of the relevant academic component.
- Where a regulator requires a particular component to be completed regardless of prior learning, that requirement will apply.

11. Governance and Responsibilities

Authority/Stakeholder	Responsibility
Vice-Chancellor	Provides institutional leadership and exercises the powers assigned under the University's framework.

Registrar	Acts as policy custodian and oversees administrative implementation and official records.
Academic Affairs	Coordinates the academic aspects of RPL and ensures alignment with approved programmes.
University RPL Committee	Provides institutional oversight of RPL standards, expansion and periodic review.
School RPL Committee	Identifies suitable courses, maps learning outcomes, recommends assessment arrangements and reviews RPL cases.
RPL Coordinator	Coordinates applications, candidate support, assessment schedules, records and reporting.
RPL Assessors	Assess candidates fairly, record the basis of decisions and maintain confidentiality.
IQAC	Reviews quality, moderation, feedback, complaints and improvement of the RPL process.
Examination/Academic Records Office	Maintains the official record of RPL credits and certification.
IT/Digital Team	Supports the digital RPL workflow, access controls, data security and reporting.
Candidate	Provides genuine evidence, participates in the required assessment and follows the University's procedures.

12. Quality Assurance and Moderation

- Assessment tools and rubrics will be prepared in advance for each course or competency area approved for RPL.
- Assessors must have the appropriate subject knowledge and will be oriented or trained in the University's RPL process.
- Assessment decisions will be moderated internally and, where considered necessary, reviewed externally.
- Where appropriate, the University may use digital records, photographs, video evidence, geo-tagged evidence or other verification methods to support the assessment.
- RPL assessment records will be reviewed periodically to check whether decisions are consistent and in line with the approved process.
- Any significant inconsistency or concern identified through moderation or review will be examined and corrective action will be taken where required.
- Feedback from candidates and the outcome of appeals will be considered when the RPL process is reviewed.
- The IQAC will periodically review the University's RPL activities and place significant findings before the appropriate authority.

13. Digital RPL System and Academic Records

The University will progressively develop a secure digital RPL system so that applications, evidence, assessment and academic records can be managed through a common workflow:

- Online registration and candidate profile;
- Digital portfolio and evidence submission;
- Eligibility screening and assessment scheduling;
- Assessor allocation and workflow management;
- CO/PO and competency mapping;
- Digital rubrics, assessment and moderation;

- Credit calculation and approval;
- Academic Bank of Credits and APAAR integration, where applicable;
- Secure recordkeeping and audit trails;
- Analytics and institutional reporting; and
- Appeal and grievance workflow.

The proposed RPL system will bring together registration, portfolio submission, assessment, CO-based mapping, credit approval, ABC/APAAR and DigiLocker integration where applicable, moderation, appeals and reporting. Digital systems may support the process, but the final academic decision will always rest with the authorised University body.

14. Grievance Redressal and Appeals

The University will provide a clear process for candidates who wish to raise a concern or appeal an RPL decision.

An appeal may be made on grounds such as a significant procedural error, an error in the consideration of evidence, a conflict of interest or failure to apply the approved assessment criteria.

- The appeal must be submitted within the period and in the format prescribed by the University.
- The person or panel that made the original decision will not be the sole authority deciding the appeal.
- The appeal will be considered by the authority or committee designated for this purpose.
- The outcome will be communicated to the candidate, together with the reasons for the decision.
- If a material error is established, the University may order reassessment or take another appropriate corrective measure.
- Where the matter is covered by the University's existing grievance redressal mechanism, that mechanism will continue to apply.

15. Fees, Confidentiality and Academic Integrity

I. Fees

Where RPL involves a fee, the University will notify the applicable charges separately. The fee structure may cover application, assessment, reassessment and certification. Candidates will be informed of the charges before the assessment is undertaken.

II. Confidentiality and Data Protection

RPL applications, portfolios and assessment records will be treated as confidential and handled in accordance with applicable law and the University's policies on privacy and data protection.

III. Academic Integrity

A candidate who submits forged, fabricated or misleading evidence, impersonates another person, plagiarises work or otherwise engages in assessment malpractice may have the RPL claim rejected or cancelled and may also face action under the University's applicable rules.

IV. Conflict of Interest

Any assessor or other person involved in an RPL decision must disclose a conflict of interest and withdraw from the assessment where the conflict could affect impartiality.

16. Implementation and Monitoring

The University will introduce RPL in stages so that the assessment arrangements, academic controls and learner support systems can be tested and strengthened before wider expansion.

- Phase I – Prepare the institutional framework, constitute the required committees, identify pilot programmes, train assessors and develop assessment instruments.
- Phase II – Run the pilot, review assessment and moderation results, obtain feedback and refine the process.
- Phase III – Extend RPL to additional eligible Schools and programmes and strengthen the digital system.

- Phase IV – Develop appropriate partnerships with higher education institutions, Government agencies, industry and other organisations, subject to the required approvals.
- Phase V – Continue to review and improve the system using evidence, feedback, regulatory changes and quality assurance findings.

The University will track indicators such as the number of applications and assessments, credits awarded, candidate feedback, appeals, moderation findings, bridging requirements, processing time and ABC transactions.

An annual RPL report will be placed before the appropriate academic and quality assurance authority for review.

17. Approval and Review

This policy will normally be reviewed at least once every three years or earlier if required by changes in UGC guidelines, the National Credit Framework, Academic Bank of Credits requirements, professional or statutory regulations or the University's own academic framework.

The Registrar will be the custodian of this policy. Any amendment will follow the University's prescribed approval process.



Dr. Anita Patra

Registrar

Centurion University of Technology and Management



18. References

- University Grants Commission, Guidelines for Implementation of Recognition of Prior Learning in Higher Education, March 2025.
- National Education Policy, 2020.
- National Credit Framework (NCrF), Government of India.
- National Higher Education Qualifications Framework (NHEQF), UGC.
- Academic Bank of Credits framework and applicable UGC regulations.
- Centurion University policies, rules, academic regulations and grievance redressal framework.



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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