

**HANDBOOK OF  
RULES AND REGULATIONS  
OF SPORTS COUNCIL  
2019**

This Handbook is approved in the Sports Council



**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT  
Alluri Nagar , R.Sitapur , Paralakhemundi , Gajapati , odisha-761211**

Centurion University of  
Ramachandrapur  
Jatni, Khurda  
Bhubaneswar – 752050  
Odisha



Technology and Management  
Paralakhemundi, Gajapati  
Odisha

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## FOREWORD

In the university education and sports play an important role in the development of integrated personality of the youth. With this view, Centurion University of Technology and Management has been organizing inter-campus tournaments. Participation of students in the tournament generates a spirit of healthy competition and physical wellbeing. It is, therefore necessary that the inter-campus tournaments are to be governed by a set of rules and regulations which may be amended from time to time.

Centurion University of Technology and Management has framed rules and regulation from 2019, although the programme of inter-campus tournaments have been continuing since 2014. The University Sports Council was established in the year 2018 to promote sports and games. The first edition of the rules and regulations was published in 2019. Subsequently, this edition is being published incorporating several amendments.

It is hoped that the rules contained at present in this volume will help in the smooth conduct of the competitions among the campuses and will induce the participants into “playing the game in the spirit of the sports”.

### **OBJECTIVES OF THE SPORTS COUNCIL**

- Coordinate sports activities among the different campus of the university.
- Promote interest among budding youth in excelling in games and sports.
- Select and train sports men and women in different sports events.
- Depute teams for participation for different sports tournaments.

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## Centurion University of Technology and Management, Odisha

### **SOP FOR LABORATORY MAINTENANCE**

#### **Objectives:**

The procedure is to establish a controlled method for Inspection/calibration, Maintaining and upgrading Teaching, Analysis and Research equipment.

#### **Responsibility:**

- Head of Department
- Lab Coordinator
- Teaching Assistant(s).
- Lab technician(s).

#### **Procedure:**

SL	Activities	Responsibility	Target days
1	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Teaching Assistant(s)	1 <sup>st</sup> week of April
2	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Technician(s)	2 <sup>nd</sup> week of April
3	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract(AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co-coordinators.	3 <sup>rd</sup> week of April
4	The “Equipment Calibration/Maintenance log” has to be filled and signed and kept in file in HOD office and a copy in the lab coordinator’s office.	Lab coordinators&HoDs	4 <sup>th</sup> week of April

5	A copy of the <b>teaching equipment manual</b> shall be kept in soft and/or hard copy in the lab	Lab-Coordinator, Teaching assistant(s)	1 <sup>st</sup> week of May
6	A sticker with “Calibrated on dd/mm/yy mentioned at each equipment.	Lab technician(s)	2 <sup>nd</sup> week of May
7	Check <b>if there is a software program</b> that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model	Teaching assistant(s) Lab Coordinator and HoD	3 <sup>rd</sup> week of May
8	Providing <b>a list of the required lab tools</b> that will be used <b>in the next academic year</b> , in order to get them before the due date.	Teaching assistant(s) and/or lab technician(s) HOD	3 <sup>rd</sup> week of May
9	Maintain the <b>research equipment inventory</b> list and calibration schedule and to verify calibrations/performance checks in each laboratory	Researcher(s)	4 <sup>th</sup> week of May
10	<b>Unused</b> or out of performance equipment should be marked with a sticker that the equipment <b>“Out of service and not to use.”</b>	Lab technician(s)	4 <sup>th</sup> week of May
11	Proper forms like equipment list has to be maintained for conducting	Lab technician(s) & Lab Coordinator.	Every working day
12	Housekeeping register has to be maintained for laboratories	Lab technician(s) & Lab Coordinator.	Every working day



**Centurion**  
**UNIVERSITY**

*Shaping Lives...*

*Empowering Communities...*

**CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**

## **STANDARD OPERATING PROCEDURES (SOP)**

**for Maintaining and Utilizing Physical,  
Academic and Support facilities –Classrooms,  
Laboratory, Library, Sports,Computers**

# **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**

## **Foreword**

- CUTM prepared the master plan based on a properly surveyed map showing open, built-up and green areas indicating existing and proposed plantation plans for future development.
- Ramps and Lifts are arranged as part of Barrier Free Built Environment for disabled and elderly persons
- Good network of bitumen roads connecting main gate to all academic buildings and the walkway is lined with trees
- Aesthetically designed buildings surrounded by greenery with canopy of trees and plants creating good ambience for learning and making the environment carbon dioxide free.
- Rooms are designed to use ample natural light and natural air circulation into interior spaces and offer views of the outside ecosystem
- All building blocks in the campus are constructed and maintained as per the National Building Code and all other standards of India.

The IQAC Team of CUTM has prepared the Standard Operating Procedures in line with the Institution policy for Quality Monitoring and Quality Improvement. The feedback was taken from all stakeholders for preparation of the Standard Operating Procedures (SOP). The SOP was reviewed and approved by the Principal.



## **Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing CLASSROOMS AND OTHER INFRASTRUCTURE FACILITIES**

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This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Classrooms and other Infrastructure facilities.

### **Class rooms with ICT facility:**

- CUTM provides State of the art class rooms with good acoustics and ventilation.
- Based on the requirements of the AICTE, JNTUH and curriculum, the classrooms are identified and assigned for various departments by the infrastructure incharge prior to semester beginning.
- All the B.Tech, M.tech and MBA classrooms are equipped with ICT facility (ICT- Information and communication infrastructure (LCD projectors, Audio/video visual aids with internet etc.).

### **Maintenance and Utilization of Classrooms**

- The maintenance of Classroom is done on regular basis by the respective department attender and cleaning staff.
- All Class Rooms are cleaned every day before the classes commence.
- The Class Rooms' board, benches, podium and lighting facilities are regularly inspected.
- All classrooms are ICT enabled. LCD projectors are used to aid and improve the teaching-learning process.
- Either LAN or Wi- Fi facility is available in all the classrooms. The ICT facilities in the college are maintained by the computer centre.
- Any issue is resolved by the respective technician.
- The cleanliness is supervised by supervisor of CUTM of the institution.
- Appropriate Measures to be taken to correct the Problem.

### **Civil Maintenance:**

- List of problems can be identified in the following building components Walls, Flooring, Roof, Doors & windows, Plumbing, Sanitation, Over head and Underground tanks
- Faculty In-charge of the department inspects the premises at regular intervals and identifies the problems and report to supervisor through HOD.
- The supervisor takes actions upon the complaints received from various rooms subjected to degree of urgency of the problem.
- The problem is solved using the expertise of skilled workers (available in the institute or hired from outside).
- If any material required for that, to get the approval from the Principal / AO (items involving less amount).
- A request comprising the problem, through HOD and the Principal, has to be received

- If the work involves more financial support quotations are invited from the vendors.
- If the cost of the requirement exceeds Rs.5,000/-, approval must be obtained from the management by the department.
- Calling vendors for negotiations
- Finalizing the procurement
- Placing the purchase order

#### **Mechanical Maintenance:**

- As soon as the complaint is received with details, (including Guarantee period etc) identify the problem.
- Identify whether the equipment is within the Guarantee period IF yes contact the supplier/or concerned person.
- Identify the problem with that equipment.
- Identify the Technicians of our organization who can rectify the problem.
- If not, identify the persons outside the organization who repair the equipment, if necessary contact the supplier of the equipment.
- Call the person and instruct him to check the equipment.
- If no items are required to purchase for repairing the equipment, the equipment is repaired immediately.
- If items are required then send a proposal to the purchase Incharge through proper channel (concerned HOD).
- After the items are purchased the equipment will be repaired by the person.
- The remuneration bill (cost of Maintenance) will be sent to the accounts department through proper channel.

#### **College Campus**

- Cleanliness of the college campus is maintained through duly appointed workers.
- Strict schedules for cleaning corridors, Laboratories, pathways etc are adhered to.
- Washrooms are cleaned regularly.
- Supervisor checks whether all the water storage and sanitation systems are cleaned at regular intervals.

#### **Electrical Maintenance:**

- The electrical equipment maintenance section is headed by the HOD/EEE. A senior faculty in the electrical department is supported by an electrical maintenance (Manager) of the campus with the support of Electrical Engineer, Supervisor and Electricians.
- Controlling of power to ACs, Lighting systems is provided through control panel boards separately for each block.
- Maintenance of Generators, UPS back up is done on AMC.

The following activities are involved in the maintenance of Diesel Generators.

1. Checking diesel in storage tank daily and top it up, if it is not up to the mark.
2. Replenishing stock of diesel at least every 15 hours of run of each generator.

3. Procurement of diesel, and also for transportation is done through AO.
4. Diesel for approved money is purchased and details are entered in stock register and Accession register and bills are submitted to the office.
5. Cleaning the generators daily with cotton waste
6. Verifying daily for due dates of servicing of generators
7. Maintaining load balance in generators
8. Painting the plinths and machines for every one year
9. Registering the number of working hours of each generator and going for maintenance once predetermined time is reached.
10. Checking earth resistance and watering the earth pits weekly

#### **Maintenance and Repair of general equipment:**

1. After identifying any problem related to electrical equipment, a requisition letter through concerned Head should be sent to the Principal.
2. An instruction will be given to faculty in-charge through senior electrician to take up the work.
3. In-charge will instruct concerned Electrician to carry out the work.
4. If the work is beyond ability of electrician or if it requires, help from outside experts will be taken
5. The electrician after completing the work, will report to the person in-charge.

#### **Security and Transport:**

- The Security of the college is headed by the senior Teaching staff. He is supported by the Security officer and the sergeant. Security officer assigns the duty to the security guards to control and monitor the college the premises. The sergeant takes care of the cleanliness inside the college with the support of Housekeepers and sanitary workers.
- A fleet of 39 buses and 6 cars are running from all corners of Hyderabad to cater the needs of faculty and students to reach the campus.
- All vehicles shall be operated and serviced in a safe, efficient and environmentally sound manner. If the vehicles have been in operation for 7 years or having any mileage problem those vehicles are replaced with new vehicles.

- A dedicated transport in charge is available to see the maintenance and repairs of vehicles. Before start of every Academic year for all vehicles it is mandatory to conduct a vehicle safety inspection and fitness prior the use of vehicles by RTO department
- Many of the members of college community uses vehicle pooling mechanism. This vehicle pooling cuts down on the number of cars and vehicles on the road. This protects the environment by keeping the air, water, and land cleaner.
- Vehicles are parked outside the college campus to make the campus free from the smoke.

#### **Water and Garden maintenance**

- A dedicated Maintenance officer is deputed to monitor any leakages, repairs and cleanliness to optimize water utilization.
- Duly appointed gardening staff maintains greenery in the college
- Gardening supplies are routinely procured through the standard procedure for financial matters.
- Two Rain water harvesting recharge pit structures are installed in the campus.
- At college hostel premises 100 KLD grey water recycling system is installed for treatment of wastewater from Kitchen, Laundry, Sink and Shower water and is used for plantation and gardening purpose.
- Toilets at all blocks of Vardhaman campus are modernized and Low flow faucets and toilets are used at to reduce water consumption.
- A course Environmental Science is included in the curriculum as mandatory course to bring awareness of the environmental issues.
- The RWH system functioning are monitored and controlled by the concern faculty and specialized student team from the department of civil engineering. This team monitors all four stages of catchment, conveyance, filtration, storage in the campus
- A fleet of 39 buses and 6 cars are running from all corners of Hyderabad to cater the needs of faculty and students to reach the campus.
- All vehicles shall be operated and serviced in a safe, efficient and environmentally sound manner. If the vehicles have been in operation for 7 years or having any mileage problem those vehicles are replaced with new vehicles.

#### **Audit Reports to be maintained:**

- Structural stability certificate,
- Occupancy certificate,
- Disaster response & fire services department inspection Report are renewed regularly.
- Sanitary Certificate audited from District Health and Medical Officer, RR District, Hyderabad.
- Green Audit Report is done by Centre for Environment, JNTU-H.
- Arranged sanitary napkin vending machines and incinerators at required places
- Service report of Sewage Treatment Plant (STP) in college and hostel are done regularly by Peacock Aqua Engineers Hyderabad.

# **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**

## **Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing LABORATORY FACILITIES**

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This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Laboratory facilities.

### **General**

CUTM provides all students and faculty access to high quality sophisticated State of the art teaching and Laboratories to conduct experiments and understand practical applications in their specialized domains relevant to various courses offered.

- Based on the requirements, the classrooms are assigned for various departments by the infrastructure in charge prior to semester beginning.
- The maintenance of Classroom is done on regular basis by the respective department attender and cleaning staff.
- The cleanliness is supervised by supervisor of CUTM and Cleaning and maintenancecommittee of the institution.
- Any issue in the class room maintenance is reported to the Administrator through HOD.
- Appropriate Measures to be taken to correct the Problem.

### **Laboratory Maintenance**

All the laboratories are well equipped and maintained to conduct laboratory courses as per the norms of AICTE and JNTUH. Minimum 15% to 20% of unutilized lab slots are allotted for regular maintenance of laboratories. The equipment and machineries in the laboratory/workshop are maintained well trained technical staffs. All laboratories are supported with power backup system (UPS) and additionally by power generators.

The practical teaching and research laboratories in various departments operate from Monday to Saturday as specified in course curriculum with a desired area. Most of the laboratories are centrally air-conditioned and houses a large collection of sophisticated equipment to carry out research by the faculty and the students.

To ensure smooth functioning of the lab facilities, following procedure is followed:

- The facilities be designed and constructed in a manner which is conveniently accessible by differently-abled users. It must have ramps, and lifts for easy movement of such users.
- Students, faculty and staff of CUTM must carry their ID Card to utilize the facilities of thelaboratories with proper logbook entry, as applicable.
- The entire lab facilities be under CCTV surveillance to monitor movement of people and goods etc.
- The laboratories be equipped with fire management system to save people and property of the college in case of any unforeseen event.

- First aid kits and regular water supply apart from the basic cleanliness of the premises like regular sweeping, cleaning and mopping of all floors, and washrooms, dusting of furniture, Working stations and shelves etc. which are looked after by lab technicians and supervised by lab Maintenance supervisor/faculty in-charge from time to time.
- Breakage and repair if any, are reported to the Head of Department or the faculty-incharge as the case may be and suitable measures are taken for speedy functioning of the equipment.
- Prior to the start of the course, Check the essentials and equipment performance etc., by Technician and repair them as and when required.
- Check the working condition of equipment in the presence of faculty lab- in- charge of the corresponding lab in each laboratory by Technician at the end of semester exams.
- The equipment with minor repairs is serviced by technicians in the lab itself. The equipment which is not working is listed out.
- With the permission of HOD the authorized service engineer is contacted for the major repairs.
- After getting the estimation of service charges, approval is taken from the Principal, service engineer is called, and the equipment is repaired.
- If it is not possible to repair it in the institute, then the equipment is sent to the service organization for repair.
- The service engineer, after servicing, gives the service charges in the form of a bill which is paid by the accounts section.
- The equipment that is sent outside for repairs is recorded in a register.
- Equipment is once again checked before the commencement of each semester.

### **Utilization of Labs**

The justified utilization of the facilities is to be governed as per the following rules and guidelines:

1. All High-end equipment are put under Annual Maintenance Contract (AMC) or on Call basis maintenance, as and when required.
2. Calibration of some of essential equipment routinely being used be done on regular basis.
3. Support facility are to be strengthened to resolve any complaint within 24 hours to 03 days span of time.
4. Inventory/Stock Register and Log Book for each costly and high end equipment in each Institute be maintained on a regular basis which are to be supervised by senior faculty-in-charge once a semester.
5. List of chemicals/consumables kept in chemical racks/fridges and deep freezers should be displayed alphabetically on the doors. Also, their Material Safety Data Sheet (MSDS) should also be maintained serially in files.



6. The laboratories having sufficient collection of chemicals and glasswares (in case of wet labs) and softwares and computers with Wi Fi in case of dry labs which are to be arranged with working stations. The concerned students and Faculty can directly go to the lab and make entry in a logbook and can work under the supervision of faculty-in-charge or Lab Manager.
7. Users should not break or damage laboratory resources in any way. Defaulter will be charged the full replacement cost of the resource.
8. ICT facilities available in the departments are meant strictly for academic and research work of students, faculty and staff of the college and these should be monitored and maintained by the Computer Centre team regularly.
9. Users are advised to maintain sanctity and cleanliness of the labs and maintain discipline while working in the labs to prevent any untoward accident. The users should follow rules for the efficient functioning of the labs and for the convenience of the co-workers.
10. Following are prohibited in all areas of the labs:

<ul style="list-style-type: none"> <li>• Bags be kept in designated area/place</li> <li>• Possession of Food materials</li> <li>• Disturbing students and staff</li> <li>• Damaging lab resources or property</li> <li>• Mobile phones to be kept on switch-off or silence mode</li> </ul>	<ul style="list-style-type: none"> <li>• Loitering or soliciting</li> <li>• Sleeping</li> <li>• Smoking</li> <li>• Public intoxication</li> </ul>
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#### **Laboratory Working Hours**

Monday to Saturday (College Hours)	9:00 AM to 4:00 PM
After College Hours With Permission from Concern HOD	4:00 AM to 8:00 PM

#### **Purchasing of Equipment:**

- Prior to the start of the course, HOD of the department identifies the requirements according to the syllabus/curriculum.
- Listing out the different types of equipment and categorize them i.e., furniture requirement, electrical requirement, lab equipment, consumables etc. is done.
- Budgetary Quotations and demonstrations are called, and comparative statement of the prices quoted by different vendors is prepared.
- Approximate budget is estimated and get the approval from higher authorities.
- Based on the price negotiations the vendor(s) are finalized.
- Based on the terms and conditions of the Purchase Order the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab technicians.
- The bill is passed after the purchased items satisfy all requirements
- The details are entered in the lab stock register.
- The passed invoice is sent to the accounts section.
- The accounts section then sends the cheque / DD to the vendor

# CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

## Purchase Proposal Request Form

To  
Director Administration

Dept.Indent No:

Indent Date:

Departement: Computer Centre

Quotation Attached  
(YES/NO)

Type of Material
<i>Consumable</i>
<b><u>Non-Consumable</u></b>

Purchase Order Type
<i>Normal</i>
<b><u>repeat Order</u></b>

Please Tick Where ever-applicable

### Items Details of Required Items:

S.No	Complete Description of Items (Use Separate Sheets if Required)	Quantity Required	Purpose
1			
2			
3			

### Suggested Supplier

S.No	Name, Address and Contact details
1	
2	
3	
4	
5	

Approved

Indenter's Signature

Hod Signature

Name:

Date:



# **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**

## **Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing COMPUTER FACILITIES**

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This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Computer and ICT Facilities.

### **General**

The Computer Centre was established in 1999 which is a Central Facility of the College maintained under the department of CSE. The Centre is headed by senior faculty along with experienced team of Network and System Administrators and software developers.

Its objective is to provide state-of-the-art hardware, software and networking support for the growth and development of College Academics, Administration, Examinations and Research related activities. It has been the epicenter of all network and application needs of the College since its inception managing the core IT infrastructure.

The Computer laboratories are being upgraded from time to time to provide the best computational infrastructure.

### **Computer Laboratories**

- The computers are issued from the Computer Centre.
- Serial number of issued computers are entered in the register.
- A number is assigned to each computer against their serial number.
- The students duly enter the Check-in time and Check-out time.
- The computers are maintained on a regular basis.

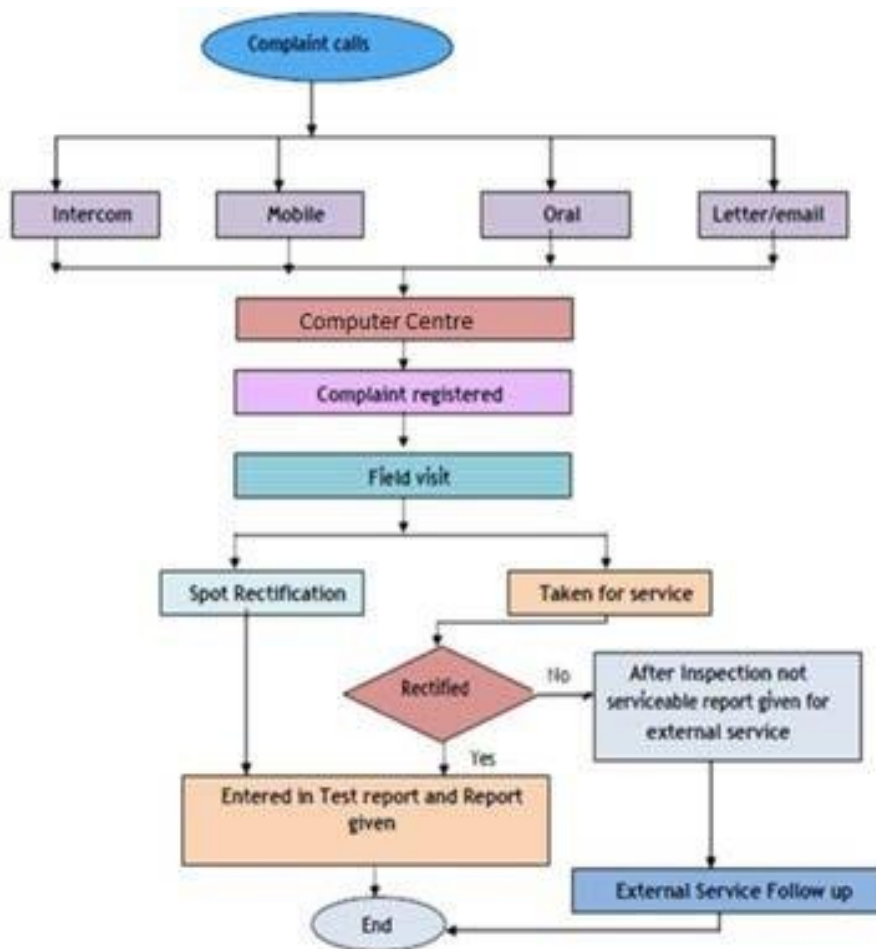
### **Maintenance of Computers (Hardware & Software) and Networking:**

The computers are maintained in the Institution by Computer Centre. This division provides the integrated IT services like smooth running of automation, up-gradation and maintenance of automation package, college website, biometric services, troubleshooting of hardware, networking equipment including internet connectivity, procurement of hardware, software.

The centre is also responsible for all ICT equipment in the college.

- Whenever there was a problem with ICT equipment or computer hardware and software the respective lab-in charge / staff submits a request through, Request form, Intercom, Oral, Mail, Message or Whatsapp, through Principal / Dean / HOD to Computer Centre.
- The networking and Hardware maintenance in charge will maintain one log book containing the repair request form. Priority is assigned to the form according to the S.No.
- As per the priority of the maintenance, the concerned hardware/networking personal will attend to the problem.

- If the problem is solved there itself the maintenance call in the maintenance register will be closed.
- If money is needed, the information will be brought to the principal to purchase the Hardware/networking products.
- If the amount is below 5,000/- that will be approved by the Principal otherwise the requisition will be sent to the management.
- The items of purchase can either be consumable or non-consumable.
- All entries for various items of purchase after they are duly entered in the Accession Register (Day Book) shall be transferred to the individual stock registers maintained at the Section/Department/Laboratory level.
- In the stock registers, a ledger shall be maintained for each item of purchase or entry. Separate pages for each item with serial number are created and entries be posted.
- An account for each item is thus maintained. An index is also maintained in the stock register.
- In cases of borrowing or lending of any tools/equipment or any other item shall clearly be stated in the separate issue register in the column remarks. This transfer shall be endorsed by the respective receiver or HODs while exit and entry.
- The obsolete items are removed from the available list and updated in the respective stock register.



### **Stock Verification Procedure:**

- It helps to keep updated records for the intactness, performance and cost appraisal purposes. It also helps to replenish consumed or defected items.
- Separate teams may be constituted to physically verify the stocks in all the sections / laboratories of each department.
- These teams will appraise for the physical presence of the item, intactness, performance etc. and make suitable recommendation or remark. During verification, the in-charges of laboratories / sections shall cooperate with the verification teams.
- Team members shall be provided necessary information of the stocks for which the physical verification is carried through.
- The individual department / section will prepare a list of laboratories & sections including names of in-charges, items of stocks both consumable & non-consumable etc. and make available copies to the verification teams.
- The team members personally visit each department / laboratory / section and physically verify the stocks as per the information or records or stock register presented by the Heads of the Departments.
- The discrepancies, lapses, physical presence of items, working condition of items, events of lending & borrowing etc. shall be recorded and a comprehensive statement to that extent shall be prepared and submitted to the Principal.
- Stocks shall be verified atleast once in a year.

### **Purchasing of Equipment:**

- Prior to the start of the course, HOD of the department identifies the requirements according to the syllabus/curriculum.
- Listing out the different types of equipment and categorize them i.e., furniture requirement, electrical requirement, lab equipment, consumables etc. is done.
- Budgetary Quotations and demonstrations are called, and comparative statement of the prices quoted by different vendors is prepared.
- Approximate budget is estimated and get the approval from higher authorities.
- Based on the price negotiations the vendor(s) are finalized.
- Based on the terms and conditions of the Purchase Order the vendor supplies and installs the equipment and necessary training is provided by the vendor to the concerned faculty and lab technicians.
- The bill is passed after the purchased items satisfy all requirements.
- The details are entered in the lab stock register and the passed invoice is sent to the accounts section.
- The accounts section then sends the cheque / DD to the vendor

### **Reports to be maintained:**

- Stock Register, Issue Register, Service Register, Bills

# CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

## Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing CENTRAL LIBRARY

### Library Rules and Regulations

#### Membership

Students, faculty members and employees of CUTM shall have the library membership. Each member is required to apply for library membership in a prescribed form available at Central Library webpage and attached with a recent passport size photograph.

#### Circulation Policy

Circulation policies and borrowing privileges for the staff members

HOD	Resource	Eligibility	Loan Period	Renewal
	Books	10	One Semester	Once if no reservation
	Back Volumes of Periodicals	5	5 days	---
	CD/DVDs	5	5 days	---
Professor	Books	8	One Semester	---
	Back Volumes of Periodicals	4	2 days	---
	CD/DVDs	4	2 days	---
Associate Professor	Books	7	One Semester	---
	Back Volumes of Periodicals	3	2 days	---
	CD/DVDs	3	2 days	---
Sr. Assistant Professor	Books	6	One Semester	
	Back Volumes of Periodicals	2	2 days	
	CD/DVDs	2	2 days	
Assistant Professor	Books	5	One Semester	
	Back Volumes of Periodicals	1	2 days	
	CD/DVDs	1	2 days	
Non-Teaching Staff	Books	4	One Semester	
	Back Volumes of Periodicals	---	---	
	CD/DVDs	---	---	

Circulation policies and borrowing privileges for the students

For Students	Resource	Quantity	Loan Period	Overdue/Fine	Renewal
(B.Tech. M.Tech. & MBA)	Books	5	14 days	Rs. 1/- per day per book	Once if no reservation
	Back Volumes of Periodicals	1	2 days	Same	---
	CD/DVDs	1	2 days	Same	---

### **Shelves Arrangement**

The technical processing of the books is done by systematic arrangement according to Dewey Decimal Classification (DDC) scheme using and an Open Access has been facilitated for consultation and selection of books.

### **New Arrivals Display**

Latest additions of books are displayed in the new arrivals shelf.

### **Reprographic Services**

Photocopying/Printing of materials available in the Central Library is provided on payment basis.

### **Loss of Books**

In the event of the book issued is lost, it should be reported to the library immediately. The borrower is required to make replacement with a new ones bearing the same title besides a fine amount of Rs. 50/-. Failure to comply with one has to pay four times of the price of the lost book.

### **Overdue Charges**

Borrowers who have failed to return the books issued to him/her on or before due date shall be required to pay the overdue charges of Rs. 1.00 per day.

### **Personal Belongings**

Users / Readers are requested to keep their personal belongings such as books and bags at the counter located at the entrance of the library at their risk.

### **Book Recommendation**

Students and faculty members can be recommended using prescribed book recommendation form available at the Central Library webpage.

### **Library Working Hours**

Monday to Saturday	8:00 AM to 08:00 PM
Circulation (Issues & Returns)	9:00 AM to 06:00 PM
Reference Section	10:00 AM to 07:00 PM
Closed on Holidays	

The above-mentioned timings of the library is subject to change from time to time which will be notified through Circulars as well as on the Notice Board.

## **Purchase of Library Books and their Filing in Shelves**

### **Approval For The Book Purchase**

1. Submission of list of books recommended by the teachers of different departments and students to the library.
2. Recommendations are checked by PA (Library) for duplicate, availability, etc.
3. Approval is taken for the recommended books by Librarian.
4. Finally, sanction is taken from the Principal of the college for purchase.

### **Order Placement and Physical Verification of Purchased Books**

5. Placing the order of books satisfying the terms and condition of the library.
6. Submission of challan by vendor along with the books.
7. Physical verification and checking of books received against the order.
8. Submission of bill by vendor to the college.

### **Processing of the Bill**

9. Accessioning of books in the accession register of Library.
10. Finally, the bill is processed and submitted to accounts section, through principal for release of payment.

### **Technical Processing**

11. Technical processing of the books including classification and cataloguing is done.
12. Physical Processing of the books including pasting of property slips, placing the barcoded tags and stamping is carried out.
13. Then the books are placed in shelves according to their classification number by the library staff.

### **Note:**

#### ***Placement of books in shelves for those books which are in circulation:***

1. Books are returned at the circulation counter.
2. From there, the books are placed in shelves according to the classification number by library staff.



## **Stock Verification of Library Books**

### **Noting the Accession Number**

1. Check card are issued to library staff for writing of accession number on them.
2. Staff note down accession number of books on check card for each book staff allotted to them.
3. While noting the accession numbers, books are physically checked and if the book is damaged/beyond repair is taken out of shelf.

### **Verifying the stock**

1. Once the work of noting down of accession numbers of books is over, all the check cards are pooled together and arranged as per accession no.
2. The accession numbers are then input into an excel file.
3. Excel file uploaded on the NewGenLib (Integrated Library Management Software)
4. A report of list of missing books is generated using NewGenLib (ILMS)

### **Re-verification of the missing books**

1. List of books are again checked with collection.
2. The final list of missing books is reported to the Principal.

### **General Rules**

- Every faculty / student entering into the library has to put thumb impression through biometric machine instead of the manual gate register, which is mandatory for check in and check out of library users.
- ID Cards for Students, Faculty and the Staff should be produced at the time of issue/return/renewal of Books etc.
- Personal books, Printed and Photocopy materials are not allowed inside the library.
- Students should get the books duly issued/returned/renewed at the Circulation Counter and collect them in person.
- Reference resources will not be issued.
- Underlining, Marking, and Tearing are strictly prohibited in the books and other library materials.
- Books issued from the library are prohibited from bringing them inside the library, unless they intend to them.
- Misconduct or indulging into unwanted things will entitle the students to forego the borrowing facility.
- Members are requested to collect the receipts for the overdue/fine paid.
- Mobile Phones are not allowed inside the Library.
- Readers should not put the consulted books back into the shelves once taken out they should leave them on the reading tables.

# CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT

## Standard Operating Procedures (SOP) and Policies for Maintaining and Utilizing SPORTS AND GAMES FACILITIES

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### Introduction

At CUTM, Sports form one of the important aspects of a student's development. From increasing concentration level and working as a team to inculcating a winning spirit; sports helps students build a strong character and well-rounded personality. Through its excellent sports facilities, CUTM offers opportunities to student for regular work-out, lifestyle management and interaction.

### Out Door Facilities:

S No.	Name of the Facility	Total Area Available in Sqm	No. of Courts/ Field	Year of Establishment
1.	Flood Light Cricket Stadium	3600	01	2011
2.	Football Field	4000	02	2012
3.	Basketball Court	540	01	2012
4.	Volleyball Court	653	02	2012
5.	Kho Kho Court	464	01	2012
6.	Throw ball Court	360	02	2008
7.	Tennikoit	300	02	2008
8.	Kabaddi	400	01	2008
9.	Cricket Nets	222	01	2012
10.	Badminton Court(Boys and Girls)	812	04	2012

### Indoor Facilities:

S No	Name of the Facility	Total Area in SQM	Quantity	Year of Establishment
1.	Badminton Court(Boys and Girls)	609	03	2016
2.	Chess(Boys and Girls)	90	20	2006
3.	Carroms(Boys and Girls)	90	27	2006
4.	Table Tennis(Boys and Girls)	90	10	2006
5.	Snooker(Boys and Girls)	150	05	2018
6.	Gymnasium(Boys)	133	01	2018
7.	Gymnasium(Girls)	104	01	2018
8.	Yoga Room	72	01	2019
9.	Student Rest Rooms	600	08	2003



### **General Guidelines for VCE Indoor Stadium**

1. No leather shoes or sandals are allowed on court
2. Sneakers with white soles are allowed on court.
3. Please keep the court clean
4. Do not drag the plastic chairs and tables
5. No eatables allowed
6. No pan, beetle, tobacco etc allowed
7. No chewing gum
8. Open the can of balls before entering the courts.

### **Sports and Games Department and Committee:**

- The main function of the Department of Physical Education is to organize Inter College Sports events among the students of constituent colleges and select the best among them for University team to represent college at Inter University tournaments.
- The department encourages students to participate actively in extra-curricular activities. The various sports and games are conducted every year in the college.
- Sports and Games Committee is constituted, and meetings are held with members on a regular basis.
- The faculty members and student coordinators are involved in selecting the students who will represent the college team in the various events, based on their performance in the college level tournaments.

### **Indoor Stadium Working Hours**

Monday to Saturday	8:00 AM to 08:00 PM	The mentioned timings are subject to change from time to time which will be notified through Circulars as well as on the Notice Board.
Sports kit (Issues & Returns)	9:00 AM to 06:00 PM	
Gymnasium	10:00 AM to 07:00 PM	
Closed on Holidays		

### **Maintenance of Sports and Games Facility**

- The sports equipment, fitness equipments, ground and various courts in both college and Hostel are supervised and maintained by the Physical Directors and Faculty members of Physical Education Department, respectively.
- Expensive equipment in the fitness gym are maintained regularly.
- Ground level maintenance is done annually during vacation in addition to the seasonal maintenance done in once in a year.
- The condemned sports equipment's are discarded after the inspection from the committee



## VARDHAMAN COLLEGE OF ENGINEERING, HYDERABAD

Autonomous institute affiliated to JNTUH

### Standard Operating Procedures (SOP) for Maintaining and Utilizing EVENT HALLS (SEMINAR HALLS AND AUDITORIA)

This document describes Standard Operating Procedures (SOP) and Policies for maintaining and utilizing Event halls like Seminar Halls, Board Rooms, Auditoriums.

#### General

VCE has a world-class air-conditioned two floored auditorium with a seating capacity of 1500 in Block-7 for a large gathering. Another auditorium with a seating capacity of 500 is available in Block-6. Acoustically designed air-conditioned seminar hall with seating capacity of 200 and audio-video facilities is available in Block-1, two Seminar halls in Block-2 and one Seminar hall in Block-5.

#### Maintenance and Utilization of Seminar Halls and Auditoria

- Seminar halls and auditoria are under the purview of the Computer Centre, Civil engineer, Electrical engineer, and the cleanliness is taken care of by the housekeeping team.
- Effective utilization of seminar halls and auditoria for organizing academic meetings, seminars, conferences, and cultural events is made.
- For accessing the facilities, the organizing faculty/staff member submits a request through, Request form, Intercom, Oral, Mail, Message or Whatsapp, through Principal / Dean / HOD.
- All event requests must include a subject that clearly defines the purpose of the meeting. The schedulers name and contact information must also be included in the body of the request.
- The date of event is registered, and the halls are accessed on priority basis. The respective event hall is reserved without impacting other, scheduled events.
- For maintaining & utilizing event hall facilities involving hall opening, closing including management of Audio-Visual aids, Computing facility, network infrastructure, desktop support, Log register entry will be provided by Computer Centre for the smooth functioning of the concerned departments.
- Use only whiteboard approved markers. Erase information on white boards if the information is no longer needed. In addition, organizers are also responsible for cleaning up after the meeting, to include any food and beverage clean up.
- The event organizers are responsible for leaving the conference room in the condition that it was found (e.g., if your group needs to set up, take down, or move tables, chairs, and other furnishings, everything must be returned to its original position).
- Organizers are responsible for handling all requests from the participants in the event. These requests include answering questions about the event room, making copies for your meeting, directing participants to the correct room, communicating, etc.



# **SOP FOR EXAMINATION UNIT**

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## 1. Introduction

CUTM Examination & Quality Assurance (EQA) Cell is headed by the Director and supported by a central team as well as campus examination cells. The campus examination cells function under Dean-Examinations, who co-ordinates between EQA and the constituent campuses for smooth functioning of examination related activities.

The EQA team consists of Director, Deputy Director, MIS manager, Evaluation manager, Evaluation assistants and support staff.

The campus team consists of Dean-Examinations, one senior faculty as a coordinator who is assisted by one faculty from each school and support staff. The prime responsibility of the campus examination cell is to conduct both internal and semester examinations in a fair and systematic manner. Campus examination cells play a pivotal role in respective campuses for administration, management and conduct of examinations and related activities.

The different activities of EQA cell and the campus examination cell is given as under:

## 2. Activities of EQA Cell

Sl. No.	Pre-Examination Activities
1	Student Basic Information (Regd. No, Name, Program Name, DOB, Aadhar, Gender etc.) imported to Examination Management System (EMS)
2	Preparation of Subject Depository for all programs
3	Student Subject Registration Data imported to EMS for all programs
4	Preparation of Examination Schedule (Internal & External) as per academic calendar
5	Ensuring answer script supply as per the student count
6	Identifying and sending communication to the question paper setters for preparation of question paper as per pattern
7	Moderation of question paper
8	Printing of question papers as per the student count for each of the campuses.
9	Sealing the printed question paper as per the examination date & campus wise in an envelope with all the details printed above it.
10	Keeping the sealed question paper in a safe custody in the strong room with CCTV surveillance.
11	Sending intimation to each of the campus examination cell for collection of Answer script & question paper.
12	Appointing Centre Superintendent for each campus along with their role & responsibility

Sl. No.	Activities During Examination
1	Examination subject registration imported to EMS.
2	Examination Schedule imported to EMS.
3	Attendance & MP record imported on daily basis to EMS once exam is over.
4	Receiving the answer scripts on daily basis through EMS.
5	Barcoding / tagging is done for the received answer scripts
6	Generation of mark foils through EMS
7	Tearing out the student data to hide the identity after barcoding / tagging & keeping answer script ready for evaluation
9	The evaluator list is prepared combining internal & external faculties and advance intimation sent
10	Third-party scrutinizing of answer script is done after evaluation

Sl. No.	Post Examination Activities
1	Internal marks received from different campuses imported to EMS.
2	External marks entered in EMS by double entry process.
3	Mismatch marks is cross checked & verified for further processing.
4	Raw result presented to Conducting Board for approval
5	Recommendation of the board is incorporated to process the final results in EMS.
6	Results are approved & published as per the academic calendar.
7	Results sent to respective campuses for publication in ERP.
8	Rechecking requests, if any, received are processed.
9	Publish the rechecking result & scan copy / photocopy of the answer script is provided to the students on request with the applicable fee
10	Answer scripts are kept in store and proper order is maintained as per the rack code assigned.

Sl. No.	Certificates and related activities
1	Processing of result records for the graduating batches
2	The basic information & photographs are processed for student verification.
3	The semester / year wise subject sequence are assigned in EMS.
4	The program wise credit requirement are set in EMS for processing grade sheets
5	Skip applications are processed and integrated before generation of grade-sheets
6	The grade sheets are generated for all eligible students in EMS once set criteria are matched.
7	The provisional certificates / degree certificates are also generated through EMS for eligible students.
8	Printing of the grade sheets and provisional certificates

9	Grade sheets are scanned & kept in system for future reference & record.
10	The degree certificates are generated & printed prior to the convocation.
11	The Gold Medal, Merit & Rank list generated through EMS.
12	Gold, Merit certificates are printed.
13	All certificates are scanned & kept in cloud for record.
14	All degree records & mark sheets are uploaded in NAD portal.
15	Student request for additional / duplicate certificates are processed.
16	Student verification as and when received are processed.
17	Result analysis are done as per the requirements.

### 3. Activities of Campus Examination Cell

Sl. No.	Activities concerning students
1	Issuing Provisional & Grade Sheet Certificate to student.
2	Both semester and EOD exam related query solved.
3	Issuing Migration Certificate to students
4	Semester report card verified and attested.
5	Photo & Aadhaar issue solved for grade sheet processing.
6	Solved Grade Updation query from Student at exam cell.
7	Issuing Re-checking & Re-checking photo copy to student.
8	Receiving EOD offline application from.
9	Receiving Skip offline application form.
10	Registering student complaint in complaint register book for quick service.
11	Announcement of Internal/Semester/EOD/Practical Backlog examination.
12	Announcement of Internal/Semester/EOD/Practical Backlog examination result/score sheet.
13	Smooth conduct of Semester and EOD examination.
14	Announcement for rechecking of the results.
15	Preparation of Admit card for Semester examination.
16	Guiding the students for CLC And Graduation certificate
17	Announcement for skip policy.

Sl. No.	Activities concerning staff & faculty members
1	Internal and external mark entry query solved.
2	Dispatching and Receiving hard copy of Lab External & Internal lab mark.
3	Attending all the examination related queries.
4	Reminder emails regarding the last day of instruction, internal and external evaluation
5	Solution for all the ERP related issues regarding marks

#### 4. Standard Operating Procedure

The standard operating procedure followed towards disbursing different activities at both EQA & campus examination cell is as under:

##### a. Semester Examination

<b>EQA cell</b>
Student Subject Registration data extracted from EMS.
Examination schedule prepared & shared to campus examination cell for notification.
Question paper request mail & guidelines sent to selected faculties for setting up question papers
Slot-wise, campus-wise printing, packing & sealing of question papers
Dispatch of answer-booklets and question papers to respective campuses
Appointment of centre superintendent and issuance of necessary instruction for conduct of examination
Examinations conducted as per schedule with quality check by EQA cell.
Answer-books received at EQA cell, integrated in EMS and prepared for evaluation
Answer-books evaluated by maintaining adequate confidentiality
Processing of result by integrating internal, external and practical marks
Presentation of raw result to the Conducting Board for approval
Publication of approved result by EQA Cell
Result related grievances addressed within 7 days of receipt of the complaint
<b>Campus Examination Cell</b>
Subject registration data download
Practical external sheet preparation
Examination alert email is given by Dean, Examinations.
Internal and External practical/project/workshop evaluation email to students and faculties
Internal and External practical/project/workshop evaluation with quality checking
Dean Examinations announces regarding the semester examination schedule to all students, schools and campuses with all the rules, regulations, criteria.
External schedule implemented in ERP
Attendance report from all the deans as per the criteria
Checking the dues status of the students as shared by Accounts department
Entry of attendance status in ERP
Entry of debarred list in ERP
Admit card preparation and download
Admit card signature sheet preparation
Dispatch of the admit card and signature sheet to the respective department
Room entry in ERP and Preparation of signature sheet
Mail to faculties and examination coordinators for collection of signature sheet and deposition of the same after evaluation within the specified time period.
Preparation of duty chart after collection of updated time table from every department /school



Duty chart shared with all the faculty
Preparation of room allotment, sitting arrangement & room numbering
Examination File Arrangement: Answer booklet, Question papers, Temporary absence form, Malpractice form
Sitting arrangement for notice board and water arrangement before the examination
Opening of the question packet received from EQA Cell in front of the Centre Superintendent
Dispatch of the examination files for the examination
Collection of Absent list and MP list at the end of the examination each day
Soft copy entry for total students registered, present, absent and MP cases
Packing data preparation
Packing of the answer booklets
Dispatch to EQA Cell
Sharing of IPR and EPR data with EQA Cell
Checking of Zero or No Internal cases
Sharing of result by Examination cell to all the students with information regarding rechecking for the offline examination

#### **b. Internal Examination**

<b>EQA Cell</b>
EQA Cell announces for the internal examination schedule as per the academic calendar
Subject registration data is shared to Dean-examination for final verification
Examination is configured in the platform by team MIS
Question paper prepared and uploaded in the platform
Instant decision / trouble shooting, for issues encountered, if any during examination
Publication of internal scoresheet
<b>Campus Examination Cell</b>
Dean Examinations announces regarding the Internal examination schedule to all students, schools and campuses with all the rules, regulations, criteria.
Subject registration data shared by Dean Examinations
Dues status shared by Dean Examinations
Conduction of online examination
Proctoring during the examination
Maintaining the record of any unfair means observed by the proctors during the examination.
Sharing the Unfair means details with Dean, Examinations
Sharing of internal scoresheet by Examination cell to all the students.

#### **c. EXAMINATION ON DEMAND (EOD)**

<b>EQA Cell</b>
The date of EOD is announced by EQA cell indicating the slots, maximum number of papers to apply, eligibility criteria and last day of registration
EOD team along with MIS manager prepares and opens the link for registration

Team EOD shares the final verified student registration data
Based on the registration data, EQA cell prepares and announces the examination schedule
Preparation of question paper as per the schedule
Slot-wise, campus-wise printing, packing & sealing of question papers
Dispatch of answer-booklets and question papers to respective campuses
Appointment of center superintendent and issuance of necessary instruction for conduct of examination
Answer-books received at EQA cell, coded, mark foil generated and handed over for evaluation
Evaluation done within seven days of the conduct of examination
Result processed and sent for approval of the Vice Chancellor
Result announced within 15 working days of the conduct of the examination
Grievances, if any addressed within seven days
<b>Campus Examination Cell</b>
Dean Examinations sends communication on EOD to all students, schools and campuses with all the rules, regulations, criteria and last date of online registration.
Examination cell shares the registration data with all the students for verification with a last date
If any grievance is there in the registered list then the student inform the same to the team EOD through email to eod@cutm.ac.in with marking a cc to exam@cutm.ac.in
After the verification date is over team EOD shares the final data with EQA Cell and examination cell.
Examination cell shares the examination schedule with all the students and announces for offline EOD registration
Conduction of External practical examination with quality checking
Checking the dues status of the students as shared by Accounts department
Sharing of Admit card link to the students after getting it from the Team EOD
Preparation of signature sheet
EPR sheet preparation
Mail to faculties and examination coordinators for collection of signature sheet and deposition of the same after evaluation within the specified time period.
Preparation of duty chart after collection of updated time table from every department /school
Duty chart shared with all the faculty
Preparation of room allotment
Preparation of sitting arrangement
Room Numbering
Examination File Arrangement: Answer booklet, Question papers, Temporary absence form, Malpractice form
Sitting arrangement for notice board and water arrangement before the examination
Opening of the question packet received from EQA Cell in front of the Centre Superintendent
Dispatch of the examination files for the examination
Collection of Absent list and MP list at the end of the examination each day
Soft copy entry for total students registered, present, absent and MP cases
Packing data preparation
Packing of the answer booklets

Dispatch to EQA Cell
Sharing of EPR data with EQA Cell
Checking of Zero or No Internal cases
Publication of result by EQA Cell
Sharing of result by Examination cell to all the students with information regarding rechecking for the offline examination

#### d. Practical Backlog Examination

<b>EQA Cell</b>
Opportunity given to students for appearing practical backlog once in a year during the summer.
Result processed and sent for the Vice Chancellors approval
Results sent to campus examination cells for notification to students
<b>Campus Examination Cell</b>
Dean-examination announces for the practical backlog examination to all students indicating the rules, regulations, criteria and last date of online / offline registration.
Preparation of the registration list of students with all the details for verification
Examination cell shares the registration data with all the students for verification with a last date
Internal and External practical/project/workshop evaluation email to students and faculties
Conduct of Internal and External practical/project/workshop evaluation with quality checking
Signature sheet preparation for both internal and external evaluation
Mail to faculties and examination coordinators for collection of signature sheet and deposition of the same after evaluation within the specified time period.
Collection of the evaluation/signature sheets
Dispatch of the evaluation/signature sheets to EQA Cell
Sharing of result by Examination cell to all the students.

#### e. Rechecking Results

<b>EQA Cell</b>
Publication of result by EQA cell indicating the time limit for applying for re-checking
Retrieving answer-books of the students, applied for rechecking after receipt of list from the campus examination cell
Masking of original marks
Re-evaluation of the answer-books by an expert other than the faculty who has actually evaluated the answer-script
Processing result and presenting the result to the grievance committee for approval
Publication of rechecking result. Xerox copies of the answer-books shared to the respective campuses as per received requests
<b>Campus Examination Cell</b>
Sharing of result by Examination cell to all the students with rechecking details.
Preparation of student list applied for rechecking
Rechecking list shared to EQA cell

Sharing of rechecking result by examination cell to the registered students
Receiving the xerox copy of rechecking answer-books from EQA cell
Communication regarding the xerox copy by examination cell to the registered students
Providing the hard copies to the students at the examination cell

#### **f. Transcripts and Certificates**

<b>EQA Cell</b>
EQA prepare the transcripts for all eligible students & intimate the same to campus exam cell for collection.
All the transcripts are scanned before issuing to the campus
Transcripts are uploaded in NAD-Digi locker portal after the Convocation each year
<b>Campus Examination Cell</b>
Authorized person from campus examination cell receives the grade-sheets & certificates.
Email sent to the concerned students regarding the availability his / her certificates in the examination cell.
The certificates are issued to the students after checking the clearance certificate
Soft copy of the certificates are provided to the concerned students if no dues is there for the students after his /her request email

### **5. Role and responsibilities**

#### **a. EQA staff members**

##### **Controller of Examination / Director (EQA)**

1. Responsible for smooth conduct of internal as well as semester examination across all constituent campuses of CUTM
2. Preparation and notifying examination schedules, arrangement for the timely issuance/provision of the examination material, instructing the supervisory staff and holding their meetings as and when required.
3. Postponement or cancellation of examination, in part or in whole, if needed for whatsoever reason, after approval of Vice Chancellor.
4. Appointments of unfair means committee with the prior approval of Vice Chancellor in relation to examination matters for carrying out investigation and convene meeting and issue notices thereof.
5. Bringing into the notice of the Vice Chancellor all cases of infringement of rules of examinations.
6. Responsible for timely publication of results
7. Maintaining over all examinations record of the students.
8. Issuance of transcripts and degrees to graduating students.
9. Ensuring and maintaining strict secrecy of all information regarding the examinations.
10. Exercising such other powers and perform such other duties as may be prescribed or assigned by the Vice Chancellor.

**Deputy Controller of Examination**

1. Preparing Subject Depository
2. Monitoring the evaluation process followed in constituent campuses & quality check.
3. Monitor the central evaluation process
4. Publication & analysis of result
5. Addressing student's grievance on results.
6. Issue of mark sheets & provisional certificates.
7. Issue of Degree certificates.
8. Keeping student record of all results and retrieving the same as and when necessary
9. PhD/ Higher Studies related work.
10. Uploading the Degree Certificates & Mark Sheets on NAD portal.
11. Supporting Director (EQA) as and when required.

**MIS Manager**

1. Subject & exam registration record compilation
2. Examination scheduling as per academic calendar.
3. Online internal exam activities
4. Internal & external mark compilation
5. Exam result processing
6. Presenting raw result to conducting board
7. Preparation of result sheet for publication
8. EMS related activities

**Examination Co Coordinator (Evaluation)**

1. Receiving answer books in EMS as per attendance sheets
2. Tagging, Barcoding & Mark Foil generation of answer sheets.
3. Co-ordinating between examiners for smooth evaluation process.
4. Facilitation of scrutinizing the evaluated answer sheets.
5. Process the re-checking requests & scan / photocopy the rechecked answer sheet as required
6. Safe keeping of all evaluated answer sheets once evaluation is over.

**Examination Assistant (Student Records)**

1. Keep record of program-wise & batch wise results published with publication date.
2. Published results- import & consolidate with batch-wise program file.
3. Program, batch & semester wise students SGPA / CGPA record.
4. Keeping record of grade-sheet & certificate issue date with hologram / certificate serial number.
5. Student wise backlog reports records.
6. Co-ordinate with campus examination for any basic information required w.r.t student.

**Examination Assistant (Finance)**

1. Question paper setter payments records
2. Answer script evaluation & scrutinizer payments
3. Examination remuneration payments
4. Reconsolidation of bank statements.
5. Maintaining of bank & cash book registers of all transactions.
6. Maintaining all the receipt vouchers & other financial documents.

**Data Entry Operators**

1. Maintaining faculty profile of internal & external faculty assigned with evaluation or question paper.
2. Question paper formatting as per standard template.
3. Upload the question paper for internal examination.
4. Preparation of question bank for future examinations.
5. Mark Entry for all examinations (Internal / external).
6. Record maintain for all types of documents received from campus examination cell.

**Office Assistant**

1. Tagging, Barcoding & Mark Foil generation of answer sheets.
2. Assisting in question paper printing & packing.
3. Assisting in printing of grade-sheets & certificates.
4. formatting & printing of documents as and when necessary
5. Maintaining scanned copy of mark-sheets & degree certificates.
6. Maintaining data of transcript & certificate verification.
7. Maintaining and safekeeping of office files.
8. Any other work assigned as per requirement

**b. Campus examination cell staff members****Dean Examination**

1. Coordination with EQA Cell.
2. Assign responsibilities to campus examination cell staff members as per requirement.
3. Overall supervision of activities and maintain confidentiality & discipline at campus examination cells.
4. Handling student related grievances / queries at campus level in co-ordination with EQA cell

**In-charge of Campus Examination Cell**

1. ERP configuration & facilitate implementation
2. Coordinate for EOD/Semester/Internal/External examinations.
3. Internal/External mark compliance & addressing the issues related to the same.
4. Assigning proctors for online examination

5. Addressing to students/staff/faculty queries / grievances in consultation with Dean-examinations.

#### **School-wise Examination Coordinator**

1. Coordinate and conduct internal / external exams as required.
2. Ensure all assigned faculty of the concerned school perform the exam duty in time.
3. Ensure the internal marks are uploaded by the faculty in ERP within the timeline.
4. Ensure all external practice/project mark foil to be collected within timeline.
5. Basic queries & rules related to exam to be addressed at department level.
6. Feedback on semester question paper.

#### **Exam Cell Assistant (Campus Level)**

1. Assisting in EOD examination/ grade upload/MIS cell coordination
2. Assisting in Semester/Internal/External Examinations.
3. Notification for Rechecking/Laboratory/Skip/Re-registration/ registration as and when needed
4. Online examination proctoring
5. Preparation of Internal/External/Laboratory Signature sheets

#### **Data Entry Operator (Campus Level)**

1. Preparation of faculty personal timetable, preparation of duty chart & faculty remuneration List
2. Maintaining the improvement/Rechecking/Laboratory registration details in excel sheets
3. Downloading subject registration data of all course.
4. Compilation of skip application.
5. Semester absent statement preparation

#### **Supporting Staff (Campus Level)**

1. Collection of question paper from EQA.
2. Submission of external answer sheet on daily basis during the Examination
3. Issue grade sheet, provisional & migration certificate.
4. Attending student queries at the reception counter.
5. Issue grade sheet, provisional & migration certificate.
6. Scan copy preparation of grade sheets, migration certificates & other certificates
7. Ensure best service to students/parents/staff/faculty/guest visiting to exam cell.
8. Maintain the semester & EOD packing data
9. Maintaining the stock & log book of examination cell

## 6. The 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 Centre Superintendent.
- The Centre 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 Centre 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, EQA 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 Centre Superintendent and should be dispatched the same day to EQA unless otherwise instructed.



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**B. External Observer**

- As per requirement one senior faculty member / reputed person will be nominated by the Director (EQA), 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 (EQA) on security of question papers and answer-books.
- He/ She shall also inform Director (EQA) 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 (EQA) 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, EQA, CUTM.

**C. Invigilators**

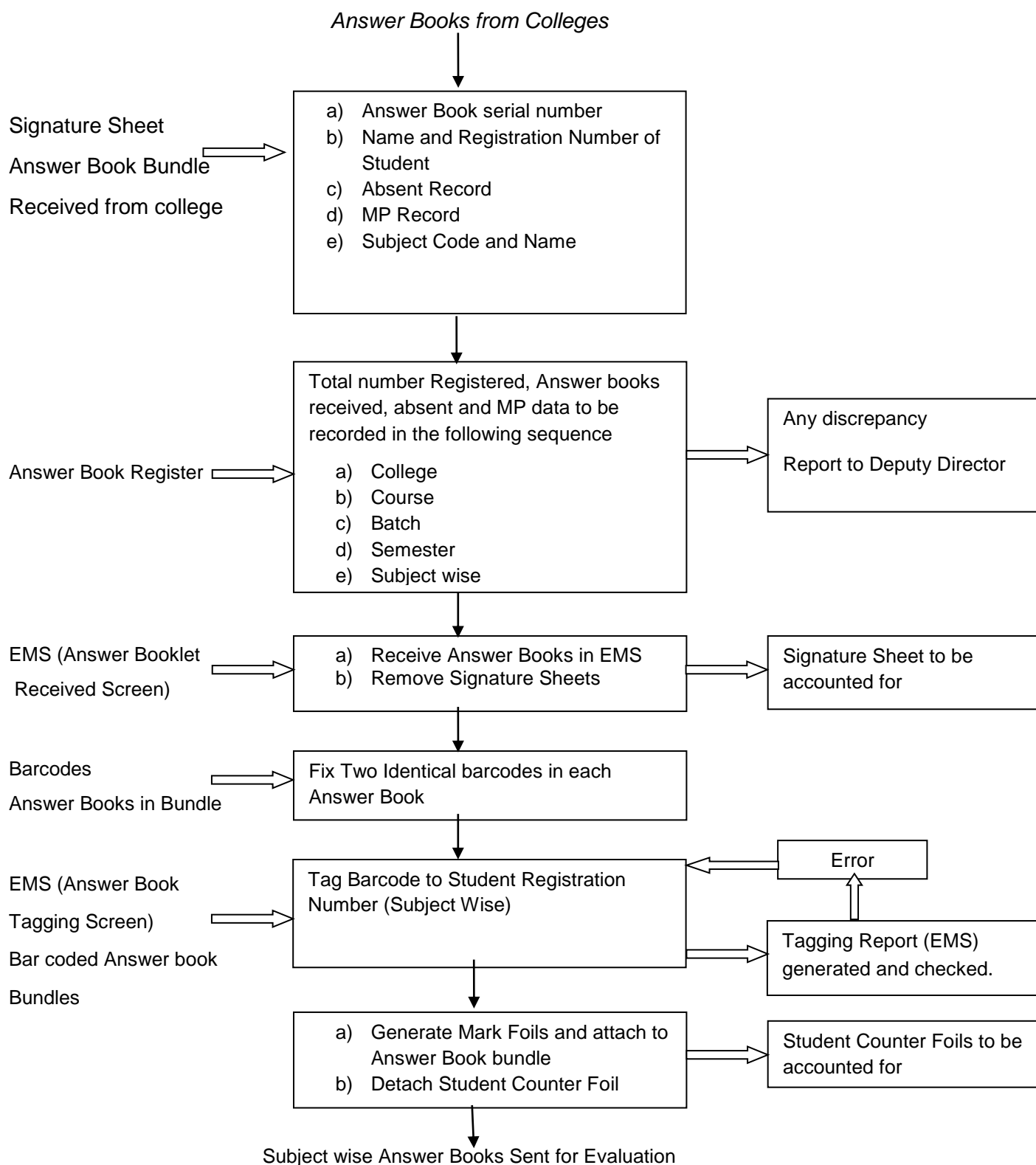
- Examination duty is compulsory. In case of emergency, alternative arrangement to be made.
- Invigilators must report at the examination section half an hour before the commencement of examination to receive the examination related materials.
- Invigilators must enter the examination hall 15 minutes 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.

## 7. Trouble shooting

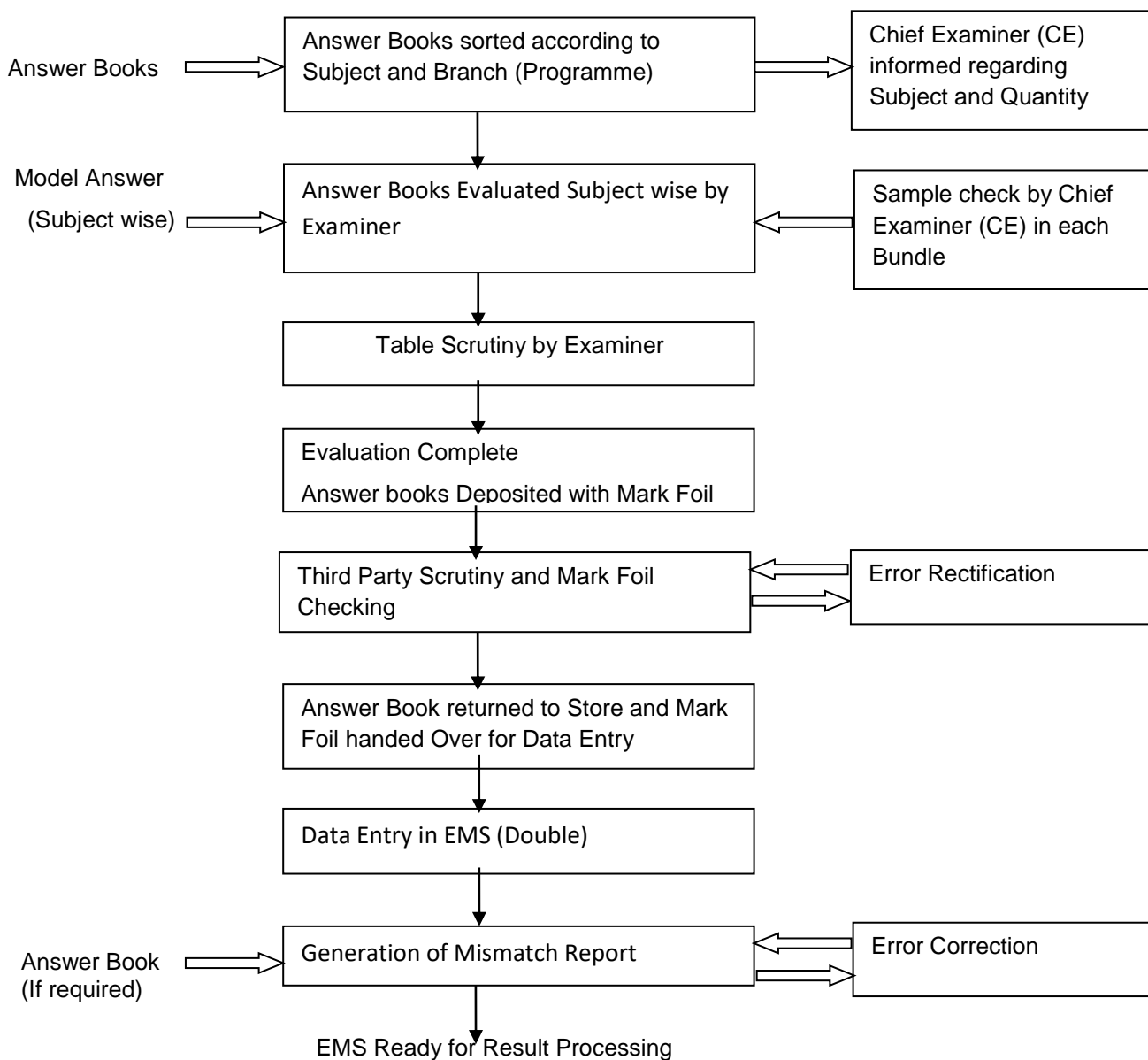
ISSUES	REDRESSAL MECHANISM
Question paper related issues (out of syllabus / less number of questions / wrong full marks / wrong time according to full mark)	Immediately report to Director (EQA) for necessary directions indicating subject code
Answer-book related issues (Improper stitching of answer booklets / Answer booklet number is missing or not clearly printed/ Page numbers are not in sequence )	Wherever possible replace with a fresh answer-book. Report back to EQA cell for necessary documentation
Answer-book pages are missing from the middle	An additional copy may to given to the student, if he/she has already written. If the student would not have started, then new book to be issues by discarding the previous one. Report of the same to be sent to EQA cell.
First page is printed twice	Only fill-up the front page and invigilator to put a big cross mark indicating additional page
Publication of wrong grades	A written communication to be sent to EQA cell indicating the nature of complaint, student registration number and subject code
Transcript related issues (Printing of incorrect name / registration number)	Verification of the same in ERP and necessary correction to be carried out in ERP if needed. A written communication to be sent to EQA cell indicating the nature of complaint, student registration number and subject code with the applicable fee. If error from EQA cell, same will be corrected free of cost
Mismatch of photo in the transcript	To report back to EQA cell for necessary correction along with the previously issued original transcript.
Mismatch of Aadhaar card number in the transcript	To report back to EQA cell for necessary correction along with the previously issued original transcript.

### **ANSWER BOOK PREPARATION FLOW CHART**



## EVALUATION PROCESS

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



# SOPS FOR ADMISSION SYSTEM



**CENTURION**  
**UNIVERSITY**  
*Shaping Lives...*  
*Empowering Communities!*

## **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ODISHA**

OFFICE: AT/PO: R.SITAPUR, VIA: UPPALADA PARLAKHEMUNDI,  
GAJAPATI – 761211, ODISHA (INDIA)

This handbook contains information that is applicable to all students seeking admission in Centurion University. It is a compilation of the admission procedure, sample application form and the required information related to the same.

- General information about Centurion University and the Course offered.
- Eligibility Criteria for Admission
- Details of the application procedure and Entrance Examination
- Admission Processes / Procedures.

## 1. THE UNIVERSITY

The CENTURION UNIVERSITY was established vide The Centurion University of Technology and Management, Odisha, Act 4, 2010. It was declared as a State Private University by an act of the Odisha Legislative Assembly. It is duly approved by AICTE being a Multi-Sector State Private University it has advantage of

- Developing its contemporary course curriculum as per changing education and industry trends and demands.
- Timely examination and result publication
- Timely session completion

The University provides best of Engineering and Management education through well-known faculty members as well as provides its students with an ideal University experience. The Fully residential campus of Centurion has best of world class infrastructure fully connected with Wi-Fi facility. The other facilities extended include:

- Classrooms with modern amenities
- Fully equipped laboratories
- Production-cum-Training Centre with state-of-the-art technology and machines in partnership with NSDC, New Delhi.

Centurion University comprises of a network of educational institutions in Odisha that currently includes **School of Engineering & Technology, School of Paramedics and Allied Health Science, M.S. Swaminathan School of Agricultural Sciences, School of Basic Sciences, School of Management, School of Media and Communication, School of Vocational Education & Training & School of Pharmacy & Life Science**. The University also undertakes social, environmental and entrepreneurship development initiatives as a responsibility towards the community.

Today, the Centurion University has four campuses at Paralakhemundi, Bhubaneswar, Bolangir, and Rayagada offering B. Tech., M.Tech, MBA, Applied B.Sc /M.Sc., B.Sc (Agriculture), M.Sc Agriculture, Diploma, Bachelor and Masters in Paramedics and Allied health science ,Bachelor in Media & Communication, +2 Science, ITI, Primary and Secondary Education in addition to Skill and Vocational Training and Social Entrepreneurship initiatives.





Spread over an area of 140 acres, the campus at Paralakhemundi is strategically located at R.Sitapur village, about 5 kms from the District Head Quarters, Paralakhemundi. The campus has been designed keeping in mind the serene atmosphere and modern amenities required for higher studies.

The Campus at Bhubaneswar, spread across 40 acres, is located within the Bhubaneswar Development Authority (BDA) area. It provides modern amenities for a wholesome education experience and a comfortable life on campus.

The institution provides the highest quality of engineering and management education with residential accommodation for students, faculty and staff and their families.

## 2. COURSES OFFERED:

Centurion University offers the following courses at different campuses in the state of Odisha. The list of the programmes is mentioned below:

CAMPUS	COURSE	SPECIALIZATION
<b>School of Engineering &amp; Technology</b>  <b>(Paralakhemundi &amp; Bhubaneswar)</b>	<b>B.Tech (4 years)</b> <b>B.Tech –Lateral Entry (3 years)</b>	<ul style="list-style-type: none"> <li>• Electronics &amp; Communication Engineering</li> <li>• Electrical &amp; Electronics Engineering</li> <li>• Computer Science &amp; Engineering / IT</li> <li>• Mining Engineering (at BBSR Campus)</li> <li>• Mechanical Engineering</li> <li>• Civil Engineering</li> <li>• Chemical Engineering (at PKD Campus)</li> <li>• Agriculture Engineering (PKD)</li> <li>• Dairy Technology (PKD)</li> <li>• Phytopharmaceuticals (PKD)</li> <li>• Aerospace (BBSR)</li> <li>• Biotechnology (BBSR)</li> </ul>
	<b>M.Tech (2 years)</b>	<ol style="list-style-type: none"> <li>1. Communication System</li> <li>2. VLSI Design</li> <li>3. Power System &amp; Control Engineering</li> <li>4. Computer Science Engineering</li> <li>5. Design &amp; Manufacturing Engineering</li> <li>6. Thermal Engineering</li> <li>7. Structural Engineering</li> </ol>
<b>M.S. Swaminathan School of Agriculture Science</b> <b>(Paralakhemundi)</b>	<b>B.Tech, Agriculture (4 years)</b> <b>B.Sc, Agriculture (4 years)</b> <b>M.Sc – Agriculture( 2 Years)</b>	
<b>School of Basic Sciences</b> <b>Bhubaneswar &amp;</b>	<b>B.Sc with Integrated M.Sc (5 years)</b>	<ul style="list-style-type: none"> <li>• Applied Physics</li> <li>• Applied Chemistry</li> <li>• Applied Mathematics</li> <li>• Information Technology</li> </ul>



Paralakhemundi		<ul style="list-style-type: none"> <li>Automobiles (BBSR Campus)</li> <li>Electronics (PKD Campus)</li> <li>Instrumentation (PKD Campus) <ul style="list-style-type: none"> <li>Botany</li> <li>Zoology</li> <li>IT</li> </ul> </li> </ul>
School of Management (Bhubaneswar & Paralakhemundi)	<b>MBA (2 years) - Bhubaneswar</b>  <b>RUDM (2 years) - Paralakhemundi</b>  <b>Agri Business Management -2 Years</b>	<b>Functional Specialization: MBA</b> * Marketing * Finance * HR  <b>Functional Specialization: RUDM</b> *NGO Management *Agri-Business Management *CSR Management
School of Media & Communication (Bhubaneswar & Paralakhemundi)	B.SC- Animation & Multimedia -3 Years	
School of Vocational Education & Training (Bhubaneswar & Paralakhemundi)	Diploma in Engineering & Certificate Courses:  I.T.I  Skill Development Training	Automobile Civil Electrical Mechanical I.T. CSE
School of Paramedics & Allied Health Science- Bhubaneswar	B.SC- 3 Years M.Sc- 2 Years Diploma – 1 & 2 Years Certificate- 6 Months & 1 Year	<ul style="list-style-type: none"> <li>Medical Radiation Technology</li> <li>Optometry</li> <li>Medical Lab Technology</li> <li>Emergency Medicine Technology</li> <li>Clinical Microbiology</li> <li>Physiotherapy</li> <li>Operation Theatre Technology</li> <li>Anaesthesia</li> </ul>
School of Pharmacy & Life Science (BBSR)	B-Pharm D-Pharm	
Bhubaneswar & Paralakhemundi	Ph. D (Doctoral)	Engineering Branches, Management and Humanities

### 3. ELIGIBILITY CRITERIA FOR ADMISSION:



<b>Eligibility Criteria for various programs of the University</b>	
<b>Programme Name</b>	<b>Eligibility</b>
<i>BTech (Mech, EEE, ECE, Civil, CSE, Aerospace, Mining)</i>	<i>10+2 (Physics, Chemistry, Maths) 50% and 5% relaxation for reserved category</i>
<i>BTech (Ag, Dairy Tech. and Phyto pharma)</i>	<i>10+2 (Physics, Chemistry, Maths/Biology) 50% at plus 2</i>
<i>B.Sc. Allied Health</i>	<i>10+2 (Physics, Chemistry, Maths/Biology) 50% at plus 2</i>
<i>Diploma Allied Health</i>	<i>10+2 in Science (For Diploma seats under NIOS +2 from any stream)</i>
<i>Certificate courses in Allied Health (2yrs/1yrs courses)</i>	<i>10+2 in Science</i>
<i>Certified in Allied Health (6 months courses)</i>	<i>10th Standard</i>
<i>M.Sc. Allied Health</i>	<i>B.Sc. with Biology or any Life Science</i>
<i>B.Sc.</i>	<i>10+2 (Physics, Chemistry, Maths/Biology)</i>
<i>B.Sc. IT</i>	<i>10+2 (Physics, Chemistry, Maths)</i>
<i>MSc (Physics, Chemistry, Maths)</i>	<i>BSc in respective disciplines (pass)</i>
<i>MSc (Zoology and Botany)</i>	<i>BSc in Zoology, Botany or Life Sciences (pass)</i>
<i>MSc Microbiology/ MLT</i>	<i>(BSc in Life Science, BSc in Biology, BAMS, BHMS, Biotechnology, BPharma)</i>
<i>MBA</i>	<i>Graduation in any discipline (+Entrance exam)</i>
<i>B. Pharm</i>	<i>10+2 (Physics, Chemistry, Maths/ Biology) 45%</i>
<i>BSc Ag</i>	<i>10+2 (Physics, Chemistry, Biology) – 60% from Odisha Board/CBSE/ICSE/Other board, 80% for AP Board</i>
<i>BScFS</i>	<i>10+2 (Physics, Chemistry, Biology) 50%</i>
<i>BBA, BCom and BA</i>	<i>10+2</i>
<i>MA</i>	<i>Graduation in any discipline</i>
<i>Diploma Pharma</i>	<i>10+2 (Physics, Chemistry, Maths/Biology/BioScience)</i>
<i>Diploma Engg</i>	<i>10th Pass (35%) and 12th (Physics, Chemistry, Maths) Pass is eligible for lateral entry</i>
<i>M.SC-AG</i>	<i>B.Sc AG or Equivalent Degree with 50% Marks</i>
<b>And Centurion University Entrance Exam (CUEE) Score</b>	

#### **4. SELECTION THROUGH ENTRANCE (CUEE)**

There will be a COMMON ENTRANCE EXAMINATION for selection of the candidates for admission into all programs offered by CUTM.

Centurion University Entrance Examination (CUEE), a National Level Entrance Test is conducted every year by university to select meritorious students for its all programs from different parts of the country. This entrance is specially designed to provide an opportunity to all the aspirants intending to take admissions in the constituent campuses located at Paralakhemundi & Bhubaneswar.

We were conducting CUEE in both Offline and Online mode till the 2019, due to the current pandemic which the entire world is going through, we are now conducting our CUEE examination fully online in an auto proctored environment.

#### **5. APPLICATION PROCESS**

To apply for CUEE, candidates are required to fill up application forms either on line or off line.

##### **5.1 Online Application**

Candidates opting for online application are required to visit to the CUEE website [www.cuee.cutm.ac.in](http://www.cuee.cutm.ac.in) and follow the instructions giving there to fill up the online application form.

The application form and Information Brochure fee for all candidates is Rs. 600/- . The fee can be paid in the shape of Demand Draft drawn in favor of CSREM TRUST, Payable at Bhubaneswar or Via Online Payment mode.

##### **5.2 Offline Application**

Application forms are available on cash payment in the designated Bank Branches in the state of Odisha, Jharkhand and Bihar & Bengal. Besides this, the same is also available on DD/Cash payment at Centurion University Campuses at Paralakhemundi campus, Jatni Campus .

Application form can be downloaded from Centurion University website ([www.cutm.ac.in](http://www.cutm.ac.in)).

#### **6. INSTRUCTIONS FOR FILLING UP APPLICATION FORM**

Candidate seeking admission is required to send his/her application in the prescribed forms available either online or offline. Use A4 envelope for submission of application form to CUTM. The candidate, before filling-in the form, shall satisfy his/her eligibility to appear in the examination. The candidate is required to go through the Information Brochure carefully and acquaint himself/herself with all requirements with regard to the filling-up the Application Form.

- Application Form should be filled-up in English only.
- The candidate shall fill-up the Application Form in his/her own handwriting in BLOCK LETTERS written neatly and legibly with ball-point pen within the prescribed boxes.

- Overwriting, cuttings, erasing in the application forms may lead to rejection of form.
- Any error, arising on this account shall be the responsibility of the candidates.
- The candidate is required to put tick marks in the appropriate the circles for code number in the application form correctly. In case the code number is marked wrongly in the application form, a new application has to be submitted. Request for rectification will not be entertained.
- The candidates should write his/her complete postal address in the application form, admit card and attendance sheet and acknowledgement card enclosed. Pin-code should invariably be given in the space provided for.
- It will be the responsibility of the candidate to ensure that he/she fills in his/her correct address in the application form.
- Please note down the Application Number for future reference

## 7. ISSUE OF ADMIT CARD

The Admit Card for CUEE will be sent by post/Online to the mailing address of the candidates. It is, therefore, important that postal address with Pin Code /email address in the application form be clearly and correctly written. The University will not be responsible if Admit Card fails to reach the candidate in time because of postal delay or incorrect mailing address. In case, the Admit Card is not received 7 days before the commencement of entrance test, a candidate can contact to the Admission Office for issue of duplicate Admit Card. Duplicate Admit Card may also be issued on request to the candidate with an application along with a photograph at the Examination Centre.

The candidate must keep the Admit Card till the completion of the admission process. The admit card can also be downloaded from the admission website ([www.cutm.ac.in](http://www.cutm.ac.in)) by entering his/her the roll no.

## 8. ENTRANCE EXAMINATION PROCEDURE:

The Entrance Examination for **B.Tech Regular /B.Sc AG/M.Sc AG & Others** students will be an objective test for 180 marks in 3 hours duration and the medium of Examination will be in English. The Subjects of examination and marks distribution are indicated below:

B.Tech (Regular)	
<u>Subjects</u>	<u>Marks</u>
English	30
Physics	50
Chemistry	50
Mathematics	50
<b>Total</b>	<b>180</b>

The Entrance Examination for **B.Tech Lateral Entry** students will be an objective test for 180 marks in 3 hours duration and the medium of Examination will be in English. The Subjects of examination and marks distribution are indicated below:

<b>B.Tech (LATERAL ENTRY)</b>	
<b><u>Subjects</u></b>	<b><u>Marks</u></b>
<b>Basic Electrical Engineering</b>	<b>60</b>
<b>Mathematics</b>	<b>60</b>
<b>Mechanics</b>	<b>60</b>
<b>Total</b>	<b>180</b>

The Entrance Examination for **B.Sc Agriculture /M.Sc Agriculture** students will be an objective test for 180 marks in 3 hours duration and the medium of Examination will be in English. The Subjects of examination and marks distribution are indicated below:

<b>B.Sc (Agriculture)/M.Sc.Agriculture</b>	
<b><u>Subjects</u></b>	<b><u>Marks</u></b>
<b>English</b>	<b>30</b>
<b>Physics</b>	<b>50</b>
<b>Chemistry</b>	<b>50</b>
<b>Biology</b>	<b>50</b>
<b>Total</b>	<b>180</b>

#### **10. EXAMINATION RULES:**

- Candidates must log in at least half an hour before the start of the examination.
- After completion of the test the candidate needs to submit the test online. Test once submitted is final and can't be modified.
- These online tests conducted through Auto Proctored mode with highest level of security.

#### **11. ANSWERING QUESTIONS:**

The exams will be having MCQ questions. Students need to answer online the right answer.

#### **13. UNFAIR MEANS:**

Candidates shall maintain perfect silence and attend to their Questions only. Any conversation or gesticulation or disturbance in the Examination Hall shall be deemed as misbehavior. If a candidate is found using unfair means or impersonating, his/her candidature shall be cancelled and he/she will be debarred from the Examination.

#### **14. NON-ATTENDANCE**

For those unable to appear in Entrance Examination on scheduled date of Examination for any reason, no re-examination shall be held under any circumstance.

## **15. EVALUATION AND DECLARATION OF RESULTS**

Results of Centurion University will be declared on the basis of marks secured by the candidate in Entrance Examination, separate Merit lists will be prepared for B.Tech. B.Tech.(Lateral) B.Sc AG, M.Sc AG and other programs . Result will be published through website.

The candidates can see their result by giving their application number/roll number. Rank Card indicating the Rank in Entrance Examination, shall be sent to the qualified candidates. Candidates can download the rank card from the website.

As per the availability of seats in different courses, cut-off Rank for counselling will be notified. Candidates, having rank above cut-off rank, shall be called for counselling.

## **16. COUNSELING, SEAT ALLOCATION, DOCUMENT VERIFICATION AND ADMISSION**

Counselling and seat allocation will be purely on merit basis i.e. based on the performance in the Entrance Examination. Counselling Schedule will be published in the Centurion University Website on the day of declaration of result itself. Candidates have to attend the counselling as per the schedule. Counselling will be stopped as soon as all the seats reserved for the Centurion University are filled up.

Verification of documents would be done at the time of counselling / admission. So as to verify records on identification, age, qualifying examination and category of candidates. On failing to establish correctness in any of the documents, the candidates will not be considered for admission. Candidates, called for Counselling must bring all Original Documents and requisite counselling fees as per the list mentioned below.

## **17. ORIGINAL DOCUMENTS TO BE BROUGHT ON THE DAY OF THE COUNSELING:**

1. Admit Card
2. Rank Card
3. Original Birth Certificate / 10th Certificate.
4. 10+2 Certificate.
5. 10+2 Mark sheet and 10th mark sheet.
6. Diploma Certificate (For Lateral Entry or Diploma Candidates).
7. Diploma Mark Sheet (For Lateral Entry of Diploma Candidates).
8. +3 Certificates (For MBA and B.Sc. Lateral Entry).
9. +3 Mark Sheet and +2 Mark sheet (For MCA and B.Sc. Lateral entry).
10. School / College Leaving Certificate.
11. Residential Certificate.
12. Relevant SC / ST/OBC Certificate.





13. Relevant Certificate of Defense / Paramilitary Services of Candidate's Parent / Spouse.
14. Any other relevant certificate as mentioned in this Brochure.

#### 18. RESERVATION OF SEATS:

Centurion University test, AIEEE and other state entrance tests:

The Centurion University will take the admission as per the Quota Seats distributed among different categories of candidates as follows. Separate Merit list will be prepared for each Category.

1. 30% of seats reserved for students appearing JEE Mains as well as other State entrance examinations
2. 10% seats are reserved for wards of Central Reserve Police Force (CRPF) personnel
3. 10% seats are reserved for wards of Indian NAVY personnel
4. Reservation of seats for Foreign Nationals / PIO / Children of Indian Workers in gulf Countries as per the AICTE norms.
5. 50% of seats and vacancy in above categories will be filled through Centurion University Entrance Examination (CUEE) test.
6. All statutory reservation of seats for SC/ST and other categories will be as per the applicable rules at the time of admission.

#### 19. VARIOUS SCHOLARSHIPS HEAD AVAILED BY THE STUDENTS OF CENTURION UNIVERSITY

- Merit cum means **E-Medhabruti** Scholarship Department of Higher Education (DHE) Odisha.
- **PRERANA** Post Matric scholarship for SC / ST / OBC & SEBC District welfare Office Odisha.
- Minority scholarship from District welfare Office Odisha.
- **Vikash** Educational (LBW)
- **Sophia** Merit scholarship
- **Jindal** Foundation Scholarship (Sitaram Jindal)
- **Times of India** Scholarship
- **Ministry of Human Development** (DHE) New Delhi
- **Bihar Welfare** (Post-Matric) SC,ST, OBC & Minority
- **Indian Oil** Scholarship
- **BEML** Scholarship (SC & ST)
- **FAEA** Scholarship (SC & ST)
- **Bihar Welfare** (Technical Stipend)
- **E-KALYAN** Scholarship offered by Jharkhand State Welfare Department



- Departmental / Official scholarship from **East Coast Railway / CRPF / Central Schools / SBI / Coal India / Daitari Mines / OMC** / for their wards those who are studying Engineering / MBA.

**20. LEGAL JURISDICTION:**

All disputes pertaining to the conduct of Centurion University Entrance shall fall within the jurisdiction of Odisha only. If any person or officer engages himself/herself in act(s) that would result in the leakage of the question paper(s) or attempt to use or help in the use of unfair means in this Examination, he/she shall be liable to prosecution under the Indian Penal Code.

**21. CALENDAR OF EVENTS:**

***Calendar of Events for School of Engineering (B.Tech/ M.Tech/B.Sc Ag/M.SC AG/Others.) Admissions***

1.	Sale of Information Bulletins at Notified Bank / Directly from Centurion University Offices for Entrance Test	1 <sup>st</sup> week of November
2.	Last date of availability of the Application Form	Lat week May
3.	Last date for receipt of Application Form	Lat week May
4.	Admit Card on Website	1 <sup>st</sup> week June
5.	Date and Time of Entrance Examination	Month of June
6.	Tentative date for declaration of result	June
7.	Tentative date of counselling for Admission	June /July
8.	Tentative date for commencement of session	2 <sup>nd</sup> week of August



# The Orissa Gazette



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 1355 CUTTACK, FRIDAY, AUGUST 27, 2010 / BHADRA 5, 1932

LAW DEPARTMENT

NOTIFICATION

The 27th August, 2010

No.9609 / I-Legis.-21/2010—The following Act of the Orissa Legislative Assembly having been assented to by the Governor on the 25th August, 2010 is hereby published for general information.

ORISSA ACT 4 OF 2010

## THE CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT, ORISSA ACT, 2010

AN ACT TO ESTABLISH AND INCORPORATE A SELF-FINANCED PRIVATE  
UNIVERSITY IN THE STATE FOR PROVIDING HIGH QUALITY  
EDUCATION AND TO REGULATE ITS FUNCTION AND  
FOR MATTERS CONNECTED THEREWITH OR  
INCIDENTAL THERETO.

# The Orissa Gazette



EXTRAORDINARY  
PUBLISHED BY AUTHORITY

No. 338, CUTTACK, FRIDAY, FEBRUARY 11, 2011 / MEGHA 22, 1932

DEPARTMENT OF HIGHER EDUCATION

NOTIFICATION

The 11th February, 2011

No. 4868-I(B)-HE/UM-20/2010/HE—In partial modification of the Notification No. 37484-I(B)-HE-UM-25/2010/HE dated the 23rd December, 2010 of Higher Education Department and in exercise of the powers conferred by Sub-section (1) of Section 6 of the Centurion University of Technology and Management, Orissa Act, 2010 (Orissa Act 4 of 2010), the State Government do hereby establish a University to be known as Centurion University of Technology and Management, Orissa with its location at Rasur Village of Paralakhemundi in the district of Gajapati. The existing programmes and courses running in its constituent campus at Paralakhemundi and Bhubaneswar of the sponsoring body complying with norms of statutory / regulatory authorities, will be integrated into respective schools of CUTM as the constituent units of the University as specified in Clause 8 (e) of the Act.

Order : Ordered that this Notification shall be published, in an extraordinary issue of the Orissa Gazette.

By Order of the Governor

C. S. KUMAR

Commissioner-cum-Secretary to Government



## AICTE APPROVAL



F. No. Eastern/1-1403150728/2013/EOA

To,  
The Commissioner cum Secretary,  
Deptt. Of Higher & Technical Education,  
Govt. of Orissa, Orissa Sectt.  
Bhubaneswar- 751001

Sub: Extension of approval for the academic year 2014-15

Ref: Application of the Institution for Extension of approval for the academic year 2014-15

Sir/Madam,

In terms of the provisions under the All India Council for Technical Education (Grant of Approvals for Technical Institutions), procedures and conditions prescribed by the Council from time to time, I am directed to convey the approval of

Regional Office	Eastern	Application Id	1-1403150728
		Permanent Id	1-4590381
Name of the Institute	CENTURION INSTITUTE OF TECHNOLOGY	Institute Address	RAMCHANDRAPUR. JATNI. KHURDA ORISSA, JATNI, KHORDHA, Orissa, 752050
Name of the Society/Trust	CSREM	Society/Trust Address	HIG - 5, BDA DUPLEX, PHASE -1, POKHARIPUT, BHUBANESWAR, KHORDHA, Orissa, 751020
Institute Type	University Managed		

Regional Office	Eastern	Application Id	1-1405076402
		Permanent Id	1-3111461
Name of the Institute	JAGANNATH INSTITUTE FOR TECHNOLOGY AND MANAGEMENT	Institute Address	AT: R. SITAPUR, VIA: UPPALADA, PARALAKHEMUNDI DIST: GAJAPATI (ORISSA) - 761 211, PARALAKHEMUNDI, GAJAPATI, Orissa, 761211
Name of the Society/Trust	JAGANNATH INSTITUTE FOR TECHNOLOGY AND MANAGEMENT	Society/Trust Address	AT: R. SITAPUR, VIA: UPPALADA, DISTRICT: GAJAPATI, ORISSA - 761 211, R. SITAPUR, GAJAPATI, Orissa, 761211
Institute Type	University Managed		

## Annexure - II

All India Council for Technical Education  
(A Statutory body under Ministry of HRD, Govt. of India)

7th Floor, Chandralok Building, Janpath, New Delhi- 110 001  
PHONE: 23724151/52/53/55/56/67 FAX- 011-23724163 www.aicte-india.org

## UGC NOTIFIED

The screenshot shows the UGC website with the following details:

- University Name:** Centurion University of Technology and Management
- Date of the Gazette Notification:** 27-08-2010
- Date of Inspection:** 29-30th September, 2011
- Status of the University with regard to inspection by UGC:** Inspection report can be seen at Annexure

The website also features a sidebar with various categories of universities and colleges, including Institutes of National Importance, Central Universities, State Universities List, Visiting Committee Reports, Deemed Universities, Private Universities, Universities (UPE), Centres (CPEPA), Fake Universities, Colleges Under Section 2(f) & 12(B), Autonomous Colleges, Colleges With Potential for Excellence, Academic Staff Colleges, and Basic Scientific Research.





**CHECK LIST**

**LIST OF DOCUMENTS REQUIRED FOR VERIFICATION**

(Please arrange original and photocopy of the documents in the order mentioned below)

Sl. No.	Check	Documents	Remarks
1.		Demand Draft / Cash -Receipt No..... Date:.....	
2.		Rank Card/Admit Card (CUEE/OJEE/AIEEE ) for B.Tech CAT/XAT/CMAT/MAT for MBA & GATE/PGET for M.Tech	
3.		Original H.S.C. Certificate showing the Date of Birth along with Mark Sheet.	
4.		Original +2 Pass Certificate (for Engineering & B.Sc Program) or final Diploma Pass Certificate (for Lateral Entry) or +2 & +3 Pass Certificate (for MBA& B. Sc Lateral Entry).	
5.		Original +2 Mark Sheet (for Engineering) or Diploma Mark Sheet (for lateral Entry) or +2 Mark Sheet and +3 Mark Sheet (for MBA & B. Sc Lateral Entry, B.Tech Marksheet and Certificate for M.Tech ).	
6.		Original College Leaving Certificate & Conduct Certificate	
7.		Original Permanent Resident Certificate (As per Annexure – II) or (Photocopy of Land Passbook / Photocopy of any other certificate issued by Government of Orissa relation to Permanent Residence / Nativity)	
8.		Original SC / ST Certificate by Birth (As per Annexure – III)	
9.		Original Migration Certificate for outside of State Students	
10.		8 No.s of Recent Passport Size Colour Photograph	
11.		Original Medical Fitness Certificate.	
12.		Original Blood Group Certificate	
13.		Other Documents if any a. b. c.	

**Signature of the Verifying Officer**

**Signature of the Candidate**



**Annexure - VII**

**PERMANENT RESIDENT CERTIFICATE FOR CUTM ADMISSION**

Office of the .....

Miscellaneous Certificate Case No. .... of 2014.

This is certify that Shri /Smt / Miss .....

Son/Daughter/ Wife of Mr. ....

is a native of the district of ..... in the state of Odisha and he/she

belong to P.S ..... Tahasil .....

The certificate is being granted only for the purpose of admission to CUTM, Odisha.

**Full Signature of the Applicant**

**Signature of Revenue Officer**

**Date :**

Round Seal of the Office

Designation (with Seal of Office)

Note: 1. Revenue Officer means the Chief Officer in charge of Revenue Administrative in the District, Sub-Division or Tahasil and includes an Additional District agistrate and Additional Tahasildar.

2. No part of the form should be mutilated in any manner. In case of mutilation the certificate is liable to be rejected.

**SC/ST CERTIFICATE BY BIRTH FOR CUTM ADMISSION**

**Annexure - VIII**

This is to certify that Sri/Smt/Miss .....

Son/Daughter/Wife of Mr .....

of Village/Town ..... P.S ..... Tahasil ..... in

the District of ..... of the State of Odisha belongs to the .....

Caste/Tribe which is recognized as Scheduled Caste/Tribe under Constitution (Scheduled Castes) order 1950/the Constitution (Scheduled Tribes) Order, 1950 as amended by the Scheduled Castes and Scheduled Tribes (Amendment) Order Act 1976.

The place of birth of Sri /Smt/Miss .....

is Village/Town..... P.S ..... Tahasil ..... in

the district of ..... of the State of Odisha.

**Full Signature of the Applicant**

**Signature**

Designation with Seal of Office

Date :

Round Seal of Office

**Note :** This certificate should be issued by the Tahasildar of the place of residence of parent in Odisha. No part of the form should be mutilated in any manner. In case of mutilation the Certificate is liable to be rejected.



**Annexure - IX**

**CERTIFICATE FROM THE HEAD OF THE INSTITUTION LAST ATTENDED**

a. Certified that .....

(Name of the candidate in full) Son / Daughter of .....

(Name of the Father in full) Born on ..... has passed .....

In the year ..... as per the record of this Institute.

b. Certified that the recent passport size photograph pasted on this page is attested by me.

Seal of the Institution

Signature of the Head of  
The Institution with seal

Issue / Reference No. ....

Name: .....

Date: .....

Designation: .....





## SAMPLE APPLICATION FORM



Centurion  
UNIVERSITY

Form No. \_\_\_\_\_

### **CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT**

**SCHOOL OF BASIC SCIENCE**

**(B. Sc / M. Sc. 5 Years Integrated)**

Please affix  
your recent  
passport size  
photograph here

#### CAMPUS

<input type="checkbox"/> BHUBANESWAR -	IT	<input type="checkbox"/> Physics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Math	<input type="checkbox"/>
<input type="checkbox"/> PARALAKHEMUNDI -	Agriculture	<input type="checkbox"/> Physics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Math	<input type="checkbox"/>
<input type="checkbox"/> BOLANGIR -	Physics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Math	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> RAYAGADA -	Physics	<input type="checkbox"/> Chemistry	<input type="checkbox"/> Math	<input type="checkbox"/>	<input type="checkbox"/>

#### SUBJECT APPLIED

Applicant's Name

(as per HSC certificate) : \_\_\_\_\_

Father's / Guardian's Name: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Father's/Guardian's Occupation: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

E-mail ID: \_\_\_\_\_

#### **CORRESPONDENCE ADDRESS:**

PIN :
STD :
Cell :

#### **PERMANENT ADDRESS:**

PIN :
STD :
Cell :



Sex (Put ✓mark): ☐ Male ☐ Female Date of Birth:

Place of Birth: \_\_\_\_\_ State: \_\_\_\_\_

Hobbies: \_\_\_\_\_ Blood Group: \_\_\_\_\_

Nationality : \_\_\_\_\_ Religion: \_\_\_\_\_

Category (Put ✓ Mark): ☐ SC ☐ ST ☐ OBC ☐ GEN ☐ SEBC

Mother Tongue: \_\_\_\_\_

**ACADEMIC QUALIFICATION:**

Exam. Passed	Name of the Board / University	Year	Division	% of Marks

**DECLARATION BY THE APPLICANT**

I hereby solemnly declare that all the particulars given in this form are true to the best of my knowledge and belief. I shall abide by the rules and regulations laid down by the college from time to time. In case the particulars furnished by me are found false, my admission stands cancelled.

Place : \_\_\_\_\_

Signature of the Applicant

Date: \_\_\_\_\_



**CENTURION UNIVERSITY OF TECHNOLOGY & MANAGEMENT, ODISHA**  
**Ramchandrapur, Jatni-752050, Khurda**

## **GUIDELINES FOR PROCUREMENT OF MATERIALS & PAYMENT PROCEDURES**

### **STEP-1**

#### **REQUISITION (User Department):**

1. The user of materials should raise the indent before 15 days of requirement.
2. The indent should be recommended by Department Head and approved by Sr. Manager (HRA).
3. The requisition to be handed over to the Purchase Department on the same day after approval.
4. In case of emergency it may be procured at an early date. The necessity of emergency only to be decided by Vice Chancellor /Registrar/ Director / Sr.Manager (HRA).

### **STEP-2**

#### **ENQUIRY FOR VENDORS (Purchase Department) :**

1. The Purchase department will collect minimum three / two in unavoidable cases Sealed Quotations/Offer from vendor. In case of manufactures one quotation will be collected.
2. The sealed Quotations/Offer are to be presented before Purchase Committee.
3. All Quotations must be opened & signed by the Purchase committee members.
4. Comparative statement to be prepared by Purchase Department
5. The Negotiation may be made in the presence of committee members in person.
6. Finally it is to be handed over to the Purchase Committee for approval.
  - i. Selection of vendor of cost.
  - ii. Terms of Payment.
  - iii. Credit limit
  - iv. Other Important Points, if any.
7. The Committee can go for Manufacturer /Trader. All correspondence shall be perused by the committee.

### **STEP-3**

### **PURCHASE COMMITTEE:**

#### **1. Up to Rs.20,000/- :-**

Purchase of sundry items up to Rs 20,000/- may be made in the orders of Sr. Manager (HRA) ascertaining market rate.

#### **2. Above Rs 20,000/- to Rs.50,000/- Members are :-**

- i. Sr. Manager (HRA)
- ii. Manager (Finance)
- iii. Concern Requisition Authority
- iv. Convener Store in Charge

Approval of Vice Chancellor/ Registrar shall be taken

#### **3. Above Rs 50,000/- to Rs.2,00,000/- Members are**

- i. Chief Account Officer (CAO)
- ii. Sr. Manager (HRA)
- iii. Manager (Finance)
- iv. Concern Requisition Authority

Approval of Vice Chancellor/ Registrar shall be taken

#### **4. Rs.2, 00,000/- and above Members are**

- i. Finance Comptroller
- ii. Sr. Manager (HRA)
- iii. Concern Requisition Authority

Approval of President shall be taken

Purchase Committee shall meet every Monday at 03.00 PM. In case of urgent necessity of Project Items, may sit on prior intimation when ever such occasion arises.

### **STEP-4**

### **RECEIPT OF MATERIALS AND BILL PROCESSING:-**

- i. Materials are to be received along with Bill
- ii. All Materials along with Bill/ Challan to be checked and enter at Main gate.
- iii. After this the material will be received by Store with proper stamping.
- iv. The material along with the bill will be send to the user for their validation.
- v. After due stock entry bills to be reached to Accounts Department after approval of Sr. Manager (HRA).
- vi. Stock & Issue register to be verified twice in a year by Sr. Manager (HRA)

## **STEP-5**

### **PAYMENT PROCEDURES:-**

- i. Bill should come to Accounts within 3-5 days of Materials received, with completion of the all formalities.
- ii. Payment will be released only as per the Committee recommendations and final approval of the appropriate authority.
- iii. Accounts will furnish the O/s due amount of Supplier/Contractor in each Tuesday or Wednesday to Administration.
- iv. Administration will send the recommendations to President if required for Final Approval by Friday / Saturday.
- v. Minimum 3 days required to the amount transferred to Party Accounts after received of Approval from President.
- vi. Payment be ensured as per terms of purchase order.

### **IMPORTANT NOTES: -**

#### **1. Quality Assurance to be maintained for all purchased items.**

- i. Purchase Committee may ensure to call quotations from branded company for Fixed Assets or any long Term use Materials.
- ii. Committee always gives more attention on Service after sales, Warranty Period and Credit Period/ Payment Terms.
- iii. While Preparing Purchase Order we must mention the company name
- iv. of the materials.
- v. Technical/Electrical Items the User of the materials must mention the company name in the requisition format.
- vi. Finally the Bill/Challan must certify by the requisitioner, that the material is as per our specification.

#### **2. We should ensure maximum utilization of materials as soon as possible.**

- i. The Store department informs immediately to the requisitioner after receipt of the materials.
- ii. The information may be through mail or any written communication.
- iii. The requisitioner must lift materials on same day or next day.
- iv. Authorised person may visit the site and see the use of Materials within 7 days of receipt of materials of the concern department.
- v. If one materials of the same department is lying in the store further requisition for the same department may not entertain.