

School of Management

Academic Regulations

for

BBA

Degree Programme

2025-26



Centurion
UNIVERSITY

Shaping Lives...
Empowering Communities...

**CENTURION UNIVERSITY OF TECHNOLOGY AND
MANAGEMENT**

Odisha

www.cutm.ac.in

CONTENTS

Sl. No	Description	Page No
1	Contents	1
2	Preface	2
3	Mission and Vision of SOM	2
4	Program	3
5	Program Outcome	6
6	Program Specific Outcome	7
7	Curriculum Development	7
8	Academic regulations	9
9	Student centric methods used for enhancing learning experiences	10
10	Culture Sports Responsibility	11
11	Internship/Project Work	13
12	Career Development Cell	15
13	ERP	16
14	Best Practices	18
15	Scheme of assessment	21
16	Redressal of Student Grievances	22

1. **Preface:**

School of Management (SOM) focuses on experiential, applied and action learning through projects, practice and production to foster a thriving start-up culture. It has been consistently reinventing management education with the objective of creating management leaders who can navigate the ever-changing business landscape. The curriculum is constantly updated to meet the dynamic needs of industry, academia and entrepreneurship. A student-centric pedagogy, project-based approach and design-driven curriculum provide students with required skills to succeed in this new environment where initiative, innovation, and risk taking are valued. Students are assigned to different in-house production units like Centurion Coffee Connect, Apparel Manufacturing Center of Excellence, Precision Machining Center, Transformer Unit, Sky Rider Electric Vehicle Unit, Advanced Wood Engineering Lab, Concrete Pavers Unit, Urban Micro Business Center, Vermicomposting Unit, Dairy Processing Unit, Mushroom Cultivation Unit, Bakery and Gram Tarang Foods, to hone their managerial as well as entrepreneurial skills in the real time business environment. Both faculty and student are also encouraged to ideate, innovate and establish their own enterprises. At the same time, through different extracurricular activities, human-centric skills, cooperation, empathy, social awareness, and global citizenship are fostered. The key strength of the school is its experienced and enthusiastic faculty, committed top management, flexible curriculum, digital course content, skill integrated programs, and strong linkage with industry, academia, civil society and government. Gram Tarang Inclusive Development Services to hone their managerial as well as entrepreneurial skills in the real time business environment. Both faculty and student are also encouraged to ideate, innovate and establish their own enterprises. At the same time, through different extracurricular activities, human-centric skills, cooperation, empathy, social awareness, and global citizenship are fostered. The key strength of the school is its experienced and enthusiastic faculty, committed top management, flexible curriculum, digital course content, skill integrated programs, and strong linkage with industry, academia, civil society and government.

2. **Mission and Vision of SoM**

Mission

Promoting institution of excellence for professionalizing organizations of less developed societies

Vision

- To develop management professionals and entrepreneurs with a humane heart.
- To develop context specific management pedagogy
- To undertake research and provide consultancy services to MSMEs, Civil society and Government organisations

3. Program

The University can offer the following Under Graduate programs namely:

- BBA (Regular)

The University can frame rules for these programs from time to time following due procedure.

To start with, the BBA (Regular) program is offered.

3.1 Duration of Curriculum and Calendar of BBA (Regular)

3.1.1 The BBA (Regular) is a three year/four-year programme consisting of six/eight semesters and summer internship of two months duration.

3.1.2 Each year shall be divided into two Semesters – Autumn Semester (July to December) and Spring Semester (January to June). The autumn semester shall ordinarily begin in July for students already on rolls and the spring semester shall ordinarily begin in January. However, the first semester (autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of teaching weeks in each semester shall be 15 to 18 with a minimum of 90 teaching days excluding the period of examination.

3.1.3 Each year the University shall draw out a calendar of academic and associated activities which shall be adhered to. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the need of the specialization concerned.

3.1.4 Duration: The duration of the programmes shall be governed by the regulations of UGC (Approved by the Academic Council) that may change from time to time. As per the prevailing regulations, the duration of the B.B.A programmes is three/four years (6/8 semesters). A weaker student may complete the two year B.B.A program in not more than six (6) years.

3.1.5 A student can take a break from the course for only one academic year. This is possible only if the concerned student has completed all requirements for first year and secured a passing grade in all the courses prescribed for the 1st year. On return the student will however be required to pay the fee as per the fee structure prevailing at the time of rejoining the Programme. All students desiring to take such leave of absence have to formally apply to the appropriate authority. The University reserves the right to decline such requests and its decision will be treated as final and binding

3.2 Eligibility for Admission:

3.2.1 Admissions to BBA courses of the University shall be based on criteria decided by the Academic Council of the University in accordance with the stipulations of UGC, modified as necessary.

3.2.2 There shall be provision for direct admission for a limited number of NRI / FN students. Details of criteria for admission shall be as per provisions of the rules

formulated for the purpose.

- 3.2.3 Physically handicapped Candidates shall be required to satisfy the prescribed medical fitness norms.
- 3.2.4 Reservation of seats for SC & ST categories of students shall be as per the prescribed norms of the Government.
- 3.2.5 Admissions shall ordinarily close on a specified date before commencement of the first semester classes, through a notification/ academic calendar.
- 3.2.6 Inter college Transfer: The University provides the option of transfer of students within the university colleges. Every year such requests will be processed before the start of the odd semester by a committee appointed by the Vice Chancellor

3.3 Registration

- 3.3.1 Candidates shall have to register as Bonafide students with the University as per university regulations before commencement of classes in First Semester.
- 3.3.2 All Registered Students of the University have to register for each of the subjects they are required to study before commencement of a semester.
- 3.3.3 A student is allowed to attend classes only for those subjects that he / she has registered in a semester.
- 3.3.4 In the first four semesters, a student is automatically registered for all core subjects of the semesters.
- 3.3.5 In the fifth and sixth semesters the students are required to register for the electives and domain specialization respectively in the format supplied by the university for the said purpose. University reserves the right to offer an elective or domain specialization.
- 3.3.6 However, a student can change the electives and domain specialization within 2 clear days from commencement of classes provided approval is sanctioned by the appropriate authority on valid grounds.

3.4. Requirements for Award of Degree

There shall be no class / division awarded to a student either at semester or degree level.

3.4.1 Eligibility for Award of Degree

A candidate will be eligible for award of BBA degree if one satisfies all the following conditions:

- a) Has cleared all the subjects with at least pass grade and acquired minimum CGPA of C grade.
- b) Has obtained requisite credits, which at present are 122/160.
- c) Has satisfactorily participated in cultural sports and socially responsible activities during the study period and obtained certificate to that effect from the Head of the Institute.



3.4.2 Skipping of subjects for award of degree

The following provisions regulate the skipping of subjects:

- d) Skipping is not allowed in core and domain specializations.
- e) The student can skip only in elective paper(s) if he / she has failed or secured low grade.

NOTE:

- (i) The student has to make a formal application through the School to the University after completion of the two year degree programme.
- (ii) Such subject(s) which he / she has chosen to skip shall not appear in the grade sheet issued by the University
- (iii) The CGPA at the end of the programme shall, in such cases, be based on the remaining credits and credit points earned by the candidate.

Disqualification for Award of Degree

Students who have been convicted for any cognizable offence shall be debarred from receiving the degree.

Criteria for award of Gold Medals

- (a) The best graduate / university gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year.
- (b) The candidate must have passed all the course items prescribed for all the six/eight semesters in the **FIRST ATTEMPT** and completed the BBA programme in three /four years
- (c) For award of gold medal / scholarships etc, more than one candidate may be declared Joint Winner if they have same CGPA.
- (d) Candidate securing less than 8.0 CGPA will not be considered for award of Gold Medal.

3.5 Course Structure

The following is the course structure for the BBA Programme.

- (e) *A student can opt for more credits from the free electives in order to avail the benefit of CBCS pattern.*
- (f) In course structure the credit details are distributed in the T+P+P (T is Theory, P is Practice and Project) format
- (g) The 1 credit theory class work of a course will be taught over 15 classes of 1 hour duration and Practice and Project of 1 credit will be taught over 15 hours duration.
- (h) The BBA Program distributed on the basis of following structure.

BBA Course Structure			
Basket	Type of Course	Minimum Credit Requirement for UG	
		4 Years	3 years
I	Major (Core) Courses	80	60
II	Minor + Domain + Multi-Disciplinary)	44	38
III	Skill Courses (SFS) + Ability Enhancement Courses + Value Added Courses	20	20
IV	Summer Internship / Community Engagement	4	4
V	Research Project / Dissertation / Production Action Learning	12	0
TOTAL		160	122

The pedagogy used for delivering the courses will be interactive lecture sessions, case discussions, games, simulated exercises, experiential learning, project participation, presentation etc.

4. Program Outcome (PO):

PO-01	Knowledge Acquisition	Graduates will demonstrate a deep and comprehensive understanding of the fundamental concepts, theories and practices in their respective major and minor disciplines.
PO-02	Critical Thinking and Problem Solving	Graduates will be proficient in critical thinking and problem-solving, capable of applying analytical skills to address complex challenges within their fields.
PO-03	Effective Communication	Graduates will communicate effectively, both in written and oral forms, enabling them to convey complex information clearly and persuasively.
PO-04	Research and Inquiry Skills	Graduates will possess research and inquiry skills, including the ability to gather, analyze and interpret data to make informed decisions and contribute to knowledge advancement.
PO-05	Interdisciplinary Integration	Graduates will demonstrate the ability to integrate knowledge and principles from multiple disciplines, fostering a multidisciplinary perspective in their work.
PO-06	Ethical and Social Responsibility	Graduates will uphold ethical principles and exhibit social responsibility in their professional conduct, considering the impact of their actions on society and the environment.
PO-07	Leadership and Teamwork	Graduates will be effective leaders and team members, capable of collaborating and leading diverse teams to achieve common goals.
PO-08	Innovation and Entrepreneurship	Graduates will exhibit innovation and entrepreneurship skills, enabling them to identify opportunities and drive positive change in their respective fields.
PO-09	Adaptability and Lifelong Learning	Graduates will be adaptable to evolving technologies and methodologies and exhibit a commitment to lifelong

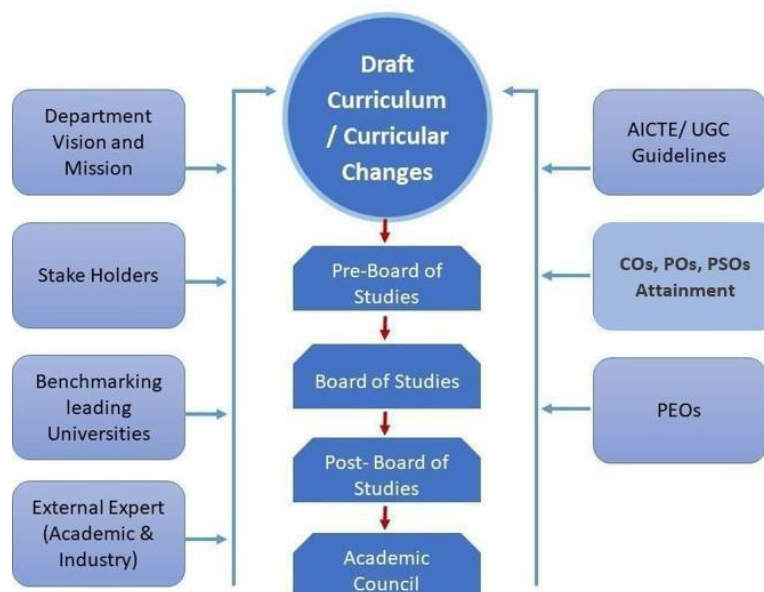
		learning and professional development.
PO-10	Cultural Competence and Global Perspective	Graduates will demonstrate cultural competence, respecting and valuing diverse perspectives and working effectively in multicultural settings to address global challenges through local actions.
PO-11	Digital and Technological Skills	Graduates will be able to access, evaluate and use appropriate Integrated Communication Technologies as per the requirement.
PO-12	Sustainability Consciousness	Graduates will be environmentally conscious and consider sustainability principles in their decision-making processes and actions.

5. Program Specific Outcome (PSO):

PSO-1	Major Discipline Mastery	Graduates will demonstrate advanced expertise and a profound understanding of their chosen major discipline, allowing them to excel in specialized roles and contribute significantly to their field.
PSO-2	Minor Discipline Proficiency	Graduates will exhibit proficiency in their chosen minor discipline, harnessing this additional expertise to enhance problem-solving capabilities and broaden their career opportunities.
PSO-3	Innovation and Applied Skills	Graduates will demonstrate the ability to innovate and apply knowledge from their major and minor disciplines, fostering creative solutions to real-world challenges within their field of study.
PSO-4	Research Proficiency	For programmes with a research component, graduates will possess a high level of research proficiency, encompassing skills in project design, data analysis and academic communication, enabling them to contribute meaningfully to their major discipline's body of knowledge.

6. Curriculum Development

The creation of a useful curriculum at Centurion University is a process that involves multiple steps, is dynamic, and uses an approach that takes into account all angles. The first step in the process involves determining whether or not the currently taught curriculum is pertinent to the evolving requirements of communities on a local to global scale. The curriculum is designed and developed to ensure excellence in the quality that provides an outcomes-based education (OBE) to achieve the three specific objectives in a methodical manner. These objectives are employment, higher education, and entrepreneurship.



Step-1: Faculty Council accordingly prepares the draft curriculum keeping in view:

- University Vision and Mission (where ICT and Skill based education are emphasized).
- Program Educational Objectives.
- Feedback collected from stakeholders (Industry experts, academia, alumni, students, parents).
- Periodic evaluation of course progress vis-à-vis PEOs, POs, PSOs and Cos.
- Conclusions drawn from analysis of attainment / non-attainment of COs, POs and PSOs. Further, it is forwarded to the BOS for further improvement of syllabus.
- Benchmarking of curriculum akin to program(s) run by leading educational institutions including IITs, NITs, IIMs, Central and State Universities, Best Private universities besides the Foreign Universities, MOOCs, Digital learning platforms and Sector Skill Council.
- Guidelines of AICTE/ UGC/ICAR/PCI and all relevant regulatory bodies.

Step-2: Conducting Pre-Board of Studies (Pre-BoS) meetings to discuss the draft curriculum and recommend necessary improvements.

Step-3: Conducting the Board of Studies (BoS) meeting to finalize the curriculum and syllabi.

Step-4: Submitting to the Academic Council of the University and then to the Board of Governors for final approval.

Step-5: Periodic review by BoS to ensure the incorporation of suggestions in curriculum and syllabi.

The curriculum maintains a balance among various categories of courses from Science, Mathematics, Humanities and Management, Engineering (foundation/core/applied). This is implemented through **Domain focused courses**, **skill courses**, MOOCs, minor projects and Internships.

Broadly the following areas are explored to achieve the CUTM goals.

- ICT enabled program preparation and delivery.

- CBCS in all programs.
- Rigorous internship.
- NSQF aligned skill development.
- Flip class pedagogy.
- Industry aligned syllabus.
- Programs relevant to Government sectors (e.g. Forensic Science, Paramedics, value addition courses to Civil servants etc.).

7. Academic regulations

7.1 Discipline

Centurion University has a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague, students, teachers, etc. There are Grievance Redressal Committees at the Campus/University levels to deal with the grievances of the students.

Procedure for Redressal of Grievances (RoG) is as under

1. An aggrieved student who has the Grievance or Grievances will first approach the **Grievance Redressal Authorities**. The problems and responsible authorities are indicated below.
 - Problems related to Hostel - The Warden/Manager (Administration)/Hostel Superintendent
 - Problems related to Academic matters - The respective Head of the Department/Dean of the School
 - Problems related to matters of Administration – Director (Administration)/Deputy Registrar
 - Problems related to Cultural, Sports and Socially Responsible Activities (CSR) - Dean- Student Affairs/CSR Coordinator

7.2 Attendance

Attendance Requirements for Examinations

- 7.2.1 A student will be allowed to appear in the End-Semester Examination in those theory subjects where his /her attendance is not less than 75%.
- 7.2.2 The attendance shall be considered from the date of commencement of classes as per academic calendar of the university. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester.
- 7.2.3 Attendance record must be compiled at the time of each class test and the students with poor attendance must be informed through notification. The guardian must also be informed through letters. Letters must be issued to the student and the guardian before he/ she is debarred for appearing at

University examination due to shortage of attendance. University has to be informed about the percentage of attendance before starting of examination.

- 7.2.4 A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of the University / Government with prior written permission of the head of the School/University shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester. No student shall be allowed to appear at University examination(s) with shortage of attendance below 65% in any of the registered subjects.
- 7.2.5 A student shall be admitted to any examination in a subject only if he/ she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.
- 7.2.6 A candidate shall be allowed in an End - Semester examination only after he / she is issued an Admit Card for the relevant examination by the College. The college shall obtain written clearance on eligibility from the University.

8. Student centric methods used for enhancing learning experiences

School of Managements focused on the overall development of the students by ensuring that the learning process becomes student centric. The school stresses on developing the hands-on learning skill among students by providing them the adequate facilities for collaborative action and then ensuring the enhancement of problem-solving skills through active involvement in real life projects. The following mentioned practices provide the broad spectrum of initiatives undertaken by the School of Management to make the learning process student centric.

8.1 Projects and Field Practicum

This ensures that the projects are the built-in components of most of the courses. Besides this, minor and major projects are included in the courses. Students get involved in live projects for which the School of Management has tied-up with various industries.

The students of School of Management involve in different production units of Centurion University for various courses project and internship.

The students involve in different Production Centre like

- Waste to Wealth Production Unit
- Apparel Manufacturing Unit
- Wood Engineering Production Centre
- Paper Production Unit
- Chalk Production Unit
- Pavers Manufacturing Unit
- Electric Vehicle Manufacturing Unit
- Transformers Manufacturing Unit

- Centurion Coffee Connect
- Centurion Ayurveda Wellness Cen

8.2 Industry Visits and Exposure visit

School of Management arranges industry visits and exposure visits for the students to give an insight into the internal working environment of various companies. They get an exposure into the workings of various companies. They get an exposure into the various functions of an organization and the technologies used by them and thus broadening their sphere of knowledge. It also sensitizes them about the practical challenges faced by the organizations.

8.3 Guest Lectures, Seminars, Workshops and Symposia:

In order to ensure the academic development and to make aware the students of the current trends in the industry School of Management organizes guest lectures, seminars, workshops and symposia on new age topics. The students of different School of Management have formed various clubs. The purpose of such clubs are to conduct student seminar, developing wall magazines and newsletter on the contemporary and advance topics and thus enriching their learning experiences in the process.

8.4 Group learning and Flip the class pedagogy:

Learning methods involving group discussion, group assignment and brainstorming sessions are part of the curriculum design which ensures peer learning. Flip class pedagogy ensures that the students learning process is uniform and proper.

8.4 Case studies:

Case study method of teaching used by School of Management enhances the critical thinking and problem-solving ability among the students. It helps them to hone their communication and interpersonal skills. Through this methods student try to find solutions to the real problems faced by the organizations.

8.5 Events:

Various events like Idea generation forums, Entrepreneurial Boot Camps, product competition, marketing games conducted by the various schools of the University provide the students with practical knowledge and enhances their skill.

8.6 ICT enabled tools for effective teaching and learning process

All the faculty and students have access to smart classrooms with multimedia aids which includes LCD projectors, smart TVs, high speed internet and audio system. The education management system of the School of Management is designed to integrate the planning and execution of the semesters which include the various aspects like attendance, lesson plans, evaluation and mentoring etc.

9. Culture Sports Responsibility:

Each student is required to complete a total of 30 hours of CSR activities each academic year*. This should include 10 hours of Culture, 10 hours of Sports and 10 hours of Responsibility. After completing of an activity, the Faculty supervisor must sign this record

booklet. Only students who have completed the required hours (each activity will be minimum of 1 hour and maximum of 8 hours) of CSR, are eligible to pass that academic year. At the end of the Centurion University degree, the CSR grade will be reflected in the final Grade Sheet and the student will receive the CSR Booklet listing all of the CSR activities he has completed. This can be used for his/her Resume. Information about student clubs, meetings, including details of Faculty-In-Charge, their contact, and CSR updates are displayed on the CSR Activity Information Board on campus. Student can ask any faculty member to supervise the activity and sign the CSR Booklet indicating that the hours have been completed. **TYPES OF ACTIVITIES** Students are strongly encouraged to plan and initiate their own ideas, and collaborate with other students to create projects they find interesting and worthwhile. The activities below are merely examples. Generally, projects should be pre-approved by the chosen supervisor. Examples of "Culture" activities:

9.1 Activities on co-curricular and extracurricular activities

The students of School of Management involve in different co-curricular and extracurricular

- Seminar
- Conference
- Workshop
- Industry visit
- Professional development activities
- Group discussion
- Role play
- Mock interview
- Tarang Bazaar
- Student's Club Activities
- B School Meet
- Blood donation camp
- Awareness programs on environmental issues
- Participation in Yoga
- Participation in sports and cultural activities
- Awareness talks on employment opportunities,
- Awareness events on different social issues
- entrepreneurial outreach
- community-based action learning programs
- Boot Camp by Startup Odisha
- Gajajyoti events

9.2 Facilities for Cultural Activities

Performing Arts:

- University has designated multi-purpose rooms that are used by the students for practicing various arts such as classical dancing, group/choreographed dancing, singing (group and solo) and competitive debating.

- Instruments are provided by the institution to the participants along with support from expert musicians and choreographers.
- University's many open spaces are also available to students for practicing hobbies such as rangoli, flower decoration, poster making, painting.
- University has a mega sized stage (size: 50'X40', Link) which is used for hosting various cultural functions, performance competitions and similar events.
- Green room facilities for boys and girls for preparation of cultural events is also provisioned for during events.
- **External and Community Events:** Students are encouraged to participate in external community events such as traffic week, national events as well as inter college competitions. University has self-owned transport facilities as well as provides full monetary and coaching support for the same.

9.3 Facilities for Sports and Yoga

- Both campuses have sports facilities for outdoor games (professional class cricket ground with turf pitches and practice nets (10 acres), multipurpose ground, Tennis Courts, Basketball Courts, Kabaddi Arena, volley ball courts and Kho Kho arena
- Both campuses have facilities for indoor games such as Badminton, Table-Tennis, Carom, Chess and Scrabble.
- Both campuses have a well-equipped indoor and temperature-controlled gymnasium supervised by qualified gym instructors. Besides this there is also an open-air gymnasium at the Jatni campus.
- University's Jatni campus has a meter deep swimming pool.
Yoga Center- There is a separate yoga/ prayer hall in the institution.

10. Internship/Project Work

10.1 Objectives

- To have an effective exposure on organisation culture & activities and
- To work with live project and production activities
- To gain domain knowledge through hands on experience and enhance technical/ managerial skills.

10.2 Role to be played by the trainee

- Strictly follow the rules, regulations and culture of the organisation
- Diligently work on assignment given by Industry Supervisor
- Interact effectively with executives and workers of the company to learn their point of view on various issues.
- Get exposed to the behavioral aspect of the managers and the workers.
- Get acquainted with the organisation culture and work environment.
- Render a helping hand to the activities of the organization (social / cultural / functional)
- Presume the Industry Supervisor as the prospective employer and maintain good rapport

- Ensure visit to, at least, 5 organizations in vicinity of the industry to introduce the University and get useful information about that organizations

10.3 Duties / Responsibilities of the Trainee

- Communicate name of Industry Supervisor under whom the training is undertaken, to the Programme Coordinator immediately on reporting to the Company (within 7 days)
- Maintaining of daily report
- Sending weekly report to Domain Coordinator and Programme Coordinator of your discipline
- Submission of the assignment report to the Industry Supervisor and to the University for assessment
- Understand meticulously the organisation's requirement and perform accordingly
- Take Guide's feedback on performance
- Maintain discipline and punctuality coupled with exemplary behavior
- Mail weekly progress report to Faculty Supervisor
- Must submit the training report in **original** to Programme Coordinator for evaluation

10.4 Self-evaluation by the trainee

Day to day self-assessment in terms of:

- Performance
- Behaviour and Remedial measures to improve performance and change attitude (if need be)
- Exposure on new technology, process, product etc.
- Lesson learned from the job performed
- Daily compliance to the assignment by Industry
- Compliance report to Programme Coordinator/Faculty Supervisor
- Networking with people

10.5 Evaluation components of Internship Performance of Students

- Student to maintain Log report/ daily report signed by company person in the field -
- 10% weightage
- Weekly Report submission (log report to be a part of the report) – 20% weightage
- Assessment Form will provided by University to be filled in by the company/ organisation where internship is done - 50% weightage
- Presentation and Viva at Department level – 20% weightage

11. Career Development Cell

Students are encouraged to seek opportunities and enhance their learning experience with practical knowledge. The Career Development Cell provides a platform for the students and the companies as well so that the collaboration is mutually beneficial.

Once a student enters this University, the Institution takes the entire responsibility to develop that individual into a personality. The students are overwhelmed with the opportunities they are provided with. They are left open to umpteen number of choices lying in front of them to choose in parallel to their academics. Centurion believes in enhancing its students through dedicated concentration on each and every student and sees to that everyone enhances their talents with the opportunities they are provided with. Once the placement season commences, one can feel the vibrant environment on the campus. Talents go barely unrecognized at Centurion as we leave no stone unturned to place our students.

Career Development Cell carries the twin responsibility of conducting Career Counseling and Training Programmes, and organizing the campus recruitment activities of the School. All students are encouraged to attend the training programs for an enhanced performance in the campus interviews. We hand hold our students through career guidance; through motivational activities and counseling, through knowledge sharing activities and through various capacity building measures. The trainees are closely monitored for improvements and gauged through several VST's and company Mock tests, until they are ready and have gained eligibility.

Programs like JAVA Certification in association with IBM, Network Certification in association with CISCO, DB2 training Certification in association with IBM and Campus Connect in association with Infosys are some of the achievements of the center.

11.1 Soft Skills – Employability Skills

An all-comprehensive programme – soft skill aims at enhancing the personality of the students right from the first semester.

- Lays strong foundation for students' self-development.
- Develops the right attitude towards their personal, social and professional life.
- Enables students to strengthen their interpersonal skills and work effectively in a team.
- Empowers them in decision making and conflict resolution with a win – win attitude.
- Prepares students to meet the requirements of the corporate world by imparting employability skill training which includes video profile, professional etiquette, etc.

11.2 Quantitative Aptitude and Logical Reasoning

Ability to apply basic concepts of mathematics coupled with analytical reasoning skills to solve problems.

- Sharpens general mental ability and basic numeracy.
- Develops logical reasoning and analytical ability.
- Equips with techniques and tricks to perform data interpretation accurately.

11.3 Verbal Aptitude

Ability to understand and reason out texts using concepts.

- Develops constructive thinking skills underlying verbal logic.
- Enriches vocabulary

- Equips with speed reading comprehension and critical reasoning abilities
 - Strengthens grammar and improves linguistic proficiency
- The Curriculum caters to aspirants of
- Placements
 - Competitive exams for higher studies like GRE, GMAT, CAT, XAT, GRE, TOEFL, IELTS, etc.
 - Government and Banking sector exams.

11.4 Our Objectives

- Acquire interpersonal skills and be an effective goal oriented team player
- Develop professionalism with idealistic, practical and moral values
- Acquire communication and problem solving skills
- Build a strong base in the fundamental mathematical concepts
- Grasp the approaches and strategies to solve problems with speed and accuracy
- Master fundamental grammatical rules for making effective and flawless use of the language

12. ERP

The entire University is running through ERP. The provision of online attendance, e-notices, e-SMS, online faculty feedback, e-opinion polling, e-library, online exams, seating and invigilation plan, e-learning management, material and mark posting etc.

ICloudEMS is a comprehensive web based ERP system developed by Cloud Next Vision (CNV Labs & Technologies Pvt Ltd) (www.icloudems.com) especially to meet the requirements of different cross-section of educational institutes like schools, colleges, universities. Its modular architecture allows phase-wise rolling out to facilitate better assimilation and adaption by the users and thereby increasing the implementation success rates. The highly flexible and configurable architecture of ICloudEMS helps it in keeping pace with the ever changing requirements of the institutes and its eco-system.

The modules and sub-modules in ICloudEMS manage the entire gamut of student life cycle beginning with registration for admission to enrollment, course management, library, examinations and results, graduation and alumni management. From the day one students encounter an integrated solution to all their needs, thus enhancing their staying and learning experience at the institute.

With the seamless flow of information, work-flow management and improved processes through ICloudEMS, the operational efficiency of the institute increases manifold. With critical information on finger-tips promoters and administrators can better manage the available resources. ICloudEMS connect all the stakeholders of the institute bringing in transparency and creating a healthy academic eco-system, where faculty and students can channelize their energy to teaching and learning process. The communication tools, which includes a trigger based email and SMS system creates the backbone for instant and seamless communication among and between different stakeholders.

Efficient and prudent financial management is critical to any organizations success and

sustained growth. Educational institutions are no exceptions. Payroll management module of ICloudEMS can be configured to ever changing statutory requirements like tax rates, and generating relevant accounting schedules. Financial Accounting module of ICloudEMS enables a robust administration of institutes' finances and assets through seamless flow of financial data between different functional areas of the institute. Periodical and on-demand MIS reports help the management in keeping a close eye on financial health of the institute and reasons thereof.

Additional Operations that are done in ERP

- Institute Management & Campus Management
- Pre-Admission
- Student Information Management
- Fee Management
- Program Management
- Course Management
- Time Table Management
- Attendance Management & Monitoring
- Examination & Mark sheet Management
- College Calendar Management
- Assignment & Home Works Management
- Certificate & Document Module (LC, Bonafide, Experience Certificate and lots more)
- Resource & Infrastructure Management
- Course Completion Module
- SMS, Email, Messaging Engine
- Student Portal
- System Admin
- Dashboard
- Faculty Portal
- Reports
- Integration with Tally
- Leave Management
- HR & Payroll
- Staff Profile
- Teachers Academic Diary
- Online Examination
- Training & Placement
- Library Management
- Inventory Management
- Procurement Management
- Course Outcome/ Program Outcome Reports for NBA & NAAC Accreditation

- Mid Term/ End Term Analysis Reports
- Hostel Management

13. Best Practices

13.1 Career Guidance

School of Managements focused on the overall development of the students by ensuring that the learning process becomes student centric. The University stresses on developing the hands-on learning skill among students by providing them the adequate facilities for collaborative action and then ensuring the enhancement of problem-solving skills through active involvement in real life projects. The following mentioned practices provide the broad spectrum of initiatives undertaken by the School of Management to make the learning process student centric.

Projects and Field Practicum

This ensures that the projects are the built-in components of most of the courses. Besides this, minor and major projects are included in the courses. Students get involved in live projects for which the School of Management has tied-up with various industries.

13.2 Mentoring

About the programme:

The goal of the mentoring program is to establish a trusting relationship with accountability and responsibility between the mentor and mentee. The mentoring program focuses on the offender's rehabilitative needs (not the spiritual needs of the mentor) using a continuum of care to create a growing, healthy relationship.

The objective of the programme:

- Helping students develop their abilities
- Mentors become more competent as leaders and communicators as they guide and help rising talent

13.3 Workshop

In order to ensure the academic development and to make aware the students of the current trends in the industry School of Management organizes guest lectures, seminars, workshops and symposia on new age topics. The students of different School of Management have formed various clubs. The purpose of such clubs are to conduct student seminar, developing wall magazines and newsletter on the contemporary and advance topics and thus enriching their learning experiences in the process.

13.4 Grooming

Students are encouraged to seek opportunities and enhance their learning experience with practical knowledge. The Career Development Cell provides a platform for the students and the companies as well so that the collaboration is mutually beneficial.

Once a student enters this University, the Institution takes the entire responsibility to develop that individual into a personality. The students are overwhelmed with

the opportunities they are provided with. They are left open to umpteen number of choices lying in front of them to choose in parallel to their academics. Centurion believes in enhancing its students through dedicated concentration on each and every student and sees to that everyone enhances their talents with the opportunities they are provided with. Once the placement season commences, one can feel the vibrant environment on the campus. Talents go barely unrecognized at Centurion as we leave no stone unturned to place our students.

13.5 Training and Placement

School of Management actively provides placement assistance to every student through

- The University Placement Cell scouts opportunities and liaises with corporates for the jobs, Organize campus placements and arranging the logistics for the placement team
- The Faculty coordinator for placement takes responsibility of preparation of student profile and CVs
- Coordinate and administer the student training activities
- The Training Cell prepares students for placement eligibility assessments through interventions aimed at developing personality, communication, reasoning, aptitude and domain knowledge.
- BBA Career Pathway
- List of companies participated in recruitment

13.5.1 Innovations and Best Practices

- Teaching and Learning
- Business simulations
- Live projects
- Internship
- Context specific case development
- Faculty Development Program (New Age Teaching, Community engagement, Mentoring, Communication, Gender Issues, Proposal Writing, Organising Conference)

13.5.2 Placement

- Pre-placement training practice app
- Corporate readiness lab
- “I” Lab for self-awareness and personality development

13.6 Skill Integration

Skilled for Success (SFS): As a MSDE notified Center of Excellence, the School of Vocational Education & Training (SoVET) runs this program as a skills integration initiative of Centurion University of Technology and Management where skill based 2 to 4 credit courses are offered to all university students as an elective in each semester. These courses form part of student’s transcript and furthermore, after exposure to various skill domains during the first 2-3 years of

studies, students are given an option of specializing in the domain of their interest in their final year of study. The scheme of students is attached for reference and is available on CUTM's website which has the Choice Based Credit System Structure, all skill based courses and domains that are offered:

- <https://courseware.cutm.ac.in/>
- https://courseware.cutm.ac.in/wp-content/uploads/2021/01/Programme-Structure_2020.pdf
- <https://courseware.cutm.ac.in/categories-courses/skill-courses/>

13.7 Students Club

The institution has adequate facilities for cultural activities, yoga, games (indoor, outdoor) and sports. (gymnasium, yoga centre, auditorium, etc.)

Centurion University has two campuses in Jatni and Parlakhemundi spread over 40 acres and 160 acres respectively. Each of these campuses have green spaces covered with exotic plants, fruit/flower bearing trees, vine covered pathways and top-notch sports facilities. Both these campuses are surrounded by mountains that provide an ideal backdrop and ambience for sports, yoga and other activities related to well-being.

In order to encourage participation, University has created student clubs based on their interest, formal teams as well as a calendar of events. Appropriate sports kits and uniforms are provided to give students a sense of team identity and spirit. Students are recognized for participation as well as achievements at various key milestones such as the annual function through certificates, trophies and monetary rewards.

University has also hosted multiple intra/inter University and national level events in collaboration with entities such as the Orissa Cricket Association to encourage a spirit of healthy competition and participation in sports.

Finally, to get students started in sports and inculcate health discipline, University offered sports as credit earning skill courses through its Skills for Success Programs.

14. SCHEME OF ASSESSMENT**Component: Theory Credit: ___****Marks: 100**

Continuous Assessment (50 marks)		End Semester Examination (50 marks)
Mid-Semester Exam <i>Mark Distribution:</i> 5 Short Questions x 1 marks = 5 marks 2 long questions x 5 marks = 10 marks 2 short notes x 2.5 marks = 5 marks	20	<i>The end-semester examination will be of 100 Marks, but it will be proportionately converted to 50 marks.</i>
Presentation Content & Creativity = 05 marks Presentation & Discussion = 05 marks	10	
Assignments 02 Assignments x 05 Marks Each	10	
Learning Record <i>Based on the parameters indicated in the classroom learning record format, the course faculty to evaluate and award a score</i>	10	

To pass the theory component, a student must score at least 30% on both the Continuous Assessment and the End-Semester Examination. Additionally, the total score must be at least 40%.

Component: Practice Credit: ___**Marks: 100**

Continuous Assessment (Internal) (50 marks)		End Semester Examination (External) (50 marks)	
<i>Each experiment carries 50 marks. The average of all experiment marks will be awarded. The rubric for the evaluation of each experiment:</i>		<i>The end-semester examination will be of 50 Marks. The rubric for the evaluation of external.</i>	
Concept	10	Execution & Result	20
Planning & Execution / Practical/ Simulation	10	Record of Applied & Action Learning	10
Result & Interpretation	10	Viva	20
Record & Report	10	Total =	50
Viva	10		
Total=	50		

To pass the practice component, a student must score at least 50% on both the Continuous Assessment and the End-Semester Examination.

Component: Project Credit: ___

Marks: 100

The evaluation of the project component will be completed 50% by the concerned faculty and 50% by the external examiner. The following guidelines may be referred to during the evaluation of internal and external components

Internal (50 marks)		External (50 marks)	
<i>The rubric for the evaluation of the project:</i>		<i>The rubric for the evaluation of external.</i>	
Understanding the relevance, scope, and dimension of the project	10	Understanding the relevance, scope, and dimension of the project	10
Methodology	10	Report	20
Quality of Analysis and Results	10	Viva	20
Interpretations and Conclusions	10	Total =	50
Report	10		
Total=	50		

To pass the project component, a student must score at least 50% on both the internal and the External.

15.Redressal of Student Grievances

Centurion University has a mechanism for redressal of students' grievances related to academic and non-academic matters, such as assessment, victimization, attendance, charging of fees, conducting of examinations, harassment by colleague, students, teachers, etc. There are Grievance Redressal Committees at the Campus/University levels to deal with the grievances of the students.