



School of Paramedics and Allied Health Sciences

Academic Regulations for Certificate Programmes



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

www.cutm.ac.in

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1. About the School

The School of Paramedics and Allied Health Sciences is designed as one of the best paramedical departments in Eastern India where raw talent is shaped, guided and polished to emerge as through professionals in the highly competitive knowledge based world. It has been established to play a pivotal role in producing performance oriented professional who will excel in their respective fields with excellence and shape the destiny of our health care industry.

2. Vision and Mission of the School

VISION

To craft an internationally competitive and research focused department, open to the needs of the people, while distributing superlative education and knowledge. To place it the forefront of research and development, invention, knowledge transfer and human resource development in the global academic field and industry.

MISSION

The School of Paramedics & Allied Health Sciences aims to provide trained, qualified technical personnel in the field of Paramedical Sciences to support the medical profession. The objective of the Paramedical Science education programme is to ensure educational opportunities for development of the skills. The emphasis of the Paramedical Science education programme is on developing a cadre of small entrepreneurs, especially from amongst girls, women, SCs, STs, rural youth. This programme conceived as “Total Employment Training for Total Development”, Focuses on the concept of turning the unskilled to the skilled.

3. Regulations for Certificate Programmes

Preface

The certificate programs designed to provide clarity and structure to the pursuit of knowledge and skill development in various fields aiming for **A. Higher studies B. Job, C. Entrepreneur**. The process involves input from Industry professional, Academician and Alumni. Certificates are a testament to a learner's dedication and achievement in a specific area of study. These programs are crafted to offer a focused and practical approach, allowing participants to acquire specialized expertise and enhance their professional or personal capabilities. The Regulations for Certificate Programmes have been developed with the aim of ensuring consistency, fairness, and high standards across all our certificate offerings.

3.1 Academic Regulations & Policies:

This section gives an overview of the different Academic Rules and Regulation to be followed in Centurion University of Technology and Management (CUTM) for the Certificate Programs. Specifically, it contains information on Registration, Selection of Subjects, Time Table, Grading System, Examination Policy, Attendance Policy and Academic Rules applicable at CUTM.

3.1.1 Registration, Selection of Subjects & Time Table:

This section gives the details of the University Registration Card, Registration to different Subjects and Time Table for Course work. Immediately after admission, the students' particulars are to be stored in ERP/MIS of the University. Any information related to the students required by any Department/Entity will be collected from the ERP/MIS only.

3.1.1.1 University Registration Card:

A Student is issued University Registration Card after admission process. University Registration number continues to be his/her Registration Number for all examinations during his/her tenure of study. This card is also essential for attending classes in a college and appearing in examinations. This is an IMPORTANT document and the student must take care of it. Duplicate University Registration Card will be issued only after recommendation by the Dean of respective college on paying the prescribed fee.

3.1.1.2 Subject-wise Registration:

All registered students of the University have to register for each of the subjects they are required to study before commencement of a semester. A student has to apply in a specified format for subject wise registration for each semester with prescribed fees to his/her college Dean. The same will be scrutinized and registration confirmation will be displayed on the notice board and in MIS. The following methodology is adopted for registration procedure.

- i. Head of the Departments to submit the titles of the subjects to be offered, for all the Baskets, to the Dean.
- ii. The MIS section has to upload all these subjects in the MIS/ERP.
- iii. One week slot will be provided to the students for counselling & registration in every semester.
- iv. Immediately after admission in the course, each faculty mentor will be allotted 20 students for continuous guidance.
- v. It is the responsibility of faculty mentor and concerned HOD to counsel and make the students understand the subject registration process. Student-wise tracker will be developed at the beginning of the semester. It will consist of a portfolio of subjects keeping in mind student's goal (i.e. employment/higher education/entrepreneurship). Colleges will prepare slots for students and their faculty mentors for this purpose.
- vi. The Mentor concerned can make note of the subjects selected by his/her students from the tracker and then the students are guided to freeze these in MIS.
- vii. There is no restriction on the number of credits to be registered by any student, although expected normal credit load for the various certificate programs are in between 20 credits to 80 credits per semester.
 - A student can go at less than normal pace by registering fewer credits.
 - Further, a student can register for more than normal credits in a semester. He/she can judiciously credit Subjects in advanced topics, interdisciplinary areas and undertake project works.
- viii. A Student is allowed to register for a subject only after clearing its pre requisites, if any.
- ix. After the choice lock, the time table will be finalized. Care will be taken to accommodate maximum number of students for the subject choices locked. Wherever it is not feasible, concerned student(s) will be guided to defer the subject chosen to future semesters and register another feasible subject.
- x. If any student does not register during the given slot or joins the college later, then he/she will have to exercise choice based on the time table.
- xi. Any student falling short of credits for graduation after the final semester examination, has the chance to complete the required shortfall

by appearing the examination organized before the convocation of his/her batch.

- xii. MIS will show cumulative student credits under “My Credits”. A report on student wise credits can be obtained from MIS for documentation.

3.1.1.3 Time Table for Instructions:

Each college will provide the Time Table for the subjects being offered in a semester after the subject registration for that semester. The time table will indicate the name of the Subject facilitators.

3.1.2.4. Duration of Curriculum and Calendar:

- Each year shall be divided into two Semesters – Autumn Semester (July to December) and Spring Semester (January to June). Students normally join in Autumn Semester. The number of teaching weeks in each semester will be 15 to 18 with a minimum of 90 teaching days, excluding the period of examination.
- Each year the University will draw out a calendar of academic and associated activities. Detailed curricula and syllabi will be as decided by the Academic Council with provision for required modification.
- The duration of the programmes will take note of statutory provisions that come into effect from time to time. The minimum duration of the certificate programmes are of, 6 months, 1 year and 2 years programmes. A student has the option to complete the certificate degree programme within the timeline.

3.2 Examination Policy:

The section on Examination Policy gives specific guidelines, rules of the Examination and expected Examination Code of Conduct.

3. 2. 1 Eligibility for Examinations:

- The eligibility criteria for appearing in the examinations of CUTM are as follows:
- A student has to maintain overall 75% attendance to be able to write all papers at end-semester examinations in a semester. The attendance is considered from the date of commencement of classes as per academic calendar of the university and is calculated based on the total number of working days available in a semester.

- The schedule of classes shall be notified through a time table before the beginning of the classes in the Semester. Attendance record will be compiled at the time of each class test and the students with poor attendance will be informed through notification. The guardian may be informed through a letter/SMS. Letters will be issued to the student and the guardian before he/she is debarred for appearing at University examination due to shortage of attendance. Examination Section shall be informed about the list of eligible/ineligible students for the Examination. Dean will monitor students' attendance.
- Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports and other academic/official assignments in the interest of students, with prior written permission of the Dean/Head of the Department shall be permitted a concession of 10% in attendance (i.e. will be eligible for appearing in examination with a minimum of 65% attendance).
- A student will be allowed to appear in the Semester Examination in those theory subjects where his/her attendance is not less than 75% in case he/she does not have 75% overall attendance.
- A candidate shall be allowed in a Semester Examination only after he/she is issued an Admit Card for the relevant examination by the University through the Examination Section of the College.
- Students who have been found to indulge in malpractice during examination, the University will take appropriate disciplinary action, as per rule.
- A student who is absent in any subject(s) for which he/she has registered will be marked as absent. He/she is permitted to appear in those Subjects in subsequent semester examinations after compensating for the course work missed and obtaining due permission from the respective College and University.
- A student may register to appear in a semester examination which she/he has not passed, with appropriate fee.

3.2.2 Evaluation System:

The University has a continuous evaluation system for each type of Subjects (Theory, Practice, and Theory & Practice).

This purpose the university holds the following examinations.

- End Semester Examinations at the end of the Odd and Even Semester course work
- Examination on Demand (EOD) to be notified from time to time. In general, there will be one EOD in each semester, in addition to a special EOD towards the end of Academic Year.

3.2.2.1 The Assessment breakup of Internal and External are as follows:

Programme	Stream/Branch	Course Code to be provided	Course Title	Credit	Type (T+P+Pj)	Subject Type	Theory		Practice	
							Internal	External	Internal	External
Certificate Programme of Paramedics	Certified Blood Collection Assistant	CUTM2971	Certified Blood Collection Assistant Paper-I	8	8+0+0	Theory	-	40	-	-
Certificate Programme of Paramedics	Certified Blood Collection Assistant	CUTM2972	Certified Blood Collection Assistant Paper-II	12	0+12+0	Practice	-	-	10	50
Certificate Programme of Paramedics	Certified OT Technician	CUTM2973	Certified OT Technician Paper-I	12	12+0+0	Theory	-	70	-	-
Certificate Programme of Paramedics	Certified OT Technician	CUTM2974	Certified OT Technician Paper-II	8	0+8+0	Practice	-	-	-	30
Certificate Programme of Paramedics	Certified Ward Technician	CUTM2975	Certified Ward Technician Paper-I	8	8+0+0	Theory	-	40	-	-
Certificate Programme of Paramedics	Certified Ward Technician	CUTM2976	Certified Ward Technician Paper-II	12	0+12+0	Practice	-	-	10	50

Certificate Programme of Paramedics	Certified Course in First Aid	CUTM2977	Certified Course in First Aid Paper-I	8	8+0+0	Theory	-	40	-	-
Certificate Programme of Paramedics	Certified Course in First Aid	CUTM2978	Certified Course in First Aid Paper-II	12	0+12+0	Practice	-	-	10	50
Certificate Programme of Paramedics	Certified ECG Technician	CUTM2979	Certified ECG Technician Paper-I	8	8+0+0	Theory	-	40	-	-
Certificate Programme of Paramedics	Certified ECG Technician	CUTM2980	Certified ECG Technician Paper-II	12	0+12+0	Practice	-	-	10	50
Certificate Programme of Paramedics	Certified Ophthalmic Assistance	CUTM2981	Certified Ophthalmic Assistance Paper I (First Year)	60	30+20+10	Theory +Practice	-	80	-	20
Certificate Programme of Paramedics	Certified Ophthalmic Assistance	CUTM2982	Certified Ophthalmic Assistance Paper II (First Year)	80	30+30+20	Theory +Practice	-	80	-	20
Certificate Programme of Paramedics	Certified Ophthalmic Assistance	CUTM2983	Certified Ophthalmic Assistance Paper I (Second Year)	80	40+40+0	Theory +Practice	-	80	-	20
Certificate Programme of Paramedics	Certified Ophthalmic Assistance	CUTM2984	Certified Ophthalmic Assistance Paper II (Second Year)	80	40+40+0	Theory +Practice	-	80	-	20

Certificate Programme of Paramedics	Certified Ophthalmic Surgical Assistance	CUTM2985	Certified Ophthalmic Surgical Assistance Paper I (First Year)	60	30+20+10	Theory +Practice	-	80	-	20
Certificate Programme of Paramedics	Certified Ophthalmic Surgical Assistance	CUTM2986	Certified Ophthalmic Surgical Assistance Paper II (First Year)	80	30+30+20	Theory +Practice	-	80	-	20
Certificate Programme of Paramedics	Certified Ophthalmic Surgical Assistance	CUTM2987	Certified Ophthalmic Surgical Assistance Paper I (Second Year)	80	40+40+0	Theory +Practice	-	80	-	20
Certificate Programme of Paramedics	Certified Ophthalmic Surgical Assistance	CUTM2988	Certified Ophthalmic Surgical Assistance Paper II (Second Year)	80	40+40+0	Theory +Practice	-	80	-	20
Certificate Programme of Paramedics	Certified EMG Technician	CUTM2995	Certified EMG Technician Paper-I	8	8+0+0	Theory	-	40	-	-
Certificate Programme of Paramedics	Certified EMG Technician	CUTM2996	Certified EMG Technician Paper-II	12	0+12+0	Practice	-	-	10	50
Certificate Programme of Paramedics	Certified Dialysis Technician	CUTM2997	Certified Dialysis Technician Paper-I	12	0+12+0	Practice	-	-	-	30
Certificate Programme of Paramedics	Certified Dialysis Technician	CUTM2998	Certified Dialysis Technician Paper-II	8	8+0+0	Theory	-	70	-	-

- All Internal marks will be recorded in ERP and uploaded to EMS. All external marks to be sent to QA cell in a sealed cover as per the direction of QA.
- Registration of a paper having pre-requisite condition indicates that, a student will only be allowed to register provided he/she has cleared the pre-requisite paper at the time of registration.
- A student may apply for rechecking and photocopy as per the norms.
- A student can appeal against the rechecking result(s) with a fee of Rs 5000/- per paper. The fee will be refunded to the student in case the revised result (marks) is 10% or more than the earlier rechecked marks.

3.2.2.2 Examination & Evaluation Systems for Back Papers:

1. Back paper (Theory)

Option 1: Students can re-register back paper subject during a semester (if it is offered in that semester), attend all class appear internal examination and end semester examination by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and marks will be awarded as per the marks scored in the current session.

Option 2: Student can appear EOD for external component only. This external mark along with previous internal marks scored by student will be considered for final marks. No scope for change in internal marks.

2. Back Paper (Lab/Practice)

Option 1: Student can re-register back paper during a semester (if it is offered in that semester) by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and marks will be awarded as per the marks scored in the current session.

Option 2: Student can re-register for summer course, conduct all Lab experiments and appear internal & external examination by paying requisite registration fee per subject. The previous internal/external marks will be invalid. The student will be evaluated and markswill be awarded as per the marks scored in the current session. Student has to pay exam fee as applicable.

3.2.3 Assessments of Projects, Internships & Seminars

a. Projects:

There will be Process and Output of the Project.

Process will include Literature review, design/ techniques to be decided, Experiment/ testing/ simulation, Attendance, Observations/ viva.

Output will include Report, Product, Presentation etc.

b. Internships:

- (i) Log report/ daily report (signed by company person in the field)
- (ii) Report submission (log report to be a part of the report)
- (iii) Assessment* by the company/ organisation where internship is done
- (iv) Presentation and Viva at Department level.
- (v) Clinical case study

* Assessment by the company to be carried out on the format provided by the University

3.3 General

3.3.1 The academic regulations should be read as a whole for the purpose of interpretation.

3.3.2 In case of doubt or ambiguity in the interpretation of the above regulations, the decision of the Vice-Chancellor is final.

3.3.3 The University may change or amend the academic regulations at any time and the changes or amendments made shall be applicable to all the students with effect from the dates notified by the University.
