

ACADEMIC REGULATIONS GOVERNING B.TECH / B.PHARM / B.ARCH PROGRAMMES

1.0 Duration of Curriculum and Calendar

- 1.1 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 formalities. The number of teaching weeks in each semester shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination.
- 1.2 Each year the University shall draw out a calendar of academic and associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.
- 1.3 Duration : The duration of the programme shall be governed by the regulations of AICTE that may change from time to time. As per the prevailing regulations, B.Tech programme is Four years (Eight Semesters), B.Pharm programme is Four years (Eight Semesters) and B.Arch programme is Five years (Ten Semesters) duration. A weaker student can complete a four year programme in not more than seven years and a five years programme in not more than eight years.

2.0 Eligibility for Admission:

- 2.1 Admissions to different courses of the University shall be based on criteria decided by the Academic Council of the University in accordance with the stipulations of AICTE / UGC, modified as necessary.

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.
- 2.2 Physically handicapped Candidates shall be required to satisfy the prescribed medical fitness norms.
- 2.3 Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification / academic calendar.
- 2.4
 - Candidates shall have to register as bonafide students with the University as per University regulations before commencement of instruction in First Semester and for Lateral entry students in Third Semester.
 - A student is allowed to attend classes only for those subjects that he / she has registered in a semester.
 - A student who has been promoted with a backlog, has to first register for the backlog subject(s) if the same is being offered in a semester.

- 2.5 Any student pursuing B. Tech programme, may be allowed a change of branch in an institution / college after completion of course requirements for the first (autumn) and second (spring) semesters of the first year programme, subject to availability of seats in a programme. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be 8.5 or more. This is an incentive to meritorious students.

The change of branch shall be accorded to only such students who have cleared all examination items of both the semesters in first attempt, in examinations held during academic session of his / her first admission to the course. Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process.

An institution deciding to award benefit of branch change shall constitute a committee (Branch Change Committee) with the Principal as its Chairman. The committee shall invite options from the students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. Institutional decision on the matter shall be final. The college shall intimate the decision on branch change within seven calendar days starting of the semester.

- 2.6 The change of branch facility shall not be available to students of B.Pharm, B.Arch and B.HMCT courses.
- 2.7 No inter-college transfer shall be allowed.

Under extraordinary circumstances (closure of a college / withdrawal of recognition/ affiliation by AICTE/ University) the University may transfer students from one affiliated institution / college to another in the same programme at any time during the continuation of the programme. **In addition, one student per year per program (Engg./Pharm/MBA/MCA) may be allowed from one private college to another and one Govt. college to another on medical grounds subject to the consent of both the colleges.** However, change of college or change of branch in the same college is not allowed in the first year / year of admission.

3.0 Subject-wise Registration and Eligibility to Appear at Examinations.

- 3.1. All Registered Students of the University have to register for each of the subjects they are required to study before commencement of a semester. Except in the first semester, where a student is automatically registered for all subjects of the semester, a student has to apply to the University in a specified format for subject-wise registration for the term with prescribed fees through his/her college principal. The same will be scrutinized and registration confirmation will be given to the college.

- 3.2. A student who has been promoted with backlog (XP) has to register first for the backlog subjects being offered in the semester. During the course of study (2nd to 6th semester), a student can register **for a maximum of three backlog (failed) subjects** of the lower semesters, preference being given to the lowest possible semester; in addition to the prescribed subjects for that semester. However, the final year students can register any number of backlog (failed) subjects of their lower semesters. After completing the 8th semester, a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance) and attempt to clear them during appropriate semester examinations. The student once registered for a set of backlog subjects cannot change them during the semester.

If a student does not secure a pass grade in Laboratory./Sessional subject, he/she has to clear the same as prescribed above.

Important Note: If minimum 10 students opt for a particular elective paper (in any semester) at the college level, then this paper should be offered at that college and those students would be allowed for registration of the same.

- 3.3. A student shall not be allowed to appear in the Semester examination (including Special Examination of that year) in those particular theory subjects where he has shortage in attendance. He will be allowed to appear at the theory examinations in other subjects where he has no shortage in attendance. 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. 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 a letter. Letters must be issued to the student and the guardian before he/ she is debarred for appearing University examination due to shortage of attendance. University has to be informed about the percentage of attendance before starting of examination.
- 3.4. Concessions: 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 institution / college / University / government with prior written permission of the head of the institution / college 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/ Special Examination with shortage of attendance below 65% in any of the registered subjects.
- 3.5. 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.
- 3.6. 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 clearance on eligibility from the University.

- 3.7. A student who is promoted to the next higher year with backlogs in the previous year shall be permitted to appear at an examination for the backlog subjects, provided he/she fulfills the conditions 3.3 to 3.6 above.
- 3.8. A student who has been absent on medical ground may be allowed to appear at an examination provided he/she has attended at least 65% of classes and (i) a medical board and (ii) the Principal, recommended for such relaxation.

4.0 Rules for examinations

4.1 Each discipline consists of the following four types of items:

- Theory Items
- Practical Items
- Sessional Items
- Project Items

The schedule of these items along with their credit points for each semester shall be as per rules formulated by the Academic Council from time to time.

4.2 At the end of each semester, there shall be an examination (hereinafter called end-semester examination) conducted by the University as per programme announced at the beginning of each academic year.

4.3 Back paper examinations, if any, shall be held with the normal end semester examination.

4.4 Students with backlogs shall clear their backlog subjects along with regular students of lower semester(s) in subsequent year or in the same year if a subject is offered in both terms.

4.5. There shall be a Special examination after the 8th semester examination for 7th and 8th semester subjects. Students who have failed in subjects registered by them in 7th and 8th semesters, may avail this opportunity to clear these subjects. Students, after completion of 8th semester, can register in any number of subjects (failed) for the Special examinations. The Special Examination will start after 30th June of every year.

There shall not be any re-valuation for any subjects of the Special Examination.

4.6 The colleges may arrange for special classes, tutorials etc. for such failed students to make up their deficiencies at least for 2 to 4 weeks during May and June.

4.7. The Special examination shall be held only at selected centres.

5.0 Declaration of Result and Promotions

5.1 In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory, Practical, Project, Seminar, Sessional and Viva Voce items and maintain a minimum level of overall performance as specified in the rules formulated by the Academic Council.

5.2 Unless otherwise stated in the rules governing promotion, the promotional status between two consecutive semesters and / or two consecutive levels / years shall be indicated on the semester credit card as per details below:

A. Passed and Promoted (denoted by P) indicating that

- The candidate has cleared every registered course item of both odd and even semester of the academic year.
- He / She has no backlog from lower levels.
- He / She has secured CGPA of 6.0 or more.

B. Eligible for Promotion with backlogs (denoted by XP) indicating that (effective from 2007-08 academic session)

- The candidate is eligible for promotion with backlog (XP) in the following situation:
 - ▶ For promotion from 1st year to second year: A student at the end of the first year (inclusive of first and second semesters) having a CGPA of 4.50 or more is eligible for promotion to second year, regardless of the number of failed subjects.
A student (at the end of first year) with a CGPA of less than 4.50 may choose to quit or pursue studies after registering as a fresh student in the first year. If the registered student in the new 1st year once again fails to secure a CGPA of at least 4.50 at the end of the second semester, he/she has to quit the BPUT system.
 - ▶ For promotion from 2nd year to 3rd year: If a student of 2nd year (after 4th semester) has a SGPA of lower than 4.50 in three consecutive semesters (i.e. in 2nd, 3rd and 4th semesters) he/she has to quit the BPUT system. All other students (except 'X' category students coming under Clause- C below) of second year are eligible for promotion to 3rd year.
 - ▶ For promotion from 3rd to 4th year: If a student of 3rd year (after 6th semester) has a SGPA of lower than 4.50 in three consecutive semesters (i.e. in 3rd, 4th, 5th or 4th, 5th, 6th semesters) he/she has to quit the BPUT system. All other students (except 'X' category students coming under Clause- C below) of third year are eligible for promotion to 4th year.
 - ▶ For promotion to fifth year (only for B.Arch Programme)
If a student of 4th year (after 8th semester) has a SGPA of lower than 4.50 in three consecutive semesters (i.e. in 5th, 6th, 7th or 6th, 7th, 8th semesters) he/she has to quit the BPUT system. All other students (except 'X' category students coming under Clause- C below) of fourth year are eligible for promotion to 5th year.

Important Note: The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotion/quit from the system.

C. NOT eligible for Promotion (denoted by X) indicating that

A candidate is NOT eligible for promotion to next higher level (semester/year) under the following circumstances:

(i) If he/she had not registered in the subjects at the current semester, or (ii) if he/she had not appeared in the end semester examination in at least 3 (three) theory papers of the regular semester and has not appeared in at least 2(two) lab/practical/sessional items.

Important Note: Those 'X' category students (and students do not want promotion), who are otherwise eligible to continue in the BPUT system, are required to re-register in that year. They are required to register all regular semester subjects of both semesters of that year.

- 5.3 A candidate shall be eligible for promotion to the next higher level / year if he / she satisfies the conditions laid down under the rules formulated by the Academic Council.
- 5.4 Candidates declared eligible for promotion to the next level without clearing all course items of earlier semesters individually shall have to apply for permission for admission to the higher level and obtain the same from the director / principal of concerned institution before registration.
- 5.5 The University shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.
- 5.6 The over all performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.
- 5.7 A student's level of competence shall be categorized in accordance with the cumulative Grade Point Average.

6.0 Grading System

- 6.1 A letter grading system shall be followed in the University. The uniform Grading System to be followed for all Academic Programmes (except Ph.D. and D.Sc) shall be as described below :

A Seven Point grading system on base of 10 shall be followed in the University. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 Percentage Points	Point
Outstanding	'O'	90 & above upto 100	10
Excellent	'E'	80 & above but less than 90	9
Very Good	'A'	70 & above but less than 80	8
Good	'B'	60 & above but less than 70	7
Fair	'C'	50 & above but less than 60	6
Pass	'D'	37 & above but less than 50	5
Failed	'F'	Below 37	2

N.B. *Grade C shall be considered as average, Grade D shall be pass Grade for theory and Grade C shall be Pass Grade for Practical / Sessional / Project / Seminar / Viva - Voce.*

6.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as:

SGPA - Semester grade point average.

CGPA - Cumulative grade point average.

6.3 Definition of terms:

- a) POINT - Integer equivalent each letter grade.
- b) CREDIT - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- c) CREDIT POINT - (b) x (a) for each course item.
- d) CREDIT INDEX - \sum CREDIT POINT of course items in a Semester.
- e) GRADE POINT - CREDIT INDEX / \sum CREDIT

SEMESTER GRADE POINT AVERAGE (SGPA)

SGPA - CREDIT INDEX / \sum CREDITS for a Semester

CUMULATIVE GRADE POINT AVERAGE (CGPA)

CGPA - $\frac{\sum \text{CREDIT INDEX of all previous Semester}}{\sum \text{CREDITS of all Prev Semester}}$
upto a Semester

7.0 Degree Requirements :

A candidate will be eligible for award of B. Tech/ B.Arch/ B. Pharm degree if he satisfies the following :

- (a) Obtains at least satisfactory grade (C) in NCC / NSS / Games / Sports / Music / Drama / Debate / Quiz / Yoga.
- (b) The candidate has not been convicted for any cognizable offence.
- (c) The CGPA is 6.0 or more.
- (d) A student, with F grade in some registered subjects, may be allowed to receive final degree provided he/she has cleared minimum required credits with grade D or more and fulfills other conditions. The subject where he/she has secured F grade will not be shown in Mark sheet.
- (e) There shall be no class / division awarded to a student either at Semester or degree level.
- (f) A student's level of competence shall be categorized by the GRADE POINT AVERAGE. It shall be the basis of judging his / her overall competence in the course.
- (g) For award of gold medal / scholarships etc, more than one candidates may be declared Joint Winner if they have same CGPA.
 - Candidate securing less than 8.5 CGPA will not be considered for award of Gold Medal.
 - No Gold Medal will be recommended where there is a single branch in single institution.

In addition he/she has to clear the following credit requirements with pass grade or more in each subject.

7.1 B.Tech Degree Programme

Subject Category	No. of Credits	
	Minimum	Maximum
Basic Science	30	35
Basic Engineering	40	45
Professional Core	45	55
Professional Core Electives	25	30
Free Elective	20	25
Humanities and Management	25	30
Project	10	10
Comprehensive Viva - Voce	5	5
Total Credit for Degree	200	235

*Pass grade is D in Theory and C in all other items.

7.2 B.Pharm Degree Programme

Subject Category	No. of Credits	
	Minimum	Maximum
Basic Sciences	30	32
Basic Engineering	10	12
Humanities and Management	9	12
Professional Core	120	125
Professional Elective	16	19
Project	10	10
Comprehensive Viva - Voce	5	5
Total Credit for Degree	200	210

*Pass grade is D in Theory and C in all other items.

7.3 B.Arch Degree Programme

Subject Category	No. of Credits	
	Minimum	Maximum
Basic Sciences	8	8
Basic Engineering	48	48
Humanities and Management	15	15
Professional Core	125	130
Professional Electives	20	25
Practical Training	20	20
Project	10	10
Comprehensive Viva - Voce	4	4
Total Credit for Degree	250	260

*Pass grade is D in Theory and C in all other items.

8.0 Examination :

The University shall have continuous evaluation system for each theory, practical, sessional, design and project papers.

8.1 Theory Papers

- (a) A theory paper will have 100 percentage points. The weightage for three class tests and the end semester examinations will be as follows:
- Class Test - I of one hour duration = 10 percentage points.
 - Class Test - II of one hour duration = 10 percentage points.
 - Class Test - III of one hour duration = 10 percentage points.
 - End Semester Examination of three hours duration = 70 percentage points.
- Total** 100percentage points.
- (b) The syllabus for each theory paper will have 3(4) modules. The three Class tests will be nearly equi-spaced in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The academic calendar will specify the examination period for all Class tests and the end semester examination.
- (c) The class Tests will be conducted at the college level in the Scheduled week and the corrected papers have to be shown to the students within seven calendar days. The score out of 10 percentage points shall be immediately sent to the University and informed to the students.
- (d) There is no compensatory Class Test. If a candidate misses a Class Test due to medical reasons, the candidate will make an application to the college. The college will constitute a medical board with a doctor not below the rank of a CDMO to examine if the illness was serious enough to compel him / her to abstain from appearing at the test.

Medical board report with the recommendation of the Principal shall be sent to the University for consideration of compensating test / award of percentage points. The University shall constitute a committee to recommend the action for each case. If the committee recommends compensatory percentage points, it will be the average of the other two tests.

- (e) A candidate shall Clear (Pass) a theory paper if he / she secures :
- (1) Minimum of 25 percentage points in the End Semester examination, and
 - (2) Minimum of 37 percentage points in the End Semester examination and three class tests, taken together.

8.2 Practical Papers

- (a) The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.
- (b) A practical paper shall have 100 percentage points.
- (c) Each practical / experiment (work) shall have equal percentage point as its weightage.
- (d) A practical paper shall have 2, 3 and 6 contact hours / week for 1, 2 and 4 credit papers respectively. Time Table must provide for such contact hours.
- (e) A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours.
A practical experiment (work) will be evaluated based on the following components. The relative weightage of the components are also given below.

• Experiment (work) planning and execution	20
• Results and interpretation	30
• Report	30
• Understanding on the theory related to experiment	20
Total	100
- (f) A candidate has to be told about the score at the end of a Practical class. The Score shall be sent to the University on the same day.
- (g) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).
- (h) A candidate shall clear a Practical Paper if his / her score in the paper is minimum of 50 percentage points.
- (i) College can arrange a compensatory practical class for a student who misses an experiment only on medical ground. Such a compensatory experiment has to be arranged within two weeks of his / her missing a practical class.

The score for the compensatory test shall be sent to the University giving reference to the original practical date that the student has missed.

8.3 Sessional Papers

- (a) Sessional paper will carry 100 percentage points.
- (b) The syllabus shall prescribe the number of jobs and specific tasks to be performed in each job. All jobs in a sessional shall have more or less same allotted contact hours and equal weightage.
- (c) A sessional job has to be evaluated based on the following considerations.

• Quality of job	50 points
• Understanding of the job and related theory	30 points
• Quality of report and Viva - Voce	20 points

- (d) Each sessional work is to be completed during allotted hours in the class itself.
- (e) No sessional works can be done at home / hostel.
- (f) At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses (if any).
- (g) At the end of each sessional the marks are to be sent to the University.
- (h) If a student misses upto 35 percent of allotted sessional hours for a job on health ground, he / she may make an application to the Principal alongwith a medical certificate. A committee constituted by the Principal may consider the application and the student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.
- (i) The teacher concerned shall maintain all records of the sessional work at least for a semester for inspection by the University.
- (j) A candidate shall clear (Pass) a Sessional Paper if he / she scores minimum of 50 percentage points.

8.4 Project Item

- (a) A Project Item shall carry 100 percentage points.
- (b) Each candidate shall do a project under the supervision of a Supervisor. There could be a Co - Supervisor if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.
- (c) Evaluation of the Project
 - (i) Evaluation of a major / minor project will be done on following points.

• Understanding the relevance, scope and dimension of the project	10 points
• Relation to literature / application	10 points
• Methodology	10 points
• Quality of Analysis and Results	10 points
• Interpretations and Conclusions	20 points
• Report	20 points
• Defence	20 points
	100 points
 - (ii) The evaluation shall be done by a Committee of teachers where the Project Supervisor shall be a member. His evaluation shall carry 50 percent weightage. The other members shall have 50 percentage weightage. For major project, an external expert shall be involved.
 - (iii) Minimum score for a Pass in Project item is 50 percentage points.
 - (iv) The Chairman of the Committee shall forward the score within the prescribed date to the University. He / She shall also maintain all records for inspection by the University for at least a semester. He / She shall submit a copy to the Principal for records.

8.5 Seminar Item

Seminar performance will be evaluated by a committee of Teachers. It will have the following components.

- | | |
|--|-------------------|
| (a) Quality of Material | 30 points |
| (b) Quality of Presentation | 30 points |
| (c) Quality and extent of response from other students | 20 points |
| (d) Participation in other Presentations | 20 points |
| | 100 points |

A candidate has to not only give his / her seminar, but also must attend atleast 75 percent of seminars given by other students. The Chairman of the Committee shall forward the score within the prescribed date to the University. He / She shall also preserve all records for inspection by the University for at least a semester. He / She shall submit a copy to the Principal for records. Minimum score for a Pass in Seminar item shall be 50 percentage points.

8.6 Comprehensive Viva - Voce Item

- (a) This shall be done by a Committee of Teachers with participation of an External Expert from an Institution / Industry of repute.
- (b) The Chairman of the Committee shall forward the score within the prescribed date to the University. He / She shall also maintain all records for inspection by the University for at least a semester. He / She shall submit a copy of the score to the Principal for records.
- (c) Minimum score for a Pass in Viva - Voce is 50 percentage points.

8.7 Evaluation Responsibility

- (a) The teacher imparting instruction is solely responsible for evaluation of Class Tests, Practical and Sessional works. He / She is also responsible for maintaining all records to justify his / her evaluation scheme and score thereof.
- (b) Neither the Principal nor the Management shall have right to change the score assigned by a teacher. However, if the Principal is convinced that the scores assigned by a teacher are biased, he / she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised score shall be sent to the University for necessary action.
- (c) A copy of the score assigned for each Class Test, Practical and Sessional work shall be submitted to the Principal for records, and the same will be sent directly by the teacher concerned to the University.

9.0 Time Table for Instructions.

Each constituent / affiliated college has to prepare Time table for the subjects (Theory, Practical and Sessional) being offered in a semester at least 15 calender days before the coursewise registration of students to that semester. The time table must also mention the teacher who is handling a subject. If the subject is handled in more than one sections, the names of the teachers handling all the sections should be given. Each constituent / affiliated college shall have to submit Time Table at least 10 calender days before registration.

10.0 Registration of Teachers

- (a) Each regular faculty engaged in teaching of a theory paper, supervision of Practical, Sessional and Project work shall be registered teacher of the University.
- (b) A teacher of a constituent / affiliated college of the University has to get himself / herself registered in the University before he / she handles the formal instruction. The college shall forward the registration form in prescribed format with necessary fees to the University.
- (c) Only a registered teacher of the University shall be permitted to get involved in teaching, invigilation, examination and evaluation processes.
- (d) The University reserves the rights to cancel the registration of a teacher, if the performance of a teacher is found to be unsatisfactory and his / her conduct is unbecoming of a teacher without assigning any reason for the action.

11.0 Academic Rules

- (1) Rules for Change of Name/ Surname
 - i. The application in the prescribed format for change of name/ surname shall be considered provided that proposed change in name or surname is
 - (a) Notified in the Government Gazette.
 - (b) Published in the news papers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.
 - ii. The application in prescribed format shall have to be forwarded through the Principal of the concerned college along with following documents.
 - (a) Original Certificate / Original Mark sheet along with certified copies of the said original certificate as mentioned in the application form duly corrected.
 - (b) Original clipping of the Gazette publication.
 - (c) Original clipping of the News Papers of Orissa State in which name / change of surname so published.
 - (d) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.
 - (e) Prescribed fee in shape of Bank Draft in favour of the University.
 - (f) After due verification of all documents and necessary approval of the Vice Chancellor the change of name/ surname shall be notified by the University through the Registrar.
- (2) Rules for Correction of Name in Degree Certificate
 - (a) Application shall be forwarded by the Principal/ Director of the respective college specifying the Corrected name and name appears in the final Certificate/ grade sheet.
 - (b) The application shall be enclosed with the attested copies of the HSC and CHSC certificate/ mark sheet.
 - (c) Prescribed fee in shape of Bank Draft in favour of the University shall be deposited with the application form.
 - (c) After due verification of all documents and necessary approval of the Director Examination a corrigendum shall be issued.
 - (d) The necessary correction be made in the academic record and a fresh certificate shall be issued within 15 calendar days.
- (3) Rules for Lost/ Damaged of Degree certificate/ Transcripts
 - (a) Application shall be forwarded by the Principal/ Director of the respective college specifying the reason for loss / damage of degree Certificate/ transcripts.
 - (b) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost/ damaged.
 - (c) Original affidavit swearing before the 1st class Magistrate.
 - (d) Original clipping of the News Papers (at least in 2) of Orissa State in which Loss/ damage so published.
 - (e) Prescribed fee in shape of Bank Draft in favour of the University shall be deposited with the application.
 - (f) After due verification of all documents and necessary approval of the Director Examination, Duplicate Certificate will be issued within 15 calendar days.

- (4) Rules for Migration Certificate
- (a) Application shall be forwarded by the Principal/ Director of the respective college specifying the reason for issuance of Migration Certificate.
 - (b) The application shall be accompanied by the Original Registration Card issued by the respective University.
 - (c) Prescribed fee in shape of Bank Draft in favour of the University is to be deposited with the application form.
 - (f) After due verification of all documents and necessary approval of the Registrar Migration Certificate will be issued.

12.0 (a) Re-Totalling / Re-Checking :

A student may apply through his/ her college for Re-totalling / Re-checking of a paper within 10 calendar days from the date of publication of the results in each Semester. However, evaluation be done for un-evaluated questions, if any. This facility is however not available for special examinations.

(b) Mark Sheet

At the end of each year, mark sheet shall be made available to each student free of cost. However a student requires additional copies, he / she should apply through the college with prescribed fees.

(c) Duplicate University Registration Card

A Student is issued University Registration Card at the time of counseling and admission. 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 admission of the student to a college and his / her eligibility to attend classes in a college. This is MOST IMPORTANT document and the student must have it.

In the event of a student losing his / her University Registration Card, he / she should immediately lodge a FIR in the nearest Police Station. He / She should apply through the College for issue of duplicate Registration Card with a prescribed fee. The application in plain paper must accompany a copy of FIR and prescribed fee and the same should be sent to The Registrar, Biju Patnaik University of Technology by Speed Post / Registered Post.

PERSCRIBED FEES

Sl.No.	Description of Items	Fee
1.	Duplicate Registration Card	100/-
2.	Migration Certificate	100/-
3.	Duplicate / Additional Grade Sheet per year	100/-
4.	Correction / Change of Name in Degree Certificate	200/-
5.	Duplicate Degree Certificate	500/-

Sd/-
Vice-Chancellor
Chairman, Academic Council

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA

APPLICATION FOR ADDITIONAL GRADE SHEETS / TRANSCRIPTS

- Instructions :**
- (i) Application shall be forwarded by the Principal / Director of the respective college specifying the reason / purpose for Additional Grade Sheets / Transcripts with Official Seal.
 - (ii) Grade sheets / Additional Grade Sheets / Transcripts are issued year - wise.
 - (iii) Fees of Rs.100/- per year per each grade sheet. Accordingly a Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.
 - (iv) Purpose of Additional Grade Sheet / Transcript has be enclosed with the application form.

A. Name of the College :

B. Registration Number :

C. Name of Student :

D. Discipline :

E. No. of Additional Grade Sheet / Transcripts required :

1st Year
 2nd Year
 3rd Year
 4th Year
 5th Year

F. Demant Draft Details

(a) Amount : (in words.....).

(b) DD. No. : (c) DD. Date :

(d) Bank :

Date :

Signature of the Student

Forwarded to the University
Letter No..... date :

Principal / Director

For University office Use only

Examination Section : Issue/ Do not Issue

Director, Examinations

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR MIGRATION CERTIFICATE

- Instructions :**
- (i) Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.
 - (ii) Application shall be forwarded by the Principal / Director of the respective college specifying the reason / purpose for issuance of the Certificate with Official Seal.
 - (iii) The application shall be accompanied by the Original Registration Card issued by the University.
 - (iv) NOC from the Principal / Director of the concerned College to enclosed with application form.

- A. Name of the College :
- B. Registration Number :
- C. Name of Student :
- D. Discipline :
- E. Reason / Purpose :
-

F. Demant Draft Details

- (a) Amount : Rs.100/-(rupees one hundred only).
- (b) DD. No. : (c) DD. Date :
- (d) Bank :

Date :

Signature of the Student

Forwarded to the University

Letter No..... date :

Principal / Director

For University office Use only

Academic Section : Issue / Do not Issue

Registrar

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR CORRECTION OF NAME IN DEGREE CERTIFICATE

- Instructions :** (i) *Application shall be forwarded by the Principal / Director of the respective college specifying the corrected name with Official Seal.*
(ii) *The application shall be enclosed with the attested copies of the HSC and CHSC certificate.*
(iii) *Original Degree Certificate with Wrong Name shall be enclosed.*
(iv) *Fees of Rs.200/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.*

A. Name of the College :

B. Registration Number / Roll No. :

C. Discipline :

D. Wrong Name as Printed :

E. Correct Name to be Printed :

F. Demant Draft Details

(a) Amount : Rs.200/- (rupees two hundred only).

(b) DD. No. : (c) DD. Date :

(d) Bank :

Date :

Signature of the Student

Forwarded to the University

Letter No..... date :

Principal / Director

For University office Use only

Examination Section : Recommended / Not Recommended

Director, Examinations

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA

APPLICATION FOR BRANCH CHANGE

Instructions : (i) Refer to Clause No. 2.5 of Academic Regulations for B.Tech Programme.

- A. Name of the College :
- B. Registration Number :
- C. Name of Student :
- D. Branch at the Time of Admission :
- E. CGPA at the end of 1st year :
- F. New Branch allotted :

Date :

Signature of the Student

Forwarded to the University

Letter No..... date :

Principal / Director

For University office Use only

Examination Section : CGPA 1st Year

Branch Change: Allowed/Not allowed

Director, Examinations

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR CORRECTION IN GRADE SHEETS

- Instructions :** (i) Application shall be forwarded by the Principal / Director of the respective college specifying the reason for Duplicate Grade Sheets with Official Seal.
(ii) Grade sheets are issued year - wise.
(iii) Fees of Rs.100/- per year per each grade sheet. Accordingly a Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.

- A. Name of the College :
- B. Registration Number :
- C. Name of Student :
- D. Discipline :
- E. Nature of Correction :
(Enclose Original Grade Sheet)

1st Year

2nd Year

3rd Year

4th Year

5th Year

E. Demant Draft Details

- (a) Amount : (in words.....).
(b) DD. No. : (c) DD. Date :
(d) Bank :

Date :

Signature of the Student

Forwarded to the University

Letter No..... date :

Principal / Director

For University office Use only

Examination Section: Issue/Do not issue

Director, Examinations

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR DUPLICATE DEGREE CERTIFICATE

- Instructions :**
- (i) Application shall be forwarded by the Principal / Director of the respective college specifying the reason for issue of the Duplicate Degree Certificate with Official Seal.
 - (ii) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost / damaged.
 - (iii) Original Affidavit swearing before 1st Class Magistrate.
 - (iv) Original clipping of the news paper (at least in 2) of Orissa State in which loss / damage so published.
 - (v) Fees of Rs.500/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.

- A. Name of the College :
- B. Registration Number / Roll No. :
- C. Name of the Candidate :
- D. Discipline :
- E. Branch :
- F. Issuance Date of Degree Certificate :
.....

G. Demant Draft Details

- (a) Amount : Rs.500/- (rupees five hundred only)
- (b) DD. No. : (c) DD. Date :
- (d) Bank :

Date :

Signature of the Student

Forwarded to the University

Letter No..... date :

Principal / Director

For University office Use only

Examination Section : Recommended / Not Recommended

Director, Examinations

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR DUPLICATE REGISTRATION CARD

- Instructions :** (i) *Application shall be forwarded by the Principal / Director of the respective college specifying the reason for Duplicate Registration Card.with Official Seal.*
(ii) *The application shall be accompanied by the Original FIR of Police Station where the Registration Card has lost / damaged.*
(iii) *Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.*

A. Name of the College :

B. Registration Number :

C. Name of the student :

D. Discipline :

E. Branch :

F. Demant Draft Details

(a) Amount : Rs.100/- (rupees one hundred only).

(b) DD. No. : (c) DD. Date :

(d) Bank :

Date :

Signature of the Student

Forwarded to the University

Letter No..... date :

Principal / Director

For University office Use Only

Academic Section : Issue / Do not issue

Registrar

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR SUPPORT FROM WELFARE FUND

1. Name of the student :
2. Name of the College :
3. Year of Admission :
4. Discipline :
5. Current Status :
6. Name of the Earning Member who has been supporting study as per college record :
7. Current Status of the Member Supporting Study : Deceased
 Permanently Disabled
8. Date of incident :
9. Cause of death / permanent disability (Support with death certificate of permanent disability by a medical board by CDMO or above)
10. Current financial status of the family (Support by an Income Certificate issued by a Revenue Officer of the rank of a Tahsildar or above)

Signature of the Applicant

FOR USE BY THE COLLEGE

11. Estimated Semester wise expenditure to complete the course requirements in minimum prescribed period
 - Tuition Fee
 - Development Fee
 - Hostel Fee
 - Transportation Fee
 - University Fees
 - Other Fees
 - Contingency
 - Total for the Current Semester
 - Total for the Remaining Semester
12. Recommendation of the College
 - (i) The case has been examined by a committee and it requires / does not require favourable consideration (Recommendation of the committee is enclosed).
 - (ii) The college agrees to pay for the expenses and claim reimbursement from Welfare Fund.

Signature of the Principal

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR RE-CHECKING / RE-ADDITION

Instructions : (i) *Application shall be forwarded by the Principal / Director of the respective college with Official Seal.*
(ii) *Fees of Rs.200/- for each subject in shape of DD / Cash is to be deposited in the respective College.*

- A. Name of the College :
- B. Registration Number :
- C. Name of the Students :
- D. Discipline & Branch :
- E. Semester :

Sl.No.	Subject Code	Subject

- F. Mode of Payment (at the College level)
- (i) Cash : (in Rupees)
- (ii) Demand Draft : DD No. Date :

Date :

Signature of the Student

Principal / Director

This form is to be retained by the College. For all the students the details in a consolidated form with a Draft have to be sent to the University.

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR REGULAR SEMESTER SUBJECT REGISTRATION

- Instructions :** (i) Application shall be forwarded by the Principal / Director of the respective college with Official Seal.
(ii) Fees as per Academic Regulation for B.Tech / B.Arch / B.Pharm // B.HMCT / MBA / MCA / M.Tech / M.Pharm.

- A. Name of the Student :
- B. Name of the College :
- C. Registration Number :
- D. Discipline & Branch :
- E. Semester / Trimester :

Sl.No.	Subject Code	Subject
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

- F. Mode of Payment :
- (i) Cash : (in Rupees)
- (ii) Demand Draft : DD No. Date :

Date :

Signature of the Student

Forwarded to the University
Letter No..... date :

Principal / Director

(For E-Registration, this form has to be retained in the college for record.)

BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA

APPLICATION FOR COLLEGE TRANSFER

- Instructions :**
- (i) Application shall be forwarded by the Principal / Director of the existing college specifying the reason / purpose for Transfer of College with Official Seal..
 - (ii) No Objection Certificate from the Head of the Institution in which the student is now studying to be attached.
 - (iii) Acceptance Certificate from the Head of the Institution in which the student intends to Transfer to be attached.
 - (iv) Refer to Clause No. 2.7 of Academic Regulations for B.Tech Programme.

I. Details of Existing College

A. Name of the College :

B. Registration Number :

C. Discipline :

D. Branch :

E. Mode of Admission :

JEE

NRI

AIEEE

Others

II. Details of New College

A. Name of the College :

B. Intake of the Branch :

C. Strength of the Branch :

Date :

Signature of the Student
Name :

For University office Use only

Examination Section : Forwarded / Not Forwarded

Director, Examinations

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR FACULTY / TEACHER REGISTRATION

Instructions : (i) Application shall be forwarded by the Principal / Director of the respective college with Official Seal..
(ii) Subjects taught at UG / PG Level Semester / Trimester wise is to be furnished separately as Annexure I.

- a. Name of the College :
- b. Name of the Teacher :
- c. E-Mail Address :@.....
- d. Mobile Phone Number :

*Affix a recent
Color photograph of size
3cm x 4 cm must not be
larger than this box.*

*Do not attest the
photograph*

e. **Position Held** (Please Tick)

- | | |
|---|---|
| <input type="checkbox"/> Professor | <input type="checkbox"/> Lecturer |
| <input type="checkbox"/> Reader / Assistant Professor | <input type="checkbox"/> Contractual / Guest Lecturer |
| <input type="checkbox"/> Senior Lecturer | |

f. Date of Joining :

g. **Qualifications**

SI.No.	Professional Qualification	Year of Passing	Division / Grade / CGPA
1.			
2.			
3.			
4.			

h. **Experience** (in Years) : Teaching; Industry

i. **No. of Publications** : National; International

Signature of the Teacher

Forwarded to the University
Letter No..... date :

Principal / Director

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR BACKLOG SUBJECT REGISTRATION

- Instructions :** (i) *Application shall be forwarded by the Principal / Director of the respective college with Official Seal.*
(ii) *Fees as per Academic Regulation for B.Tech / B.Arch / B.Pharm // B.HMCT / MBA / MCA / M.Tech / M.Pharm.*

- A. Name of the Student :
- B. Name of the College :
- C. Registration Number :
- D. Discipline & Branch :
- E. Semester / Trimester :

SI.No.	Semester	Subject Code	Subject
1.			
2.			
3.			

- F. Mode of Payment :
- (i) Cash : (in Rupees)
- (ii) Demand Draft : DD No. Date :

Date :

Signature of the Student

Principal / Director

(For E-Registration, this form has to be retained in the college for record.)

This form is to be retained by the College. For all the students the details in a consolidated form with a Draft have to be sent to the University.

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

APPLICATION FOR SHOWING XEROX COPY OF ANSWER SCRIPT

- Instructions :** (i) Application shall be forwarded by the Principal / Director of the respective college with Official Seal.
 (ii) No. of Backlog subjects should be mentioned as per student's regular semester examinations.
 (iii) Attendance of all the theory papers of the semesters (for the subject for which xerox copy is requested), should be mentioned.

- A. Name of the College :
- B. Registration Number :
- C. Name of the Students :
- D. Discipline & Branch :
- E. Semester :

Description of Items	Sem-1	Sem-2	Sem-3	Sem-4	Sem-5	Sem-6	Sem-7	Sem-8
SGPA								
No of Backlog Sub.								

F. Attendance Record on Theory Papers

Subject Code	Subject	Percentage of Attendance

G. **Observations by the Principal**

Based on the data above, I recommend that this is a fit case (SGPA not less than 7.0 in each semester and number of backpapers do not exceed one paper per Semester) for the University to be shown xerox copy (ies) of answer scripts in the following subjects (limiting to a maximum of two).

Semester	Subject Code	Subject

Date :

Principal