

# **ACADEMIC REGULATIONS**

for

**PG PROGRAMME**

**2023 – 24**

**(M. TECH. / M. PLAN. / MCA / MBA / M. Sc. / Int. M. Sc.)**



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH  
BHUBANESWAR**

**Techno Campus, Ghatikia,  
Bhubaneswar-751029, Odisha, INDIA**

**[www.outr.ac.in](http://www.outr.ac.in)**

## **ACADEMIC REGULATIONS FOR PG PROGRAMME**

**(M. TECH. / M. PLAN. / MCA / MBA / M. Sc. / Int. M. Sc.)**

### **1. Introduction**

These Regulations shall be called “OUTR PG Regulations 2023-24”. These Regulations shall come into force from the date of their notification by the University and be applicable to the PG Students admitted during 2023-24 and onwards in various Schools / Departments. The provisions of these Regulations shall be applicable to any new discipline(s) that are introduced from time to time.

Notwithstanding any of the Clause(s) provided in the Regulations, the authority shall exercise its powers to change/ amend/ interpret / implement decisions and actions concerned with academic matters. The Board of Management of the University may, on the recommendation of the Academic Council, change any or all parts of these Regulations at any time.

### **2. Definition**

- a) **‘OUTR/ University’** means Odisha University of Technology and Research, Bhubaneswar, Odisha, with its Headquarters at Bhubaneswar, Odisha.
- b) **‘AC’** means Academic Council, **‘BoS’** means Board of Studies, **‘BoM’** means Board of Management of the University.
- c) **‘GoI’** means the Government of India, **‘MoE’** means the Ministry of Education, GoI.
- d) **‘UGC’** means the University Grants Commission established at New Delhi by an Act of Parliament in 1956.
- e) **‘AICTE’** means the All-India Council for Technical Education established at New Delhi by an Act of Parliament.
- f) **‘COA’** means the Council of Architecture established at New Delhi by an Act of Parliament.
- g) **‘UG/ PG’** means Undergraduate/ Postgraduate programs, respectively.
- h) **‘HOS/ HOD’** means Head of School/ Head of the Department.
- i) **‘CoE’** means Controller of Examinations of the OUTR.
- j) **‘Website’** means the website of the OUTR, i.e., [www.outr.ac.in](http://www.outr.ac.in)
- k) **‘VC’** means the Hon’ble Vice Chancellor of OUTR.
- l) **‘Dean PGSR’** means Dean Post Graduate Studies and Research, OUTR.
- m) **‘M. Tech. / M. Plan. / MCA / MBA / M. Sc./ Int. M. Sc.’** means Master of Technology/ Master of Planning/ Master of Computer Application/ Master of Business Administration/ Master of Science/ Integrated Master of Science, respectively.

### **3. Admission**

- (i) Admission into the M. Tech. / M. Plan. / MCA / MBA / Int. M. Sc. programme of the University shall be made once a year based on the rank secured in the Odisha Joint Entrance Examination (OJEE) conducted in that year or any other procedure as decided by Government of Odisha or authorities of the University from time to time.
- (ii) Admission into the M. Sc. programme of the University shall be made once a year based on the rank secured in the Common PG Entrance Test (CPET, Odisha) and seat allotment through Student Academic Management System (SAMS, Odisha), conducted in that year or any other procedure as decided by the Government of Odisha or the authorities of the University from time to time.
- (iii) Admission into Part Time PG Programme of the University shall be made once a year based on the rank secured in the Odisha Joint Entrance Examination (OJEE) conducted in that year or any other procedure as decided by Government of Odisha or authorities of the University from time to time.
- (iv) Admissions into all the above 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 / COA, modified from time to time as necessary.
- (v) Each candidate, whosoever takes admission into any of the above courses of the University, shall submit an undertaking during the admission process in OUTR, Bhubaneswar towards unemployment (Appendix-I). Candidates availing PG Scholarship through Graduate Aptitude Test in Engineering (GATE) score shall have to submit an undertaking (Appendix-II), for refund of the same in case of quitting the programme midway, as per provisions of AICTE.
- (vi) Physically handicapped Candidates shall be required to satisfy the prescribed medical fitness norms.
- (vii) Admissions shall ordinarily close on a specified date before commencement of the first semester instruction as per academic calendar, through a notification.
- (viii) Candidates shall have to register as bonafide students with the University as per University regulations before commencement of instruction in First Semester.
- (ix) A student is allowed to attend classes only for those subjects that he/ she has registered in a semester.
- (x) The classes for all regular PG Programme shall be as per the time table notified by the University. However, the classes for Part Time PG programme shall be conducted by the respective Schools / Departments during 5.00 pm to 8.00 pm on all working days.
- (xi) 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.

#### 4. Duration of Curriculum and Academic Calendar

- 4.1 **Academic Activity:** Each year shall be divided into two semesters: Autumn semester (July to December) and the Spring semester (January to June). The autumn semester shall ordinarily begin in July, for students already on rolls. However, the first semester (for newly admitted students) may begin a little later, depending on the completion of the admissions process and other formalities. The spring semester shall ordinarily begin in January. In each semester, there shall have a minimum of 80 working days, excluding the period of end-semester examination days.
- 4.2 **Academic Calendar:** Each year, the university shall draw out the academic calendar(s) 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 on the recommendation of the respective Boards of Studies, with provision for modification from time to time as per the needs of concerned specializations.
- 4.3 **Duration:** The normal duration of the programme shall be governed by the regulations of AICTE/ UGC/ COA, which may change from time to time. As per the prevailing regulations, the normal duration for various PG programme of the University are as under.
- i) The normal duration for M. Tech. / M. Plan. / MCA / MBA / M. Sc. programme is two years each (four semesters).
  - ii) The normal duration for Int. M. Sc. programme is five years (ten semesters).
  - iii) The normal duration for Part Time PG programme is three years (six semesters).

However, a weaker student (student having issues like back papers / incomplete project work or thesis submission / health issues / family issues / natural calamities, etc.), can complete a two-year programme in not more than four years, a three-year Part Time programme in not more than five years, and a five-year programme in not more than ten years, respectively, by way of continuing the studentship and completing the semester registration process in the subsequent semesters, until the programme gets completed.

- 4.4 **Academic Bank of Credit (ABC) and ME-ME Options:** Based on NEP-2020, a student can avail multiple entry and multiple exit (ME-ME) option while pursuing his or her studies for a programme. The entry and exit option can be availed after 1<sup>st</sup> year of their studies. The credits earned by a student are kept in the Academic Bank of Credit (ABC), and the student is eligible for the award of a degree after earning the minimum number of credits prescribed in the Academic Regulations at the time of his or her admission into a programme. A student has to obtain prior approval from the Dean of Post Graduate Studies and Research, to avail the ME-ME option. The maximum duration for

completion of two-year and five-year programme is four and ten years, respectively. In addition, the student has to pay the fees, as notified by the University from time to time, to become eligible to avail of this opportunity.

**4.4.1 ME-ME options for OUTR admitted students:** These students can exit only after the completion of a semester and its examinations, and they can also enter at the beginning of the semester after doing semester registration only. The student will pursue his / her studies as per the current curriculum. They have to complete the programme within the maximum duration applicable to that programme. The degree will be awarded as per Regulations of the University.

**4.4.2 ME-ME options for Outside OUTR admitted students:** These students can enter only at the beginning of the autumn semester after doing semester registration only. Maximum one entry or one exit can be allowed per year. The selection criteria for these students are as follows:

- i) Number of students selected based on the vacancy in that branch of study.
- ii) The student opted for entry shall have rank higher than the last rank for that branch of study for corresponding category of admission under OJEE/ CPET, as applicable (excluding the spot admission process).
- iii) Secured CGPA  $\geq 8.50$  in the previous semester without any backlogs.
- iv) Pursue same branch of study as per the current curriculum and appear the examinations as per OUTR guidelines for that paper(s).
- v) On passing the paper(s), the credits will be transferred as per the regulations of the OUTR.
- vi) Any backlog in the end-semester examinations at OUTR debars him/ her to pursue his / her studies at OUTR.
- vii) The degree will be awarded as per his original admission institute / University.

Issues, if any, arising in these cases will be decided by OUTR.

## **5. Curricula and Percentage Point distribution for the Examinations**

An absolute marking system is followed for all the examinations and publication of results thereof.

**5.1** Each discipline consists of the following types of course items for examination and evaluation:

- Theory papers (Core / Elective)
- Laboratory / Sessional papers / Practical

- Project/ Seminar

The scheduling of these course items along with their credit points for each semester shall be as per norms formulated by the BoS, followed by approval from the Academic Council from time to time. There shall be a continuous process of evaluation for each of the course items mentioned above.

## 5.2 The credits assigned to different items/ Courses:

The performance of a student in each semester shall be evaluated subject-wise for a maximum of 100 percentage points for each theory, laboratory / sessional / practical, seminar, internship, and project. The distribution of percentage points, number of classes per week vis-à-vis credits, and pass grade are as follows:

### Details of Credits

| Items                            | Maximum percentage points | Semester       |               | Pass Grade |
|----------------------------------|---------------------------|----------------|---------------|------------|
|                                  |                           | Periods / Week | Credits       |            |
| Theory papers                    | 100                       | 02/03/04       | 02/03/04      | P          |
| Laboratory/ Sessional/ Practical | 100                       | 09/06/03/02    | 4.5/3/1.5/1.0 | D          |
| Project/ Seminar                 | 100                       | 06/12          | 03/06         | D          |

### NB:

Theory paper of 1 credit = 15 hour;

Laboratory / Sessional / Practical course of 1 credit = 30 hours.

Maximum 20% classes can be allotted for self-study and assignments; this will not be considered for calculation of % attendance.

## 5.3 Distribution and Weightage of Percentage points:

- (i) Theory Papers: The syllabus for each theory paper will have 3/4 modules. The academic calendar will specify the schedule for mid-semester and end-semester examinations. Each theory paper will have 100 percentage points, and its distribution is as follows:

|                                                                                                      |                      |
|------------------------------------------------------------------------------------------------------|----------------------|
| Mid-Semester Examination (of 1.5 hour duration)                                                      | 20 percentage points |
| End-Semester Examination (of 3 hour duration)                                                        | 60 percentage points |
| Teacher's Assessment (TA)<br>(minimum 2nos.; preferably one before the mid-sem and another after it) | 10 Percentage points |

|                                                                                                                                    |                              |
|------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| [Attendance (76-80%=1; 81-85%=2; 86-90=3; 91-95%=4 and >96 = 5), Quiz (minimum 2nos: one before the mid-sem and another after it)] | 10 Percentage points         |
| <b>Total</b>                                                                                                                       | <b>100 Percentage points</b> |

At least two TAs and two quiz (one each before and after the mid-sem) should be conducted in a semester. The pattern TA should be declared by the concerned teacher in his/her lesson plan at the beginning of the semester and submit a copy to the HOS/ HOD and Director IQAC. The question paper should consist of questions covering critical thinking.

The format of mid- and end-semester examinations should be intimated to the students during 1<sup>st</sup> week of commencement of classes. To pass in a theory subject, the students have to secure a minimum of **20** percentage points out of **60** percentage points in the End Semester Examination and a total of **35** percentage points out of **100** percentage points.

(ii) Sessional/ Laboratory/ Practical assignments:

|                                                                                                                                                                                                                                            |                                                                                                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Percentage points are almost equally divided among the assignments in a particular sessional / laboratory / practical subject, percentage points should be allotted for each sessional/ lab/ practical assignments in the allotted classes | Completion of assignment / laboratory experiment & record submission in due time = 80 percentage points<br>Viva on each assignments = 20 percentage points |
| <b>Total</b>                                                                                                                                                                                                                               | <b>100 percentage points</b>                                                                                                                               |

- (iii) The total percentage points for sessional, laboratory, and practical are 100. Each test includes performing an experiment or assignment, a viva or quiz, and laboratory record submission. A student has to secure a minimum of 50% percentage points to pass with a "C" grade.
- (iv) A compensatory practical or sessional class for a student who misses an experiment only on medical grounds, family calamities, or official events could be arranged (Form: OUTF-4CA). Such a compensatory experiment has to be arranged at the relevant school or department level within two weeks of his or her missing a practical class.
- (v) Any student securing less than 50 percentage points ('F' grade) in practical may be allowed to repeat the practical in the corresponding semester of the subsequent year. This will be limited to only one chance.
- (vi) Seminar: There shall be seminars in the pre-final or final year of study. For the seminar, the student shall collect the information on a specialized topic and prepare a technical report, showing his understanding of the topic, and submit it to the department. Further,

student has to give a power point presentation on the seminar report. The percentage points for seminar are awarded as follows:

|                                |                              |
|--------------------------------|------------------------------|
| Report preparation             | 30 Percentage points         |
| Seminar Presentation           | 50 Percentage points         |
| Viva-Voce on the Seminar topic | 20 Percentage points         |
| <b>Total</b>                   | <b>100 Percentage points</b> |

(vii) Project:

There will be projects during the pre-final and final years of study. The student or group of students shall investigate, review or work on a topic in any field of engineering or multidisciplinary field related to the department. During the project work, students shall do experimental or analytical work, design work, or any other type of project approved by the departmental committee to be formed by the Head of School (HoS) or Head of the Department (HoD). The committee should adopt a rational approach in assigning a project supervisor to a student or a group of students so that the interests of the student or group of students can carry out the project work should get priority with the available faculty members in the department with different specializations. The internal evaluation of the project should preferably be done through presentations before the departmental committee by students or groups of students, as the case may be, and the submission of the report with a weighted percentage point as follows:

|                                                            |                              |
|------------------------------------------------------------|------------------------------|
| Day-to-Day work (awarded by the Supervisor)                | 50 Percentage points         |
| Project Report (Awarded by the Committee)                  | 10 Percentage points         |
| Presentation of Project Seminar (Awarded by the Committee) | 20 Percentage points         |
| Viva Voce (Awarded by the Committee)                       | 20 Percentage points         |
| <b>Total</b>                                               | <b>100 Percentage points</b> |

## 6. Rules for the Examinations

- 6.1 (a) There shall be two examinations for each theory paper as per the academic calendar, as indicated below.
- (i) Mid-semester examination (during each semester)
  - (ii) End-semester examination (at the end of each semester)
- (b) The mid-semester examination should be conducted, preferably after the completion of one and a half modules of the syllabus. The corrected papers have to be shown to the students within seven calendar days. The score out of 20 percentage points shall be informed to the students.
- (c) The teacher's assignments, quizzes, etc. will be conducted by the concerned subject teacher under the supervision of the HoS / HoD. The concerned subject teacher shall maintain records for at least three years.



- (d) If a student misses a mid- semester examination due to (i) medical reasons, (ii) family calamity, or (iii) academic or official assignments of the University, the student will make an application (Form: OUTR-6MT) through HoS / HoD to the Dean, PGSR. The University shall constitute a committee to recommend action for each case. If the committee recommends a compensatory mid-semester examination, it will be conducted for such students only.

- 6.2 Back paper examinations: Wherever, a student appeared the theory papers at the end-semester examination but did not obtain the minimum percentage points for a pass grade, back paper examination shall be held with the normal end-semester examination along with regular students of the lower semester in the subsequent year. Similarly, if a student has a back paper in sessional, lab, or practical subject(s), i.e., did not obtain the minimum percentage points for a pass grade, then he or she has to repeat the assignments in the respective semester. The student has to register for both back papers as per University notification to become eligible to appear for the same.
- 6.3 Provisions of Special Examinations: Only those students of Int. M.Sc. programme, who have appeared at the end-semester examinations and have back papers (i.e., obtained an 'F' grade).

## 7. Grading System

- 7.1 The uniform grading system is followed for all academic programme(s) of the University to judge the students' level of competence. A nine-point grading system on a scale of 10 shall be followed in the University. The categorization of these grades and their correlation shall be as follows:

| Qualification                                                                                         | Grade | Score on 100 percentage points | Point |
|-------------------------------------------------------------------------------------------------------|-------|--------------------------------|-------|
| Outstanding                                                                                           | 'O'   | ≥ 91 and up to 100             | 10    |
| Excellent                                                                                             | 'A'   | ≥ 81 and up to 90              | 9     |
| Very Good                                                                                             | 'B'   | ≥ 71 and up to 80              | 8     |
| Good                                                                                                  | 'C'   | ≥ 61 and up to 70              | 7     |
| Fair                                                                                                  | 'D'   | ≥ 51 and up to 60              | 6     |
| Below Average                                                                                         | 'P'   | ≥ 35 and up to 50              | 5     |
| Failed                                                                                                | 'F'   | Below 35                       | 2     |
| Malpractice                                                                                           | 'M'   | -                              | 0     |
| Absent                                                                                                | 'S'   | -                              | 0     |
| Absent due to Shortage of Attendance                                                                  | 'T'   | -                              | 0     |
| Absent due to specific issues but fulfilled the attendance requirements as noted in item no. AC 5.05R | 'R'   | -                              | 0     |

Grade-sheet would be issued year-wise to students who have cleared all the subjects as per syllabus of the lower semesters.

**NB:** Grade 'D' shall be considered as average. Grade 'P' shall be pass grade for theory and grade 'D' shall be pass grade for Practical / sessional / laboratory / project / seminar / viva voce.

7.2 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

It shall be the basis of judging his/her overall competence in the course.

7.3 **Definition of terms:**

- a) **POINT** - Integer equivalent of 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** -  $\sum(\text{CREDIT POINT of course items in a semester})$
- e) **GRADE POINT** -  $\frac{\text{CREDIT INDEX}}{\sum(\text{CREDITS})}$

**SEMESTER GRADE POINT AVERAGE (SGPA)**

$$\text{SGPA} = \frac{\text{CREDIT INDEX}}{\sum(\text{CREDITS for a semester})}$$

**CUMULATIVE GRADE POINT AVERAGE (CGPA)**

$$\text{CGPA} = \frac{\sum(\text{CREDIT INDEX for all previous semesters})}{\sum(\text{CREDITS of all previous semesters up to current semester})}$$

**8. Attendance Requirements:**

- 8.1 The attendance shall be considered from the date of commencement of classes as per the academic calendar of the University. The schedule of classes shall be notified through a timetable before the beginning of the classes in the semester.
- 8.2 A student shall be allowed to appear the end-semester / special examination, when he / she has a minimum of 75% attendance in the registered subjects.
- 8.3 A student shall not be allowed to appear at the end-semester examination of that semester in those particular theory subjects where he / she has a shortage in attendance, i.e., less than 75%. He or she will be allowed to appear at the theory examinations in other subjects where he or she has no shortage of attendance. Attendance records must be compiled at the time of the mid-term

examination and on the closing of instruction, and students with poor attendance must be informed through notification both on the notice board of the department and on the University website.

- 8.4 **Concessions:** A student who has been absent for short periods due to (i) medical/health ground, or (ii) family calamities or (iii) participation in any National or State level cultural, sports, other academic / official assignments in the interest of the University / government with prior written permission of the Dean, Academic Affairs shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing at the examination with a minimum of 65% of attendance in those subjects in a semester.

Those students who had attended a minimum of 65% attendance are eligible to apply (Form: OUTR-4CA) with supporting documents to be considered by the Committee/medical board as the case may be. On recommendation of the committee, such relaxation/concession of attendance is considered and the student is eligible to appear at the end-semester examination.

- 8.5 No student shall be allowed to appear at end Semester examination / Special Examination with shortage of attendance below 75% (clause 6.3) or 65% (clause 6.4) in any of the registered subjects.

## 9. **Semester Registration/ Subject Registration and Eligibility to Appear at Examinations.**

The medium of instruction for all the programme is English.

Choice Based Credit System (CBCS): The CBCS provides choice for students to select from the prescribed courses (professional electives and open elective courses).

- 9.1 **Semester Registration:** The students admitted into 1<sup>st</sup> Year, are automatically registered for 1<sup>st</sup> Semester. However, from 2<sup>nd</sup> Semester onwards, all students have to complete the Semester Registration process by paying the prescribed semester registration fees, as per official notification.
- 9.2 **Subject Registration:** The 1<sup>st</sup> Semester students shall complete the subject registration for each of the subjects they are required to study during the 1<sup>st</sup> Semester (as per the prevailing Syllabus / Course Curriculum of the programme), in the prescribed format (Form: OUTR-2RN), within a week of commencement of 1<sup>st</sup> Semester instruction or during the orientation/ induction programme. However, from 2<sup>nd</sup> Semester onwards, all the students are required to complete subject registration for each of the subjects they are required to study (as per the prevailing Syllabus / Course Curriculum of the programme), in the prescribed format (Form: OUTR-2RN), before the commencement of that particular semester. A student is allowed to attend

classes only for those subjects that he / she has registered in a semester.

**Important Note:** Schools / Departments may offer Elective courses as per the syllabus of the programme, for which the students are required to exercise their option, prior to subject registration in a particular semester. Depending on the number of students opting for a particular Elective course, the School / Department may offer such Elective courses.

- 9.3 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, the students may register for backlog (failed) subjects of their lower semesters, with preference given to the lowest possible semester in addition to the prescribed subjects of that semester. During a normal course of study, a student may register the backlog (failed) subjects of his or her branch of study in the lower semester. After completing the final semester, a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance of at least 75%) 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 a laboratory / sessional subject, he / she has to clear the same during the forthcoming corresponding semester, as applicable.
- 9.4 A student shall be admitted to any examination in a subject only if he / she has registered for that subject, paid necessary registration and examination fees in the beginning of the semester and have requisite attendance in that subject.
- 9.5 A student shall be allowed to appear at an End-Semester examination only after he / she is issued an Admit Card for the relevant examination by the Controller of Examinations.
- 9.6 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 9.1 to 9.5 above.

## **10. Declaration of Results**

In order to pass a programme / course, a student 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.

The results of mandatory non-credit courses will be reflected separately and it will not be considered for promotion or added with the results of subjects under regular branch of study.

## 11. Criteria for Promotion to Next Higher Level

11.1 The promotional status between two consecutive semesters and / or two consecutive years shall be indicated on the Semester Results as described below:

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

- The student has cleared all prescribed course items 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 after completion of final year study

B. **Eligible for Promotion with backlogs (denoted by XP) indicating that**

Promotions will be considered at the beginning of the year, i.e, during commencement of odd semester. The student is eligible for promotion with backlog (XP) in the following situation:

**For promotion from 1<sup>st</sup> year to 2<sup>nd</sup> year:**

A student at the end of the first year (inclusive of first and second Semesters and also after Special Examinations of 1<sup>st</sup> year) having a minimum of CGPA of 4.50 is eligible for promotion to the Second year, regardless of the number of failed subjects except students under Clause - D.

A student (at the end of first year) with a CGPA of  $\leq 4.50$  may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the repeat first year once again fails to secure a CGPA  $\geq 4.50$  at the end of the new First Year, he/she may repeat the 1<sup>st</sup> year again (2<sup>nd</sup> time) as a fresh student. In the 2<sup>nd</sup> repeat year, if he/she fails to secure CGPA  $\geq 4.50$  after 1<sup>st</sup> year, then he/she to quit the University.

**For promotion from 2<sup>nd</sup> year to 3<sup>rd</sup> year (for Int. M.Sc.):**

All students of second year (after 4<sup>th</sup> Semester) securing a minimum of CGPA of 5.0 (after 4<sup>th</sup> semester result) or higher are eligible for promotion to 3<sup>rd</sup> year except students under Clause - D. If a student fails to secure a CGPA as above, then he / she is not eligible for promotion to 3<sup>rd</sup> year. He/she has to register as a student of 2<sup>nd</sup> year and pursue his or her studies of both 3<sup>rd</sup>- and 4<sup>th</sup>-semesters.

**For promotion from 3<sup>rd</sup> year to 4<sup>th</sup> year (for Int. M.Sc.):**

All students of third year (after 6<sup>th</sup> Semester) securing a minimum of CGPA of 5.5 (after 6<sup>th</sup> semester result) or higher are eligible for promotion

to 4<sup>th</sup> year except students under Clause - D. If a student fails to secure a CGPA do above, then he/she is not eligible for promotion to 4<sup>th</sup> year. He/she has to register as a student of 3<sup>rd</sup> year and pursue his or her studies of both 5<sup>th</sup> and 6<sup>th</sup> semesters.

**For promotion from 4th year to 5th year (for Int. M.Sc.):**

All students of fourth year (after 8th semester) securing a minimum of CGPA of 6.0 (after 8<sup>th</sup> semester result) or higher are eligible for promotion to 5th year except students under Clause - D. If a student fails to secure a CGPA as above, then he / she is not eligible for promotion to 5<sup>th</sup> year. He / She has to register as a student of 4<sup>th</sup> year and pursue his or her studies of both 7<sup>th</sup> - and 8<sup>th</sup>-semesters.

**Important Note:** The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated.

- C. The student is eligible for promotion to next higher semester if (i) he / she has registered for all the subjects for any regular (lower) semester AND (ii) he / she has appeared in the semester examination in at least 60% of both theory and laboratory / practical / sessional subjects of the regular semester.
- D. Not Eligible for Promotion (denoted by X) indicating that the student is NOT eligible for promotion to the next higher level as he / she has not fulfilled the stipulated requirements defined under the provisions, stated above under Clause 'A', 'B' and 'C' for promotion.

**Important Note:** The 'X' category students as well as those who do not want to be promoted and who are otherwise eligible to continue in the University, are required to re-register for that semester/year.

**E. Registration for students under Clause – C**

The students, who are NOT eligible for promotion, are to register and appear at the back paper subjects except 1st year. If he/she does not have 75% attendance in a subject, he / she has to attend the classes in those subjects and to fulfill Clause–9.1 to become eligible for appearing the examination.

- 11.2 The University shall publish a list of all successful students of each of the semester examinations within the date prescribed in academic calendar.
- 11.3 The overall performance of a successful student for the award of a degree shall be based on the combined results of all the examinations of the concerned programme. A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average (CGPA).

## 12. Requirements for Award of Degree

Degree will be awarded on the basis of **CGPA** only. There shall be no **Class / Division** awarded to a student either at Semester or Degree level.

### 12.1 Eligibility for Award of Degree

- (a) A student will be eligible for award of Degree (**M. TECH. / M. PLAN. / MCA / MBA / M. Sc.**), if he/ she has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his / her branch of study, and he / she has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see # 7.3 for calculation of CGPA).
- (b) A student will be eligible for award of Degree (**Int. M. Sc.**), if he / she has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his / her branch of study, and he / she has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see # 7.3 for calculation of CGPA). All such students of Int. M. Sc. Programme (including those students admitted prior to 2023-24) satisfying these requirements shall be awarded with a B.Sc. Degree, along with the Int. M. Sc. Degree.

However, based on the requirement, B. Sc. Degree may be awarded to a student (including those students admitted prior to 2023-24), subject to discontinuation from the Int. M. Sc. programme, if he / she has cleared (minimum pass grade) in all subjects, obtained requisite number of credit points prescribed for his / her branch of study up to 6<sup>th</sup> Semester, and he / she has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see # 7.3 for calculation of CGPA).

### 12.2 Disqualification for Award of Degree

Students who have been convicted by any cognizable offence(s) shall be debarred from receiving degrees.

### 12.3 Issue of Certificates

- (a) **Grade Sheet / Duplicate Grade Sheet:** At the end of each year, grade sheet shall be made available to each student (Clause 7.1). However, if a student requires duplicate grade sheet, he/ she should apply (Form: OUTR -13DG).
- (b) **Transcript:** Transcript shall be made available to students only after successful completion of the PG programme, for which he/ she should apply (Form: OUTR -17TG) to the University with the prescribed fees and required documents.
- (c) **Provisional Certificate / Degree Certificate / Transfer Certificate / Conduct Certificate / Migration Certificate:** These certificates shall be made available to students, only after successful completion of the PG programme, as per notification of the University.

### **13. Academic Rules**

#### **13.1 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 published in the newspapers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.
- ii) The application in prescribed format (Form: OUTR-8ND) shall have to be forwarded through the HoS / HoD to the Academic Section 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 News Papers of Orissa State in which name / change of surname so published.
  - (c) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.
  - (d) Prescribed fee in shape of Bank Draft in favour of the University.
  - (e) 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.

#### **13.2 Rules for Correction of Name in Degree Certificate**

- (a) Application (Form: OUTR-8ND) shall be forwarded through the HoS / HoD to the Academic Section specifying the Corrected name and name appears in the final Certificate / grade sheet issued by the University.
- (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 OUTR, Bhubaneswar shall be deposited along with the application form.
- (d) After due verification of all documents and necessary approval, a corrigendum shall be issued.
- (e) The necessary correction be made in the academic record and a fresh certificate shall be issued within 15 calendar days.

#### **13.3 Rules for issue of Duplicate certificate due to Lost / Damaged of Degree certificate**

- (a) Application (Form: OUTR -9LC) shall be forwarded through the HoS / HoD to the Academic Section 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 is lost / damaged.



- (c) Original affidavit swearing before the 1<sup>st</sup> 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 OUTR, Bhubaneswar shall be deposited with the application.
- (f) After due verification of all documents and necessary approval, Duplicate Certificate will be issued within 15 calendar days.

13.4 Rules for Migration Certificate: It will be issued along with the Provisional Certificate.

#### 14. Re-Evaluation

- (a) **Re-Totaling / Re-Checking:** A student may apply (Form: OUTR -11RC) to the University for Re-totaling / Rechecking of a paper within 15 calendar days from the date of publication of the results in each Semester. However, evaluation will be done for un-evaluated questions, if any. This facility is, however, not available for Special examinations.
- (b) **Photocopy of Answer Scripts:** A student may apply (Form: OUTR -12RT) for photocopy of Answer Scripts to the University within 30 calendar days from the date of publication of the results in each Semester. The Re-Checking is a pre-condition for supply of photocopy. The student is required to deposit a requisite fee (Rs.200/- for Re-Checking and Rs.60/- for photocopy) within 30 calendar days from the date of publication of the results in each Semester. The Photocopy of re-checked answer scripts will be sent to the him / her within a minimum period of 3 (Three) months from the last date of receipt of application for distribution among the respective students. The evaluated answer scripts are to be stored maximum three years for the NBA from the date of publication of the results of that semester.

#### 15. Disciplinary Actions (Examinations)

The University prescribes the following disciplinary actions against students involved in any type of following indisciplinary activities in the examinations along with the remedial measures arising out of such indisciplinary activities. The CoE, OUTR is authorized to initiate suitable actions in this regard.

| Indisciplinary Activities                                                                                                                   | Remedial measures                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| Possession of indiscriminate materials or copying                                                                                           | awarded "M" grade in that paper                                          |
| Adopting malpractice and showing an indiscipline behavior in the examination hall                                                           | awarded "M" grade in that paper + Rs.2000/- fine;                        |
| A student found adopting malpractice / possession of indiscriminating materials in more than one papers in a Semester / Special examination | awarded "M" grade in that paper + Rs.2000/- fine = intimation to parents |

|                                                                                                                             |                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A student adopting malpractice once again in the subsequent semester examinations in spite of the warning issued previously | awarded “M” grade in all the papers of that Examination and will be expelled from the University for one year                                                                                                                            |
| Any student found man-handling / threatening the officers / staff connected with the examinations                           | awarded “M” grade in all the papers of that Examination and will be expelled from the University for one year.<br>• Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the University              |
| Any student found damaging the property of the staff / officers / institution connected with the examinations               | awarded “M” grade in all the paper of that Examination and will be expelled from the University for one year.<br>• Will be obliged to provide compensation for the damage as assessed by the University / individual as the case may be. |

**16. PERSCRIBED FEES (For Certificates and Convocation)**

| Sl. No. | Description of Items                              | Fee (Rs.)      |
|---------|---------------------------------------------------|----------------|
| 1.      | Migration Certificate                             | 500/-          |
| 2.      | Duplicate / Additional Grade Sheet per year       | 500/- per year |
| 3.      | Correction / Change of Name in Degree Certificate | 1,000/-        |
| 4.      | Duplicate Degree Certificate                      | 2,000/-        |
| 5.      | Convocation Fee (one time)                        | 1,500/-        |

\* Above Fees will be collected as notified by the University from time to time.

**UNDERTAKING**

I, Mr./ Ms./ Mrs..... Son/  
Daughter/ Wife of ..... Village  
..... P.O ..... P.S  
..... Dist ..... PIN  
..... State ....., a regular student of 1<sup>st</sup>  
Semester **M. Tech. / M. Plan. / MCA / MBA / M. Sc./ Int. M. Sc.** (tick the appropriate one) of  
OUTR, Bhubaneswar, admitted in the academic session \_\_\_\_\_, do hereby undertake  
that, I am presently not employed in any Govt./ Public Sector/ Private Organization,  
anywhere, inside or outside the state of Odisha.

Further, I do hereby undertake that, I shall not engage myself in any type of such  
employment scheme as declared above and/or any other admission process, during the  
tenure of my studentship at OUTR, Bhubaneswar.

I also undertake that, the above declaration submitted by me, is true to the best of my  
knowledge and belief. In case of any violation of the aforesaid declaration, my admission will  
be cancelled and my name will be struck-off from the University.

Signature of the student with date:

Registration No.:

Programme: **M. Tech. / M. Plan. / MCA / MBA / M. Sc./ Int. M. Sc.** (Tick the appropriate one)

Discipline/ Specialization:

Department:

Phone/ Mobile No.:

E. Mail Id:

Signature of Parent/ Guardian with date:

Phone/ Mob. No. of Parent/Guardian:

Present Address for correspondence:

Permanent Address:

**Appendix-II**

**UNDERTAKING**

I, Mr./ Ms./ Mrs..... Son/  
Daughter/ Wife of ..... Village  
..... P.O ..... P.S  
..... Dist ..... PIN  
..... State ....., a regular student of 1<sup>st</sup>  
Semester **M. Tech. / M. Plan. / MCA / MBA / M. Sc./ Int. M. Sc.** (tick the appropriate one) of  
OUTR, Bhubaneswar, admitted in the academic session \_\_\_\_\_, do hereby undertake  
that, I would not leave the course midway, for which I am receiving PG Scholarship from  
AICTE based on my GATE/ GPAT/ CEED score. In case I leave the course (for any reason)  
in midway or failed/ drop out in subsequent year, I shall refund the total amount of PG  
Scholarship drawn at the time of leaving the course, to the University.

Signature of the student with date:

Registration No.:

Programme: **M. Tech. / M. Plan. / MCA / MBA / M. Sc./ Int. M. Sc.** (Tick the appropriate one)

Discipline/ Specialization:

Department:

Phone/ Mobile No.:

E. Mail Id:

Signature of Parent/ Guardian with date:

Phone/ Mob. No. of Parent/Guardian:

Present Address for correspondence:

Permanent Address: