



C.V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR
OFFICE OF THE DEAN ACADEMICS
NOTICE

Ref. No-CVRCE/DEAN-AP/66/10/18

Date-01.11.18

Sub: Submission of Representations for concession of attendance.

The students of 3rd semester **B.Tech programme** who want to make representations for availing 10% concession of attendance on the following.

1. Medical ground
2. Critical Humanitarian or compassionate ground
3. Institution's representation

The students desiring to avail above concessions in attendance are required to submit their representations in the prescribed format (available in the Dean Academics' Office) along with appropriate documents in the office of the Dean Academics on or before **26.11.2018 afternoon** so as to place the representations before the appropriate Authority for scrutiny and approval of the same. Moreover, the students seeking concession in attendance due to medical reason are required to submit valid prescription and fitness certificate along with valid Medical Certificate. The cases of students with absence period of less than one week due to medical reason will not be considered by the Medical Board.

The concerned students are advised to refer to our earlier Notice – CVRCE/DEAN-AP/10/29/18 dated 13.07.2018 (A copy is enclosed herewith) to know the details involving the provisions and guidelines to avail the concession in attendance on the grounds mentioned above. Further, all students should note that under any circumstances a student will not be allowed to appear in the end Semester examinations in a subject in which his/her attendance is less than 65%.


DEAN ACADEMICS

Copy to Principal's/Vice-principal Office, DSW
All Heads & Deans
Notice Boards: All
PRO with a request to display it in the college website.
File copy

Office of the Dean Academics

Notice

Ref.No: CVRCE/DEAN-AP/10/29/18

Date: 13.07.2018

Some important dates for the Autumn Semester – 2018-19

Events	1 st semester B.TECH, M.TECH MBA, MSC.	3 rd semester B.TECH, M.TECH MBA, MSC.	5 th semester B.TECH	7 th semester B.TECH
Starting date of instruction	06.08.2018 [As Per Admission]	09.07.2018	09.07.2018	09.07.2018
Registration – First Date	NA	01.05.2018 – 13.07.2018	06.08.2018 – 09.08.2018	01.08.2018 – 04.08.2018
Registration-Second Date (with a fine of Rs. 500/-)	NA	16.07.2018 – 21.07.2018	26.08.2018- 27.08.2018	13.08.2018 – 18.08.2018
Registration- Third Date (with a fine of Rs. 1000)	NA	23.07.2018 – 27.07.2018	03.09.2018 – 05.09.2018	28.08.2018 – 31.08.2018
Cut off dates for considering attendance for Teachers' Assessment	17.09.2018	17.09.2018	13.08.2018	13.08.2018
Teachers' Assessment	24.09.2018 – 29.09.2018	24.09.2018 – 29.09.2018	20.08.2018 – 25.08.2018	20.08.2018 – 25.08.2018
Welcome to First Year Students	01.10.2018-13.10.2018 [one day for each branch]			
Puja Holidays	15.10.2018 – 19.10.2018			
Cut off dates for considering attendance for Mid – Term Examinations	12.11.2018	12.11.2018	30.09.2018	30.09.2018
Class Test –II/Mid-Term Exams	B.TECH/MBA	19.11.2018 – 24.11.2018	19.11.2018 – 24.11.2018	08.10.2018 – 13.10.2018
	MSC/MTECH	19.11.2018 – 24.11.2018	19.11.2018 – 24.11.2018	-----
Registration- Final Phase (with enhanced fine to be informed later)	NA	19.11.2018–21.11.2018	25.10.2018– 26.10.2018	25.10.2018– 26.10.2018
Closing date of Class Room Activities	27.11.2018	24.11.2018	31.10.2018	01.11.2018
Last date of submission of Medical Certificate/ Institute Representation Certificate/Application for seeking 10% condoning of attendance.	03.12.2018	26.11.2018	28.10.2018	28.10.2018
Period for remaining Academic Activities (End Semester Evaluation/Assessment of Laboratory/Sessional/Project/Comprehensive Viva Voce/Seminar/Dissertation etc.)	28.11.2018 – 01.12.2018	26.11.2018 – 01.12.2018	01.11.2018 – 06.11.2018	02.11.2018 – 08.11.2018
Repeat Internal Exams [Class Test and Mid-term Exams]	UG [BTech.]	03.12.2018 – 05.12.2018	03.12.2018 – 06.12.2018	08.11.2018 – 10.11.2018
	PG[MTech./MSc./MBA]	03.12.2018- 15.12.2018	03.12.2018- 15.12.2018	-----
End Semester Examinations	UG [BTech.]	07.12.2018- 15.12.2018	07.12.2018- 15.12.2018	13.11.2018 – 22.11.2018
	PG[MTech./MSc./MBA]	03.12.2018- 15.12.2018	03.12.2018- 15.12.2018	-----
Semester Break	NA	NA	23.11.2018 – 25.11.2018	23.11.2018 – 25.11.2018
Publication of Results of Autumn Semester Examinations, 2018-19	07.01.2019	07.01.2019	07.01.2019	07.01.2019
Application for Rechecking of results and photocopy of Answer Books	08.01.2019 – 14.01.2019	08.01.2019 – 14.01.2019	08.01.2019 – 14.01.2019	08.01.2019 – 14.01.2019
Date of Declaration of Rechecking Results	09.02.2019	09.02.2019	09.02.2019	09.02.2019
Starting of classes of Even Semester	2 nd Semester – 17.12.2018	4 th Semester – 17.12.2018	6 th Semester – 26.11.2018	8 th Semester – 26.11.2018

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Students must note and strictly adhere to the following instructions.

1. For appearing in any examinations [Teachers' Assessment, Mid Term Exams, or End Term Exams] in any Theory subject, a student must secure attendance of 75% or above up to the cut off days for considering attendance for the respective examinations.. Maximum 10% attendance may be condoned on the Account of Medical Ground, Compassionate ground involving death/injury/illness of parents , for representing college by participating – Inter College/ State Level/ National Level/ International Level events of Sports, Technical, Cultural activities with prior permission of principal as per the following guidelines.

- i) **Medical case/illness:** In this case the student needs to submit the **Original medical certificate** from a Government Hospital, reputed Private Hospital or Clinic, or a reputed Private Doctor. The prescription must be attached with the certificate. In the medical certificate there must be a recommendation for rest/leave/hospitalization for **at least seven days**. The student must submit the certificate in a duly filled in prescribed format (available in the office of the Dean Academics) **within seven working days of resuming classes** in the office of **Dean Academics**.

Medical representation violating any one of the above norms shall be rejected.

- ii) **Institute Representation:** If a student intends to attend any international/national/regional/state/Institutional (reputed institutes such as IITs, NITs etc.) level sports/athletic/cultural/technical events then he/she needs to apply in the prescribed format and obtain permission from the **Principal** duly forwarded by **HOD/Dean First Year**. In this case the student needs to submit the **certificate of participation or any other document substantiating his/her claim of participation in an event**. The student must submit the certificate in a duly filled in prescribed format within **seven working days of resuming classes** in the office of **Dean Academics**.

Representation of the students involving participation violating any one of the above norms shall be rejected.

- iii) **Representation of Genuine Compassionate Ground:** If a student missed some classes due some genuine problems such as any domestic/family issues, unfortunate loss of parents etc. then he/she must represent his/her problem **within seven working days of resuming the college**. In this case the student needs to submit his/her grievance in the Office of the Principal in a plain paper as per the guidelines/instructions of Principal.

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- A maximum of 10% attendance can be condoned for a student on all the three clauses taken together, i.e. **Medical case/illness, Institute Representation, Genuine Compassionate Ground**. Under any circumstances a student is not eligible to appear in a subject in a Class Test/Semester Examination if his/her attendance up to the cut off day of calculation for that test/examination is less than 65%.
 - As repetition to our earlier notification all concerned students must remember if all the students are found to remain absent in a legitimate class of any Branch,, Semester, and section as per the Time Table then all students of the class shall be marked absent.
 - For compilation of attendance each class taken between the date of commencement of classes and the closing date of instruction shall be taken into consideration. Any class taken after the closing date of Class Room Activity without prior permission of Principal shall not be considered for computation of attendance percentage. **The above attendance required should be applicable for all UG and PG courses.**
2. Each student must register on the dates mentioned above. Clearance of all college dues and registration is mandatory for appearing End Semester Examinations.
 3. From the Academic Session 2018 – 19 the examinations for backlog subjects shall not be conducted during the Regular Semester. But examinations of all backlog subjects shall be conducted during the Summer Quarter Examinations (Likely to be held during the month of June).
 4. For securing admission in Third Year (5th Semester B.Tech.), a student must successfully complete/pass in each Sessional/Laboratory/Seminar/Project subject and does not have backlogs in more than 3 theory papers of first year by the end of 2nd year.
 5. For securing admission in Fourth Year (7th Semester B.Tech.), a student must successfully complete/pass in each subject of first year course, must successfully complete/pass in each Sessional/Laboratory/Seminar/Project/Viva subject of Second Year Course, and does not have backlogs in more than 3 theory papers of Second year by the end of 3rd year.

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6. Formative assessment for each theory subject shall be done as per the following .

FORMATIVE ASSESSMENT		
Parameters	Duration & Type	Maximum Marks
Teachers' Assessment :	1 hour -30 MCQ type questions	30 which shall be scaled down to 10
	To be scaled down to	10
Three Assignments based on Self Study Components (of all units of the syllabus):	-----	05
Attendance	-----	05
Mid Term Examinations	90 minutes subjective/conventional	60 which shall be scaled down to 20
Total	-----	40 Marks

Attendance Carries 5 marks and marks are awarded as per the guidelines.

Percentage of attendance	Marks to be awarded
< 75%	0
≥ 75% but < 80%	1
≥ 80% but < 85%	2
≥ 85% but < 90%	3
≥ 90% but < 95%	4
≥ 95%	5

7. Summer term facility for students

For all students an additional make-up semester facility, known as summer quarter, is tentatively conducted during May-June. Makeup classes are conducted for all subjects of both even and odd semesters.

Students opting for such makeup classes shall have to pay Rs.3000/- only per Semester towards such classes (irrespective of the no. of subjects) over and above the registration fees.

Eligibility Criterion:

- I) The students falling short of attendance in the preceding semesters (i.e. less than 75%)
- II) The students who failed in the end term examinations of the preceding semesters.
- III) The students who failed to appear at the examinations of the preceding semesters on Medical ground with submission of valid medical certificates (with regards to serious illness of himself or a calamity in the family).
- IV) The students who fall short of attendance in the preceding semesters must compensate by attending makeup classes conducted during the summer quarter and maintain attendance criteria as applicable for regular classes to be able to appear at the examinations of the summer quarter.

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Attendance defaulter in Summer Quarter will attend classes either during regular semester exams/ Summer Quarter exams next year.

The grade secured by a student in a subject in the examinations of the summer quarter who has been debarred/found not eligible to appear in the Regular Examination in that subject shall be downgraded/degraded by one grade except the case when the secured grade is D (Which will remain as it is in the final calculation of SPI and CPI).

8. During Summer Quarter, one internal Examination of Maximum 40 Marks and of duration 2hrs shall be conducted for each subject. The question shall be from the entire syllabus and there will be **40 objective type** questions. A student shall be awarded a maximum of **16 marks** in this exam. Any student who had secured **failed grade** in a subject and obtained **less than 16** in the **formative assessment component** in any theory subject can appear in the test. Information on Internal marks may be obtained from the **Examination Cell**.
9. Students are advised to read the Academic Regulations, Academic Calendar, and all Notices of the College displayed in the College Website.

10. Some Important Forms:

F1: Application for Applying For Leave for Representing Institute

F2: Application for Institute Representation Certificate Submission
[For Shortage of Attendance]

F3: Compensatory Lab arrangement

F4: Application for Submission of Medical Certificate
[For Shortage of Attendance]

F5: Application for Submission of Medical Certificate [For Non Appearance in Teachers' Assessment/ Mid - Term Examinations/Semester Examinations]


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DEAN ACADEMICS

APPLICATION FOR APPLYING FOR LEAVE FOR REPRESENTING INSTITUTE

Instruction : A student must note during the leave student shall be marked absent in each class. However, a maximum of 10% can be condoned for consideration of eligibility for attending examination in each subject with the condition that the student's actual % of attendance is 65% and above in that subject.

1. Name of Student :

2. College Roll No. : 3. Registration No.

4. Branch Semester Section

5. Date(s) of the program from..... to for a period of..... days

6. Details of the program
(including the Name of the program & Venue)

Date : **Full Signature of the Student:**

Forwarding Note of Mentor

.....

Date:

Signature of Mentor

Recommendation Note of Head of the Department (For the students of 2nd, 3rd, 4th year B.Tech., 1st and 2nd year M.Tech., MBA, MSc. students)/Dean First Year (for B.Tech. First Year Students):

.....

Date:

Signature of HOD/Dean First Year

Forwarding Note of Dean Student Welfare :

.....

Date:

Signature of DSW

Decision of Principal:

.....

Date:

Signature of Principal

APPLICATION FOR INSTITUTE REPRESENTATION CERTIFICATE SUBMISSION
[For Shortage of Attendance]

Instruction : Application shall be forwarded by the Mentor and must enclose the Participation Certificate of Institute/Organization. This certificate will not be valid if the student's attendance is below the notified attendance requirement. Duly filled in format along with the certificate of participation must be submitted within seven working days of resuming after the leave. This leave shall be allowed if the student's participation is with prior approval/consent of the Principal. First Year B.Tech. students will submit the duly filled in form in the Office of Dean First Year. All other students will submit the duly filled in form in the Office of Dean Academics and finally all to be approved by Principal.

1. Name of Student :
2. College Roll No. : 3. Registration No.
4. Branch Semester Section
5. Date(s) of the program from..... to for a period of..... days

6. Details of the program
(including the Name of the program & Venue)

Enclosed Certificate/Documentary evidence of participation.

Date : **Full Signature of the Student:**

Forwarding Note of Mentor

.....

Date: **Signature of Mentor**

Recommendation Note of Head of the Department (For the students of 2nd, 3rd, 4th year B.Tech., 1st and 2nd year M.Tech., MBA, MSc. students)/Dean First Year (for B.Tech. First Year Students):

.....

Date: **Signature of HOD/Dean First Year**

Approval of Principal:

.....

Date: **Signature of Principal**

C.V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR
Compensatory Lab arrangement

F3

To

HOD.....

Mr./Ms. _____, Regn.No _____ of _____ semester in
B.Tech /MBA/M.Tech./MSc. in _____ branch could not attend classes between _____ and
_____ due to illness. He/She has submitted certificate of treatment. Some compensatory lab classes may
be arranged in the following subjects which he/she has missed in the above mentioned period.

a) _____ b) _____ c) _____

Encl: A copy of the medical certificate and Prescription

DEAN ACADEMICS/DEAN FIRST YEAR

APPLICATION FOR SUBMISSION OF MEDICAL CERTIFICATE [For Shortage of Attendance]

Instruction: Application shall be forwarded by the Mentor and must enclose the Medical Certificate of Treatment/Hospitalization supported by the Prescription. This certificate will not be valid if the attendance is below the notified attendance requirement. Duly filled in Medical certificate along with the medical certificate and prescription must be submitted within seven working days of resuming after medical leave. First Year B.Tech. students will submit the duly filled in form in the Office of Dean First Year. All other students will submit the duly filled in form in the Office of Dean Academics.

3. Name of Student :

4. College Roll No. : 3. Registration No.

7. Branch Semester Section
.....

8. Period of Absence from to for a period ofdays

9. Reason for Absence:

10. Details of the Medical Certificate:

Name of the Hospital/Nursing Home/Practitioner

Place

Number: _____ Date of Issue: _____

Prescription Enclosed

Date : Full Signature of the Student

Forwarding Note of Mentor:

.....

...

Date:

Signature of Mentor

Date of Conduct of the Medical Board:

Decision of the Medical Board:

Signatures of the members of the Medical Board

.....

Approval by Principal

Date:

Signature of Principal

APPLICATION FOR SUBMISSION OF MEDICAL CERTIFICATE [For Non Appearance in Teachers' Assessment/Mid-term Exams and Semester Examinations]

Instruction : Application shall be forwarded by the Mentor and must enclose the Medical Certificate of Treatment/Hospitalization supported the be the Prescription. This certificate will not be valid for a subject if the student does not have required attendance. Duly filled in format along with the medical certificate and prescription must be submitted within seven working days of resuming after medical leave. First Year B.Tech. students will submit the duly filled in form in the Office of Dean First Year. All other students will submit the duly filled in form in the Office of Dean Academics. This is to be finally placed before the Institutional Medical Board.

1. Name of Student :

2. College Roll No. : 3. Registration No.....

4. Branch, Semester Section

5. Subjects in which did not appear the examinations: [Teachers' Assessment, Mid – Term Exams, Semester Exams]

6. Examination Dates:

7. Period of absence from to for a period of days

8. Reason for Absence

9. Details of the Medical Certificate

Name of the Hospital/Nursing Home/Practitioner

Place

Number: _____ Date of Issue: _____

Prescription Enclosed

Date : Full Signature of the Student

Date of Conduct of the Medical Board:

Decision of the Medical Board:

Signatures of the members of the Medical Board

Approval by Principal

Date:

Signature of Principal