C.V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR
NOTICE

Ref .No: CVRCE/DEAN-AP/10/39/19   Date: 27.06.2019

Some important dates for the Autumn Semester – 2019-20

Events	1st semester B.TECH, M.TECH MBA, MSC.	3rd semester B.TECH, M.TECH MBA, MSC.	5th semester B.TECH	7th semester B.TECH
Registration – First Phase	NA	Up to 20.05.2019	Up to 20.05.2019	Up to 20.05.2019
Welcome/Orientation/Foundation Course/Induction Programme	01.08.2019 – 14.08.2019	NA	NA	NA
Starting date of instruction	16.08.2019 [As Per Admission]	01.07.2019	01.07.2019	15.07.2019
Registration-Second Phase (with a fine of Rs. 200/-)	NA	01.07.2019 – 06.07.2019	08.07.2019 – 12.07.2019	22.07.2019 – 26.07.2019
Registration-Third Phase (with a fine of Rs. 500/-)	NA	08.07.2019 – 02.08.2019	15.07.2019- 16.08.2019	29.07.2019 – 30.08.2019
Registration- Fourth Phase (with a fine of Rs. 1000)	NA	05.08.2019 – 05.09.2019	19.08.2019 – 18.09.2019	02.09.2019 – 01.10.2019
Registration- Final Phase (with a fine of Rs. 2000)	NA	09.09.2019-03.12.2019	19.09.2019 – 03.12.2019	01.11.2019 – 03.12.2019
1st Phase Registration for Backlog subjects (only for final year students)	06.08.2019 – 26.08.2019			
Final Phase Registration for Backlog subjectswith a fine of Rs. 500 (only for final year students)	27.08.2019 – 10.11.2019			
Class Test –I/Teachers' Assessment	30.09.2019 – 03.10.2019	30.09.2019 – 03.10.2019	26.08.2019 – 31.08.2019	26.08.2019 – 31.08.2019
Welcome to First Year Students	09.10.2019-19.10.2019 [one day for each branch]			
Puja Holidays	04.10.2019 – 08.10.2019			
Class Test –II/Mid-Term Exams — B.TECH	08.11.2019 – 14.11.2019	08.11.2019 – 14.11.2019	08.11.2019 – 14.11.2019	08.11.2019 – 14.11.2019
Class Test –II/Mid-Term Exams — MSC/MTECH/MBA/Ph.D	08.11.2019 – 14.11.2019	08.11.2019 – 14.11.2019	--	
Athletic Meet	15.11.2019 – 16.11.2019			
Closing date of Class Room Activities	30.11.2019	30.11.2019	21.11.2019	21.11.2019
Period for remaining Academic Activities (End Semester Evaluation/Assessment of Laboratory/Sessional/Project/Comprehensive Viva Voce/Seminar/Dissertation etc.)	02.12.2019 – 07.12.2019	02.12.2019 – 07.12.2019	25.11.2019 – 30.11.2019	25.11.2019 – 30.11.2019
FDP	01.12.2019 – 04.01.2020 [for a period of 07 – 15 days]			
Repeat Internal Exams [Class Test and Mid-term Exams]	09.12.2019 – 14.12.2019	09.12.2019 – 14.12.2019	02.12.2019- 07.12.2019	02.12.2019- 07.12.2019
End Semester Examinations — For UG (BTECH)	09.12.2019- 28.12.2019	09.12.2019- 28.12.2019	09.12.2019- 28.12.2019	09.12.2019- 28.12.2019
End Semester Examinations — For PG (MTECH, MSc, MBA, Ph.D)	09.12.2019- 28.12.2019	09.12.2019- 28.12.2019	---------------	-----------------
Semester Break	30.12.2019- 04.01.2020			
On line entry of Internal Marks	15.12.2019 – 29.12.2019			
Publication of Results of Odd (Autumn) Semester Examinations, 2019-20	18.01.2020			
Application for Rechecking of results and photocopy of Answer Books	20.01.2020 – 27.01.2020			
Date of Declaration of Rechecking Results	08.02.2020			
Starting of classes of Even Semester	2nd Semester – 06.01.2020	4th Semester – 06.01.2020	6th Semester – 06.01.2020	8th Semester – 06.01.2020
JUNE	00	00	00	00
JULY	00	26	26	14
AUGUST	14	26	26	26
SEPTEMBER	24	24	24	24
OCTOBER	20	20	20	20
NOVEMBER	26	26	18	18
DECEMBER	06	06	00	00
TOTAL	90	128	120	108

Students must note and strictly adhere to the following instructions.

1. Strictly follow the Academic Calendar for all Academic and Exam activities.

2. 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% concession in attendance may be considered on the Account of Medical Ground, Compassionate ground involving death/injury/illness of parents , for representing college for participation in 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, the period of rest/leave/hospitalization must be **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**. No further cases will be entertained beyond the schedule. All the students are hereby requested to put their medical representation within the schedule for further course of action.

   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 substantive document supporting 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 to 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.

- A maximum of **10%** concession in attendance shall be considered 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, PG courses and Ph.D course works.**

3. Each student must register on the dates mentioned in the Academic Calendar. There will be no registration beyond the schedule in the Academic Calendar expect any emergency. Furthermore, no registration is allowed on the day of Examination. All the students are hereby requested to complete the registration process by clearing all college dues before the due date to avoid fine. Unless registration a student is not allowed to sit in the concerned Examination.
A student can use the facility of online registrations to avoid the lack of complexity in the registration process.

4. **From the Academic Session 2019 – 20 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). However, as an exception and in consideration to their career, final year students shall be allowed to appear in the examinations for their backlog subjects with the regular semester examinations provided the subject and subject code are unchanged.**

5. For securing admission in Third Year (5th Semester B.Tech.), a student must successfully complete/pass in each Sessional/Laboratory/Seminar/Project subject of 1st Year and does not have backlogs in more than 3 theory papers of first year by the end of 2nd year.

6. 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.

7. Formative Assessment for each theory subject of B.Tech Programme is :

FORMATIVE ASSESSMENT		
Parameters	Duration & Type	Maximum Marks
Teachers' Assessment :	1hour –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

Evaluation scheme of PG theory courses (M.Tech, MBA,M.SC) will be made uniform from academic year 2019-20. Following Evaluation Scheme for PG Courses (M.Tech,M.Sc,MBA) will be applicable:

Examination	Exam conducted for Marks	Duration	Marks Scaled down to	Pass Marks
Teacher's Assessment	10		10	---------
Mid Sem	60	2 hrs	30	----------
End Sem	100	3 hrs	60	21
Total			100	37

Following Evaluation Scheme for Ph.D Course Work will be applicable:

Examination	Exam conducted for Marks	Duration	Marks Scaled down to	Pass Marks
Mid Sem	60	2 hrs	40	----------
End Sem	100	3 hrs	60	21
Total			100	37

8. *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.

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).

9. <u>During Summer Quarter,</u> **one internal Examination** of <u>Maximum **40 Marks** and of duration **2hrs** shall be conducted for each subject</u>. 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.**

10. Students are advised to read the Academic Regulations, Academic Calendar, and all Notices of the College displayed in the College Website.

11. <u>**Some Important Forms:**</u>

<u>**F1:**</u> **Application for Applying For Leave for Representing Institute**

<u>**F2:**</u> <u>**Application for Institute Representation Certificate Submission**</u>
    <u>[For Shortage of Attendance]</u>
<u>**F3:**</u> <u>**Compensatory Lab arrangement**</u>

<u>**F4:**</u> **Application for Submission of Medical Certificate**
    [For Shortage of Attendance]

<u>**F5:**</u> **Application for Submission of Medical Certificate [For Non Appearance in Teachers' Assessment/ Mid – Term Examinations/Semester Examinations]**

27.6.19

DEAN ACADEMICS

C. V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR

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**

C. V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR

<div style="border:1px solid black; display:inline-block">F2</div>

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

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)_____

Enclo: A copy of the medical certificate and Prescription

DEAN ACADEMICS/DEAN FIRST YEAR

C. V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR

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 of ......days

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**

C. V. RAMAN COLLEGE OF ENGINEERING, BHUBANESWAR

F5

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**