

OUTR UG Regulations – 2023

(B. TECH. / B. ARCH. / B. PLAN.)

2023 – 24



**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH
BHUBANESWAR**

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ACADEMIC REGULATIONS

FOR UNDERGRADUATE (B. TECH., B. ARCH. and B. PLAN.) PROGRAMME (under choice based credit system)

1. Introduction

These Regulations shall be called “OUTR UG Academic Regulations-2023”. These Regulations shall come into force from the date of their notification by the University and be applicable to the UG 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) ‘Gol’ means the Government of India, ‘MoE’ means the Ministry of Education, Gol.
- 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’ means Undergraduate program.
- 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
- k) ‘VC’ means the Hon’ble Vice Chancellor of OUTR.
- l) ‘Dean AA’ means Dean Academic Affairs, OUTR.
- m) ‘B. Tech. / B. Arch. / B. Plan.’ means Bachelor of Technology/ Bachelor of Architecture/ Bachelor of Planning, respectively.

3. Admission

Admission into the B. Tech. / B. Arch. / B. Plan. programme of the University shall be made once a year based on the rank secured in the Joint Entrance Examination (JEE Main) (for

B. Tech. and B. Plan) and OJEE (Lateral Entry-B. Tech.) 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.

4. Duration of Curriculum and Academic Calendar

- 4.1 Each year shall be divided into two semesters: The 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, and the spring semester shall ordinarily begin in January. However, the first semester (for newly admitted students) may begin a little later, depending on the completion of the admissions process and other formalities. In each semester, there shall have a minimum of 80 working days, excluding the period of end-semester examination days.
- 4.2 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.
- 4.3 **Duration:** The duration of the programme shall be governed by the regulations of AICTE/COA, which may change from time to time. As per the prevailing regulations, B. Tech and B. Plan programme are four years each (eight semesters), and the B. Arch programme is five years (ten semesters). A weaker student can complete a four-year programme in not more than eight years and a five-year programme in not more than ten years.
- 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) options while pursuing his or her studies for a programme. The entry and exit options can be availed after 1st 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 Academic Affairs to avail of ME-ME options. The maximum duration for completion of 4- and 5-year programme(s) is 8 and 9 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 OTR admitted students:** These students 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 or 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 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 JEE-Main or OJEE (B. Tech-Lateral Entry) 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 studies 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.

Any 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 items:

- Theory papers
- Laboratory/Practical / Sessional papers
- Project Assignments
- Seminar
- Internship
- Mandatory courses (non-credit)

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.

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 / seminar / 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:

Table – 1: Details of Credits

Items	Maximum percentage points	Semester		Pass Grade
		Periods / Week	Credits	
Theory papers	100	02/03/04	02/03/04	D
Laboratory/Sessional/ Practical	100	09/06/03/02	4.5/3/1.5/1.0	C
Seminar	100	02	1/1.5	C
Internship				
Project	100	06/12	03/06	C
Mandatory courses (non-credit)	100	2/3	Satisfactory or Not-satisfactory	

NB: **Theory paper of 1 credit = 15 hour; Sessional / lab course 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) (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
Total	100 Percentage points

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 consists of questions covering critical thinking.

The format of mid- and end-semester examinations should be intimated to the students during 1st 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 / lab experiment & record submission in due time = 80 percentage points Viva on each assignments = 20 percentage points
Total	100 Percentage points

(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 lab 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. 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	20 Percentage points
Seminar Presentation	50 Percentage points
Viva-Voce on the Seminar topic	30 Percentage points
Total	100 Percentage points

(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 specialisations.

(a) Evaluation of Projects

Project: 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
Total	100 Percentage points

6.0 Rules for the examinations

6.1 There shall be a mid-semester examination and an examination at the end of each semester (hereafter called the end-semester examination) for each theory paper as per the academic calendar.

- (a) The mid-term 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.
- (b) 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 a year.
- (c) If a student misses a mid-term 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, Academic Affairs. The University shall constitute a committee to recommend action for each case. If the committee recommends a compensatory midterm examination, it will be conducted for such students only.

6.2 Back theory paper examinations, i.e., where a student appeared at the end-semester examination but did not obtain the minimum percentage points for a pass grade, 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 who have appeared at the end-semester examinations and have back papers (i.e., obtained an 'F' grade) or "Not Satisfactory" grade in mandatory non-credit courses are eligible to appear at the Special examinations.

- (i) There shall be a special examination, after publication of the results of the 2nd semester examinations, for 1st year students having back papers in 1st and 2nd semesters, and its results will be considered for promotion to 2nd year.
- (ii) There shall be Special examinations after publication of the results of the final semester covering the back papers of lower semesters.

Students who could not appear at the end-semester examinations due to family calamities or serious health issues as recommended by the Medical Board of the University, or who are participating in any events of National or State level on behalf of the University or government with prior permission of the Dean, Academic Affairs, are also eligible to appear at the special examinations.

[There shall be no Re-Totaling / Re-Checking for any subject of the Special Examination]

6.4 Students who have secured 'M' or 'S' grades in any subject(s) are not eligible to appear at the next immediate special examinations. However, such students can appear at the regular end-semester examinations for these papers, and if they secure "F" grade, they can appear at the subsequent special examinations.

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

SEMESTER GRADE POINT AVERAGE (SGPA)

$$\text{SGPA} = \frac{\text{CREDIT INDEX}}{\Sigma \text{CREDITS for a semester}}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA)

$$\text{CGPA} = \frac{\Sigma \text{CREDIT INDEX for all previous semesters}}{\Sigma \text{CREDITS for all previous semester up to the current semester}}$$

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 at the end-semester examination or special examination when he or 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 or 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 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. Subject-wise Registration and Eligibility to Appear at Examinations.

The medium of instruction for all the programmes 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). In addition, student can also choose Honours and Minor courses.

- 9.1 All registered students of the university have to register (Form: OUTR-2RN) for each of the subjects they are required to study before the commencement of a semester. Except in the first semester, where a student is automatically

registered for all subjects of the first semester, a student has to apply as per schedule in a specified format for subject-wise registration by depositing the prescribed as notified by the university.

A student has to register for mandatory courses like Environmental Sciences, Induction Training, Indian Constitution, and Essence of Indian Traditional Knowledge as decided by the Academic Council.

- 9.2 A student will be eligible to get his undergraduate degree with Honours or additional Minor engineering if he or she passed additional subjects with 15-20 credits. Registration of additional subjects for Honours or Minor engineering is optional in nature. First, a student will register subjects in his or her own regular branch of study.

From the 3rd semesterr onwards, a student may register additional subject(s) under Honours in the same branch of study (preferably with a higher level).

OR

Minor engineering in a branch other than his or her own branch of study.

However, a student is not eligible to register for subjects both under Honours and Minor engineering at the same time. Once a student opts for Honours or Minor engineering, it is considered final, i.e., it can't be changed afterwards. But he or she may exit for Honours or Minor engineering during his or her study at any time by exercising his or her option.

Important Note: If minimum 15 students opt for an elective or additional courses offered by the department (in any semester), then those students would be allowed for registration of the same. Similarly, if more students are opted for an elective or additional subjects (preferably open elective paper or minor engineering), then students will be selected based on their CGPA of immediate lower semester.

- 9.3 A student can choose Open Elective Courses from the subjects offered by other Schools / Departments, i.e., subjects excluding his / her own branch of study. Students can choose those Open Elective Courses from various courses offered under MOOCS / NPTEL / SWAYAM and such other platforms as decided by the School / Department. The students can register for those courses by themselves at their own cost. They may appear at the Examinations of the corresponding online platforms as per their norms and the modalities of credit transfer will be notified by the University. In addition, student can also eligible to appear at the End-Semester Examinations of the University for those online courses for which they have to register for the same as per rules of the University and the credits earned in this case will be considered as such.

- 9.4 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 (B. Tech, B. Arch, or B. Plan), 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 or sessional subject, he or she has to clear the same during the appropriate semester duration.

- 9.5 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.
- 9.6 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.
- 9.7 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 7.1 to 7.6 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 subject(s) under Honours or Minor Engineering will be reflected separately and it will not be considered for promotion or added with the results of subjects under regular branch of study.

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 1st year to 2nd year:

A student at the end of the first year (inclusive of first and second Semesters and also after Special Examinations of 1st 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 ≤ 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 ≥ 4.50 at the end of the new First Year and after the Special examinations, he/she may repeat the 1st again (2nd time) as a fresh student. In the 2nd repeat year, if he/she fails to secure CGPA ≥ 4.50 after 1st year and the Special Examinations, then he/she to quit the University.

For promotion from 2nd year to 3rd year:

All students of second year (after 4th Semester) securing a minimum of CGPA of 5.0 (after 4th semester result) or higher are eligible for promotion to 3rd 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 3rd year. He/she has to register as a student of 2nd year and pursue his or her studies of both 3rd- and 4th-semesters.

For promotion from 3rd year to 4th year:

All students of third year (after 6th Semester) securing a minimum of CGPA of 5.5 (after 6th semester result) or higher are eligible for promotion to 4th 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 4th year. He/she has to register as a student of 3rd year and pursue his or her studies of both 5th- and 6th-semesters.

For promotion from 4th year to 5th year (*Only for B. Arch Programme*):

All students of fourth year (after 8th semester) securing a minimum of CGPA of 6.0 (after 8th 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 5th year. He/she has to register as a student of 4th year and pursue his or her studies of both 7th - and 8th-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 lab/ 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.

12. Branch Change

Any student pursuing a B.Tech. programme may be allowed a change of branch in the University after completion of course requirements for the first (autumn) and second (spring) semesters of the first-year programme, subject to the availability of seats in a branch. 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 a minimum of 8.0 or more. In the event of a tie, it will be resolved by the JEE main rank. This is an incentive for meritorious students. Students admitted under self-financing (self-sustaining) schemes will continue to pay the same amount of fees and development fees as in the self-financing mode even after changing branches until the completion of the B.Tech. programme.

- 12.1 Only such students who have cleared all examination items for both semesters **in their first attempt** in examinations held during the academic session of their first admission to the course shall be qualified to apply for a change of branch. A change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' branch shall not exceed 10% of the sanctioned seats and the net student strength in the 'loser' branch shall not deplete by more than 10% of its sanctioned student strength.
- 12.2 The applications are invited from the eligible students (Form: OUTR-1BC) for a change of branch after the publication of the 2nd semester results or at the beginning of the 3rd semester. A merit list based on CGPA will be prepared, and branches will be allotted in order of their preferences. All changes to the branch will be final and binding on the applicants. No student will be permitted, under any circumstances, to refuse the change of branch offered after notification. No application for a change of branch will be entertained in subsequent years.
- 12.3 The change of branch facility shall not be available to students of B. Arch and B. Plan programmes.

13. Requirements for Award of Degree:

There shall be no class / division awarded to a student either at Semester or degree level.

13.1 Eligibility for Award of Degree

A student will be eligible for award of B. Tech/ B. Arch/ B. Plan degree if he/she satisfies all the following conditions:

- (a) Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points prescribed for his/her branch of study.
- (b) For B. Tech program, a student may be awarded degree as follows:
- (i) Bachelor of Technology in his/her branch of study or
 - (ii) Bachelor of Technology with Honours in his/her branch of study if he/she clears subjects of minimum 20 credit points prescribed under Honours or
 - (iii) Bachelor of Technology in his/her branch of study with Minor Engineering in a branch other than his/her regular branch of study if he/she clears subjects of minimum 15-20 credit points prescribed under Minor Engineering.
- (c) Has secured a minimum Cumulative Grade Point Average (CGPA) of 6.0 (see # 6.3 for calculation of CGPA).
- (d) Has secured at least "Satisfactory" grade for mandatory non-credit courses like Environmental Sciences, Induction Training, Indian Constitution, Essence of Indian Traditional Knowledge.

- (e) Obtained at least satisfactory grade (C) in NCC / NSS / Games / Sports / Music/ Drama / Debate / Quiz / Yoga.

13.2 Disqualification for Award of Degree

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

14. 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) 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.

(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.
- (c) After due verification of all documents and necessary approval, 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 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 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 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.

- (4) Rules for Migration Certificate

It will be issued along with the Provisional Certificate.

15. (a) Re-Totalling / Re-Checking:

A student may apply (Form: OUTR -11RC) to the University for Re-totalling / 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 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 one year from the date of publication of the results of that semester.

(c) Grade Sheet /Duplicate Grade Sheet / Transcript:

At the end of each year, a Grade sheet shall be made available to each student as per Clause 6.1. However, if a student requires duplicate grade sheet, he / she should apply (Form: OUTR -13DG) and for transcript he/she should apply (Form: OUTR -17TG) to the University with the prescribed fees.

16. Disciplinary Actions (Examinations):

In disciplinary Activities	Remedial measures
Possession of indiscriminate materials or copying	awarded "M" grade in that paper
Adopting malpractice and showing an indisciplined behavior in the examination hall	awarded "M" grade in that paper + Rs.2000/- fine;
A student found adopting malpractice/ possession of indiscriminate 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. • 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 papers of that Examination and will be expelled from the University for one year. • Will be obliged to provide compensation for the damage as assessed by the University or individual as the case may be.

PERSCRIBED FEES

Sl. No.	Description of Items	Fee
1	Migration Certificate	500.00
2	Duplicate / Additional Grade Sheet per year	500.00 / Year
3	Correction / Change of Name in Degree Certificate	1,000.00
4	Duplicate Degree Certificate	2,000.00
5	Convocation Fee (One Time)	1,500.00

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