Academic Regulations
for
B.Tech., M.Tech, MCA & MBA Programmes

**(Approved by Academic Council on 17.07.2021 and
Board of Management on 08.10.2021)**

GITA AUTONOMOUS COLLEGE

Affiliated to BPUT Odisha

Madanpur, Bhubaneswar-752054

Effective from Academic Year 2020 – 21

Contents

Form Details

Sl. No.	Form No.	Description of Forms	Fees Details
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3	GITA 0003	Exercising option to exit the Honours / Minor Engineering	No fee
4	GITA 0004	Condonation of Attendance for semester examination	No fee
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6	GITA 0006	Appearing Mid-term examination on medical ground/family calamity/failed in internal	No fee
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8	GITA 0008	Name correction in Degree certificate	DD of Rs.500/- in favour of BPUT, Odisha
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1.0 Preliminary Definitions and Nomenclature

In these regulations, unless the context otherwise specifies:

i. "Academic Year" means academic activities in a Year (Odd Semester followed by Even Semester).

ii. "University" means the Parent University, i.e., Biju Pattnaik University of Technology, (BPUT), Odisha.

iii. "Program" means an educational course leading to the award of a Degree or certificate like B. Tech., M. Tech., MCA, MBA.

iv. "Branch" means a discipline of study like 'Computer Science and Engineering', 'Electronics and Communication Engineering' etc.

v. "Subject" means a component of a program, usually referred to as "course" like Mathematics, Physics, etc. All subjects need not carry the same weight. The subjects should define Course outcome, Learning objectives and Evaluation Scheme. A subject may be designed to comprise solely or a combination of lectures, tutorials, laboratory work, field work, outreach activities, project work, viva, seminars, term papers, assignments, presentations, guided self-study, etc.

vi. "Credit" means a unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work per week.

vii. "Choice Based Credit system (CBCS)" means a system that provides an opportunity for the students to choose courses from the prescribed courses comprising core, elective/minor or skill based courses.

viii. "Grade" means an index of the performance of students in a said subject. Grades are denoted by letters O, E, A, B, C, D, F, S, and X.

ix. "Grade Point" means a numerical value (0 to 10) allocated based on the grade assigned to each course.

x. "Credit Point" means the product of Grade Point and number of Credits for a subject.

xi. "Semester Grade Point Average (SGPA)" is a measure of performance of work done in a semester. It is ratio of total credit points secured by a student in various subjects registered in a semester and the total credits during that semester. It is computed by the following formula and expressed up to two decimal places.

$$SGPA = \frac{\sum \text{Credit Points}}{\sum \text{Credit}} \text{ for a semester}$$

xii. "Cumulative Grade Point Average (CGPA)" is a measure of overall cumulative performance of a student over all semesters. The CGPA is the ratio of total credit points secured by a student in various subjects in all semesters and the sum of the total credits of all subjects in all the semesters. It is computed by the following formula and expressed up to two decimal places.

$$CGPA = \frac{\sum \text{Credit Points of All Previous Semesters}}{\sum \text{Credits of All Previous Semesters}} \text{ up to a semester}$$

xiii. "Controller of Examinations" means the authority of the Institution who is responsible for all the activities of the Examinations of this Institute.

xiv. "Head of the Institution" means the Principal of the Institute who is responsible for all the academic activities and for implementation of relevant rules and regulations.

xv. "Head of the Department (HoD)" means the faculty member of a department who is assigned to perform all administrative activities within the department.

1.1 Curricular Programs

The provisions contained in these regulations govern the conditions for imparting courses of instruction, conducting examinations and evaluation of students' performance leading to the Degree of:

- Bachelor of Technology (B. Tech.),
- Master of Technology (M. Tech.),
- Master in Computer Applications (MCA),
- Master in Business Administration (MBA)

The Governing Body of the Institute may, on the recommendation of the academic Council, take decision on addition or removal of any program at any time.

1.2 Duration of curriculum & Calendar

1. The duration of the programs shall be governed as per the guideline of AICTE that may change from time to time. As per the prevailing regulations, the duration of various programs shall be as under:
   - B.Tech program is of 4 (Four) years, i.e., 8 (Eight) Semesters,
   - M.Tech. program is of 2 (Two) years, i.e., 4 (Four) Semesters,
   - MCA program (from AY 2020-21) is of 2 (Two) years, i.e., 4 (Four) Semesters,
   - MBA program is of 2 (Two) years, i.e., 4 (Four) Semesters.

2. Each year shall be divided into two Semesters - Autumn Semester (July to December) and Spring Semester (January to June). The Autumn semester shall ordinarily begin in July for students already on rolls and the Spring semester shall ordinarily begin in January. However, the first semester (Autumn, for newly admitted students) may begin a little later depending on completion of admission process and formalities. The number of teaching weeks in each semester shall be fifteen to eighteen with a minimum of 90 teaching days excluding the period of examination, Holidays and days when classes are suspended.

3. The Institute shall provide a calendar of academic and associated activities, which shall be adhered to. The same is non-negotiable. Details of curricula and syllabi shall be as decided by the Academic Council with provision for modification from time to time as per the needs of the specializations concerned.

4. The maximum period which a student can take to complete a full time academic program shall be double the nominal duration of the program, i.e.,

    - 8 (Eight) years for B.Tech.,
    - 4 (Four) years for M.Tech,
    - 4 (Four) years for MCA,
    - 4 (Four) years for MBA.

5. The program of studies leading to a degree consists of prescribed courses sequentially distributed over the required number of semesters. Summer months may be used, either for academic or for administrative purposes through Summer Term.

6. The Academic Council will approve the academic calendar consisting of schedule of activities for a session inclusive of dates for registration, Mid-Term Examination and End-Term Examination, inter-semester breaks etc., well in advance of start of a semester.

7. The academic calendar shall also reflect the scheduled holidays. In addition to holidays, the Principal, may announce suspension of classes when the situation so demands. Such suspended classes may be compensated on a weekend/holiday as per decision of the Principal.

2.0 Eligibility for admission

2.1 The admission of students to various programs shall be governed by the State Government and/or Parent University Policies/Practices in this regard.

2.2 The candidates with a Polytechnic Diploma or any other qualification approved by the State Government/AICTE are eligible to join UG Degree programs at the beginning of the second year (3rd semester), as per the prevailing practice in the Parent University (Lateral Entry).

2.3 A student admitted directly to the 3rd semester in undergraduate engineering programs under the lateral entry scheme shall complete all the courses within a period of 6 academic years from the date of first admission, failing which the student has to discontinue the program.

2.4 Admissions shall ordinarily close on a specified date before commencement of the first semester instruction, through a notification/academic calendar.

    • Candidates shall have to register as bonafide students with the Institution as per the regulations before commencement of instruction in the First Semester and for Lateral Entry students in the Third Semester.

    • A student is allowed to attend classes only for those subjects that he/she has registered in a semester.

    • A student, who has been promoted with a backlog, has to first register for the backlog subject(s) if the same is being offered in a semester.

2.5 Branch Change:

(1)   Any student pursuing B. Tech. program, may be allowed a change of branch in the institution after completion of course requirements for the first (autumn) and second (spring) semesters of the first year program. The selection shall be on the basis of merit, assessed through the combined results of the first and second semester examinations declared in the form of Cumulative Grade Point Average (CGPA) at the end of the first year which should be 8.50 or more. In case of tie, it will be resolved by JEE Main rank. This is an incentive to meritorious students.

(2)   The change of branch shall be accorded to only such students who have cleared all examination subjects of both the semesters (including the mandatory courses) in first attempt, in examinations held during academic session of his/her first admission to the program. A student registering for supplementary examinations is not eligible for branch change.

(3)   Change of branch may be accorded subject to the condition that the consequent total student strength in the 'gainer' programme shall not exceed by 10% of the approved seats and the net student strength in the loser programme shall not deplete by more than 10% of the actual student strength existing on the rolls prior to the change during the process..

(4)   There shall be a committee comprising of Dean Academics, Controller of Examinations and Concerned HODs with the Principal as its Chairman to decide on the branch changes. The committee shall invite options from the students. The committee will prepare a merit list based on CGPA and allot change of branch in order of their preferences. The committee shall announce the decision on branch change before the start of the 3rd semester.

(5)   The change of branch facility shall not be applicable to students of PG programs, such as, M. Tech., MCA, and MBA. courses. There shall be no opportunity of a change of branch mid-way during the program.

3.0 Subject-wise Registration & Eligibility to appear at Examination

The medium of instruction for all the program is English

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

the semester. A student has to register the mandatory non-credit courses like Environmental Sciences, Induction Training, Indian Constitution, Essence of Indian Traditional Knowledge as decided by the AICTE/UGC/Academic Council

3.2 For B. Tech program,

- A student will be eligible to get undergraduate degree in engineering if he/she completes 168 credits

- A student will be eligible to get undergraduate degree in engineering with honours if he/she completes additional 20 credits through MOOCS.

- A student will be eligible to get undergraduate degree in engineering with minor degree (7 Minor degree)
    - o Artificial Intelligence and Machine Learning
    - o Blockchain
    - o Cyber Security
    - o Data Science
    - o Internet of thins (IOT)
    - o Robotics
    - o Virtual and Augmented Reality

    If he/she completes additional 20 credits

- Registration of subjects for Honours or Minor Engineering is optional in nature.

- A student will register subjects in his/her regular branch of study.

- From 3rd semester onwards, a student may register additional subject(s) under Honours in the same branch of study (preferably with higher level from MOOCS) or Minor Engineering (specified above) in a branch other than his/her regular branch of study.

- However, a student is not eligible to register subjects both under Honours AND Minor Engineering at the same time.

- Once a student opts for Honours or Minor Engineering, it is considered as final i.e. this can't be changed afterwards. But he/she may exit from Honours or Minor Engineering during his/her study at any time on exercising his/her option to the Principal through HOD.

For M.Tech

- A student will be eligible to get Master Degree in engineering if he/she completes 68 credits.

For MCA

- A student will be eligible to get Master in Computer Application Degree if he/she completes 90 credits.

For MBA

- A student will be eligible to get Master in Business Administration Degree if he/she completes 104 credits.

3.3   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 in any number of (2nd semester onwards) backlog (failed) subjects of their lower semesters; preference being given to lowest possible semester in addition to the prescribed subjects of that semester. During normal course of study, a student may register the backlog (failed) subjects of his / her branch of study of lower semester. After completing the final semester (B.Tech / M.Tech / MCA / MBA), a student may register in any number of backlog (failed) subjects or subjects (having requisite attendance of minimum 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 Laboratory / Sessional subject, he/she has to clear the same as prescribed above.

Important Note: If minimum 15 students opt for a particular elective paper offered by the department (in any semester), then those students would be allowed for registration of the same

3.4   A student shall not be allowed to appear in the end Semester Examination of that session in those particular theory subjects where he / she has shortage in attendance. He / She will be allowed to appear at the theory examinations in other subjects where he / she has no shortage in attendance. The attendance shall be considered from the date of commencement of classes as per academic calendar of the college. The schedule of classes shall be notified through a Time Table before the beginning of the classes in the Semester. Attendance record must be compiled at the time of mid-term examination and before closing of instruction and the students with poor attendance must be informed through notification both in the notice board of the department and college website.

3.5   Concessions: A student who has been absent for short periods on health ground or due to participation in cultural, sports, other academic / official assignments in the interest of the institution / college / University / government with prior written permission of the Principal shall be permitted a maximum of additional concession of 10% in attendance and would be eligible for appearing in examination with a minimum of 65% of attendance in a semester.

A student who has been absent on medical ground may be allowed to appear at an examination provided he/she has attended at least 65% of classes and (i) a medical board and (ii) the Principal, recommended for such relaxation

3.6   No student shall be allowed to appear at end Semester examination with shortage of attendance below 75% / 65% (as the case may be) in any of the registered subjects.

3.7   A student shall be admitted to any examination in a subject only if he / she has registered for that subject and paid necessary registration and examination fees in the beginning of the semester.

3.8   A candidate shall be allowed in an End - Semester examination only after he / she is issued a Hall Ticket for the relevant examination by the Principal / HOD after showing the proof of all due clearance certificates.

3.9   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 fulfils the conditions 3.3 to 3.6 above.

4.0 Rules for Examinations

4.1.   Each discipline consists of the following five types of items:

- Theory Items
- Practical Items
- Sessional Items
- Project Items
- Mandatory courses (non-credit)

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

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

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

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

4.5   There shall be supplementary examinations every year during summer vacation for those students who have got back paper(s) in any subject in that particular year so as to enable them to concentrate on studying the subjects meant for the next semester and results shall be declared before the commencement of the next academic session

- The candidates, who have completed the attendance requirements for a course, appeared in the End-Term Examination and have been awarded "F" Grade, can register for the Supplementary Examination. The weightage of Supplementary Examination will remain same as that of the regular End-Term Examination.

- A student can register for a maximum of 06 (six) courses in which s/he was awarded "F" Grade in the End-Term Examination for appearing in supplementary examination.

- A student who could not appear for the End-Term Examination due to genuine medical reasons or other unavoidable emergencies and was awarded "S" grade, may apply to the Dean (Academics) for permission to register for the Supplementary Examination with necessary documents in support of absence. The Dean (Academics) may allow him/her to register for Supplementary Examination in some/all subjects depending on the reason and documents provided.

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

5.0 Declaration of Result and Promotions

5.1　In order to pass a programme / course a candidate must secure at least Pass Grade in each of the Theory (Including mandatory non-credit courses), 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 considered for promotion or added with the results of subjects under regular branch of study.

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

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

- The candidate 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) having a minimum of CGPA of 5.0 is eligible for promotion to the Second year, regardless of the number of failed subjects except candidates under Clause - D.
- A student (at the end of first year) with a CGPA of less than 5.0 may choose to quit; or pursue studies after registering as a fresh student in the First year. If such a student in the new first year once again fails to se cure a CGPA of at least 5.0 at the end of the new First Year, he/she has to quit the College.

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 candidates under Clause - D.

For promotion from 3rd year to 4th year :

• All students of third year (after 6th Semester) securing a minimum of CGPA of 5.0 (after 6th semester result) or higher are eligible for promotion to 3rd year except candidates under Clause - D.

Students securing less than CGPA 5.0 at the end of 2nd / 3rd / 4th year may repeat his/her study for that year without promotion.

If such a student in the repeat year once again fails to secure a CGPA of at least 5.0 at the end of that Year, he/she has to quit the College.

Important Note: The SGPA of the lower semester(s) of XP category students after clearing their backlog subjects would be updated. This updated SGPA would be considered for their promotion in the 1st year.

C.   The candidate 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 3 (three) theory subjects of the regular semester AND (iii) he/she has attended two lab / practical / sessional subjects.

N.B.: All the above three conditions have to be satisfied for promotion to the next higher 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 College, are required to re-register for that year. They are required to register in all the backlogs (failed / not appeared) subjects of both the semesters of that year except 1st 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 - 3.3 to become eligible for appearing the examination. This regulation is applicable to all programmes of duration three years and more.

5.3 The College shall publish a list of all successful candidates of each of the semester examinations within the date prescribed in academic calendar.

5.4 The overall performance of a successful candidate for the award of a degree shall be based on the combined results of all the examinations of the concerned programme.

5.5 A student's level of competence shall be categorized in accordance with the Cumulative Grade Point Average.

6.0 Grading System

A letter grading system shall be followed in the college. The uniform Grading System to be followed for all Academic Programmes (except Ph. D. and D.Sc) shall be as described below. A Nine Point grading system on base of 10 shall be followed in the college. Categorization of these grades and their correlation shall be as under:

Qualification	Grade	Score on 100 percentage points	Point
Outstanding	'O'	90 & above upto 100	10
Excellent	'E'	80 & above but less than 90	9
Very Good	'A'	70 & above but less than 80	8
Good	'B'	60 & above but less than 70	7
Fair	'C'	50 & above but less than 60	6
Below Average	'D'	44 & above but less than 50	5
Failed	'F'	Below 44	2
Malpractice	'M'	-	0
Absent	'S'	-	0

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

6.1 Passing Standards: The following passing standards shall be followed:

• To pass a credit theory course a student has to secure a minimum of "D" grade with at least 24 marks out of 60 in the End-Term examination.

• To pass a non-credit/mandatory course, a student has to secure a minimum of "C" grade with at least 30 marks out of 60 in the End-Term examination.

• For other courses (practical, seminar, viva, project and other sessionals) Grade "C" is the minimum pass grade.

7.0 Requirements for Award of Degree:

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

7.1. Eligibility for Award of Degree

A candidate will be eligible for award of B.Tech / M.Tech / MCA / MBA 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 20 credit points prescribed under Minor Engineering.

7.2. Disqualification for Award of Degree

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

8.0 Examinations:

There shall be a continuous evaluation system for each theory, lab./practical, sessional, design and project papers.

8.1 Theory Papers

(a)   A theory paper will have 100 percentage points. The weightage for one mid-term examination, quiz, assignments and surprise test and the end semester examinations shall be as follows:

•   Mid-term examination of 1 hr. & 30 minutes duration   = 25 percentage points.

•   Quiz, Surprise test & Assignment   = 15 percentage points.

•   End Semester Examination of three hours duration   = 60 percentage points.

Total = 100 percentage points.

(b)   The syllabus for each theory paper shall have 4(5) modules. The mid-term examination schedule will be nearly mid-semester schedule in Academic Calendar. The end semester examination is comprehensive and will cover all modules. The

academic calendar will specify the examination period for all mid-term examination and the end semester examination.

(c) The mid-term examination will be conducted at the college level in the Scheduled week. It should be conducted preferably after completion of one and one-half module completion of the syllabi. The corrected papers have to be shown to the students within seven calendar days. The score out of 25 percentage points shall be informed to the students.

(d) The quiz, assignments & surprise test shall be conducted by the concerned subject teacher under supervision of the HOD. The concerned subject teacher shall maintain records for at least a year.

(e) There is no compensatory mid-term examination. If a student misses a mid-term examination due to medical reasons, the student will make an application through HOD to Principal. The college will then constitute a medical board under the Chairmanship of Dean Academics (UG or PG) with a doctor to examine if the illness was serious enough to compel him / her to abstain from appearing at the test. Medical board report with the recommendation of the Principal shall be sent to the Examination section for consideration of compensatory mid-term examination and it will be conducted for such students only.

Similarly, if a student misses a mid-term examination due to Family Calamity or academic / official assignments of the college, the candidate will make an application through HOD to Principal. The college shall constitute a committee to recommend the action for each case. The report of this committee with the recommendation of the Principal shall be sent to the Examination section for consideration of compensatory mid-term examination / award of percentage points. If the committee recommends compensatory mid-term examination, it will be conducted for such students only.

(f) Any student securing less than 20 (internal) marks in the mid-term examination, quiz, assignments and surprise test taken together and secured overall 'F' grade in the subject may be allowed to repeat the mid-term examination as per schedule time during the corresponding semester of the subsequent year. The revised marks from the department would replace the old mid-term examination marks. However, his total internal marks will be restricted to 20 out of 40 in the repeat mid-term examination or actual mark if his / her total mark is less than 20. For this repeat mid-term examination only one chance would be given. The revised marks shall be considered for publication of results.

(g) A candidate is deemed to clear (Pass) a theory paper if he / she secures

1) A minimum of 24 marks out of 60 in the End Semester examination and

2) A minimum of 44 marks in the End Semester examination, mid-term examination and quiz, surprise test & assignments, taken together (i.e out of 100).

(h) Question Paper Setting :

1) Moderator nominated by academic council based on experience / expertise in the course will select / scrutinize the question paper from the question paper

bank or generate a question per from the question bank built-up by the external / internal subject expert for each theory course.

2) chief Examiners and examiners / evaluators for the subject will be nominated by chairman – BOS. The chief examiner of the subject will provide scheme of evaluation and model answer

(i) Question paper pattern

1. Mid term examination

o Duration 1.5 hrs. Question paper contains 3 Parts

o Part 1 contains 9 short answer question (answer any six) of 1.5 marks each for both UG & PG programme

o Part 2 contains 5 focused short answer type question (answer any two) of 4 marks each for both UG & PG programme

o Part 3 contains 2 Long answer type question (answer any one) of 8 mark or both UG & PG programme

2. End-Semester term examination

o Duration 3 hrs. Question paper contains 3 Parts

o Part 1 contains 12 short answer question (answer any ten) of 2 marks each for both UG & PG programme covering entire syllabus.

o Part 2 contains 7 focused short answer type question (answer any five) of 4 marks each for both UG & PG programme covering entire syllabus.

o Part 3 contains 4 Long answer type question (answer any two) of 10 marks of both UG & PG programme covering entire syllabus.

8.2 Practical Papers

a) The syllabus of a practical paper shall specify the number of practical / experiments (works) to be done in a semester.

b) A practical paper shall have 100 percentage points.

c) Each practical / experiment (work) shall have equal percentage point as its weightage.

d) A practical paper shall have 2, 3 and 6 contact hours / week for 1, 2 and 4 credit papers respectively. Time Table must provide for such contact hours.

e) A practical experiment (work) and its evaluation shall be completed in all respects within the allotted hours. A practical experiment (work) will be evaluated based on the following components. The relative weightage of the components are also given below.

- Experiment (work) planning and execution   = 20 points
- Results and interpretation   = 30 points
- Report   = 30 points
- Understanding on the theory related viva-voce to experiment   = 20 points

Total =100 points

f) A candidate has to be informed about the score at the end of every Practical class. The Score shall be used for publication of results.

g) The teacher concerned with a practical class shall maintain the reports of the candidates together with the score on each experiment giving the reasons for awarding either very high score (90 percent or above) and low score (30 percent and less).

h) A candidate shall pass a Practical Paper if his / her score in the paper is minimum of 50 percentage points.

i) College can arrange a compensatory practical class for a student who misses an experiment only on medical ground Such a compensatory experiment has to be arranged at the department level within two weeks of his / her missing a practical class.

j) Any student securing less than 50 marks ('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.

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

8.3 Sessional Papers

a) Sessional paper will carry 100 percentage points.

b) The syllabus shall prescribe the number of jobs and specific tasks to be performed in each job. All jobs in a sessional shall have more or less or same allotted contact hours and equal weightage.

c) A sessional job has to be evaluated based on the following considerations.

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

d) Each sessional work is to be completed during allotted hours in the class itself.

e) No sessional works can be done at home / hostel.

f) At the end of each sessional work, the evaluation will be done. The student is to be shown the score and told about weaknesses (if any).

g) At the end of each sessional the marks are recorded for publication of results.

h) If a student misses up to 35 percent of allotted sessional hours for a job on health ground he / she may make an application to the Principal along with a medical certificate. A committee constituted by the Principal may consider the application and

the student may be allowed compensatory classes to complete the sessional work beyond the regular allotted hours.

i)   The teacher concerned shall maintain all records of the sessional work at least for a year for inspection.

j)   A candidate shall clear (Pass) a Sessional Paper if he / she scores minimum of 50 percentage points.

k)   Any student securing less than 50 marks ('F' grade) in sessional may be allowed to repeat the sessional in the corresponding semester of the subsequent year. This will be limited to only one chance.

8.4   Project Item

a)   A Project Item shall carry 100 percentage points.

b)   Each candidate shall do a project under the supervision of a Supervisor (of GITA). There could be a Co-Supervisor (inside or outside GITA) if the project is interdisciplinary in nature. For an Industry based project, the Co - Supervisor could be from concerned Industry. Project could be Theoretical / Practical / Design oriented.

c)   Evaluation of the Project

   i)   Evaluation of a major / minor project will be done on following points.

•	Understanding the relevance, scope and dimension of the project	10 points
•	Relation to literature / application	10 points
•	Methodology	10 points
•	Quality of Analysis and Results	10 points
•	Interpretations and Conclusions	20 points
•	Report	20 points
•	Defence	20 points
		100 points

   ii)   The evaluation shall be done by a Committee of teachers where the Project Supervisor shall be a member. His evaluation shall carry 50 percent weightage. The other members shall have 50 percentage weightages. For major project, an external expert shall be involved.

   iii)   Minimum score for a Pass in Project item is 50 percentage points.

   iv)   The HOD will be the Chairman of the Evaluation Committee and he/she shall forward the score within the prescribed date to the Controller of examinations. He / She shall also maintain all records for at least a year.

8.5 Seminar Item

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

a)	Quality of Seminar Report	= 30 points
b)	Quality of Presentation	= 30 points
c)	Quality and extent of response from other students	= 20 points
d)	Participation in other Presentations	= 20 points
		= 100 points

A student has to not only give his / her seminar, but also must attend at least 75 percent of seminars given by other students. The HOD will be the Chairman and he/she shall forward the score within the prescribed date to the Controller of Examinations of the College. He / She shall also preserve all records for at least a year.

Minimum score for a Pass in Seminar item shall be 50 percentage points.

Any student securing less than 50 marks ('F' grade) in seminar may be allowed to repeat the seminar in the corresponding semester of the subsequent year. This will be limited to only one chance.

8.6 Comprehensive Viva - Voce Item

a) This shall be done by a Committee of Teachers with participation of an External Expert from an Institution outside GITA / Industry of repute.

b) The HOD is the Chairman of the Committee and s/he shall forward the score within the prescribed date to the Controller of the Examination of the College. He / She shall also maintain all records for at least a semester.

c) Minimum score for a Pass in Viva - Voce is 50 percentage points.

8.7 Evaluation Responsibility

a) The teacher imparting instruction is solely responsible for evaluation of mid-term examination, Practical and Sessional works, quiz, assignment & surprise test. He / She is also responsible for maintaining all records for a year to justify his / her evaluation scheme and score thereof.

b) The Principal shall have right to change the score assigned by a teacher. However, if the Principal is convinced that the scores assigned by a teacher are biased, he / she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised score shall be sent to the Controller of Examination within a week for necessary action.

c) A copy of the score assigned for each mid-term examination, Practical and Sessional work, quiz & assignments shall be submitted (both hard and soft copy) to the Examination Section.

8.8 Disciplinary Actions (Examinations)

1) A student found resorting to malpractice (copying etc.) in the examination hall during the Examination as reported by the Invigilator / Supervisor / Squad Member

   • will be awarded "M" grade having 0 (zero) Grade Point in that paper and he / she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the college.

2) A student adopting malpractice and showing an indiscipline behavior in the examination hall

   • will be awarded "M" grade having 0 (zero) Grade Point in that paper and he/she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the College.

   • Shall have to bear a fine of Rs. 2000.00.

3) A student found adopting malpractice in more than one papers in a Semester / supplementary examination

   • Will be awarded "M" Grade with 0 (zero) Grade Point in all the papers of that Semester / supplementary Examination; he / she will be warned by the college with a copy to the parents / guardians or a notice in the official website of the College.

4) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations in spite of the warning issued previously

   • Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.

5) A student found violating the Examination Code of Conduct

   which includes:

   • Use of programmable calculators, mobile phones (even in switch off mode), document or any electronic devices having memory chips.

   • Leaving the Examination Hall within the first hour from the commencement of the examination.

   • Talking to other examinees in the Examination Hall.

   • Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall.]

    ❖ Will be expelled from the Examination in that paper and will be awarded "M" grade having 0 (zero) Grade Point in that paper; he/she will be warned by the College with a copy to the parents / guardians or a notice in the official website of the College.

    ❖ A student found repeating the "Violation of Code of Conduct" will be awarded "M" grade with 0 (zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.

6) A student indulging in the misconduct in the Examination hall

[which includes :

• Using question papers and / or answer scripts for communicating with fellow examinee.

• Exchange of question papers and answer scripts (with other examinees /outsiders).

• Writing answers in question papers.

• Writing obscene or filthy languages in answer scripts.

• Writing derogatory remarks.

• Any remarks, requests or irrelevant issues in answer scripts.]

    ❖ Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.

7) Any student found man-handling / threatening the officers / staff connected with the examinations (Invigilator, Center Superintendent, Supervisors, Principal, Members of flying squad, etc.)

• Will be awarded "M" grade having 0 (zero) Grade Point in all the papers of that Examination and will be expelled from the College for one year.

• Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the college.

8) Any student found damaging the property of the staff / officers / institution connected with the examinations

• Will be awarded "M" grade having 0 (zero) Grade Point in all the paper of that Examination and will be expelled from the College for one year.

• Will be obliged to provide compensation for the damage as assessed by the college or individual as the case may be.

9.0 Time Table for Instructions.

The college has to prepare Time table for the subjects (Theory, Practical and Sessional) being offered in a semester at least 15 calendar days before the course-wise registration of students to that semester. The time table must also mention the teacher who is handling a subject. If the subject is handled in more than one sections, the names of the teachers handling all the sections should be given. The Time Table should be notified at least 10 calendar days before registration.

10.0 Academic Rules

1) Rules for Change of Name / surname

i. The application in the prescribed format for change of name/ surname shall be considered provided that proposed change in name or surname is

    a) Notified in the Government Gazette.

    b) Published in the newspapers after swearing before 1st class Magistrate and original High School certificate and Council Certificate are corrected accordingly.

ii. The application in prescribed format shall have to be forwarded through the HOD to the Principal for forwarding to the university along with following documents.

    a) Original Certificate / Original Mark sheet along with certified copies of the said original certificate as mentioned in the application form duly corrected.

    b) Original clipping of the Gazette publication.

    c) Original clipping of the News Papers of Odisha State in which name / change of surname so published.

    d) Original affidavit swearing before the 1st class Magistrate, wherein change in surname has been made.

    e) Prescribed fee in shape of Bank Draft in favour of the College.

    f) After due verification of all documents and necessary approval of the Vice Chancellor the change of name/ surname shall be notified by the University through the Registrar.

2) Rules for Correction of Name in Degree Certificate

a) Application shall be forwarded through the HOD to the Principal for forwarding to the University specifying the Corrected name and name appears in the final Certificate/ grade sheet issued by the University/College.

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 BPUT, Odisha shall be deposited along with the application form.

d) After due verification of all documents and necessary approval of the Director Examination, 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.

3) Rules for Lost / Damaged of Degree certificate

a) Application shall be forwarded through the HOD to the Principal for forwarding to the University 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 University shall be deposited with the application.

f) After due verification of all documents and necessary approval of the Director Examination, Duplicate Certificate will be issued within 15 calendar days.

4) Rules for Migration Certificate

a) Application shall be forwarded through the HOD to the Principal for forwarding to the University specifying the reason for issuance of Migration Certificate.

b) The application shall be accompanied by the Original Registration Card issued by the respective University.

c) Prescribed fee in shape of Bank Draft in favour of the University is to be deposited with the application form.

d) After due verification of all documents and necessary approval of the Registrar, Migration Certificate will be issued within 15 calendar days.

11.0 Rechecking / Retotaling

a) Re-Totalling / Re-Checking :

A student may apply to the college for Re-totaling / Rechecking of a paper within 7 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 supplementary examinations.

b) Photocopy of Answer Scripts:

A student may apply for photocopy of Answer Scripts to the college within 15 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 him/her within

a minimum period of 1 (One) month from the last date of receipt of application for distribution among the respective students.

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, transcript he / she should apply to the college with the prescribed fees.

d) Award of Degrees through parent University

The parent University (BPUT) will award degrees on behalf of the college after the students have been evaluated and recommended by the autonomous college. The name of the college will be mentioned on the degree certificate. The photograph of the student along with unique ID/Aadhaar number will appear on the certificate.

PERSCRIBED FEES (Biju Patnaik University of Technology, Odisha)

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

Sd/-
PRINCIPAL
Chairman, Academic Council

Registration no: -

[FOR ALL UG-PG PROGRAMS]
SUB:
Time: 1.5 Hours
Max marks: 25
Answer Question No.1 (Part-1) which is compulsory, any six out of 9 bits, from Part-II any two out of
5 bits and any two from Part-III out of 4 bits. The figures in the right hand margin indicate marks.

Part- I

Q1   Short Answer Type Questions (Answer All-10)   (1.5x6)

	a)	
	b)	
	c)	
	d)	
	e)	
	f)	
	g)	
	h)	
	i)	
	Part- II	
Q2	Focused-Short Answer Type Questions- (Answer Any two out of Five)	(4 x 2)
	a)	
	b)	
	c)	
	d)	
	e)	
	Part-III	
	Long Answer Type Questions (Answer Any One out of Two)	(8 x 1)
Q3		8
Q4		8

[FOR ALL UG-PG PROGRAMS]

SUB:

Time: 3 Hours

Max marks: 60

Answer Question No.1 (Part-1) which is compulsory, any ten out of 12 bits, from Part-II any five out of 7 bits and any two from Part-III out of 4 bits. The figures in the right hand margin indicate marks.

Part- I

Q1	Short Answer Type Questions (Answer All-10)	(02x10)
	a)	
	b)	
	c)	
	d)	
	e)	
	f)	
	g)	
	h)	
	i)	
	j)	
	k)	
	l)	
	Part- II	
Q2	Focused-Short Answer Type Questions- (Answer Any five out of Seven)	(05x04)
	a)	
	b)	
	c)	
	d)	
	e)	
	f)	
	g)	
	Part-III	
	Long Answer Type Questions (Answer Any Two out of Four)	(02X10)
Q3		10
Q4		10
Q5		10
Q6		10

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR BRANCH CHANGE

A.   Name of Student : …………………………………………………………………………

B.   Contact details : Mobile no. : ………………… E-mail :………………………………

C.   Student's Registration No. : ………………………………………………………………..

D.   Branch at the time of admission :……………………………………………………………

E.   CGPA secured after completion of 2nd sem: (copy of 1st year grade sheet to be enclosed)

F.   New Branch applied :   1 ……………………………………………………

           2 ……………………………………………………

           3 ……………………………………………………

           4 ……………………………………………………

Date: **Signature of Student**

Verified by Mentor

Forwarded by HOD   **Principal**

Memo No. _____ Dt._____

Copy to Dean Academics : Necessary consideration for change of branch

Principal

For Official Use

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR REGISTRATION OF SUBJECTS

(i) Registration of subjects will be made as per syllabus structure of the branch concerned
(ii) Registration Fees to be deposited ONLINE in the GITA account.

A. Name of the Department : …………………………………………………………………

B. Name of the Discipline : …………………………………………………………………

C. Name of the Student : …………………………………………………………………

D. Contact details : Mobile no. : ………...………… E-mail :………………..………………

E. Student's Registration No. : …………………………………………………………………

F. CGPA Secured in the previous end-semester examination :

G. Semester :…………….. ☐ Regular / ☐ Back (tick one)

Sl. No.	Subject Code	Name of Subjects	Credit
Theory Subjects			
1			
2			
3			
4			
5			
6			
Lab. / Sessional / Practical / Seminar etc.			
7			
8			
9			
10			
Honours / Minor Engineering in…………………			
11			

NB: i) Students may opt either Honours or Minor Engineering (but not both) from 3rd semester of their studies only for B. Tech program.

ii) For opting Minor Engineering, its branch name to be mentioned above.

Payment details: Rs. ……………………. (ONLINE deposit), Date :………………..
(original receipt of fees deposited is to be enclosed along with application form)

Verified by Student's Mentor   **Signature of Student**
Date:

Forwarded

Memo No.   date
The Dean Academics (UG/PG) for considerations of registration of subjects.

HOD

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR EXCERCISING OPTION TO EXIT HONOURS / MINOR ENGINEERING

A. Name of the Department   : …………………………………………………………

B. Name of the Discipline   : …………………………………………………………

C. Name of the Student   : …………………………………………………………

D. Contact details : Mobile no. : ………...………… E-mail :…………………………………...

E. Student's Registration No.   : …………………………………………………………

F. Semester.   : …………………………………………………………

G. Honours / Minor Engineering : …………………………………………………………..

  I hereby excercising my option to exit from Honours / Minor Engg. (………….……)

Date: **Signature of Student**

Signature of Parent / Guardian

Verified by Student's Mentor

Forwarded by HOD

                        (Approved / Not approved)

                                                    Principal

Memo No. _____ Dt. _____

Copy to Dean Academics (UG/PG): Necessary steps to exit from Honours/Minor Engg..

                                                    Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR CONDONATION OF ATTENDANCE

A. Name of the Department   : …………………………………………………………

B. Name of the Discipline   : …………………………………………………………

C. Name of the Student   : …………………………………………………………

D.   Contact details : Mobile no. : ……...………… E-mail :………………………...……………

E. Student's Registration No.   : …………………………………………………………...

Sl. No.	Nature of Absence	Absent		No. of days	Remarks
		From	To		

N.B: (i) For Medical reason, attach copy of Medical record details.
   (ii) Attach the letter of approval of Principal for above academic/official leave of absence.

Date:

Verified by Student's Mentor

Forwarded for consideration of condonation of attendance up to 10% / Not considered

HOD

Memo No. _____ Dt. _____
Copy to COE, Dean Academics (UG/PG): For necessary consideration for condonation of attendance up to 10% on Medical/Academic/Official purposes.

HOD

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR COMPENSATORY MID-TERM EXAMINATION

A. Name of the Department   : …………………………………………………….

B. Name of the Discipline   : ……………………………………………………

C. Name of the Student   : ……………………………………………………

D. Contact details : Mobile no. : ……...………… E-mail :………………………...……………

E. Student's Registration No.   : ………………………………………………………...

F. Nature of Absence: Compensatory Mid-term Examination: Academic/Official

Sl. No.	Nature of Absence	Absent		No. of days	Remarks
		From	To		

N.B: (i) Attach the letter of approval of Principal for above academic / official leave of absence.

Date: **Signature of Students**

Verified by Student's Mentor

Forwarded for consideration of Compensatory Mid-term Examination.

                                                                 HOD

Memo No. _____ Dt. _____
Copy to the Controller of Examinations: For necessary consideration for inclusion of compensatory Mid-term examination mark.

                                                                 HOD

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR REPEAT MID-TERM EXAMINATION

Repeat mid-term examination: Only if the student secured 'F' grade in the subject in the end semester examination and secure <20 marks in Mid- term examination together.

A.   Name of the Department   : ……………………………………………………….

B.   Name of the Discipline   : ……………………………………………………….

C.   Name of the Student   : ……………………………………………………….

D.   Contact details : Mobile no. : ……...………… E-mail :…………………...……………

E.   Student's Registration No.   : ………………………………………………………...

F.   Repeat mid-term examination: Only if the student secured 'F' grade in the subject in the end semester examination due to securing <20 marks in the mid-term examination together.

Sl. No.	Subject Code	Subject Name	Credit Secured	Remarks

Date: **Signature of Students**

Verified by Student's Mentor

Forwarded for consideration of Repeat Mid-term Examination

                                                                          HOD
Memo No. _____ Dt. _____

Copy to the Controller of Examinations: For necessary consideration for inclusion of repeat Mid-term examination mark.

                                                                          HOD

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR CORRECTION OF NAME IN DEGREE CERTIFICATE

Instructions : *(i)* *Application shall be forwarded by the HOD to Principal for onward transmission to BPUT, Odisha specifying the corrected name.*

(ii) *The application shall be enclosed with the attested copies of the HSC and CHSC certificate.*

(iii) *Original Degree Certificate with Wrong Name to enclosed with this application.*

(iv) *Fees of Rs.200/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.*

A.   Name of the College   : ……………………………………………………….

B.   Name of the Student   : …………………………………………………………

C.   Contact details : Mobile no. : ……...…………. E-mail :…………………….....……………

D.   Registration No.   : …………………………………………………………...

E.   Discipline   : …………………………………………………………...

F.   Wrong Name of student as Printed : …………………………………………………………

G.   Correct Name to be Printed : …………………………………………………………...

H.   DD Details :
          Amount: Rs   :
          DD No   :
          Date   :

Date: **Signature of Students**

Verified by Student's Mentor and HOD

                                                            Principal

Memo No. _____ Dt. _____

Copy to the Controller of Examinations: For necessary consideration for inclusion of repeat Mid-term examination mark.

                                                            Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR DUPLICATE DEGREE CERTIFICATE FOR LOST / DAMAGED CERTIFICATE

Instructions : *(i) Application shall be forwarded by the HOD to the Principal for onward transmission to BPUT, Odisha specifying the reason for Duplicate Degree Certificate..*

(ii) The application shall be accompanied by the Original FIR of Police Station where the degree certificate has lost / damaged.

(iii) Original Affidavit swearing before 1st Class Magistrate.

(iv) Original clipping of the newspaper (at least in 2) of Orissa State in which loss / damage so published.

(v) Fees of Rs.500/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.

A. Name of the College : …………………………………………………………….

B. Registration No. / Roll No. : …………………………………………………………………...

C. Name of the Student : …………………………………………………………………….

D. Contact details : Mobile no. : ……...…………. E-mail :………………………...……………

E. Discipline : ………………………………………………………………...

F. Branch : ………………………………………………………………...

G. Issuance Date of Degree : ………………………………………………………………...

H. DD Details :
   Amount: Rs   :
   DD No   :
   Date   :
   Issuing Bank   :

Date: **Signature of Students**

Verified by Student's Mentor and HOD

                                          Principal

Memo No. _____ Dt. _____

Copy to Registrar, BPUT, Odisha with a request to issue Duplicate Degree Certificate as per above details.

                                          Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)
APPLICATION FOR MIGRATION CERTIFICATE

Instructions : (i) *Fees of Rs.100/- in shape of Demand draft in favour of Biju Patnaik University of Technology payable at Bhubaneswar is to be attached.*
(ii) *Application shall be forwarded by the HOD to the Principal specifying the reason / purpose for issuance of the Certificate.*

A. Name of the College : …………………………………………………………….

B. Registration No. : …………………………………………………………...

C. Name of the Student : …………………………………………………………

D. Contact details : Mobile no. : ……...………… E-mail :……………………...……………

E. Discipline : …………………………………………………………...

F. Reason / Purpose : …………………………………………………………...

G. DD Details :

                 Amount: Rs :

                 DD No :

                 Date :

                 Issuing Bank :

Date: **Signature of Students**

Verified by Student's Mentor and HOD

                                                                              Principal

Memo No. _____ Dt. _____

Copy to Registrar, BPUT, Odisha to issue the MC as above.

                                                                              Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR RECHECKING / RETOTALLING

Instructions : *(i) Application shall be forwarded by the HOD to the Controller of Examinations, GITA, Bhubaneswar.*

(ii) Fees of Rs.200/- for each subject is to be deposited vide challan in the College Account.

A.   Name of Department   : ……………………………………………………….

B.   Discipline & Branch   : ……………………………………………………….

C.   Semester   : ……………………………………………………….

D.   Registration No.   : ………………………………………………………...

E.   Name of the Student   : …………………………………………………………

F.   Contact details : Mobile no.   : ……...………… E-mail :………………………...……………

Sl. No.	Subject Code	Subject Name	Original Grade	Office use (Grade after event)

Payment Details (One copy of the original challan to be attached with this form)
Payment Amount: Rs............................... Date : ....

Date: **Signature of Students**

Verified by Student's Mentor and HOD

                                                                                 Principal

Memo No. _____ Dt. _____

Copy to Controller of Examinations for rechecking / retotalling
.

                                                                                 Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR PHOTOCOPY OF ANSWER SCRIPT (S)

Instructions : (i) *Application shall be forwarded by the HOD to the Controller of Examinations, GITA, Bhubaneswar as per clause no.11.0(b) of the Academic Regulations.*
(ii) *Fees of Rs.260/- for each subject in shape of Challan is to be deposited in the College.*

A.   Name of Department   : ………………………………………………………………

B.   Registration No.   : ………………………………………………………………...

C.   Name of the Student   : ………………………………………………………………

D.   Semester   : ………………………………………………………………

E.   Date of Publication of Results : ………………………………………………………………...

F.   Contact details : Mobile no. : ……...………… E-mail :………………………...……………

Sl. No.	Subject Code	Subject Name

Date: **Signature of Students**

The above information has been examined and found correct. The same is forwarded to supply the photocopy of the answer scripts as per clause no.11.0(b) of the Academic Regulations. The required amount is deposited vide challan in the college account.
Amount Rs.   Date:

Verified by Student's Mentor and HOD

Principal

Memo No. _____ Dt. _____

Copy to Controller of Examinations to supply the photocopy as above.

Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR DUPLICATE GRADE SHEETS / TRANSCRIPTS

Instructions : *(i)* *Application shall be forwarded by the HOD of the respective department to the Principal specifying the reason for Duplicate Grade Sheets.*
(ii) *Duplicate Grade sheets are issued year - wise.*
(iii) *Fees of Rs.100/- per year per each grade sheet is to be deposited vide challan in the College.*
(iv) *The application shall be accompanied by the Original FIR of Police Station where the Original Grade sheet has lost / damaged.*

A.   Name of Department   : …………………………………………………………….

B.   Registration Number   : …………………………………………………...………….

C.   Name of the Student   : …………………………………………………………………

D.   Contact details : Mobile no. : ……...………… E-mail :………………………...……………

E.   Discipline   : …………………………………………………………...

F.   Duplicate Grade Sheet (original FIR to be enclosed) : ……………………………………

G.   Tick (√) the   ☐   ☐   ☐   ☐   ☐
     appropriate Box : 1st Year   2nd Year   3rd Year   4th Year   5th Year

H.   Fees Details (one copy of original challan to be attached) :

     Amount: Rs. :………………… (In Words …………………………………………………)

     …………………………………………………………. Date : ………………………

Date : ………………….   **Signature of Students**

Verified by Student's Mentor and HOD

Approved / Not Approved

                                                              Principal

Memo No. _____ Dt. _____
Copy to Controller of Examinations for Duplicate Grade Sheets / Transcripts Issue/ Do not Issue
.

                                                              Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR DUPLICATE COLLEGE I-CARD

Instructions : (i) *Application shall be forwarded by the HOD of the respective department to the Principal specifying the reason for Duplicate I Card..*

(ii) *Fees of Rs.100/- is to be deposited vide challan in the college account. One copy of original challan to be attached with this application.*

A.   Name of Department   : …………………………………………………………….

B.   Registration Number   : …………………………………………………………….

E.   Discipline   : …………………………………………………………………...

C.   Name of the Student   : …………………………………………………………………

D.   Contact details : Mobile no. : ……...………… E-mail :………………………...……………

H.   Fees Details (one copy of original challan to be attached) :

Amount: Rs. :…………………. (In Words …………………………………………………)

………………………………………………………………. Date : …………………………

Date : ………………….   **Signature of Students**

Verified by Student's Mentor and HOD

Approved / Not Approved

Principal

Memo No. _____ Dt. _____

Copy to Dean Academics, (UG / PG) Issue / Do not Issue.
.

Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR SUPPORT FROM WELFARE FUND

Instructions : (i) *Application shall be forwarded by the HOD of the respective department to the Principal specifying the reason for Duplicate I Card..*

(ii) *Fees of Rs.100/- is to be deposited vide challan in the college account. One copy of original challan to be attached with this application.*

E. Name of the Student : …………………………………………………………

A. Name of the College : ………………………………………………………….

B. Year of Admission : ………………………………………………….…………

C. Discipline : ………………………………………………………….

F. Contact details : Mobile no. : ……...………… E-mail :…………………….…...……………

D. Current Status : ……………………………………………………………...

E. Name of the Earning Member : …………………………………………………………...
who has been supporting study as per college record

F. Current Status of the Member : ……...………… E-mail :…………………….…...……………

Supporting Study

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR CLC & CONDUCT CERTIFICATE

Instructions : (i) *Fees of Rs.100/- in shape of challan to be deposited in the GITA account; copy of the original challan to be enclosed with this application form.*

(ii) *Application shall be forwarded by the HOD to the Principal for issuance of the Certificate.*

A. Name of the Department : …………………………………………………………

B. Name of the Discipline : …………………………………………………………

C. Name of the Student : …………………………………………………………

E. Student's Registration No. : …………………………………………………………

D. Contact details : Mobile no. : ………...………… E-mail :………………………………...

F. Passing out year : …………………………………………………………

F. CGPA Secured : …………………………………………………………

H. Fees Details (one copy of original challan to be attached) :

Amount: Rs. :…………………. (In Words …………………………………………………)

……………………………………………………… Date : ………………………

Verified by   **Forwarded by**

(Approved / Not approved)

HOD

Memo No. _____ Dt. _____
Copy to Dean Academics (UG/PG), CLC & Conduct Certificate may be issued..

Dean Academics (UG/PG)

Memo No. _____ Dt. _____
CLC & Conduct Certificate be issued

Principal

GITA AUTONOMOUS COLLEGE, BHUBANESWAR
(An Autonomous College of BPUT, Odisha)

APPLICATION FOR TRANSCRIPTS

Instructions : *(i)   Application shall be forwarded by the HOD of the respective department to the Principal specifying the reason for Transcripts.*
(ii)   Grade sheets are issued year - wise.
(iii)   Fees of Rs.100/- per year per each grade sheet. Accordingly, the student has to deposit the fess vide challan in the college account and original challan in this regard is to be attached.
(iv)   Purpose of transcripts has be enclosed with the application form; the detail address where the transcripts are to be sent.

A.   Name of the Department   : ……………………………………………………………

C.   Name of the Student   : ……………………………………………………………

E.   Student's Registration No.   : ……………………………………………………………

D.   Contact details : Mobile no.   : ………...………… E-mail :………………………………...

B.   Discipline   : ……………………………………………………………

B.   Transcript required: (purpose to be enclosed)

H.   Fees Details (one copy of original challan to be attached) :

Amount: Rs. :…………………. (In Words ……………………………………………)

…………………………………………………………. Date : ………………………

G.   Tick (√) the appropriate Box :

Date : ………………….   **Signature of Students**

Verified by Student's Mentor and HOD

Approved / Not Approved

Principal

Memo No. _____ Dt. _____

Copy to Controller of Examinations for Transcripts Issue / Do not Issue
.

Principal