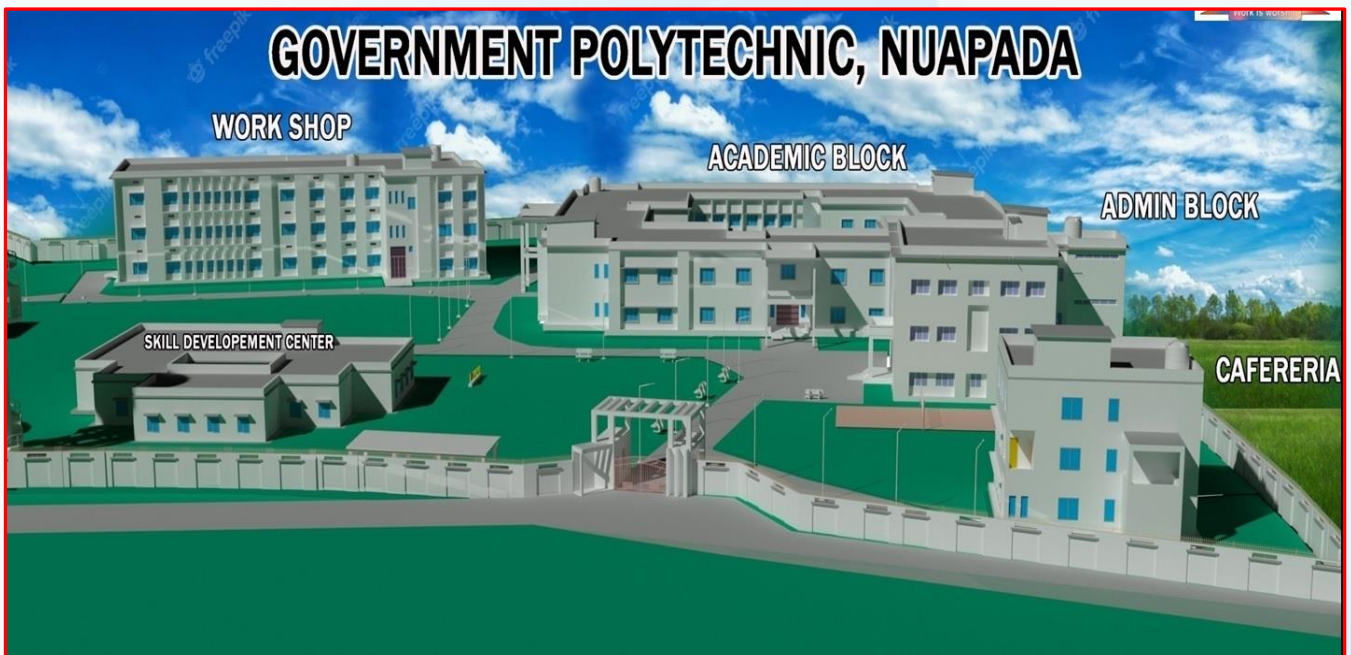


ACADEMIC RULE AND REGULATIONS



At- Kalabhera, PO-Godfulla, Dist- Nuapada, Pin-766105

ACADEMIC REGULATIONS APPLICABLE TO DIPLOMA PROGRAMS
GOVERNMENT POLYTECHNIC, NUAPADA

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ACADEMIC REGULATIONS APPLICABLE TO DIPLOMA PROGRAMS

1. INTRODUCTION:

- 1.1 The provisions of these regulations shall be effective for Diploma programs offered by Government Polytechnic, Nuapada (Under the council of SCTE & VT, Bhubaneswar) at any of its campuses.
- 1.2 These regulations shall also be applicable to any new Diploma program that may be offered by G.P. Nuapada subsequently if and when decided by the institution or council.
- 1.3 This institution offered the following programs:

SI No	Program	Program Code
1.	Civil Engineering	CE
2.	Electrical Engineering	EE
3.	Mechanical Engineering	ME
4.	Computer Science & Engineering	CSE

These Regulations shall also have provision for inclusion, in the list, of new disciplines as decided, from time to time, by the Academic Council and DTE&T, Odisha.

2. DURATION OF CURRICULUM:

Diploma program shall be of three years' duration and two years' for Lateral entry.

Curriculum for the first two semesters of the Diploma shall be common to all branches of Engineering and Technology, with a built-in provision for inter-changing a few subjects between the two semesters in order to balance teaching loads in some departments.

3. ADMISSION

- 3.1 The students shall be admitted into 1st Semester of Diploma Courses once in each academic year or 3rd Semester in lateral entry category as per the decision of the Diploma Admission Committee.
- 3.2 The minimum academic qualification, age of the students seeking admission to different Diploma courses shall be regulated as per the guidelines issued by the AICTE/ State Government/competent Admission Authority or as recommended by the concerned Board/council.
- 3.3 No candidate shall be allowed simultaneous study of any other full time course along with regular Diploma Courses.

4. REGISTRATION

- 4.1 At the beginning of 1st semester/ 3rd semester(for LE), a student is required to register in a prescribed format as per SCTE & VT, Bhubaneswar for the requisite courses.
- 4.2 At the time of admission, a student submitting TC/CLC from institutions not governed by/affiliated to the University/ Board of Odisha has to submit Migration certificate from the Board/University last admitted before 5th Semester. Nonsubmission of Migration Certificate will debar the candidate from appearing in the 5th Semester examination.
- 4.3 The registration certificate will be issued to all registered candidates under the signature of an officer authorized by the Vice Chairman.
- 4.4 A registered student must abide by the rules and regulations of the Council and should not be involved in any un-lawful or undisciplined activities during his study. If a registered student is found to be involved in any such activity, then suitable disciplinary action can be taken by the institution. The Council can cancel registration of any student on the basis of recommendation of the institution or the DTE&T, Odisha.

5. READMISSION

- 5.1 A student who has discontinued his/her studies in any semester can seek readmission in the same semester (except 1st semester) by paying requisite fees as prescribed by the council.
- 5.2 Students who have studied in any of the 2nd, 3rd, 4th, 5th & 6th semester but could not qualify to appear for the examination due to shortage of attendance or any other reason have to seek readmission in the same semester & after attending require number of regular classes shall be allowed to appear in the examination.
- 5.3 All students seeking readmission in any Semester shall apply to the principal concerned within a week from the date of commencement of the classes. Readmission process shall be completed within 15 days of the commencement of classes of that semester. All readmission cases must be intimated to the Controller of Examinations within 15 days of the closure of readmission through online mode or any other mode decided by the Council.
- 5.4 Readmission is not allowed in 1st Semester.
- 5.5 If in the meanwhile there is a change in syllabus, the readmitted candidate has to read in the changed syllabus and not in the old syllabus. For this, separate arrangement has to be made by the Council so that, the student's result is not held up due to administrative reasons. The principal of the institution shall intimate all such cases to the Controller of Examinations within 15 days of the last date of readmission.

6. CHANGE OF PROGRAM

- 6.1 Students admitted in the 1st Year in any branch shall have to continue in the same branch. However, change of branch is permissible during 1st year on the basis of inter-se merit of the students within the institution considering his/her performance in the HSC (10TH) examination. The institutions are authorized to allow such changes before end of March without exceeding the sanctioned strength of any branch.

- 6.2 Students admitted under supernumerary seats shall not be allowed to change their branch to which they were originally admitted.

7. TRANSFER OF STUDENTS FROM ONE INSTITUTE TO THE OTHER

Transfer of students from one institute to the other institute shall be within the jurisdiction of the DTE&T, Cuttack, Odisha.

8. TEACHING-LEARNING ACTIVITIES

8.1 Academic Calendar:

- (i) The Academic Calendar is Non Negotiable.
- (ii) The Internal Examinations are to be conducted as per the schedule in the Calendar.
- (iii) Total number of Holidays shall not exceed 72 days.
- (iv) Total Number of Reserve Holidays shall be maximum 2 days in a calendar year. The Principal can declare these reserve holidays with due intimation to SCTE&VT and also District Administration. In no case, the Principal can declare any day to be holiday beyond the scheduled Govt. holiday or holidays mentioned in Academic Calendar or Reserve holidays, without specific permission from SCTE&VT or District Administration.

8.2 Time Table:

- (i) For 1st and 2nd shift Diploma programme, there shall be 39 periods per week (6 days per week) and each period must not be less than 55 minutes duration
- (ii) No. of students in each section of Theory class shall be 60 as per AICTE Norms with additional students from Supernumerary category.
- (iii) No. of students in a Practical group shall be 30 with additional students from supernumerary group proportionate to subdivision of 3
- (iv) A Lecturer should be allotted 22 periods per week. Practical classes shall be treated as half load of theory class. A Sr. Lecturer/HOD shall be allotted 20 classes per week.
- (v) All teachers shall be assigned classes on every working day of a week.
- (vi) Names of the Teachers should be reflected in the Time Table against respective classes allotted.

8.3 Students Attendance Register:

- (i) Students Attendance shall be taken for each subject in the Time Table. The Teacher shall count and mention the number of students Present in the class out of the Total Numbers in each class and put his/her signature below it.
- (ii) The Presence in the Attendance Register shall be progressively made in numeric figure as depicted below and absence shall be marked as 'X'. In no case the attendance of any student shall be marked as dot '.' or left blank.

Roll No.	Name	3/1/18	4/1/18	5/1/18	6/1/18
1	X. Das	1	2	3	4
2	Y. Mishra	1	X	2	3
3	Z. Mohapatra	X	1	2	X
NO. Present		2/3	2/3	3/3	2/3
Signature of Teacher					

- (iii) Parents of Students having less than 75% attendance both in Bio-Matric Device and Class attendance Register in a month shall be intimated by Letter/SMS/any other written mode.
- (iv) Biometric Attendance of all students shall be taken twice a day: one at the beginning of the classes of the day and the other at the end of the classes of the day.
- (v) Sufficient number of Biometric attendance devices shall be installed to avoid rush of the students at any such Device.
- (vi) All the Biometric devices shall be linked to SCTE&VT server so that there shall be syncing of data from the devices to the SCTE&VT server daily.

8.4 Lesson Plan and Progress Register:

- (i) At the beginning of any semester, each Teacher shall prepare Lesson Plan to be covered on week basis for the entire duration of a semester of each Theory and Practical subject he/she is allotted.
- (ii) The Lesson Plan shall have the following Format

Discipline:	Semester:	Name of the Teaching Faculty:
Subject:	No. of Days/per week class allotted:	Semester From date: To Date: No. of Weeks:
Week	Class Day	Theory/Practical Topics
1st	1st	
	2nd	
	3rd	
	4th	
2nd	1st	
	2nd	

- (iii) Lesson Plans must be uploaded in the Institution Website at the beginning of the semester for information of students, parents and other stakeholders.
- (iv) Progress Registers shall be maintained for each semester of any Department/Branch which shall cover all subjects (both Theory & Practical).
- (v) Each Teacher at the end of the day has to enter the contents/topics he/she has covered in a subject in the Progress Register.
- (vi) The Progress Registers shall have the following Format for each subject.

Date	Topic to be covered as per Lesson Plan	Topics actually covered	Points/contents Discussed (in brief)	Signature of Teacher

8.5 Internal Examination and Registers for IA and Sessional Marks:

- (i) Internal Examinations shall be conducted as per the Academic Calendar. Separate Attendance, subject wise, shall be taken for students who appear the Internal Test and preserved for verification by SCTE&VT.
- (ii) Registers for I.A. Marks and Sessional Marks shall be maintained branch wise chronologically year after year in a separate register till it is exhausted. The registers shall be retained in Examination section for easy access for verification by the Council.

- (iii) The IA Register should have columns for entry of IA Mark of each subject for each student as per the following format. The student Names are to be arranged in order of their Registration number.

Sl No	Regd. No.	Name	Theory 1	Theory 2	Theory 3	Theory 4	Total

- (iv) Internal Marks shall be entered in the IA Register within 10 days of conduct of corresponding Internal Exams.
- (v) At the bottom of each page, under each mark column of each subject, the concerned teacher shall put the signature.
- (vi) The sessional Registers shall be maintained as per the following format.

Sl.No.	Regd. No.	Name	Practical 1	Practical 2	Practical 3		Total

- (vii) At the bottom of each page under each subject, the concerned teacher shall put the signature and the HOD concerned shall total the marks and put the signature under total column in each page.
- (viii) The student Names in the Sessional Register are to be arranged in order of their Registration number.

8.6 Library & Laboratories:

- (i) Students are to be issued Library Books with proper entries in Issue Register.
- (ii) Library studies period shall be exclusively used for reading Library books in the reading room.
- (iii) There must be Registers maintained in the library to record entry and exits of students and teachers coming to library for taking library service on daily basis.
- (iv) Students shall be encouraged to read the journals available in the Library.
- (v) There must be proper accession Register with entry of all books in the Accession Register.
- (vi) Laboratories shall be maintained with cleanliness.
- (vii) Safety aspects must be covered sufficiently to avoid any eventuality and adequate First Aid provision shall be made in the Laboratories. Sufficient provisions for Fire Extinguishers and Fire Buckets etc. must be made in Laboratories.
- (viii) Practical Records shall be maintained by the students in proper manner. The same are to be preserved for verification of SCTE & VT after evaluation.
- (ix) Old practical Jobs done by the students shall be retained for at least 3 years.
- (x) Proper Lighting and ventilation shall be maintained in Laboratories.
- (xi) Log Book for each major equipment in Laboratories shall be maintained.
- (xii) Stock Registers of Equipments and also Raw materials shall be maintained in each Department/Branch

8.7 General:

- (i) It is mandatory for every students to wear the uniform during the class hours.
- (ii) Admission register must be maintained with all details of students admitted such as Name, Father's Name, Mother's Name, Address, Mobile Number of parents, Date of Birth, Category, religion, SCTE&VT Registration Number, Aadhar number, Photograph and student's Signature.
- (iii) Students Resultsheets must be maintained yearwise in Guard File in Exams section.
- (iv) Admission Registers shall also be maintained in the Hostel for Boarders.
- (v) Records of scholarships & Stipends to the students from Govt. sources must be maintained properly.
- (vi) Institutions shall have boundary wall.
- (vii) The Institution building shall be verified by structural engineer every year to check the safety of the Buildings and unsafe building shall be repaired or demolished as appropriate for safety of students and staff.
- (viii) Pay acquittance must be maintained in proper manner with disbursement of salary to staff in Digital mode through their Bank account, every month as per the instruction from Govt. /AICTE.
- (ix) All details of the institute such as courses offered with approved intake capacity, copy of AICTE approval letter, Teaching Faculty Details with Educational Qualification, his/her discipline and Photograph must be uploaded in the institute Website for information of students, parents and general public.
- (x) Adequate safe Drinking water provision shall be made at strategic locations for convenience of the students.
- (xi) Every student must be provided with ID Card issued by the Institution.
- (xii) Sufficient precautionary measures are to be taken towards security and safety of Students of the Institute. Adequate Security Personnel may be deployed at the Entrance Gate as well as strategic/vulnerable places inside the campus.
- (xiii) Adequate CC Camera coverage of all Class Rooms and Laboratories, Common Places, Entrance to Buildings etc must be provided.
- (xiv) For faster mode of communication to students and staff, modern communication Tools such as Whatsapp may be used and appropriate Groups may be created.
- (xv) Anti-Ragging Cell, Sexual harassment redressal cell, Discipline committee etc. must be constituted as per norms of Govt./AICTE.
- (xvi) Institution Campus, Buildings, class rooms, Laboratories, Library, Toilets, Hostels etc. must be maintained with proper cleanliness.
- (xvii) Adequate provision for Co-curricular and Extra-curricular Development of students shall be made for all around development of the students.
- (xviii) All Norms of AICTE must be implemented without any deviation.

9. EXAM RULES

- 9.1 The Council shall conduct examinations twice in each academic session one at the end of the Winter Semester (preferably in November-December) for the students of odd semesters i.e. regular & ex-regular students of 1st, 3rd & 5th Semester with ex-regular students of 6th Semester and at the end of Summer Semester (preferably in April-May) for the students of even Semester i.e. regular & ex-regular students of 2nd, 4th & 6th Semester with ex-regular students of 5th Semester. The examination schedule shall be decided & notified by the Council.
- 9.2 Lateral entry students admitted to 3rd semester need not appear in examinations for papers of 1st year. However, if a student desires, he may appear in Physics, Chemistry, Mathematics and English or any other subject stipulated by CHSE, Odisha for the purpose of equivalence

to +2 Science 'of CHSE, Odisha. Separate examination for +2 equivalence will be conducted by the SCTE&VT. Students desiring to appear in these papers will prepare on their own and have to deposit separate examination fee for this examination. 35% of the marks secured in these subjects over and above 50 marks will be added to the marks secured by the student to decide the award of Division.

ELIGIBILITY FOREXAMINATION ADMISSION TO THE EXAMINATION:

- 9.3 His/her name should appear in the list of bonafide students of the institution to be submitted to the Council by the Principal of each institution by 30th September of the concerned academic session for newly admitted students or within 30 days of the beginning of the Semester for readmitted students.
- 9.4 He has to submit his/her application through online web portal to the Controller of Examinations through the head of the institution supported by certificates/documents as required.
- 9.5 He/she should have attended at least 75% of the classes in each theory/practical separately conducted during the semester supported by records of bio-metric attendance maintained at SCTE&VT/agency engaged by the SCTE&VT.
- 9.6 The prescribed examination registration fees are to be deposited with the Council through Head of the Institution within one month of the beginning of each Semester which is not refundable or adjustable.
- 9.7 When on account of bonafide illness, a student secures attendance less than 75%, but 60% or more in subject/subjects, can be allowed to sit for the examination supported by a medical certificate by any Government Medical Officer not below the rank of Assistant Surgeon. The head of the institution may be authorized to condone such deficiency in attendance and permit such candidate to appear in the examination if otherwise eligible and list of such cases shall be furnished to the Controller of Examinations for ratification.

MODE OF EXAMINATION

- 9.8 The medium of examinations will be English
- 9.9 Each candidate presenting himself/ herself at the specified Centre of examination shall be supplied with the question Paper and he/ she shall write the answers on the Answer Book supplied by the Council.
- 9.10 Mode of Practical, Project or Seminar Examinations: -The internal and/or external examiners appointed by council or its authorized agency shall conduct these examinations, as applicable according to the teaching and examination schemes of curriculum.

CONDUCT OF EXAMINATION

- 9.11 During the period of Examination, the premises of the institution including staff members and other infrastructure facilities of the institution, where examination is being conducted, shall be under the control of council for examination purpose.
- 9.12 The Theory and Practical examinations will be of three-hour duration. However, in case of examinations of 50 marks or less, the duration will be of two hours.

- 9.13 No candidate shall be permitted to enter the Examination Hall after expiry of 30 minutes from the commencement of the examination.
- 9.14 No candidate shall be permitted to hand over the answer sheet & leave the Examination hall before expiry of one hour of the commencement of examination.
- 9.15 Each candidate shall have to carry both his identity card with photo issued by the institution and Admit Card issued by the Council which are to be produced on demand at every Centre of examination.

PASS IN SEMESTER EXAMINATION

- 9.16 In order to pass the semester end examinations conducted by the Council, a candidate has to secure a minimum of 35% marks in each theory paper including the internal assessment marks, 50% marks in each practical paper and secure an aggregate of 40% in that Semester.
- 9.17 In order to determine the division in which a candidate shall be placed at the end of the course the weightage to marks secured in the semesters will be taken into account as follows:
- i) 50% weightage of the marks obtained by the candidate in 1st year courses
 - ii) 100% weightage of the marks obtained by the candidate in 2nd & 3rd years courses
- 9.18 The determination of the division as follows:
- | | | |
|-----|---------------|---|
| i | 75% or above | 1 st Division with Honours
(Subject to the condition the candidate has passed all the semester end examination in one chance) |
| ii | 60% - 75% | 1 st Division |
| iii | 50% - 60% | 2 nd Division |
| iv | 40% - 50% | 3 rd Division |
| v | Less than 40% | Fail |

RE-COUNTING & RE-EVALUATION OF ANSWER BOOKS

- 9.19 Interested students can apply to get photo copy of their answer books within 15 days from the publication of the result through online mode with paying requisite fee.
- 9.20 Maximum of two copies per candidate per semester can be applied for re-evaluation through online mode with paying requisite fee.

10. RULES & REGULATION FOR HOSTELLERS

The following Rules & Regulations are to be followed strictly by the Boarders of the Hostel with immediate effect. Any deviations of this order shall be viewed seriously.

1. Hostel main gate will be closed at 6:00 P.M. sharp & no boarder is allowed to enter or exit the hostel.
2. No Boarder will leave the Institute campus without Prior Permission from Hostel Superintendent / Authority.

3. All Boarders must record exit & entry in the register at the Hostel Gate while leaving the campus.
4. Only Parents can meet their Daughters/Sons during day time up to 6:00 P.M.
5. No male visitor is allowed to enter in to the Ladies Hostel campus/Gate or room.
6. Study Hours will be from 7 A.M to 8.30 A.M in the Morning & 6:00 P.M. to 9:30 P.M. in the evening. During study hour each boarder should be present in their respective room and no boarder can disturb others during study hours.
7. Any sort of involvement of the boarder in ragging incident will be viewed seriously as per the directions of Odisha High Court.
8. Each boarder has to keep his/her own room, toilet, basin, dining room as well as the surrounding Environment neat & clean.
9. No Intoxication is allowed in the Hostel.
10. Each boarder is to abide by the Rules of the Hostel framed from time to time.
11. Mobile phones are strictly not allowed during study hours.
12. That the student securing consistently below 50% in two consecutive I.A /weekly test and having below 60% in class attendance will not be allowed to stay in hostel.