



**C.V. RAMAN POLYTECHNIC**  
(Affiliated to SCTE & VT and Approved by AICTE, New Delhi )  
BIDYANAGAR, MAHURA, JANLA, BHUBANESWAR-752054, ODISHA

Ref. No.: CVRP/673/24

Date: 01/10/2024

**Office Order**

The Following Guidelines has been issued to all HoDs to conduct the Student Centered Activities periods /Life Skill etc as per syllabus issued by the State Council of technical Education & Vocational Training (SCTE&VT).

1. There shall be Induction Program before beginning of 1<sup>st</sup> Semester and Internships at the end of 2<sup>nd</sup> Semester Classes as per AICTE norm.
2. The best of 2 IA conducted in a subject out of 20 marks to be considered.
3. Assignment/ quiz etc. of 10 marks to be treated as part of IA-New syllabus
4. Monthly Test to be conducted for each subject.

Sessional Marks shall be total of the performance of individual different jobs/ experiments in a subject throughout the semester. Club/Innovation/ Idea Tinkering Activities etc. shall be encouraged to be performed by students. At any cost the students will not move outside having no class/periods. The responsibilities of HoDs will see the following departmental activities without fail and necessary modify the time table according to suitability.

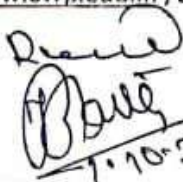
**SCA shall allotted in following manners.**

1 <sup>st</sup> week	Quiz	Any topic English/Odiya/Hindi languages
2 <sup>nd</sup> week	Hobbies	Paining, Skilling, Up skilling, Singing, dancing etc
3 <sup>rd</sup> week	Environmental issues	Awareness program- the students will prepare postures on common causes like Ban on Plastics, Cleaning, safety measures etc
4 <sup>th</sup> week	Extension Lectures	Contact CGU for External Seminar Talk/outside Guest Talk on line/off line mode etc
5 <sup>th</sup> week	Personality Development	
6 <sup>th</sup> week	Field visits/ Innovation/ Idea Tinkering Activities	To visit different Center of CoEs/Tool rooms/Outside places/Atal Incubation center etc
7 <sup>th</sup> week	Cultural activities	Dance/Cricket match/Essay/Debate/Skill Competitions- Robots club/EV/Drone tech etc
8 <sup>th</sup> week	Library studies/Extra Classes for week students	As per vacancy
9 <sup>th</sup> week	Classes on MOOCS, SWAYAM/NPTL etc.	In the Smart Class Room
10 <sup>th</sup> week	Seminar	Students Seminar talks in any topic relating to subject/Advances/Recent trends etc

( Any changes may be done week wise based on availability)

  
PRINCIPAL 10.24

Copy to All HoD's/Faculties for information & necessary action.

  
1.10.24