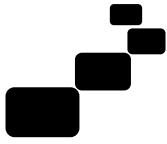


Computer Aided Design Centre Jadavpur University



**Diploma in
Multimedia & Animation**

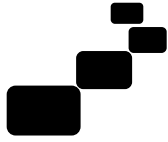


THE CAD CENTRE

The Computer Aided Design (CAD) Centre, Jadavpur University was established in the year 1985 by the Electronics Commission and the Department of Electronics, Government of India. The primary objective of the Centre was to promote CAD activities in the eastern part of India. The first supermini computer (Norsk Data ND-560CX) of the Eastern India was established in this Centre for performing CAD activities. However, later the Centre has diversified its activities in other emerging fields like Multimedia and Geoinformatics. A certificate course in Multimedia and Animation was offered by the Centre in the year 2003. One year later, in the year 2004, the Centre introduced a Diploma course in Multimedia and Animation. Since the time of inception, more than 7000 students, researchers and working persons have been trained at the Centre in different fields; among which more than 1000 students have been trained in the field of Multimedia and Animation. A number of projects from the industry have also been successfully completed by the Centre. During the last 34 years, the CAD Centre of Jadavpur University has remained the most prestigious and important centre in Eastern India for promoting CAD/Geoinformatics/Multimedia activities.

Infrastructure

At present, 60 numbers of Core i7 based PCs and a server are connected in a LAN environment and distributed in three air-conditioned laboratories. Three well-furnished and air-conditioned classrooms provide an excellent ambience for theoretical classes. The classrooms are equipped with multimedia projectors for demonstration. Latest and popular software packages on CAD, Geoinformatics, Digital Image Processing, Multimedia, DBMS and Programming Languages. The Centre has industry grade instruments like high-end workstation, professional camera, drone for videography, etc. The Centre has a library with latest books on CAD, CAM, GIS, Remote Sensing, DIP, Multimedia, RDBMS & other related fields and used by the students on regular basis inside the Centre.



THE COURSE

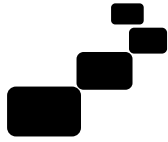
Title of the Course : **Diploma in Multimedia & Animation**

The world of multimedia and animation is exciting and challenging as well. Various formats of technological or digital multimedia are aimed at enhancing the users' experience by conveying information easier and faster. The multimedia programme enables students to learn how to use computer programs to create static or interactive presentation materials.

The course, Diploma in Multimedia and Animation, begins with the fundamentals of Art & Design that will stimulate the creativity and imagination. As the course progresses the students will develop skills in concept designing, illustration, image manipulation, graphics designing, cinematography, photography, cartoons, 2D & 3D animation, video editing, visual effects and game designing. They will also develop skills in creativity and conceptualization ability. This course ensures that the students can get the training in all aspects of multimedia and become proficient in the popular multimedia software. Our students will be equipped with industry endorsed techniques and they will be transformed into an in-demand media creative professional.

The course will be beneficial for those who wish to make their career in the field of Multimedia & Animation and to work with blue-chip animation studios & entertainment companies. Candidates having a decent expertise in Multimedia can get the job in print media (magazines, newspapers, journals, etc), promoting and advertising agencies, TV and film industry. Multimedia professionals are hired as Animator, Art Director, Multimedia Programmer, Flash Animator, 3D Modeller, 3D Animator, Film & Video Editor, Visualizer, Web Designer, AV Editor, Content Developer, Composer, Reviewer and so on. The Animation and Multimedia industry in India is expected to grow at a pace faster than the IT industry.

Education on Multimedia, within India, is although not a new thing but the quality and coverage remained an issue. The CAD Centre of Jadavpur University is very popular in Eastern India in this field. The Centre has achieved an immense amount of reputation and goodwill in this discipline.



COURSE STRUCTURE

- Duration** : 1 year (2 semesters)
- Course Fees** : Rs. 40,000/- + 18% GST per semester (the first semester fees to be paid at the time of admission; and second semester fees to be paid before the commencement of the second semester as notified by the Centre)
- Class Timing** : Regular classes will be conducted from Monday to Friday (except University holidays); special classes and additional practice sessions will be offered on Saturdays. Timing is 12 noon to 4 pm including recess.

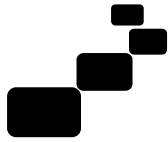
FACULTY MEMBERS

The Centre has engaged highly experienced faculty members from academic sector as well as industry. The Centre has two internal faculties for this course.

Mr. Chiranjib Karmakar

Ms. Riddhi Sengupta

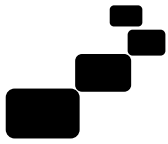
Other than our internal faculties we also invite academicians from different Universities as well as industry professionals to provide special exposures. Eminent persons from multimedia industry are also associated with this course.



COURSE CURRICULUM

SEMESTER-I

Paper Particulars		Teaching Hours
THEORITICAL PAPERS		
GD01	Adobe Photoshop	25
GD02	Adobe Illustrator	08
GD03	Adobe Indesign	06
AE11	Adobe Audition	06
AA21	Adobe Animate	25
MV31	Autodesk 3DS Max with VRay	30
VE41	Adobe Premiere	12
PRACTICAL PAPERS		
GD01	Adobe Photoshop	35
GD02	Adobe Illustrator	12
GD03	Adobe Indesign	08
AE11	Adobe Audition	08
AA21	Adobe Animate	37
MV31	Autodesk 3DS Max with VRay	40
VE41	Adobe Premiere	16
PRO1	Project Work	25

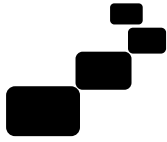


SEMESTER-II

Paper Particulars	Teaching Hours
THEORITICAL PAPERS	
MZ51 Autodesk Maya with ZBrush	30
SE61 Adobe After Effects	12
SE62 Nuke	08
SE63 Houdini	08
WD71 HTML 5.0	06
WD72 CSS 3.0	7.5
WD73 Java Script	12
WD74 Bootstrap	7.5
WD75 Design with Wordpress	07
PRACTICAL PAPERS	
MZ51 AutoDesk Maya with ZBrush	40
SE61 Adobe After Effects	16
SE62 Nuke	12
SE63 Houdini	12
WD71 HTML 5.0	08
WD72 CSS 3.0	10
WD73 Java Script	16
WD74 Bootstrap	10
WD75 Design with Wordpress	10
PRO2 Project Work	25

PLACEMENT OPPORTUNITY

The Centre maintains a dedicated Job Portal for the placement of the students. Our students are working in many reputed private as well as government organizations in India and even abroad. We are committed to provide placement assistance to regular, sincere and well performed students according to merit list. At least 90% attendance is mandatory.



COURSE SYLLABUS

SEMESTER-I

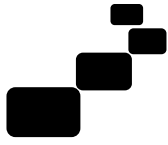
THEORITICAL & PRACTICAL PAPERS

GD01 Adobe Photoshop

Introduction to Adobe Photoshop Interface, Use of Photoshop tools, Panels and workspace, Layer styles, Layer effects and Adjustment layers, Selections- Quick selections and Selection Manipulation, Masks, Channels, Window Options, Basic Photo Corrections and Manipulations, Resolutions and Image Size, Retouching Photos, Camera Raw Filter, Image distortion, Image color Correction, Depth of Field, Typography, Different Type of Text Effect, Creating Clipping mask from type, Creating type on a path, Warping point type, Designing Paragraphs of type, Creative art-works in Photoshop, Bitmap and Vector Images, The use of Pen tool, The use of Path with artwork, Working with custom shapes and smart objects, Custom Shapes, Magic Wand vs. Quick Selection, Removing Backgrounds, Layer Styles on Groups, Clipping Masks vs Layer Masks, Non-Destructive Burning, Dodging, Creating Custom Brushes, Content-Aware Move, Blur Gallery, Color Range Changes, Oil Paint Filter, Perspective Cropping, Replacing the Sky, Turn a Photo into a Painting, Colorize a Black and White Photo, Digital Painting, The use of Mixer Brush, Brush settings, Use of Custom Brush Preset, Mixing Colors with Photographs, Matte painting and compositing, Montage of Images, Applying Filters and Smart Filters, Use of Color Schemes, Use of Drop Shadows and Border, Preparing files for Web, Creating Slices, Exporting HTML and Images, Color Management, File formats and workflow, Color Management, Ad design, Poster design, Brochure Design etc.

GD02 Adobe Illustrator

Introduction to Illustration, working with Interface, Working with Paths, basic Shapes, Flare tool, working with text tool, pen tool, shape tools, gradient, perspective grid tool, graph tool, symbols, rotate & reflect tool, clipping mask, text wrap, different effects, pathfinder, alignments, Character styles, paragraph styles, Distorting with Effects, Wrap Effects, Blend, Clipping Masks, Tracing Raster Images with Live Trace, Live Paint, Extruding & Revolving 2D



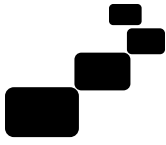
objects to 3D etc., Layering your Artwork, working with mesh tool, Icon Creation, Logo creation, Cartoon drawing, advertisement, magazine cover page etc.

GD03 Adobe Indesign

Using basic tools- page tool, gap tool, content collector tool, rectangle frame tool, gradient feather tool. Documents and layouts (adding pages, numbering and sectioning), Rulers, Guides & grids, layers, Master pages, working with text, text wrap, Working with objects (creating, applying strokes & colors, editing, and arranging, applying styles, and adding effects), Tables, setting margins & columns, previewing pages with bleed, margins & slug, Table of contents, Designing magazine pages, Creating a book, adding document to book, indexing, combining & merging contents from Photoshop, exporting and printing documents, exporting to eBook format.

AE11 Adobe Audition

Audio Interface basics, Audition Workspace, Navigation, Opening a file for editing, selecting a region for editing & changing its level, cutting, deleting and pasting audio regions, cutting & pasting with multiple clipboards, extending & shortening musical selections, simultaneously mixing & pasting, saving a template, Sound theory, characteristics of sound, basic properties of sound, types of sound, characteristics of sound wave, sound recording, repeating part of a waveform to create a loop, fading regions to reduce artifacts, signal processing-effects basics, using the effects rack, amplitude 7 compression effect, delay & echo effects, filter & EQ effects, Modulation effects, noise reduction/restoration, reverb effects, special effects, stereo imagery effects, Time & pitch effect, using effect menu, managing presets, about audio restoration, reducing hiss, reducing crackles, reducing pops & clicks, reducing broadband noise, de-humming a file, removing artifacts, sound removal, creating continuous music mix(mixtape) with crossfading, mixing or exporting a collection of clips as a single file, selecting & merging all clips in a track into a single file, editing for length, clip edit, split, trim, volume etc.

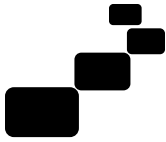


AA21 Adobe Animate

Concept of production pipeline, concept of classical animation(applied by Walt Disney), tracing a character, understanding of stage, stage size, frame rate, using of frames & keyframes, concept of grouping, Principles of animation, sketches, anatomy study, cartoon drawing, Applying the principles in various animations, bouncing ball, slow-in-slow-out, timing & spacing, Introducing small character animations, use of guide layer, background drawing, and concept of panning & zooming of camera, tweening, Bird Fly(in different views), How to use symbols, introduction of symbols in characters, Lip Synchronization, wave principle, arc of action, anticipation, story boarding, Progressive sidewalks, Lifting weights, throwing an object, Hand movements, two legged run cycle, Character model sheet, expression chart of characters, Four legged side walk, two legged sit-to-stand-to walk, Jump, pull & push of objects, Four Legged run cycle, masking, Developing a concept, preparation of model sheet 7 its story boarding(for a 20 sec animation), Preparing animates, props design, background drawing and preparing a full fledged animation short film.

MV31 AutoDesk 3DS Max with VRay

Introduction to 3DS Max, Modeling using basic Standard & Extended primitives, Transforming Objects, Ref coordinate system, Pivot point align, Scene Display settings, Navigation Tools, Cloning, Mirror, Customizing working units, Spline modeling, Lathe, Loft, Deformers, Bend, Taper, Twist, Skew, Lattice, Wave, Noise, FFD, Landscaping and modeling using Compound Objects, Pro Boolean, Modeling using parametric modifiers and shapes, Shape Merge, AEC extended, Doors, Windows, Stairs, Editing Poly Models, Modelling Sofa, Handling Material Editor using Libraries, Materials concepts, Diffuse, Specular, Transparency, Reflection, Refraction, Self Illumination, Shader types, Blinn, Anisotropic, Oren Nayer, Metal, Phong, Translucent, Maps, UVW, Bump, Multi-sub object, Flat mirror, Raytrace map, Water, Sky, Noise, Mix, Gradient ramp, Working with Particle Systems and Environmental Effects, Video post for Animations, Understanding about the lighting concepts, Multiplier, Shadows, Decay, Attenuation, Importance of Lights, Types of lights, Types of shadows, Shadows parameter, Volume Light, Photometric, Light, IES lights, Handling daylight effects, Manage scene lighting, Interior, Exterior, Types of camera, Cameras parameters, Path constrain, Intro to animation, Set key, Autokey animation, Final Output, Rendering window, Scanline Renderer, How to use the Standard 3ds Max Lights with V-Ray, V-Ray Ambient Light, Dome Light, IES Light, Sun and Sky



System, Physical Camera with Motion Blur and Depth of Field, – V-Ray material settings, and how to use them to simulate a wide range of real world materials, V-Ray Blend and Bump Materials, Interior Design etc.

VE41 Adobe Premiere

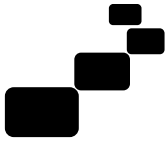
Introduction to premiere, starting with video & production concept, working with projects, importing video & audio files, moving clips to timeline, moving, trimming & deleting clips on timeline, markers & sub clips, using the source monitor, editing clips with in & out points, video editing techniques, different standards used in editing like NTSC, PAL, using tools, adding transitions between clips, adding effects & keyframes, applying keyframes to timeline, editing & exporting frames, clips & sequence, Importing multiple videos & synchronizing parts of video with a single audio, creating short film.

SEMESTER-II

THEORITICAL & PRACTICAL PAPERS

MZ51 AutoDesk Maya with ZBrush

Understanding Curves, Nurbs Surface, Lofting Surface, Intersecting Surface, Trim Surfaces, Extrude Surface : Distance & Profile, Filet Surface, Lofting Across Multiple Curves, Revolve, Understanding Polygon Vertices, Edges, Faces, Soft Selection, Insert Edge Loops, Extruding Polygons, Edge Creasing, Mirror cut, Append, Split Polygon, painting in Scene mode, brush sharing, Light, Light-Emitting Objects, Final Gathering Maps, Image Based Lighting, Enabling physical sun & sky, Mental ray area lights, Reflection, Refraction, Camera, Camera Tracking, Maya Shading, Texture mapping, Maya Dynamics etc, Exporting OBJ maya to Zbrush, concept of geometry & subtool, append models, division, subdivision, overview of tools & interface, zadd, zsub, RGB & MRGB concept, focal shift, drawsize & materials, extrude, move, different type of Brushes, stroke & brush alpha, making alpha from zbrush & photoshop, masking, sculpting of leaf through zbrush abd bake normal map or displacement map from it, applying fibremesh on models, brushes for hair, rendering from zbrush, quick save as ztool, applying real features.

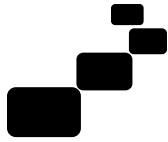


SE61 Adobe AfterFX

Introduction to The Interface, Working with Layers, Workflow in After Effects, Creating a project and importing footage, Working with Masks, Creating a composition and arranging layers, Adding effects and modifying layer properties, Keying, Compositing, and Mattes, Distorting Objects with Puppet Tool, Enhancing Your Animation, Making of Time Based Effects, Creating a Basic Animation in After Effects, Previewing your work, Optimizing performance in After Effects, Rendering and exporting your composition, Learning How to Animate Text, Using text animation preset, Animating type tracking, Shape Layers in After Effects, Creating custom shapes, Animating a Multimedia Presentation in After Effects, Masking video using vector shapes, Adding an audio track, Audio Effects, Simulating Lighting Changes in After Effects, Adjusting the layers and creating a track matte, Animating the shadows, Adding a lens flare effect, Use of Roto Brush Tool, Performing Color Correction in After Effects, Building a 3D Object in After Effects, Using 3D Features in After Effects Rendering and Outputting, Adding Layers and Working with Transform Tools, Creating Unique Shapes with Motion, 3D Cameras and Camera Animations, Working with Photoshop, Video FX: Page Turns, Fractal Noise, Color Correction etc., Working with Transitions: Linear and Radial Wipes, Advanced Editing Techniques, Using motion stabilization, Using single-point motion tracking, Using multi point tracking, Creating a particle simulation, Exporting with Transparency, Exporting and Publishing Videos, Art of digital composition and mixing of clips with professional visual effects, Digital film making and editing with the core area of composition, tracking and stabilizing etc.

SE62 Nuke

An introduction to node based compositing. Using Nuke and the UI, viewers, channels, basic merge operations, importing images into Nuke. Nuke and color space, using the Viewer, colour sampling, color correction basics. Using the write node to render images and relative and absolute paths in Nuke, Transforming, moving and animating an image in nuke. Using the curve editor, dope sheet, reformat, crop, motion blur and transform nodes. Green and Blue screens. Understanding how Luma, Primatte and Keylight keyers work, pattern and keyframe tracking and refining tracks. Stabilizing and matchmoving, exporting cornerpins from the tracker.



SE63 Houdini

One of the core elements of Houdini, You will get a deep understanding of attributes, variables, mappings and expressions, various volume types and create systems that visualize how the various volume types are constructed, Particles, RBDs, Volumetrics, Lighting & Rendering, Simulation

WD71 HTML5.0

HTML5 Introduction, HTML Basic, HTML Elements, Attributes, Headings, Paragraph, Links, Images, Tables, Lists, Blocks, Layout, Forms, IFrames etc.

WD72 CSS3.0

CSS3 Introduction, CSS3 Borders, Backgrounds, Text Effects, Fonts, 2D Transforms, 3D transforms, Transitions, Animations, Multiple Columns etc.

WD73 Java Script with jQuery

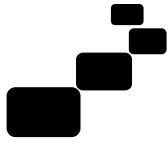
Concept of Programming, Syntax, basic programming, Java Script Introduction, JS Variables, JS Data Types, Objects, Functions, Operators, Comparisons, Conditions, For Loop, While Loop, Form validation, Database connectivity through MS-Access, mouse over events, popup windows, animation etc, Concept of JQuery, jQuery Selectors, jQuery Event Methods, jQuery Effect Methods, jQuery HTML / CSS Methods, jQuery Properties, Slider animation, animated menu creation, Lightbox etc.

WD74 BootStrap

Text/Typography, Tables, Images, Jumbotron and Page Header, Buttons, Glyphicons, Pagination, Basic Dropdown, Navigation Bar, Grid System etc.

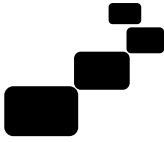
WD75 WordPress

Overview, Introduction to Blogging, Intro to Wordpress and Content Management, Local Environment Setup, Creating Pages, Creating Posts, Implementation of design etc.

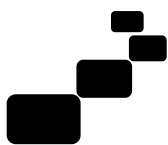


ADMISSION RULES

1. Eligibility : Higher Secondary or equivalent
Candidates who have appeared the final examination of Higher Secondary and result of which are yet to be published are also eligible to apply. However, they have to submit the final mark-sheet before appearing the Semester-I examination; otherwise the registration will be cancelled without any refund of course/semester fees.
2. Total intake: 30
3. Admission will be on first-come-first-serve basis.
4. There will be no scope of any kind of reservation.
5. The Centre reserves the right of not selecting any candidate who is considered to be physically/mentally challenged or otherwise unsuitable.
6. The semester/course fees and supplementary examination/special supplementary examination fees/any other fees cannot be returned/refunded/transferred in any circumstance.
7. The 'course fees' includes admission fees, tuition fees, session fees, examination fees, fees for grade card, library fees, course material, study material, books etc. The 50% of the course fee is the tuition fee for which a separate IT certificate may be provided on request. The course does not attract any other additional fees. However, supplementary/special supplementary examination fees will be collected separately from individuals.
8. Application form and information brochure can be purchased from the office of the CAD Centre at an exchange of Rs.100/- by cash. Admission will be taken at the office of the CAD Centre.
9. Candidate should bring the following at the time of admission:
 - (a) Original certificate / marks sheet along with one photocopy of the Secondary and Higher Secondary examination.
 - (b) Original document for proof of date of birth along with one photocopy.
 - (c) Two photographs (35 mm x 45 mm); one should be affixed on the application form and another should be attached with the application form.
 - (d) Banker's Cheque/Demand Draft/Pay Order in favour of: **"JADAVPUR UNIVERSITY"** (payable at Kolkata) for the required fees. No cash or personal cheque is accepted.

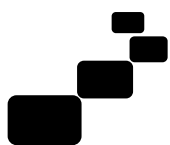


10. The candidates have to sign a declaration that he/she will pay the determined fees of Semester-II before the commencement of the respective semester as notified by the Centre. If the candidate fails to submit the semester/course fees within the specified time the candidature will be discontinued without further reference.
11. Ragging is totally banned in the Jadavpur University Campus, and anyone found guilty of ragging and/or abetting ragging is liable to be punished appropriately. If any incident of ragging comes to the notice of the authority, the concerned student shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him from the institution.
In case of an event of ragging, the victim will inform the Director, CAD Centre in written and in detail.
12. Sexual harassment, criminal offence, or any other kind of misconduct will not be allowed in any circumstance. University has a zero tolerance in this regard.
13. Student admitted should have at least 80% attendance of total classes, failing of which the studentship will be treated as cancelled without further reference. While pursuing this course the student should not have any attachment to any kind of other course/assignment during the class hours.
14. This course is non-residential. Hostel facility will not be available.
15. This course is a fully self-financed course. Railway concession, concession for backward classes or any other type of concession are not available to the students of this course.
16. Classes will be commenced as notified by the Centre.

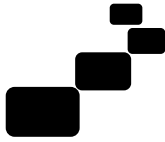


EXAMINATION RULES

1. The Examination shall be held at the end of each semester. Students must qualify (a minimum of 40%) separately in every paper of all the semester examinations and those who qualified in a paper shall not be permitted to sit for the examination in that paper again. Non-appearance in a paper/examination will be counted as failure in that paper/examination. Satisfactory completion of the internal assessments is essential for the appearance at the semester examinations.
2. Any kind of misconduct in the examination(s) will be treated as failure in that paper of examination.
3. Library books, journals, instruments or any other property of University/Centre held by the student must be returned undamaged before the commencement of the semester/supplementary/special supplementary examination. Otherwise, he/she will not be allowed to appear the respective examination.
4. Each student will have to pass every paper separately in each semester of the course. If a student fails to pass or appear in one or more paper(s) in the semester examinations, a supplementary examination will be held normally after 30 days and within 60 days from the publication of semester results. Students, who do not have any back papers in first semester examination, shall be only eligible to appear at the regular second semester examinations. Dissertation/project, seminars and viva-voce will also come under the purview of the supplementary examination.
5. If a student fails to pass or appear in one or more paper(s) in the supplementary examination(s), a special supplementary examination will be held normally after 30 days and within 60 days from the publication of supplementary examination results. This will be treated as the last opportunity to qualify the examination; failing of which the candidature will be discontinued without further reference.
6. A student will appear in all the papers meant for/taken at the regular semester examinations (first semester and second semester) to be held after the conclusion of the respective semester of studies and as per the date announced by the Centre.
7. Failure/non-appearance in regular semester examinations will be counted as demerits for getting placement assistance.
8. A student will carry on with the second semester program of studies irrespective of the result of the first semester examination. He/she will not be entertained to attain classes in the first semester. Repetition of a semester will attract further payment of semester fees in full.



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9. Student must complete the seminar, and submit project/dissertation before commencement of the second semester examination as notified by the Centre. The viva-voce will be held after the completion of second semester examination on theoretical and practical papers. Students who fail to submit their project/dissertation and seminar will not be allowed in the viva-voce.
 10. A minimum of 80% attendance in each semester will be essential for appearing the semester examinations. If a student fails to meet this criteria will be counted as failure for which the candidate will have to repeat the same semester again and appear supplementary examination of respective semester along with the regular students in the next academic session. Attendance requirement may be relaxed only in case of severe medical ground. Repetition of a semester will attract further payment of semester fees in full.
 11. Pass mark will be 40% in each paper both in theoretical and in practical examination, and viva/seminar/dissertation/project.
 12. Question paper for each paper will be set by internal paper setter(s). However, the Centre may appoint external paper setter(s) if internal paper setter(s) is/are not available for specific paper(s).
 13. All the theoretical papers will be evaluated by the internal examiners. Practical papers/seminar/project/viva etc. will also be evaluated by internal examiners.
 14. For each theoretical and practical paper, 30% marks will be reserved for internal assessment and 10% marks will be reserved for attendance.
 15. Internal assessment shall be on the basis of tutorials, term papers, reports, seminar presentations, class tests or any combination of these. The modalities of such assessments will be notified by the Centre. Two such assessments will be conducted in a semester for each paper and the best one of these two will be added with the semester examination results of the respective paper(s).
 16. Marks for each paper (Theory, Practical, and Project) is 100. Total marks for two semesters is 600.
 17. Duration of the semester end examination will be 1 hour 15 min for 60 marks or on pro-rata basis.



18. The result will be declared in grade system for each semester. In the final semester grade card, there will be a provision for indicating both total marks (theoretical and practical) and grade obtained.

CLASSIFICATION OF GRADES

GRADE	MARKS
A+	90% and above
A	80% to below 90%
B+	70% to below 80%
B	60% to below 70%
C+	50% to below 60%
C	40% to below 50%
X	Below 40% (Failed)

19. The office of the Director, CAD Centre will tabulate and publish the result of internal assessments and semester examinations.
20. Supplementary/special supplementary examination fees will be charged @ Rs.500/- for each paper; and to be paid by cash at the office of the Centre.
21. Fees for transcripts and duplicate grade sheet/certificate etc. will be collected by the office of the CAD Centre. Charges for issuing Transcripts (5 copies): Rs. 300/-; Duplicate Certificate (one copy): Rs. 100/-; Duplicate Mark Sheet (one copy): Rs. 50/-; Duplicate Identity Card: Rs. 50/-. All these charges are payable by cash.
22. A Student may apply for post-publication review/re-examination of his/her answer script for any end-semester examinations within 10 days from the date of publication of results. The results of supplementary/special supplementary examinations will not be eligible for review. No review/re-examination of marks will be entertained for practical papers/internal assessment/seminar/dissertation/project/viva-voce. The marks awarded by the reviewer will be considered as FINAL. The fees for review is Rs. 200/- per paper to be paid in cash at the office of the Centre.
23. No student shall be permitted to transfer his/her candidature to the next instance of the course.



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