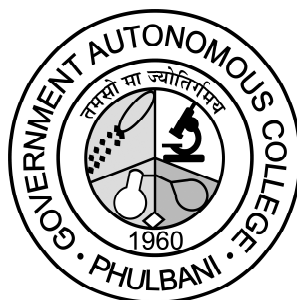


**GOVERNMENT AUTONOMOUS
COLLEGE, PHULBANI**

**CBCS REGULATION
(UG PROGRAMMES)**

**Passed in Academic Council held on 10.11.2017 &
Approved by Governing Body held on 23.03.2018**



W.E.F ADMISSION BATCH – 2015-16

Chapter - I SHORT TITLES AND DEFINITION

- 1.1 These regulations be called "Regulations of Examinations of Govt. Autonomous College, Phulbani-2015".
- 1.2 These regulations shall supercede all regulations in operation hitherto for the purpose of Examination of Govt. Autonomous College, Phulbani.
- 1.3 These regulations shall be subject to amendments from time to time as per rules prescribed in the body of this regulation.
- 1.4 In these regulations, unless the context otherwise requires:
 - (a) 'College' means Govt. Autonomous College, Phulbani.
 - (b) Principal means the Principal of Govt. Autonomous College, Phulbani.
 - (c) Governing Body (GB) means the Governing Body of Govt. Autonomous College, Phulbani.
 - (c) Academic Council (AC) means the Academic Council of Govt. Autonomous College, Phulbani.
 - (d) Academic year means the year commencing from the 1st day of June of a calendar year and ending on 31st May of the succeeding calendar year.
 - (e) 'Board of Studies' means the Board of Studies of all teaching departments and of all self-financing courses of the College.
 - (f) 'Board of Conducting Examiners' means the Board of Conducting Examiners of all teaching departments and of all Self-financing courses.
 - (g) Controller means the Controller of Examinations of Govt. Autonomous College, Phulbani.
 - (h) Examination Committee (EC) means the Examination Committee of Govt. Autonomous College, Phulbani.
 - (i) University means the Berhampur University.
 - (j) 'Year' means the Academic year (1st June to 31st May).
 - (k) Finance Committee (FC) means the Finance Committee of Govt. Autonomous College, Phulbani.
 - (l) Mid-Semester means the Mid Semester Examination held in between the commencement of the course and Semester End Examination.
 - (m) Semester End Examination means the Examination held at the end of the Semester.

Chapter - II POWER AND FUNCTIONS OF DIFFERENT COMMITTEES AND PERSONNELS RELATING TO EXAMINATIONS

- 2.1 **Governing Body (GB):** The Executive Committee shall have the following powers in relation to the Examination of this College. The GB shall
- (a) approve the fees and other charges payable by students as prescribed and recommended by the EC.
 - (b) approve the rates of remuneration, honorarium, TA, CA, DA and incidental expenses related to examination, moderation, tabulation as recommended by EC and FC for such persons as appointed for the purpose of examination.
 - (c) approve new programmes of study leading to Degrees both for traditional and self-financing courses programmes.
 - (d) by a resolution may delegate to the Chairman, Principal or any other member of the Sub-Committees or adhoc Committees such of its powers as it may deem fit, subject to the condition that the action taken by the Chairman or the Principal or the members concerned of the Committee / Sub-Committee / Adhoc Committee in the exercise of the powers so delegated shall be reported at the next meeting of the GB.
- 2.2 **Academic Council (AC):** The Academic Council (AC) shall have the following power and functions in relation to the examination.
- (a) To exercise general supervision over the academic work of the College and to give direction regarding methods of instruction, evaluation and research for improvement of academic standards.
 - (b) To prescribe curriculum/courses of studies for courses leading to degrees.
 - (c) To scrutinize and approve the proposals of Boards of Studies with or without modification. If the AC differs from the proposal it may reject or return the matter to BS for reconsideration, with necessary reasons therefore. In case the BS resubmits without any change, the AC shall reserve the right to accept or reject the proposals.
 - (d) To formulate rules and regulations for conduct of examinations and evaluation, not inconsistent with the provisions of the bye-law framed there under.
- 2.3 **Board of Studies (BS):** There shall be one BS for each teaching department or each course of studies under Self-financing courses. The BS shall comprise of
- (a) Head of the Department / Coordinator as chairman ex-officio
 - (b) Teachers of the Department/Course concerned subject to maximum five, preferably from different fields of specialization
 - (c) Two experts on the subject from outside the College to be nominated by the AC.

- (d) One expert to be nominated by the Vice-Chancellor of Berhampur University from the panel of six names recommended by the Principal.

The chairman with the approval of the Principal may co-opt maximum of two experts on the subject from outside the College.

Term- Normally the term of the BS is two years. In case of members under (b) above, they shall continue to be the members of BS for two years or till such date as they shall continue to be the members of the staff of the College whichever is earlier.

Functions- The Board of Studies of teaching department or Self-financing courses of the College shall :

- (a) Prepare the curriculum for various courses keeping view the objectives of the College local and national requirement for consideration and approval of the AC.
- (b) Suggest a panel of names to the AC for appointment of question - setters and examiners.
- (c) Co-ordinate research, teaching, extension and any other academic activity in the department / College.
- (d) Suggest methodologies for innovative teaching and evaluation techniques.
- (e) Monitor teaching, learning in the College through assessment of learner(s) performance and suggest improvement / modification on the basis of such assessment taking care to see that the curriculum is not changed too often.
- (f) Change, modify/improve the curriculum in a subject necessary after assessment of learner's performance, teachers opinion and new developments in the subject but not before three batches of students pass out.

Meeting of the Board of Studies - on the approval of the Principal the Controller of Examinations shall draw the schedule for the meeting of the BS of different departments and convene the meetings of the same. Each BS shall ordinarily meet at least once a year.

- 2.4 **Board of Conducting Examiners (BCE)**: There shall be a BCE for each teaching department and self-financing courses.

The BCE shall constitute of :

- (a) Chairman-Head of the department/Coordinator of the subject/course respectively.
- (b) Members - Maximum five from the teaching department or from the 'teachers engaged in the teaching of self-financing courses.
- (c) Two members to be nominated by the Principal outside of the College.

Term- The term for the category (c) members shall be two years. Chairman and other members shall continue till they shall continue to be the member of teaching staff of the College.

Functions -

- (a) The Board of Conducting examiners shall pass the result on the basis of the report of the examiners and the statistics of the results placed before the Board by the Controller of Examination.
- (b) On complaint the BCE can review the questions and suggest measures of relief to the Controller of Examinations, who shall place the suggestion before the EC for redressal.
- (c) The BCE can also ask for the verification of the answer scripts in extreme cases and review the evaluation by the examiners. But this review shall be possible only on the approval of EC.

2.5 Examination Committee (EC):

Composition: The Examination Committee (EC) shall comprise of

- (a) The Principal, as the Ex-officio Chairman.
- (b) Two members of the AC to be nominated by the Principal.
- (c) Three senior faculty members of the College to be nominated by the Principal
- (d) The Controller of Examinations shall be the ex-officio member-secretary of the EC.

Term- The term for the members of the EC shall be two years except for the Chairman and member secretary. The member nominated under category (c) above shall continue to be the members of the EC for two years or till such time as they shall continue to be the member of staff of the College, whichever is earlier.

Power and Functions -

- (a) To recommend to the Principal / GB with or without modification, the names of suitable persons for appointment of Examiners / Question Setters prepared by the BSs and Vetted by the Controller of Examinations. However to save delay the Controller of Examinations can get the list of Examiners, question setters, moderators approved by the Principal and place before the EC for ipso facto consideration.
- (b) To consider the reports of Board of Conducting Examiners (BCE) as the work of the examiners.
- (c) To consider all cases of unfair practices in examination and make suitable recommendation to GB.
- (d) To examine and recommend the Examination fee structure to the EC after getting the concurrence of FC.
- (e) To consider the proposal(s) of the Controller of Examinations for purchase of any equipments necessary for day to day functioning of examination section or infrastructural development of the Autonomous Examination Section. However such proposal must be approved by the Purchase Committee and the equipments be purchased as per govt. rule.

- (f) To examine and recommend the new and modified rate of remuneration for examination related work to the FC for consideration and post facto approval by the GB.
- (g) To prepare the modalities for entrance tests for admission and to conduct such tests and prepare the merit list for admission.

2.6 Power of GB Vis-à-vis EC:

- (a) The list of examiners / question setters vetted by the EC shall be placed before the GB for ratification and approval. Pending approval of the GB the Principal shall be competent to authorise the Controller of Examinations to appoint question setters, moderators and examiners act of the approved list. Provided that in urgent cases the Principal shall be competent to authorise the Controller of Examinations to appoint the question setters, examiners, moderators outside the panel suggested by the BS or approved by the EC/GB.

Meeting-

- (a) Ordinarily the EC shall meet at least twice a year.
- (b) Any four of the seven members shall form the quorum for the meeting of the EC.
- (c) In case of emergency an extraordinary meeting of the EC can be convened by the secretary in consultation with the chairman as and when necessary.
- (b) The GB shall be competent to approve the result of all examinations before publication.
- (c) In cases of emergency, the Principal, on the recommendation of BCE may approve the result of an examination on behalf of the GB provided that such approval must be ratified in the next meeting of the GB.

2.7 Controller of Examinations:

Appointment - The Controller of Examinations shall be appointed from among the teaching staff by the Principal and shall act as such during his/her pleasure. Once appointed the Controller of Examinations shall be allowed to work independently in confidential matters such as choosing question setters from among the names approved / or otherwise in the manner mentioned in clause, choosing firms for printing questions, certificates, mark sheets and preparation of code lists etc. However the expenditure for confidential works by the Controller must have the approval of the Principal.

a. Deputy Controller of Examinations:

There shall be at least two Deputy Controllers of Examinations from among the teaching staff to assist the Controller of Examinations. Of the two, one Deputy Controller shall be exclusively for the self-financing courses.

b. Officer in Charge of Mid-Semester Examinations:

There shall be one Officer-in-Charge of Mid-Semester Examination who is the Officer in charge, College Examinations. He/She shall be appointed by the Principal and shall act in collaboration with other Officers in charge and the Controller of Examinations.

c. Power and functions of the Controller of Examinations:

The Controller of Examinations shall supervise and look after the day-to-day activities of the Autonomous Examination Section.

He shall

- (a) Supervise the enrolment of the students of Govt. Autonomous College and liason with Berhampur University for their registration as student of Berhampur University.
- (b) On the approval of the Principal convene the meetings of the Board of Studies, BCE, EC.
- (c) Take necessary steps to prepare question manuscripts, to print the questions and make the question available at the time of examination both Mid-Semester and Semester.
- (d) Supervise the conduct of examination, coding, valuation, tabulation and publication of result. For the purpose the Controller of Examination shall engage confidential firm with the knowledge of the Principal.
- (e) Issue Grade Certificate and Provisional Certificate to the students. The Controller of Examinations shall maintain utmost secrecy about the firm preparing confidential materials like Hall Tickets, Code Sheets, Grade Certificates and Provisional Certificates.
- (f) Prepare budget of the Examination Section and put it before the FC for approval
- (g) Keep the Accounts and record of the stock of the Examination Section.
- (h) The Controller of Examinations shall be the ex-officio:
 - (i) Member - Secretary of Examination Committee
 - (ii) Member of Planning and Evaluation Committee
 - (iii) Member of Self-financing Courses Monitoring Committee
 - (iv) Member of UGC Cell
 - (v) Member of Autonomy Extension Committee
 - (vi) Member of Quality Assurance Cell and of any other Committee on the wish of the Principal
- (i) Maintain confidentiality of the bills relating to :
 - (i) Question Setting
 - (ii) Moderation
 - (iii) Question Printing

- (iv) Preparation of Code Sheets.
 - (v) Hall Tickets
 - (vi) Grade Certificates
 - (vii) Certificates
- (j) All the bills and related certificates relating to confidential shall be kept in sealed envelope after being passed by the Principal. However on the cover the total amount of the bills inside the cover must be mentioned and duly certified both by the Controller and the Principal.

Chapter - III ELIGIBILITY :

- 3.1. Higher Secondary/+2/Senior Secondary or any other equivalent examination passed from any Board/Council established by the Govt. of India or any State Govt. or any other equivalent examination recognized by Central Board of Secondary Education/ Council of Higher Secondary Education, Govt. of Odisha/Dept of Higher Education/ Dept. of Industry or any other Dept of Govt. of Odisha. Those joining B.Sc. Programme must have passed the above examination under the faculty of Science/ Technology/Engineering/Pharmacy etc. There shall be no such restriction for joining BA/ B.Com stream.
- 3.2 Admission Policy would be decided by the Admission Committee of the College and for Post Graduate courses.

Chapter - IV DURATION :

- 4.1 At least three years of six semesters in toto. In case of professional courses the duration may be more as per the direction of regulatory bodies established under Law.
- 4.2 Odd semester is from July to December (i.e., 1st, 3rd & 5th semester). The examination shall be held normally in the month of November - December.
- 4.3 Even semester is from January to June (i.e., 2nd, 4th & 6th semester). The examination shall be held normally in the month of May - June. However the Final Semester shall be conducted in April and result shall be published by end of May.
- 4.4 A student would be required to complete the course within six academic years from the date of admission.
- 4.5 A student may opt for fast track of completing all the six semesters in two years provided she/he has at least 2 (two) years industry/organizational experience after +2. Such permission would be granted at the discretion of the Principal of the College and DDCE.

**Chapter - V COMPULSORY REGISTRATION FOR 1ST
SEMESTER :**

- 5.1 Registration for 1st semester is compulsory. A candidate admitted to +3 Courses but not registered for 1st semester examination, his/her admission will be automatically cancelled.
- 5.2 A candidate may take a blank Semester: A blank Semester has to be clubbed with next Odd or Even Semester as the case may be i.e. 2nd, 4th and 6th/ 1st, 3rd and 5th. The Hostel policy for blank semester is to be decided by colleges as per their suitability. Hostel accommodation cannot be claimed as a right for a blank semester. (Blank semester is not to be confused as repetition due to failure).
- 5.3 75% attendance is a requirement for being eligible to appear at Examination Up to 15% waiver may be granted by the College Principal at discretion on Health Ground or participation in sports, cultural activities, NCC and NSS activities etc.
- 5.4 A student may clear backlog papers within 6 years. Improvement if any has to be completed within 4 years from the date of admission.

**Chapter - VI WEIGHTAGE DISTRIBUTION (PERCENTAGE)
FOR EVALUATION :**

Subjects without Practical (100 marks paper)

Mid Term	Term End	Total
20	80	100

Subjects without Practical (50 marks paper)

Mid Term	Term End	Total
10	40	50

Subjects with Practical (100 marks paper)

Mid Term	Term End		Total
	Theory	Practical	
20	50	30	100

Dissertation/ Project

Identification of problem	Review of Literature	Methodology	Findings	Analysis	Viva -voce	Total
10	10	10	25	25	20	100

The valuation of the Dissertation/Project will be in the mode of Practical Examination with one internal examiner and one external examiner. The details of procedure will be decided by the Board of Studies of the concerned department of by the HOD himself/herself in the absence of a Board of Studies resolution in this respect.

Chapter - VII GRADING SYSTEM :

7.1	<u>Grade</u>	<u>Mark Secured from 100</u>	<u>Grade Points</u>
	Outstanding 'O'	90-100	10
	Excellent 'A+'	80-89	9
	Very Good 'A'	70-79	8
	Good 'B+'	60-69	7
	Above average 'B'	50-59	6
	Average 'C'	40-49	5
	Pass 'D'	30-39	4
	Fail 'F'	Below 30	0

N.B.

- *A Candidate has to secure 30% or above to pass in each of the Papers. (Minimum 40% marks in practical & 30% in theory combining marks of Mid Semester & End Semester Examination.)*
- *The candidate obtaining Grade-F is considered fail and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.*
- *The candidate securing 'B' Grade and above in Core/Honours papers in aggregate will be awarded Honours.*
- *The candidate securing 'B+' Grade and above in aggregate in all papers (Core and non-core) in first appearance will be awarded Honours with Distinction.*
- *Any candidate filling the forms for appearing in back papers / improvement shall not be awarded Distinction.*

7.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT = (b) X (a) for each course item

CREDIT INDEX = Σ **CREDIT POINT** of course items

GRADE POINT AVERAGE = $\frac{\text{CREDIT INDEX}}{\Sigma \text{ CREDIT}}$

SEMESTER GRADE POINT AVERAGE (SGPA)

$$= \frac{\text{CREDIT INDEX for a Semester}}{\Sigma \text{ CREDIT}}$$

CREDIT CUMULATIVE GRADE POINT AVERAGE(CGPA)

$$= \frac{\text{CREDIT INDEX of all previous Semester up to the 6th Semester}}{\Sigma \text{ CREDIT}}$$

- 7.3 In addition to the points marks/ percentage would also be awarded and shall also be reflected in the Mark Sheet.
- 7.4 The details of grading system shall be printed on the backside of Grade sheet.

Chapter - VIII REPEAT EXAMINATION :

- 8.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent semester examinations within six years from the date of admission.
- 8.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. The higher marks shall be retained.
- 8.3 Improvement has to be completed within 4-Yrs from the date of admission.

Chapter - IX HARD CASE RULE :

- 9.1 2% (two percent) of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each semester.
- 9.2 0.5% (point five percent) of grace mark can be given for award of B Grade in each semester provided grace mark under 9.1 has not been awarded.

Chapter – X UNIFORM QUESTION PATTERN :

- 10.1 **For subject without having practical** the mid-sem total mark will be of 8+12. There will 4 objective questions carrying 2 marks each & one long questions carrying 12 marks with an alternative question.
- 10.2 **For subject having practical** the mid-sem total mark will be of 12+8. There will 6 objective questions carrying 2 marks each & one long questions carrying 8 marks with an alternative question.
- 10.3 **For subject without having practical** full marks are 100 per paper out of which 20 marks is allotted for Mid-Semester Examination and 80 marks for end semester examination. The question papers shall be divided into two parts such as Group- A & Group-B. Group- A will carry 10 short questions

of two marks each. The answer should be within two sentences. There shall be 5 long type questions in Group –B with one alternative each have to be attempted and all questions shall be of equal value (12 marks X 5).

- 10.4 **For subject with practical** full marks are 100 per paper out of which 20 marks is allotted for Mid-Semester Examination, 50 is for End Semester Examination Theory and 30 is for practical. The question papers shall be divided into two parts such as Group- A & Group-B. Group- A will carry 5 short questions of two mark each. The answer should be within two sentences. There shall be 5 long-type questions with one alternative each have to be attempted. The questions shall be of equal value (8 Marks X 5) Practical will carry 30 marks out of which 5 will be for records. Model answers for long questions should be between 700 - 1000 words.

Chapter – XI VALUATION :

- 11.1 **For Mid Sem** valuation will be done internally. Remuneration will be paid as per admissible.
- 11.2 **For End Sem** upto 50% of papers can be retained for valuation by the concerned department. The rest 50% will be examined by persons of other colleges of Berhampur University or other universities.

Chapter - XII BROAD PRINCIPLES OF CREDIT TRANSFER :

- ❖ There should be a small group to consider all cases of credit transfer . The group should consists of
- Chairman - Principal of the College
- Convener - Controller of Examinations
- Members - Four teachers to be nominated by Principal of Colleges

Waiver for courses covered under other colleges not withstanding differences in detailed course can be granted. Papers which one has not studied even though they are prescribed for earlier semesters can be covered by the students.

Chapter - XIII OTHER BROAD PRINCIPLES :

- Student transferred after 1st semester examination cannot be given position/medal/rank. Students who have failed / remained absent / appeared for improvement shall not be eligible for medal or Rank. Students who have been granted credit waiver under credit transfer system can't be awarded medal or rank.
