

GOVERNMENT AUTONOMOUS COLLEGE, PHULBANI

CBCS REGULATION-2018 (PG PROGRAMMES)

Approved in Examination Committee held on 13.09.2019



W.E.F ADMISSION BATCH – 2018-19

Chapter - I SHORT TITLES AND DEFINITION

- 1.1 These regulations be called "Regulations of Examinations (P.G.) of Govt. Autonomous College, Phulbani-2018".
- 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 End Semester Examination.
 - (m) End Semester 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 College follows the structure of the Governing Body as given in AUTONOMOUS COLLEGE, Regulation-2018 by UGC, New Delhi.

STRUCTURE OF GOVERNING BODY

Number	Category	Nature
3 Members one of them to be Chairperson	Educationist, Industrialist, Professional	Nominated by the State Government, persons of proven academic interest with at least PG level qualification
2 Members	Teachers of the College	Nominated by the Principal on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the Principal for two years
1 Member	UGC Nominee	Nominated by UGC
1 Member	State Government nominee	Nominated by the State Government
1 Member	University Professor	Nominated by the University
1 Member	Principal of College	Ex-Officio

Term: The Governing Body shall be reconstituted every three years except in the case of UGC nominee who shall have a term of five years.

Meetings: Meetings of the Governing Body shall be held at least twice a year.

Functions of the Governing Body:

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

- Guide the college while fulfilling the objectives for which the college has been granted autonomous status.
- Institute scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council.
- Approve new programmes of study leading to degrees and/or diplomas.
- All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by the UGC and State Government from time to time.

- To approve annual budget of the college before submitting the same at the UGC.
- Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college

2.2 **Academic Council (AC):**

Composition of Academic Council :

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. A faculty member nominated by the Principal (Member Secretary).

Term: The term of the nominated members shall be three years.

Meetings: Academic Council shall meet at least twice a year.

Functions of the Academic Council:

The Academic Council shall have powers to:

- (a) Scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (b) Make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (c) Make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (d) Recommend to the Governing Body proposals for institution of new programmes of study.
- (e) Recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.

- (f) Advise the Governing Body on suggestions(s) pertaining to academic affairs made by it.
- (g) Perform such other functions as may be assigned by the Governing Body.

2.3 **Board of Studies (BS):**

Composition of Board of Studies:

1. Head of the Department concerned (Chairman).
2. The entire faculty of each specialization.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied area relating to placement.
6. One postgraduate meritorious alumnus to be nominated by the principal. The Chairman, Board of Studies, may with the approval of the principal of the college, co-opt:
 - (a) Experts from outside the college whenever special courses of studies are to be formulated.
 - (b) Other members of staff of the same faculty.

Term: The term of the nominated members shall be three years.

Meetings: The Board of Studies shall meet at least twice a year.

Functions:

The Board of Studies of a Department in the college shall:

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for innovative teaching and evaluation techniques;
- (c) Suggest panel of names to the Academic Council for appointment of examiners; and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.

2.4 Finance Committee (FC) :

Composition of Finance Committee:

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the college for a period of two years.
- (c) Finance Officer of the affiliating University
- (d) One senior-most teacher of the college to be nominated in rotation by the principal for two years.

Term: Term of the Finance Committee shall be three years.

Meetings: The Finance Committee shall meet at least twice a year

Functions of the Finance Committee:

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from UGC, and income from fees, etc. collected for the activities to undertake the scheme of autonomy; and
- (b) Audited accounts for the above.

2.5 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.

2.6 **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 equipment 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 equipment 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.

2.7 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.
- (d) The GB shall be competent to approve the result of all examinations before publication.
- (e) 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.

2.8 Controller of Examinations:

The Chief Controller of Examinations is Principal.

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. 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. Three years Bachelor Degree or any other equivalent examination passed from any University established by the Govt. of India or any State Govt. or any other equivalent examination recognized by Govt. of Odisha/Dept of Higher Education/ Dept. of Industry or any other Dept of Govt. of Odisha. Those joining M.Sc. Programme must have passed the above examination under the faculty of Science. There shall be no such restriction for joining MA 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 two years of four 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 15th June to 30th November (i.e., 1st & 3rd semester). The examination shall be held normally in the month of November.
- 4.3. Even semester is from 1st December to 5th May (i.e., 2nd & 4th semester). The examination shall be held normally in the month of April - May. However the Final Semester shall be conducted in April and result shall be published within 30 days and not beyond 45 days from the date of completion of the examination.
- 4.4. A student would be required to complete the course within four academic years from the date of admission.

Chapter - V COMPULSORY REGISTRATION FOR 1ST SEMESTER :

- 5.1. **Registration for the 1st semester examination is compulsory and will be at the time of admission.**
- 5.2. All the students admitted in 1st semester of a college will compulsorily be registered by the University (if completed requisite qualification is from other than Berhampur University).
- 5.3. A registration / examination card will be issued to candidates admitted that will remain valid till completion of the course.
- 5.4. There will be no need to issue admit card for every semester.
- 5.5. The candidates fulfilling the attendance norms and other eligibility criteria will be allowed to appear the examination.
- 5.6. Students will not be required to fill up any form for the college for regular papers.
- 5.7. Examination Fee will be collected at the time of admission.

- 5.8 For students desiring to appear in any Improvement/Back paper(s), they would be required to fill up the examination forms.
- 5.9 Those who fail in any paper in a semester or unable to appear in any semester or unable to submit forms for back papers of 2/3/4 may appear in those papers in subsequent semester examination within 4 years, from date of admission to that course.
- 5.10 A student must clear backlog papers (failed) within 4 years starting from the year of admission batch.
- 5.11 Back papers are to be permitted in consecutive semesters for the first attempt at clearing back paper. Subsequent attempts will be allowed in alternate semester (eg: A student failing in a paper of Semester I, will be allowed to appear for the paper in Semester II. If he fails to clear this back paper in Semester II, he will get the next opportunity in Semester IV only) to ensure earliest opportunity to the student and timely conduct of regular paper exams.

Chapter – VI ATTENDANCE :

- 6.1 A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.
- 6.2 Condonation may be granted by the Principal to the extent of 15% in exceptional cases i.e. serious illness & hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of his/her absence shall not be counted towards the calculation of attendance on the condition that students concerned submit a certificate to that effect from the appropriate authority.
- 6.3 Further to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter-University or inter-state competitions in Games and Sports or attending different recognized National level camps.
- 6.4 Under no circumstance, the condoning shall be beyond 25%.

Chapter – VII DURATION OF THE EXAMINATIONS – MID SEMESTER & END SEMESTER:

- 7.1 The Choice Based Credit System (CBCS) examination shall be implemented in Semester pattern.
- 7.2 Exam time table for the odd semester will be communicated by 20th July and even semester by 7th December.
- 7.3 Each semester examination shall consist of a **Mid-Semester (Internal) Examination** and **End Semester examination**.
- 7.4 Mid Semester examination shall be conducted only for theory papers.

- 7.5 End Semester Examination in theory papers carrying full marks 80 shall be of 3 hours duration and practical shall be of **6 hours (for full marks carrying 100)**.

Chapter – VIII MID SEMESTER EXAMINATION:

- 8.1 Mid semester examination will be of 01 hour duration for 20 marks.
- 8.2 There shall be no pass mark in Mid Semester examination. The type of questions will be decided by the college authority.
- 8.3 The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or any external faculty in the college(s).
- 8.4 A student who fails to appear in a Mid-Semester Examination **will be allowed one more chance to** take the same examination. There will be no provision to re-appear in the Mid-Semester Examination for improvement.
- 8.5 The College has to conduct the Mid-Term Examination between 15th September to 30th October for 1st & 3rd Semester and in between 1st March to 15th for 2nd & 4th Semester respectively and will feed the marks online by the College Examination management System within 15 days from the date of examination. In case of First Semester Mid-Term, marks shall be fed by 30th November.
- 8.6 The College authority will preserve the Answer Script of the Mid-term examination for 06 months from the date of publication of result of concerned semester for future reference.
- 8.7 The College authority at the valuation zones/University authority will preserve the Answer Script of the End-Term examination for 06 months from the date of publication of result for future reference.
- 8.8 A student has to appear the Mid Term Examination. In case a student fails to appear Mid Semester of a particular paper in both the scheduled dates, the mark of Mid Semester on that paper be awarded zero.

Chapter - IX WEIGHTAGE DISTRIBUTION (PERCENTAGE) FOR EVALUATION:

Theory Papers (100 marks paper)

Mid Term	Term End	Total
20	80	100

Dissertation/ Project

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

Chapter –X GRADING SYSTEM IN EACH PAPER (MID+END SEM EXAM) IN A SEMESTER

10.1 Grading System :

Qualification	Grade	Mark Secured from 100	Grade Points
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
Fair	‘C’	45-49	5
Pass	‘D’	40-44	4
Fail	‘F’	Below 40	0
Absent	‘ABS’	00	0
Malpractice	‘M’	00	0

10.2 Classification for Pass & Division :

Qualification	Grade	Mark Secured from 100	Grade Points	Classification for Division	Classification for Pass
Outstanding	‘O’	90-100	10	First Division	Pass
Excellent	‘A+’	80-89	9		
Very Good	‘A’	70-79	8		
Good	‘B+’	60-69	7		
Above average	‘B’	50-59	6	Second Division	
Fair	‘C’	45-49	5		
Pass	‘D’	40-44	4		
Fail	‘F’	Below 40	0		Fail
Absent	‘ABS’	00	0		Fail
Malpractice	‘M’	00	0		MP

N.B.

- *A Candidate has to secure 40% or above to pass in each of the Papers. (Minimum 40% marks in Practical, 30% in End Semester Theory and 40% combining marks of Mid Semester & End Semester.)*
- *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.*

10.3 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) **GRADEPOINT** - 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 in each semester

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

SEMESTER GRADE POINT AVERAGE (SGPA)

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

CREDIT CUMULATIVE GRADE POINT AVERAGE(CGPA)

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

- 10.4 Paper Type, Subject, Credit, Grade, SGPA & CGPA in the last semester Result shall be reflected in the Grade Sheet.
- 10.5 In addition to the points marks/ equivalent percentage of Marks would also be awarded and shall also be reflected in the Grade Sheet.
- 10.6 The details of grading system shall be printed on the backside of Grade sheet.
- 10.7 **Formula for Equivalent Percentage of Marks:**
The following formula will be used to obtain the equivalent percentage of marks for the CGPA awarded to the students.

Case a. Equivalent Percentage of Mark = (CGPA – 0.50) X 10 ; for $4 < \text{CGPA} \leq 10$

Case b. Equivalent Percentage of Mark = CGPA X 10 for $\text{CGPA} \leq 4$

Chapter - XI REPEAT EXAMINATION :

- 11.1 A student has to clear back paper(s) (i.e., in the paper/papers one has failed) by appearing at subsequent/alternate semester examinations within **four academic years** from the year/session of admission.
- 11.2 A student may appear improvement (having passed in that paper) in any number ONLY ONCE in the immediate next semester examination. The higher marks shall be retained.
- 11.3 Improvement has to be completed within four academic years from the date of admission.
- 11.4 A candidate securing 'O' grade in any paper is not allowed for improvement in those paper(s).

Chapter - XII CREDIT/GRACE/HARD CASE RULE :

12.1 CREDIT

On the basis of complaints received from the examinees/subject teachers, the Board of Conducting Examiners (BCE) prior to evaluation may recommend for award of Credit on specific question, if they are convinced the question is either out of course or wrong. This credit has to be extended to all examinees on the said question excepting to the examinees who have submitted a blank answer book.

12.2 GRACE

Before publication of results the BCE may recommend for award of Grace Mark in a particular paper if they are convinced that the general performance of candidates in that paper is poor and deserves special consideration. While suggesting grace mark the BCE must take the performance of the examinees in the said paper for the last three respective examinations. The Controller of Examinations has to submit the previous results for three years before the BCE for consideration. The recommendation of BCE has to be placed before the Vice-Chancellor for consideration and approval.

12.3 HARD CASE RULE

- (a) 1% (one percent) of the total as grace mark subject to maximum of 2 (two) marks in single paper shall be given to pass in a semester. This shall be applicable in each semester.
- (b) Maximum 0.5% (point five percent) grace mark (2 marks) can be given for award of 'B+' Grade in 4th semester in aggregate. This is applicable provided the candidate has not availed grace mark under Clause-12.1.

Chapter –XIII UNIFORM QUESTION PATTERN :

- 13.1 For Theory papers 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 four parts.
- Part I will carry 12 one mark questions in the form of fill in the blanks and one word answer. (12 marks (12×1))
- Part II will carry 10 two marks questions of which 8 have to be answered. The answer should be within two to three sentences maximum. (16 marks (8×2))
- Part III will carry 10 three marks questions of which 8 have to be answered. The answer should be within 75 words maximum. (24 marks (8×3))

- Part IV will 4 seven marks questions of EITHER OR format. The EITHER OR in question can be from same or different units of the paper. The answer should be within 500 words maximum. (28 marks (7×4)).

13.2 For Practical papers full marks are 100 per paper, 100 marks is for End Semester Examination.

- Practical will carry 100 marks out of which 20 will be for records, 20 for via-voce and 60 for the experiments.

13.3 Suitable modifications may be made keeping in view the UGC Guideline for Autonomous Colleges, University Guidelines from time to time and State Govt. Guidelines from time to time.

13.4 The board of studies in each subject are required to prepare Question Bank in each paper and submit it to the controller of Examination.

Chapter –XIV MINIMUM PERCENTAGE AND MARKS TO BE OBTAINED FOR PASS:

14.1 Theory Papers :

Mid Sem	End Sem	Pass Mark - End Sem	Total	Paper Pass Mark
20	80	30% out of 80 (i.e. 24 marks)	100	40 out of 100 By taking both components (i.e. Mid Sem + End Sem Exam.)

- End Sem Total Mark: 80, 30% out of 80 (i.e. 24 marks)
- Total Mark: 100 (40% out of 100)
- No Pass mark for Mid Semester Exam. A student has to appear the Mid Semester Exam. Securing 'ABS' in both the chances in Mid Semester exam, the mark of Mid Semester on that paper be awarded zero.

14.2 Practical Papers :

End Sem		Total	Paper Pass Mark
Max Marks Practical	Pass Mark Practical		
100	40% out of 100 (i.e. 40 marks)	100	40 out of 100

- Minimum pass mark for practical paper is 40%. 40% of 100 (i.e. 40 marks)
- Total Marks : 100 (40% out of 100)

NB: *In order to clear a Semester examination a candidate is required to pass in all theory & practicalpapers/project component of the said semester.*

Chapter –XV EVALUATION RESPONSIBILITY :

15.1 Scheme of Valuation

Scheme of valuation has to be prepared by subject experts preferably members of Board of Conducting Examiner for every paper and has to be supplied to the valuation zones by the Controller of Examination before evaluation.

15.2 Responsibility of Examiner

- (a) The concerned Examiners are solely responsible for evaluation of Mid Semester, Practical and End Semester Examinations. He/She is also responsible for maintaining all records to justify his/her evaluation scheme and marks thereof.
- (b) Neither the Principal nor the Management shall have the right to change the Mid Semester marks assigned by a teacher. However, if the Principal is convinced that the Mid Semester marks assigned by a teacher is 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 marks shall be sent to the University for Necessary Action.

- 15.3 Internal examiners for Practical examinations should be appointed from among the teachers of the department eligible as per University stature on rotation basis and no single teacher be appointed for all the papers of a particular examination as far as possible.

Chapter –XVI DISCIPLINARY ACTION (UNFAIR MEANS IN EXAMINATIONS) :

- 16.1 A student adopting malpractice and/or showing any indiscipline behavior, violating code of conduct [Which includes: Use of programmable calculators, mobile phones/ smart watch (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, using question papers and/or answer scripts for communicating with fellow examinee, exchange of question papers and answer scripts with other examinees/outside, writing answers in question papers, writing obscene or filthy languages in answer scripts, taking away the answer scripts or any examination materials/papers to the outside of the examination hall without intimation/permission from the concerned authority of the examination etc.]
- (a) Will be awarded “M” grade having 0(zero) Grade Point in the paper/papers concerned 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 for a first offense.

- (b) For repeated offense as described above in subsequent semesters examinations in spite of the warning issued previously or grave misconduct despite warnings, he 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.
- (c) Any student found man-handling/threatening the officers/staff connected with the examinations (Invigilator, Centre 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 as per the Odisha conduct of examination Act-1988 or University first statute-1990 or IPC would be initiated by the college.

Chapter –XVII RE-TOTALLING/RE-CHECKING AT UN-EVALUATED PORTION:

- 17.1 A Student may apply for Re-totalling/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester. In case, there is any answer left unvalued the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation. The Xerox copy of answer scripts and information regarding re-addition of marks will be intimated to the candidate within 45 days.
- 17.2 There will be no re-evaluation processes of the answer scripts. However, in case of serious irregularities in evaluation detected/pointed out, the answer book has to be placed before a high level committee consisting of one member of the Examination Committee, one member of B.C.E. and one subject expert for assessment provided the difference in marks claimed is more than 10% of total marks for consideration. If the new mark awarded by the high level committee is more than 5% of the total mark, the new mark is to be accepted. The recommendation of high level committee will be accepted under approval of the examination committee.

Chapter –XVIII GRADE SHEET :

- 18.1 At the end of 4 (four) Semester, a Grade sheet shall be made available to each student as per Clause 10.1. However, if a student requires additional copies, he/she should apply through the college with prescribed fees.
- 18.2 Provisional Grade sheets for each semester will be uploaded in the College website.
- 18.3 The final Grade sheets for each semester along with provisional certificate will be provided by the college at the end of the course i.e. after 4th Semester Examination.

Chapter –XIX UNIVERSITY REGISTRATION CARD:

- 19.1 A student is issued University Registration Card at the time of admission. University Registration number continues to be his/her Registration number for all examinations during his/her tenure of study. This card is also essential for admission of the student to a college and his/her eligibility to attend classes in a college. This is an IMPORTANT document and the student must possess it throughout his/her course at the College.
- 19.2 In the event of a student losing his/her University Registration Card, he/she should immediately lodge a FIR in the nearest Police Station. He/She should apply through the College for issue of duplicate Registration Card with a prescribed fee.
- 19.3 The application form will be available in the college counter. The application form must accompany a copy of FIR and prescribed fee and the same should be sent to the Controller of Examination, Berhampur University by Speed Post/Registered Post.

Chapter –XX RE-ADDITION OF MARKS AND PHOTO COPY OF ANSWER SCRIPTS:

- 20.1 A candidate desiring for re-addition of marks/photo copy of answer scripts may apply for the same in the prescribed application form available in the college website with application fees as applicable for re-addition of marks per paper and for photocopies of answer scripts per paper within 15 days from the date of publication of the result. Here publication means the date on which the result of the particular candidate has actually been published.
- 20.2 Any discrepancies detected during the re-addition of marks is to be brought to the notice of the Controller of Examinations for revision of marks at college level. No student shall be entertained for any enquiry pertaining to the above process at the University level.
- 20.3 Any contingency arising out of the Regulation or not covered under above Regulation shall be referred to the Controller of Examinations and decision shall be taken under approval of the Principal, Members of Regulation Framing Committee

Chapter - XXI BROAD PRINCIPLES OF CREDIT TRANSFER :

- ❖ There should be a small group to consider all cases of credit transfer. The group should consist 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 notwithstanding 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 - XXII 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.
