

SHAILABALA WOMEN'S AUTONOMOUS COLLEGE,
CUTTACK

EXAMINATION REFORMS

Shailabala Women's Autonomous College, Cuttack, Odisha, Since the conferment of Autonomous status in the year 2017 following due procedure have constituted its own Boards and Committees to initiate different examination reforms in conformity with UGC guidelines for Autonomous Colleges, Regulations of Rama Devi Women's University as well as State Government's guidelines from time to time.

(1) As a part of Examination reform, the college has constituted its own one Board of Studies (BS) for each teaching department or each course of studies under self financing courses to design updated curriculum and frameworks, teaching methodology, assessment method and evolve methods of evaluation which meets at least once in every year at the beginning of Academic session. The Board of studies consists of subject experts, persons from corporate sector/industry and notable alumnus.

(2) To initiate examination reforms, the college has constituted its own Academic Council to ensure Academic freedom like design its own Academic Calendar, Examination schedule, to give direction regarding methods of instruction, evaluation and research for improvement of Academic standards and to prescribe curriculum and courses of studies.

- **Academically, we are to introduce new courses and programmes like ITM (Information Technology Management) as a self-financing course under PPT mode from the session 2022-2023.**

- **We have to introduce Skill Based Certificate Courses (SBCC) for 12 P.G. programmes and 10 UG programmes to enhance the innovative skill.**
- **We have to review, restructure and redesign the existing syllabus ensuring better subject choice and elective choice.**
- **During Corona pandemic period, online form fill up, online fee deposits for semester examinations have introduced under ICT programme to transmit, store, create, share or exchange information and to ensure transparency in collection of fees from the students.**
- **Online examinations have conducted during corona pandemic period to interact effectively in the digital world.**
- **We have not only ensure effective decision making regarding academic work standard, Examination management and related activities but also to manage own finance and control. Autonomy is ensured regarding collection and expenditure of finance with due procedure.**

CONTROLLER OF EXAMINATIONS

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(2) To initiate examination reforms, the college has constituted its own Academic Council to ensure Academic freedom like design its own Academic Calendar, Examination schedule, to give direction regarding methods of instruction, evaluation and research for improvement of Academic standards and to prescribe curriculum and courses of studies. The college constituted its own Academic

Council consisting of experts from different fields like education, industry and health sector. The Academic Council meets at least once in the beginning of Academic session every year. The Dates of Meeting of Academic council every year since the conferment of Autonomy in 2017 are as given below.

1st Academic Council- 05.05.2018

The first meeting of Academic council of S. B. Women's (Auto) College was held on 05.05.2018

- 1. Approval of Examination Regulations for Autonomous Examinations.**
- 2. Post-facto approval of Board of Studies constituted earlier for 23 departments with the induction of two subject experts from outside the college.**
- 3. Post-facto approval to the syllabus prepared for UG, PG and B.ED courses for the session 2017-18.**
- 4. Approval of question setters, moderators and Examiners for 1st and 2nd Sem UG, PG and B.ED courses for 2017-18.**
- 5. Uniformity in syllabus regarding five units in all papers of core and elective papers of UG, PG and B.ED.**

2nd Academic Council- 25.08.2018

The second meeting of Academic council of S.B.Women's (Auto) College was held on 25.08.2018

- 1. Approval of Examination Regulations for Autonomous Examinations.**
- 2. Approval of Board of Studies constituted earlier for 23 departments with the induction of two subject experts from outside the college.
Approval to the syllabus prepared for UG, PG and B.ED courses for the session 2018-19.**
- 3. Approval of question setters, moderators and Examiners for UG, PG and B.ED courses for 2018-19.**
- 4. Uniformity in syllabus regarding five units in all papers of core and elective papers of UG, PG and B.ED Courses.**

3rd Academic Council- 19.11.2019

The third meeting of Academic council of S.B.Women's (Auto) College was held on - 19.11.2019.

- 1. Approval of Examination Regulations for Autonomous Examinations.**
- 2. Approval of Board of Studies constituted earlier for 23 departments with the induction of two subject experts from outside the college.**

3.Approval to the syllabus prepared for UG, PG and B.ED courses for the session 2019-20

4.Approval of question setters, moderators and Examiners for 1st and 2nd Sem UG, PG and B.ED courses for 2019-20.

4th Academic Council

The fourth meeting of Academic council of S.B.Women's (Auto) College was held on 30.9.22

1. Approval of Examination Regulations for Autonomous Examinations 2022-23

2. Post-facto approval of Board of Studies meeting conducted earlier for 23 departments of UG,PG,M.PHIL and B.ED for the session2019-20 and 2020-21 and 2021-22

3. Approval to the syllabus prepared for UG, PG and B.ED courses for the session 2022-23.

4. Approval of question setters, moderators and Examiners for UG, PG, M.PHIL and B.ED courses for 2022-23..

5. The proposal for the introduction of certificate courses in UG and PG classes from the Academic

session 2022-23 were approved and to make these courses activity based learning evaluation.

6. Introduction of Ph.D courses in Home science and Economics from the session 2022-23 were recommended.

7. M.A.in Home science is changed to M.SC.in Home science from the session 2022-23

8. The Academic calender and Examination schedule for the session 2022-23 were ratified with minor change.

➤ **Academically, we are to introduce new courses and programmes like ITM (Information Technology Management) as a self-financing course under PPT mode from the session 2022-2023.**

➤ **We have to introduce Skill Bases Certificate Courses (SBCC) for 12 P.G. programmes and 10 UG programmes to enhance the innovative skill.**

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information and to ensure transparency in collection of fees from the students.

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CONTROLLER OF EXAMINATIONS

Examination and Evaluation

Shailabala Women's Autonomous College, Cuttack following due Procedure constituted its own Boards and Committees for proper management of Examination and Evaluation of UG, PG, M.Phil, B.ED and other self-financing courses, keeping in conformity with UGC Guidelines for autonomous colleges, R.D.Women's University as well as State Government's Guidelines from time to time.

1. Board of Studies (BS)

The college following due procedure constituted one Board of studies (BS) for each teaching department or each course of studies under self-financing courses which consists of Head of department/coordinator as chairman ex-officio, all faculty members of the department, two subject experts on the subject outside the college, one subject expert to be nominated by the Vice-Chancellor of Rama Devi Women's University from the Panel of six members recommended by the Principal, one person from corporate sector/industry, one notable student Alumnus. The BS design updated curriculum and frame works, teaching methodology, assessment method, evolve methods of evaluation. The Board of studies (BS) for each teaching department or each course of studies under self-financing courses meet at least once in the beginning of Academic session every year The Dates of BOS

MEETING since the conferment of Autonomy in 2017 are as given below.

28.11 2017- BOS Meeting for UG,PG,B.ED Self-financing courses for the session 2017-18

30.7 2018- BOS Meeting for UG,PG,B.ED Self-financing courses for the session 2018-19

17.12.2018- BOS Meeting for Nine M.phil. Departments.

24.7.2019 -BOS Meeting for UG, PG, M.Phil. and B.ED Self-financing courses for the session 2019-20

2.12.2020--BOS Meeting for UG, PG, M.Phil. and B.ED Self-financing courses for the session 2020-21

25.11.2021 & 30.11.2021-BOS Meeting for UG, PG, M.Phil. and B.ED Self-financing courses for the session 2021-22

26.7.2022-BOS Meeting for UG, PG, and B.ED Self-financing courses for the session 2022-23

2.Academic Council (AC)

The college constituted its own Academic Council consisting of experts from different fields like education, industry and health sectors to give direction regarding methods of instruction, evaluation and research for improvement Academic standards and to prescribe curriculum/courses of studies. The Academic Council meet at least once in the beginning of Academic session every year The Dates of Meeting of Academic council

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.Examination Committee (EC)

The examination committee is constituted comprising Principal, as the ex-officio

Chairman, the Controller of Examinations, two members of the Academic Council, three senior faculty members of the college to be nominated by the Principal. The Examination Committee recommends the Principal the name of question setters, moderators and Examiners prepared by respective Board of Studies and vetted by CoE, to consider the reports of Board of conducting examiners (BCE), to examine and recommend the examination fee structure to the EC after getting the concurrence of Finance Committee (FC), to consider the proposals of the CoE for purchase of any equipment or infrastructural development of Autonomous Examination System.

2. Executive Committee (EC)

The college constitute its Executive committee to approve the fee and other charges payable by students as prescribed and recommended by the Examination Committee, to approve the rates of remuneration, honourarium, TA, DA, CA and miscellaneous expenses related to the conduct of examination, question setters, moderation, coding and valuation to UG, PG, M.Phil and B.ED examinations.

3. Board of Conducting Examiners (BCE)

The Board of Conducting Examiners for each department and self-financing courses is constituted under the Chairmanship of the Head of the Department/ Co-ordinator

of the subject/course, maximum five faculty members of the Dept. and two members to be nominated by the Principal outside the college. It's function is to pass the result on the basis of the reports of the Examiners and statistics of the result place before the Board by the Controller of Examinations, to review the complaint on the question and suggest measures to relief to the Controller of Examinations, who shall place the suggestion before Examination committee.

4.RESULT PUBLICATION

The semester wise results of UG, PG and M.Phil classes and Annual results of B.ED self-financing courses is prepared by the Controller of Examinations as per regulations, pass the same in respective Board of conducting Examiners and examination committee and submitted to the University for approval of the Vice-Chancellor and publication of the results.

5.RE-CHECKING/RE-ADDITION

After the publication of Result by the Controller of Examinations, it is notified in college notice Boards and college website for wide circulation.

After the result is notified, 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 with application fee as applicable for re-addition of marks per paper and for photo copies of answer scripts within 15days from the date of publication of result. After 15days, a list of applicants specifying SL. NO, ROLL NO, Subject, paper is prepared by the officer in charge of scrutinizer and handed over to the Controller of Examinations and intimated to the students after the approval of the Principal. The photocopy of answer scripts and information regarding re-addition of marks is intimated to the candidate within 45 days.

There is no re-evaluation processes of the answer scripts, however in case of serious irregularities detected or printed out, the answer book has to be placed before a high level committee consisting of one member of the Board of Conducting examiners and one subject expert for assessment provided the difference in marks claimed is more than 10% of total marks in the paper. If the new mark awarded by the high level committee is more than 5% of the total mark, the new mark is accepted. The recommendation of the high level committee will be accepted under the approved of the examination committee/vice chancellor.