

**Model Regulation for Under Graduate Programme for
+3 (B.A/B.Com/B.Sc)
(As per CBCS System)
From the Session 2019-20**

ESTD. 1913

**SHAILABALA WOMEN'S AUTONOMOUS COLLEGE,
CUTTACK**

1. Outlines of Choice Based Credit System(Arts / Science / Commerce stream)

Core Course (14 papers) for Bachelors degree in a particular discipline:

The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course. In BA Pass course, MIL1, MIL2, English1 and English2 are also core courses. The Institution/student may refer to the Corresponding Language syllabus for the same.

Discipline Specific Elective (DSE) Course (4 Papers)

Elective courses offered under the main discipline/subject of study is referred to as Discipline Specific Elective. The list provided under this category are suggestive in nature and each University has complete freedom to suggest additional papers under this category based on their expertise, specialization, requirements, scope and need.

Dissertation/Project: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work. A candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

Generic Elective (GE) Course (4 papers)

An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. **Universities can offer two papers each in two subjects as GE or four papers one subject. The BA pass course also offers 2 GE papers. Depending on the subject, GE1 and GE2 listed in each Honours syllabus may be used as models for the purpose.**

Ability Enhancement Compulsory Courses (AECC):

Paper I : Environmental Science.

Paper II :MIL Communication (English / Odia / Hindi / Sanskrit / Urdu / Telugu)

Skill Enhancement Courses (SEC):

These courses may be chosen from a pool of courses designed as per the availability of courses and faculty/suitability of the college ,to provide skill-based knowledge. The main purpose of these courses is to provide students life-skills so as to increase their employability. A Student opting for Honours would have to take two SEC and a student offering Pass papers would take four papers of SEC. Some of the subject syllabi have also provided options in SEC.

The Autonomous institution/University through its Board of Studies need to suggest the necessary qualifications for teaching of the ability and skill courses. However, as a general practice, Specific language teachers can be assigned to teach AECC2. Life Science Faculty can be assigned to Environment Studies, English Faculty for Communicative English, Mathematics faculty to quantitative aptitude and Logical Reasoning, computer science or IT faculty for ICT related courses, commerce faculty for financial skills etc.

An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC), 4 papers from a list of Discipline Specific Elective and **4 papers from one discipline or 2 papers each in two disciplines other than his /her core discipline.**

ELIGIBILITY

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.

Students ordinarily may be selected for admission through merit in the qualifying examination. DDCE would admit students on first come first serve basis. The Govt. of Odisha may lay down admission process for colleges under its control. Directorate of Distance & Continuing Education would decide its own admission policy.

2. DURATION:

Three years of degree programme will have six semesters. Odd semester (i.e. 1st, 3rd & 5th semester) is from 1st June to 30th November and the examination shall be held normally in the month of November. Even semester (i.e. 2nd, 4th & 6th semester) is from 1st December to 31st May and the examination shall be held normally in the month of April/May. However, the Final Semester shall be conducted in April and it is desirable that the result shall be published within **30 days and not beyond 45 days from the date** of completion of the examination. A student would be required to complete the course within six academic years from the date of admission.

3. COMPULSORY REGISTRATION:

- a. **Registration for the 1st semester examination is compulsory and will be at the time of admission.** All the students admitted in 1st semester of a college will compulsorily be registered by the University. A registration / examination card will be issued to candidates admitted and that will remain valid till completion of the course. There will be no need to issue admit card for every semester. The candidates fulfilling the attendance norms and other eligibility criteria will be allowed to appear the examination. Students will not be required to fill up any form for the University examination for regular papers. Examination Fee will be collected at the time of admission/readmission and affiliated Colleges will be required to send the appearing students list along with the requisite fees to the university before the cut off date for each semester. If a student does not appear for **all** the papers in both first and second semester examinations, his admission for the said course will be cancelled. Concerned universities will notify all fees to be paid before admission process.

- b. For students desiring to appear in any back paper(s), they would be required to fill up the examination forms. 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 2/3/4/5/6 may appear in those papers in subsequent semester examination within 6 years from the date of admission to that course. A student must clear backlog papers (failed) within 6 academic years starting from the year of admission batch.
- c. 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 Sem II. If he/she fails to clear this back paper in Sem II, he will get the next opportunity in Sem IV, Sem VI etc. only), This practice is to ensure earliest opportunity to the student as well as timely conduct of regular paper exams.

4. ATTENDANCE:

1. A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.
2. Condonation may be granted by the Principal (In case of affiliated Colleges) 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.
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.
4. Under no circumstance, the condoning shall be beyond 25%.
5. This clause shall not be applicable for Distance Education

5. DURATION OF THE EXAMINATIONS - MID SEMESTER & END SEMESTER:

The Choice Based Credit System (CBCS) examination shall be implemented in Semester pattern. Examination timetable for the odd semester will be communicated by 20th June and even semester by 7th December. Each semester examination shall consist of a **Mid-Semester (Internal) Examination** and **End Semester examination**. Mid Semester examination shall be conducted only for theory papers. End Semester Examination in theory papers carrying full marks **above 50** (e.g. 60, 75, 80 etc) shall be of 3 hours duration and practical shall be of **3 hours (for full marks carrying 25)**. On the other hand, theory papers carrying **50 marks or below** shall be of 2 hours duration.

6. MID SEMESTER EXAMINATION:

- 6.1. Mid semester examination will be of 01 hour duration for 20/15 marks (20 for subjects having no practical and 15 for subject with practical papers). There shall be no pass mark in Mid Semester examination. The type of questions will be decided by the college authority.
- 6.2. The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). 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.
- 6.3. The College has to conduct the Mid Semester Examination between 15th September to 30th October for 1st, 3rd, & 5th Semester and in between 1st March to 15th March for 2nd, 4th, & 6th

Semester respectively and will feed the marks online under the University/College Examination management System within 15 days from the date of examination. In case of Mid Semester examination of Semester-I, marks shall be fed by 30th November.

- 6.4. The College authority will preserve the answer script of the Mid Semester and End semester examinations for 06 months from the date of publication of result of concerned semester for reference.
- 6.5 A student has to appear the Mid Semester Examination. Absence in a Mid Semester paper will be declared as failed in that Paper. A student who was absent in the Mid Semester examination during both the chances but has passed at the University End Term examination shall be treated as failed in that Semester. Such candidates would be required to appear the Mid-Semester Examinations in subsequent semester.

7. MARK DISTRIBUTION:

A. Subjects Without Practical :

Mid Semester	End Semester	Total
20	80	100

B. Subjects With Practical :

Mid Semester	End semester		Total
	A-Theory	B-Practical	
15	60	25 (20 + 05 (Record))	100

C. Projects: The mark distribution would be subject specific. In general, the Project report will carry 80 marks and viva voce/Seminar will carry 20 marks. The report marks will be subdivided as : Introduction and context : 10 marks; Literature survey: 10 marks; Actual project work methodology : 20 marks, Results, discussion, critical analysis: 10 marks; Clarity of thought and aesthetics of report : 10 marks

8. POLICY ON DSEPAPERS

- DSE – 4 for Honors students (6th Semester) will be a paper like the other three DSE papers. For students who have secured 60% in aggregate or above (or equivalent CGPA) in their first **three semesters**, colleges can exercise the option of offering a project to such students. Unless explicitly indicated in the respective subject curriculum, the recommended marking scheme will have about 60 % in the project report 40% in a Seminar cum Viva Voce). The Project paper will not have Mid Semester Examination and it will be **evaluated by an Internal Examiner specified by the college.**
- DSE Papers for Honours. Students may or may not have the Practical component** as proposed by the respective Board of Studies. If there is no practical, **tutorial classes are allotted as per the 5+1 formula.**
- Individual faculty of the college are to prepare the list of probable project topics under their guidance for a batch in the beginning of the fifth semester to facilitate the students and such list to be notified by the college for information of students. Evaluation of project shall be completed before the commencement of the End Semester Examination of Semester-VI .

9. GRADE SYSTEM IN EACH PAPER (MID +END SEM EXAM) IN A SEMESTER

9.1 GRADING SYSTEM

Qualification	Grade	Mark Secured from 100	Grade Point
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
	'C'	45-49	5
	'D'	40-44	4
	'F'	Below 40	0
Absent	'ABS'	00	0
Malpractice	'M'	00	0

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

- a. The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.
- b. For candidate in both Pass and Honours Courses securing 'B' Grade and above in aggregate in their first appearance will be awarded Distinction. However, students who could not appear at an examination due to they representing the University or State in Inter-University or Inter-State competitions in Games and Sports at national/international level or attending National level NCC/NSS camps will get one chance exemption for distinction.
- c. **FAIL/MP/HARD CASE** and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

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

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- CREDIT× GRADE POINT for each course item

CREDIT INDEX: \sum CREDIT POINT of course items in each Semester

CREDIT INDEX

$$\text{GRADE POINT AVERAGE} = \frac{\sum \text{CREDIT POINT}}{\sum \text{CREDIT}}$$

$$\text{SEMESTER GRADE POINT AVERAGE (SGPA)} = \frac{\text{CREDIT INDEX for each semester}}{\sum \text{CREDIT}}$$

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\text{CREDIT INDEX of all semesters upto 6}^{\text{th}} \text{ sem}}{\sum \text{CREDIT}}$$

9.3. Paper Type, Subject, Credit, Grade, SGPA & CGPA in the last semester result shall be reflected in the Grade Sheet.

9.4 The details of grading system shall be printed on the backside of University Mark-sheet.

9.5 **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 of the University.

Case a. Equivalent Percentage of Mark = (CGPA – 0.50) × 10 ; for 4 < CGPA ≤ 10

Case b. Equivalent Percentage of Mark = CGPA × 10 for CGPA ≤ 4

9.6 **Illustration of Computation of SGPA and CGPA and Format for transcripts of Courses :**

A. **B.A. / B.Sc. / B.Com. Honors Course (The Actual Semester wise course organization is also available in individual syllabus.**

Course	Credit	Grade Letter	Grade Point	Credit Point = (Credit × Grade Point)	SGPA = (Credit point/ Credit)
Semester I					
C-1	06	A	8	48	
C-2	06	B+	7	42	
AECC-1	04	B	6	24	
GE-1	06	B	6	36	
Total	22			150	6.8 (150/22)
Semester II					
C-3	06	B	6	36	

C-4	06	C	5	30	
AECC -2	04	B+	7	28	
GE-2	06	A+	9	54	
Total	22			148	6.73 (148/22)
Semester III					
C-5	06	A+	9	54	
C-6	06	0	10	60	
C-7	06	A	8	48	
SEC-1	04	A	8	32	
GE-3	06	0	10	60	
Total	28			254	9.07 (254/28)
Semester IV					
C-8	06	B	6	36	
C-9	06	A+	9	54	
C-10	06	B	6	36	
SEC-2	04	A+	9	36	
GE-4	06	A	8	48	
Total	28			210	7.5 (210/28)
Semester V					
C-11	06	B	6	36	
C-12	06	B+	7	42	
DSE-1	06	0	10	60	
DSE-2	06	A	8	48	
Total	24			186	7.75 (186/24)
Semester VI					
C-13	06	A+	9	54	
C-14	06	A	8	48	
DSE-3	06	B+	7	42	
DSE-4	06	A	8	48	
Total	24			192	8.0 (192/24)

GRAND TOTAL	148			1140	7.7(1140/148)

Consolidated SGPA table for six semesters :

Sem – I	Sem – II	Sem – III	Sem – IV	Sem – V	Sem - VI
Credit : 22 SGPA : 6.8	Credit : 22 SGPA : 6.73	Credit : 28 SGPA : 9.07	Credit : 28 SGPA : 7.5	Credit : 24 SGPA : 7.75	Credit : 24 SGPA : 8.0

Thus, **CGPA** = $(22 \times 6.8 + 22 \times 6.73 + 28 \times 9.07 + 28 \times 7.5 + 24 \times 7.75 + 24 \times 8.0) / 148 = 7.7$

C. Schedule of Teaching :

Course	Max mark	No. of periods per week	Total hours required for completion of each paper of the course
CORE/GE/DSE/DSC	100	6	50+10
CORE/GE/DSE/DSC	75	4	40
AECC	100	4	40
SECC	100	4	40
PRACTICAL	25	1 practical class	20
Dissertation or Project as DSE -IV	100	Self study	--

D. Eligibility of departmental teachers to teach AECC and SEC papers :

Course	Name of the course	Teachers of the dept eligible to teach
AECC	Environmental study	

AECC	MILCommunication(Eng/Odia/Hindi/Sans/Urdu/Telugu	Concern Language dept
SEC Spl.	Quantitive Aptitude and Logical Reasoning	Mathematics/Computer Science
SEC	Modern office management	Computer Science/Commerce
SEC	Leadership and personality development	Psychology
SEC	Financial Literacy and Banking	Commerce
SEC	Data analysis and computer application	Computer Science
SEC	Fashion Technology	Home Science

Universities may introduce the above all/some SEC courses or design new course . In case any new course under SEC is designed by the University, the departmental teachers eligible to teach it should be spelled out.

10. REPEAT EXAMINATION:

- 10.1** A student has to clear back paper(s) (if failed) by appearing at subsequent /alternate semester examinations within **six academic years** from the year/session of admission. (refer Clause 3)
- 10.2** A student may appear in improvement (having passed in that paper) in any number of papers **ONLYONCE** in the next semester examination.

11. CREDIT/GRACE/HARD CASE RULE:

11.1 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.

11.2 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.

11.3 HARD CASE RULE

- (a) 2% of the total as grace mark subject to maximum of 5 (five) marks in single paper shall be given to pass in a semester. This shall be applicable in each semester. (** maximum 8 mark out of total 400 and 10 mark out of 500 per Semester*)
- (b) Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'B' Grade in 6th semester in aggregate. This is applicable provided the candidate has not availed grace mark under Clause-11.1.

- (c) Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'B+' Grade in 6th semester in aggregate. This is applicable provided the candidate has not availed grace mark under Clause-11.1.

12. EXAMINATION QUESTION PATTERN

- 12.1 The duration of end semester examination is as reflected in Clause No.5 above.
- 12.2 For subjects other than language subjects and without having practical, full marks are 100 per paper out of which 20 marks are allotted for Mid-Semester Examination (Internal) and 80 marks are for end semester examination.
- a. The question papers shall be divided into four parts
 - b. Part I will carry 12 one mark questions in the form of fill in the blanks and one word answer. (12 marks)
 - E. Part II will carry 10 two mark questions of which 8 have to be answered. The answer should be within two to three sentences maximum. (16 marks (8X2))
 - F. Part III will carry 10 three mark questions of which 8 have to be answered. The answer should be within 75 words maximum. (24 marks (8X3))
 - G. Part IV will carry 4 seven mark 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. (28marks (7X4))
- 12.3 For subjects other than language subjects and with practical, full marks are 100 per paper out of which 15 marks is allotted for Mid- Semester Examination, 60 marks is for End Semester Examination and 25 marks is for practical.
- a. The question papers shall be divided into four parts
 - b. Part I will carry 8 one mark questions in the form of fill in the blanks and one word answer. (08 marks(8X1))
 - c. Part II will carry 10 one point five mark questions of which 8 have to be answered. The answer should be within two to three sentences maximum. (12 marks (8X1.5))
 - d. Part III will carry 10 two mark questions of which 8 have to be answered. The answer should be within 75 words maximum. (16 marks (8X2))
 - e. Part IV will 4 numbers of six mark 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. (24 marks (6X4))
 - f. Practical will carry 25 marks out of which 05 will be for records, 05 for viva voce and 15 for the core experiment.
- 12.4 For Language courses like Odia, Hindi, Sanskrit, English, the question pattern and marking scheme will be as given in the respective curriculum. For
- 12.5 For Autonomous Colleges, each department shall have a designated Teacher in-charge of Examination to be decided by the Principal in addition to the Controller of Examinations of the College. For non-autonomous college, the principal or the teacher nominated by the principal will be responsible for conducting examinations.

- 12.6 Suitable modifications may be made by the Autonomous Colleges keeping in view the UGC Guideline for Autonomous Colleges, University as well as state government's Guidelines from time to time. .
- 12.7 The board of studies in each subject are required to prepare Question Banks in each paper and submit it to the controller of Examination.

13. MINIMUM PERCENTAGE AND MARKS TO BE SECURED FOR PASSING:

13.1 Paper without Practical :

Mid Semester	End Semester	Pass Mark – End Semester	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 Semester(University Examinations) Total Mark: 80, 30% out of 80 (i.e. 24 mark)
- 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 examinations, the student will be declared fail in that paper, though she secures pass mark in theory papers.

13.2 Paper with Practical :

Mid Sem	End Semester				Total	Paper Pass Mark
	A-Theory	Pass Mark A-Theory	B-Practical	Pass Mark B-Practical		
15	60	30% out of 60 (i.e. 18 mark)	25	40% out of 25 (i.e. 10 mark)	100	40 out of 100 By taking (i.e. Mid-Sem + End Sem Exam + Practical)

- End Semester(University Examinations) : Total Mark: 60, 30% out of Total Mark(i.e. 18 mark)
- Minimum pass mark for practical paper is 40%.
- 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 examination, student will be declared fail in that paper, though he/she secures pass mark in theory and practical paper.

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

14. EVALUATION RESPONSIBILITY

14.1 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.

14.2: 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 of the college shall have the right/power to change the Mid Semester marks awarded by a teacher. However, if the Principal is convinced that the Mid Semester marks awarded 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.
- (c) Internal examiners for practical subjects should be appointed from among the teachers of the department eligible as per University statute on rotation basis and no single teacher be appointed for all the papers of a particular examination as far as possible.

15. DISCIPLINARY ACTION AGAINST UNFAIR MEANS IN EXAMINATIONS

A student adopting malpractice and/or showing any indiscipline behavior, violating code of conduct [Which includes: Use of programmable calculators, mobile phones(except the paper in which it is asked to use such tools)/ 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 University with a copy to the parents/guardians or a notice in the official website of the University for the first offense.**
- b. **For repeated offense as described above in subsequent semester 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 University/college.**

16. RE-ADDITION/RE-CHECKING AND UN-EVALUATED PORTION:

- 16.1 A Student may apply through his/her college for Re-addition/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 photocopy of answer scripts and information regarding re-addition of marks will be intimated to the candidate within 45 days.

16.2 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 Board of Conducting Examination. 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 to be accepted. The recommendation of high level committee will be accepted under approval of the examination committee/Vice-Chancellor.

17. GRADE SHEET:

At the end of 6 (six) Semester, a Grade sheet shall be made available to each student as per **Clause 8.1**. However, if a student requires additional copies, he/she should apply through the college with prescribed fees. Provisional Grade sheets for each semester will be sent to the Colleges through online mechanism. The final Grade sheets for each semester along with provisional certificate will be provided by the University at the end of the course i.e. after 6th Semester Examination.

18. UNIVERSITY REGISTRATION CARD:

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 under the University.

In the event of a student losing his/her University Registration Card, he/she should immediately lodge a FIR in the nearest Police Station. She should apply through the College for issue of duplicate Registration Card with prescribed fee. The application form will be made available in the University counter/website. The application form accompanying the copy of FIR and prescribed fee and recommended by the concerned principal should be sent to the Controller of Examination, of the concerned Universities by Speed Post/Registered Post.

19. AUTONOMOUS COLLEGES:

The College will follow these regulations from the admission session 2019-20 onwards. The Semester wise results of college will be prepared by their respective Controller of Examinations (as per this regulation) and submitted to the University for approval of the Vice-Chancellor and publication of results.

20. PRINCIPLES FOR AWARD OF MEDALS:

The University shall award University Rank after taking in to account the aggregate (including all subjects i.e. (core, DSE, AECC, SEC, GE) score of toppers in each Bachelor Honours subject amongst all the affiliated colleges. The University shall preserve the script of the final semester for all the toppers for nine months. Among these, whoever secures the highest CGPA in aggregate shall be declared best Graduate under a stream (BA Hons./B.Sc. Hons./B.Com. Hons.etc.)

Student transferred after 1st semester examination cannot be given position or medal under autonomous colleges. Students who have been granted credit waiver under credit transfer system can't be awarded Gold medal or position.

20.1. Eligibility for Award of Degree

A candidate will be eligible for award of BA/B.Sc./B.Com degree if s he satisfies all the following conditions:

- a. Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points in all Semester.
- b. Has secured a minimum Cumulative Grade Point Average.

20.2. Criteria for best Graduate

- a. The best graduate winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year.
- b. For best graduate more than one candidate may be declared Joint winner if they have same CGPA.
- c. Student appearing for Back/Improvement/Reappear Examination shall not be considered as best graduate. This will not be applicable to the exemption given to students missing examination due to participation in National/International events by officially representing the State or the country.
- d. Students who availed hard case benefit in any semester examination shall not be considered.

21. COMMITTEE FOR CREDIT TRANSFER:

There should be a committee consisting of the following officials to consider all cases of credit transfer:

- | | | |
|--|---|----------|
| 1. Chairman, P.G. Council | - | Chairman |
| 2. Director, College Development Council | - | Member |
| 3. Controller of Examinations | - | Member |
| 4. Deputy Controller of Examinations | - | Convener |

22. RE-ADDITION OF MARKS AND PHOTO COPY OF ANSWER SCRIPTS:

- 22.1 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 concerned with application fees as applicable for re-addition of marks per paper and for photo copies 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.
- 22.2 All the Principals of the college are to provide prescribed application form of the University to the students of their college downloading from the website of the concerned Universities and receive the said application dully filled by the candidate with the prescribed fee within 15 days from the date of publication of the result. After completion of 15 days from the date of publication of the result, a list of applicants specifying Sl.No./Roll No./Subject-Paper/Name of the valuation zone for re-addition/rechecking of marks or obtaining photo copies of answer scripts must be prepared valuation zone/college wise and the same list to be send to the controller of examination of the concerned University along with the application fees received from the student as demand draft made in favor of the Comptroller of Finance or through electronic transfer (as applicable) of the concerned University within five days from the last date of receiving such applications.
- 22.3 All the Zone Supervisors of the concerned valuation zone colleges are required to keep all the valued answer scripts of their zone for four months with them from the date of publication of the concerned result and accept all the applications in prescribed forms for

supply of photo copies/re-addition of marks from the concerned section of the University. They must supply of photo copies/re-addition of marks and reply verifying the valued answer scripts by the zone supervisor of their Colleges/valuation center to the controller of examination of concerned University for compliance to the Principal of the concerned college within two months after the receipt of application from the University.

22.4 All the Zone Supervisors will be provided 60% of amount as advance received from the students. Any discrepancies detected during the re-addition of marks are to be brought to the notice of the Controller of Examinations for revision of marks at University level. After completion of four months from the date of publication of the result ,all the valued answer scripts/list of application form for re-addition of marks/ obtaining photo copies of answer scripts/bills vouchers thereof/balance amount to be submitted to the University (Balance amount to be deposited as Bank Draft in favour of the Comptroller of Finance,of the Universities or transferred to his account through e-transaction.No student shall be entertained for any enquiry pertaining to the above process at the University level.

Any contingency/question arising out the Regulation or not covered under the above Regulation shall be referred to the Controller of Examinations and decision shall be taken under approval of the Vice-Chancellor.

Controller of Examinations