

EXAMINATION MANUAL

1. **Nominal Rolls:**

- After the admissions are completed as per the schedule for the academic year, the Academic Coordinator shall send the list of admitted candidates to the Controller of Examinations.

2. **Examination Process:**

- A Notification will be issued by the Controller of Examinations calling for the Examination Application Forms from the eligible candidates, as per the regulations in force and receive the completed Examination Application Forms from the eligible students of the college along with prescribed Examination fees within the stipulated time as mentioned in the Notification.
- The students are also required to submit copies of the marks memos of the previous semesters.
- The Examination Forms received by the Controller of Examinations will be scrutinized and if any errors are found, such forms will be returned to the students for re-submission.
- The Controller of Examinations shall prepare and display the Examination schedule at least 15 days before the commencement of the Examinations.

3. **Issue Of Hall Tickets:**

- The Controller of Examinations shall make arrangements for the issue of the hall tickets only to the eligible candidates who have undergone the regular course of study with 75% of attendance and fulfill other requirement as per the rules.
- The Principal, on the recommendation of the Controller of the Examinations may condone the deficiency in attendance as per rules in the special cases like:
 - I. The students who have attendance between $\geq 65\%$ and $< 75\%$ on medical grounds are allowed to write the examinations.
 - II. The student who have attendance above 50% and less than 65% there is a provision to write the examination under the provision of paying condonation fee.
 - III. The students who do not satisfy the requirements of attendance shall not be permitted to take Internal Assessment as well as the Semester End Examinations.
- The Controller of the Examinations will prepare the 'D' Forms Session wise and paper wise of the candidates appearing for the examinations.

4. **Appointment, Functions and Duties of Examinations Officers:**

- The Principal is the Chief Superintendent for all the Examinations.
- The Controller of Examinations with the help of the Academic Coordinator shall prepare the list of the required number of invigilators and other staff as per the norms to conduct the examinations.
- The required number of invigilators and other staff are appointed as per the norms. He/she is expected to keep in view the integrity, honesty and efficiency of persons while drafting them for examination duty.

4.1. **Principal/Chief Superintendent:**

- The Chief Superintendent shall convene a meeting of all personnel involved in the conduct of examinations, give them instructions to ensure the conduct of the Examinations in fair manner and instruct them to be punctual, alert & strict in conducting the Examinations. Copies mentioning the duties of the invigilators shall be given to all the invigilators.
- The Controller of Examinations should ensure the availability of the required stationery like Main Answer books, Additional Answer Books, presentee statements, proforma of the Malpractice Report, TA/DA bills etc. well in advance. He shall make proper seating arrangements for the examinees by marking their Hall Ticket number on their respective seats. He shall also take necessary care to see that the Examinees are seated in a manner so as to render all communications between them impossible. The seating plan should be displayed in a prominent and accessible place to all the examinees before the commencement of the examination.
- The Controller of Examinations shall be personally responsible for safe custody of the question paper packets, answer books and additional answer books.
- The Controller of Examinations shall arrange to keep the doors of the Examination Halls opened at least 45 minutes before the time specified for commencement of the examination and ensure removal of any incriminating material, from the examination Halls and other places in the premises.
- The Controller of Examinations shall arrange for checking the examinees at the entrance and permit only legitimate candidates into the premises on production of the Hall tickets of examination after removing incriminating material, if any, found in their possession.
- The Controller of Examinations shall not permit a candidate to write any examination for which he is not registered to the hall ticket issued to her.

- **The Controller of Examinations shall not permit an examinee into the examination Hall after half-an-hour from the time of commencement of the Examination. The Controller of Examinations shall ensure marking of attendance of all the examinees present at an examination in all examination halls after half-an-hour from the commencement of examination by duly verifying the identity of the candidates with the D-Form. COE shall arrange to prepare attendance and absentee statements pertaining to all the candidates allotted to his/her center.**
- The Controller of Examinations shall arrange for collection of the Answer Books from the halls at the expiry of the time allotted for an examination.
- The original copy of the respective 'D' forms, and presentee statements should be kept in safe custody.
- The Controller of Examinations shall have the power to expel an examinee from the examination Hall temporarily or permanently on any of the following grounds:-
 1. Causing nuisance or disturbance at the center.
 2. Indulging in malpractice in the examination.
- The Controller of Examinations shall be present in person in the premises of examination center during the entire Examination.
- If any invigilator indulges in any unfair, unlawful and illegal practices, stern action must be taken against such invigilator by the Controller of Examinations. The Controller of Examinations shall prepare a report of all the malpractice cases booked in the college in the prescribed proforma along with the explanations of the candidates concerned. If any candidate refuses to give the explanation, the same may be recorded in the report. The COE shall maintain the account of main Answer Books and Question paper used day-wise and session-wise on conclusion of the examination.

4.2 Academic Coordinator:

- The Academic Co-ordinator shall coordinate with the Controller of Examinations and ensure declaration of results without mistakes.

4.3 Invigilators:

- All members of the teaching staff of the college including those shall be available for supervision of examinations.
- Generally the teachers of the college shall be eligible for appointment as Invigilators. However, in case of necessity, librarian or physical director can also be drafted as Invigilators.

- Invigilators shall report to duty at least half-an-hour before the time specified for commencement of an examination.
- Invigilators who are assigned “Gate duty” shall properly check the candidates at the entrance and permit them into premises only on production of valid Hall Tickets and after removal of all incriminating material from their possession.
- Invigilator shall open the inner cover of the Question Papers given to them in the Examination Hall just five minutes before the commencement of the examination, after thoroughly satisfying themselves that the question paper pertains to the examination being conducted.
- Invigilator shall not allow examinees into the Examination Hall after half-an hour from the time of commencement of the examination.
- The Invigilator is required to
 1. Distribute the Answer Books, Question Papers when a candidate takes the seat assigned to him/her.
 2. Verify the identity of an examinee with the Centre copy of the Hall Ticket. The Invigilator must verify the Hall Ticket Number written on the main answer book in the place provided by comparing digit by digit with the number written on hall Ticket and put his/her full signature with date, compulsorily.
 3. Take attendance after half-an hour from the commencement of the examination.
 4. **Prepare Presentee and Absentee Statements, paper wise, subject wise and medium wise. This is very essential particularly for the scripts in the media other than English and Telugu.**
 5. Collect the Answer Books from the candidate on expiry of the time allotted for an examination and arrange them in ascending order of Hall Ticket Numbers.
 6. Receive the Answer Books from the candidate who wish to hand over the same during examination hours.
 7. Take all measures to prevent examinees from including in malpractices.
 8. Report the cases of malpractices detected by him/her or reported by the Observers/Squads as per the procedure laid down in this regard and take further action.
 9. Render account of Answer Books, additional Answer Books and Questions Papers given to her.

10. Not to permit any candidate to go out of the Examination Halls until half an hour is completed after the commencement of the examination.
11. The invigilator should hand over the unused Main Answer Books and Question papers to the Controller of Examinations after half an hour from the commencement of the examination.
13. An Invigilator shall remain in the Examination Hall during the time, without making alternate arrangements.
14. During the course of an examination, Invigilators are expected to keep on moving in the respective Examination Halls and they shall not engage themselves in reading/conversation/any work other than supervision of examination.
15. Use of cell phones, Walkman, laptop, Palm Top or Digital Diaries or similar articles and listening to radios, Transistors by the Invigilators and the examinees is strictly prohibited during the examination.
16. In case an Invigilators feels that it is necessary to permit a candidate to leave the Examination Hall for a brief period during the examinations hours (for attending to nature calls) he/she shall be permitted by provoking an escort. The Invigilators may fix the time for return of candidate. Failure on the part of the candidate to return within the specified time will entail him/her to be expelled from the Examination Hall for the paper.
17. Use of Programmable calculators is strictly prohibited.

4.4. Observers and Squad Members:

- The Principal shall appoint flying/sitting squads/observers following the procedures laid down by the affiliating university for appointment of such members where ever necessary for monitoring and ensuring fair and clean conduct of examinations in the college.
- The squad member should contact the Chief Superintendent/Principal of the college and disclose their identity and only then visit the Examination Halls. Direct confirmation either with the Controller of Examinations or Invigilators must be avoided.
- **Following are the duties of the Squad Members:**
 1. To verify Physical facilities provided at the Examination Center (Proper seating arrangements in the Examination Halls, provision of toilets, drinking water, etc.). If arrangements are not proper, this may be brought to the notice of the Chief Superintendent.

2. The staff on duty (Invigilators) who are found indifferent towards their duties may be brought to the notice of the Chief Superintendent.
3. Candidates who are writing the examination and are found with forbidden material in the Examination Hall, toilets or in the college premises during the timing of examinations shall be immediately handed over to the Chief Superintendent for booking under malpractice. Misbehavior of the examinees with the staff on duty may be brought to the notice of the Chief Superintendent.
4. Under no circumstances, the candidates found with forbidden material shall be let off even though there is a resistance from the candidates and the same may be reported to the Chief Superintendent.
5. The day-wise strength particulars and Absentee statement may be verified by the squad members.

1. Malpractice Cases:

- A candidate including in any unfair /illegal practices during or after the examination is deemed to the committed malpractice and is liable for punishment as per schedule of punishment presented in page no.
- The Answer Books of the examinees who have been caught while indulging in Malpractices shall be registered by the controller of examination along with the following documents:
 1. Hall Ticket of the candidate in original:
 2. Forbidden material (if any) seized from the candidate. The forbidden material shall contain the Hall Ticket Number of the candidate, the signature of the Candidate and invigilator/Squad Member:
 3. The report of the invigilator/Squad Member:
 4. Explanation of the candidate if available:
 5. Report of Malpractice duly filled in the prescribed Performa.
 6. A copy of seating plan of the examination hall in the candidate had appeared for the examination.
- In case the examinee runs away from the Exam Hall along with Answer Book, immediately an FIR shall be lodged with the nearest police station having jurisdiction and the candidate shall be booked under malpractice and a copy of FIR shall be enclosed with the M.P. Report and the candidate be debarred for the rest of the examinations.

1.1.Malpractice Committee and its Functions:

- All instances of malpractices relating to the Examinations, detected and reported by Flying Squads/Observers/invigilators/Valuers/Tabulators shall be examined and disposed of by a Malpractice Committee appointed by the Principal. The Malpractice Committee shall award punishment, if in its opinion the guilt of the Candidates is established by the

evidence available, such as, the prohibited material, reports of Controller of Examinations, Invigilators/Squad Member/Observer and explanation of the candidate admitting his/her guilt.

- In case a candidate denies the allegation against him/her, or if the Committee feels it desirable, it shall fix a date, time and place for holding an enquiry and give at least seven days notice to the candidate to give him/her an opportunity of being heard, by sending the information by post, to the address given in the Examination Application Form. On the date and time mentioned in the notice, the Committee shall meet at the place mentioned in the notice and hear the candidate, if present. The Committee thereafter shall take a decision in the matter. No candidate shall be permitted to represent his/her case before the committee through a person other than himself/herself.
- If an examiner reports to the Controller of Examinations indication of act of unfair means, which could be, detected during the course of valuation of Answer Books the same shall be referred to the chairman, Board of studies to determine if there is a prima facie case. If the chairman is satisfied that there is a prima facie case, it shall be referred to the Malpractices Committee. If the Chairman, Board of studies decides otherwise, the Controller of Examinations shall have the option to refer it to the committee of malpractices. The Malpractices Committee shall make appropriate recommendations in the matter to the Chief Superintendent after getting the Answer Books revalued, and giving a reasonable opportunity to the candidate(s) to defend. However no such opportunity is to be given to the candidate(s) if it is a group malpractice.
- In case it is brought to the notice of the college at any stage after the examination, that a candidate is suspected to have indulged in malpractice, her case shall be referred to the Malpractices Committee by the Controller of Examinations. The Committee on the basis of such evidence, as is made available to it, and after giving a reasonable opportunity to the candidate to defend herself shall recommend the punishment to be awarded to her or them, if any.
- If a candidate is found guilty of Malpractice after declaration of the results, the result shall be cancelled besides awarding her the punishment that would have been awarded to her, had the facts come to the notice of the college before the declaration of the results.
- Any other act of unfair means, misconduct by an examinee during the course of or after examinations, not contained in these provisions shall be dealt with by the Malpractices Committee following principles of natural justice and make suitable recommendation to the Principal for necessary action.

Schedule of the Nature of Malpractice and the Punishment there on

1	Possessions of the prohibited (written or printed) papers, books, notes during the examinations period but which were not used.	Shall be debarred from appearing at the subsequent papers of the Exam. Apart from cancelling the result of the examinations in which he/she had indulged in malpractice.
2	Matter relevant to the examinations being written on any part of the body or on the clothes worn, or in the instruments, wrapping etc.	--do--
3	Attempting to take held from any prohibited papers, notes, written or printed matter, writings on the walls, furniture and attempting to take help from or giving help to other regarding answer to any question or questions of the examination paper.	--do--
4	Taking help from or consulting of prohibited written of printed material; consulting and / or taking help from or helping other examinee during the examination period inside the Examination Hall or outside it: with or without their consent, or helping other candidate to receive help from anyone else.	--do--
5	An examinee who attempts to disclose his/her Roll Number at a place other than the place prescribed for it, or by writing his/her name or any coded message or an examinee who makes an appeal to the examiner in the answer book	Cancelling the result of that paper
6	Writing such as invocation of God's name in any form	To be ignored
7	Writing on the question paper or other papers: the answer to questions, rough work etc., with no intention of passing it on to another examinee.	To be warned not to do so
8	Using abusive and obscene language in the answer book	Cancellation of the result of the paper.
9	Examinee allowing or destroying prohibited material found in his possession or acting in any other manner with a view to destroying evidence.	Cancellation of the result of a Examinations taken or proposed to be taken during that session and prohibiting his/her admission to the continuation in any course of that University for a period of one year.

10	Refusing to obey instructions of the Controller of Examinations/ Invigilator.	Cancelling the result of that paper.
11	Smuggling an answer book/additional answer book/matter into or out of the Examination Hall	Cancellation of the result of examinations taken or proposed to be taken during that session and prohibiting his/her admission to or continuation in any course of the University for a period of one year.
12	Inserting in or removing from the Answer Books/additional answer book of any sheet.	--do--
13	Submitting wholly or partly an answer book/additional answer book.	--do--
14	Impersonation even at a single Examination.	To be dealt with as per law.
15	Cases of examinees conspiring to inter change the Hall Ticket Nos.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for a period of one years.
16	Creation of disturbance or otherwise misbehaving in and around the Examination Hall during before the examination.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for a period of two years.
17	Guilty of assaulting/abusing/intimidating any person connected with the examination work any time before, during or after the examination.	Cancellation of the result of all examinations taken or proposed to be taken during that session and prohibiting their admission into or continuation in any course of study for a period of two years.
18	Punishment for Malpractice not defined here would recommended on the merits of the individual cases by the Malpractice committee.	

Note: Definition: 'Examination' in this context refers to all the papers taken by the candidate on the same Hall-ticket.

- **All disputes are subject to the jurisdiction of the Courts in twin cities of Hyderabad & Secunderabad only.**

6. Post Examination processing:

6.1 Valuation:

- Soon after the conclusion of a particular session, the Answer Books shall be received by the Controller of Examinations with the help of the Academic Coordinator from the Invigilators of the Exam Halls. These Answer Books shall be arranged subject wise, medium wise and in ascending order of Hall Ticket Number.
- The Controller of Examinations shall personally check each Answer script with the printed 'D' form & Presentee statement. Additions, if any, may be included in the Printed 'D' form.
- The Controller of Examinations shall certify the correctness of the 'D' form & the Presentee statement.
- The Answer Scripts shall be packed, and sealed and sent to the External Examiners approved by the Board of Studies of the respective departments. The Controller of Examinations shall also ensure sending examiner appointment orders to the external examiners.
- The original 'D' form and the original presentee statement should be preserved in the Examination Branch.

6.2 Scrutiny:

- The valued answer scripts are scrutinized by the college teachers to identify any errors in the process of valuation.

6.3 Declaration of Results:

- As soon as the valuation process is completed, the marks are tabulated and results declared after getting the approval of the Results Committee comprising the following members:
 1. Principal
 2. Controller of Examinations
 3. Academic Coordinator
 4. HOD's of Department
- The results are declared by the Controller of Examinations, Osmania University.
- The Memorandum of Marks, the Consolidated Memo & Provisional certificates will be issued by the college after the declaration of the results.

- The Controller of Examinations and the Academic Coordinator shall verify all the entries in the memos with the help of Nominal Rolls before issuing the Memos to the respective candidates. **The defective Memos, if any, shall not be issued to the candidates, but shall be returned to the Controller of Examinations for necessary corrections.**

6.4 Revaluation and Recounting:

- There is a provision for Revaluation/Recounting of the answer scripts in all the courses.
- A candidate may apply for revaluation of one or more papers in the prescribed application form available in the examination branch of the college along with the prescribed fees on or before the last date notified by the Controller of Examinations.
- If the discrepancy between the original marks and the revalued marks is 10% or more of the maximum marks of that paper, the revalued marks shall be taken as final and awarded to the candidate, and the result will be declared accordingly.
- On the request of the student there is a provision to give photocopy of answer script by paying an amount of Rs. 500/- through Online Payment.

7. Conduct of Practical Examinations:

- The Controller of Examinations with the help of the Academic Coordinator shall prepare and announce the schedule of practical Examinations.
- The Controller of Examinations shall appoint Internal Examinations for the respective subjects and also instruct the persons in-charge of all the Depts. to prepare the various materials/chemicals/specimens for the ensuing examinations. The Controller of Examinations shall also instruct all the internal Examiners to personally write the correct and complete hall ticket Numbers of the Examinees on the Award List which should tally with the Hall Ticket Numbers written by the candidates on practical Answer Scripts.
- The Controller of Examinations shall appoint the external examiners for all subjects and the same be intimated to the Principal. Letters of appointment shall also be sent to the external examiners well in advance with the instructions that the detailed time tables shall be sent to them by the Principal. The External examiners shall be instructed to report for examination duty on time.
- If an external examiner does not report to the college alternative arrangements may be made by the Principal.
- The External and Internal Examiners shall verify the marks posted in the Original & Duplicate Award List, both in words and figures and write their names and addresses and put their signatures on the Award Lists.

- Soon after completion of all the Practical Examinations, the Controller of Examinations should make arrangements for preserving the Practical Answer books along with original 'D' forms.
- In order to conduct the Practical Examinations in a smooth manner, the College follows the Question bank system introduced by Osmania University in different Science and Commerce subjects.

8. Accounts and Exam Bills:

- After the completion of the examinations, the Controller of Examinations shall get the Bills prepared in the prescribed proforma. The Bills should be prepared strictly as per the rules and the scale permitted for drafting the examination personnel, should be adhered to, strictly. The Bills should be prepared in duplicate & should invariably be fully vouchered.
- The accounts with regard to expenditure, remuneration incurred in connection with conducting of exams should be properly maintained.

9. Maintenance of Account of Stationery & Question Paper:

- The account of Main Answer Books and Additional Answer Books is to be maintained by the Controller of Examinations in the prescribed proforma.

10. Student Support Services:

- Examination Branch will enable students to submit application forms for issue of Memo of marks, Provisional Certificate, Consolidated Memos, Degree Certificate etc., The applicant should obtain receipts with due dates.
- Information with regard to Fee particulars and procedure for filling the application is also provided at the counters.
- The details of Fee particulars are also displayed prominently near the counters.

11. Memorandum of marks:

- A candidate desirous of obtaining a memorandum of Marks has to submit an application addressing the Controller of Examinations while furnishing the following information:
 1. Name of the Candidate
 2. Name of the Course
 3. Year of Examination appeared
 4. Hall Ticket Number
 5. Full Postal Address

12. Original Degree certificate:

- They have to apply for Original Degree online from the Osmania University website.

13. Provisional Certificate

- A written application addressed to the Principal be submitted along with a Fee Payment receipt for the prescribed fee issued by any nationalized Bank drawn in favour of the Principal, GDC (W), Begumpet enclosing Xerox copies of Memorandum of Marks.

14. Migration Certificate:

- A written application addressed to the Principal be submitted along with a Fee Payment receipt for the prescribed fee issued by any nationalized Bank drawn in favour of the Principal, GDC (W), Begumpet enclosing Xerox copies of Memorandum of Marks.

1. Xerox copies of memorandum of marks.
2. Online payment receipt for the prescribed fee issued by any nationalized Bank drawn in favour of the Controller of Examinations, O.U. payable at SBH, OU branch, Hyderabad.

15. Consolidated Memorandum of marks:

- A written application addressed to the Principal be submitted along with a Fee Payment receipt for the prescribed fee issued by any nationalized Bank drawn in favour of the Principal, GDC (W), Begumpet enclosing Xerox copies of Memorandum of Marks.

16. Duplicate Hall Ticket:

- Duplicate Hall Ticket may be obtained by submitting an application to the Controller of Examinations along with a Demand Draft of prescribed fee issued by any nationalized Bank of favour of Principal, Government Degree College for Women, Begumpet.

17. Duplicate Degree Certificate:

- There is no provision to issue a Duplicate Degree Certificate. However, in case the original Degree Certificate is lost/damaged, a **CERTIFICATE** is issued in lieu of the lost / damaged Degree Certificate. The prescribed Application Form to obtain the said **CERTIFICATE** is available in the Examination Branch. The Application form has to be submitted to the Principal with the following enclosures:

1. Original Police Enquiry Certificate to the effect that the original Degree Certificate is beyond recovery and that the efforts made to trace the original Degree Certificate proved futile.
2. Affidavit stating the above fact on a Non-judicial Stamp Paper of Rs.20/- duly sworn before a Notary.

3. A Demand Draft of Rs.1000/- issued by any nationalized Bank in favour of Principal, Government Degree College for Women, Begumpet.
4. Xerox copies of Memorandum of Marks, Lost Certificate and other relevant documents.
5. Four recent Passport size photographs – Two plain and two self –attested photos out of which one is to be pasted on the Application Form.
6. Damaged Certificate **in Original.**

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UNIVERSITY COLLEGE OF COMMERCE AND BUSINESS MANAGEMENT

OSMANIA UNIVERSITY, HYDERABAD, TELANGANA, INDIA



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EXAMINATION RULES & REGULATIONS

OSMANIA UNIVERSITY PG COURSES RESTRUCTURED CHOICE BASED CREDIT SYSTEM (CBCS)

(Approved by the Standing Committee on 12.07.2011)

These Regulations shall be called Osmania University regulations governing Post Graduate Programmes under the Choice Based Credit System (CBCS). The Choice Based Credit System is offered only to the students admitted in Campus and Constituent Colleges and Affiliated Colleges of Osmania University in the Arts Social Sciences, Commerce and Science faculties from the Academic Year 2011-2012.

These Regulations shall come into force from the Academic Year 2011-2012

Range of % of Marks

Grade Letter

Grade Point

85 to 100	O	100
70 to 84	A	9
60 to 69	B	8
55 to 59	C	7
50 to 54	D	6
40 to 49	E	5
Less than 40	F	0

Evaluation Methods

a. Theory Examinations

- Out of the total marks for each course/paper 20% marks shall be earmarked for continuous assessment (internal assessment/assignments) and remaining 80% for the semester-end examinations.
- There shall be one semester-end examination of three hours duration. Each answer script of semester end examination (theory) shall be valued by two internal examiners in odd semesters and one internal and one external in the even semesters. The marks awarded to that answer scripts shall be the average of these two evaluations. If the difference in marks between the two evaluations is 20% or more of the marks, such scripts shall be assessed by a third examiner (internal). Average of the highest of the two valuations will be taken.
- The pass marks in each paper shall be 40% . There is no separate pass mark for internal assessment. A candidate has to secure a minimum of 40% of marks in the semester-end examination plus internal examination put together to pass a paper.

b. Practical Examination:

In the case of science faculty, there shall be practical examination at the end of every semester. The pass marks for each practical paper shall be 50%. For odd semesters, practical examinations shall be conducted with internal examiners whereas the even semester examinations shall be conducted with one internal and one external examiners. There shall be no internal assessment test for practical/laboratory work.

c. Internal Assessment Tests:

For each paper/course in a semester there shall be two internal assessment tests and one assignment

- 1st Internal assessment Test be conducted at the end of the 9th Week of Instruction (Covering 2/3 Units of the Syllabus)
- 2nd Internal assessment Test be conducted in the fifteenth week of instruction (Covering the rest of the syllabus/Units)

The two tests each shall consist of

- 1. Objective questions (Total 10 marks)
- Descriptive questions (Total 5 marks)
- The duration of the internal assessment test shall be 60 minutes

Total marks for each test will be 15 and the average of two internal assessment tests is taken. There shall be no improvement in the internal assessment. There shall be no separate Grade points for internal tests.

d. Assignments:

Every student shall submit one assignment per paper in a semester. The Topic for the assignment shall be allotted in the 6th week of instruction. The assignment shall be handwritten (student's own handwriting)

Total marks for the assignment is $20 \times \frac{1}{4} = 5$

Thus the, total marks for internal assessment and assignment shall be 20 marks for each paper in all the semesters including the interdisciplinary/choice based papers

There shall be no internal assessment test for practicals.

e. Seminar Lectures:

A PG student shall deliver one seminar lecture from the core subject per semester in the III and IV Semesters with a weightage of 25 marks or one credit each. Out of these 25 marks, 15 marks shall be allotted for the write up of the topic of the seminar and 10 marks for the presentation. The seminar topic for the III semester shall be allotted by the Department during the II semester of study and that of the IV semester seminar lecture topic is allotted during the III semester. The seminar lecture is expected to train the student in self-study, collection of relevant matter from the books and Internet resources, editing, document writing, typing and presentation. The list of the seminar lectures to be delivered in the departments during III and IV semesters shall be prominently displayed in the Notice Board of the Department. Seminar lecture programme is allotted two hours per week in the time

table. The seminar lectures are open to all the students and faculty of the Department. The text of the seminar lecture must be typed and should be of at least 4 to 5 pages, which is evaluated for 15 marks and should be deposited in the Department Seminar Library and also be made available in the Department website.

The Seminar will be evaluated by two faculty members appointed by the Head of the Department.

The marks secured by the student in the internal tests, assignments, Seminars, practicals, project work and semester-end examinations are converted into SGPA and CGPA.

Improvement of Grades and Completion of the Course

Candidates who have passed in a theory paper/papers are allowed to appear again for theory paper/papers only once in order to improve his/her grade, by paying the fee prescribed by the University. Such candidates are allowed to appear for improvement examination only once in the next immediate semester examination only. If candidate improves his/her grade, then his/her improved grade will be taken into consideration for the award of GPA only. The improved grade shall not be higher than A+. Such improved grade will not be counted for the award of prizes/medals, Rank and Distinction. If the candidate does not show improvement in the grade, his/her previous grade will be taken into consideration. Candidates will not be allowed to improve marks/grade in the internal assessment, seminars and Project Work.

Promotion Rules & Maximum Time for Completion of Course:

Semester	Conditions to be fulfilled for Promotion
Semester-I to Semester-II	Undergone a Regular Course of Study of Semester-I and registered for the Semester-I examination.
Semester-II to Semester-III	a) Undergone a Regular Course of study of Semesters-I and II b) The number of backlogs if any, of Semester-I and II taken together shall not exceed 50% of the total number of papers/subjects prescribed for Semesters-I and II
Semester-III to Semester-IV	Undergone a Regular Course of study of Semester-III and registered* for Semester-III examination

* Registration means obtaining a Hall Ticket for the said examination.

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

1.

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.

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 in two subjects as GE or four papers one subject.

Ability Enhancement Compulsory Courses (AECC):

Paper I : Environmental Science.

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

Skill Enhancement Courses (SEC):

These courses may be chosen from a pool of courses designed to provide skill-based knowledge. The main purpose of these courses is to provide students life-skills so as to increase their employability.

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 six semesters. Odd semester (i.e. 1st, 3rd & 5th semester) is from 15th 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 5th 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:

- **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 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 for regular papers. Examination Fee will be collected at the time of admission 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.

- 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 date of admission to that course. A student must clear backlog papers (failed) within 6 years starting from the year of admission batch.
- 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 Sem. I, will be allowed to appear for the paper in Sem II. If he fails to clear this back paper in Sem II, he will get the next opportunity in Sem IV, Sem VI etc. only) to ensure earliest opportunity to the student and 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. Exam 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 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-Term Examination between September 15th to 30th October 15th -31st for 1st, 3rd, & 5th Semester and in between March 1-15th 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 First Semester Mid-Term, marks shall be fed by 30th November.

6.4. The College authority will preserve the Answer Script of the Mid-term examination for 06 months from the date of publication of result for future reference.

6.5 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.

6.6 For DDCE students, DDCE shall frame its policy for Mid-Term examination.

6.7 A student has to appear the Mid Term Examination. Absence in a Mid Term paper will be declared as failed in that Paper. A student who was absent in the Mid Term 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 Mid-Semester Examinations in subsequent semester.

7. MARK DISTRIBUTION:

A. Subjects Without Practical :

Mid Term	Term End	Total
20	80	100

B. Subjects With Practical :

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

8. Policy on DSE papers

- a. 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-Sem. Examination and it will be evaluated by an Internal Examiner specified by the college.
 2. DSE Papers for Hons. 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.
- b. Individual faculty in colleges are to upload list of probable project topics under their guidance for a batch in the beginning of the fifth semester to facilitate the students. Evaluation of project shall be completed before the commencement of the 6th Semester End Term Examination.

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
Fair	'C'	45-49	5
Pass	'D'	40-44	4
Failed	'F'	Below 40	0
Absent	'AB'	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		
Fair	'C'	45-49	5		
Pass	'D'	40-44	4		
Failed	'F'	Below 40	0		Fail
Absent	'AB'	00	0		Fail
Malpractice	'M'	00	0		MP

- 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.
- 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 their representing the University or State for 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.
- AIL/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 :

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: $\sum \text{CREDIT POINT of course items in each Semester}$ **GRADE POINT AVERAGE = CREDIT INDEX**

SEMESTER GRADE POINT AVERAGE (SGPA) =

$$\frac{\sum \text{CREDIT INDEX for each Semester}}{\sum \text{CREDIT}}$$

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\text{CREDIT INDEX of all previous Semesters up to the 6}^{\text{th}} \text{ Semester}}{\sum \text{CREDIT}}$$

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.

$$\text{Equivalent Percentage of Mark} = \frac{(\text{CGPA} - 0.50) \times 10}{10}$$

9.6 Illustration of Computation of SGPA and CGPA and Format for

Transcripts B.A. / B.Sc. / B.Com. Honors Course

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	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)
CGPA					
Grand Total	148			1140	7.7 (1140/148)

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 22; SGPA:6.8	Credit: 22; SGPA:6.73	Credit: 28; SGPA: 9.07	Credit: 28; SGPA:7.5

Semester 5	Semester 6
Credit: 24; SGPA:7.75	Credit: 24; SGPA: 8.0

Thus, CGPA = (22 x 6.8 + 22 x 6.73 + 28 x 9.07 + 28 x 7.5 + 24 x 7.75 + 24 x 8.0) / 148 = 7.7

2.B. Sc. PASS Course

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
Semester I					
DSC-1A	06	B	6	36	
DSC-2A	06	B+	7	42	
DSC-3A	06	C	5	30	
AECC -1	04	B	6	24	
Total	22			132	6.0
Semester II					
DSC-1B	06	B	6	36	
DSC-2B	06	B	6	36	
DSC-3B	06	C	5	30	
AECC-2	04	A+	9	36	
Total	22			138	6.27
Semester III					

DSC-1C	06	A	8	48
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DSC-2C	06	A+	9	54	
DSC-3C	06	A	8	48	
SEC-1	04	A	8	32	
Total	22			182	8.27

Semester IV

DSC-1D	06	C	5	30	
DSC-2D	06	B	6	36	
DSC-3D	06	B+	7	42	
SEC-2	04	A+	9	36	
Total	22			144	6.54

Semester V

DSE-1A	06	B	6	36
DSE-2A	06	A+	9	54
DSE-3A	06	A	8	48
SEC-3	04	B	6	24

Total	22			162	7.36
Semester VI					
DSE-1B	06	B+	7	42	
DSE-2B	06	B	6	36	
DSE-3B	06	C	5	30	
SEC-4	04	C	5	20	
Total	22			128	5.82
CGPA					
Grand Total	132			886	6.71 (886/132)

Semester 1	Semester 2	Semester 3	Semester 4
Credit: 22; SGPA: 6.0	Credit: 22; SGPA: 6.27	Credit: 22; SGPA: 8.27	Credit: 22; SGPA: 6.54

Semester 5

Semester 6

Credit: 22; SGPA: 7.36	Credit: 22; SGPA: 5.82
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Thus, CGPA = $(22 \times 6.0 + 22 \times 6.27 + 22 \times 8.27 + 22 \times 6.54 + 22 \times 7.36 + 22 \times 5.82) / 132 = 6.71$

**3.B.A. / B.Com. PASS
course**

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
Semester I					
MIL-1	06	A	8	48	

DSC-1A	06	B	6	36	
DSC-2A	06	A	8	48	
AECC-1	04	B+	7	28	
Total	22			160	7.27
Semester II					
MIL-II	06	A+	9	54	
DSC-1B	06	B+	7	42	
DSC-2B	06	B+	7	42	
AECC-2	04	B	6	24	
Total	22			162	7.36

Semester III					
English -I	06	B	6	36	
DSC-1C	06	A	8	48	
DSC-2C	06	B	6	36	
SEC-1	04	A	8	32	
Total	22			152	6.91
Semester IV					
English - II	06	B+	7	42	
DSC-1D	06	A+	9	54	
DSC-2D	06	A	8	48	
SEC-2	04	B	6	24	
Total	22			168	7.63
Semester V					
SEC-3	04	A+	9	36	
DSE-1A	06	A	8	48	
DSE-2A	06	A+	9	54	

GE-1	06	A+	9	54	
Total	22			192	8.73
Semester VI					
SEC-4	04	A+	9	36	
DSE-2A	06	B	6	36	
DSE-2B	06	A	8	48	
GE-2	06	A	8	48	
Total	22			168	7.63
CGPA					

Grand Total	132			1002	7.59 (1002/132)
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Thus, **CGPA** = $(22 \times 7.27 + 22 \times 7.36 + 22 \times 6.91 + 22 \times 7.63 + 22 \times 8.73 + 22 \times 7.63) / 132 = 7.59$

*Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the HEIs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

10. REPEAT EXAMINATION:

10.1A student has to clear back paper(s) (if failed) by appearing at subsequent /alternate semester examinations within **six years** from the year/session of admission. (refer Clause 3)

10.2A student may appear in improvement (having passed in that paper) in any number of papers **ONLY ONCE** 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 subject other than language courses 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.

- The question papers shall be divided into four parts
- Part I will carry 20 one mark questions in the form of fill in the blanks and one word answer. (20 marks)

- 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 (8*2))
- 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 (8*3))
- Part IV will 2 ten 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. (20 marks (2*10))

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.

- 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)
- 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 (8*1.5))
- Part III will carry 10 two point five mark questions of which 8 have to be answered. The answer should be within 75 words maximum. (20 marks (8*2.5))
- Part IV will 2 eight 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. (20 marks (2*10))
- Practical will carry 25 marks out of which 05 will be for records.

12.4 For Language courses like Odia, Hindi, Sanskrit, English, the question pattern and marking scheme will be as given in the curriculum.

12.5 For Autonomous Colleges, each Dept 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.

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

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

13. MINIMUM PERCENTAGE AND MARKS TO BE OBTAINED FOR PASS:

13.1 Paper Without Practical :

Mid Term	Term End	Pass Mark Term End	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-Term + End Term Exam.)

- Term End (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 Term Exam. A student has to appear the Mid Term Exam. Securing 'ABS' in both the chances in Mid Term exam student declares fail in that paper, though he/she secures pass mark in theory paper.

13.2 Paper With Practical :

Mid Term	Term End				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	40out of 100 By taking (i.e. Mid-Term + End Term Exam + Practical)

- Term End (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 Term Exam. A student has to appear the Mid Term Exam. Securing 'ABS' in both the chances in Mid Term exam student declares fail in that paper, though he/she secures pass mark in theory 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

- The corresponding Examiners are solely responsible for evaluation of Mid-Term, Practical and End-Term Examinations. He/She is also responsible for maintaining all records to justify his/her evaluation scheme and marks thereof.
- Neither the Principal nor the Management shall have the right to change the Mid-Term marks assigned by a teacher. However, if the Principal is convinced that the Mid-Term 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. DISCIPLINARY ACTION (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/ 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 a first offense.

b. For repeated offense as described above in subsequent semester examinations inspite 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 (including FIR to police) would be initiated by the University/college.

16. RE-TOTALLING/RE-CHECKING AT UN-EVALUATED PORTION:

16.1 A Student may apply through his/her college 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.

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 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/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. DUPLICATE 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 at 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. He/She should apply through the College for issue of duplicate Registration Card with a prescribed fee. The application form will be available in the University counter. The application form must accompany a copy of FIR and prescribed fee and the same should be sent to the Controller of Examination, of different Universities by Speed Post/Registered Post.

19. AUTONOMOUS COLLEGES:

All the Autonomous Colleges under different Universities will follow these regulations from the admission session 2019-20 onwards. The Semester wise results of all Autonomous Colleges 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, SECC, 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 Mark 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 he/she satisfies all the following conditions:

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

20.2. Criteria for Award of Gold Medals

- The best graduate / university gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year.
- For award of gold medal more than one candidates may be declared Joint Winner if they have same CGPA.
- Student appearing for Back/Improvement/Reappear Examination shall not be considered for award of Gold Medal. 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.
- Student get hard case in any semester examination shall not be considered for award of Gold Medal.

21. COMMITTEE FOR CREDIT TRANSFER:

There should be a group 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. HOD, P.G. Dept. of Commerce | - | Member |
| 4. Controller of Examinations | - | Member |
| 5. Deputy Controller of Examinations | - | Convenor |

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 depositing Rs.50/- (Rupees fifty) only for re-addition of marks per paper and Rs.300/- (Rupees three hundred) only 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 concerned downloading from the website of different Universities on payment of Rs.50/- for re-addition of marks per paper and Rs.300/- for photo copies of answer scripts per paper within 15 days from the date of publication of the result and accept the same application forms from the students. After completion of 15 days from the date of publication of the result, a list of students mentioning Sl.No./Roll No./Subject-Paper/Name of the valuation zone for re-addition/rechecking of marks and photo copies of answer scripts to be prepared valuation zone wise and the same list to be send to the concerned Confidential Section of the University along with a cheque of amount rupees received from the student in favor of the Comptroller of Finance of the concerned University within five days from the last date of receiving of application.

22.3 All the Zone Supervisors of the concerned valuation zone centre colleges are requested to keep all the valued answer scripts of their zone for four months with them from the date of publication of the result concerned and accept all the prescribed application 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 Senior Most faculties of their Colleges to concerned confidential section of the 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 is 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/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 with receipt).No student shall be entertained for any enquiry pertaining to the above process at the University level.

Any contingency arising out 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 Vice-Chancellor.

Members of Regulation Framing Committee

