

**UDAYANATH AUTONOMOUS COLLEGE OF
SCIENCE AND TECHNOLOGY,
ADASPUR, CUTTACK**



Examination Cell

MANUAL ON RULES AND REGULATIONS

ABOUT EXAMINATION SECTION

The Exams division is a mandated department within the autonomous college. The university has completely delegated the crucial and customary task of conducting examinations to the independent college. The role of the exams controller's office is to oversee the administration of examinations. The office of the Controller of Exams holds significant importance in an autonomous college, second only to the Principal's office. The office is a statutory entity that oversees all testing, grading, and academic certification activities within the college.

The university acknowledges the marks, grades, and certificates issued by the Controller of Exams office in order to bestow the provisional certificate. In an autonomous college, the institution itself conducts both formative and summative evaluations of its students. The students are recipients in this process.

- Formative evaluation means Continuous Internal Evaluation (CIE)
- Summative evaluation means Sem End Exams Evaluation (SEE)

Every student is required to pay the designated fee for both the theoretical and practical examinations. Upon payment of the cost, the application will be generated and a hall ticket will be supplied.

MISSION OF EXAMINATION CELL

The mission of an examination cell in an autonomous college typically includes:

1. **Ensuring Fair and Objective Assessment:** To administer examinations that fairly and accurately assess students' knowledge and skills, maintaining a high standard of academic integrity and fairness.
2. **Efficient Examination Management:** To efficiently organize and manage all examination-related activities, including scheduling, preparation of question papers, conduct of exams, evaluation of answer scripts, and declaration of results.
3. **Upholding Confidentiality and Integrity:** To maintain the confidentiality and integrity of examination processes and materials, safeguarding against any form of malpractice or unfair advantage.
4. **Timely and Accurate Communication:** To provide timely and accurate information to students, faculty, and other stakeholders regarding examination schedules, guidelines, and results.
5. **Continuous Improvement and Innovation:** To continuously improve the examination processes by adopting new technologies and methodologies, ensuring that assessments are up-to-date and relevant to current academic and industry standards.
6. **Compliance with Academic Standards:** To ensure compliance with the college's academic standards, policies, and regulations, as well as any external accrediting or regulatory bodies.
7. **Support for Academic Development:** To support the academic development of students by providing feedback on their performance, identifying areas for improvement, and fostering a fair and supportive learning environment.
8. **Facilitation of Autonomous Flexibility:** To leverage the autonomy of the college to implement innovative and customized assessment methods that align with the institution's educational goals and objectives.

These elements collectively aim to ensure that the examination cell contributes to the overall academic excellence and integrity of the autonomous college.

VISION OF EXAMINATION CELL

The vision of the examination cell of an autonomous college typically focuses on ensuring a robust and efficient examination system that supports the academic mission and values of the institution. Here's a general outline of what such a vision might include:

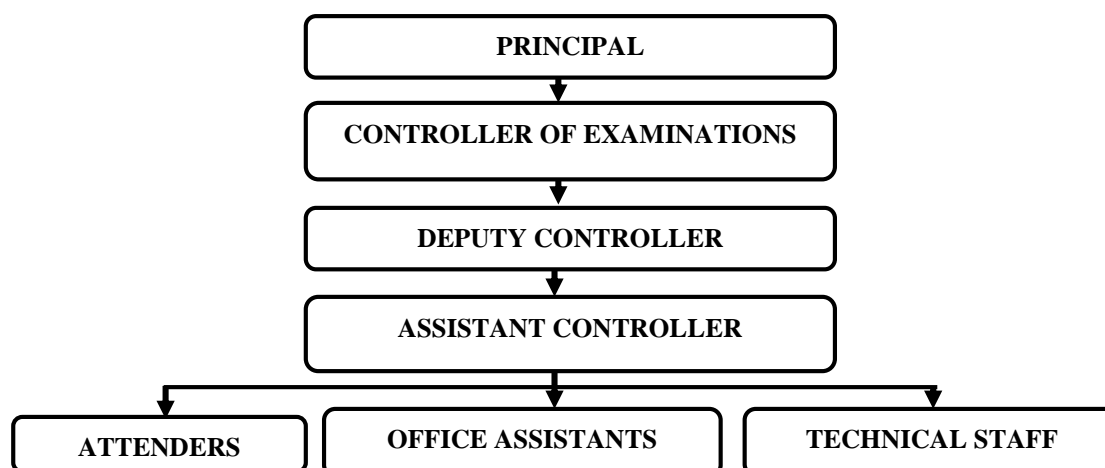
1. **Excellence in Assessment:** To establish a gold standard in assessment practices, ensuring that all evaluations are fair, comprehensive, and reflective of students' true capabilities.
2. **Innovative Examination Practices:** To pioneer innovative examination methods and technologies that enhance the accuracy, efficiency, and integrity of the assessment process, aligning with global best practices.
3. **Transparency and Integrity:** To uphold the highest standards of transparency and integrity in all examination-related activities, fostering a culture of trust and accountability among students, faculty, and stakeholders.
4. **Timely and Efficient Processes:** To streamline examination processes to ensure timely scheduling, conduct, evaluation, and result dissemination, minimizing delays and enhancing the overall academic experience.
5. **Student-Centric Approach:** To adopt a student-centric approach, providing clear communication, support, and resources to help students navigate the examination process and achieve their academic goals.
6. **Continuous Improvement:** To continuously evaluate and improve examination policies and procedures, incorporating feedback from stakeholders and keeping pace with evolving educational needs and standards.
7. **Capacity Building and Training:** To offer training and development opportunities for faculty and staff, ensuring they are equipped with the knowledge and skills to manage and support the examination process effectively.
8. **Data-Driven Decision Making:** To leverage data and analytics to inform decision-making, optimize processes, and enhance the reliability and validity of assessments.
9. **Global Competence and Benchmarking:** To benchmark examination standards against national and international best practices, ensuring that the college's assessments are competitive and globally recognized.

This vision reflects a commitment to excellence, innovation, and continuous improvement in all aspects of the examination process, supporting the overall educational mission of the autonomous college. Examination Members

EXAMINATION MEMBERS

S. No.	Name	Department & Designation	Position
1	Prof. Debendra Kumar Rout	PROFESSOR IN PHYSICS	CONTROLLER OF EXAMINATIONS
2	Dr. Krupasindhu Pradhan	ASSISTANT PROFESSOR IN ECONOMICS	DEPUTY CONTROLLER
3	Mr. Prasad Kanungo	ASSISTANT PROFESSOR IN COMMERCE	ASSISTANT CONTROLLER

Office of the Controller of the Examinations: Organizational Structure



COE OFFICE FACILITIES

S.No	Infrastructure (in Sq. Ft)	
1	Examination Automation Unit	400
2	Board of Studies	400
3	Data Entry Room	400
4	Answer Script Storage Room	400
5	Store Room	400

S. No.	ITEM	Quantity
1	Server (Amazon Web Server)	01
2	Client	04
3	Copier Machines	02
4	Computer Systems	05
5	Printers	04
6	Paper Scanner	01
7	External Hard Disk for Backup (1 TB)	01

FUNCTIONS OF EXAMINATIONS CELL

1. As soon as the results of a particular Semester of a subject are tabulated the Controller of Examination shall request the respective Head of the Department to convene the Board to, consider the work of Chief, Additional, Special, and Assistant Examiners as mentioned in the Bye-law under powers and function of Examination Committee.

2. The HOD shall chair the conducting Board. All the faculty members of the Department who have completed at least one year of teaching in +3 Classes / PG Classes by the last day of the preceding academic year as the case may be. However, in the Conducting Board meant for the Final Semester at UG Level / PG Level Outside Senior Faculty members of the Department more particularly from Autonomous Colleges / from the parent University shall be members.

3. The minutes of conducting board meetings shall be recorded.

4. Recommendations of the conducting board with adequate sound reasoning shall be communicated to the Examination committee for their consideration.

5. In the conducting board meeting, the controller of examination or one of his Deputy shall be present to ensure the safety of records.

6. (a) To lay down the standard of valuation required in the subject/paper before the start of the valuation of papers after considering representations, if any, received from examinees regarding the question papers.

(b) If where questions have been set out of syllabus / wrongly printed or printing error conducting board may on its own can take up the case and recommend appropriate measures.

7. No single Asst. The examiner should be given more than 100 (one hundred) scripts for evaluation (This should be strictly followed) Chief / Special examiner may be appointed.

8. To make a report on the cases on the unfair means adopted by candidates specifically on the extent of use of unauthorized or incriminating materials recovered from them.

9. Assisting in constitution of committees to deal with all types of cases of misconduct/ malpractices, detected before, during and after examinations.

10. Issue of duplicate marks card, consolidated marks card, rank certificate, etc.

This decision shall be complied with immediate effect and the necessary action shall be placed before the next Governing Body for ratification.

POWERS AND FUNCTIONS OF THE CONTROLLER OF EXAMINATIONS (COE)

The COE shall be responsible for the conduct of all Comprehensive semester examinations of the college. It shall be his/her duty to arrange the preparation, scheduling and conduct of end semester examinations of the college and to take care of other incidental matters. The responsibilities of the COE include: -

- The Controller of Examinations shall be the officer-in-charge of the conduct of examinations of the college and declaration of the results.

- The conduct of all end semester examinations and it shall be his/her duty to arrange the preparation, scheduling, marking and reporting of all examinations and for the payment of remuneration to question paper setters and examiners and all other incidental matters connected with examinations.
- The Controller of Examinations shall be responsible for maintenance of records, maintenance of marks lists and valued answer scripts.
- The Controller of Examinations shall draw up and notify a Calendar of events for various examinations in the beginning of each Academic year.

QUALIFICATION FOR UG ADMISSION TO THE FIRST AND SUBSEQUENT SEMESTERS

Any student who has passed the Higher Secondary Examination conducted by the CHSE, Odisha or any other qualifying examinations recognized by the CHSE, Odisha as equivalent thereto may be admitted to the First Semester Course in the College, provided that a student shall not be admitted into First Semester Course in Science unless he/she has passed the qualifying examination in science.

Admission is permissible up to four weeks (including holidays and Sundays) after the opening of the College after summer vacation or the date of publication of results of the qualifying examination by the CHSE, Odisha whichever is later. In exceptional cases, the principal may notify the last day of admission.

Candidates who, for some valid reasons, are unable to take admission within the time prescribed under regulation 1.2 above, may however be admitted into a college within two weeks (Including holidays and Sundays) from the last date of admission with a late fee as prescribed by Utkal University. The principal of the college shall intimate the name of such candidates and the dates of admission and shall remit the late fee collected, to the Utkal University in one lot within two weeks from the date of such admission.

Candidates passing the Instant Higher Secondary Examination of the Council of Higher Secondary Education, Odisha may be admitted into a college within two weeks (including holidays and Sundays) after the publication of their results provided that the candidates may be admitted within one week thereafter with a late fee as prescribed by the University for each candidate. A candidate so admitted shall have the percentage of lectures counted from the date of his / her admission.

Notwithstanding anything contained in the preceding regulations, in the event of the opening of a new subject in the college, the date. of Issue of such shall be the date of publication of results of the CHSE, Odisha, for admission, there too.

A candidate whose results of the Higher Secondary Examination are published date by the Examining Authority may be admitted into the college within two weeks of the publication of his/her results depending on the availability of seats provided that no student can be admitted into the First Semester Course beyond 31st August of the concerned academic year or date of commencement of the first Internal assessment, whichever is earlier.

Any student admitted into this Autonomous College will be registered with the Utkal University.

CHANGE OF SUBJECTS:

Students admitted to the First Semester Course may be allowed to change subjects/subjects within the same stream within 15 days from the commencement of class or within 15 days from the last date,

of admission with a fine whichever is later. A student shall have to pay the prescribed fees if he/she opts for subjects having a practical component. Faculty/Subject change is not admissible beyond the last date of filling out the form for the first-semester examination.

COLLEGE TO COLLEGE TRANSFER:

Admission on transfer is not ordinarily allowed. However, in case of admitting a student of Govt. servant on a transfer basis, he/she shall be allowed only if the subjects offered by the student are to be examined by the Course Equivalent Committee. If the course structure deviates, he/she has to appear for the necessary tests as proposed by the above committee before taking admission. Further in the case of College to College transfer a student shall be allowed to take admission only if the previous institution is an Autonomous College and the subjects offered by the student have the same course structure. All the transfer cases will be examined by the Course Equivalent Committee.

QUALIFICATION FOR PG ADMISSION TO THE FIRST SEMESTER AND SUBSEQUENT SEMESTER EXAMINATIONS:

Any registered student of the college may be admitted into the First Semester Examination in Arts/Science/Commerce if he/she has completed the subjects in which he/she offers, a regular course of study for not less than six months duration after passing the Higher Secondary Examination conducted by CHSE, Odisha or any other examination recognized by CHSE, Odisha and Utkal University as equivalent thereto provided he/she is not otherwise ineligible to appear the said examination.

Any registered student of this college may be admitted to the Second Semester Examination in Arts / Science / Commerce If he/she has enrolled in the First Semester Examination in the concerned stream and has thereafter completed a regular course of study for not less than six months duration prescribed for the Second Semester Examination in the subjects which he/she offers, provided that he/she is not otherwise Ineligible for appearing the said examination

Any registered student of this college may be admitted to the Third-semester Examination in Arts / Science / Commerce If he/she has enrolled in the Second Semester Examination in the concerned stream and has thereafter completed a regular course of study for not less than six months duration prescribed for the Third Semester Examination in the subjects which he/she offers, provided that he/she is not otherwise ineligible for appearing the said examination.

Any registered student of this college may be admitted to the Fourth Semester Examination in Arts / Science / Commerce If he/she has enrolled in the Third Semester Examination in the concerned stream and has thereafter completed a regular course of study for not less than six months duration In the subjects which he/she offers, provided that he/ she is not otherwise Ineligible (or appearing the said examination.

Any registered student of this college may be admitted to the Fifth Semester Examination in Arts / Science / Commerce If he/she has enrolled in the Fourth Semester Examination in the concerned stream and has thereafter completed a regular course of study for not less than six months duration prescribed for the Fifth Semester. Examination in the subjects which he/she offers, provided that he/she is not otherwise Ineligible for appearing in the said examination.

Any registered student of this college may be admitted to the Sixth Semester Examination for the Bachelor's Degree in Arts / Science / Commerce If he/she has enrolled for the Fifth Semester Examination in the concerned stream and has thereafter completed a regular course of study for not less

than six months duration prescribed for the Sixth Semester Examination in the subject which he/she offers, provided that he/she is not otherwise Ineligible for appearing the said examination.

If a student has cleared the requisite attendance (ie, 75% prescribed by the Regulation) and appears Internal Assessment examination but fails to fill up the form or does not appear on his/her semester examination will be promoted to the next semester subject to the condition that he/she has to enrol again in the preceding semester by depositing the requisite fee. Such enrolment shall make the candidate eligible to appear in the back semester examination to clear those papers which should have been cleared in the aforesaid preceding semester examination.

If a candidate fails to acquire requisite attendance as prescribed in the regulation or did not appear at any of the tests during a particular semester has to be detained in the same semester. He/she has to take readmission in the same semester with the subsequent batch of students.

BACK EXAMINATION:

If a candidate fails to secure a minimum of 30% marks in a subject other than Honours subject, 45% marks in Hons. Subject and/or a minimum of 40% in each relevant practical paper in any semester examination are eligible to appear in not more than two semesters (Year Back) examinations as follows:

- a) If a candidate has failed to secure minimum marks as mentioned in 10.1 in a subject (s) In any one of the ODD Semester (1st /3rd /5th Semesters) Examinations he/she shall be allowed to appear in the said subjects in the immediate next ODD semester Examination after payment of prescribed fees.
- b) If a candidate has failed to secure minimum marks as mentioned in 10.1 in a subject (s) in any of the EVEN semester (2nd /4th /6th semester) Examination he /she shall be allowed to appear in the said subjects in the immediate next Even semester examination after payment of prescribed fees.

However, if a candidate has not cleared a semester examination ever after availing or not availing two immediate subsequent chances, he/she has to appear Special (Third Back) of that semester examination under the following conditions:

- i) Mark secured by the candidate in that semester examination stands cancelled.
- ii) He/she has to appear according to the current syllabus
- iii) He/she will be allowed to appear within 5 years of first registration to the course.

If the candidate fails to secure the passing marks in the aggregate (under Regulation 10.2) he /she may reappear in one or more subjects/papers of his/her choice from either the First Semester, Second Semester, Third Semester, Fourth Semester, Fifth Semester and Sixth Semester Examination to make up the deficiency. This chance shall be available to a candidate Ina maximum of two subsequent chances (examinations) only following the Sixth Semester Examination in which he/she was first registered but within 5 years of first Registration to the First Semester Examination.

APPLICATION FOR ADMISSION TO EXAMINATION:

Candidate for admission to the First Semester and Subsequent Semesters in Arts / Science / Commerce / BBA / BCA etc. as the case may be in which he /she desires to be examined for the pass/honours examinations in the form of application prescribed for the purpose, on dates to be notified

by the Controller of Examinations and also required to submit documents as required for verification and deposit fees as directed in the notice.

EVALUATION PROCESS

1. Mid-Semester Examinations:

a) Answer books shall be evaluated centrally by the internal examiners. The Controller of Examinations will appoint examiners/examiners on the recommendation of the respective Heads of the Departments for evaluation of the scripts of each Mid-Semester Exam. There shall be a Chief Examiner, who is the Head of the department. of the respective subject. The Head of the Dept. or any teacher so nominated by the Head of the Dept. as the Chief Examiner will re-examine a minimum 5% answer scripts of an Asst. Examiner. All the mark foils of the Mid-Semester examinations would bear the counter signature of the Chief Examiner.

b) An interested candidate can see his / her answer script after evaluation for his / her satisfaction after depositing the requisite fee per each paper at the college cash counter.

c) Any complaint, if any, in the evaluation maybe brought to the notice of the Controller of Examinations immediately in writing an application for further course of action at his end.

2. Semester Examinations:

a) Evaluation of the end semester examinations would be done centrally/on home delivery depending upon the convenience of the examination authorities.

3. The Semester System of Examinations will have Internal / External Systems of evaluation for Theory Papers only and an External System for Practical Papers as suggested by the Boards of Studies. Internal and External Examiners for both theory and practical papers will be appointed by the principal on the recommendation of the Boards of Studies of the respective subjects.

4. Conducting Boards (subject-wise) have been constituted by the principal on the recommendation of the respective Boards of Studies which will consider any complaint relating to question and evaluation in their meetings before passing out the results. Once results are passed the Conducting Board or Principal has no scope to review the published results.

Regulation of Model Syllabus for Autonomous Colleges under HED, Govt. of Odisha, vide Dept. of Higher Education Letter No. 7354 d td. -26.03.2019

1. Examination Question Pattern:

1.1 The duration of the semester examination is as reflected in Clause No.5 above.

1.2 For subjects other than language subjects and without having practical, full marks are 100 per paper out of which 20 marks are allotted for the Mid-Semester Examination (Internal) and 80 marks are for the 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 answers. (12 marks)

c. 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))

d. 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))

e. Part IV will carry 4 seven seven-mark questions of either format. The EITHER OR in question can be from the same or different units of the paper. The answer should be within 500 words maximum. (28marks (7X4))

1.3. For subjects other than language subjects and with practical's, full marks are 100 per paper out of which 15 marks are allotted for- the mid-semester examination, 60 marks are for the End Semester Examination and 25 marks are for practical's.

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 answers. (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 have 4 numbers of six-mark questions of either format. The EITHER OR in question can be from the 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 5 will be for records. 05 for viva voce and 15 for the core experiment.

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

1.5. For Autonomous Colleges, each department shall have a designated Teacher in charge of Examinations to be decided by the principal in addition to the Controller of Examinations of the college. For non-autonomous colleges, the principal or the teacher nominated by the principal will be responsible for conducting Examinations.

1.6. The college authority will preserve the answer script of the mid-semester examination for 06 months from the date of publication of the result of the concerned semester for reference.

1.7. The college authority of the valuation zones/University authority will preserve the answer script of the End Semester Examination for 06 months from the date of publication of the result for reference.

1.8. A student has to appear in the Mid Semester Examination. Absence in a mid-semester paper will be declared as failed in that Paper.

2. 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+5) (Record)	100

C. Minimum Percentage and Pass Marks: 33% and aggregate 40%

3. 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 into: 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.

4. Policy on DSE Papers

a) DSE - 4-hour 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, college 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 and 40% in a Seminar cum viva voce. The Project paper will not have a mid-semester examination and it will be evaluated by an Internal Examiner specified by the college.

b) DSE Papers for Honours Students may or may not have the Practical component as proposed by the respective Board of Studies. If it is not practical, tutorial classes are allotted as per the 5+1 formula.

c) 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 the project shall be completed before the commencement of the End Semester Examination of Semester - VI.

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

5.1 GRADING SYSTEM

a. 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 are 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 examinations 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.

b. Back papers are to be permitted in consecutive semesters for the first attempt at clearing back paper. Subsequent attempts will be allowed in the alternate semester (eg: A student failing a paper of the Semester, 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 the earliest opportunity for the student as well as the timely conduct of regular paper exams.

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

6. ATTENDANCE:

- a. A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.
- b. Condonation may be granted by the principal (In the 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 to submit a certificate to that effect from the appropriate authority.
- c. 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.
- d. Under no circumstance, the condoning shall be beyond 2.5%.
- e. This clause shall not be applicable to Distance Education.

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

The Choice Based Credit System (CBCS) examination shall be implemented in a Semester pattern. The 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 c: -marks above 50. (eg.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.

8. MID-SEMESTER EXAMINATION:

8.1. Mid-semester examination will be of 01-hour duration for 20/15 marks (20 for subjects having no practical and 15 for subjects with practical papers). There shall be no pass mark in the semester examination. The type of questions will be decided by the college authority.

8.2. 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. –5th -semester Examination for improvement.

8.3. The College has to conduct the Mid Semester Examination between 15 September to 30th October for the 1st, 3rd, & 5th Semester and between 1st March to 15th March for the 2nd, 4th & 6th

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 a candidate in both Pass and Honours Courses securing a ‘B’ grade and above in aggregate in their first appearance will be awarded Distinction.

c) FAIL/MP/HARD CASE and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

9. 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) GRADE POINT - Integer equivalent of each letter grade

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

10. MINIMUM PERCENTAGE AND MARKS TO BE SECURED FOR PASSING

10.1 Paper without Practical

a) End Semester (University Examination) Total Mark: 80, 30% out of 8 (i.e. 24 marks)

b) Total Mark: 100 (40% out of 100)

c) No Pass mark for Mid Semester Exam. A student has to appear in the Mid Semester Exam. Securing 'ABS' in both the chances in Mid Semester examinations, the student will be declared fail in that paper, though he/she secures a passing mark in theory papers.

10.2 Paper with Practical

a) End Semester (University Examinations) Total Mark: 60, 30% out of Total Mark (i.e 18 mark)

b) Minimum pass mark for practical paper is 40%.

c) Total Mark: 100 (40% out of 100)

d) No pass mark for the mid-semester exam. A student has to appear in the Mid Semester Exam. Securing 'ABS' in both the chances in the mid-semester examination, the student will be declared fail in that paper, though he/she secures pass marks in theory and practical paper.

Case a. Equivalent Percentage of Mark = $(CGPA - 0.50) \times 10$; for $4 < CGPA \leq 10$

Case b. Equivalent Percentage of Mark = $CGPA \times 10$ for $CGPA \leq 4$

WORKING RULES FOR BOARD OF CONDUCTING EXAMINERS (BCE)

1. As soon as the results of a particular Semester of a subject are tabulated the Controller of Examination shall request the respective Head of the Department to convene the Board to consider the work of Chief, Additional, Special, and Assistant Examiners as mentioned in the Bye-law under powers and function of Examination Committee.

2. The HOD shall chair the conducting Board. All the faculty members of the Department who have completed at least one year of teaching in +3 Classes / PG Classes by the last day of the preceding academic year as the case may be. However, in the Conducting Board meant for the Final Semester at UG Level / PG Level Outside Senior Faculty members of the Department more particularly from Autonomous Colleges / from the parent University shall be members.

3. The minutes of conducting board meetings shall be recorded.

4. Recommendations of the conducting board with adequate sound reasoning shall be communicated to the Examination committee for their consideration.

5. In the conducting board meeting, the controller of examination or one of his Deputy shall be present to ensure the safety of records.

6. (a) To lay down the standard of valuation required in the subject/paper prior to the start of the valuation of papers after considering representations, if any, received from examinees regarding the question papers.

(b) If where questions, have been set out of the syllabus / wrongly printed or printing error conducting board may on its own can take up the case and recommend appropriate measures.

7. No single Asst. The examiner should be given more than 100 (one hundred) scripts for evaluation (This should be strictly followed) Chief / Special examiner may be appointed.

8. To make a report on the cases on the unfair means adopted by candidates specifically on the extent of use of unauthorized or incriminating materials recovered from them.

PUBLICATION OF RESULTS

1. The results of the Three-year B.A / B.Sc / B.Com / BBA / BCA and PG Examinations and the classes to be awarded shall be determined based on the combined results of all Semester (First to Sixth or First to Fourth) Examinations as the case may be, taken together.

a) As soon as, preferably within 40 days after the completion of the sixth semester (Theory Paper) in case UG and the fourth semester in PG, the Controller shall prepare a separate list of successful candidates based on the marks of all Semester Examinations spreading over three years and sent to the Vice-Chancellor, Utkal University for approval for publication of results.

b) There shall be a separate list for candidates in each stream (Arts, Science, Commerce etc.)

c) The list of those candidates who pass in the 1st class in the honours course of a particular subject shall be arranged in order of merit, and the list of all other successful candidates of the honours course of that subject shall be arranged alphabetically. In case of a successful honours candidate obtains distinction, it shall be mentioned against his/her name on the list.

d) Candidate who passes in their first appearance and in one session will be placed above those who pass with back paper clearance in the merit list.

e) Each successful candidate after the publication of results shall receive a diploma certificate signed by the Vice-Chancellor.

RECHECKING OF MARKS

1. A candidate if so desires may apply for rechecking of the addition of marks in any theory paper in the prescribed form on payment of fees Rs 50/- for each theory paper within thirty days from the date of publication of results.

2. The answer scripts and questions shall be placed before the tabulators for checking by re-addition of marks. The tabulators shall check all such cases. In case there is a discrepancy, the same shall be placed before the Board of Conducting Examiners for evaluation.

3. In case of discrepancies as mentioned in 2.1.2 above, the concerned examiner and chief examiner shall be called upon to show cause for such discrepancies and they will be debarred from examination work if it is established that the discrepancies are due to their negligence.

4. The tabulation register shall be corrected by the Controller of Examinations and the results will be published accordingly with a report to the Examination Committee.

5. There shall be no provision for re-evaluation of papers.

6. After the publication of results, if any examinee is not satisfied with the evaluation of any of his papers, he shall, within 3 days of the publication of the results, give in writing through the Principal to the Controller of Examinations to get a photocopy by depositing Rs 200/- for each of his answer papers.

He should be given one hour to see his answer papers in the presence of the Controller of Examinations or any of his deputies. If he is satisfied that his papers have been undervalued, he may move to the appropriate court of law to address the problem.

7. Preservation of Answer Scripts:

The answer scripts shall be preserved for a period of 9 months from the date of publication of results if there is no controversy. In case of controversy, such as rechecking of addition of marks, malpractice cases referred to a court of law, and so on, the answer scripts shall be preserved for 9 months from the date of such controversy is over.

8. Issue of Duplicate Certificates:

The candidates who have lost their Mark- Sheets, Provisional Certificates, Admit Cards, and Enrolment Cards, have to deposit the fine as per the amount detailed below.

i) Loss of Provisional Certificate, Mark Sheet or both Rs100/-

ii) Loss of Admit Card Rs. 25/-


iii) Loss of Enrolment Card Rs. 25/-

Candidates are required to first lodge F.I.Rs. in the Police Station and obtain affidavits from the Court.

(The affidavit is not necessary for loss of Admit Card & Enrolment Card)

The Regulation can be modified or improved further by the Academic Council after thorough discussion in its session which will be prospective i.e., not to be implemented with retrospective effect.




SIGN. OF CONTROLLER OF EXAMINATIONS
Controller of Examinations
U.N. Autonomous College of Sc. & Tech.
Adaspur, Cuttack, Odisha