

PREAMBLE

Science College (Autonomous), Hinjilicut has adhered to the guidelines of the Model Regulation for Under Graduate Programme prescribed by Odisha Higher Education Council for +3 (B.A/B.Com/B.Sc/), to adopt this regulations as per Choice Based Credit System (CBCS) from the session 2019-20 and initiated the measures to bring equity, efficiency and excellence in Higher Education System. However, for two years Post Graduate courses, the college will follow the guidelines of U.G.C and Berhampur University. The measures have been taken to enhance the academic standards and quality in higher education which include innovation and improvements in curriculum, teaching-learning process, examination and evaluation systems besides governance and other matters.

The grading system has been followed as per the Model Regulations in order to facilitate student mobility across institutions within and across countries. To bring in the desired uniformity, in grading system and method for computing the cumulative grade point average (CGPA) based on the performance of students in the examinations, the Govt. of Odisha has formulated the required guidelines. Science College (Autonomous), Hinjilicut has adopted the system to keep the institution at par with the other top institutions of the State and Nation.

Chapter – I

SHORT TITLES AND DEFINITIONS

1.1 Title and Commencement

These Regulations shall be called “The Regulations Governing the Choice Based Credit System for the Three Years Under Graduate (Six Semesters) and Two Years (Four Semesters) Master Degree Programme in the Faculties of Arts, Commerce and Science”.

These regulations shall come into force with effect from the Admission Batch 2019-20 onwards.

1.2 Definitions:

- a. **Academic Year:** Academic year means the year commencing from the 1st day of June of a calendar year and ending on 31st May of the succeeding calendar year. Two consecutive (one odd + one even) semesters constitute one academic year.
- b. **Semester:** Each academic year will be divided into two semesters (one odd semester and one even semester). The duration of odd semester (1st, 3rd & 5th Semester) shall be from June to November and the even semester (2nd, 4th & 6th Semester) shall be from December to May.
- c. **Programme:** An educational programme leading to award of a Degree, Diploma or Certificate.
- d. **Course:** It refers to a component of a programme (i.e. in the CBCS system, papers will be referred to as courses). Each course is identified by a unique course code. Every course may not be of equal weightage. A course may be designed to comprise of lectures/ tutorials/ laboratory work/ field work/ project work /viva voce etc. or a combination of some of these.
- e. **Credit Based Semester System (CBSS):** Under the CBSS, the requirement for awarding a degree or diploma or certificate is prescribed in terms of number of credits to be completed/ scored by the students.
- f. **Credit:** A unit by which the course work is measured. It determines the number of hours of instructions required per week. One credit is equivalent to one hour of teaching (lecture or tutorial) or two hours of practical work/field work per week.
- g. **Credit Point:** It is the product of grade point and number of credits for a course.
- h. **Cumulative Grade Point Average (CGPA):** It is a measure of overall cumulative performance of a student in all semesters. The CGPA is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places.
- i. **Grade Point:** It is a numerical weight allotted to each letter/ alphabet grade on a 10-point scale.
- j. **Letter Grade:** It is an index of the performance of students in a said course. Grades are denoted by letters O, A⁺, A, B⁺, B, C, D, F, ABS and M

- k. Semester Grade Point Average (SGPA):** It is a measure of performance of work done in a semester. It is a ratio between total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places.
- l. Transcript or Grade Card or Certificate:** Based on the grades earned, a grade certificate shall be issued to all the registered students after every two semester. The grade certificate will display the course details (code, title, number of credits, grade secured) along with SGPA of that semester and CGPA earned till that semester. In addition to Grade, Mark/Percentage would also be awarded and shall be reflected in the Marks-cum-Grade Sheet.
- m. In these regulations, unless the context otherwise requires:**
- i. 'College' means Science College (Autonomous), Hinjilicut
 - ii. Principal means the Principal of Science College (Autonomous), Hinjilicut.
 - iii. Academic Council (AC) means the Academic Council of Science College (Autonomous), Hinjilicut
 - iv. 'Board of Studies' means the Board of Studies of all teaching departments of the College.
 - v. 'Board of Conducting Examiners' means the Board of Conducting Examiners of all teaching departments.
 - vi. Controller means the Controller of Examinations of Science College (Autonomous), Hinjilicut.
 - vii. Examination Committee (EC) means the Examination Committee of Science College (Autonomous), Hinjilicut.
 - viii. University means the Berhampur University.
 - ix. Finance Committee (FC) means the Finance Committee of Science College. (Autonomous), Hinjilicut
 - x. Mid semester/Internal means the Mid-Semester/Internal Assessment Examination held in between the Commencement of the course and End Semester Examination.
 - xi. End Semester Examination means the Examination held at the end of the Semester.

Chapter – II

POWER AND FUNCTIONS OF DIFFERENT COMMITTEES AND PERSONNELS RELATING TO EXAMINATIONS

2.1 Governing Body (GB):

The Governing Body shall have the following powers in relation to the Examination of this College. The GB shall-

- (a) approve the fees and other charges payable by students as prescribed and recommended by the EC.
- (b) approve the rates of remuneration, honorarium, TA, CA, DA and incidental expenses related to examination, moderation, tabulation as recommended by EC and FC for such persons as appointed for the purpose of examination.
- (c) approve new programmes of study leading to Degrees, Diploma both for traditional and self-financing courses/programmes.
- (d) approve the code of conduct of examination and publish results for award of Degrees and Diplomas.
- (e) by a resolution, may delegate to the President Governing Body or Principal or any other member of the Sub-Committees or Adhoc Committees such of its powers as it may deem fit, subject to the condition that the action taken by the President Governing Body or the Principal or the members concerned of the Committee/Sub-Committee / Adhoc Committee in the exercise of the powers so delegated shall be reported at the next meeting of the GB.

2.2 Academic Council (AC):

Composition of academic council:

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

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

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

Functions of the Academic Council:

The Academic Council shall have powers to:

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

2.3 Board of Studies

Composition of Board of Studies:

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

- (b) Other members of staff of the same faculty.

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

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

Functions of Board of Studies:

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

- (a) Prepare syllabi for various courses keeping in view the objectives of the college, interest of the stakeholders and national requirement for consideration and approval of the Academic Council;
- (b) Suggest methodologies for innovative teaching and evaluation techniques;
- (c) Suggest panel of names to the Academic Council for appointment of examiners, Question paper setter; and
- (d) Coordinate research, teaching, extension and other academic activities in the department/college.
- (e) The board of studies in each subject is required to prepare Question Banks in each paper and submit it to the controller of Examination.

Note: The recommendations of the Boards of Studies shall not confer any right of appointment on any person as a Question paper Setter or as an Examiner.

2.4 Board of Conducting Examiners (BCE):

There shall be a Board of Conducting Examiners in each subject of each examination consisting of three examiners (other than Assistant Examiner) appointed to ensure proper conduct of the Examinations and for forwarding the results to the Controller of Examinations for approval and publication by the GB/Principal.

The BCE shall constitute of:

- (a) Chairman – Head of the Department/Coordinator of the subject/course respectively.
- (b) Members – Maximum three from the teaching department or from the teachers engaged in the teaching of self-financing courses.
- (c) Two members to be nominated by the Principal outside of the College.

Term – The term for the category (c) members shall be two years. Chairman and other members shall continue till they shall continue to be the member of teaching staff of the College.

Functions –

The following shall be the duties of the Board of Conducting Examiners, namely:-

(i) To lay down the standard of valuation required in the subject/paper period to the start of the valuation of papers after considering representations, if any, received from candidates regarding the question paper;

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.

(ii) To value answer papers, dissertations, these, etc., relating to their subject or branch of subjects, as the case may be;

(iii) To supervise the work of Chief, Additional, Special and Assistant Examiners connected therewith;

(iv) To set the papers for the Practical examinations in such subjects and papers wherever necessary;

(v) To make a report on the works of all examiners;

(vi) To make a report on the performance of the candidates;

(vii) To make a report on the cases of unfair means adopted by candidates specifically on the extent of use of unauthorized or incriminating materials recovered from them;

(viii) To pass results of the examination concerned;

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 Principal for consideration and approval.

(ix) To perform such other duties, as may be assigned to them by the Principal.

2.4.1 Evaluation Responsibility

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 examiner by the Controller of Examination before evaluation.

Responsibility of Examiner

The concerned Examiners are solely responsible for evaluation of Mid-Semester, Practical and End-Semester Examinations. He/She is also responsible for maintaining all records to justify

his/her evaluation scheme and marks thereof.

Neither the Principal nor the Management of the college shall have the right/power to change the Mid-Semester marks awarded by a teacher. However, if the Principal is convinced that the Mid-Semester marks awarded by a teacher are 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.

Internal examiners for practical subjects should be appointed from among the teachers of the department eligible on rotation basis and no single teacher be appointed for all the papers of a particular examination as far as possible.

2.5 Examination Committee (EC):

Composition: The Examination Committee (EC) shall comprise of:

- (a) The Principal, as the Ex-officio Chairman.
- (b) Two members of the AC to be nominated by the Principal.
- (c) Three senior faculty members of the College to be nominated by the Principal
- (d) The Controller of Examinations shall be the ex-officio member-secretary of the EC.

Term – The term for the members of the EC shall be of two years except for the Chairman and member secretary. The member nominated under category (c) above shall continue to be the members of the EC for two years or till such time as they shall continue to be the member of staff of the College, whichever is earlier.

Meeting –

- (a) Ordinarily the EC shall meet at least twice a year.
- (b) Any four of the seven members shall form the quorum for the meeting of the EC.
- (c) In case of emergency an extraordinary meeting of the EC can be convened by the secretary in consultation with the chairman as and when necessary.

Power and Functions –

- (a) To recommend to the Principal with or without modification, the names of suitable persons for appointment of Examiners / Question Setters prepared by the BSs and vetted by the Controller of Examinations. However, to save delay the Controller of Examinations can get the list of Examiners, question setters; moderators approved by the Principal and place before the EC for ipso facto consideration.
- (b) To consider the reports of Board of Conducting Examiners (BCE) with regard to the work of the examiners.
- (c) To consider all cases of unfair practices in examination and make suitable recommendation to GB.

- (d) To examine and recommend the Examination fee structure to the GB after getting the concurrence of FC.
- (e) To consider the proposal(s) of the Controller of Examinations for purchase of any equipments necessary for day to day functioning of examination section or infrastructural development of the Examination cell. However, such proposal must be approved by the Purchase Committee and the equipments be purchased as per Govt. Rule.
- (f) To examine and recommend the new and modified rate of remuneration for examination related work to the FC for consideration and post facto approval by the GB.
- (g) To prepare the modalities for entrance tests for admission and to conduct such tests and prepare the merit list for admission.

2.6 Power of GB:

- (a) The list of examiners / question setters vetted by the EC shall be placed before the GB for ratification and approval. Pending approval of the GB the Principal shall be competent to authorize the Controller of Examinations to appoint question setters, moderators and examiners as per the approved list. Provided that in urgent cases the Principal shall be competent to authorise the Controller of Examinations to appoint the question setters, examiners, moderators outside the panel suggested by the BS or approved by the EC/GB.
- (b) The GB shall be competent to approve the result of all examinations before publication,
- (c) In cases of emergency, the Principal, on the recommendation of BCE may approve the result of an examination on behalf of the GB provided that such approval must be ratified in the next meeting of the GB.

2.7 Examination Cell & System: The College shall have an Examination Cell headed by Controller of Examination. The Principal of the college shall be the Chief Controller, Examinations. The Controller of Examination will be assisted by the Deputy Controller of Examination along with other office support.

2.8 Controller of Examinations: Appointment - The Controller of Examinations shall be appointed from among the teaching staff by the Principal and shall act as such during his/her pleasure. Once appointed the Controller of Examinations shall be allowed to work independently in confidential matters such as choosing question setters from among the names approved / or otherwise in the manner mentioned in clause, choosing firms for printing questions, certificates, mark sheets and preparation of code lists etc. However, the expenditure for confidential works by the Controller must have the approval of the Principal.

2.9 Deputy Controller of Examinations: There shall be at least Two Deputy Controller of Examinations from among the teaching staff to assist the Controller of Examinations. The Deputy Controller of Examinations shall devote their whole time to the duties of their office and shall perform such duties and exercise such powers as may from time to time be assigned to them by the

Principal and render such assistance to the Controller of Examinations as may be necessary in the performance of the duties. In the event of a temporary vacancy caused in the office of the Controller of Examinations, the Deputy Controller of Examinations may, subject to the approval of the Principal, make such arrangements to fill the temporary vacancy as may be necessary on such terms and conditions approved by the Principal.

2.10 Officer in Charge of Mid-Semester Examinations: The senior most teaching member of the general examination section of the college shall remain as officer- in- charge of Mid-Semester Examinations. He / She shall be appointed by the Principal and shall act in collaboration with the Controller of Examinations.

Power and functions:

- (a). Prepare the programme for conducting Mid-Semester Examination in consultation with the controller of examinations.
- (b). Take necessary steps to prepare question manuscripts, to print the questions and make the question available at the time of Mid-Semester examination.
- (c). Submit the marks sheets of the Mid-semester Examination in the office of the controller of examinations within 15 days after the completion of the Mid-Semester Examination.
- (d). Keep liaisoning with the controller of examination in all matters of Mid-Semester Examination.

2.11 Power and functions of the Controller of Examinations:

The Controller of Examinations shall devote his whole time to the duties of his office and shall exercise such power and perform such duties as may from time to time be assigned to him by the Principal. In particular, the Controller of Examinations shall perform the following duties, namely :-

- (a) Prepare a calendar of all examinations to be conducted by the College during a year well in advance preferably at the beginning of the Academic Year and cause it to be circulated to all concerned after the same has been approved by the Principal;
- (b) Call for applications from candidates for end semester examinations of the college and scrutinize all such applications with reference to the relevant Regulations, if any;
- (c) Prepare in time detailed programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Principal;
- (d) Send programmes, admit cards, question papers, centre advances and other examination materials to the center superintendent of the college in time;
- (e) Act as the Secretary of Examination Committee where he shall have the right to speak and place all connected papers and otherwise take part in the proceedings of the said Committee and in all such case, his advice shall be recorded in the proceedings of the said Committee.

- (f) Take all steps for appointment of examiners, tabulators, coding officers and publication of results in accordance with Statutes and Regulations;
- (g) Pay or cause to be paid remuneration and other allowance to examiners and examination expenses, as admissible.
- (h) Be the custodian of all tabulation and other Registrars and Examination records;
- (i) Ensure that Diplomas and Certificates of all examinations are prepared and distributed to successful candidates after their results are published;
- (j) Be responsible to the Principal for conduct of examinations and publication of results and distribution of Diplomas and certificates to candidates; and
- (k) Render such assistants to Principal as may be necessary in the performance of their duties;
- (l) On the approval of the Principal, convene the meetings of the Board of Studies, BCE and EC.

- (m) Take necessary steps to prepare question manuscripts, to print the questions and make the question available at the time of semester examination.
- (n) Supervise the conduct of examination, coding, valuation, tabulation and publication of result. For the purpose the Controller of Examination shall engage confidential firm with the knowledge of the Principal.
- (o) The Controller of Examinations shall maintain utmost secrecy about the firm preparing confidential materials like Admit Cards, Code Sheets, Mark- Sheets and Provisional Certificates.
- (p) Prepare budget of the Examination Cell and put it before the FC for approval.
- (q) Keep the Accounts and record of the stock of the Examination Section.

- (r) The Controller of Examinations shall scrutinize the list of question paper setters and Examiners recommended by the Boards of Studies to ensure the compliance of Orissa University First Statutes 1990.

- (s) **The Controller of Examinations shall be the ex-officio:**
 - (i) Member – Secretary of Examination Committee
 - (ii) Member of Planning and Evaluation Committee
 - (iii) Member of Self-Financing Courses and Add-on courses Monitoring Committee
 - (iv) Member of UGC Cell.
 - (v) Member of Autonomy Extension Committee.
 - (vi) Member of Quality Assurance Cell and of any other Committee on the wish of the Principal.
- (t) **Maintenance of confidentiality of the bills relating to:**

- (i) Question setting
 - (ii) Moderation
 - (iii) Question Printing
 - (iv) Preparation of Code Sheets.
 - (v) Admit Cards
 - (vi) Mark-Sheets
 - (vii) Certificates
- (u) All the bills and related certificates relating to confidentiality shall be kept in sealed envelope after being passed by the Principal. However, on the cover the total amount of the bills inside the cover must be mentioned and duly certified both by the Controller and the Principal.

Chapter – III

DEGREES AND DURATION

- 3.1** Science College (Autonomous), Hinjilicut prepares students for the following categories of examinations of different duration. New programme of studies can be added to the list as per rule of Science College (Autonomous) Hinjiulicut.
- 3.2** Under Graduate Courses (3 years):
- B.A (Hons) - Bachelor in Arts – Honours – 6 Semesters
 - B.Sc. (Hons) - Bachelor in Science –Honours – 6 Semesters
 - B.Com (Hons)- Bachelor in Commerce – Honours - 6 Semesters
- 3.3** BBA- (Six Semester)
- BCA- (Six Semester)
- PGDCA- (Two Semester)
- 3.4** Post Graduation Courses (2 years)-4 Semester
- 3.5** Add-on-Courses E-Com & EETC-6 Semester
- a) First Year Degree Examinations-Under First & Second Semester
 - b) Second Year Degree Examinations-Under Third & Fourth Semesters
 - c) Final Year Degree Examinations-Under Fifth & Sixth Semesters
- 3.6** A student would be required to complete the course within six academic years from the date of admission .

Chapter – IV

ADMISSION TO PROGRAMMES

4.1 Eligibility for U.G Programmes

All admission to Undergraduate Programmes shall be through the SAMS system of the Department of Higher Education in Government of Odisha. However, if a programme is not available under SAMS or any other system of the Higher Education Department in Government of Odisha, then the following mechanism shall be followed:

Any applicant, who has passed the Higher Secondary Examination of the Council of Higher Secondary Education, Odisha or any other qualifying Examination recognized by the Council of Higher Secondary Education (CHSE), Odisha, as equivalent thereto, may be admitted to the first semester of any U.G programme course, provided that he or she shall not be admitted into Degree Course in Science (Honours & pass) unless he or she has passed the qualifying examination in Science.

Students ordinarily may be selected for admission through merit in the qualifying examination and/or admission test. The Govt. of Odisha may lay down admission process for colleges under its control.

4.2 No candidate shall ordinarily be admitted into the first year of the Course, Six weeks (including holidays and Sundays) after the date of publications of the results of the Annual Higher Secondary Examination of the Council of Higher Secondary Education, Odisha, as per the e- admission rules made by the Government of Odisha. However, the procedure may change depending upon the direction of the Govt. regarding admission procedure from time to time.

4.3 The percentage of Lectures be counted from the commencement of the class or date of admission whichever is later.

4.4 Notwithstanding, anything contained in the preceding regulation, where there is increase of seats in any class or grant of new/additional affiliation to the college, the date of the issue of the order in this regard shall be deemed as the date of publication of the result of the Council of Higher Secondary Education, Odisha, in respect of seats so increased or affiliation so granted for purpose of admission there to.

4.5 Admission into concerned subjects in P.G. Programmes:

The students will be admitted within six weeks from the publication of the results of the affiliated university (B.U) or reopening of the college whichever is later.

4.6 Eligibility for P.G Admission:

(A) The minimum qualifying degree/subject(s) for admission into P.G courses is as follows:

TABLE-I

Subject	Qualifying Examination	Subjects at the qualifying Examination	Remark
M.Sc(Botany)	B.Sc	Botany and Chemistry/Zoology/	Must have studied

		Bio-Tech. & Specimen Preservation/ Sericulture	Minimum 400 Marks in Botany
M.Com	B.Com		
P.G D.C.A	Open to any Graduate or its equivalent		

(B) Any applicant who has passed the qualifying degree examination (as indicated in Table I) of Berhampur University, or any other examination conducted by other Universities/ Institutions which is recognized as equivalent thereto by Berhampur University and fulfilling the minimum qualifying marks as in Table II shall be eligible for admission into a course.

TABLE-II

Course Name	Qualifying Degree	Eligibility/ Minimum % of Marks
M.A./M.Sc./M.Com.	As per Table I	Honours in the concerned subject OR 45 % in aggregate
P.G.D.C.A	Open to any Graduate or its equivalent	Minimum 45% of marks in aggregate in degree examination

(C) Other Criteria

- i. For candidates who have passed more than one qualifying examination, the examination in which they have secured the highest marks shall be considered for determining the career mark. The details of qualifying examinations and other requirements that a candidate has to satisfy while seeking admission into various courses are given in Tables I and II.
- ii. A Master's degree holder of this University or of any other University in India or abroad shall not be considered for admission into M.A./M.Sc./M.Com.
- iii. A student who was admitted into a Post Graduate Course in a subject but either did not appear at the concerned examination for whatever reason or failed in the said examination shall not be considered for admission into any M. A., M. Sc. and M. Com courses of the P. G. Departments.

4.7 PROCEDURE FOR ADMISSION AND DETERMINATION OF MERIT

- a. Admission into all regular P.G. and Diploma courses mentioned in Table I will be made through an Admission Test to be conducted by the college or the procedure formulated by the authority/Berhampur University/Govt. of Odisha, from time to time for admission to any course.
- b. The final selection of eligible candidates will be made basing on the Career marks (70% weightage), and marks secured in the Admission Test (30% weightage). The details of career marking shall be reflected in the admission prospectus.

- c. The Admission Test shall comprise of 50 multiple choice Questions carrying 2 marks each covering the Entrance Syllabus approved by the P.G admission committee of the college. No negative marks shall be awarded for wrong answers.
- d. A candidate whose conduct is not satisfactory or with criminal antecedents shall **NOT** be considered for admission.
- e. The merit list of the applicants for admission into P.G courses will be considered for those applicants who have appeared the entrance test only or as per sub clause (a) of clause-4.7.
- f. If, a student applied for admission into 1st year of P.G courses but fails to appear the entrance test, his application may be considered for admission on merit, subject to availability of seats after the admission of the list of the students who have appeared the entrance test are over. However, the admission for such cases, the decision of the Principal is final.

Duration- The duration of the P.G. courses shall be two academic years, consisting of four Semesters.

4.8 Qualification for Admission to the First, Second and Final Examination, with First Semester to Sixth Semester:

Subject to fulfillment of attendance and good conduct, a registered student of the college may be admitted to the First Semester Examination if, he/she has completed a regular course of study for not less than one semester period.

4.9 ATTENDANCE

A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.

- a. 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.
- b. 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.
- c. Under no circumstance, the condoning shall be beyond 25%.

Chapter – V

ENROLEMENT, REGISTRATION AND RE-REGISTRATION

5.1 Compulsory Registration:

a. Registration for the 1st semester examination is compulsory and will be at the time of admission.

- All the students admitted in 1st semester of the college will compulsorily be registered by the University.
- The Admit Card for Semester Examinations will be downloaded by the candidates by using their login-id and that will remain valid till completion of each 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 Autonomous Semester Examination for regular papers.
- Examination Fee will be collected at the time of admission/re-admission by colleges.
- If a student does not appear for all the papers in both first and second semester examinations, his admission for the said programme will be cancelled.
- The fee structure committee of the college will notify all fees to be paid before admission process.

5.2 A student admitted to the college on migrating from examining bodies other than Berhampur University shall have to register himself/herself as a student of Berhampur University through the college before appearing at the Final Examination, by producing required documents/migration certificate as the case may be, by paying the requisite fees.

CHAPTER-VI

CHOICE BASED CREDIT SYSTEM AND GRADING PATTERN

6.1. Applicability of the Grading System

The guidelines shall apply to all undergraduate programmes (B.A. / B.Sc. / B.Com./P.G/ B.C.A/ B.B.A/PGDCA) under the credit system awarded by Science College (Autonomous), Hinjilicut.

6.2. Outlines of Choice Based Credit System For Under Graduate Programmes

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 Compulsory Courses (SECC), 4 papers from a list of Discipline Specific Elective (DSE) and 4 papers from one discipline or 2 papers each in two disciplines other than his /her core discipline as Generic Elective (GE)

6.3.1 Core Course (14 papers) for Bachelor's Degree in a particular discipline:

The course designed for papers under this category aims 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.

6.3.2 Discipline Specific Elective (DSE) Course (4 Papers)

Elective Course: Generally a course which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/subject/domain or nurtures the candidate's proficiency/skill is called an Elective Course.

Elective courses may be offered by the main discipline/subject of study is referred to as Discipline Specific Elective. The list provided under this category are suggestive in nature and the college 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.

6.3.3 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.

Two papers each from two subjects or four papers from one subject other than core can be opted as GE. Depending on the subject, GE-1 and GE-2 listed in each Honours syllabus may be used as models for the purpose.

Ability Enhancement Compulsory Courses (AECC):

The Ability Enhancement (AECC) Compulsory Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Compulsory Courses (SECC). “AECC” courses are the courses based upon the content that leads to Knowledge enhancement. These are mandatory for all disciplines.

SECC courses are value-based and/or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. The main purpose of these courses is to provide students life-skills so as to increase their employability.

Ability Enhancement Compulsory Courses (AECC):

Paper-I: Environmental Science,

Paper-II MIL Communication (English/Odia/Hindi).

Skill Enhancement Courses (SEC): These courses may be chosen from a pool of courses designed to provide value-based and/or skill-based knowledge. The main purpose of these courses is to provide students life-skills so as to increase their employability.

A Student opting for Honours would have to take two SEC papers as Skill Enhancement Compulsory Courses (SECC) i.e., SECC-I and SECC-II.

- 1. Communicative English***
- 2. Quantitative and Logical Thinking***
3. Modern Office Management
4. Leadership and Personality Development
5. Financial Literacy and Banking
6. Data Analysis and Computer Application

*As per Letter No-679/57 OSHEC, Dtd-16.02.2019 of Joint Secretary DHE, Odisha , these two subjects are to be selected as SECC-I and SECC-II in third and fourth semester respectively for colleges availing grant under OHEPEE.

The institution through its Board of Studies need to suggest the necessary qualifications for teaching of the ability and skill courses. However, as a general practice, Specific language teachers can be assigned to teach AECC-2. Life Science Faculty can be assigned to Environment Studies, English Faculty for Communicative English, Mathematics faculty to quantitative aptitude and Logical Reasoning, computer science or IT faculty for ICT related courses, commerce faculty for financial skills etc.

Allied/open elective/Choice based Credit Transfer (CBCT) Courses: this is course, available only in the 3rd Semester for P.G programmes that can be chosen by a student from a number of options from outside the Department/Subject where the student is enrolled or from the same department (in exceptional cases where the institution has a single PG course).

Detail information about such courses offered by various departments will be made available to the students. The Principal shall evolve the policy for allotment of students to these courses. However, the number of students allowed for enrolment to a particular is restricted to the intake capacity of the Department offering that course.

6.4 DETAILS OF THE UNDERGRADUATE COURSES STRUCTURE

Course	*Credits	
	Theory+ Practical	Theory+ Tutorial
=====		
===		
1. Core Course-(14 Papers) Theory	14X4= 56	
14X5=70		
Core Course Practical / Tutorial*(14 Papers)	14X2=28	
14X1=14		
2. Elective Course(8 Papers)		
A.1. Discipline Specific Elective (4 Papers)	4X4=16	
4X5=20		
A.2. DSE Practical/ Tutorial* (4 Papers)	4 X 2=8	
4X1=4		
B.1. Generic Elective/ Interdisciplinary	4X4=16	
4X5=20		
(4 Papers)		
B.2. Generic Elective Practical/ Tutorial*	4 X 2=8	
4X1=4		
<input type="checkbox"/> <input type="checkbox"/> Optional Dissertation or project work in place of one DSE Paper (6 credits) in 6th Semester		

3. Ability Enhancement Courses

A. Ability Enhancement Compulsory Courses (AECC)

(2 Papers of 4 credit each)

2 X 4=8

2X4=8

B. Skill Enhancement Courses (SEC)

(2 Papers of 4 credit each)

2 X 4=8

2X4=8

Total credit

148

148

Institute should evolve a system/policy about ECA/ General Interest/Hobby / Sports /NCC/NSS/related courses on its own.

*** Wherever there is a practical, there will be no tutorial and vice-versa.**

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

Course	Credit	Grade Letter	Grade Point	Credit Point = (Credit × Grade Point)	SGPA = (Credit point/ Credit)
Semester I					
C-1	06	A	8	48	
C-2	06	B+	7	42	
AECC-1	04	B	6	24	
GE-1	06	B	6	36	
Total	22			150	6.8 (150/22)
Semester II					
C-3	06	B	6	36	
C-4	06	C	5	30	
AECC -2	04	B+	7	28	
GE-2	06	A+	9	54	
Total	22			148	6.73 (148/22)
Semester III					
C-5	06	A+	9	54	
C-6	06	O	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)

Consolidated SGPA table for six semesters:

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

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

B. SCHEME FOR CHOICE BASED CREDIT SYSTEM IN B.A/B. Sc/B.Com. Honours

	CORE COURSE (14)	Ability Enhancement Compulsory Course (AECC) (2)	Skill Enhancement Course (SEC) (2)	Elective: Discipline Specific DSE (4)	Elective: Generic (GE) (4)
I	CC1	Environmental Science			GE-1 Paper-1
	CC2				
II	CC3	MIL Communication (English/Odia)			GE-2 Paper-1
	CC4				
III	CC5		SEC-1 Communicative English		GE-1 Paper-2
	CC6				
	CC7				
IV	CC8		SEC-2 Quantitative and Logical Thinking		GE-2 Paper-2
	CC9				
	CC10				
V	CC11			DSE-1	
	CC12			DSE-2	
VI	CC13			DSE-3	
	CC14			DSE-4	

C. Schedule of Teaching:

Course	Max mark	No. of periods per week	Total hours required for completion of each paper of the course
CORE/GE/DSE/DSC	100	6	50+10

CORE/GE/DSE/DSC	75	4	40
AECC	100	4	40
SECC	100	4	40
PRACTICAL	25	1 practical class	20
Dissertation or Project as DSE -IV	100	Self- study	--

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

Course	Name of the course	Teachers of the dept eligible to teach
AECC	Environmental study	
AECC	MILCommunication(Eng/Odia/Hindi/Sans/Urdu/Telugu	Concern Language dept
SEC Spl.	Quantitive Aptitude and Logical Reasoning	Mathematics/Computer Science
SEC	Modern office management	Computer Science/Commerce
SEC	Leadership and personality development	Psychology
SEC	Financial Literacy and Banking	Commerce
SEC	Data analysis and computer application	Computer Science
SEC	Fashion Technology	Home Science

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

Chapter – VII EXAMINATIONS

- 7.1. Each academic year shall consist of two Semesters
- 7.2. Each of the Semester Examination shall include one Mid-Semester and one End- Semester. Mid-semester examination shall be conducted only for theory papers.
- 7.3. 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.
The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). A student who fails to appear in a Mid-Semester Examination **will be allowed one more chance to** take the same examination. There will be no provision to re-appear in the Mid-Semester Examination for improvement.

- (a) The College has to conduct the Mid Semester Examination between 15th September to 30th October for 1st, 3rd, & 5th Semester and in between 1st March to 15th March for 2nd, 4th, & 6th Semester respectively and will feed the marks online under the University/College Examination management System within 15 days from the date of examination. In case of Mid Semester examination of Semester-I, marks shall be fed by 30th November.

A student has to appear the Mid Semester Examination. Absence in a Mid Semester paper will be declared as failed in that Paper. A student who was absent in the Mid Semester examination during both the chances but has passed at the University End Term examination shall be treated as failed in that Semester. Such candidates would be required to appear the Mid-Semester Examinations in subsequent semester.

- (b) The College authority will preserve the answer script of the Mid-Semester examination for 06 months from the date of publication of result of concerned semester for reference. The End-semester Examinations for all

the odd semesters like 1st, 3rd, 5th shall be held normally in the month of November and all even Semesters like 2nd, 4th, 6th shall be held in the month of April every year.

7.4 The duration of End-Semester Examination shall be as per the specification of the syllabus or as follows:

Duration	Theory paper of	50 Marks and Below	2
Hour Duration	Theory paper of	Above 50 marks	3
Hour Duration	Practical paper of	25 marks and Below	3
Hour Duration	Practical paper of	Above 25 marks	6

7.5 Mark Distribution:

A. Subjects Without Practical :

Mid Semester	End Semester	Total
20	80	100

B. Subjects With Practical :

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

C. Projects :

The mark distribution would be subject-specific. In general, the Project Report will carry 60 marks and Viva-Voce/Seminar will carry 40 marks.

The Project Report marks will be subdivided as:

Introduction and context:	10 marks;
Literature survey:	10 marks;
Actual project work methodology:	20 marks,
Results, discussion, critical analysis:	10 marks;
Clarity of thought and aesthetics of report:	10 marks

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**, college can exercise the option of offering a project to such students.
- b. Notwithstanding the provision contained in clause (a) above, the concerned Board of Studies may exercise the option of offering the Project in DSE-4 paper to all the students of their concerned department irrespective of the percentage of marks secured by the students in their first **three semesters**.
- c. Unless explicitly indicated in the respective subject curriculum, the recommended marking scheme will have about 60 % in the project report 40%

in a Seminar cum Viva Voce). The Project paper will not have Mid Semester Examination and it will be **evaluated by both External as well as Internal Examiner specified by the Controller of Examinations.**

- d. DSE Papers for Honours. Students may or may not have the Practical component** as proposed by the respective Board of Studies. If there is no practical, **tutorial classes are allotted as per the 5+1 formula.**
- e. Individual faculty of the college are to prepare the list of probable project topics under their guidance for a batch in the beginning of the fifth semester to facilitate the students and such list to be notified by the college for information of students. Evaluation of project shall be completed before the commencement of the End Semester Examination of Semester-VI .**

7.6 Grade System in Each Paper (Mid +End-Sem. Exam) in a Semester

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
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		
Above average	'B'	50-59	6	Second Class Hons.	
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

- a.** The result of the Semester Examinations (Except the 6th in case of Degree course and 4th in case of PG course) shall be notified without mentioning his Division/Class and the mark-sheet shall be issued only mentioning the marks secured in the respective Semesters. But after the Sixth Semester in case of UG

course and 4th Semester in case of PG course a consolidated mark-sheet shall be issued to each student. In this consolidate mark-sheet the grade/division/class secured by the candidate shall be mentioned in the column specific for result. Provisional Certificate shall also be issued to the successful candidates.

- b.** For Post Graduate Degree there is no provision for Distinction.
- c.** 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.
- d.** 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 representation in the University or State or 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.
- e.** Fail/MP/Hard Case Rule and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

7.7.1 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as follows.

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

- (a) **GRADEPOINT-** Integer equivalent of each letter grade
- (b) **CREDIT -**Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.
- (c) **CREDIT POINT-**CREDIT×GRADE POINT for each course item

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

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

$$\text{SEMESTER GRADE POINT AVERAGE} = \frac{\text{Credit index for each Semester upto 6th Sem}}{\sum \text{CREDIT}}$$

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

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

Formula for Equivalent Percentage of Marks:

The following formula will be used to obtain the equivalent percentage of marks for the CGPA awarded to the students of the University.

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

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

Illustration of Computation of SGPA and CGPA and Format for transcripts of Courses

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

Course	Credit	Grade Letter	Grade Point	Credit Point = (Credit × Grade Point)	SGPA = (Credit point/ Credit)
Semester I					
C-1	06	A	8	48	
C-2	06	B+	7	42	
AECC-1	04	B	6	24	
GE-1	06	B	6	36	
Total	22			150	6.8 (150/22)
Semester II					
C-3	06	B	6	36	
C-4	06	C	5	30	
AECC -2	04	B+	7	28	
GE-2	06	A+	9	54	
Total	22			148	6.73 (148/22)
Semester III					
C-5	06	A+	9	54	
C-6	06	O	10	60	
C-7	06	A	8	48	
SEC-1	04	A	8	32	
GE-3	06	O	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	O	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)

Consolidated SGPA table for six semesters:

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

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

7.8 PASS CRITERIA

MINIMUM PERCENTAGE AND MARKS TO BE SECURED FOR PASSING:

a. Paper without Practical :

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

- End Semester(University Examinations) Total Mark: 80, 30% out of 80 (i.e. 24 mark)
- Total Mark: 100 (40% out of 100)
- No Pass mark for Mid Semester Exam. A student has to appear the Mid Semester Exam. Securing ‘ABS’ in both the chances in Mid Semester examinations, the student will be declared fail in that paper, though he/she secures pass mark in theory papers.

b. Paper with Practical :

Mid Sem	End Semester	Total	Paper Pass Mark
		1	

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

- 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-Mid Semester Exam. A student has to appear the Mid Semester Exam. Securing ‘ABS’ in both the chances in Mid-Semester examination, student will be declared **fail** in that paper, though he/she secures pass mark in theory and practical paper.

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

7.9 REPEAT EXAMINATION:

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

7.9.1 A student may appear in improvement (having passed in that paper) in any number of papers **ONLY ONCE** in the next semester examination.

7.9.2 For students desiring to appear in any back paper(s), they would be required to fill up the examination forms. Those who fail in any paper in a semester or unable to appear in any semester or unable to submit forms for back papers of 2/3/4/5/6 may appear in those papers in subsequent semester examination within 6 years from the date of admission to that course. A student must clear backlog papers (failed) within 6 academic years starting from the year of admission batch.

7.9.3 Back papers are to be permitted in consecutive semesters for the first attempt at

clearing back paper. Subsequent attempts will be allowed in alternate semester (eg: A student failing in a paper of Semester-I, will be allowed to appear for the paper in Sem-II. If he/she fails to clear this back paper in Sem-II, he will get the next opportunity in Sem IV, Sem VI etc. only), This practice is to ensure earliest opportunity to the student as well as timely conduct of regular paper exams.

7.10 CREDIT/GRACE/HARD CASE RULE

7.10.1-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.

7.10.2-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.

7.10.3-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-7.7.1
- (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-7.7.1

7.11 EXAMINATION QUESTION PATTERN

7.11.1 For subjects other than language subjects and without having practical, full

marks are 100 per paper out of which 20 marks are allotted for Mid-Semester Examination (Internal) and 80 marks are for end semester examination:

- a. The question papers shall be divided into four parts
- b. Part I will carry 12 one mark questions in the form of fill in the blanks and one word answer. (12 marks)
- 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 mark questions of EITHER OR format. The EITHER OR in question can be from same or different units of the paper. The answer should be within 500 words maximum. (28marks (7X4))

7.11.2 For subjects other than language subjects and with practical, full marks are 100 per paper out of which 15 marks is allotted for Mid- Semester Examination, 60 marks is for End Semester Examination and 25 marks is for practical:

- a. The question papers shall be divided into four parts
- b. Part I will carry 8 one mark questions in the form of fill in the blanks and one word answer. (08 marks (8X1))
- c. Part II will carry 10 one point five mark questions of which 8 have to be answered. The answer should be within two to three sentences maximum. (12 marks (8X1.5))
- d. Part III will carry 10 two mark questions of which 8 have to be answered. The answer should be within 75 words maximum. (16 marks (8X2))
- e. Part IV will 4 numbers of six mark questions of EITHER OR format. The EITHER OR in question can be from same or different units of the paper. The answer should be within 500 words maximum. (24 marks (6X4))
- f. Practical will carry 25 marks out of which 05 will be for records, 05 for viva voce and 15 for the core experiment.

7.11.3 For Language courses like Odia, Hindi, Sanskrit, English, the question pattern and marking scheme will be as given in the respective curriculum. For Each department shall have a designated Teacher in-charge of Examination to be decided by the Principal in addition to the Controller of Examinations of the College.

7.12 DISCIPLINARY ACTION AGAINST UNFAIR MEANS IN EXAMINATIONS

A student adopting malpractice and/or showing any indiscipline behavior, violating code of conduct [Which includes: Use of programmable calculators, mobile phones (except the paper in which it is asked to use such tools)/ smart watch (even in switch off mode), document or any electronic devices having memory chips, leaving the Examination Hall within the first hour from the commencement of the examination, talking to other examinees in the Examination Hall, trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall, using question papers and/or answer scripts for communicating with fellow examinee, exchange of question papers and answer scripts with other examinees/outside, writing answers in question papers, writing obscene or filthy languages in answer scripts, taking away the answer scripts or any examination materials/papers to the outside of the examination hall without intimation/permission from the concerned authority of the examination etc.

All instances of unfair means in examinations whether reported by the Centre Superintendents/ Invigilators/ Supervisors/ Observers/ Examiners or otherwise shall be placed before the appropriate Board of conducting Examiners by the Controller of Examinations as soon as practicable but preferably before the results of the relevant examination are passed for publication.

The Board of conducting Examiners shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use has been made of unauthorized or incriminating material referred to in the reports or produced before the Board. In case the Board is satisfied that there is prima facie evidence of resort to unfair means in the examination, the Controller of Examinations shall

forthwith issue notices to the candidate concerned precisely specifying the nature of the change and calling upon the candidate to furnish his written reply to the charges within a period of twenty one clear days. The notice shall also inform the candidate that he shall have the right to a personal hearing on a specified date which shall be after the last date for receipt of the written reply from the candidate.

The written reply of the candidate along with the report of the Board of Conducting Examiners and other reports and material pertaining to the matter shall be placed before the Examination Committee. The Committee shall give a personal hearing to the candidate as indicated in the notice issued to the candidate by the Controller of Examinations and shall also consider the report of Board of conducting Examiners, and other reports and material relevant to the case, if any:

Provided, however, that in case no reply has been received from the candidate within the stipulated time and/or in the event the candidate failing to appear before the Committee at the appointed time, the Committee shall be competent to consider the other reports and other relevant material placed before them by the Controller of Examinations. If the Committee comes to the conclusion that there has been resort to unfair means, the Committee may recommend to the controller of examinations/Principal that any of the following penalties may be imposed on the candidate commensurate with the gravity of the unfair means resorted to by him, namely:-

(i) For writing the roll number or leaving any identification mark anywhere in the answer script except in the place provided for the purpose- Cancellation of the result of the Examination.

(ii) For possession (but not use) of unauthorized or incriminating materials
Cancellation of the result of that examination;

(iii) For misbehavior/man-handling/threatening the Centre Superintendent/Invigilators/Supervisors/others connected with the conduct of the examination- Cancellation of the result of that examination and the student will be expelled from college for one Year.

(iv) For use of unauthorized or incriminating material-

Cancellation of the result of that examination and debarring the candidate from appearing at the next examination;

(v) For use of unauthorized or incriminating material combined with misbehavior with the Centre Superintendent/Invigilators/Observers/Supervisors or others connected with the conduct of the examination- Cancellation of the result of that

examination and the student will be expelled from college for one Year. Further, the candidate will be debarred from appearing at the next two examinations. However,

- a.** For first time offence, penalties as described above may be imposed. Further, the candidate will be awarded “M” grade having 0 (zero) Grade Point in the paper/papers concerned and he/she will be warned by the college with a copy to the parents/guardians or a notice in the official website of the college.
- b.** For repeated offense 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.** Besides the above penalties, Other disciplinary actions as deemed fit as per the Odisha conduct of examination Act-1988 or University first statute -1990 or IPC would be initiated by the college.

The Principal may consider the recommendations of the Examination Committee and decide on the penalties to be imposed. All such order imposing penalties shall be published in the College Notice Board.

CHAPTER – VIII

CONDUCT OF EXAMINATIONS AND VALUATION PROCEDURE

8.1 Conduct of Examination:

Examinations shall be held under Semester pattern both in theory and Practical Papers. The following officials shall be engaged in the conduct of various Semester Examinations.

- (a) Superintendent - Appointed by Principal from among the faculty members
- (b) Deputy Superintendent - From among the teaching staff.

If the number of candidates is below

500 there shall be one Dy. Superintendent. If the number of candidate exceeds 500 the Principal can appoint one more Deputy-Superintendent.

- (c) Invigilators - One invigilator for every 20 or part there of candidates.
- (d) Reliever – One reliever for every 100 candidates or part thereof.
- (e) Examination Office Assistant – For each Semester Examination.
- (f) Water Boy, Bell Boy, Roll No. writer and Scavenger - Shall be appointed by the Superintendent on his own discretions.

Before the commencement of End-Semester Examinations the Controller of Examination shall hand over the question papers in sealed packets, answer books and other formats to the Superintendent or to the Deputy Superintendent duly authorized by the Superintendent to receive the aforesaid materials on his/her behalf.

8.2 Valuation Procedure:

After the end of the examination the answer scripts shall be coded. For the purpose a coding, zone shall be organized in the examination section with the following officials for each Semester.

- (a) Coding Supervisor (Principal Ex-officio)
- (b) Deputy Coding Supervisor (Controller Ex-officio)
- (c) Code Officers (from among the teachers)
- (d) Coding Peon.

Code shall be given to individual roll numbers and code list shall be prepared by the Controller of Examinations confidentially.

Valuation shall be done by the examiners appointed by the Controller of Examinations on the basis of the names of examiners suggested by the Board of Studies. The Controller can, for valid reasons, choose substitute examiners from outside the list of the names for such suggested by the Board of Studies.

Valuation of the answer scripts shall be done by External Examiners.

Valuation shall be done by delivering the answer scripts to the examiners in his/her workplace or residence.

The tabulators shall be appointed from among of the teaching staff by the Controller on the approval of the Principal. There shall be both manual and computer Tabulation and results shall be finalized only after the cross checking of both the tabulation sheets.

The Project Paper shall be evaluated by both the Internal and External examiners.

8.3 EVALUATION RESPONSIBILITY

8.3.1 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.

8.3.2 RESPONSIBILITY OF EXAMINER

- (a) The concerned Examiners are solely responsible for evaluation of Mid Semester, Practical and End Semester Examinations. He/She is also responsible for maintaining all records to justify his/her evaluation scheme and marks thereof.

- (b) Neither the Principal nor the Management of the college shall have the right/power to change the Mid Semester marks awarded by a teacher. However, if the Principal is convinced that the Mid Semester marks awarded by a teacher is biased, he/she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised marks shall be sent to the University for necessary Action.
- (c) Internal examiners for practical subjects should be appointed from among the teachers of the department eligible as per University statute on rotation basis and no single teacher be appointed for all the papers of a particular examination as far as possible.

8.4 Fee for different assignments:

Remuneration for different assignments in the Examination shall be decided as per the decision of the Finance Committee/Government and ratified by the GB and amended from time to time by appropriate process.

Fee structure shall be regulated as per the decision of the Finance Committee on the suggestion of the Examination Committee; change in the fee structure, if any.

Chapter – IX

PUBLICATION OF RESULTS AND AWARD OF DEGREE ETC.

9.1 Publication of Result

On the basis of the recommendation of the various Boards of Conducting Examiners and the Examination Committee, the result shall be placed before the Vice-Chancellor, Berhampur University for approval and publication.

The Semester wise results will be published within 45 days of the completion of the Semester Examination (theory or practical, whichever is later).

9.2 Final Result

The final results, after the completion of the 6th Semester examination in case of UG /and 4th semester in case of P.G. shall be published for candidates of Pass and Honours in each stream of Arts, Science and Commerce.

- (i) The list of those candidates who pass in the Honors course of a particular subject shall be arranged in order of merit.
- (ii) Candidates who pass in their first appearance and in one session will be placed above those who pass with back paper clearance in the merit list.
- (iii) “D” shall be mentioned after the class/pass if the candidate has qualified for the award of Distinction as per rules However award of Distinction shall not affect the rank secured by the students in the merit list.
- (iv) After the declaration of final result of 3 Years Degree Course/P.G. each successful candidate shall be receive a diploma in prescribed format with the seal and signature of the Vice- Chancellor, Berhampur University
- (v) The Controller of Examination is authorized to make Minor Modifications as and when required in consultation with the Examination Committee/Principal
- (vi) **Principal shall put the results before Governing Body for ipso facto approval**

9.3 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:

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

9.4 PRINCIPLES FOR AWARD OF MEDALS:

The college shall award one Best Graduate and one Best Post Graduate after taking in to account the aggregate marks secured in all subjects amongst all the departments. Among these, whoever secures the highest CGPA in aggregate shall be declared best Graduate under a stream (BA Hons./B.Sc. Hons./B.Com. Hons./BCA and Best Post Graduate in M.Com & M.Sc-Botany).

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 and the students appeared in back paper examination shall not be considered for award of Best Graduate/Best Post Graduate in spite of securing the highest aggregate marks.

9.5 Grade Sheet/Mark Sheet:

Every student who has appeared in the Semester Examination shall be issued a mark sheet/Grade sheet by the Controller of Examinations. In the mark sheet the marks secured in the Internal Assessment/Mid-Semester Examination and End Semester Examination shall be mentioned and shall be signed in ink by the Controller or a Deputy Controller duly authorized to sign on behalf of the Controller.

At the end of 6th semester Examinations in case of 3 year Degree courses, and at the end of 4th Semester in case of P.G Programmes, a consolidated Grade Sheet/mark-sheet shall be issued to the students. In the consolidated mark sheet the result and grade of the students shall be mentioned. Such consolidated mark sheet shall be signed in ink by the Controller or by a Deputy Controller duly authorized by the Controller. Successful candidates from among the candidates who are eligible to receive consolidated mark sheets shall be issued provisional certificates by the Controller of Examinations. However, the successful candidates shall receive a Degree or Diploma as the case may be in the prescribed proforma from the Vice-Chancellor, Berhampur University.

9.6 Re-Addition/Re-Checking and Un-Evaluated Portion:

A Student may apply to the controller of examinations for Re-addition/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester. In case, there is any answer left unvalued, the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation. The photocopy of answer scripts and information regarding re- addition of marks will be intimated to the candidate within 45 days.

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

9.7 Procedure for Re-Addition of Marks and Photo Copy of Answer Scripts:

A candidate desiring for re-addition of marks/photo copy of answer scripts may apply for the same in the prescribed application form available in the college concerned with application fees as applicable for re-addition of marks per paper and for photo copies of answer scripts per paper within 15 days from the date of publication of the result. Here publication means the date on which the result of the particular candidate has actually been published.

The prescribed application form of the college shall be provided to the students of their college/ downloading from the website of the college and receive the said application dully filled by the candidate with the prescribed fee within 15 days from the date of publication of the result.

The Controller of examinations is required to accept all the applications in prescribed forms for supply of photo copies/re-addition of marks from the candidates and provide the same. Any discrepancies detected during the re-addition of marks must be revised in the tabulation register.

9.8 Committee for Credit Transfer:

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

- | | | |
|---------------------------------------|---|----------|
| 1. Principal | - | Chairman |
| 2. All HODs | | Member |
| 3. Controller of Examinations | - | Convener |
| 4. Deputy Controllers of Examinations | - | Member |

9.9 Revision/Amendment/Interpretation

Any amendment of this Regulation can be made under a due process by the Academic Council and approved by the Governing Body.

The Principal, Science College (Autonomous) Hinjilicut shall have the power to add new provision to this regulation if, necessary. But such provisions shall have to be placed before the AC and GB for final approval and inclusion in the Examination Regulation.

Any contingency/question arising out the Regulation or not covered under the above Regulation shall be referred to the Controller of Examinations/Principal.

The Controller/Principal shall take decisions on the basis of provisions contained in University first statute -1990, regulation for UG programme prescribed by Odisha Higher Education Council-2019, conduct of examination Act-1988,

Approval for G.B

PRESIDENT

PRINCIPAL

GOVERNING BODY
SCIENCECOLLEGE (AUTONOMOUS),
HINJILICUT