

**Regulation for Under Graduate Programme for  
+3 (B.A/B.Com/B.Sc) Under Utkal University, Bhubaneswar  
(As per CBCS System) From the Session 2016-17**

1. ELIGIBILITY

Higher Secondary / +2 / Senior Secondary or any other equivalent examination passed from any Board / Council established by the Govt. of India or any State Govt. or any other equivalent examination recognized by Central Board of Secondary Education/ Council of Higher Secondary Education, Govt. of Odisha/ Dept of Higher Education / Dept. of Industry or any other Dept of Govt. of Odisha or Utkal University. Those joining B.Sc. Programme must have passed the above examination under the faculty of Science/ Technology / Engineering/ Pharmacy etc. There shall be no such restriction for joining BA/ B.Com stream.

Students ordinarily may be selected for admission through merit in the qualifying examination or Entrance Test, Group Discussion and Personal Interview and / or a combination of these with due weightages to career to be decided by the Autonomous College or Director, Higher Education. DDCE would admit students on first come first serve basis. The Govt. of Odisha may lay down admission process for colleges under its control.

Admission Policy would be decided by the Academic Council of the respective Autonomous Colleges and for affiliated colleges Government of Odisha will decide the admission policy.

Directorate of Distance & Continuing Education would decide its own admission policy.

## 2. DURATION:

Three years of six semesters. Odd semester is from July to December (i.e. 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> semester) and the examination shall be held normally in the month of December. Even semester is from January to June (i.e. 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semester) and the examination shall be held normally in the month of April/May. However, the Final Semester shall be conducted in April and result shall be published within 45 days from the date of completion of the examination. A student would be required to complete the course within six academic years from the date of admission and no special examination be conducted/permitted under any circumstances.

## 3. COMPULSORY REGISTRATION FOR 1ST SEMESTER:

- Form fill up for the 1st semester examination is compulsory. Under any circumstance such students shall not be allowed to sit for 2nd and or subsequent semester examinations. Such candidates have to seek fresh admission in subsequent academic session.
- A candidate admitted to +3 Courses but not enrolled for 1<sup>st</sup> semester examination, his/her admission will be automatically cancelled.
- Those who fail in any semester or are unable to appear at any semester or unable to fill up for 2/3/4/5/6 may appear at those semesters during subsequent exam within 6 Years, from date of admission to that course. A student may clear backlog papers (failed) within 6 years starting from the year of admission batch.

## 4. DURATION OF THE EXAMINATIONS MID SEMESTER & END SEMESTER:

The Choice Based Credit System (CBCS) examination shall be of Semester pattern. Each semester examination shall consist of a Mid-Semester (Internal) Examination and End Semester examination. Mid Semester examination shall be conducted only for theory papers. End Semester Examination in theory papers carrying full marks above 50(e.g., 60, 75, 80 etc) shall be of 3 hours duration and practical shall be of 3hours (for full marks carrying 30). On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

## 5. MID SEMESTER EXAMINATION:

- 5.1. Mid semester examination will be of 01 hour duration for 20 marks. There shall be no pass mark in Mid Semester examination.
- 5.2. The Mid-Semester Examination shall be conducted and valued by the Teacher(s)/ Counselor's who is teaching the corresponding paper or any external faculty in DDCE during the Personal Contact Program (PCP). A student who fails to appear in a Mid-Semester Examination will be allowed to take the same examination with the next batch of student only ONCE provided the candidate has to fill-up the forms for the same semester during form fill-up time as a back paper. There will be no provision to

re-appear in the Mid-Semester Examination for improvement. However for the students admitted under DDCE in distance mode will appear the Midterm exam during the PCP. The date & the time of Midterm will be notified in the DDCE website/ Academic calendar. The question pattern will be uploaded in the DDCE website.

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

## 6. MARK DISTRIBUTION:

### A. Subjects Without Practical :

Mid Term	Term End	Total
20	80	100

### B. Subjects With Practical :

Mid Term	Term End		Total
	A-Theory	B-Practical	
20	50	30 (20 + 10 (Record))	100

### C. (DSE – 4) for Hons. students (6<sup>th</sup> Semester)

**Project -60 + Viva-40 =100**

DSE Papers for Hons. Students may or may not have the Practical component as proposed by the respective Board of Studies. If there is no practical tutorial classes are allotted. The Project paper will not have Mid-Sem. Examination and it will be evaluated both by External & Internal Examiners Submission of project will carry 60 marks and presentation will carry 40 marks and pass mark in the project will be 40 marks out of 100 marks.

- Evaluation of project shall be completed before the commencement of the 6<sup>th</sup> Semester End Term Examination.

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

### 7.1 GRADING SYSTEM

Qualification	Grade	Mark Secured from 100	Grade Point
Outstanding	'O'	90-100	10
Excellent	'A+'	80-89	9
Very Good	'A'	70-79	8
Good	'B+'	60-69	7
Above Average	'B'	50-59	6
Fair	'C'	45-49	5
Pass	'D'	33-44	4
Failed	'F'	Below 33	0
Absent	'AB'	00	0
Malpractice	'M'	00	0

Qualification	Grade	Mark Secured from 100	Grade Point	Classification for Hons.	Classification for Pass
Outstanding	'O'	90-100	10	First Class Hons.	Pass
Excellent	'A+'	80-89	9		
Very Good	'A'	70-79	8		
Good	'B+'	60-69	7		
Above average	'B'	50-59	6	Second Class Hons.	
Fair	'C'	45-49	5		
Pass	'D'	33-44	4	Pass without Hons.	
Failed	'F'	Below 33	0		Fail
Absent	'AB'	00	0		Fail
Malpractice	'M'	00	0		MP

**N.B. A Candidate has to secure 33% or above to pass in each of the Papers.**

- The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in the two subsequent examinations within the stipulated time.
- The candidate securing 'C' Grade and above in Core papers (Hons) papers in aggregate will be awarded Honours.
- For candidate in Honours Course securing 'B' Grade and above in aggregate in first appearance in other than Core papers will be awarded Distinction.
- For candidates in Pass (General) course securing 'B' Grade and above in aggregate in first appearance in all papers will be awarded Distinction.
- FAIL/MP/HARD CASE and back paper clearance candidates in any semester examinations are not eligible for awarded of Distinction.

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

SGPA- Semester Grade Point Average

CGPA- Cumulative Grade Point Average

(a) POINT - Integer equivalent of each letter grade

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

**CREDIT POINT** - (b) X (a) for each course item

**CREDIT INDEX** -  $\sum$  CREDIT POINT of course items in each

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

**SEMESTER GRADE POINT AVERAGE (SGPA) =**

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

**CUMULATIVE GRADE POINT AVERAGE (CGPA) =**

**$\frac{\text{CREDIT INDEX}}{\text{CREDIT}}$  of all previous Semester up to the 6<sup>th</sup> Semester**

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

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

8.6 Formula for Equivalent Percentage of Marks:

This University follows seven point grading system Cumulative Grade Point Average (CGPA) on base of 10 and the University does not award marks, nor class/division to a student at the semester or degree level as per Academic Regulation of the University.

The following formula may be used by the concerned organization/individual at their discretion to obtain the equivalent percentage of marks for the CGPA awarded to the students of this University.

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

## 9. REPEAT EXAMINATION

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

9.2 A student may appear in improvement (having passed in that paper) in any number of papers ONLY ONCE in the subsequent corresponding semester examination within four year.

## 10. HARD CASE RULE:

10.1 2% of 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)

10.2 Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'C' Grade in 6<sup>th</sup> semester in aggregate of Hons. papers (Core). This will's affects the distinction of the candidates. Provided the candidate has not availed grace mark under Clause-10.1.

10.3 Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'B+' Grade in 6<sup>th</sup> semester in aggregate of Hons. papers (Core). This will's affects the distinction of the candidates. Provided the candidate has not availed grace mark under Clause-10.1.

## 11. EXAMINATION QUESTION PATTERN

11.1 The duration of end semester examination as reflected in Sl. No.5 above.

11.2 For subject without having practical full marks are 100 per paper out of which 20 marks are allotted for Mid-Semester Examination (Internal) and 80 marks for end semester examination.

- The question papers shall be divided into two parts such as Group-A & Group-B.
- Group- A will carry 10 short questions of two marks each .The answer should be within two sentences.
- There shall be 5 long type questions in Group –B with one alternative each have to be attempted and all questions shall be of equal value (5X 12 marks).

11.3 For subject with practical full marks are 100 per paper out of which 20 marks is allotted for Mid- Semester Examination, 50 is for End Semester Examination and 30 is for practical.

- The question papers shall be divided into two parts such as Group-A & Group-B.
- Group- A will carry 10 short questions of one mark each. The answer should be within two sentences.
- There shall be 5 long-type questions with one alternative each have to be attempted for subjects having practical. The questions shall be of equal value (5 x 8 Marks)
- Practical will carry 30 marks out of which 10 will be for records.

11.4 Each Dept shall have a designated Teacher in-charge of Examination to be decided by the Principal in addition to the Controller of Examinations of the College (applicable to autonomous colleges).

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

## 12. MINIMUM PERCENTAGE AND MARKS TO BE OBTAINED FOR PASS:

### A. Paper Without Practical :

Mid Term	Term End	Pass Mark Term End	Total	Paper Pass Mark
20	80	33% out of 80 (i.e. 26 marks)	100	33% out of 100 By taking both components (i.e. Mid-Term + End Term Exam.)

- Term End (University Examinations) Total Mark: 80, 33% out of 80. (i.e. 26 mark)
- Total Mark: 100 (33% out of 100)
- No Pass mark for Mid Term Exam. A student has to appear the Mid Term Exam. Securing AB in Mid
- Term exam student declare fail in that paper though he/she score passing mark in theory paper.

### B. Paper With Practical :

Mid Term	Term End				Total	Paper Pass Mark
	A-Theory	Pass Mark A-Theory	B-Practical	Pass Mark B-Practical		
20	50	33% out of 50 (i.e. 17 mark)	30	40% out of 30 (i.e. 12 mark)	100	33% out of 100 By taking (i.e. Mid-Term + End Term Exam + Practical)

- Term End (University Examinations) Total Mark: 50, 33% out of Total Mark(i.e. 17 mark)
- Minimum pass mark for practical paper is 40%.
- Total Mark: 100 (33% out of 100)
- No Pass mark for Mid Term Exam. A student has to appear the Mid Term Exam. Securing AB in Mid Term exam student declare fail in that paper though he/she score passing mark in theory paper.

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

### 13. EVALUATION RESPONSIBILITY

- (a) The Examiner is solely responsible for evaluation of Mid-Term, Practical and End-Term Examinations. He/She is also responsible for maintaining all records to justify his/her evaluation scheme and marks thereof.
- (b) Neither the Principal nor the Management shall have right to change the Mid-Term marks assigned by a teacher. However, if the Principal is convinced that the Mid-Term marks assigned by a teacher 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. The decision with the revised marks shall be sent to the University for Necessary Action.

### 14. DISCIPLINARY ACTION (EXAMINATIONS)

- (1) A student found resorting to malpractice (unfair means adopted) in the examination hall during University Examination as reported by the Invigilator/Supervisor/Squad Member
  - Will be awarded "M" grade having 0(zero) Grade Point in that paper and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University.
- (2) A student adopting malpractice and showing an indiscipline behavior in the examination hall
  - Will be awarded "M" grade having 0(zero) Grade Point in that paper and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University.
- (3) A student found adopting malpractice in more than one papers in a Semester/Trimester/Special Examination
  - Will be awarded "M" Grade with 0 (zero) Grade Point in all the papers of that Semester/Trimester/Special Examination; he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University.
- (4) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations inspite of the warning issued previously
  - 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

- (5) A student found violating the Examination Code of Conduct  
[Which includes:
- Use of programmable calculators, mobile phones/smart watch (even in switch off mode), document or any electronic devices having memory chips.
  - Leaving the Examination Hall within the first hour from the commencement of the examination.
  - Talking to other examinees in the Examination Hall.
  - Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall ]
  - Will be expelled from the Examination in that paper and will be awarded “M” grade having 0(zero) Grade Point in that paper; he/she will be warned by the university with a copy to the parents/guardians or a notice in the official website of the University.
  - A student found repeating the “Violation of Code of Conduct” will be awarded “M” grade with 0(zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.
- (6) A student indulging in the misconduct in the examination hall  
[ Which includes:
- 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.
  - Writing derogatory remarks.
  - And 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.
  - Any remarks, requests or irrelevant issues in answer scripts]
  - 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.
- (7) Any student found man-handling/threatening the officers/staff connected with the officers/staff connected with the examinations (Invigilator, Centre Superintendent, Supervisors, Principal, Members of Flying squad, etc.)
- Will be awarded “M” grade having 0(zero) Grade Point in all the papers of that Examination and will be expelled from the college for one year.
  - Other disciplinary actions as deemed fit (including FIR to police) would be initiated by the University/college.



(8) Any student found damaging the property of the staff/officers/institution connected with the examinations

- Will be awarded "M" grade having 0(zero) Grade point in all the paper of that Examination and will be expelled from the college for one year.
- Will be obliged to provide compensation for the damage as assessed by the college/University or individual as the case may be.

15. RE-TOTALLING/RE-CHECKING AT UN-EVALUATED PORTION

(A) A Student may apply through his/her college for Re-totalling/Re-Checking of a paper within 45 calendar days from the date of publication of the results in each Semester. However, evaluation will be done for un-evaluated answers, if any.

(B) There will be no re-evaluation process of the Answer Script

16. GRADE SHEET

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

17. DUPLICATE UNIVERSITY REGISTRATION CARD

A student is issued University Registration Card at the time of admission. University Registration number continues to be his/her Registration number for all examinations during his/her tenure of study. This card is also essential for admission of the student to a college and his/her eligibility to attend classes in a college. This is an IMPORTANT document and the student must possess it throughout his/her course at the University.

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