

**Regulation for Under Graduate Programme
(BA/B.Com/B.Sc- Honours/Regular) under CBCS Pattern of Utkal
University w. e. f. Admission Batch (2016-2017) for Affiliated Colleges**

(Applicable to Autonomous Colleges/ Affiliated Colleges/DDCE)

1. ELIGIBILITY

- 1.1. 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.
- 1.2. Students ordinarily may be selected for admission through 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.
- 1.3. Admission Policy would be decided by the Academic Council of the respective Autonomous Colleges and for affiliated colleges Government will decide the admission policy.
- 1.4. Directorate of Distance & Continuing Education would decide its own admission policy.

2. DURATION

- 2.1. At least three years of six semesters in toto. In case of professional courses the duration may be more as per the direction of regulatory bodies established under Law.
- 2.2. Odd semester is from July to December (i.e., 1st, 3rd & 5th semester).
The examination shall be held normally in the month of November - December.
- 2.3. Even semester is from January to June (i.e., 2nd, 4th & 6th semester).
The examination shall be held normally in the month of May - June. However the Final Semester shall be conducted in April and result shall be published by end of May.
- 2.4. A student would be required to complete the course within six academic years from the date of admission.
- 2.5. A student may opt for fast track of completing all the six semesters in two years provided she/he has at least 2 (two) years industry / organizational experience after +2. Such permission would be granted at the discretion of the Principal of the Autonomous Colleges and DDCE. This clause shall not be applicable to affiliated, non autonomous colleges.

3. Compulsory Registration for 1st Semester:

- Registration for 1st semester is compulsory. A candidate admitted to +3 Courses but not registered for 1st semester examination, his/her admission will be automatically cancelled.
- A candidate may take a blank Semester: A blank Semester has to be clubbed with next Odd or Even Semester as the case may be i.e. 2nd, 4th and 6th / 1st, 3rd and 5th. The Hostel policy for blank semester is to be decided by colleges as per their suitability. Hostel accommodation cannot be claimed as a right for a blank semester. (Blank semester is not to be confused as repetition due to failure).

- 75% attendance for non DDCE students is a requirement for being eligible to appear at Examination Up to 15% waiver may be granted by the College Principal at discretion on Health Ground or participation in sports , cultural activities, NCC and NSS activities etc.
- A student may clear backlog papers within 6 years. Improvement if any has to be completed within 4 years.
- A student may register for extra credit i.e. register for additional papers under the same faculty or outside the faculty under an autonomous college or DDCE provided they are in a position to facilitate such teaching.

4. WEIGHTAGE DISTRIBUTION (PERCENTAGE) FOR EVALUATION:

Theory Subjects

Mid Term Test-I	Mid Term Test-II	Term End	Total
10	10	80	100

Subjects with Practical

Unit Test-I	Unit Test-II	Term End		Total
		A-Theory	B-Practical	
10	10	50	30(20+10-Record)	100

Dissertation/ Project

Identification of problem	Review of Literature	Methodology	Findings	Analysis	Viva-voce	Total
10	10	10	25	25	20	100

For the DDCE unit tests, quizzes, presentation, seminar etc. may not be introduced immediately.

5. GRADING SYSTEM

Grade		Mark Secured from 100	Grade Points
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'	40-49	5
Pass	'D'	30-39	4
Failed	'F'	Below 30	0

N.B. A Candidate has to secure 30% 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 subsequent examinations within the stipulated time.

The candidate securing 'B' Grade and above in Core/Honours papers in aggregate will be awarded Honours.

The candidate securing 'B+' Grade and above in aggregate in first appearance will be awarded Honours with Distinction/Distinction (for pass/regular course).

Any candidate filling the forms for appearing in back papers/improvement shall not be awarded Distinction.

5.2 A transitory letter grade I (carrying points 2) shall be introduced for cases where the results are incomplete. This grade shall automatically be converted into appropriate grade(s) as and when the results are complete.

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

SGPA - Semestre 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

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

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

CUMULATIVE GRADE POINT AVERAGE(CGPA) =

$\frac{\text{CREDIT INDEX of all previous Semester up to the 6}^{\text{th}} \text{Semester}}{\sum \text{CREDIT}}$

5.4 In addition to the points marks/ percentage would also be awarded and shall also be reflected in the Mark Sheet.

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

6. REPEAT EXAMINATION

6.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent semester examinations within six years from the date of admission.

6.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. The higher marks shall be retained.

6.3 Improvement has to be completed with 4-Yrs from the date of admission.

7. **HARD CASE RULE**

7.1 2% of grace mark on the aggregate mark subject to maximum of 5 (five) marks in single paper shall be given. This shall be applicable in each semester.

7.2 0.5 (point five percent) grace mark can be given for award of B Grade in each semester provided grace mark under 7.1 has not been awarded.

8. **EXAMINATION QUESTION PATTERN (SUGGESTIVE)**

8.1 The end semester examination will be of three hours irrespective of marks.

8.2 **For subject without having practical** full marks are 100 per paper out of which 20 marks is 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 (12 marks X 5).

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 (8 Marks x 5)

Practical will carry 30 marks out of which 10 will be for records.

a. Model answers for long questions should be between 700 - 1000 words.

9. 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).

10. The Internal Evaluation would be the sole responsibility of Teacher offering the course.

11. 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.

BROAD PRINCIPLES OF CREDIT TRANSFER

- There should be a small group to consider all cases of credit transfer . The group should consists of the following

Chairman - Chairman P.G Council (for University affiliated colleges) / Director, DDCE for DDCE/ Principals of the Autonomous College/Controller of Examinations, Utkal University.

Convener - Dy. Controller of Examination for University affiliated colleges
Faculty member of DDCE for DDCE, Controller of Examination of respective Autonomous colleges for autonomous colleges.

Members - Four teachers to be nominated by the Chairman, P.G. Council/ Director, DDCE/ Principal of Autonomous Colleges as the case may be.

Waiver for courses covered under other colleges notwithstanding differences in detailed course can be granted . Papers which one has not studied even though they are prescribed for earlier semesters can be covered by the students .

- **OTHER BROAD PRINCIPLES:**

- Student transferred after 1st semester examination cannot be given position or medal under autonomous colleges. Students who have failed / remained absent / appeared for improvement shall not be eligible for University Gold medal or Rank. Students who have been granted credit waiver under credit transfer system can't be awarded Gold medal or position.