

REGULATIONS FOR UNDERGRADUATE PROGRAMME

(B.A. / B.Sc. / B.Com.)
(2006 – 07 Admission Batch Onwards)



BANKI COLLEGE (AUTONOMOUS)

BANKI, CUTTACK - 754008

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**Regulations for Undergraduate Programmes
(B.A. / B.Sc. / B.Com.)
Choice Based Credit System (2018 – 19 Admission Batch Onwards)**

Outlines of Choice Based Credit System (Arts / Science / Commerce Stream).

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

The course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course.

Discipline Specific Elective (DSE) Course (4 Papers)

Elective courses offered under the main discipline/subject of study is referred to as Discipline Specific Elective. The list provided under this category are suggestive in nature and each Autonomous college/HEC has complete freedom to suggest additional papers under this category based on their expertise, specialization, requirements, scope and need.

Dissertation/Project*: An elective course designed to acquire special/advanced knowledge, such as supplement study/support study to a project work. A candidate studies such a course on his own with an advisory support by a teacher/faculty member is called dissertation/project.

Generic Elective (GE) Course (4 papers)

An elective course chosen from an unrelated discipline/subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers. Autonomous colleges can offer two papers in two subjects as GE or four papers one subject.

Ability Enhancement Compulsory Courses (AECC):

Paper 1: Environmental Science.

Paper II: MIL Communication (English/Odiya/Hindi)

Skill Enhancement Compulsory Course (SECC)

SECC – 1: Communicative English and writing skill

SECC – 2: Quantitative and Logical Thinking (QLT)

The main purpose of these courses is to provide students with life-skills so as to increase their employability.

'Ethics & Values' in Arts, Science and Commerce is introduced from the Academic Session 2021- 22 as a new AECC compulsory course as per the order of the Government of Higher Education, Odisha (*vide* H.E. Letter No. 876/108 dated 13/12/2021).

The syllabirecommended by the respective Board of Studiesand approved by the Academic Councilin each Academic Session shall be implemented.

1. ELIGIBILITY

Higher Secondary/+2/Senior Secondary or any other equivalent Examination passedfrom any Board / Council established by the Govt. of India or any State Govt. or anyother equivalent Examination recognized by Central Board of Secondary Education/Council of Higher Secondary Education, Govt. of Odisha / Department of HigherEducation/Department of Industry or any other Department of Govt. of Odisha. Those joining B.Sc. Programme must have passed the aboveExamination under the faculty of Science / Technology / Engineering / Pharmacy etc. There shall be no such restriction for joining B.A. / B.Com., BBA program. Students are ordinarily selected for admission through SAMS according to merit in the qualifying Examination.

2. DURATION

- 2.1 At least three years of Six Semesters in toto.
- 2.2 Odd Semester is from June 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 months of April – June. However, the Final Semester shall be conducted in April, and it is desirable that the result shall be published within 30 days and not beyond 45 days from the date of completion of the 6th Semester Examination. The Semester-wise results will be prepared by the Controller of Examinations and submit it to the Utkal University for approval of the Vice-Chancellor for publication of results, only after the approval of Conducting Board of Examiners, Examination Committee and the Principal.
- 2.4 A student would be required to complete the course within six academic years from the date of admission.
- 2.5 Students who failed in the 6th Semester End-Term Examination will have to appear special Back Examination conducted soon after the publication of the final Degree results within thirty days.

3. COMPULSORY REGISTRATION FOR ALL SEMESTERS

Registration for all Semester Examinations at the beginning of the course is mandatory. Examination fees for all 6 Semesters (Regular) will be collected at the time of admission into the college. A registration/Examination/admit card will be issued once to candidates admitted and that will remain valid till the completion of the course. There will be no need to issue Admit card for every Semester. However, new Admit card shall be issued to the students appearing back paper(s) End-Term Examinations or in case of missing of the Admit card only on deposition of Rs.100 and application to the Controller of Examinations.

- 3.1 A candidate admitted to +3 courses but not enrolled for all Semester Examinations, his/her admission will be automatically cancelled.
- 3.2 Those who fail in any Semester or are unable to appear at any Semester, may appear at those Semesters during subsequent Examination within 6 years from date of admission to that course, after filling forms for those back-paper Examinations. A student may clear backlog papers (failed) within 6 years starting from the year of admission.
- 3.3 If a student does not appear for all the papers in both first and second Semester Examinations, his/her admission for the said course will be cancelled.
- 3.4 For students desiring to appear in any back paper(s), they would be required to fill up the Examination forms for the respective paper(s). Those who fail in any paper in a Semester or unable to appear in any Semester or unable to submit forms for back paper(s) of second/third/fourth/fifth/sixth Semesters may appear in those paper(s) in subsequent Semester Examinations within six years from the date of admission to that course. Form fill-up for the back paper(s) for next immediate Semester is mandatory.
- 3.5 Back paper(s) are to be permitted in consecutive Semester(s) for the first attempt at clearing back paper. Subsequent attempts will be allowed in alternate Semester (e.g. a student failing in a paper of Semester one will be allowed to appear for the paper in Semester two. If he/she fails to clear this back paper in Semester two, he/she will get the next opportunity in Semester four and six etc. only) to ensure earliest opportunity to the student and timely conduct of regular paper Examinations.

4. ATTENDANCE

- 4.1 Students are required to attend at least 75% of the lectures in theory and practical classes taken separately in each Semester. Attendance shall be considered from the date of commencement of the classes in the institution. The Schedule of Classes shall be notified through a Timetable before the beginning of the classes in each Semester. Attendance record must be compiled at the time of each Mid-Term/Internal Examination. The students with less than 75% attendance shall be notified as to give them scope for improving their attendance, before the commencement of Examinations.
- 4.2 The parents/guardians shall also be informed of the same to ensure satisfactory attendance by their words.
- 4.3 Condonation may be granted by the Academic Council of the college 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. During the period of his/her absence for the purpose 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.
- 4.4 In addition, the Academic Council may grant further condonation for the shortage in attendance to the extent of 10% in respect of students who represent the University or College or State for Inter-University or Inter-State competitions in games and sports or attending different recognized National Level Camps.
- 4.5 Under any circumstances, the condonation shall not be beyond 25%.
- 4.6 Attendance shall not be insisted for a student who represent the Country in any of the activities as mentioned above.

5. DURATION OF THE EXAMINATIONS (MID-SEMESTER & END-SEMESTER)

Examinations are conducted in Semester pattern as prescribed by the CBCS norm. Examination Timetable for the odd Semesters will be communicated by 20th June and even Semester by 7th December according to Academic Calendar approved by the Academic Council. 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 mark 50 or above, shall be of 3 hours duration and practical shall be of 3 hours (for full marks carrying 30). On the other hand, theory papers carrying 25 marks or below shall be of 1-hour duration.

6. MID-SEMESTER

- 6.1 Mid-Semester Examination will be one-hour duration for 20 or 15 marks for subjects having no practical and subject having practical respectively. There shall be no pass mark in Mid-Semester Examination. The type of questions will be decided by the Board of Studies of the respective departments subject to the approval of Academic Council.
- 6.2 The Mid-Semester Examination shall be conducted by the Teacher In-charge on the Department and valued by the Teacher(s) who are teaching the corresponding paper or any external faculty in the college. A student who fails to appear in a Mid-Semester Examination, will be allowed to take the same Examination with the next batch of students 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. The Controller of Examinations will notify the date of form fill-up and date of Examinations
- 6.3 A student who remains absent in Mid-Term Examination will be declared as failed in that paper(s). A student who remains absent in the Mid-Term Examination but has passed the End-Term Examination shall be treated as failed in that Semester. Such candidates would be required to appear Mid-Semester Examinations in an immediate subsequent Semester. There will be a provision of Special Mid-Term Examination for 5th and 6th Semester Examination before the conduct of End-Term Examination of the respective Semesters. These paper(s) shall be treated as back paper(s). However, if a student fails to appear the Mid-Term Examination on account of attending NSS, NCC camps of State and National Level, Pre-RDC or RDC, NSS Camp related to glory of the College or State, serious medical illness and death of the parents, he/she shall be allowed to appear the Special Mid-Term Examination conducted before the commencement of the End-Term Examination and will be treated as a regular candidate without hampering award of Distinction and Position, if due. This is applicable to the students up to the 4th Semester Examination.
- 6.4 The students remaining absent in Mid-Term Examination (Regular & Special) shall be awarded Zero mark for that paper(s) (Vide Academic Council Resolution No. 3(iv) dated 29/06/2017).
- 6.5 The 5th and 3rd Semester Mid-Term Examination shall be conducted between 15th to 30th of September and 1st Semester between 15th to 31st of October.
- 6.6 The answer scripts of the Mid-Term Examination shall be preserved for six months from the date of publication of result for future reference.

6.7 The Guest Lecturers & Management Teachers having more than Two Years of Teaching Experience can be appointed as examiners of both Mid-Term and End-Term Examinations and their names are to be recommended by their respective Board of Studies (*vide* G.O. No. PTI-HE-PTC-SAMS-0002-2016, 15609/26/05/2018).

There will be no appointment of Centre Superintendents, Deputy Superintendents for Mid-Term Examinations. The conduct of Mid-Term Examinations shall be under the direct supervision of the Principal, Controller of Examinations and the Teacher-in-Charge of each Department. There will be no provision of payment of remuneration for the conduct of Mid-Term Examinations and evaluation of answer scripts of the same. However, provision for payment of contingent expenditures to be made for the conduct of Mid-Term Examination, if conducted by the departments. The Heads of the Departments or the Teacher-in-charge-Examination shall receive it as an advance and will submit the vouchers duly certified by the Head of Department against the advance received, to the Controller of Examinations soon after the Examination is over.

Self-study course shall be of 40%. i.e. Unit – II of each paper and the question for Mid-Semester Examination shall be set from that unit only.

7. END-TERM EXAMINATION

7.1 End-Term Semester Examination in theory papers carry 50 marks and above shall be of 3-hours duration and theory paper(s) carrying 50 marks below, shall be of 2 hours duration.

7.2 Practical Examination carrying full marks 30 shall be of 3-hours.

7.3 There will be no provision of Conveyance Allowance for the employees of the college for any sort of assignments except various meetings such as Academic Council, Board of Studies, Conducting Board of Examiners, MP Committee and Examination Committee.

7.4 Duty and responsibility of Superintendent, Deputy Superintendent, Invigilators, Examination Clerk, Examination Peon:

7.4.1 SUPERINTENDENT:

7.4.1.1 The Controller of Examinations will place the proposal for the appointment of Superintendent and Deputy Superintendent before the Principal for approval. After approval the Controller of Examinations shall issue the appointment letter to the person approved by the Principal.

7.4.1.2 Smooth conduct of Examination is the sole responsibility of the Superintendent.

7.4.1.3 He/She has to look after the arrangement of the rooms as well as seat arrangement, considering the strength of the candidates.

- 7.4.1.4 On the day of Examination, he or she has to receive the questions in sealed packet from the Controller of the Examinations **One hour before** and will send the questions to the Examination Hall(s) after opening the sealed packet in presence of Invigilator(s)
- 7.4.1.5 He/She will see that all the invigilators have reported before Half-an-Hour of the scheduled time of Examinations.
- 7.4.1.6 He/She has to roam in the Examination Halls ascertaining that the Examination is conducted smoothly, and all the Invigilators are sincere in their duty.
- 7.4.1.7 After One hour of the commencement of the Examinations, the Superintendent with help Deputy Superintendent and Invigilators will check the candidates, whether anybody is in possession of incriminating material or not. However, it should be done giving a prior warning to the candidates to surrender any material in possession not allowed in the Examination rule.
- 7.4.1.8 After the Examination is over and collection of the Answer scripts by the invigilator of each hall, he/she has to see that the Answers scripts are handed over to the Examination section without delay.
- 7.4.1.9 After tallying with the memo, he/she has to hand over the Answer scripts to the Controller of the Examinations.
- 7.4.1.10 Conduct of Practical Examination in scheduled time by both Internal and External Examiners is also the duty of the Superintendent.
- 7.4.1.11 The Superintendent has to receive the advance toward Center Expenditures from the Controller of the Examinations and shall have to submit the vouchers to the Controller of the Examinations against the advance.
- 7.4.1.12 The Superintendent has to notify the list of the Invigilators, Flying squads, Gate checking squads before 1 day of the commencement of the Examination.
- 7.4.1.13 The list of Invigilators should be prepared according to Examination rules. (One Invigilator per 20 Candidates, One relieving invigilator per 100 Candidates)
- 7.4.2 Deputy Superintendent (1 for 350 candidates and 2 for beyond 350 candidates):**
- 7.4.2.1 Has to supervise that the seat charts are prepared according to strength of the Examination halls and seat arrangements has been done perfectly and it is notified in the notice board before One Hour of commencement of the Examination.
- 7.4.2.2 Has to keep the Answer scripts ready Hall-wise with the assistance of the Examination Peon before commencement of Examination.

- 7.4.2.3 Has to be present in gate checking along with Superintendent. See that the bell is rang before 15 minutes of commencement of Examination, warning bell before 5 minutes of the sitting over and final bell after due period of the sitting.
- 7.4.2.4 After the starting of the Examinations should visit the halls once in every Hour and also do internal checking along with Flying squad members.
- 7.4.2.5 After a sitting over, has to receive the Answer scripts from the Invigilators and tally with the memo and hand over to the Superintendent or to the Controller of Examinations.
- 7.4.2.6 Should take care of the payment of remuneration to the Invigilators after a sitting is over.
- 7.4.2.7 May receive the advance towards Center expenditure from the Controller of Examinations and submits the bills and vouchers against the advance received at the end of all the sittings (Both Theory and Practical)

7.4.3 Invigilator

- 7.4.3.1 All the Invigilators have to report the superintendent half-an-hour before the commencement of the Examination and will move to their respective halls as directed by the Superintendent.
- 7.4.3.2 The Chief Invigilator shall receive the question paper from the Superintendent of Examinations.
- 7.4.3.3 The invigilator will distribute the questions among the candidates soon after the bell rang.
- 7.4.3.4 They should sign the answer script of each candidate tallying with the sheet chart and also see that all candidates have put their signature in the attendance sheet and has sat in his/her seat allotted.
- 7.4.3.5 All the invigilators have to move inside the room and supervise to prevent adoption of Malpractice by the candidates, instead of standing in a particular place for long time.
- 7.4.3.6 No Invigilator should keep the mobile in SWITCH ON condition. Any violation to this shall seriously viewed by the Principal and the Controller of Examinations. They should not talk to each other inside the hall. Should not leave the hall without intimation to the appropriate authority for a long period. The Chief Invigilator should report to the Superintendent regarding the absent of an invigilator for long time without prior permission.
- 7.4.3.7 Any case of malpractice detected by the Invigilator after warning to the candidates for surrender of incriminating material, should be reported to the superintendent with immediate effect.

7.4.3.8 After final bell the Invigilators have to collect the answer scripts from the candidates of the respective hall and to hand over to the Superintendent/Deputy Superintendent before leaving the Examination cell.

7.4.4 Examination Clerk

7.4.4.1 Will prepare the seat chart and memo of each sitting of the Examinations consulting with the Superintendent/Deputy Superintendent.

7.4.4.2 Will prepare all the remuneration bills and contingent vouchers and the abstract of the same for submission to the Controller of Examinations by the Superintendent/Deputy Superintendent.

7.4.5 Examination Peon

7.4.5.1 Will help the superintendent/Deputy Superintendent in preparation of Examination Hall and seat arrangement.

7.4.5.2 Will arrange blank answer script for each hall according to seat chart with the Deputy superintendent

7.4.5.3 Will keep the answer script safely in the strong room for coding.

8. MARK DISTRIBUTION

8.1 Subjects without Practical

Mid-Term	Term End	Total
20	80	100

8.2 Subjects with Practical

Mid-Term	Term End		Total
15	A-Theory	B-Practical	100
	60	25(20+5: Record)	

8.3 Project

The mark distribution would be subject-specific. In general, the project report will carry 80 marks and *viva voce*/seminar will carry 20 marks. The marks can be sub-divided as under:

Introduction and Context	Literature Survey	Actual Project Work Methodology	Results, Discussion & Critical Analysis	Clarity of Thought and Aesthetics of the Report
10	10	20	10	10

9. POLICY ON DSE PAPERS

9.1 DSE – 4 for students of 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 shall be offered a project as DSE- 4. Unless explicitly indicated in the respective subject curriculum, the recommended marking scheme will have about 60% in the project report and 40% in a seminar cum viva-voce. The project paper will not have an internal Examination. It will be evaluated by an external examiner appointed by the Controller of Examinations from among the list submitted by the Board of Studies of respective departments and all the teachers of the department will act *defacto* internal members for evaluation purpose.

9.2 DSE papers 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.

9.3 Individual faculty of the college has to prepare the list of probable project topics under his/her guidance for a batch in the **beginning of the 5th Semester** to facilitate students and such list to be notified by the Controller of Examinations for information of students. The evaluation of project shall be completed before the commencement of the end Semester Examination of 6th Semester.

N.B.: If a student fails to appear in the viva-voce test of project and seminar or either of one he/she shall be declared fail. He/she shall be allowed to appear the same by filling the form in the next year. If he/she remains absent further, shall be awarded zero in Project/Seminar and the result will be published.

If a student remains absent in Internal as well as Special Internal Examination / Project / Seminar of 5th, 6th or both Semesters, he/she will be allowed to appear the End-Term Examination awarding zero in those papers in the next year.

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

10.1 Grading System

Qualification	Grade	Mark Secured	Grade Point
Outstanding	'O'	90 – 100	10
Excellent	'A+'	80 – 89	9
Very Good	'A'	70 – 79	8
Good	'B+'	60 – 69	7
AboveAverage	'B'	50 – 59	6
Fair	'C'	45 – 49	5
Pass	'D'	40 – 44	4
Fail	'F'	< 40	0
Absent	'ABS'	00	0
Malpractice	'M'	00	0

- The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in subsequent Examinations within the stipulated time.
- For candidates 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 representing the University or State/Inter University or Interstate competitions in games and sports at National or International level or attending National level NCC/NSS camps will get one chance exception for distinction.
- Fail/MP/Hard Case and back paper clearance candidates in any Semester Examination are not eligible for award of Distinction.

A students' 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

GRADE POINT – Integer equivalent of each letter grade.

CREDIT – Integer signifying the relative emphasis of individual course item(s) in a Semester as indicated by the course structure and syllabus.

CREDIT POINT = CREDIT X GRADE POINT for each course item.

CREDIT INDEX = Σ CREDIT POINT of course items in each Semester

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

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

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

- Paper Type, Subject, Credit, Grade, SGPA & CGPA in the last Semester result shall be reflected in the Grade Sheet.
- The details of the grading system shall be printed on the backside of the CollegeMark-sheet.
- Formula for Equivalent percentage of Marks:

This college follows Seven-point grading system Cumulative Grade Point Average (CGPA) on base of 10 and the College does not award marks, nor class/division to a student at the Semester or Degree level as per Academic Regulation.

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.

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

- Illustration of Computation of SGPA, CGPA and Format for Transcripts B.A./B.Sc./B.Com. Honours Course:

Semester	Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Credit)	point/
Semester I	C-1	06	A	08	48	6.8(150/22)	
	C-2	06	B+	07	42		
	AECC-1	04	B	06	24		
	GE-1	06	B	06	36		
	Total	22			150		
Semester II	C-3	06	B	06	36	6.8(150/22)	
	C-4	06	C	05	30		
	AECC-2	04	B+	07	28		
	GE-2	06	A+	09	54		

	Total	22			148	6.38(148/220)
Semester III	C-5	06	A+	09	54	
	C-6	06	O	10	60	
	C-7	06	A	08	48	
	SEC-1	04	A	08	32	
	GE-3	06	O	10	60	
	Total	28			254	
Semester IV	C-8	06	B	06	36	
	C-9	06	A+	09	54	
	C-10	06	B	06	36	
	SEC-2	04	A+	09	36	
	GE-4	06	A	08	48	
	Total	28			210	
Semester V	C-11	06	B	06	36	
	C-12	06	B+	07	32	
	DSE-1	06	O	10	60	
	DSE-2	06	A	08	48	
	Total	24			186	
Semester VI	C-13	06	A+	09	54	
	C-14	06	A	08	48	
	DSE-3	06	B+	07	42	
	DSE-4	06	A	08	48	
	Total	24			192	
	CGPA				1140	7.7(1140/148)
	Grand Total	148				

Semester- I	Semester- II	Semester- III	Semester- IV	Semester- V	Semester- VI
Credit: 22; SGPA: 6.8	Credit: 22; SGPA: 6.73	Credit: 22; SGPA: 6.8	Credit: 28; SGPA: 9.07	Credit: 28; SGPA: 7.75	Credit: 24; SGPA: 8.0

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

11. EXAMINATION

11.1 A student must clear back paper(s) (if failed) by appearing at subsequent respective SemesterExaminations within six years from the year / session of admission.

11.2 A student may appear in improvement (having passed in that paper) in any number of paper(s) ONLY ONCE in the next SemesterExamination.

11.3 Rules for Examination

11.3.1 Components of the Examination: Theory, Practical, Seminar, Project

11.3.2 The Examination in each stream (Arts / Science / Commerce) shall be conducted by means of written papers.

11.3.3 There shall be a practical Examination in all subjects in which practical is a component.

11.3.4 There shall be seminar presentation and project work in all honours subjects carrying marks as prescribed in the course structure. Those marks shall be taken into account for Semester Examination.

11.3.5 The duration of the seminar presentation will be decided by department concerned as per their suitability. Seminar performance will be evaluated by the committee of teachers of the department concerned. It shall have following components:

- a) Contents and Understanding of the topic
- b) Documentation
- c) Quality of Presentation
- d) Interaction

11.3.6 Each candidate shall undertake project under the supervision of a teacher of the department concerned. There should be a co-supervisor, if the project is interdisciplinary. The evaluation of the project shall be done by a committee of teachers where the project supervisor shall be a member. The evaluation by the supervisor shall have a weightage 20% and that of the other member 80%.

11.3.7 The laboratory notebook of each candidate who has a subject in which there is a practical Examination, shall be inspected by the examiners who shall take into consideration whether it contains the date of experiment, signature of the student and initials of the teachers with date under whom the experiment was performed.

11.3.8 A candidate shall not be affected by improvement Examination under the clause:

- I. Provided that a candidate shall be allowed to improve his/her performance in theory paper(s) only and only once after passing the BA / BSC/ BCOM (3Years Degre Course) Examination from Banki Autonomous college.
- II. A Candidate who wishes to improve performance in honours shall be required to fill in application forms and pay the requisite fees accordingly

11.3.9 Procedure for clearing of that paper(s)/ improvement

A student who wants to sit for the 1st or 2nd Semester Examination in the subsequent academic session for clearing of Back or Improvement, he or she has to apply to the Controller of Examinations along with the proof of eligibility in a plane paper before 15days of the commencement of the form fill up of the Semester Examination concerned.

11.3.10 Application for Admission to Examination

- I. A candidate for admission into any End-Term Examination shall have to apply in the prescribed application form mentioning the subject(s) / paper(s) in which he or she desires to be examined in accordance with the subject(s) / paper(s)
- II. The application submitted by a candidate for admission to any Examination, other Examination other than the back subject(s) / paper(s) in Arts/ Science / Commerce, shall contain a certificate of required percentage of attendance and satisfactory performance from the H.O.D. concerned or any teacher of the college authorized for the purpose by the Principal of the college. Failure to earn any aforesaid certificate will disqualify the candidate from being admitted to the Examination till he or she earnsthe same.

- III. Provided that a candidate seeking admission to an Examination (clearance of back subject papers) need not obtain attendance certificate. He or she should, however, obtain other certificates as required.
- IV. The fees payable for registration for admission to any Examination under this regulation shall be as prescribed from time to time by the Principal
- V. If a candidate has paid full fees for all the subjects in any Examinations but remained absent in all the subjects, he or she shall be required to pay full prescribed fees if he or she appears at the same Examination again in the subsequent years(s).

11.3.11 Migration:

Migration Certificate: A student changing the University at any stage of his/her studies shall have to produce a migration certificate from the University last attended failing which his/her result of Autonomous Examination shall be withheld.

11.3.12 Marksheet and Provisional certificate shall only be issued to the registered student not to a third party. In case a student is incapable to move or seriously ill and hospitalized his or her registered guardian or parents can receive the same submitting a court affidavit regarding the illness or immobility of the student.

11.3.13 A student failed or remaining absent in a semester examination shall have to enroll himself or herself with due examination fees and fine as notified by the Controller of Examinations within the date notified failing which he or she can not appear the subsequent Semester Examinations.

11.3.14 This rule is also applicable for Back paper Examinations

12. CREDIT / GRACE/HARD CASE RULE

12.1 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 who have taken an attempt to answer that question excepting to the examinees who has submitted a blank answer book.

12.2 GRACE

Before publication of results, the BCE may recommend for award of Grace Mark in particular paper if they are convinced that the general performance of candidate in that paper is poor and deserves special consideration. While suggesting the Grace Mark, the BCE must take the performance of the examinees in the said paper for the last three respective Examinations. The Controller of the Examinations has to submit the previous results for the last three years before the BCE for consideration. The recommendation of BCE has to be placed before the Examination Committee and the Principal for consideration and approval.

No other Committee or the Principal can award Grace Mark to any student without the resolution of the BCE. The award of Grace Mark is only applicable to the Semester Examination conducted in an academic session only, not in Back paper(s).

12.3 Award of Grace Mark in case of questions set out of syllabus:

In case of questions set in a paper out of syllabus, on receiving complain from the examinees, the Controller of Examinations will refer it to the chairman Conducting Board of Examiners to certain the validity of the complaint.

12.3.1 If it is reported that 50% of the questions is out of syllabus, then the highest mark secured by the candidate in a question answer shall be awarded to the question(s) set out of syllabus provided the candidate has attempted that question in answer book.

12.3.2 In case more than 50% of the questions are reported to be out of syllabus, then the Controller of Examinations, Examiners shall call for a meeting of Examination Committee to resolve the cancellation of that paper and approval of the Principal has to be obtained. The

Controller of Examinations will notify the cancellation of the paper concerned and also new program for that paper is to be given.

12.4 HARD CASE RULE

Two percent 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)

Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'B' Grade in 6th Semester in aggregate, provided the candidate has not availed grace mark under Clause 12.3. This will not affect the Distinction of the candidates.

Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'B+' Grade in 6th Semester in aggregate, provided the candidate has not availed grace mark under Clause 12.3. This will not affect the Distinction of the candidates.

13. EXAMINATION QUESTION PATTERN

13.1 The duration of the EndSemesterExamination as reflected in Sl. No.7 above.

13.2 For subjects 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 EndSemester Examination:

- a. The question paper shall be divided into four parts.
- b. Part-I will carry 12 questions each carrying one mark in the form of fill in the blanks or one word answer (12 x 1 = 12 Marks).
- c. Part-II will carry 10 questions of two marks each of which eight have to be answered. Each answer should be within two to three sentences maximum (8x2 = 16 Marks).
- d. Part-III will carry 10 questions carrying three marks each of which eight have to be answered. Each answer should be within Seventy-five words maximum (8 x 3 = 24 Marks).
- e. Part-IV will carry four questions each carrying seven marks. The questions will be in EITHER-OR format. The EITHER-OR in question can be from **same or different units** of the paper. Each answer should be within five hundred words maximum

(7 x 4 = 28 Marks).

13.3 For subjects other than language subjects and with practical, full marks are hundred 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 paper shall be divided into four parts.
- b. Part-I will carry 8 questions each carrying one mark in the form of fill in the blanks or one word answer (8 x 1 = 8 Marks).
- c. Part-II will carry 10 questions of two marks each of which 08 have to be answered. Each answer should be within two to three sentences maximum (8 x 1.5 = 12 Marks).
- d. Part-III will carry 10 questions carrying three marks each of which eight have to be answered. Each answer should be within seventy-five words maximum (8 x 2 = 16 Marks).
- e. Part-IV will carry four questions each carrying six marks. The questions will be of EITHER-OR format. The EITHER-OR in question can be from **same or different units** of the paper. Each answer should be within five hundred words maximum (6 x 4 = 24 Marks).
- f. Practical will carry 25 marks out of which 5 marks will be for records, 5 marks for viva-voce and 15 marks for the core experiment.

13.4 For MIL courses (Odia, Hindi, Alternative English), English, Odia and Sanskrit, the question pattern and scheme of valuation will be as given in the respective curriculum.

13.5 For each department, there shall be a designated Teacher in-charge of Examination and that will be decided by the Principal along with the Controller of Examinations.

13.6 Suitable modifications may be made keeping in view the UGC guidelines as well as State Govt. guidelines from time to time.

13.7 The Board of Studies in each subject are required to prepare Question Banks in each paper and submit it to the Controller of Examinations.

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

14.1 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 Examination Total Mark: 80, 30% out of 80 (i.e., 24 Marks).
- Total Mark: 100 (40% out of 100).
- No Pass Mark for Mid Semester Examination. A student must appear for the Mid Semester Examination. Securing 'ABS' in both the chances in the Mid Semester Examinations, the student will be awarded '0' Mark in that paper.

14.2 Paper With Practical:

Mid Semester	End Semester	Pass Mark – A- Theory	B- Practical	Pass mark B - Practical	Total	Paper Pass Mark
15	60	30% out of 60 (i.e., 18 Marks)	25	40% out of 25 (i.e., 10 Marks)	100	40 out of 100 By taking both components. (i.e., Mid Sem + End Sem Exam. + Practical)

- End Semester Total Mark: 60, 30% out of Total Mark (i.e., 18 Marks)
- Minimum Pass Mark for Practical Paper is 40%.
- Total Mark: 100 (40% out of 100).

- d. No Pass Mark for Mid Semester Examination. A student must appear for the Mid Semester Examination. Securing 'ABS' in both the chances in the Mid Semester Examinations, the student will be awarded '0' Mark in that paper.

N.B: In order to clear a Semester Examination a candidate is required to PASS in all Theory and Practical papers/Project component of the said Semester.

15. EVALUATION RESPONSIBILITY:

- 15.1 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.
- 15.2 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.
- 15.3 Internal examiners for practical subjects should be appointed from among the teachers of the departments eligible as per statute on rotation basis and no single teacher be appointed for all the papers of a particular Examination as far as possible.

16. DISCIPLINARY ACTION AGAINST UNFAIR MEANS IN EXAMINATIONS

- (a) A student found resorting to malpractice (unfair means adopted) in the Examination Hall as reported by the Invigilator/Superintendent/Deputy superintendent/Squad Member will be awarded "M" grade having 0 (zero) Grade Point in that paper and he/she will be warned by the Authority with a copy to his/her parents/ guardians.
- (b) A student adopting malpractice and showing any 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 Authority with a copy to his/her parents / guardians.
- (c) A student found adopting malpractice in more than one papers in a Semester/Back Examination will be awarded "M" Grade with 0 (zero) Grade Point in all the Papers of that Examination and he/she will be warned by the Authority with a copy to his/her parents/guardians.
- (d) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent Semester Examinations in spite 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.

(e) A student found violating the Examination Code of Conduct which includes:

- Use of programmable calculators, mobile phones/smart watches even in switch off mode, document or any electronic devices having memory chips (Except the paper in which it asked to use such tools).
 - 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/putting any marks 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 or permission from the concerned authority of the exam cell etc.:
- Will be expelled from the Examination in that paper and will be awarded “M” grade having 0 (zero) Grade Point in that paper(s) and he/she will be warned by the authority with a copy to his/her parents/guardians or a notice in the official website of the college for the first offence.
 - Students 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.
- (1) Any student found manhandling/threatening the officers/staff connected with the Examinations (Invigilator, Centre Superintendent, Supervisors, Principal, Members of Flying squad, etc.)
- Will be awarded “M” grade having 0 (zero) Grade Point in all papers of that Examination and will be expelled from the college for one year.
- (2) Other disciplinary actions as deemed fit as per the Odisha conduct of Examination Act-1988 or IPC would be initiated by the college (including FIR to police)
- (3) 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 or individual.

17. RE-ADDITION/RE-CHECKING AND UN-EVALUATED PORTION:

A student may apply 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.

There will be no re-evaluation process of the answer scripts, however, in case of serious irregularities in evaluation detected or pointed out, the answer book has to be placed before a higher 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 mark claimed is more than 10% of total marks in the paper(s). 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 the High-level Committee will be accepted under the approval of the Examination Committee and the Principal.

Xerox copy of the valued answer script may be provided to student on his/her request on payment of rupees 500 (Five hundreds) per paper and subject to order of High Court in case a student applies for evaluation of paper(s).

18. GRADE SHEET:

At the end of 6(six) Semester, a Grade sheet shall be made available to each student. However, if a student requires additional copies, he/she should apply with prescribed fees. The Provisional Grade sheets for each Semester along with provisional certificate will be provided at the end of the course i.e. after 6th Semester Examination.

19. UNIVERSITY REGISTRATION CARD:

A student is to be 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 at 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 Examinations, Utkal University by Speed Post/Registration Post.

20. ELIGIBILITY FOR AWARD OF DEGREE

A candidate will be eligible for award of BA/B.Sc./B. ComDegree if he/she satisfies all the following conditions:

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

21. CRITERIA FOR AWARD OF MEDALS

- The best graduate will be selected based on the highest Cumulative Grade Point Average (CGPA) secured by the graduate passing out in the academic year
- For the award of medal more than one candidate may be declared jointly if they have same CGPA.
- Students appearing for Back or Improvement or reappear Examinations shall not be considered for award of medal or best graduate. This will not be applicable to the exceptions given to students missing Examinations due to participation in National, International, NCC, NSS, Sports, events by officially representing the State or the Country and due to self-illness.
- Student getting Hard Case (Grace Mark) in any Semester Examination shall not be considered for award of medal or best position.

Guidelines

A few guidelines have been mentioned below and all the teachers of Banki College (Autonomous), Banki have to follow the same to meet the requirements of Examination under Choice-Based-Credit-System-2014.

1. The total number of students of the department will be distributed among the teachers.
2. The group teacher will conduct all the Examinations of the department of his/her allotted students.
3. The conduct of Internal Examination would be the sole responsibility of a teacher teaching the course (i.e. setting of question, evaluation of answer scripts, unit test/quiz/presentation of Seminar/Practical/dissertation/Project etc.
4. The concerned teacher has to evaluate the answer scripts and submit the valued answer scripts, Mark Foil to the Teacher-in-Charge Examination.
5. The group teacher will notify the students before the commencement of Internal Examination and will conduct the Examination without affecting the normal classes.
6. In case a student has failed to appear the Internal Examination in the first chance, he/she may be given another chance only for the same in the next subsequent Semester failing which he/she will be awarded 'zero' in that paper.
7. The group teacher has to complete all Examinations, calculation of percentage of attendance in each paper of the allotted student and to report the Teacher-in-charge Examination who will intimate the same to the Controller of Examinations at least 15 days before the commencement of End-Term Examination positively.
8. The Internal Examination may be conducted as written test, written test-cum-viva- voce, Assignment-cum-viva-voce or quiz test of 10 marks of each paper.
9. If required, the Internal/Mid-Term Examinations shall be conducted by the Controller of Examinations centrally with prior notice.

Important Points for "Teacher-in-Charge" of Examination

1. He/she must receive and keep records related to Internal Examination (Answer Scripts/Mark Foil), Seminar, Project, any other items, from the Controller of Examinations.
2. He/she will watch the smooth conduct of all Internal Examinations of the Department and will report to the Controller of Examinations as and when necessary.
3. He/she must submit the requisite records to Controller of Examinations for publication of Final Result.
4. He/she must receive the complaint regarding the academic matter, if any, from the students of his/her respective department and will sort out the problem by discussing the matter with the Controller of Examinations.

COURSE STRUCTURE

ARTS / SCIENCE SESSSION – 2016

Semester	Core Courses (Hons.)	Ability Enhancement Compulsory Course (AECC)	Skill Enhancement Compulsory Course (SECC)	Elective Discipline Specific DSE	Elective Generic (GE)
I	CORE-I	AECC-I			GE-1 P-1
	CORE-II	Arts - M.I.L.(O) Sc./Com.-ENS			
II	CORE-III	AECC-II			GE-2 P-1
	CORE-IV	Arts - ENS Sc./Com.- M.I.L.(O)			
III	CORE-V		SECC – 1 Communicative English and writingskill		GE-1 P-2
	CORE-VI				
	CORE-VII				
IV	CORE-VIII		SECC – 2 Quantitative and Logical Thinking (QLT)		GE-2 P-2
	CORE-IX				
	CORE-X				
V	CORE-XI			DSE-1	
	CORE-XII			DSE-2	
VI	CORE-XIII			DSE-3	
	CORE-XIV			DSE-4 (Project)	

SECC-1: To be offered by English Department- Communicative English-Special Course

SECC-2: To be offered by Mathematics Department- Quantitative and Logical Thinking (QLT)

G.E.-1 & G.E.-2: To be decided by the College Based on Subject (Option to select GE subjects is open. For example, a Student of Science can take any Science Subject other than Honours)