



**OFFICE OF THE CONTROLLER OF EXAMINATIONS  
BANKI COLLEGE (AUTONOMOUS), BANKI**

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*Letter No. 2227 (B)*

*Date.03.12.2019*

Students of 1<sup>st</sup> year Arts Science / Commerce are informed herewith to note the followings.

1. That Registration for the 1<sup>st</sup> Semester Examination is compulsory subject to condition of securing 75% of attendance in each paper.
2. A registration examination card (Admit Card) will be issued which will remain valid (for both Mid-Term End-Term) till completion of the course. Admit card for each semester shall not be issued.
3. If a student does not **appear for all the papers in both first and second semester examinations, his or her admission for the said course will be cancelled.**
4. Students desirous of appearing in any back paper (s), would be required to fill up the examination forms, when notified by the Controller of Examinations.
5. Students who fail in any paper (s) in a semester or unable to appear in any semester or unable to submit forms for back paper (s) 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.
6. A student must clear backlog paper(s) (failed) **within 6 academic years** starting from the year of admission batch.
7. Back paper(s) are to be permitted in consecutive semester for the first attempt at clearing back paper(s). Subsequent attempts will be allowed in alternate semester (i.e. A student failing in a paper of Semester- I, will be allowed to appear for the paper in semester – II, If he/she fails to clear this back paper in Semester –II, he/she will get the next opportunity in semester-IV, semester-VI, etc only)
8. A student shall have to attend at least 75% of the lectures in theory and practical classes taken separately.
9. Condonation may be granted by the Principal to the extent of 15% in exceptional cases i.e. serious illness and hospitalisation, 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.
10. In case of student representing the University or State for Inter University or Inter-State competitions in Games and Sports or attending different recognised National level camps further 10% of shortage of attendance may be condoned by the Principal.
11. 1<sup>st</sup> / 3<sup>rd</sup> / 5<sup>th</sup> Semester Examinations shall be conducted by December and 2<sup>nd</sup> / 4<sup>th</sup> / 6<sup>th</sup> by May of each academic session.
12. Mid-Semester Examination will be of 01 hour duration. There shall be no pass mark in Mid-Term Exam.

13. A student who fails to appear in a Mid-Term Exam. will be **allowed one more chance** to take the same examination. In case of 1<sup>st</sup> /2<sup>nd</sup> /3<sup>rd</sup> /4<sup>th</sup> semester exam, the students will appear the same with the next batch of students and in case of 5<sup>th</sup> /6<sup>th</sup> semester. there will be a special Mid-Term Exam soon after the regular exam is over.
14. There will be no provision to **re-appear in the Mid-Term Examination** of a semester for improvement.
15. The Mid-Term Exam shall be conducted between 15<sup>th</sup> Sept. to 30<sup>th</sup> October for 1<sup>st</sup> /3<sup>rd</sup> 5<sup>th</sup> semester and between 1<sup>st</sup> March to 15 March for 2<sup>nd</sup> /4<sup>th</sup> /6<sup>th</sup> Semester.
16. **Absence in a Mid-Semester paper during both the chances will be declared as failed in that paper even though he/she has passed in End-Term Examination, such students would be required to appear the Mid-Semester Exam. in subsequent Semester.**
17. A student has to secure **Minimum of 40 % mark to clear that paper along with practical and Mid-Term mark in case of students of practical components. However, he/she has to secure 30% of marks in End-Term Examination paper failing which he/she shall be declared failed in that paper.**
18. **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
Failed	‘F’	Below 40	0
Absent	‘AB’	00	0
Malpractice	‘M’	00	0

19. The student obtaining ‘F’- Grade is considered fail.
20. **Students secured ‘B’-Grade and above in aggregate in their 1<sup>st</sup> appearance will be awarded Distinction.** However, students who could not appear at an examination due to representing the college at University or State level 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.**
21. Students of the following categories i.e fail / M.P/ Hard case rule and Back paper clearance in any Semester Exam. are not eligible for award of Distinction,

## **22. REPEAT EXAMINATION:**

Student has to clear back paper(s) (if failed) by appearing at subsequent /alternate semester examinations within six years from the year/session of admission. (refer Clause 3) student may appear in improvement (having passed in that paper) in any number of papers ONLY ONCE in the next semester examination. 11. CREDIT/GRACE/HARD CASE RULE:

### **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.

### **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 Controller of Examinations / Principal for consideration and approval.

## **23 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-11.1.
- (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-11.1.

## **24.EXAMINATION QUESTION PATTERN FOR PRACTIAL SUBJET**

### **The duration of exam : 3 hrs**

- 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.
- The question papers shall be divided into four parts
- Part I will carry 8 one mark questions in the form of fill in the blanks and one word answer. (1.0 X 8 marks)
- 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 (1.5 X 8 marks)
- 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 (2 X 8 marks)
- Part IV will carry 4 numbers 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. ( 6 X 4)
- Practical will carry 25 marks out of which 05 will be for records, 05 for vivavoce and 15 for the core experiment
- For Language courses like Odia, Hindi, Sanskrit, English, the question pattern and marking scheme will be as given in the curriculum.

## **25.EXAMINATION QUESTION PATTERN FOR NON PRACTIAL SUBJET**

- The duration of End Term semester examination is 3 hours.
- For subject other than language course 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.
- The question papers shall be divided into four parts
- Part I will carry 12 one mark questions in the form of fill in the blanks and one word answer. (1 x 12 marks)
- 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 (2 x 8)
- 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 (3 x 8))
- 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. (28 marks (7 x 4)

**26. MINIMUM PERCENTAGE AND MARKS TO BE OBTAINED FOR PASS:****Without Practical :**

<b>Mid Term</b>	<b>End Term</b>	<b>Pass Mark End Term</b>	<b>Total</b>	<b>Paper Pass Mark</b>
<b>20</b>	<b>80</b>	<b>30% out of 80 (i.e. 24 marks)</b>	<b>100</b>	<b>40 out of 100 By taking both components (i.e. Mid- Term + End-Term)</b>

1. End Term (University Examinations) Total Mark : 80, 30% out of 80 (i.e. 24 mark)
2. Total Mark : 100 (40% out 100)
3. No Pass mark for Mid Term Exam. A student has to appear the Mid Term Exam. Securing 'ABS' in both the chances in Mid Term exam student declares fail in the paper, though he/she secures pass mark in theory paper.

**27. Paper With Practical :**

<b>Mid Term</b>	<b>End Term</b>				<b>Total</b>	<b>Paper Pass Mark</b>
	<b>A – Theory</b>	<b>Pass Mark A-Theory</b>	<b>B – Practical</b>	<b>Pass Mark B – Practical</b>		
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 Term + End Term Exam + Practical )

- (a) End Term (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-Term Exam. A student has to appear the Mid Term Exam. Securing 'ABS' in both the chances in Mid Term exam student declares fail in that paper, though he/she secures pass mark in theory paper.

## 28. DISCIPLINARY ACTION (UNFAIR MEANS IN EXAMINATIONS)

A student adopting malpractice and /or showing any indiscipline behaviour, violating 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 other inside or outside the Examination Hall, using question papers and/or answer scripts for communication 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.)

- a) 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 for a first offence.
- b) For repeated offence as described above 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 the examination and will be expelled from the college for one year.
- c) Any student found man-handling/threatening the officers/staff connected with the examinations (Invigilator, Centre Superintendent, Supervisors, Controller of Examination, Dy Controller of Examination, Principal, Member of Flying squad, etc.) will be awarded :M” grade having 0 (zero) Grade Point in 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 college.

## 29. RE-TOTALLING/RE-CHECKING AT UN-EVALUATED PORTION:

Student may apply for Re-totalling/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 Xerox copy of answer scripts and information regarding readdition 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 B.C.E. and one subject expert for assessment provided the difference in marks claimed is more than 10% of total marks for consideration. 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.**

**30. 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 depositing Rs.100 /- (Rupees One Hundred) only for re-addition of marks per paper and Rs.500/- (Rupees Five hundred) only 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.



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Banki College (Autonomous), Banki