

OFFICE OF THE PRINCIPAL

GOVERNMENT AUTONOMOUS COLLEGE, ANGUL

EXAMINATION POLICY

Government Autonomous College, Angul is a premier institute of higher education in the state of Odisha catering to the educational needs of more than 3000 students every year. The Examination Section is committed to ensuring quality by preparing question papers by professors of Universities, Autonomous colleges, and other colleges of repute by conducting examinations in a free fair and transparent manner, by getting answer scripts evaluated outside the district by renowned professors, and by publishing result through an outsourced agency. In order to promote transparency activities like registration students for examination, preparation of admit cards, posting of marks, publication of result, student grievance registration etc. are carried out on-line through an IT farm.

The Choice Based Credit System of Examination has been introduced for UG/PG from the session 2016-17.

1. ACADEMIC ASSESSMENT: (PG)

- 1.1. The P.G. course is of four semesters duration. Each semester examination consists of a Mid- semester examination (theory 1 hour duration, practical 3 hours duration for departments having practical) and End semester examination (theory 3 hours, practical 6 hours whenever applicable). Mid semester and end semester examinations have the weightage of 30% and 70% respectively.
- 1.2. The mid semester examination for each paper is conducted and valued by the teacher/teachers or any external faculty teaching that paper in the department. A student who fails to appear in a Mid semester examination, is allowed to take the same examination with the next batch of students only ONCE. There is NO provision to reappear in a Mid- semester examination for improvement
- 1.3. A candidate failing in any End semester examination will be allowed to appear in the End semester examination of that semester conducted for the next batch of students and shall be allowed to continue in the next higher semester. However, the candidate has to pass and /or improve (subject to clause 4) all the four End semester



examinations within four academic years from the year of admission in to the first semester.

1.4.A candidate who has passed a semester examination may repeat for improvement only once in one more paper of that semester examination.

1.5.For passing a semester examination, a candidate must secure 30 % mark in each theory paper (i.e. 21 out of 70 in the End semester) and 40% marks in each practical paper in the End semester examination

1.6 Grading System in each paper (Mid (+) End semester examination) in a semester.

<u>Grade</u>	<u>Mark secured from 100</u>	<u>Points</u>
'O'	100-90	10
'A+'	89-80	9
'A'	79-70	8
'B'	69-60	7
'C'	59-50	6
'D'	49-40	5
'E'	39-30	4
'F'	Below 30	0

NB: A student has to secure Grade E or above to pass in each paper.

NB: In order to pass in a paper, the candidate has to fulfill the following terms and conditions.

Under Graduation

- Must have written the Mid-Term Examination.
- Must secure 30% in the End- Semester Examination and 40% in mid semester and End-Semester taken together.
- Must secure 40% in practical.

Post-Graduation



- a. A student has to secure 30% in each paper to pass.

2. ACADEMIC ASSESSMENT (UG)

- 2.1 The three year degree course leading to Bachelor's Degree in Arts/Science/Commerce shall be spread over a period of three academic years i.e. six semesters. A candidate for Bachelor's Degree in Arts/Science/Commerce shall be required to pass the six semester examinations.
- 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 is 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 or as directed by the Higher Education Department, Govt. of Odisha.
- 2.4. A student would be required to complete the course within six academic years from the date of admission.

3. COMPULSORY REGISTRATION FOR 1ST SEMESTER-

- Registration for 1st semester is compulsory. A candidate admitted to +3 course but not registered for 1st semester examination, his /her admission will be automatically cancelled.
- 75% attendance 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 Improvements if any has to be completed within 4 years.

4. WEIGHTAGE DISTRIBUTION (PERCENTAGE) FOR EVALUATION-

Subjects without Practical:

<u>Mid Term Test</u>	<u>Term End (Semester)</u>	<u>Total</u>
20	80	100



Subjects with Practical:

<u>Mid Term Test</u>	<u>Term End (Semester)</u>	<u>Total</u>
20	50 (theory) +30 (Practical)	100

5. GRADING SYSTEM-

<u>Grade</u>	<u>Mark secured from 100</u>	<u>Points</u>
'O' (Outstanding)	100-90	10
'A+' (Excellent)	89-80	9
'A' (very good)	79-70	8
'B' (Good)	69-60	7
'C' (Above average)	59-50	6
'D' (Fair)	49-40	5
'E' (Pass)	39-30	4
'F' (Failed)	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/ Honors papers in aggregate will be awarded Honors.

5.1. The candidate securing 'B' Grade and above in aggregate in first appearance is awarded Honors with Distinction. (Distinction for pass/regular course). Any candidate filling the forms for appearing in back papers/improvement is not awarded Distinction.

5.2. A Student's level of competence is 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 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 (CGPA)= $\frac{\text{CREDIT INDEX of all previous Semester up to in the } 6^{\text{th}} \text{ semester}}{\sum \text{CREDIT}}$

6. REPEAT OR BACK 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 within 4 years 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 is 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 is 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 paper is divided into two parts such as Group-A & Group-B

Group-A carries 10 short questions of two marks each. The answer should be within two sentences.

There are 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 x5)

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 are divided into two parts such as Group-A & Group-B.

Group-A carries 10 short questions of one mark each. The answer should be within two sentences.

There are 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 x5).

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

Model answer 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.

12. ATTENDANCE



12.1 The students are required to attend all classes. If his/her attendance falls short of 75% he/she will not be promoted or sent up. General practical, seminar and tutorial classes are counted separately.

12.2 Condonation of shortage of attendance up to maximum of 15% is considered if

(a) A student is away representing the institution/ University/ State/ Country in Athletics/ Sports and Games/ Cultural/ NCC or any other important socio-intellectual event.

(b) Parents appeal on health or on other serious ground duly recommended by the Proctor concerned/Head of Department (for Honors students).

(c) An authentic certificate from appropriate authorities must be produced to condone attendance.

12.3. In no case condonation below 60% of attendance will be allowed, except in the case where a student is sent by the college or the State Govt. for any purpose where condonation to a further extent of 5% may be granted.

12.4. A student may be allowed to combine attendance in previous college/colleges if admitted on transfer.

12.5. In case of a student admitted on payment of late fee on account of increase of seats or opening of new subject after the prescribed date of admission, the attendance is counted from the date of his/ her admission.

12.6. A candidate may be permitted to take up Hindi as MIL without requirement of attendance of lecturers.

13. PROMOTION TO THE NEXT HIGHER CLASS

13.1. On the basis of performance of the students i.e. Minimum 40% of marks of individual subject is required for promotion to the next higher class. Filling up of form for each Semester, Examination is mandatory, if a student doesn't fill up form for the related Semester Examination, he/she will not be allowed to take Semester back Examination.

13.2. The Controller may fix a date for enrolment to first semester to facilitate enrolment to the next semester for candidate who have failed to enroll for the first semester.



14. PROCESS OF EVALUTION

14.1 After the collection of answer scripts, these are coded by responsible coding officers which are selected among the teaching faculties of the college.

14.2 The coding foil are detached carefully.

14.3 The scripts are sent outside the district to renowned and experienced Professors working/ having experience of working in universities, Govt. Colleges and Non-Govt. Colleges.

14.4 Once the valuation is over, the answer scripts and mark foils are collected.

14.5 The answer scripts are carefully preserved for any valuation-related complaints.

14.6 Although there is no provision of rechecking, readdition of marks carried out upon receipt of complaints.

14.7 Marks are finally sent to the outsourced agency for preparation of mark sheet.

15. COMPUTATION OF RESULTS

The final result of a candidate shall be decided at the end of the six semesters by computing together the marks obtained in all six semester and the highest of the marks secured in the two internal exams held in each paper Semester.

16. PUBLICATION OF RESULTS AND AWARD OF DEGREE

16.1 The result of the semester is notified at the end of the related, semester examination without mentioning the division (or class) and the mark sheet is issued to the student on payment of prescribed fees. At the end of the final semester examination, a consolidated mark sheet of all six examinations shall also be issued to candidates on payment of prescribed fee.

16.2 The Classes/Divisions to be awarded are determined on the basis of the combined result of all six semester.

16.3 As soon as possible, preferably within 45 days after the completion of Final semester Degree Examination (Theory paper). The Controller of Examination publishes a list of



successful candidates after it is approved by the Principal. This list is to be ratified by the Governing Board in its next meeting.

16.4 There are separate lists for candidates of different Honors subject in each of the Arts, Science and Commerce Stream.


16.5 The list of Candidates who pass with Honors in a particular subject is arranged in order merits. In case a successful candidate gets Distinction 'D' is mentioned against his/her roll number.

16.6 Candidates who pass in the first appearance are placed above those who pass in back paper clearance in the merit list.

16.7 The list of candidates who pass without Honors or pass with the pass courses is arranged according to the roll numbers. In case a candidate has obtained distinction, 'D' shall be mentioned against his/her roll number.

16.8 Each successful candidate at the end of final degree examination, receives the degree in the prescribed proforma signed by the Vice- Chancellor of Utkal University in a passing out ceremony organized by the college.

16.9 There is no provision for revaluation of answer scripts. However, scripts can be rechecked in respect of posting of marks and additions on deposit of fees of RS.50/- per paper of a subject.


Controller of Examination

Member Examination Committee

- 1- Manoranjan Mishra 12/12/24
- 2- Dr. S. C. Bishara, 12/12/24
- 3- Prabala Chandra Rout 12/12/24
- 4- Pramod Kumar Sethy 12/12/24
- 5- Sandip Kumar 12/12/24


Principal 12/12/24


12/12/24