

**Fakir Mohan Autonomous College, Balasore**  
**Examination Regulation for Under Graduate Programme for**  
**+3 (B.A/B.Com/B.Sc/BBA/IBEd)**  
**(As per CBCS System) From the Session 2019-20**

**1. Definition of terms**

- 1.1 These regulations shall be called “ **Regulation of examinations of Fakir Mohan Autonomous College, Balasore – 2019**
- 1.2 These regulations shall supersede all previous regulations in operations for the purpose of degree examination of Fakir Mohan Autonomous College, Balasore.
- 1.3 These regulations shall come into force from the academic year 2019-20 (admission batch).
- 1.4 Mid semester means the mid semester examination held in between the commencement of the course and Semester End examination.
- 1.5 End semester examination means the examination held at the end of each semester.

**Admission to the course:**

Admission to the three year degree course in Arts / Science / Commerce is done as per provision laid down in the prospectus of DHE, Odisha published each year online. However, admission to BBA (honors) is done by the college on the basis of merits with provisions for reservation as per Govt. rules.

**2. Outlines of Choice Based Credit System (Arts / Science / Commerce stream)**

Core Course (14 papers) for Bachelors 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 University 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. The college will offer two papers each in two subjects as GE.

**Ability Enhancement Compulsory Courses (AECC):**

**Paper I : Environmental Science(Science/Commerce-Sem-I, Arts/BBA- Sem-II, Paper-II)**

**Paper II :MIL Communication ( English / Odia / Hindi / Sanskrit / Urdu / Telugu) , (Science/Commerce-Sem-II, Arts - Sem-I, Paper-I, BBA Com. Eng – Sem-I, Paper-I)**

## **Skill Enhancement Courses (SEC):**

The main purpose of these courses is to provide students life-skills so as to increase their employability. A Student opting for Honours would have to take two SEC as prescribed by the college. An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC), 4 papers from a list of Discipline Specific Elective and 2 papers each in two disciplines other than his/her core discipline as Generic Elective(GE).

SEC-I: Communicative English for Arts in Semester-III

SEC-I: Quantitative and Logical Thinking (QLT) for Sc/Com/BBA in Semester-III

SEC-II: Quantitative and Logical Thinking (QLT) for Arts in Semester-IV

SEC-II: Communicative English for Sc/Com/BBA in Semester-IV

**NB:** New SEC subjects may be introduced as per recommendation of the Board of Studies.

### **3. DURATION:**

Three years of degree programme will have six semesters. Odd semester (i.e. 1st, 3rd & 5<sup>th</sup> semester) is from 1st June to 30th November and the examination shall be held normally in the month of November. Even semester (i.e. 2nd, 4th & 6th semester) is from 1st December to 31st May and the examination shall be held normally in the month of April/May. 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 examination. A student would be required to complete the course within six academic years from the date of admission.

### **4. COMPULSORY REGISTRATION:**

4.1. Registration for the 1st semester examination is compulsory and will be at the time of admission. All the students admitted in 1st semester of a college will compulsorily be registered by the University. A registration / examination card will be issued to candidates admitted and that will remain valid till completion of the course. There will be no need to issue admit card for every semester. The candidates fulfilling the attendance norms and other eligibility criteria will be allowed to appear the examination. Students will not be required to fill up any form for the College examination for regular papers. Examination Fee will be collected at the time of admission/readmission. If a student does not appear for **all** the papers in both first and second semester examinations, his admission for the said course will be cancelled. The college shall notify all fees to be paid before admission process.

4.2. For students desiring to appear in any back paper(s), they would be required to fill up the examination forms. Those who fail in any paper in a semester or unable to appear in any semester or unable to submit forms for back papers of Sem-2/3/4/5/6 may appear in those papers in alternate semester examination within 6 years from the date of admission to that course. A student must clear backlog papers (failed) within 6 academic years starting from the year of admission batch.

### **5. ATTENDANCE:**

5.1. A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.

5.2. Condonation may be granted by the Principal (In case of affiliated Colleges) 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 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.

5.3. In addition to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter- University or inter-state competitions in Games and Sports or attending different recognized National level camps.

5.4. Under no circumstance, the condoning shall be beyond 25%.

## 6. DURATION OF THE EXAMINATIONS - MID SEMESTER & END SEMESTER:

The Choice Based Credit System (CBCS) examination shall be implemented in Semester pattern. Examination timetable for the odd semester will be notified in the academic calendar. 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 3 hours (for full marks carrying 25). On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

## 7. MID SEMESTER EXAMINATION:

7.1. Mid semester examination will be of 01 hour duration for 20/15 marks (20 for subjects having no practical and 15 for subject with practical papers). There shall be no pass mark in Mid Semester examination. The type of questions will be decided by the college authority.

7.2. The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). A student who fails to appear in a Mid-Semester Examination will be allowed one more chance to take the same examination. There will be no provision to re-appear in the Mid-Semester Examination for improvement.

7.3. The College will conduct the Mid Semester Examination between 15th September to 30<sup>th</sup> October for 1st, 3rd, & 5th Semester and in between 1st March to 15th March for 2nd, 4th, & 6<sup>th</sup> Semester respectively. The valued answer scripts will be shown to the candidates.

7.4. The College authority will preserve the answer script of the Mid Semester examination for 06 months from the date of publication of result of semester concerned for reference.

7.5. The College authority will preserve the answer Script of the End Semester examination for 06 months from the date of publication of result for reference.

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

## 8. MARK DISTRIBUTION:

### A. Subjects Without Practical :

Mid Semester	End Semester	Total
20	80	100

### B. Subjects With Practical :

Mid Semester	End semester		Total
	A-Theory	B-Practical	
15	60	25 (20 + 05 (Record))	100

**C. Projects:** 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 report marks will be subdivided as: Introduction and context: 10 marks; Literature survey : 10 marks; Actual project work methodology : 20 marks, Results, discussion, critical analysis : 10 marks; Clarity of thought and aesthetics of report : 10 marks

## 9. POLICY ON DSE PAPERS:

a. DSE – 4 for Honors students (6th Semester) will be a project paper. Unless explicitly indicated in the respective subject curriculum, the recommended marking scheme will have about 60 % in the project report 40% in a Seminar cum Viva Voce). The Project paper will not have Mid Semester Examination and it will be evaluated by an Internal Examiner specified by the college.

b. DSE Papers for Honours. 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 as per the 5+1 formula.

c. Individual faculty of the college are to prepare the list of probable project topics under their guidance for a batch in the beginning of the fifth semester to facilitate the students and such list to be notified by the college for information of students. Evaluation of project shall be completed before the commencement of the End Semester Examination of Semester-VI.

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

### 10.1 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'	40-44	4
Fail	'F'	Below 40	0
Absent	'ABS'	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. CGPA >= 6.5	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. 4.5 <= CGPA < 6.5	
Fair	'C'	45-49	5		
Pass	'D'	40-44	4		
Fail	'F'	Below 40	0		Fail
Absent	'ABS'	00	0		Fail
Malpractice	'M'	00	0		MP

a. 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.

b. For candidate in both Pass and Honours courses 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 they representing the University or State in Inter-University 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.

c. **FAIL/MP/HARD CASE** and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

10.2 A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as follows .

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

(a) GRADEPOINT - 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- CREDIT× GRADE POINT for each course item

CREDIT INDEX:  $\Sigma$ CREDIT POINT of course items in each Semester

GRADE POINT AVERAGE =  $CREDIT\ INDEX / \Sigma\ CREDIT$

$SGPA = CREDIT\ INDEX\ for\ each\ semester / \Sigma\ CREDIT$

$CGPA = CREDIT\ INDEX\ of\ all\ semesters\ upto\ 6^{th}\ sem / \Sigma\ CREDIT$

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

10.4 The details of grading system shall be printed on the backside of College Mark-sheet.

10.5 **Formula for Equivalent Percentage of Marks:**

The following formula will be used to obtain the equivalent percentage of marks for the CGPA awarded to the students of the College.

**Case a : Equivalent Percentage of Mark = (CGPA – 0.50) × 10 ; for 4.5<CGPA≤10**

**Case b : Equivalent Percentage of Mark = 40 for 4 ≤ CGPA ≤ 4.5**

**Case c : Equivalent Percentage of Mark = CGPA × 10 for CGPA < 4**

10.6 Illustration of Computation of SGPA and CGPA and Format for transcripts of Courses:

10.6.1 B.A. / B.Sc. / B.Com. Honors Course (The Actual Semester wise course organization is also available in individual syllabus.

Course	Credit	Grade Letter	Grade Point	Credit Point= (Credit × Grade Point)	SGPA = Credit point/Credit
Semester I					
C-1	06	A	8	48	
C-2	06	B+	7	42	
AECC-1	04	B	6	24	
GE-1	06	B	6	36	
Total	22			150	6.8 (150/22)
Semester II					
C-3	06	B	6	36	
C-4	06	C	5	30	
AECC-2	04	B+	7	28	
GE-2	06	A+	9	54	
Total	22			148	6.73 (148/22)

Semester III					
C-5	06	A+	9	54	
C-6	06	0	10	60	
C-7	06	A	8	48	
SEC-1	04	A	8	32	
GE-3	06	0	10	60	
Total	28			254	9.07(254/28)
Semester IV					
C-8	06	B	6	36	
C-9	06	A+	9	54	
C-10	06	B	6	36	
SEC-2	04	A+	9	36	
GE-4	06	A	8	48	
Total	28			210	7.5(210/28)
Semester V					
C-11	06	B	6	36	
C-12	06	B+	7	42	
DSE-1	06	0	10	60	
DSE-2	06	A	8	48	
Total	24			186	7.75(186/24)
Semester VI					
C-13	06	A+	9	54	
C-14	06	A	8	48	
DSE-3	06	B+	7	42	
DSE-4	06	A	8	48	
Total	24			192	8.0(192/24)
CGPA					
GRAND TOTAL	148			1140	7.7(1140/148)

Consolidated SGPA table for six semesters :

Sem-I	Sem-II	Sem-III	Sem-IV	Sem-V	Sem-VI
Credit:22 SGPA:6.8	Credit:22 SGPA:6.73	Credit:28 SGPA:9.07	Credit:28 SGPA:7.5	Credit:24 SGPA:7.75	Credit:24 SGPA:8.0

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

Transcript (Format): Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the College will issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

### **10.6.2. Schedule of Teaching :**

Course	Max mark	No. of periods per week	Total hours required for completion of each paper of the course
CORE/GE/DSE/DSC	100	6	50+10
CORE/GE/DSE/DSC	75	4	40
AECC	100	4	40

SECC	100	4	40
PRACTICAL	25	1 practical class	20
Dissertation or Project as DSE -IV	100	Self study	--

### **10.6.3. Eligibility of departmental teachers to teach AECC and SEC papers :**

<b>Course</b>	<b>Name of the course</b>	<b>Teachers of the dept eligible to teach</b>
AECC	Environmental study	
AECC	MILCommunication(Eng/Odia/Hindi/Sans/Urdu/Telugu)	Concern Language dept
SEC-I/II Spl	Quantitive Aptitude and Logical Reasoning	Mathematics/Computer Science
SEC I/II Spl	Communicative English	English

### **11. REPEAT EXAMINATION:**

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

11.2 A student may appear in improvement (having passed in that paper) in any number of papers ONLYONCE in the next alternate semester examination.

### **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 on the said question excepting to the examinees who have submitted a blank answer book.

#### **12.2 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 Examination Committee for consideration and approval.

#### **12.3 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 earlier.

(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 earlier

### **13. EXAMINATION QUESTION PATTERN**

13.1 The duration of end semester examination is as reflected in Clause No.5 above.

**13.2 for subjects other than language subjects 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.

a. The question papers shall be divided into four parts

b. Part I will carry 12 one mark questions in the form of fill in the blanks and one word answer. (12 marks)

c. 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 (8X2))

d. 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 (8X3))

e. 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. (28marks (7X4))

**13.3 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.

a. The question papers shall be divided into four parts

b. Part I will carry 8 one mark questions in the form of fill in the blanks and one word answer. (08 marks(8X1))

c. 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 (8X1.5))

d. 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 (8X2))

e. Part IV will 4 numbers of 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. (24 marks (6X4))

f. Practical will carry 25 marks out of which 05 will be for records ,05 for viva voce and 15 for the core experiment .

**13.4 For Language courses like Odia, Hindi, Sanskrit, English, the question pattern and marking scheme will be as given in the respective curriculum.**

13.5 For Autonomous Colleges, each department 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.

13.6 Suitable modifications may be made by the College keeping in view the UGC Guideline for Autonomous Colleges, University as well as state government's 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 Examination.

## 14. MINIMUM PERCENTAGE AND MARKS TO BE SECURED FOR PASSING:

### 14.1 Paper without Practical :

MidSemester	EndSemester	PassMark– EndSemester	Total	PaperPassMark
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.)

### 14.2 Paper with Practical :

MidSem	EndSemester			Total	PaperPass Mark	
	ATheory	Pass Mark A-Theory	B Practical	Pass Mark B-Practical		
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-Sem +End Sem Exam + Practical)

***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.***

## 15. EVALUATION RESPONSIBILITY

### 15.1 SCHEME OF VALUATION

Scheme of valuation has to be prepared by subject experts, preferably members of Board of Conducting Examiner for every paper and has to be supplied to the valuation zones by the Controller of Examination before evaluation.

### 15.2: RESPONSIBILITY OF EXAMINER

(a) The concerned Examiners are solely responsible for evaluation of Mid Semester, Practical and End Semester 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 of the college shall have the right/power to change the Mid Semester marks awarded by a teacher. However, if the Principal is convinced that the Mid Semester marks awarded by a teacher is 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.

(c) Internal examiners for practical subjects should be appointed from among the teachers of the department eligible as per University 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 student adopting malpractice and/or showing any indiscipline behavior, violating code of conduct [ Which includes: Use of programmable calculators, mobile phones(except the paper in which it is asked to use such tools )/ 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, 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, 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 University for the first offense.

b. For repeated offense 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 that 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, 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 as per the Odisha conduct of examination Act-1988 or University first statute -1990 or IPC would be initiated by the college.

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

17.1 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. The photocopy of answer scripts and information regarding re-addition of marks will be intimated to the candidate within 45 days, if requested by the candidate on depositing requisite fees.

## **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 through the college with prescribed fees. Provisional Grade sheets for each semester will provided by the College. The final Grade sheets for each semester along with provisional certificate will be provided by the college at the end of the course i.e. after 6<sup>th</sup> Semester Examination.

## **19. 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 under 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 prescribed fee. The application form will be made available in the University counter/website. The application form accompanying the copy of FIR and prescribed fee and recommended by the concerned principal should be sent to the Controller of Examination, of the concerned Universities by Speed Post/Registered Post.

## **20. PRINCIPLES FOR TOPPERS/BEST GRADUATES**

Toppers of each subject will be selected after taking into account CC/Hons aggregate marks. Best graduate under a stream will be decided after taking into account score of all subjects ( CC, GE, DSE, AECC, SEC)from amongst the toppers.

### **20.1. Eligibility for Award of Degree**

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

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

## **21. RE-ADDITION OF MARKS AND PHOTO COPY OF ANSWER SCRIPTS:**

21.1 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 with application fees as applicable for re-addition of marks per paper and 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.

Any contingency/question arising out the Regulation or not covered under the above Regulation shall be referred to the Controller of Examinations and decision shall be taken under approval of the Examination Committee.

Controller of Examinations

Principal

# REGULATION

## POST GRADUATE EXAMINATION (CBCS)

### **1. Degree & Duration:**

The course leading to the award of Master's Degree in Arts/ Science/ Commerce shall be spread over two academic years with four semesters.

The final result of a student whether passed or failed shall be declared on the completion of the course and on the basis of his/ her marks secured in all the semester examinations taken together.

### **2. Admission to the Course :**

Any student who has passed the Three Year Degree Course conducted by any recognized University/ Institute may be admitted to the course in the college as per the provisions laid down in the prospectus for the related year.

A student shall be admitted to M.A/ M. Sc course in a subject only if he/she has passed the same as an Honours/ Pass/ Elective subject in the Three Year Degree Course.

A student shall be admitted to M. Com course only if he/ she has passed the Three year Degree Course in Commerce.

The admission to the course shall be completed within six weeks from the date of reopening of the college after summer vacation or within six weeks from the date of publication of results of Fakir Mohan Autonomous College, Balasore whichever is later.

Notwithstanding the provisions stated above, a student may be admitted within three weeks from the date of issue of order granting increase of seats/ opening of new post graduate subjects by the appropriate authority.

A student of the college shall have to readmit himself/herself in the Second year as per dates notified for the purpose.

### **3. Registration :**

A student admitted to the College on migration from any University/ examining bodies other than F. M. Autonomous College shall have to register himself/ herself as a student of F. M. University by depositing required documents and fee within one month from the date of admission.

### **4. Period & Duration :**

The number of theory classes of each paper in each semester per week shall be 04 (four) period per theory and 3 (three) practical classes per week of 03 (three) periods each for a semester. Each period shall be of 45 minutes duration.

**5. Attendance :**

A student shall be required to attend at least 75% of lecture in theory and practical classes taken separately in each subject in each semester. However, in exceptional cases the Principal of the college may condone shortage of attendance to the extent of 15% provided further that the Principal may grant condonation of shortage of attendance to the extent of 10% more in respect of a student who has represented the National/ International competition/ function to be recorded in writing during the academic year in question.

Attendance of a student admitted on payment of late fee or on account of increase of seats or new additional affiliation shall be counted from the date of his/her admission.

A student may be allowed to combine attendance in different colleges if admitted on transfer.

**6. Course Structure & Distribution of Marks:**

The Board of Studies of Post Graduate Department shall structure their courses according to semester systems.

i) There shall be 20 papers in Post Graduate Studies each paper carrying 100 marks.

ii) There shall be 5 papers in each semester.

**Paper- 1 to 5 : 1<sup>st</sup> Semester**

**Paper- 6 to 10 : 2<sup>nd</sup> Semester**

**Paper- 11 to 15 : 3<sup>rd</sup> Semester**

**Paper- 16 to 20 : 4<sup>th</sup> Semester**

iii) For courses with/without practical component paper 20 shall be project carrying 100 marks.

The evaluation shall be made by the department concerned.

**7. Examination Pattern:**

The two year P.G Course shall have four semester examination, 1<sup>st</sup> and 2<sup>nd</sup> semester in 1<sup>st</sup> year and 3<sup>rd</sup> and 4<sup>th</sup> in the second year. Each semester examination shall be of 500 marks.

**8. Filling up Forms :**

Examination fees for 1<sup>st</sup> and 2<sup>nd</sup> Semester examinations will be collected at the time of admission and that of 3<sup>rd</sup> and 4<sup>th</sup> semester examination at the time of readmission. For back paper examination separate forms have to be filled up on or before the date to be notified along with requisite fees. A student will be admitted to a semester examination provided that He/she

i) has completed regular course with not less than 90 working days for that semester.

- ii) has secured 75% of attendance.
- iii) has taken re-admission by depositing requisite fees for the second year.
- v) If a candidate fails to fill up form or deposit fees for 3<sup>rd</sup> or the subsequent semester examination and desires to appear at the said examination as back paper(s) examination in the next semester, S/he has to enroll himself/herself for the semester in which he/she failed to appear by depositing the enrolment fee as well the regular fee for examination.

**9. Conduct of Examination:**

The theory examination per paper conducted by the course shall be 3 hours and practical shall be 6 hours.

**10. Repeat & Improvement Examination:**

**10.1 Improvement Examination**

A student may appear, for purpose of improvement at any number of papers of any semester examination only once in the next corresponding semester examination of that semester. Higher marks of the two examinations- previous and repeat shall be reflected as the final grade sheet. But his/her registration will be ceased after four years from the date of admission.

## 10.2 Back Paper Examination

A candidate securing less than 40% in theory papers (Mid Sem & End Sem taken together) can appear at the same paper as back paper in two consecutive chances immediately following the semester examination concerned in which he/she has secured fail marks.

## 10.3 Malpractice/ Misconduct/ Indiscipline Cases:

Cases of Malpractice/ Misconduct/ Indiscipline at the examination shall be placed before the respective Boards of Conducting Examiners. Their report shall be placed before the examination committee for approval. The following penalties may be imposed on the candidate by the committee basing on the gravity of the unfair means reported.

- |      |  |  |
|------|--|--|
| i)   | For writing the Roll Number or leaving any identification mark anywhere in the answer script except place provided for the purpose.                                    | Cancellation of paper concerned of the examination.  |
| ii)  | For possession but not use of unauthorized or incriminating material   | Cancellation of paper concerned and result of examination.   |
| iii) | The use of unauthorized or incriminating material  | cancellation of result of that examination.  |
| iv)  | For misbehaviour with centre Superintendent/ invigilators/ Supervisors/ other Officers concerned associated with examination.  | Cancellation of result of that examination.  |
| v)   | For use of unauthorized or incriminating material and misbehaviour with centre Supt./ Invigilator/ Supervisors/ other Officers concerned associated with examinations. | Cancellation of result of that examination and debarring the candidate from appearing at the next examination. |

## **11 Pass Marks & Award of Classes :**

A student shall be declared to have passed the P.G. Examination if he/she secures:

- i. A minimum of 40% in each individual paper (Mid Sem & End Sem taken together).
- ii. A minimum of 30% mark in each paper of End Sem Exam (that is 24 out of 80).
- iii. A minimum of 40% mark in each practical Paper

### **In addition to above**

- i) If a student secures minimum 60% of marks in aggregate( B Grade and above) in the subjects he/she shall be declared to have passed with first class.
- ii) If he/she secures 50% of marks (B Grade and above) and less than 60% of marks in aggregate in the subject shall be declared to have passed with second class.

## **12 Hard Case Rule :**

**12.1** If a candidate fails to secure minimum marks to clear any theory paper in a semester examination, 2% of the maximum aggregate marks of the said semester not exceeding 5 marks in a particular paper may be given to make up the deficiency.

**12.2** While computing final results, a candidate may be allowed 1% of maximum marks in 4<sup>th</sup> semester in order to obtain 1<sup>st</sup> division. This marks may be added to the paper in which he/she has secured lowest marks.

**12.3** A candidate may be allowed maximum of 3 marks in 4<sup>th</sup> semester in order to enable him/her to obtain 55% marks in aggregate. Either of the above grace marks will not be allowed to a candidate who has availed grace marks to pass in a paper / papers in 4<sup>th</sup> semester.

## **13 Publication of Result :**

The results of P.G. Semester Examination shall published within 45 days from the date of completion of examination. A statement of marks without showing class/ division shall be issued to the students appearing 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> semester examination for their reference. At the end of the 4<sup>th</sup> semester examination a consolidated mark sheet of all semester examinations of the course shall be issued to the candidate. Provisional pass certificate shall be issued to the successful candidates.

The Controller of Examinations of the college shall publish the list of successful candidates based on the marks secured after the same is passed by Board of Conducting Examiners and approved by affiliating University. The names of the candidates appearing repeat examination shall not be included in the merit list.

#### **14 Award of Degree :**

The affiliating University will award the degree to the successful candidates.

#### **15 Re-Addition or Re-Checking of Marks :**

A candidate, if so desires, may apply for re-checking of posting and casting of marks in any theory paper in prescribed form on payment of requisite fee within fifteen days from the publication of result.

The tabulators shall check wrong posting/ wrong totaling of the above cited cases.

In case there is any answer left unvalued, the same shall be placed before Board of Conducting Examiners for valuation.

The Tabulation Register shall be corrected by Controller of Examinations and the results shall be published accordingly after being passed by the Examination Committee with a report to computer firm and the University within one month from the date of publication of the original result.

There shall be no provision for revaluation of papers.

#### **16 Supply of Copy of Valued Answer Scripts :**

A candidate can ask for copy of the valued answer book (theory only) after the publication of result subject to fulfillment of the following condition.

**17.1** The candidate has to apply for re-checking of the paper(s)/ subject(s) as per provision laid down in 15.

**17.2** After the re-addition is over, result shall be intimated to the candidate. He/she can apply for copy of the answer book concerned by depositing Rs.1000/- within 60 days from the publication of result.

**17.3** Candidates seeking to get copy of the answer scripts under RTI Act shall have to follow the procedure as laid down in 17.1 and 17.2 above.

#### **18. Preservation of Answer Scripts :**

The answer scripts shall be preserved for a period of six (6) months from the date of publication of results of the concerned semester, if there is no controversy. In case of controversy, such as rechecking of addition of marks, malpractice cases or any other case referred to court of law the same shall be preserved for six months from the date of disposal of controversy.

## 19. Issue of Duplicate Certificate/ Mark Sheet :

If the Provisional Certificate/ Mark Sheet of a candidate is torn/ mutilated/ lost he/she will have to submit an application along with an affidavit for the same with requisite fees for issue of a duplicate. (Copy of the FIR is also to be submitted, if lost).

20. The regulation shall hold good for all examination related works of Fakir Mohan Autonomous College, Balasore and cannot be changed without the approval of the Academic Council. In case of any controversy/ discrepancy the same can only be challenged/ interpreted in the Court (s) of Law located within the jurisdiction of Odisha State.

## 21. Grading System

Grading system in each paper in a semester shall be as follows:

### **Formula for Equivalent Percentage of Marks:**

The following formula will be used to obtain the equivalent percentage of marks for the CGPA awarded to the students of the College.

**Case a : Equivalent Percentage of Mark =  $(CGPA - 0.50) \times 10$  ; for  $4.5 < CGPA \leq 10$**

**Case b : Equivalent Percentage of Mark = 40 for  $4 \leq CGPA \leq 4.5$**

**Case c : Equivalent Percentage of Mark =  $CGPA \times 10$  for  $CGPA < 4$**

Qualification	Grade	Mark Secured from 100	Grade Point	Classification for division	Classification for Pass
Outstanding	'O'	90-100	10	First Class $CGPA \geq 6.5$	Pass
Excellent	'A+'	80-89	9		
Very Good	'A'	70-79	8		
Good	'B+'	60-69	7		
<b>Above average</b>	<b>'B'</b>	<b>50-59</b>	6	Second Class 5.5 $\leq CGPA < 6.5$	Pass
Fair	'C'	45-49	5	Pass 4.5 $\leq CGPA < 5.5$	
Pass	'D'	40-44	4		
Fail	'F'	Below 40	0		Fail
Absent	'AB S'	00	0		Fail
Malpractice	'M'	00	0		MP