

# **University Evaluation Manual**



**Utkal University, Vani Vihar,  
Bhubaneswar, Odisha**

PART - IX

EXAMINERS, CONDUCT OF EXAMINATIONS AND FEES

CHAPTER I

EXAMINERS

202. Examiners how appointed
- Examinership cannot be claimed as a matter of right. Subject to the provisions of the Act, and these Statutes all appointments of examiners shall be made by the Syndicate which shall have the power to cancel or terminate any appointments as examiner made in accordance with these Statutes without assigning any reasons thereof, at any time as and when necessary.
203. Classes of Examiners
- Examiners may be of any of the following three classes, namely :-
- [a] Examiner to be designated as Question Paper Setters who will set the question papers required for the examinations of the University.
  - [b] Chief, Additional, Sole and Assistant Examiners to value the answer papers, dissertations, thesis, etc, or conduct viva voce and practical examinations and shall include special Examiners appointed for special papers and/or special occasions.
  - [c] Examiners to be designated as conducting examiners.
204. Question Paper Setters. {1}
- As far as may be possible Question Paper Setters shall be appointed from such teachers and other competent persons as are unconnected with the teaching and instruction work in the Post-Graduate Departments of the University or in colleges admitted to the affiliated to the University:



Provided, however, that teachers of the affiliated colleges and the Post-Graduate Departments of the University may be appointed to prepare questions to be included in the Question Bank, if, any, set up by the University.

{2} Question Paper Setters shall ordinarily be appointed, in each case, for one year but may be reappointed for further period of one year each time provided that the total period of appointment does not exceed an aggregate of three years in respect of any one examination.

{3} Question Paper Setters for all under graduate examinations shall be selected from other Universities within or outside the State and institutions of higher research/deemed Universities or colleges affiliated to such Universities. Question Paper Setters for Post-Graduate examinations shall be selected from institutions of higher research/deemed Universities/Universities or colleges affiliated to such Universities outside the State.

Chief, 205.  
Additional,  
Special and  
Assistant  
Examiners.

{1} Chief, Additional, Special and Assistant Examiners from within the University and its affiliated colleges shall be selected from among the registered University teachers/registered colleges teachers with a minimum experience of three years in respect of under graduate examinations and five years in respect of post-graduate examinations. The appointment in each case shall be for one year subject to renewal for further periods of one year each time provided that the total period of appointment does not exceed three consecutive years in respect of any one examination. Assistant Examiners shall function under the general supervision and guidance of the Chief, Examiners.

{2} It shall be duty of the Registrar or of any other officer authorised in this behalf to maintain an up-to-date list of all



registered college teacher and all registered University teachers. The list shall be arranged in order of subject and shall be compiled from the registration documents and/or returns submitted by the colleges/post-graduate departments of the University setting forth the following, namely :-

- [i] the name of the teacher :
  - [ii] registration number as college teacher/University teacher :
  - [iii] the college/post-graduate department of the University in which he is employed :
  - [iv] his age :
  - [v] specialisation :
  - [vi] qualifications, with class and date of same :
  - [vii] present grade, and date of appointment it :
  - [viii] the class or subject which he teaches :
  - [ix] number of teaching experience in a college/University : and
  - [x] previous appointment, if any, as examiner with particulars of year and nature of appointment.
- {3} the Controller of Examinations shall maintain an up-to date list of suitable teachers from outside the University including teachers from institutions of higher learning and research and deemed Universities. This shall be a comprehensive list maintained subjectwise so as to afford a wide choice of teachers for appointment as examiners in all the examinations.



206. Principles governing appointment of examiners.
- {1} At least half the number of Chief, Additional, Special and Assistant Examiners for the honours theory papers of under-graduate examinations shall be selected from post-graduate or college teachers of outside the University.
  - {2} At least half the number of Chief, Additional, Special and Assistant Examiners for the post-graduate theory papers shall be selected from University teachers or college teachers outside the State and as regards the remaining theory papers, the examiners may be selected from within as well as outside the concerned University.
  - {3} The principle of single examinership shall be followed in respect of theory papers of all University examinations.
  - {4} In case of practical and viva voce examinations, the principle of having one internal examiner and one external examiner shall be followed :  
  
Provided, however, that in case of honours and post-graduate examinations, at least half the number of external examiners shall be from outside the University.
  - {5} Persons appointed as examiners for theory papers shall not ordinarily be appointed as practical or viva voce examiners in the same subject.
  - {6} In case of examination which are held twice a year, examiners, appointed for the first examination shall as far as possible be reappointed in the second examination of that year.
  - {7} Where there is more than one Professor in a post-graduate department of a college or a post-graduate department of the University, the Professor shall be appointed as examiners on rotation basis.



{8} Tutors and demonstrators without possessing the qualifications prescribed for a lecturer shall not be appointed as examiners.

{9} No person shall ordinarily be appointed as examiner in more than one theory paper in one examination.

207.  
Conducting  
Examiners.

There shall be a Board of Conducting Examiners in each subject of each examination consisting of three examiners (other than Assistant Examiners) appointed to ensure proper conduct of the examinations and for forwarding the results to the Controller of Examinations for approval and publication by the Syndicate. The following shall be the duties of Board of Conducting Examiners, namely :-

- [i] to lay down the standard of valuation required in the subject/paper prior to the start of the valuation of papers after considering representations, if any, received from candidates regarding question papers;
- [ii] to value answer papers, dissertations, theses, etc. relating to their subject or branch of subjects, as the case may be;
- [iii] to supervise the work of Chief, Additional, Special and Assistant Examiners connected therewith;
- [iv] to set the papers for the practical examinations in such subjects and papers wherever necessary;
- [v] to make a report on the works of all examiners;
- [vi] to make report on the performance of the candidates;
- [vii] to make a report on the cases of unfair means adopted by candidates specifically on the extent of use of unauthorised or incriminating materials recovered from them;



- [viii] to pass results of the examination concerned; and
- [ix] to perform such other duties, as may be assigned to them by the Syndicate or Vice-Chancellor.

208. {1} To facilitate the selection of suitable examiners, the Controller of Examination shall annually prepare a list showing those who have been Question Paper Setters or Examiners during the preceding three years from among the list of registered college teachers and registered University teachers.

Preparation of lists of Examiners.

{2} The list of registered college and University teachers compiled by the Registrar under sub-statute (2) of statute 205 as well as the lists prepared by the Controller of Examination under sub-statute (3) of statute 205 and sub-statute (1) above shall be placed before the different Boards of Studies. The Boards of Studies shall consider these lists and recommend three times the number of persons as are required as Question Paper Setters or as Examiners for any particular question paper or examination, for the purpose of appointment for that year only. Such recommendations of the Boards of Studies shall not confer any right of appointment on any person as a Question Paper Setter or as an Examiner.

{3} The Controller of Examination shall scrutinise the list of question paper setters and examiners recommended by the Boards of Studies to ensure the following :-

- [i] the period of appointment of any teacher as Question Paper Setter or Examiner does not exceed the total period prescribed under these Statutes;
- [ii] no teacher has incurred any disqualification under Statute 202;



- [iii] the teacher is not subjected to an investigation or prosecution in a case under the Orissa Conduct of Examinations Act, 1988 within the knowledge of the Controller of Examinations.
209. {1} There shall be an Examination Committee which shall perform the following functions, namely :-
- Examination Committee
- [i] to recommend to the Syndicate, names of suitable persons for appointment as Examiners;
- [ii] to consider the reports of the Centre Superintendents of Examination Centres and Supervisors of Valuation Centres and Observer deputed to Examination Centres and make recommendations thereon to the Syndicate;
- [iii] to consider the reports of Board of Conducting Examiners on the work of Chief, Additional, Special and Assistant Examiners;
- [iv] to consider all cases of unfair practices in examinations and make suitable recommendations to the Syndicate;
- [v] to perform such other functions related to examinations as may be assigned to them by the Syndicate and the Vice-Chancellor.
- {2} The following shall be the composition of the Examinations Committee, namely :
- [a] The Vice-Chancellor :
- [b] two members of the Syndicate from among those specified in clause (c), (d), (e), (f), (g) and (h), of sub-section [1] of section 10 of the Act to be nominated by the Vice-Chancellor for a term of not more than one year or for a particular examination to examination basis:



- [c] the Controller of Examinations shall be the Secretary of the Committee.

Any two of the three members shall form the quorum of the Committee.

- {3} The Vice-Chancellor shall, when present, preside at all meetings of the committee and in his absence one of the two Syndicate members as agreed between them shall preside at such meeting.

- {4} Ordinarily the committee shall meet at least twice a year. The first meeting shall be convened in the first week of January each year at which the committee will consider the list of question Paper Setters, Examiners, etc., prepared by the Boards of Studies and vetted by the Controller of Examinations.

- {5} After due scrutiny of the list, the Committee may recommend the list to the Syndicate with or without modifications provided, however that there shall be a choice of three names to be considered for the appointment of every Question Paper Setter and Examiner in respect of all the papers of all the examinations.

210. [1] The list of examiners vetted by the Committee shall be placed before the Syndicate for ratification and approval. Thereafter it shall be competent for the Vice-Chancellor to appoint specific examiners for specific papers from out of the said list :

Powers of  
Syndicate

Provided that in urgent cases it shall be competent for the Vice-chancellor to appoint the examiners outside the panel approved by the Syndicate.

- {2} It shall be competent for the Syndicate to frame from time to time such rules and issue such directions as it may deem fit for the guidance of all Question Paper Setters, Examiners and Boards



of Examiners appointed under the provisions of these Statutes and such directions and instructions issued in all matters relating to the conduct of examinations shall be final.

## CHAPTER II

### Conduct of Examinations

211. [1] All examinations shall be held at such places as the Syndicate may decide from time to time. It shall be the responsibility of the affiliated colleges to make all arrangements for conducting the University examination in respect of the candidates both sent up by the Colleges for appearing in the University examination and those ordered by the Syndicate to take the examinations at that college centre. The centre Superintendent and Invigilators for the University examination should be provided by the concerned affiliated colleges ordinarily from the teaching staff of the colleges. It shall also be the duty and responsibility of the colleges to take the assistance of the local administrative authorities in case they need such help for conducting the examinations properly.
- Place where examination held.
- [2] A list of centres at which examinations will be held during the academic year shall be published in the Gazette annually well before the dates of the examinations;
- Provided that the Syndicate may withdraw any centre from the said list or add any new centre to it;
- Provided further that Syndicate may in its discretion direct any examinee or group of examinees to appear at any centre which the University may decide without assigning any reason.
- [3] At all examination centres question papers shall be given out to all candidates for the same examination on the same day and at the same hour except for practical and oral examinations.



- [4] The different University examinations shall commence according to the Schedule of these Statutes. Keeping within this Schedule, the Controller of Examinations shall prepare a calendar of examinations specifying the actual date of the commencement of examination as well as a detailed time table for each individual examination as provided under clauses (a) and (c) of sub-statute [1] of Statute 14 should any day indicated in the calendar of the examinations or detailed programme of examinations happen to be a holiday, the examinations scheduled for that day shall take place on the following working day. Examinations not listed in the schedule and such other examinations as may be decided upon by the University from time to time may commence on such dates as may be fixed by the syndicate or under the appropriate Regulations of the University.

Provided that it shall be competent for the Syndicate not to hold any such examinations for which the minimum number of candidates, if any, fixed by it for holding examination has not been registered :

Provided further that such restriction shall not apply in respect of the candidates appearing through any affiliated or constituent college or a teaching department of the University.

- [5] The chancellor may alter the Schedule in respect of any or all examinations in the event of extensive disturbance or calamities.

- [6] Ordinarily the results shall be published within two months from the date of completion of the Examination :

Provided that for special reasons the Syndicate may relax this provision :

Provided further that the Syndicate may alter or cancel the results within a period of three months of the publication for reasons to be recorded.



- [7] Results withheld on account of the default of candidates in furnishing Migration Certificate, Registration Numbers or other relevant documents or particulars within the time allotted for the purpose are liable to be cancelled after a period of two years from the completion of the examination.
- [8] The President of the Governing Body and the Principal of the college shall take steps as considered necessary for the proper conduct of examination and prevention of malpractice.
212. {1} The question papers set in any subject shall be such as a candidate of decided ability well prepared in the subject can reasonably be expected to answer within the time allotted.
- Standard Question Papers.
- {2} No question shall be put at any examination of the University calling for declaration of religious belief, or profession or political views on the part of the candidate, and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, or profession, or political views.
- Questions no to affect religious belief or political views.
- {3} All examinations, except practical and viva voce examinations shall be conducted by means of written papers (printed, written or typed) to be set in English and to be answered in English unless there be an instruction on the question papers to the contrary :
- Question Paper to be in English unless otherwise stated.

Provided that papers in Modern Indian languages shall be set and answered in the respective languages and papers in classical languages shall be set in respective classical languages and shall be answered in the classical or Modern Indian Languages or in both, as offered by the candidates :

Provided further that candidates for B.A., B.Sc. and B.Com. examinations may be permitted to answer all papers other than English in Oriya language.



213. {1} The Vice-Chancellor may constitute Boards of Question Paper Setters for each subject (or group of subjects) for all the examinations. The Board shall ordinarily consist of three examiners who have set the questions for the papers in that subject or group of subjects of whom one shall be the Chairman.
- {2} It shall be duty of the Board to scrutinise the question papers and if necessary, to moderate them so as to make sure that the questions as well as the distribution of marks conform to the norms and the pattern prescribed by the University Grants Commission and/or the University for such examinations and are within the course of studies and the syllabus.
- {3} The Board shall also set question papers in the subject (or group of subjects) if so required by the Vice-Chancellor.
214. [1] All instances of unfair means in examinations whether reported by the Centre Superintendents/Invigilators/Supervisors/Observers/Examiner or otherwise shall be placed before the appropriate Board of Conducting Examiners by the Controller of Examinations as soon as practicable but preferably before the results of the relevent examinations are passed for publication. The Board of Conducting Examiners shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use has been made of unauthorised or incriminating material referred to in the reports or produced before the Board.
- [2] In case the Board is satisfied that there is prima facie evidence of resort to unfair means in the examinations, the Controller of Examinations shall forthwith issue notice to the candidate concerned precisely specifying the nature of the charge and calling upon the candidate to furnish his writtenn reply to the charges .
- Boards of  
Question Paper  
Setters
- Unfair  
means in  
examinations.



within a period of twenty one clear days. The notice shall also inform the candidate that he shall have the right to a personal hearing on a specified date which shall be after the last date for receipt of the written reply from the candidate.

- [3] The written reply of the candidate along with the report of the Board of Conducting Examiners and other reports and material pertaining to the matter shall be placed before the Examination Committee.
- [4] The Committee shall give a personal hearing to the candidate as indicated in the notice issued to the candidate by the Controller of Examinations and shall also consider the report of Board of Conducting Examiners, and other report and material relevant to the case, if any :

Provided, however, that in case no reply has been received from the candidate within the stipulated time and/or in the event the candidate failing to appear before the Committee at the appointed time, the Committee shall be competent to consider the other reports and other relevant material placed before them by the Controller of Examinations.

- [5] If the Committee comes to the conclusion that there has been resort to unfair means, the Committee may recommend to the Syndicate that any of the following penalties may be imposed on the candidate commensurate with the gravity of the unfair means resorted to by him, namely :-
  - [i] for writing the roll number or leaving the any identification markany where in the answer script except in the place provided for the purpose : Cancellation of theresult of examination.



- |                   |       |  |   |
|-------------------|-------|--|---|
|                   | [ii]  | for possession (but not use) of unauthorised or incriminating material :   | Cancellation of the result of that examination.   |
|                   | [iii] | for misbehaviour with the Centre Superintendent/Invigilators/Supervisors/others connected with the conduct of the examination :  | Cancellation of the result of that examination.   |
|                   | [iv]  | for use of unauthorised or incriminating materials :   | Cancellation of the result of final examination and debarring the candidate from appearing at the next examination.     |
|                   | [v]   | for use of unauthorised or incriminating material combined with misbehaviour with the Centre Superintendent/Invigilators/Observers/Supervisors or others connected with the conduct of the examination :   | Cancellation of the result of that examination and debarring the candidate from appearing at the next two examinations. |
|                   | [6]   | The Syndicate may consider the recommendations of the Examination Committee and decide on the penalties to be imposed. All such order imposing penalties shall be published in the University Notice Board and the Gazette.  |   |
| 215.              | {1}   | A certificate signed by the Registrar shall be given to each successful candidate at any examination other than an examination for a degree. The certificate shall set forth the date of the examination, the subject in which the candidate was examined and the class or division in which he was placed and subject, if any, in which he gained distinction in accordance with the Regulations. |   |
| Pass Certificates |       |  |   |
| Diplomas.         | {2}   | A diploma, under the seal of the University, and signed by the   |   |



Vice-Chancellor or with his facsimile signature affixed on adoption of fool proof safe guard as prescribed by the Vice-Chancellor shall be presented to each successful candidate at an examination for a degree. The diploma shall set forth the date of the examination, the subjects in which the candidate was examined, the class in which he was placed and the subjects, if any, in which he gained distinction in accordance with the Regulations.

- {3} Pending issue of Certificates and Diplomas as provided in sub-statutes (1) and (2) above, the University may issue Provisional Certificates :

Provided, however, that the Syndicate may alter or cancel such Provisional Certificates for reasons to be recorded.

### CHAPTER III

#### Examination Fees and other Fees

216. {1} The Syndicate shall prescribe the fees for recognition of examination, for registration and migration of students, for admission of colleges to the privileges of the University, for various examinations and for other purposes connected with examinations and other affairs of the University with the approval of the Chancellor.
- {2} The fees shall not be changed more frequently than once in three years, provided, however that the University may recover the actual postal expenses involved in mailing certificates, mark lists, diplomas and other documents from the recipients of such documents in addition to the fees.
- {3} The existing fees shall continue till they are revised with the approval of the Chancellor.



## CHAPTER IV

**Control of Academic Programmes of the University**

217. {1} the academic year for all colleges affiliated to the University and educational institutions and departments shall begin on the first of June of each year and end on the 31st May of the next year.

{2} An academic year shall have not less than 180 working days of 5 hours duration each excluding days or hours spent for examinations for all colleges, educational institutions or departments :

Provided that for medical professional or technical courses, there shall be in an academic year, the alternative of 960 working hours, excluding hours spent for examinations in place of 180 working days.

{3} The University shall issue a calendar for each academic year showing the number of holidays and working days.

{4} The Principals of colleges and other educational institutions shall forward to Registrar a calendar showing the list of working days and holidays during the year and shall also report from time to time any change in the list.

{5}[a] All the University examinations relating to Bachelor of Arts/Science/Commerce, Bachelor of Education, Bachelor of Journalism and Mass Communication, Bachelor of Laws, Master of Laws/Master of Arts/Science/Commerce, Master of Education, Master of Journalism and Mass Communication, Up-shastri and Acharya shall be conducted during the period commencing from the first day of April and ending with the 15th May of the year :

Provided that the examinations concerning the medical, professional



and technical courses shall be conducted in such manner and during such period as may be prescribed in the Regulations keeping in view the respective Regulations of the All India Bodies.

- [b] Except as otherwise provided in clause (a), the University shall plan the examination programmes for all the examinations to be conducted by it well in advance keeping in view the Schedule and notify the detailed examination schedules/programmes at the beginning of each academic year.
- [c] The University may conduct separate examinations for the private and correspondence students.

Manner of examination.

- {6}(a) The annual examinations for Under-graduate and Post-graduate studies in Arts, Science and Commerce shall be held once a year at the end of the academic year.
- (b) A student who has passed first year or second year examination shall be admitted to the second or year final year examinations for the bachelor's Degree in Arts, Science and Commerce respectively.
- (c) No student for the Post-graduate degree in Arts, Science and Commerce shall be admitted to the final year examination unless he has passed the part-I examination.

Academic Calendar.

- {7} The University may follow the following academic calendar :-

	Under-graduate	Post-graduate
(a) Date of Admission	15th June	15th July
(b) Last date for Admission	30th July	14th August
(c) Beginning of the Academic Session (classes & lecturers)	1st July	1st August



(d) Last date for the completion of examinations      15th May      15th May

(e) Last date for declaration of results      30th June      30th June

Operation      {8}      The provisions contained in this chapter shall be effective from the academic year 1993-94.

217.      (A){1}      Notwithstanding any thing contained in part IX of these statutes, a University may decide to introduce Semester Course Credit System of Examination for the Post-Graduate and M.Phil. programmes.

Introduction of Semester system

{2}      In case where Semester Course Credit System has been introduced, the teachers of such Post-Graduate departments shall be eligible for appointment of various classes of examiners and the examinations shall be conducted in accordance with the relevant Semester Regulations made under the Act. The Teacher's Council of the concerned Department shall act as a Board of Conducting Examiners.

**P A R T - X**

**ADMISSION, TRANSFER AND ATTENDANCE CERTIFICATES**

**CHAPTER I**

**Admission of Students**

Register of students      218.

The Controller of Examinations shall maintain on behalf of the Syndicate, a register in which shall be noted the names of all students of the University.



219.  
Registration  
compulsory  
for all  
students.

Any student reading for a degree or diploma or any examination of the University shall have his name entered in the Register of students and no candidate for an examination of the University shall be eligible to appear at any such examination without having first his name so entered in conformity with conditions hereinafter specified for the purpose of such registration the students of other Universities shall be required to submit a migration certificate from the University from which they have passed last qualifying examination :

Provided that if the migration certificate is not produced at the time the candidate register for examination he may be allowed to appear at the examination but his result shall not be published until he produces the migration certificate.

220.  
Higher  
Secondary the  
test of eligibility

Only such persons who have passed the Higher Secondary Examination of the Council of Higher Secondary Education, Orissa or an examination recognised as equivalent thereto shall be permitted to have their names entered in the Register of Students:

Provided that it shall be open to the Syndicate to enter in the Register of Students the name of any person who may be appearing for a certificate or diploma examination conducted by the University for which the standard of entrance may be lower than that laid down for students appearing for the Three year Degree Examination or a degree examination of the University.

221.  
Fee payable for  
registration

Every students applying for registration as a student to the University shall pay a fee of rupees forty for first registration through the Head of the college/institution in which he studies or through the head of the department of study in the case of an examination for a certificate or diploma conducted by the University and rupees forty for each registration for any subsequent examination.



222.  
Return by  
Principals  
at the  
beginning  
of the term.

The Head of each college/institution shall forward to the Controller of Examinations not later than one month from the last date of admission in the college/institution at the beginning of the academic year, a return in the form specified below of all students in his college/institution appearing at any examination of the University or preparing for such examinations.

**FORM**

- [1] Date of admission into the College :
- [2] Institution last studied :
- [3] Examination passed :
- [4] Name of father or approved guardian :
- [5] Age :
- [6] Mother-tongue : and
- [7] Examination for which reading :

223.  
Fee for  
recognition of  
an equivalent  
examination.

In addition to the fee specified in Statute 221, all category of students who have passed the Higher Secondary Education from Council of Higher Secondary Education, Orissa or an examination recognised as equivalent thereto, shall pay a fee of rupees ten for recognition of the said examination and shall apply in the form prescribed for recognition of such examination.

224.  
Re-entry  
fee if struck  
off the roll

Any student who has been registered in accordance with the provisions of these statutes and has his name later struck off the rolls of a college shall pay a re-entry fee of rupees two to have his name re-entered in the register of students.



225. Report of removal of name from the rolls of college  
The Head of the institution/college shall report to the Controller of Examinations immediately after the name of a student has been struck off the rolls of the institution/college giving the date when his name was removed from the roll.
226. Number of registration.  
Each student registered as a student of the University shall be assigned a number and shall in all communication to the University quote such number.
227. Fee for extract  
a registered student shall be entitled at any time to receive a certified copy of an extract from the Register, signed by the Controller of Examinations or any other officer authorised in this behalf, in so far as it relates to particulars entered against his name, on payment of a fee of five rupees.
228. Change of the Forms of Registration  
the Syndicate may vary the form of registration, from time to time, if necessary and it may reject any application for registration which does not conform to the conditions laid down in that behalf.

## CHAPTER II

### Transfer, Term and Annual Certificate

229. Transfer Certificate {1} No student who has previously studied in any college shall be admitted to a college unless he presents a transfer certificate showing :-
- (a) the name of the student ;
  - (b) the date of birth as entered in the admission register or the Matriculation Certificate :
  - (c) the dates on which he was admitted to and on which he left the institution:



- (d) the class in which he studied at the time of leaving it :
- (e) the subject or portions thereof studied by him while enrolled :
- (f) if it be the time when annual promotion take place, whether he is qualified for promotion to a higher class :
- (g) reasons for leaving the college :
- (h) whether the student has applied for the certificate or whether the college has given it sou motu: and
- (i) whether the student has been penalised at any time for misconduct in the college or University examinations :

{2} No student shall be enrolled pending the production of such certificate. Every such certificate shall be endorsed with the admission number under which the student is enrolled and shall be filed for reference and inspection:

Provided that where a student migrates from one University to other University, production of a formal transfer certificate may be waived, if information required in this Statute is available in any other form from the Head of the Institution in which he last studied :

Provided further that a student of an affiliated college may be permitted without a transfer certificate to study a subject in another affiliated college, and if both the Principals concerned agree.

230. {1} Issue of Transfer Certificate  
A student applying for a transfer certificate during a term on any day of which he has been enrolled or applying not later than the fifth working day of the term immediately following shall forth with be given such certificate, on payment of all fees or other amounts due, or of such portion thereof as the head of the institution may consider fit to demand, for the term in which he was enrolled.



- {2} A student applying for such certificate after the fifth working day of the term immediately following that during which he has been last enrolled shall forth with be given the same on payment of :-
- [a] all fees of other amounts due or portion thereof as the head of the institution may demand, in respect of the college term in which he was last enrolled;
- [b] an additional fee of three rupees provided that when the student has been enrolled at favourable fee rates, he shall be liable for such rates only ;
- (c) no student shall be considered to have been enrolled in any college term unless he has attended the college/institution and received instruction for at least one day of that college term or has paid the fees or portions thereof prescribed.

231. {1} In the case of a student who has been a candidate for a University examination, the result of which has not been published before the beginning of the term, the eleventh day after the result of that examination has been announced at the University office shall be counted for him as the first working day of the term so far as the grant of a transfer certificate is concerned. In the event of a Principal refusing or delaying to give the transfer certificate to which a student may be entitled, the student shall have a right of appeal to the Syndicate.

Who is entitled to a transfer Certificate and when.

232. {1} If any student is expelled from a college/institution, intimation of the fact of expulsion, with a statement of the reasons therefor, shall be given forth with by the Principal/Head of the institution :-

[a] to the parent or approvad guardian of the student; and

Expulsion of a student from college



[b] to the Syndicate, intimation to the Syndicate being accompanied with the transfer certificate of the student.

{2} It shall be competent for the Syndicate on the application of the student or his parent or his approved guardian, after making such enquiry as it deems fit to deliver the certificate to the student with any necessary endorsement or withhold it temporarily or permanently.

233.  
Academic Year

The academic year in relation to any college/institution shall consist for the following two terms, namely :-

First term :- From June to December closing with Christmas holidays.

Second term :- From January to May closing with the Summer vacation.

234.  
Combination  
of attendance.

{1} A student shall ordinarily qualify for the annual certificate in one and the same college, but in special cases the Syndicate may allow attendance in different colleges to be combined for purpose of the annual certificate :

Provided that the Syndicate shall have the power to allow a student to combine his attendance in colleges in different Universities within the State of Orissa subject to the condition that the course pursued by the student in different Universities are similar ;

Provided further that in the case of students migrating from Universities outside the State of Orissa seeking admission into the University, it shall be competent for the Syndicate to allow combination of attendance secured at the other University on the same condition as stated above, if the Head of the institution into which the student seeks admission certifies to the satisfaction of



the Syndicate on the similarity of the courses of studies and the stages at which University examination for the particular courses are held in both Universities.

{2} Notwithstanding the provisions contained in these statutes, the Syndicate may permit a student of Bachelor of Arts or Science or Commerce to change his foundation /Ancilliary course if the course pursued by him in the former college is not being taught in the latter college and on such permission the attendance in the subjects pursued in the former college shall be combined.

235. Transfer from one College to another

{1} A student seeking transfer from one college/institution to another shall apply to the Registrar through the Principal of the college/Head of the institution to which he seeks transfer for permission to combine attendances at the two colleges, for the purpose of the annual certificate. Such application shall be submitted prior to making the transfer and shall furnish reasonable ground for such transfer. This provision applies to a transfer during a term as well as a transfer at the end of an academic year when an additional term is proposed to be kept in a different college but does not apply in the case of a student who has completed one academic year in a college and desires to join another college at the beginning of a new academic year.

{2} An application to combine attendance shall invariably be accompanied with :-

[i] the written consent of the Head of the institution in which the student is studying, to the proposed transfer;

[ii] the written consent of admission from the Head of the institution to which he seeks transfer together with an assurance countersigned by the latter Principal/Head of the institution that the student, if



permitted by the Syndicate to combine his attendance, will be able to continue in his institution the course of study already commenced by him in the institution from which he seeks transfer.

- Annual Certificate
236. {1} In an institution or a college the grant of the annual certificate shall be in respect of two terms which shall ordinarily be consecutive and over one academic year, but it shall be competent for the authorities of an institution to grant such certificate in respect of two terms which are not consecutive, provided that the student has during those terms completed the necessary courses of study for the year.
- {2} The grant of the annual certificate shall also be subject to the following conditions, namely :-
- [i] the certificate shall not be granted unless a student has kept at least three fourth of the attendance prescribed by the institution in the course of instruction during the year in institutions approved by the Syndicate for any certificate, or diploma or degree.
  - [ii] the certificate shall not be granted unless the student has completed the course of instruction to the satisfaction of the authorities of the institution/college and his progress and conduct have been satisfactory;
  - [iii] the student who has not earned his annual certificate in any of the courses during the year shall be required to join the same class for another full year to receive such additional instruction as the Head of the Institution considers necessary.



**CHAPTER III**

**Admission to University Examinations and Exemption from Annual or Term Certificate**

237. Admission to University Examination
- {1} No person whose name has not been entered in the Register of Students of the University shall be permitted to appear for any University examination.
  - {2} Before being admitted to a University examination a candidate must have been registered therefor. A candidate shall be registered a fresh on each occasion of presenting himself for an examination and he shall be registered on application, in the prescribed form, either to the Controller of Examinations direct or through his Principal and paid the fee prescribed.
  - {3} Every candidate for an examination of the University shall produce evidence of having previously passed the qualifying examination, if any, prescribed by the law of the University.
  - {4} He shall also, unless exempted by special order of the Syndicate made either on the order of the Academic Council or in accordance with the Regulations, Produce in the form prescribed by the Syndicate the certificate or certificates of attendance required by the Regulations.
  - {5} No candidate shall be permitted to sit for a University examination unless his term and annual certificate of attendance, certificate of conduct and progress or the order of exemption, if any granted to him, have been received by the Controller or Examinations before the commencement of the Examination.
  - {6} the conditions of exemption, if any, that may be given to enable a



candidate to appear for any examination of the University shall be prescribed from time to time in the respective Regulations and no exemption from the production of attendance certificates, and/or progress and conduct certificates required from any college shall be given except in conformity with the conditions prescribed in the Regulations.

- {7} Any order of exemption granted in accordance with these Statutes shall be permanent.

## **PART XI**

### **CONSTITUTION AND FUNCTIONS OF THE GOVERNING**

#### **BODIES OF**

### **COLLEGES OTHER THAN GOVERNMENT COLLEGES AND**

#### **CONSTITUENT COLLEGES**

### **CHAPTER I**

#### **Constitution of Governing Bodies**

238. {1}[a] Every college other than a government college or a constituent college admitted to the privileges of the University shall have a duly constituted Governing Body which shall be registered under the Societies of Registration Act and shall consist of such number of members as provided under the Orissa Education Act, 1969 :
- [b] The Governing Body shall have a President and a Secretary;
- [c] The Principal of the college shall be the ex-officio Secretary. Two members of the teaching staff shall be taken as members of the Governing Body;



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

**(Applicable to Autonomous Colleges/ Affiliated Colleges/DDCE)**

**1. ELIGIBILITY**

- 1.1. Higher Secondary / +2 / Senior Secondary or any other equivalent examination passed from any Board / Council established by the Govt. of India or any State Govt. or any other equivalent examination recognized by Central Board of Secondary Education/ Council of Higher Secondary Education, Govt. of Odisha/ Dept of Higher Education / Dept. of Industry or any other Dept of Govt. of Odisha or Utkal University. Those joining B.Sc. Programme must have passed the above examination under the faculty of Science/ Technology / Engineering/ Pharmacy etc. There shall be no such restriction for joining BA/ B.Com stream.
- 1.2. Students ordinarily may be selected for admission through Entrance Test, Group Discussion and Personal Interview and / or a combination of these with due weightages to career to be decided by the Autonomous College or Director, Higher Education. DDCE would admit students on first come first serve basis. The Govt. of Odisha may lay down admission process for colleges under its control.
- 1.3. Admission Policy would be decided by the Academic Council of the respective Autonomous Colleges and for affiliated colleges Government will decide the admission policy.
- 1.4. Directorate of Distance & Continuing Education would decide its own admission policy.

**2. DURATION**

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

**3. Compulsory Registration for 1st Semester:**

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



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

#### 4. WEIGHTAGE DISTRIBUTION (PERCENTAGE) FOR EVALUATION:

##### Theory Subjects

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

##### Subjects with Practical

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

##### Dissertation/ Project

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

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

#### 5. GRADING SYSTEM

Grade		Mark Secured from 100	Grade Points
Outstanding	'O'	90-100	10
Excellent	'A+'	80-89	9
Very Good	'A'	70-79	8
Good	'B+'	60-69	7
Above average	'B'	50-59	6
Fair	'C'	40-49	5
Pass	'D'	30-39	4
Failed	'F'	Below 30	0

**N.B. A Candidate has to secure 30% or above to pass in each of the Papers.**

The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.



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

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

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

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

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

**SGPA - Semestre Grade Point Average**

**CGPA - Cumulative Grade Point Average**

(a) **POINT** - Integer equivalent of each letter grade

(b) **CREDIT** - Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

**CREDIT POINT** - (b) X (a) for each course item

**CREDIT INDEX** -  $\sum$  **CREDIT POINT** of course items

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

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

**CUMULATIVE GRADE POINT AVERAGE(CGPA)** =

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

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

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

## 6. REPEAT EXAMINATION

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

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



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

## 7. **HARD CASE RULE**

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

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

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

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

8.2 **For subject without having practical** full marks are 100 per paper out of which 20 marks is allotted for Mid-Semester Examination (Internal) and 80 marks for end semester examination.

The question papers shall be divided into two parts such as Group- A & Group-B.

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

There shall be 5 long type questions in Group –B with one alternative each have to be attempted and all questions shall be of equal value (12 marks X 5).

**For subject with practical** full marks are 100 per paper out of which 20 marks is allotted for Mid- Semester Examination, 50 is for End Semester Examination and 30 is for practical .

The question papers shall be divided into two parts such as Group- A & Group-B.

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

There shall be 5 long-type questions with one alternative each have to be attempted for subjects having practical.The questions shall be of equal value (8 Marks x 5)

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

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

9. Each Dept shall have a designated Teacher in-charge of Examination to be decided by the Principal in addition to the Controller of Examinations of the College (applicable to autonomous colleges).

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

11. Suitable modifications may be made by the Autonomous Colleges keeping in view the UGC Guideline for Autonomous Colleges, University Guidelines from time to time and State Govt. Guidelines from time to time.



## **BROAD PRINCIPLES OF CREDIT TRANSFER**

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

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

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

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

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

- **OTHER BROAD PRINCIPLES:**

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