

EXAMINATION GUIDELINES-2023-24

1. **Academic year** : 01.06.2023 to 31.05.2024
2. **Date of re-opening of the college after Summer Vacation** : 18.06.2023
3. **Admission to UG** : As per Govt.e-admnSchedule
4. **Admission to PG** : As per Govt. e-admnSchedule
5. **Commencement of Classes :-**
 - (i) 3rd Year Degree (Arts / Science / Commerce) : 20.06.2023
 - (ii) 2nd Year Degree (Arts / Science / Commerce) : 28.06.2023
 - (iii) 1st Year Degree (Arts / Science / Commerce) : 10.09.2023
 - (iv) PG 2nd Year (Bot / Hist / Commerce) : 18.06.2023
 - (v) PG 1st Year (Bot / Hist / Commerce) : 10.09.2023
6. **Examination Schedule :-**
 - (a) **Internal Examinations (UG / PG / MBA / MA(PM&IR) / M.Sc(C.Sc)).**
 - (i) Midterm Asses (PG/MBA/MA/M.Sc) (1st & 3rd) : 2nd week of October - 2023
 - (ii) Midterm Asses (+3 3rd/5th) : 2nd week of September-2023
 - (iii) Midterm Asses (+3 1st) : 1st week of November-2023
 - (iv) Midterm Asses (+3 2nd/4th/6th) : 1st week of February - 2024
 - (v) Midterm Asses (PG/MBA/MA/M.Sc) (2nd & 4th) : 3rd week of February - 2024.
 - (b) **U.G. Semester End Examinations :-**
 - (i) Ist Semester (Reg & Back) : 4th week of December-2023.
 - (ii) IInd Semester (Reg & Back) : 4th week of April - 2024.
 - (iii) IIIrd Semester (Reg & Back) : 2nd week of December-2023.
 - (iv) IVth Semester (Reg & Back) : 1st week of April - 2024.
 - (v) Vth Semester (Reg & Back) : 4th week of November - 2023.
 - (vi) VIth Semester (Reg & Back) : 3rd week of March - 2024.
 - (c) **P.G./MBA/MA(PM&IR) & M.Sc (C.Sc) Semester Examination :-**
 - (i) Ist Semester (Reg & Imp) : 2nd & 3rd week of December - 2023.
 - (ii) IInd Semester (Reg & Imp) : 2nd & 3rd week of April - 2024.
 - (iii) IIIrd Semester (Reg & Imp) : 1st week of December - 2023
 - (iv) IVth Semester (Reg & Imp) : 3rd & 4th week of March- 2024
 - (d) **Publication of results** : 45 days after completion of Exam for 6th Sem & 60 days for other Sem Exam.
7. **Election to Different Offices to the College Union and other associations** : 23.09.2023
8. **Celebration of Cultural week** : 4th week of December - 2023

EXAMINATION RULES FOR BA, B.Sc & B.Com.

(1) Duration :

- 1.1 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.
- 1.2 Odd Semester is from July to December (i.e. 1st, 3rd & 5th Semester) The Examination shall be held normally in the month of November – December.
- 1.3 Even Semester is from January to June (i.e. 2nd, 4th & 6th Semester) The Exam. 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.
- 1.4 A student would be required to complete the course within six academic years from the date of admission.

(2) Compulsory Registration for 1st Semester :

- 2.1 Registration for 1st Semester is compulsory. A candidate admitted to +3 Courses but not registered for 1st Semester examination, his/her admission will be automatically cancelled.
- 2.2 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. 1st, 3rd & 5th / 2nd, 4th & 6th.
- 2.3 75% attendance for students is a requirement for being eligible to appear at Examination. Upto 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.
- 2.4 A student may clear back log papers within 6 years. Improvement if any has to be completed within 4 years.
- 2.5 A student may register for extra credit i.e. register for additional papers under the same.

(3) Weightage Distribution (Percentage) for Evaluation :

Theory Subjects –

Mid Term test	Term End	Total
20	80	100

Subjects with Practical -

Mid-Term Test	Practical	Term-End	Total
15	25 (15+ 10 record)	60	100

Dissertation / Project.

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

(4) Grading System :

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

4.1 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.

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

SGPA - Semester Grade Point Average

CGPA - Cummulative 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 indicate 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

Comulative Grade Point Average (CGPA) =

$$\frac{\text{Credit Index of all previous Semester upto the 6th Semester}}{\sum \text{Credit}}$$

(c) A student in order to retain honours has to secure Grade 'C' and above in each of the Core Papers. Further in order to obtain distinction a student has to secure Grade 'C' in all the papers in 1st appearance.

(i) A candidate has to secure 30% & above to pass in each of the papers.

(ii) The candidates obtaining Grade 'F', is considered failed & will be required to clear all the back paper(s) in the subsequent examination.

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- (iii) A candidate securing 'B' grade & above in core paper in aggregate will be awarded Honours.
- (iv) Candidates secured 'B+' & above in aggregate in 1st appearance will be awarded with Distinction.
- (v) Any candidate filling up the forms in back paper / improvement shall not be awarded Distinction.
- (vi) A candidate obtaining 'B+' grade by getting grace marks shall not be awarded Distinction.

4.3 In addition to the Grade Points; marks / percentage would also be awarded and shall also be reflected in the Mark Sheet.

4.4 The details of grading system shall be printed on the backside of Marksheet.

(5) Repeat Examination :

5.1 A student has to clear back papers (i.e. in the paper/ papers one has failed) by appearing at immediate consecutive three examinations within six years from the date of admission.

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

5.3 Improvement has to be completed within 4 years from the date of admission.

5.4. A student can appear improvement test in a paper cleared in first chance.

(6) Hard Case Rule :

6.1 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.

6.2 0.5. (point five percent) grace mark can be given for award of B grade in each semester provided grace mark under 6.1 has not been awarded.



EXAMINATION RULES FOR POST GRADUATE

● **Compulsory Registration for 1st Semester :**

- Registration for 1st semester is compulsory. A candidate admitted to PG Course but not registered for 1st 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. 1st, 3rd, 2nd and 4th Semester . 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).

● **GRADING SYSTEM**

Grade	Mark Secured from 100	Points
Outstanding 'O'	100-90	10
Excellent 'E'	89-80	9
Very Good 'A'	79-70	8
Good 'B'	69-60	7
Fair 'C'	59-45	6
Pass 'D'	44-36	5
Failed 'F'	Below 36	0

N.B. : A candidate has to secure Grade -D or above to pass in each of the Papers.
In Practical : pass mark is 40% & above.

- A transitory letter grade I (carrying points 0 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.
- A student's level of competence shall be categorized by a **GRADE POINT AVERAGE** to be specified as :

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

- (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 in

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

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) = $\frac{\text{CREDIT INDEX of all previous Semester up to a Semester}}{\sum \text{CREDIT}}$

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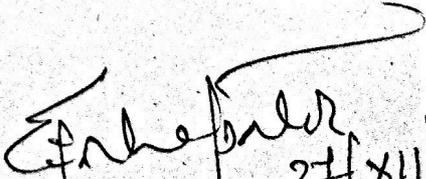
- In addition to the points, marks / percentage would also be awarded and shall also be reflected in the Mark Sheet.
- The details of grading system shall be printed on the backside of Term-end / University Marksheets.
- One mid-term examination shall be held for each paper of each semester.

REPEAT EXAMINATION.

- A student has to clear back papers (i.e. in the paper / papers one has failed) by appearing at subsequent two semester only / next odd or even semester as the case may be.
- A student may appear improvement examination in any number of papers if he/she secured less than 60% marks in aggregate or less than 'B' grade (i.e. C or D grade). But he / she can appear improvement examinations in those papers where secured less than 60% marks or below 'B' grade if he / she secured 60% or above marks in aggregate or grade 'B' and above grade in the last examination. The higher marks shall be retained.
- A student can only appear improvement examination in the next subsequent semester examination / next odd or even semester as the case may be.

HARD CASE RULES -

- 2% of grace mark on the aggregate mark subject to maximum of 5 (five) in single paper shall be given. This shall be applicable in each semester.
- 0.5 (point five) grace mark can be given for award of 'B' (SGPA - 7/Grade) in each semester provided grace mark under 1 has not been awarded.


Controller of Examinations
Dhenkanal (Auto) College
Dhenkanal

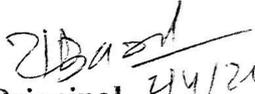
27/11/23

OFFICE OF THE PRINCIPAL
DHENKANAL AUTONOMOUS COLLEGE, DHENKANAL

NO. 1445 /DATE. 2/4/24

NOTICE

All HoDs are requested to submit the internal questions of PG 2nd Semester Midterm Examination to the Examination Section in online mode through special folder created for their departments in the central e-mail provided to them on or before 08/04/24 positively for taking necessary action at the Examination Section end.

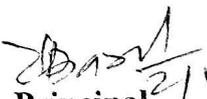

Principal 2/4/24

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MEMO NO. 1446 /DATE 2/4/24

Copy to All HoDs / Examination Section / Head Clerk for information / Whatsapp group


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