

Regulation for Under Graduate Programme for +3 (B.A/B.Com/B.Sc) Under Utkal University, Bhubaneswar (As per CBCS System) From the Session 2016-17

1. ELIGIBILITY

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.

Students ordinarily may be selected for admission through merit in the qualifying examination or 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.

Admission Policy would be decided by the Academic Council of the respective Autonomous Colleges and for affiliated colleges Government of Odisha will decide the admission policy.

Directorate of Distance & Continuing Education would decide its own admission policy.

2. DURATION:

Three years of six semesters. Odd semester is from July to December (i.e. 1st, 3rd & 5th semester) and the examination shall be held normally in the month of December. Even semester is from January to June (i.e. 2nd, 4th & 6th semester) and the examination shall be held normally in the month of April/May. However, the Final Semester shall be conducted in April and result shall be published within 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 and no special examination be conducted/permitted under any circumstances.

3. COMPULSORY REGISTRATION FOR 1ST SEMESTER:

- Form fill up for the 1st semester examination is compulsory. Under any circumstance such students shall not be allowed to sit for 2nd and or subsequent semester examinations. Such candidates have to seek fresh admission in subsequent academic session.
- A candidate admitted to +3 Courses but not enrolled for 1st semester examination, his/her admission will be automatically cancelled.
- Those who fail in any semester or are unable to appear at any semester or unable to fill up for 2/3/4/5/6 may appear at those semesters during subsequent exam within 6 Years, from date of admission to that course. A student may clear backlog papers (failed) within 6 years starting from the year of admission batch.

4. DURATION OF THE EXAMINATIONS MID SEMESTER & END SEMESTER:

The Choice Based Credit System (CBCS) examination shall be of Semester pattern. 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 3hours (for full marks carrying 30). On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

5. MID SEMESTER EXAMINATION:

- 5.1. Mid semester examination will be of 01 hour duration for 20 marks. There shall be no pass mark in Mid Semester examination.
- 5.2. The Mid-Semester Examination shall be conducted and valued by the Teacher(s)/ Counselor's who is teaching the corresponding paper or any external faculty in DDCE during the Personal Contact Program (PCP). A student who fails to appear in a Mid-Semester Examination will be allowed to take the same examination with the next batch of student only ONCE provided the candidate has to fill-up the forms for the same semester during form fill-up time as a back paper. There will be no provision to

re-appear in the Mid-Semester Examination for improvement. However for the students admitted under DDCE in distance mode will appear the Midterm exam during the PCP. The date & the time of Midterm will be notified in the DDCE website/ Academic calendar. The question pattern will be uploaded in the DDCE website.

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

6. MARK DISTRIBUTION:

A. Subjects Without Practical :

Mid Term	Term End	Total
20	80	100

B. Subjects With Practical :

Mid Term	Term End		Total
	A-Theory	B-Practical	
20	50	30 (20 + 10 (Record))	100

C. (DSE – 4) for Hons. students (6th Semester)

Project -60 + Viva-40 =100

DSE Papers for Hons. 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. The Project paper will not have Mid-Sem. Examination and it will be evaluated both by External & Internal Examiners Submission of project will carry 60 marks and presentation will carry 40 marks and pass mark in the project will be 40 marks out of 100 marks.

- Evaluation of project shall be completed before the commencement of the 6th Semester End Term Examination.

7. GRADE SYSTEM IN EACH PAPER (MID +END SEM EXAM) IN A SEMESTER

7.1 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'	33-44	4
Failed	'F'	Below 33	0
Absent	'AB'	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.	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.	
Fair	'C'	45-49	5		
Pass	'D'	33-44	4	Pass without Hons.	
Failed	'F'	Below 33	0		Fail
Absent	‘AB’	00	0		Fail
Malpractice	‘M’	00	0		MP

N.B. A Candidate has to secure 33% 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 two subsequent examinations within the stipulated time.
- The candidate securing 'C' Grade and above in Core papers (Hons) papers in aggregate will be awarded Honours.
- For candidate in Honours Course securing 'B' Grade and above in aggregate in first appearance in other than Core papers will be awarded Distinction.
- For candidates in Pass (General) course securing 'B' Grade and above in aggregate in first appearance in all papers will be awarded Distinction.
- FAIL/MP/HARD CASE and back paper clearance candidates in any semester examinations are not eligible for awarded of Distinction.

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

SGPA- Semester Grade Point Average

CGPA- 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 - $\sum \text{CREDIT POINT}$ of course items in each

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

SEMESTER GRADE POINT AVERAGE (SGPA) =

Semester $\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for each

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

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

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

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

8.6 Formula for Equivalent Percentage of Marks:

This University follows seven point grading system Cumulative Grade Point Average (CGPA) on base of 10 and the University does not award marks, nor class/division to a student at the semester or degree level as per Academic Regulation of the University.

The following formula may be used by the concerned organization/individual at their discretion to obtain the equivalent percentage of marks for the CGPA awarded to the students of this University.

$$\text{Equivalent Percentage of Mark} = (\text{CGPA} - 0.50) \times 10$$

9. REPEAT EXAMINATION

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

9.2 A student may appear in improvement (having passed in that paper) in any number of papers ONLY ONCE in the subsequent corresponding semester examination within four year.

10. HARD CASE RULE:

10.1 2% of 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)

10.2 Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'C' Grade in 6th semester in aggregate of Hons. papers (Core). This will's affects the distinction of the candidates. Provided the candidate has not availed grace mark under Clause-10.1.

10.3 Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'B+' Grade in 6th semester in aggregate of Hons. papers (Core). This will's affects the distinction of the candidates. Provided the candidate has not availed grace mark under Clause-10.1.

11. EXAMINATION QUESTION PATTERN

11.1 The duration of end semester examination as reflected in Sl. No.5 above.

11.2 For subject without having practical full marks are 100 per paper out of which 20 marks are 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 (5X 12 marks).

11.3 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 (5 x 8 Marks)
- Practical will carry 30 marks out of which 10 will be for records.

11.4 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).

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

12. MINIMUM PERCENTAGE AND MARKS TO BE OBTAINED FOR PASS:

A. Paper Without Practical :

Mid Term	Term End	Pass Mark Term End	Total	Paper Pass Mark
20	80	33% out of 80 (i.e. 26 marks)	100	33% out of 100 By taking both components (i.e. Mid-Term + End Term Exam.)

- Term End (University Examinations) Total Mark: 80, 33% out of 80. (i.e. 26 mark)
- Total Mark: 100 (33% out of 100)
- No Pass mark for Mid Term Exam. A student has to appear the Mid Term Exam. Securing AB in Mid
- Term exam student declare fail in that paper though he/she score passing mark in theory paper.

B. Paper With Practical :

Mid Term	Term End				Total	Paper Pass Mark
	A-Theory	Pass Mark A-Theory	B-Practical	Pass Mark B-Practical		
20	50	33% out of 50 (i.e. 17 mark)	30	40% out of 30 (i.e. 12 mark)	100	33% out of 100 By taking (i.e. Mid-Term + End Term Exam + Practical)

- Term End (University Examinations) Total Mark: 50, 33% out of Total Mark(i.e. 17 mark)
- Minimum pass mark for practical paper is 40%.
- Total Mark: 100 (33% out of 100)
- No Pass mark for Mid Term Exam. A student has to appear the Mid Term Exam. Securing AB in Mid Term exam student declare fail in that paper though he/she score passing mark in theory paper.

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.

13. EVALUATION RESPONSIBILITY

- (a) The Examiner is solely responsible for evaluation of Mid-Term, Practical and End-Term 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 shall have right to change the Mid-Term marks assigned by a teacher. However, if the Principal is convinced that the Mid-Term marks assigned by a teacher are 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. The decision with the revised marks shall be sent to the University for Necessary Action.

14. DISCIPLINARY ACTION (EXAMINATIONS)

- (1) A student found resorting to malpractice (unfair means adopted) in the examination hall during University Examination as reported by the Invigilator/Supervisor/Squad Member
 - Will be awarded "M" grade having 0(zero) Grade Point in that paper and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University.
- (2) A student adopting malpractice and showing an indiscipline behavior in the examination hall
 - Will be awarded "M" grade having 0(zero) Grade Point in that paper and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University.
- (3) A student found adopting malpractice in more than one papers in a Semester/Trimester/Special Examination
 - Will be awarded "M" Grade with 0 (zero) Grade Point in all the papers of that Semester/Trimester/Special Examination; he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University.
- (4) A student adopting malpractice (as defined in earlier clauses) once again in the subsequent semester examinations inspite of the warning issued previously
 - 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

(5) A student found violating the Examination Code of Conduct

[Which includes:

- Use of programmable calculators, mobile phones/smart watch (even in switch off mode), document or any electronic devices having memory chips.
- Leaving the Examination Hall within the first hour from the commencement of the examination.
- Talking to other examinees in the Examination Hall.
- Trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall]
- Will be expelled from the Examination in that paper and will be awarded “M” grade having 0(zero) Grade Point in that paper; he/she will be warned by the university with a copy to the parents/guardians or a notice in the official website of the University.
- A student found repeating the “Violation of Code of Conduct” will be awarded “M” grade with 0(zero) Grade Point in all the papers of that semester and will not be permitted to appear at the subsequent examinations of that semester.

(6) A student indulging in the misconduct in the examination hall

[Which includes:

- 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.
- Writing derogatory remarks.
- And 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.
- Any remarks, requests or irrelevant issues in answer scripts]
- 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.

(7) 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 (including FIR to police) would be initiated by the University/college.

(8) Any student found damaging the property of the staff/officers/institution connected with the examinations

- Will be awarded "M" grade having 0(zero) Grade point in all the paper of that Examination and will be expelled from the college for one year.
- Will be obliged to provide compensation for the damage as assessed by the college/University or individual as the case may be.

15. RE-TOTALLING/RE-CHECKING AT UN-EVALUATED PORTION

(A) A Student may apply through his/her college for Re-totalling/Re-Checking of a paper within 45 calendar days from the date of publication of the results in each Semester. However, evaluation will be done for un-evaluated answers, if any.

(B) There will be no re-evaluation process of the Answer Script

16. GRADE SHEET

At the end of 6 (six) Semester, a Grade sheet shall be made available to each student as per Clause 8.1. However, if a student requires additional copies, he/she should apply through the college with prescribed fees. Provisional Grade sheets for each semester will be sent to the Colleges through online. The final Grade sheets for each semester along with provisional certificate will be provided by the University at the end of the course i.e. after 6th Semester Examination.

17. DUPLICATE 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 at 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 a prescribed fee. The application form will be available in the University counter. The application form must accompany a copy of FIR and prescribed fee and the same should be sent to the Controller of Examination, Utkal University by Speed Post/Registered Post.

REGULATIONS FOR MBA (DISTANCE & EVENING)

1. ELIGIBILITY

- 1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University.
- 1.2. CLC Requirement shall not be insisted upon for students pursuing the course under distance mode provided required information is available.

2. DURATION

- 2.1. Two years of four semesters in toto.
- 2.2. Odd semester is from June to December (i.e., 1st & 3rd semester). The examination shall be held normally in the month of November - December.
- 2.3. Even semester is from January to June (i.e., 2nd & 4th semester). The examination shall be held normally in the month of May - June.
- 2.4. A student would be required to complete the course within five academic years from the date of admission.
- 2.5. A student may opt for fast track of completing all the four semester in one year provided s/he has at least 2 (two) years industry / organisational experience and has passed a PG Diploma course in Management from a University or holds a PGDBM certificate from an AICTE approved institute or from IIM(s), XLRI and XIMB

3. CONTACT HOUR

- 3.1 Under face to face Programme
 - 2 credit points :- 20 hours,
 - 3 credit points :- 30 hours,
 - 4 credit points :- 40 hours,
- 3.2 Under Distance Mode
 - 2 credit points :- 10 hours,
 - 3 credit points :- 15 hours,
 - 4 credit points :- 20 hours,

4. 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'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

N.B. A Candidate is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

4.2 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.

4.3 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 - $\sum \text{CREDIT POINT}$ of course items in

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

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ of all previous Semester up to a Semester

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

4.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark-sheet.

5. REPEAT AND IMPROVEMENT

5.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two semester examinations.

5.2 A student may appear a paper as improvement (repeat) in any number of papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

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.

7. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

7.1 Semester end University Examination shall be of 100 marks for all papers.

7.2 Distribution of marks and duration of examinations.

Paper	University exam		Practical exam		Assignment exam		Total	
	Mark	Duration	Mark	Duration	Mark	Duration	Mark	Duration
Theory Paper	70	3 hours	--	--	30	1 hours	100	4 hours
Theory With Practical Paper	50	2 hours	20	1 hours	30	1 hours	100	4 hours

8. UNIVERSITY EXAMINATION QUESTION PATTERN

8.1 There shall be three types of questions – Essay/Descriptive, short answer & very short answer.

The following shall be the distribution for papers carry 70 marks theory exam.

- a. Three essay type carrying 12 marks out of five is to be answered. Model answers should be between 700 - 1000 words.
- b. Three short type questions carrying 8 marks out of five is to be answered. Model answers should be between 500 - 700 words.
- c. Two very short type questions carrying 5 marks out of four is to be answered. Model answers should be between 300 - 500 words.

The following shall be the distribution for papers carry 30 marks assignment exam.

- a. Two essay type carrying 15 marks out of five is to be answered. Model answers should be between 700 - 1000 words.

8.2 Distribution of marks for theory papers carrying 50 marks

- a. Two essay type carrying 12 marks out of four is to be answered. Model answers should be between 700 - 1000 words.
- b. Two short type questions carrying 8 marks out of three are to be answered. Model answers should be between 500 - 700 words.
- c. Two very short type questions carrying 5 marks out of four is to be answered. Model answers should be between 300 - 500 words.

9. COMMON QUESTIONS

Common question papers shall be set for common papers for MBA & All P.G. Diplomas. Common examination will be held.

10. Students admitted into P.G. Diploma Course and completing the course in the same academic year may get admitted into MBA in the next academic session. Such students shall enjoy waiver for the papers completed under P.G. Diploma course. This up-gradation shall be allowed within one year only. For example students admitted in 20017-18 academic session into P.G. Diploma courses have the choice of upgrading to MBA course in 2018-2019 academic session only. The marks secured in P.G. Diploma Examination shall be transferred to MBA Examination for respective common papers.
11. In case of P.G. Dept. M.S. Law College the teacher offering the course shall be responsible completely for the evaluation (setting papers, conducting unit test, term end test, seminars, presentation, guidance of dissertations and projects etc.).
12. The Departmental Teacher Council, Teacher Council of P.G. Dept. of Law & M.S. Law College and teacher Council of DDCE along with concerned Heads of P.G. Depts. of the University shall act as the Board of Study for the courses offered. They may invite external members.
13. Each Dept shall have a designated Teacher in-charge of Examination to be decided by the Head, Principal, or Director as the case may be.

14. The Evaluation would be sole responsibility of Teacher offering the course (i.e. setting& evaluating for Unit test / Quiz / Presentation or Seminar term end / Practical / Dissertation / Project etc.)
15. The Dept. Law College, DDCE shall prepare the result and handover the same (Tabulation Register.) to Controller of Examinations (both soft & hard) for preparation of certificates and mark sheets. The Head of the Dept. / Principal, Director may issue Mark sheet cum Provisional result sheet to the candidates.
16. Suitable modifications may be made for P.G. Courses offered by the DDCE, Utkal University under approval of its Advisory Council and the Vice Chancellor.

Regulations for IMBA/BBA Programme

1. Eligibility :

- 1.1. +2/ Equivalent.

2. Duration :

- 2.1. For BBA- Three years(six semester)
For IMBA- (ten Semester)
- 2.2. Odd semester is from June to December (i.e. 1st, 3rd, 5th, 7th, 9th, semester). The examination shall be held in tentatively the month of December.
- 2.3. Even semester is from January to May (i.e. 2nd, 4th, 6th, 8th, 10th semester). The examination shall be held in tentatively the month of June.
- 2.4. A student would be required to complete the course within nine academic years from the date of admission.

3. CONTACT HOUR

3.1 Under face to face Programme

- 2 credit points :- 20 hours,
- 3 credit points :- 30 hours,
- 4 credit points :- 40 hours,

3.2 Under Distance Mode

- 2 credit points :- 10 hours,
- 3 credit points :- 15 hours,
- 4 credit points :- 20 hours,

4. 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'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

N.B. A Candidate is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

4.2. 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.

4.3 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 - $\sum \text{CREDIT POINT}$ of course items in

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

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ of all previous Semester up to a Semester

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

4.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark- Sheet.

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

4.7 After successfully completion of the first six semester examination students would awarded Bachelor Degree in Business Administration. In addition to grade specified at para 4.1 Class/ Division shall be awarded at BBA

Level as follows :

36% and above but less than 45%	Pass without Hons.
45% and above but less than 50%	2nd Class Hons.
50% and above but less than 60%	2nd Class with Distinction
60% and above	1st Class Hons. With Distinction.

(However in case Distinction student has to secure the above average percentage of mark in the six semesters in one/ first chance.

5. Repeat and Improvement :

5.1 A student has to clear back papers (i.e. in paper/ papers one has failed) by appearing at subsequent three semester examinations.

5.2 A student may appear improvement in any paper/ papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chances (i.e. first and the improvement) shall be valid.

6. Hard Case Rule :

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

7. In case of P.G. Dept. M.S. Law College the teacher offering the course shall be responsible completely for the evaluation (setting papers, Conducting unit tests, term end test, seminars, presentation, guidance of dissertations and projects etc.)
8. The Departmental Teacher Council Teacher Council P.G. Law Dept. of Law & M.S. Law college and teacher Council of DDCE along with concerned Heads of P.G. Depts. Of the University shall acts as the Board of Study for the courses offered. They may invite external members.
9. Each Dept shall have a designated Teacher in- charge of examination to be decided by the Head, principal, or director as the case may be.
10. The evaluation may be sole responsibility of Teacher offering the course (i.e. setting and evaluating for Unit test/ Quiz/ Presentation or Seminar term end/ Practical/ Dissertation/ project etc.)
11. The Dept. Law College, DDCE shall prepare the result and handover the same (Tabulation Register) to Controller of examinations (both soft & hard) for preparation of certificates and mark sheets. The Head Of Dept. / Principal, Director may issue Mark Sheet cum Provisional result sheet to the candidates.
12. Suitable modifications may be made for P.G. Courses offered by the DDCE, Utkal University under approval of its Advisory Council and the Vice Chancellor.

REGULATIONS FOR P.G DIPLOMA PROGRAMME

- ❖ Post Graduate Diploma in Human Resources Management(PGDHRM)
 - ❖ Post Graduate Diploma in Financial Management(PGDFM)
 - ❖ Post Graduate Diploma in Marketing Management(PGDMM)
 - ❖ Post Graduate Diploma in Dietetics and Nutrition Management(PGDD&NM)
 - ❖ Post Graduate Diploma in Tour and Travel Management(PGDT&TM)
 - ❖ Post Graduate Diploma in Production and Operation Management(PGDP&OM)
 - ❖ Post Graduate Diploma in Agri Business Management(PGDABM)
 - ❖ Post Graduate Diploma in Public Policy Management(PGDPPM)
- &
- ❖ Post Graduate Diploma in Banking and Insurance Management(PGDB&IM) (Face to Face Mode)

1. ELIGIBILITY

- 1.1. Bachelor Degree in Commerce/ Arts/ Science/ Business Administration/ Engineering/ Pharmacy or Equivalent from a University.
- 1.2 A student may concurrently pursue any of the PG Diploma Courses with any other courses on regular mode. In such cases CLC shall not be insisted upon.

2. DURATION

- 2.1 One year of two semester in toto.
- 2.2 Odd semester is from June to December (i.e., 1st semester). The examination shall be held normally in the month of November - December.
- 2.3 Even semester is from January to June (i.e., 2nd semester). The examination shall be held normally in the month of May - June.
- 2.4 A student would be required to complete the course within three academic years from the date of admission.

3. CONTACT HOUR

- 3.1 Under face to face Programme
 - 2 credit points :- 20 hours,
 - 3 credit points :- 30 hours,
 - 4 credit points :- 40 hours,
- 3.2 Under Distance Mode
 - 2 credit points :- 10 hours,
 - 3 credit points :- 15 hours,
 - 4 credit points :- 20 hours,

4. 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'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

- N.B. A Candidate is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.
- 4.2 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.
 - 4.3 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 - $\sum \text{CREDIT POINT}$ of course items in

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

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ of all previous Semester up to a Semester

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

5. REPEAT AND IMPROVEMENT

5.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two semester examinations.

5.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. Only one chance can be availed. The higher mark of the two chance (i.e., first and the improvement) shall be valid.

6. HARD CASE RULE

6.1 2% of grace mark on the aggregate mark subject to maximum of (five) marks in single paper shall be given. This shall be applicable in each semester.

7. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

7.1 Semester end University Examination shall be of 100 marks for all papers.

7.2 Distribution of marks and duration of examinations.

Paper	University exam		Practical exam		Assignment exam		Total	
	Mark	Duration	Mark	Duration	Mark	Duration	Mark	Duration
Theory Paper	70	3 hours	--	--	30	1 hours	100	4 hours
Theory With Practical Paper	50	2 hours	20	1 hours	30	1 hours	100	4 hours

MODEL REGULATION FOR POST GRADUATE PROGRAMME DDCE UNDER CBCS (WITH EFFECT FROM 2017)

1. DURATION

- 1.1 At least two years of four semester in toto. In case of professional courses the duration may be more.
- 1.2 Odd semester is from June to December (i.e., 1st & 3rd 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 semester). The examination shall be held normally in the month of May - June.
- 1.4 A student would be required to complete the course within five academic years from the date of admission.

2. CREDIT DISTRIBUTION

A. THEORY PAPER

Teaching Hours	Students input outside class	Credit Point
40 hours	80-100 hours	4
30 hours	40-60 hours	3
20 hours	20-40 hours	1

B. PRACTICAL PAPERS

Teaching Hours	Students input outside class	Credit Point
40 hours	30-40 hours	3
30 hours	20-30 hours	2
20 hours	10-20 hours	1

C. DISSERTATION PAPER

Contact hour with the teacher	Students input outside class	Credit Point
20 hours	100 or more hours	4

D. SEMESTER- 90 DAYS OF TEACHING AND EVALUATION

E. Minimum Credit Point required for Post Graduate Degree – 72

F. DISTRIBUTION OF CREDIT POINTS

Hard core course	Core Elective Courses	Allied Elective Courses	Free Elective Courses	Audit Courses
32	16	16	08	16

- **Hard core courses** are to be pursued from the P.G. Department where a student has taken admission (Compulsory courses)
- **Core Elective Courses** are to be pursued from the P.G. Department where a student has taken admission (Special Paper course)
- **Allied Elective courses** can be pursued from allied department. Each P.G. Department would prepare the list of allied departments.
- **Free Elective** courses can be pursued in any P.G. Department or from DDCE, University Law College or such other educational institution to be decided by the P.G. Council. The student may pursue such course in his own department also.

- **Audit courses** are those which the student pursues under any department without opting to go through any examination in any P.G. Department or from DDCE, University Law College or such other educational institution to be decided by the P.G. Council. No credit would be awarded for audit courses. However the certificate shall specify course completion. In case the student opts to go through examination process credit shall be assigned, but shall not be taken into account for awarding cumulative grade point average.

3.1 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'	59-50	6
Pass	'D'	49-36	5
Failed	'F'	Below 36	0

N.B. A Candidate is required to obtain at least 36% / Grade D in each theory paper/ Project / practical / viva / assignment etc. and in aggregate in order to pass the University Examination.

3.2 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.

3.3 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 - $\sum \text{CREDIT POINT}$ of course items in

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

SEMESTER GRADE POINT AVERAGE (SGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ for a

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$\frac{\text{CREDIT INDEX}}{\sum \text{CREDIT}}$ of all previous Semester up to a Semester

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

3.5 The details of grading system under class 4.1 to 4.4 shall be printed on the backside of University Mark-sheet.

4. REPEAT EXAMINATION

- 4.1 A student has to clear back papers (i.e., in the paper/papers one has failed) by appearing at subsequent two semester examinations.
- 4.2 A student may appear improvement (repeat) in any number of papers in the immediate subsequent examination. The higher marks shall be retained.
- 4.3 Repeat and improvement has to be completed with 4-Yrs from the date of admission. In case of three year duration, the course may be completed within 5 years.
- 4.4 There shall not be any distinction between repeat and improvement.

5. HARD CASE RULE

- 5.1 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. UNIVERSITY EXAM / PRACTICAL EXAM MARK DISTRIBUTION

- 6.1 Semester end University Examination shall be of 100 marks for all papers.
- 6.2 Distribution of marks and duration of examinations.

Paper	University exam		Practical exam		Assignment exam		Total	
	Mark	Duration	Mark	Duration	Mark	Duration	Mark	Duration
Theory Paper	70	3 hours	–	--	30	1 hours	100	4 hours
Theory With Practical Paper	50	2 hours	20	1 hours	30	1 hours	100	4 hours

NOTE FOR PHYSICALLY CHALLENGED

In case of physically challenged person / students special facilities are extended by the COE at his discretion

1. Additional 30minutes time is allowed. In case of writing inability (particularly blind/ disability in hand etc.) and a writer can be engaged. Physically challenged students have to produce I-Card from State Social Welfare Board. The writer must be pursuing a lower course (for example B.A. candidates are to engage a writer, who is a student at +2 or for M.A. one who is a student of +3), in a recognized college under CHSE/University etc. it is the responsibility of the candidate to identify a writer and apply to the COE, Utkal University for approval at the center through the Director, DDCE. The application must be submitted at least a fortnight before the commencement of examination with the photocopy of physically disabled certificate issued by CDMO. Without prior approval no writer will be allowed. In rare of rarest cases COE may give permission to an alternate writer.
2. The candidate is to carry the original physically disabled certificate during the examination and has to produce if asked by the Centre Superintendent.
3. In case of Blind Candidates separate seats will be arranged both for the scribe and the examinee. The Scribe is not allowed to take any material inside the exam hall.

CERTIFICATION

The University Registration Number is issued by the DDCE on behalf of the Controller of Examinations, Utkal University. Students passing out the qualifying examination from Boards other than C.H.S.E., Orissa and OSTEC are required to submit Migration Certificate along with the application form. Migration Certificate is issued by the Controller of Examinations, Utkal University on payment of prescribed fees and the application form are to be deposited for obtaining the same.

Provisional Certificates and Mark Sheets are issued by the Controller of Examinations. After publication of result, DDCE would dispatch these along with the C.L.C. by registered post to the concerned student. Issuance of C.L.C, is always subject to clearance of all dues. Original Degrees/ Diplomas are issued by the Controller of Examinations. One may download mark sheet from our website.

Students discontinuing before completion of any course are to apply for C.L.C. in prescribed forms, to the DDCE.

DUPLICATE REGISTRATION NO., CLC & IDENTITY CARD

For duplicate Registration Number a candidate is to pay Rs.150/-. For duplicate CLC an affidavit before a first class magistrate/ Self Declaration is required and a fee of Rs.200/- is to be paid.

Identity Card will be issued to the student on completion of admission process. Duplicate Identity Card will be issued on payment of Rs.50/- .If a student applies for CLC after 5 Years from the normal duration of the course he/she has to deposit Rs.500/- and produce an affidavit with all relevant information/declaration.

TRANSCRIPT

Those seeking employment and admission outside India may require transcripts. They have to apply to the Controller of Examinations, Utkal University, Vani Vihar, Bhubaneswar - 751004. A fees of Rs 250(subject to change) is payable to the Comptroller of Finance Utkal University through Bank challan at State Bank of India, Utkal University, Vani Vihar, Bhubaneswar. There are no 'online' arrangements. Students are advised to contact the office of Controller of Examination either personally or through their contacts at Bhubaneswar.

MIGRATION

Those who have received online Registration Number i.e. since 2011 admission Batch can receive their migration from Director, DDCE, Utkal University. Those who had joined as fresh students of Utkal University since 1997 can also receive their migration certificate from Director DDCE. All are required to E-Mail their application to director@ddceutkal.ac.in. DDCE would guide them. Only e-applications shall be processed. They would be required to surrender their registration number and pay requisite fees.