

GANGADHAR MEHER UNIVERSITY SAMBALPUR

REGULATIONS OF GENERAL ACADEMIC AND EXAMINATION MATTERS FOR BA/B.Sc./B.COM/BBA/BSc.IST/BA B.Ed/BSc B.Ed EXAMINATIONS (THREE / FOUR YEAR DEGREE COURSE) UNDER CHOICE BASED CREDIT SYSTEM AND SEMESTER SYSTEM

(Effective for the students admitted to First year of Degree course during 2015-16 and afterwards)

CHAPTER-I

(REGULATIONS OF GENERAL ACADEMIC MATTERS)

1. PREAMBLE:

Gangadhar Meher University, Sambalpur is gearing up for several initiatives towards academic excellence, quality improvement and administrative reforms. In view of this priority and in keeping with G.M. University vision and mission, process was already initiated towards introduction of semester system, grading system and credit system. The above initiatives acquired further strength with UGC circular D.O. No.F.1-2/2008(XI Plan) dated March, 2009 informing all the Universities regarding UGC's new initiatives under the XI Five Year Plan. Given this background, G.M. University has framed this "GMU CBCS REGULATION".

2. TITLE:

These regulations shall be called "Choice Based Credit System & Grading". In short, it will be referred to as "GMU CBCS REGULATION".

3. SCOPE:

(i) The regulations provided herein shall apply to all regular, professional and general Under Graduate (UG) programmes offered by G.M. University, Sambalpur.

(ii) These regulations shall be reviewed as and when Distance Education and Private Programmes will be offered by the University.

4. APPLICATION & COMMENCEMENT:

(i) These regulations shall come into force with effect from the academic session 2015-16.

(ii) The provisions under these regulations hereby supersede all the existing regulations for the regular UG programmes of G.M. University to the extent prescribed herein.

5. DEFINITIONS:

1. Choice-Based Credit System (CBCS):

CBCS is a flexible system of learning that permits students to

1. Learn at their own pace.
2. Choose electives from a wide range of elective courses offered by the University Departments.
3. Adopt an inter-disciplinary approach in learning and
4. Make best use of the expertise of available faculty.

2. PROGRAM:

'Programme' means a set of the required number of semesters leading to the award of a UG degree of G.M. University.

3. ACADEMIC YEAR & ACADEMIC WEEK:

The 'Academic Year' of a course shall ordinarily be functioning from July to June while the 'Academic Week' is a unit of six working days during which distribution of work is organized from five to six contact hours of one hour duration on each day.

4. SEMESTER:

Depending upon its duration, each academic year will be divided into two semesters of 6 months duration. Semesters will be known as either odd semester or even semester. The semester from July to December will be Semesters I, III, V and similarly the Semester from January to June will be Semesters II, IV & VI. A semester shall have minimum of 90 instructional days excluding examination days / Sundays / holidays etc.

6. COURSE:

A Course is a set of instructions pertaining to a pre-determined contents (syllabus), delivery mechanism and learning objectives. Every course offered will have three components associated with the teaching-learning process of the course, namely:

- (i) Lecture – symbolized as L;
- (ii) Tutorial – symbolized as T; and
- (iii) Practical – symbolized as P.

In G.M. University, UG programmes have a minimum of 21 courses.

7. CREDIT:

Each course is rated in terms of credits or credit hours. Credit is a kind of weightage given to the contact hours to teach the prescribed syllabus, which is in a modular form. Normally one credit is allocated to 10 contact hours.

1. In each of the course, credits will be assigned on the basis of number of lectures / tutorials / laboratory work and other forms of learning required for completing the course contents.
2. Mechanics of credit calculation:
As per G.M. University standard, 1 credit = 10 hours of lectures / contact hours. The contact hours will include all the modes of teaching like lectures / tutorials / laboratory work / field work or other forms. In determining the number of hours of instruction required for a course involving laboratory / field work, 2 hours of laboratory / field work is generally considered equivalent to 1 hour of lecture. In these regulations one credit means one hour of teaching works or two hours of practical works per week.

8. GRADE LETTER:

The Grade letter is an index to indicate the performance of a student in a particular course / paper. It is the transformation of actual marks secured by a student in a course / paper. The Grade letters are O, A+, A, B+, B, C, P, F. There is a range of marks for each grade letter.

9. GRADE POINT:

Grade point is an integer indicating the numerical equivalent of the letter grade / the weightage allotted to each grade letter depending on range of marks awarded in a course / paper.

10. CREDIT POINT (P):

Credit point is the value obtained by multiplying in grade point (G) by the credit (C): $P = G \times C$.

11. SEMESTER GRADE POINT AVERAGE (SGPA):

SGPA is the value obtained by dividing the sum of credit points (P) earned by a student in various courses taken in a semester by the total number of credits earned by the student in that semester. SGPA shall be rounded off to two decimal places.

12. CUMULATIVE GRADE POINT AVERAGE (CGPA):

CGPA is the value obtained by dividing the sum of credit points in all the courses earned by a student for the entire programme, by the total number of credits. CGPA shall be rounded off to two decimal places. CGPA indicates the comprehensive academic performance of a student in a programme.

An overall letter grade (Cumulative Grade) for the entire programme shall be awarded to a student depending on his / her CGPA.

13. COURSE STRUCTURE:

1. COURSE: A course is a component / a paper of a programme. A course may be designed to involve lectures / tutorials / laboratory work / seminar / project work / practical training / report writing / viva voce etc. or a combination of these, to meet effectively the teaching and learning needs and the credits may be assigned suitably.
2. TYPES OF COURSES:
 - (i) Core Courses (14x6=84 credits)

Core courses comprise a set of at least fourteen papers that are identified as compulsory for the students registered for the UG degree in a particular subject. Core courses shall be spread over all the semesters.
 - (ii) Ability Enhancement Compulsory Course (04 credits)

The Ability Enhancement Course (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). "AECC" courses are the courses based upon the content that leads to Knowledge enhancement; i. Environmental Science and ii. English / MIL Communication. These are mandatory for all disciplines.
 - (iii) Skill Enhancement Course (04 credits)

The Ability Enhancement Course (AE) Courses may be of two kinds: Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC). SEC courses are value-based and / or skill-based and are aimed at providing hands-on-training, competencies, skills, etc. These courses may be chosen from a pool of courses designed to provide value-based and / or skill-based knowledge.
 - (iv) Elective Courses 48 credits (24+24)

Elective Course: A course that can be chosen from a number of options other than the core and compulsory courses is known as elective course. An elective may be "Generic Elective" focusing on those courses which add generic proficiency to the student. An elective may be "Discipline Centric" or may be chosen from the main discipline / subject of study called Discipline Specific Elective. Such elective may also include project work / dissertation. It is considered as a special course involving the

application of knowledge in solving / analyzing / exploring a real life situation / difficult problem.

The Three year Degree course leading to the Bachelors Degree in Arts/Science/Commerce/BBA/BSc.IST/ BA B.Ed/BSc B.Ed shall be spread over a period of six / eight semesters in three / four academic years with the following course structure.

Bachelors Degree in Arts/Science/Commerce/BBA/BSc.IST

Semester	Core Course (6 credits per paper)	Ability Enhancement Compulsory Course (2 credits per paper)	Skill Enhancement Course (2 credits per paper)	Discipline Specific Elective (6 credits per paper)	Generic Elective (6 credits per paper)
I (350 Marks)	CC-I CC-II	AECC-I	-	-	GE-I
II (350 Marks)	CC-III CC-IV	AECC-II	-	-	GE-II
III (450 Marks)	CC-V CC-VI CC-VII	-	SEC-I	-	GE-III
IV (450 Marks)	CC-VIII CC-IX CC-X	-	SEC-II	-	GE-IV
V (400 Marks)	CC-XI CC-XII	-	-	DSE-I DSE-II	-
VI (400 Marks)	CC-XIII CC-XIV	-	-	DSE-III DSE-IV	-

Bachelors Degree in BA B.Ed/BSc B.Ed

Semester	B.Ed. Course (6/2 credits per paper)	Core Course (6 credits per paper)	Ability Enhancement Compulsory Course (2 credits per paper)	Skill Enhanceme nt Course (2 credits per paper)	Discipline Specific Elective (6 credits per paper)	Generic Elective (6 credits per paper)
I (350 Marks)	PE-I PE-II	CC-I CC-II	AECC-I	-	-	GE-I
II (350 Marks)	PE-III PE-IV	CC-III CC-IV	AECC-II	-	-	GE-II
III (450 Marks)	PE-V	CC-V CC-VI CC-VII	-	SEC-I	-	GE-III
IV (450 Marks)	PE-VI	CC-VIII CC-IX CC-X	-	SEC-II	-	GE-IV
V (400 Marks)	PE-VII PE-VIII	CC-XI CC-XII	-	-	DSE-I DSE-II	-
VI (400 Marks)	PE-IX CPS-I	CC-XIII CC-XIV	-	-	DSE-III DSE-IV	-
VII (400 Marks)	CPS-II CPS-III EPC-I EPC-II EPC-III EF-I					
VIII (400 Marks)	EPC-IV EPC-V EPC-VI EPC-VII EPC-VIII EF-II EF-III EF-IV					

CHAPTER – II (REGULATION ON EXAMINATION MATTERS)

1. The Examinations

1.1.(a) A candidate for the Bachelor's Degree in Arts/Science/Commerce/BBA/BSc.IST shall be required to pass each of the following examinations.

- (i) Semester-I
- (ii) Semester-II
- (iii) Semester-III
- (iv) Semester-IV
- (v) Semester-V
- (vi) Semester-VI

Each of the semester examination includes one Mid-Term and one End Term examination.

1.1.(b) Each student has to register himself / herself within schedule date to be eligible to appear the examination. Unless a student registers himself /herself by filling up examination forms and pays the requisite fees for Semester-I, he/she will not be eligible to sit for semester-II examination. Similarly, he/she will not be eligible to take the subsequent semesters unless he/she registers for the previous semester.

1.1.(c) A student has to clear all semester examinations within a maximum period of 05 years.

1.2 Examination Calendar

The Controller of Examinations in consultation with General Examination Section and Academic section will prepare the schedule of mid-term and end-term examinations. The broad format of the examination calendar for UG classes shall be as follows:

- (a) Mid term examination of odd semesters ... September
- (b) End Term examination of odd semesters ... November – December
- (c) Mid term examination of even Semesters ... February
- (d) End Term examination of even semesters ... March – April

The detail programme of end term examination shall be notified one month before the commencement of examinations and the classes shall remain suspended for ten days (including Sundays and holidays) before the date of commencement of end term examination in order to enable the students to prepare.

1.3. Mid Term examination

In each semester there shall be one Mid Term examination of one hour / 60 minutes duration irrespective marks in each paper having theory component. Out of the total marks of a paper, 20% of marks are earmarked for midterm examination. The preparation of question papers, conduct of examination and valuation of answer scripts of midterm examination shall be made by the Controller of examination with the help of General Examination section. The answer scripts of midterm examination shall be evaluated internally by the Departmental staff members. In case of shortage of staff in the department, the evaluation can be made by external members.

The examiners shall submit the marks and valued answer scripts to the Controller of Examinations within 10 days of receipt of answer scripts. The Controller of Examinations shall keep the valued answer scripts up to one year after the announcement of the result of the respective semester examination.

1.4 End Term Examination

At the end of each semester, there shall be one examination of each paper called End Term examination. It shall cover 80% of the total marks of a paper. The controller of Examinations shall notify the programme much earlier i.e. before one month of the commencement of examination. A student fulfilling the following conditions is eligible to appear the End Term examination.

- i. A student shall pay the prescribed examination fees and fill up the prescribed form meant for the examination as per the notification issued by Examination Section (General). No form fill up is allowed

- before seven days of the commencement of the End-Term examination.
- ii. The minimum number of lectures, practicals, seminars, which a student shall be required to attend before being eligible to take any Semester Examination shall not be less than 75% of the total number of lectures, practicals, seminars taken separately during the semester period.
 - iii. Provided that in exceptional cases the authority may condone the shortage of attendance to the extent of 15%.
 - iv. Provided further that the authority may condone the shortage of attendance to the extent of 10% over and above 15% in respect of students who represented the college or the state in any National / State Level: Camp, NCC, games or sports during the semester period under reference subject to prior approval and subsequent production of authenticated certificate of participation.

1.5.(a) Mode of Examination

The duration of examination shall be as follows:

Examination	Total marks	Duration
Theory paper	40 Marks	2 hours
	60/80 Marks	3 hours
Practical papers / Project Papers	25 Marks	3 hours
	50/100 marks	6 hours

1.5.(b) Mode of question papers

- (i) All examinations except Viva-voce and Project work shall be conducted by means of written paper (Printed, written / typed in English). The papers in Modern Indian Languages shall be set and answered in the respective languages as mentioned in the syllabus.
- (ii) Questions for a paper shall be set covering the total course of that paper either unit wise giving options from each unit unless specified otherwise in the syllabus.

1.5.(c) Preparation of Question papers

The questions for the End Term examination shall be set by external paper setters to be subsequently moderated by a Board of moderators recommended by the Board of Studies of the subject. The

Board of Studies of different subjects therefore shall submit the list of question paper setters, moderators and examiners to the Controller of examination before 2 months of the commencement of the End Term examination. If possible, double set of question papers be prepared for each paper of question. The paper setters shall be paid remuneration as per the G.M. University rule.

1.5(d) Moderation of Question papers

For each semester, the Board of Studies shall recommend the formation of a moderation Board consisting of three members for moderation question papers. One member shall be from among the departmental faculty members where as the other members shall be from outside G.M. University, Sambalpur. The list of the members shall be forwarded to the Controller of Examinations for approval of the Vice-Chancellor. The University shall pay TA/DA to the members of the Board as admissible for attending the moderation Board meeting. Each member shall get remuneration as per rule. The moderation Board shall see that the questions have been set covering the whole course either unit wise / total course in a particular paper as mentioned in their syllabus. The moderation board can modify the question if it so desires.

1.5(e) Conduct of Examination

For smooth conduct of end term examinations, Centre Superintendent and Deputy Centre Superintendents (as per guidelines) shall be appointed by Registrar with the approval of the Vice-Chancellor. The Centre Superintendent shall appoint invigilators as per guidelines of examination. The Centre Superintendent shall also appoint squad members / observers (as per guidelines) for each theory paper examination who shall be present in the examination room at least for one hour and shall give a report on the conduct of examination to Centre Superintendent. The squad members shall get remuneration at par with the invigilators from the examinations fund of the University. The Centre Superintendent shall submit the answer scripts to the Controller of Examinations after each examination on the same day.

1.5 (f) Evaluation of Answer scripts

After receiving the answer scripts from the Centre Superintendent, the Controller of Examinations should ensure the coding of answer scripts. The Controller of Examination shall prepare the list of examiners of different subjects from the recommended lists by Board of Studies of different Departments and submit the same before Vice-Chancellor for approval. In case of exigencies, the Controller of Examinations can appoint examiners other than those prescribed by Board of Studies of various subjects for publication of result in time. He shall then send the coded answer scripts to the teacher / examiner concerned of each course for valuation. At least 50% of the total theory examination papers (of all six semesters taken together) shall be evaluated by external examiners and the rest by the course teachers. The examiners shall submit the marks / grade sheets and valued answer script to the Controller of Examination within 10 days of the receipt of answer scripts.

The practical examination in each course shall be conducted by both external and internal examiners. In case of appointment of more than one internal examiner, the remuneration shall be shared by them proportionately. Project work / Dissertation shall also be evaluated both by the external and internal examiners unless specified otherwise in the syllabus. But the seminars, review of literature, term paper etc. shall be evaluated by internal examiners only and there shall be no remuneration for that purpose.

1.5 (g) Publication of Results of examinations

The results of examination of various semesters must be passed by the Board of Conducting Examiners. Hence, the Controller of Examinations shall convene the meeting of the Board of Conducting examiners before passing the result. The Head of the Department and two senior most teachers (one external and one internal) shall be the members of the Board of Conducting Examiners. The examination section shall place the tentative result before the Board of Conducting Examiners for recommendation and passing of the result. The candidates shall have to appear and secure minimum pass grade in all the paper of a semester examination to be

declared as pass. The following 10 – point grading system and corresponding letter grades be implemented in awarding grades and CGPA under CBCS system.

1.6 Award of Grade

The grade awarded to the student in any particular course / paper shall be based on his / her performance in all the tests conducted in a semester for that course / paper. The percentage of marks secured by the students in a particular course / paper shall be converted to a grade and grade point for that course / paper in the manner specified in the following table after conversion in to 100 marks.

% of Marks	Grade	Grade Letter	Grade Point
> = 90 – 100	Outstanding	O	10.0
> = 80 – < 90	Excellent	A+	9.0
> = 70 – < 80	Very good	A	8.0
> = 60 – < 70	Good	B+	7.0
> = 50 – < 60	Above average	B	6.0
> = 40 – < 50	Average	C	5.0
> = 30 – < 40	Pass	P	4.0
< 30	Fail	F	0.0
	Absent	S	0.0
	Malpractice	M	0.0

N.B.: Grade 'P' (30% of marks) shall be the pass grade for Theory and Grade 'C' (40% of marks) shall be the pass grade for Practical / Project work / Dissertation.

1.7 Result

1.7(a) In order to pass a course / paper, a candidate has to secure a minimum of Grade Point 4.0 in that course / paper with Grade 'P' (30% of marks) in Theory and Grade 'C' (40% of marks) in Practical / Project work / Dissertation failing which the candidate will be marked 'F' in that course / paper with the Grade Point of 0.0 (below 30 marks) irrespective of the marks secured in that course / paper.

A candidate obtaining Grade 'F' shall be considered as fail and will be

required to reappear the course(s) / paper(s) as back paper. The back paper examination shall be held with the normal end semester examination and the students with backlogs shall clear their backlog course(s) / paper(s) along with regular students of lower semesters in the subsequent year within a period of 05 years from the date of admission and with the current syllabus after two consecutive chances.

1.7(b) In order to clear a semester examination, a candidate is required to pass each credit course / paper of that semester and must secure a minimum Semester Grade Point Average (SGPA) of 4.0. The semester result shall be indicated as detail below:-

A. P (Passed or Cleared) indicating that:

- The candidate has cleared every registered course / paper of odd/even semester of the academic year with a minimum Grade Point (GP) of 4.0 in each paper / component of a paper.

He / She has secured SGPA / CGPA of 4.0 or more.

B. NC (Not Cleared) indicating that:

The candidate is eligible for promotion with backlogs to next higher semester if he / she has registered for all the subjects of any semester.

C. 'X' (Not eligible for promotion) indicating that:

The candidate is not eligible for promotion to next higher level, when as he / she has not registered / filled up the form for the different subjects of a semester.

Computation of SGPA and CGPA

The UGC recommends the following procedure to compute the Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA)

- i. The SGPA is the ratio of sum of the product of the number of credits with the grade points scored by a student in all the courses taken by a student and the sum of the number of credits of all the courses undergone by a student, i.e.

$$\text{SGPA (Si)} = \frac{\sum(C_i \times G_i)}{\sum C_i}$$

Where C_i is the number of credits of i th course and G_i is the grade point scored by the student in the i th course.

- ii. The CGPA is also calculated in the same manner taking into account all the courses undergone by a student over all the semesters of a programme, i.e.

$$CGPA = \frac{\sum(C_i \times S_i)}{\sum C_i}$$

Where S_i is the SGPA of the i st. semester and C_i the total number of credits in that semester.

- iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

Illustration of Computation of SGPA and CGPA and Format for Transcripts

- i. Computation of SGPA and CGPA

Illustration for SGPA

Course	Credit	Grade letter	Grade point	Credit point
Course 1	3	A	8	3X8=24
Course 2	4	B+	7	4X7=28
Course 3	3	B	6	3X6=18
Course 4	3	O	10	3X10=30
Course 5	3	C	5	3X5=15
Course 6	4	B	6	4X6 =24
	20			139

Thus, SGPA = $139/20=6.95$

Illustration for CGPA

Semester-I	Semester-II	Semester-III	Semester-IV	Semester-V	Semester-VI
Credit-20 SGPA:6.9	Credit-22 SGPA:7.8	Credit-25 SGPA:5.6	Credit-26 SGPA:6.0	Credit-26 SGPA:6.3	Credit-25 SGPA:8.0

Thus, CGPA = $\frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$

1.7(c) In order to pass a programme, a candidate must secure a minimum CGPA of 4.5. A candidate securing CGPA of less than 4.5 shall be declared as fail. In order to retain Honours, a student has to secure "C" grade and above in CGPA after completion of 6th Semester.

In order to obtain Distinction, a student has to secure a minimum of "B" grade and above in CGPA after completion of 6th Semester ~~in first chance~~ ~~ie.~~ without any back or improvement.

The conversion of CGPA to percentage of marks = $(CGPA - 0.5) \times 10$.

The conversion of CGPA into Grade Letter and classification of Honours shall be made on the basis of percentage of marks in the manner specified in the following table.

CGPA / OGPA	Grade Letter	Grade	% of Marks after conversion	Classification of Honours
> = 9.5	O	Outstanding	> = 90	First Class Honours
> = 8.5 - < 9.5	A+	Excellent	> = 80 - < 90	
> = 7.5 - < 8.5	A	Very good	> = 70 - < 80	
> = 6.5 - < 7.5	B+	Good	> = 60 - < 70	
> = 5.5 - < 6.5	B	Above average	> = 50 - < 60	Second Class Honours
> = 5.0 - < 5.5	C	Average	> = 45 - < 50	
> = 4.5 - < 5.0	P	Pass	> = 40 - < 45	Pass without Honours
Below 4.5	F	Fail	< 40	Fail

After the passing of the result of each semester examination by the different Boards of Conducting Examiners, the Controller of Examinations shall submit two copies of the list of successful candidates along with their grades for approval of the Syndicate through Examination Committee and Vice-Chancellor in each semester. The result of the final semester examination of a student shall not be published unless he/she has passed in the previous semester examinations. The results shall be declared ordinarily within 45 days after the completion of End-Term examination. However the result of final semester examination shall be published after the approval of

the Syndicate. The list of successful candidates shall be arranged in order of merit on the basis of CGPA. In case equality of the CGPA, the SGPA of last semester shall be considered. The candidates appeared for back paper or improvement will not be eligible for the merit list. Every successful candidate at the final examination of the degree course shall receive a diploma or degree certificate in the prescribed format signed by the Vice-Chancellor.

1.8 Promotion to the next semester

A student shall be promoted to the next higher semester when he/she has appeared and passed in all the courses of the previous semester examinations. However, a student failing to appear / pass semester examination in few or all papers due to some reasons may be admitted to the next semester, provided that such a student shall produce sufficient proof in favour of his/her reason for not being able to appear / pass in some or all papers of the semester examination and has taken readmission in the year. Such students shall be considered as absent / failed candidate and will be required to appear the repeat / back paper examination in the next year.

1.9 Repeat / Back Paper Examination

A student who remains absent or failed to secure 30% of marks / SGPA of 4.0 in aggregate has to take the repeat examination. He/she shall repeat all the theory and practical papers of that semester within a period of 5 years from the date of first registration. However, a student who secures more than 30% of marks / SGPA of 4.0 in aggregate but failed in one / some papers, he/she has to take the Back paper examination in the failed papers only. If the student is unable to clear the back papers in the next two consecutive chances, he/she has to appear the repeat examination of all papers in the third and subsequent chances as per the current syllabus and the marks secured in the previous examinations shall stand cancelled.

During back paper examinations, the higher marks of the papers shall be retained at the time of computation of result. The student passing in all papers in terms of grade point but failing in grade point average,

then he / she has to appear the back paper examinations in those papers in which he / she has secured less than the required average grade point to pass. Such students shall have to apply to the Head of the Department in plain paper before one week of the form fill up and also filling the form in due date of the ensuing semester examination by depositing the fees as prescribed by the university. The repeat / back paper examination shall be held with the normal end semester examination.

A student appearing in repeat / back paper examination shall not be awarded distinction even if he/she subsequently fulfils the conditions of distinction and will not be included in the merit list. The final result of the candidate will be determined after taking all the subject wise marks and hard case rule into consideration. Candidates taking repeat / improvement examinations shall not be considered for the merit list and it shall be reflected in the provisional certificate- cum mark sheet but not in the final Degree certificate.

1.10 Improvement Examination

After the publication of final result the student getting 2nd Class (Honours) or Pass without Honours may be allowed to improve his/her performance in the next two year immediately from the year of publication of result. He/she shall be allowed to improve in Honours paper only. However he / she has to fill up the form of all the Honours papers of odd semester (I/III/V) and even semester (II/IV/VI). In such case, the highest mark secured in each paper shall be considered for computation of the mark.

1.11 Discipline in the examination

1.11(a) The students are allowed to enter the examination hall half an hour before the commencement of examination. A student arriving in the examination hall / room fifteen minutes after the commencement of the examination shall not be ordinarily allowed to sit for the examination. No examinee shall be allowed to go out of the examination hall within one hour of the commencement of examination.

1.11(b) The students are allowed to enter the examination hall only with a valid admit card and Identity card. Mobile phones and any other electronic gadgets are strictly prohibited in the examination hall. The possession of

such things in the examination hall shall be treated as malpractice.

- 1.11(c)** The possession of unauthorized materials and using it / copying from the scripts of other students / from any other source, sharing his/her answer scripts with other, creating disturbance or acting in a manner, so as to create inconvenience for the other students / invigilators inside the examination hall shall be treated as adoption of unfair means or malpractice.

In case of adoption of unfair means by an examinee in the examination hall / outside, the invigilator shall immediately report to the Centre Superintendent in writing along with the incriminating material recovered from the examinee signed by both the examinee and invigilator. The Centre Superintendent shall refer the matter to the Controller of Examinations for necessary disciplinary action as per the rules and regulations of the University.

1.12 Issue of Grade sheet, Provisional Certificate, Award of Degree & Gold Medals.

After the publication of the result of Semester examination, the Controller of Examinations shall issue the grade sheet of each semester as per the prescribed format (Appendix-I) and provisional certificate cum grade sheet after the final semester examination as per the prescribed format (Appendix-II) to the candidates against a prescribed fee collected at the time admission / filling of form. A degree certificate under the official seal of the university and signed by Vice-Chancellor as per the prescribed format (Appendix-III) shall be issued / given to the successful students of a particular course at the convocation or in-absentia on submission of application and fee as prescribed.

For award of gold medals, the University shall form a committee. The best graduate shall be decided from amongst the toppers of each Honours. In case of equality of CGPA, the SGPA of last semester examination shall be considered. The students who have failed / remained absent / improved their marks by repetition or improvement shall not be eligible for University rank or gold medal.

1.13 Lateral entry:

The lateral entry of the students to any course is allowed only when the CBCS grading pattern of both the Universities are same.

By order of Syndicate

Sd/-

**Registrar
G.M. University, Sambalpur**