GUIDELINES FOR EXAMINATIONS

Academic Session 2022-23 onwards

KISS

KALINGA INSTITUTE OF SOCIAL SCIENCES

Organisation in Special Consultative Status with
the United Nations Economic & Social Council (UN-ECOSOC)
Associated with the United Nations Department of Public Information (UNDPI)

Kalinga Institute of Social Sciences (KISS)
Deemed to be University

Higher Education Campus

KISS Campus-3, Bhubaneswar, Odisha, 751024
https://university.kiss.ac.in
www.kiss.ac.in

7.0 ELIGIBILITY FOR APPEARING AT EXAMINATIONS

7.1. A student shall be eligible to appear in an Annual/ End semester examination in a subject (Theory), provided he/she is a registered student in that subject and attends at least 75% of the classes held in that subject. The attendance for this purpose shall be calculated from starting date of the classes in that year in that semester or the date of admission in to 1st semester for new entrants.

7.2. Concessions: A student who has been absent for short periods due to participation in cultural, sports, NCC, NSS other academic / official assignments in the interest of the University with prior written permission of the Head of School or on health grounds (duly supported by medical certificate) or any extraneous situations may be permitted a maximum of additional concession of 10% in attendance for appearing in the examination.

7.3. A candidate shall be allowed to sit for an examination only after he/she is issued an admit card for the relevant examination by the University, after obtaining the eligibility certificate from the Head of the School.

8.0 EVALUATION AND STUDENT VIEW OF ANSWER BOOKS

The University has the provision for evaluation of answer books by the examiner & rechecking by the Chief examiner. Thereafter the students are given opportunity to see the evaluated answer books and record grievance if any. Subsequently the grievances are addressed by the Chief examiner. The University has the provision for re totalling. There is no provision of revaluation.

The steps of the process are as follows:

➢ The Head and Dy. CoE/ Asst. CoE of the Schools shall ensure the timely completion of the evaluation process by the examiners.

➢ Then the evaluated answer books are to be assigned to the Chief Examiner for the re-evaluation of a few cases like those given below to ensure that the answer books have been evaluated properly by the examiner.

  o To re-examine all the papers where a student has secured (a) More than 90% of the full marks of the question paper and (b) Below 40% and above 20% of the full marks of the question paper

➢ Thereafter there is provision for a student to view the evaluated answer books online for 24 hours for grievance, if any.

➢ The grievances are addressed by the Internal Third Examiner (who examined the subjects in another sections)/ Chief examiner.

➢ Evaluation process is completed within the prescribed time limit.

➢ Dy. CoE/Asst. CoE, Program Head of respective School must ensure that the evaluation is completed and the marks are uploaded within the prescribed time limit.

➢ After successful completion of evaluation, the generated marks of the End Semester/ Supplementary Evaluation are sent to the CoE office for further processing.

The internal component of theory marks is uploaded through University portal by the examiner before the starting date for end semester examination or as per the dead line notified by office of the CoE.

The practical (both components) and sessional marks are also uploaded similarly through University portal by the respective course teacher and marks are stored in the data base.

The evaluation is followed on the guide lines prescribed in the Regulations. The marks (all components of theory and practical papers) are received by office of the CoE from the examiners and then processed at CoE's office.

8.1 SYSTEM OF EVALUATION FOR CASES

1. A seven-point grading system on a 10 point scale is followed for grading in the examinations. The details are given in a table below:

Qualification	Grade	Score on 100	Point
Outstanding	O	90 to 100	10
Excellent	E	80 to 89	9
Very good	A	70 to 79	8
Good	B	60 to 69	7
Fair	C	50 to 59	6
Below average	D	40 to 49	5
Failed	F	Below 40	2

2. CREDIT POINT = CREDIT X POINT for each course item.
3. CREDIT INDEX (CI) = Σ CREDIT POINT of all course items in a semester.
4. Semester Grade Point Average

   SGPA = CI / Σ CREDITS (for a semester)
5. Cumulative Grade Point Average

$$CGPA = \frac{[\Sigma \text{ CI of all previous semesters up to current semester}]}{[\Sigma \text{ CREDITS of all previous semesters including the current semester}]}$$

6. The Degree is awarded with CGPA 6.0 or above and having no back log (F - Fail or I - Incomplete grade) on any other subject item(s)
7. Class/ division shall not be awarded to a student either at semester level or at final degree examination.

9.0 PUBLICATION OF RESULTS

The results of respective End Semester Examinations/ Annual Professional Examinations/ Supplementary Examinations are to be declared within a period of **21 – 30 days** from the last date of the examination.

The University takes care of those cases that are marginally failed by accepting the conditions and norms of the statutory bodies like UGC. Such issues in respective program are considered in the Results Committee meeting.

The recommendation of Results committee after its meeting is approved by the Vice-Chancellor for publication of the results in University portal and a hard copy is made available to all Heads of the schools with the signature of Controller of examinations. The student may view their result using their University credentials.