

2.5.1

MANNUL/HAND BOOK FOR CONDUCT OF TERM END EXAMINATION



PANDIT SUNDER LAL SHARMA (OPEN) UNIVERSITY)
CHHATISGARH BILASPUR

Bilaspur Koni-Birkona Marg

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REGISTRAR
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Conduct of Examinations and Evaluation of Student Performance.

1. Evaluation of Student Performance

The successful completion of a course/Programme of study/Skill based vocational courses for the award of Degree/Diploma/Certificate will be determined on the basis of the performance of students enrolled in the relevant course/programme/Skill based vocational courses in the manner laid down in this ordinance.

2. Methods of Evaluation.


Unless otherwise specified, the performance of a student enrolled will be assessed:

1. Continuously on the basis of the evaluation of the assignment test attempted by a student.
2. On the basis of an examination conducted at the end of the minimum duration prescribed for the concerned Course/Programme/Skill based vocational Courses.
3. In appropriate cases, the University may also prescribe field work, seminars, practical, or any other techniques/methods for assessment to determine the levels of performance of student pursuing different courses/prgrammes.

3. Assignments

1. The method of evaluation for each Course/ Programme involving the combination of two or more components mentioned in clause 2 above, including the relative weightage to be assigned to each of those components, shall be prescribed by the Academic Council on the recommendations of the Board of the concerned School of Studies
2. A student pursuing a programme of study shall be required to appear in Assignment Test for every four credits of each course that constitutes the programme, provided that the maximum number of assignment for a course shall not exceed three
3. The assignment Test will generally be of two types;
 - (i) Marked/Valued by examiner
 - (ii) Marked/Valued by computer (multiple choice type). The instructions to candidates about the nature and type of Assignment Test and the schedule for their test examination shall be prescribed in the relevant programme guide.
4. In papers of Foundation Course there will not be Assignment Test.

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4. Scheme of Examination:-

Examination of each subject/ paper will be divided into two parts.

1. Assignment Test / Sessional.

2. Term End Examination (T.E.E.)

3. Practical

Note : Minimum & maximum marks in each paper of any course will be decided by the Academic Council from time to time.

1. Assignment Test

Scheme of assignment test will be decided by the Academic Council of the University from time to time.

2. Term End Examination

Scheme of TEE will be decided by the Academic Council of the University from time to time.

3. Term-End Examination of Skilled based Courses –

There will be three types of examination

1. Sessional evaluation will be done by the workshop co-ordinator.
2. Practical examination
3. Scheme of TEE (Term-End Examination) will be decided by the academic of the University from time to time.

5. Carry Forward of earned Credits

1. If a student fails to complete successfully a course of study/ programme he/She will have the privilege of re-registration for same course of study/ programme, credits earned by him in previous registration will be carried forward. It will be limited to double of the duration of the concerned Course.
2. If a student opts to complete skill based course or some other course of definite credits from other institution approved by PSSOU, the Deepak / Ordinance No. 1 / Page 21 of 122 credits/Grade marks earned by him in that institution may be accommodated/ carried forward.
3. Students of UG and PG classes may be permitted opt a paper in the last year on his/her choice from the approved list of courses. It will be in lien of his/her regular paper of a subject. The credit so earned will be accommodated.

6. Grading

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(a) The levels of student performance, both in continuous evaluation, Assignment Test as well as at Term-End Examinations, in respect of all Degrees/Diploma programme and all other Diploma and Certificate programme/skill based vocational courses will be indicated in Letter grades and corresponding Grade point.

These Grades are:

Description (Letter grade) Grade Point Range of Marks O (outstanding) 10 90 & above A+ (Excellent) 9 80 - < 90 A (Very Good) 8 70 - < 80 B+ (Good) 7 60 - < 70 B (Above average) 6 55 - < 60 C (Average) 5 45 - < 55 P (Pass) 4 40 - < 45 (For PG & PG Diploma Courses) 33 - < 45 (For UG, Diploma & Certificate Courses) F (Fail) 0 < 40 (For PG & PG Diploma Courses) < 33 (For UG, Diploma & Certificate Courses) Absent -

Computation of Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA)

The following procedure will be opted to compute the Annual/Semester Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA):

- (i) The GPA 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 Deepak / Ordinance No. 1 / Page 22 of 122 student and the sum of the number of credits of all the courses undergone by a student, i.e. $GPA (Si) = \frac{\sum (Ci \times Gi)}{\sum Ci}$ where Ci is the number of credits of the course and Gi is the grade point scored by the student in the course.
- (ii) (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. $CGPA = \frac{\sum (Ci \times Si)}{\sum Ci}$ where Si is the GPA of the Annual/Semester and Ci is the total number of credits in that Annual/Semester exam.
- (iii) (iii) The GPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts. Computation of GPA and CGPA and Format for Transcripts
- (iv) i. Computation of GPA Course Credit Grade letter Grade point Credit Point (Credit x Grade 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= 12 20 139 Thus, $GPA = \frac{139}{20} = 6.95$ ii. Computation of CGPA Annual exam/ Semester 1 Annual exam/ Semester 2 Annual exam/ Semester 3 Annual exam/ Semester 4 Annual exam/ Semester 5 Annual exam/ Semester 6 Credit : 20 GPA:6.9 Credit : 22 GPA:7.8 Credit : 25 GPA: 5.6 Credit : 26 GPA:6.0 Credit : 26 GPA:6.3 Credit : 25 GPA: 8.0 Thus, $CGPA = \frac{20 \times 6.9 + 22 \times 7.8 + 25 \times 5.6 + 26 \times 6.0 + 26 \times 6.3 + 25 \times 8.0}{144} = 6.73$ 144 Deepak / Ordinance No. 1 / Page 23 of 122

ii. Transcript (Format):

Based on the above recommendations on Letter grades, grade Points and GPA and CCPA, the PSSOU may issue the transcript for each Annual exam/Semester and a consolidated transcript indicating the performance in all Annual exam/Semesters.

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(b) Except for the bachelor's degree programme of B.A., B.Com. and B.Sc and for the distance education course/programme for the successful completion of a courses and to qualify for the relevant Degree/Diploma Certificate a student has to obtain an overall average of Grade 'P' with Grade point-4 in the relevant course, provided that he/she does not obtain a Grade lower than 'P' with grade point-4 either in continuous evaluation Assignment Test or in Term-End Examination.

(c) The student performance, both in continuous evaluation as well as Term-End Examinations for the programmes of BLIS, B.A., B.Com. and B.Sc. will be in numerical marking indicated above in para 6 (a).

(d) The mechanics of evaluation of assignments and answer scripts of the Term-End examinations for the programme of Bachelor in Library and Information Sciences (BLIS), Bachelor of Arts (B.A.), Bachelor of Commerce (B.Com.) and Bachelor of Science (B.Sc) shall be laid down in the form of guidelines for evaluation with the approval of the Academic Council from time to time.

(e)(1) The evaluation criteria and policy pertaining to distance education courses/ programme will be as under:

(i) Project reports, wherever applicable, should be submitted latest by the date decided by the University.

(ii) To complete a course successfully one needs to pass the term-end examination along with the corresponding continuous Assignment Test with at least an average grade "P" with Grade point 4. To complete a programme successfully one must pass all the courses comprising the programme individually.

(iii) At a time (i.e. during a term-end examination session) a student may sit for at the courses 32 credits only in graduation courses.

(iv) A Candidate admitted to a programme can sit for the term-end examination only after completing the full academic year on the Deepak / Ordinance No. 1 / Page 24 of 122 programme as well as the prescribed number of Assignment Tests, term papers etc. for it.

(v) To claim a diploma or a degree one must have completed successfully all the requirements pertaining to the programme concerned in accordance with the respective regulations.

(2) In respect of components other than continuous evaluation and term examinations, wherever prescribed, the levels of attainment necessary to qualify for the award of Degrees/Diplomas/Certificates will be prescribed in respect of each such courses of study separately by the Academic Council on the recommendations of the Board of the School of Studies concerned.

(3) i) To qualify for the award of B.A./B.Com./B.sc. degree with a particular subject as major, a candidate should obtain 48 credits including those in application oriented courses relevant to that subject:

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ii) Those Candidates who have not secured the requisite 48 credits may be awarded the bachelor's Degree in Arts or Commerce or Science, as the case may be, without specifying any subject as major;

iii) as and when such candidates secure the requisite 48 credits, the degrees awarded to the student/candidate may be converted into those with the relevant subject as major.

7. CONDUCT

1). Appointment of Paper-Setters/Examiner The panel of paper setter/valuers/ Internal and External examiners for practical exam/project valuer/viva-voce examiner for other examinations: The controller of the examination will get the panel as mentioned above by related examination committee and obtained approval of the Kulpati. The examination committee in each subject will comprise of Regional Director, Chairman Board of Studies and one teacher to be nominated by the Kulpati.

8. Moderation of question papers The Kulpati will have the power to take decision regarding moderation of question papers as well as further action in this regard.

9. Review of results

Before declaration of result the controller of examination will review the result in general and bring the same in the notice of the Kulpati and seek his order for further action.

10. Conduct Procedure

(1) The term-end examinations shall ordinarily be conducted annually and twice in a year under semester system a year in each course for each programme on such dates and at such places as may be notified by the University from time to time. A candidate who has prosecuted the course of study for the required duration and who has submitted the required number of assignments shall be eligible to appear at the termend examination in the course concerned.

(2) Each candidate will be required to fill in the examination form and forward the same to the Evaluation Division of the University within in the limits of the time notified.

(3) The University may allow a candidate to change the examination center provided he/she applied at last 30 days before the commencement of the examination on the prescribed form with the requisite fee for the purpose.

(4) The conduct of examination shall be in accordance with the regulations framed by the University for the purpose.

11. Rates of Remuneration

(1) The remuneration to be paid to paper setters, moderators, examiners and evaluation of student assignment, answer scripts, projects etc. shall be as fixed by the Executive Council from time to time.

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(2) The remuneration to be paid to various categories of persons appointed for conduct of examinations shall be as prescribed by the Executive Council from time to time

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