

**1. Ordinance\* on**  
**Conduct of Examination and Evaluation of Student Performance**  
**(Under Section 22(1)(e) of the Act)**

**A. EVALUATION**

**1. Evaluation of Students Performance**

The successful completion of a course/programme of study for the award of degree/diploma/certificate will be determined on the basis of the performance of students enrolled in the relevant course/programme in the manner laid down in this ordinance.

**2. Methods of Evaluation**

Unless otherwise specified, the performance of a student enrolled in a course/programme will be assessed :

- (1) continuously on the basis of the evaluation of the assignments submitted by him/her ;
- (2) on the basis of an examination conducted at the expiry of the minimum duration prescribed for the concerned course/programme;
- (3) the University may also prescribe for course/programme, wherever appropriate, execution of specific projects by students, the successful completion of which , and the levels of performance in their execution shall be taken into account in the overall assessment of student performance; and
- (4) in appropriate cases, the University may also prescribe field work, seminars, practicals, or any other techniques/methods for assessment to determine the levels of performance of students pursuing different courses/programmes.

**3. Assignments**

- (1) The methods 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 Planning Board.
- (2) A student pursuing a programme of study shall be required to submit one assignment for every two credits of each course that constitutes the programme, provided that the maximum number of assignments for a course shall not exceed three.

- (3) The assignments may generally be of two types; those marked by tutors/counsellors and those marked by computer (multiple choice type). The instructions to candidates about the nature and type of assignments and the schedule for their submission shall be prescribed in the relevant programme guide and/or in the course itself.

#### 4. Term-end Examination

The term-end examinations for various courses/programmes will ordinarily be held in the months of July and January every years. Students will be free to appear at any of these examinations either for specific courses or for whole programmes provided that the minimum period of study prescribed for the relevant course/programme has elapsed.

#### 5. Grading

- (1) (a) The levels of student performance, both in continuous evaluation as well as at term-end examinations, in respect of all degree/diploma/certificate programmes except B.A., B.Com. and BPP will be indicated in letter grades.
- (b) For the successful completion of a course and to qualify for the relevant degree/diploma/certificate as in (a) above, student has to obtain an overall average of grade "C" in the relevant course, provided that he/she does not obtain a grade lower than "D" either in continuous evaluation or in term-end examination.
- (c) The student performance, both in continuous evaluation as well as at term-end examinations for the programmes of B.A. & B.Com. will be in numerical marking as indicated below :

##### For B.A. & B.Com.

|              |            |
|--------------|------------|
| I Division   | 60% & more |
| II Division  | 50% - 59%  |
| Pass         | 36% - 49%  |
| Unsuccessful | Below 36%  |

Provided that the marks statement/grade cards may reflect both marks as well as their equivalent letter grade as specified at sub-clause(a) above.

- (d) The mechanics of evaluation of assignments and answer scripts of the term-end examinations for the programmes of Bachelor of Arts (B.A.) and Bachelor of Commerce (B.Com.) shall be laid down in the form of guidelines for evaluators with the approval of the Academic Planning Board from time to time.

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 course of study separately by the Academic Planning Board on the recommendation of the concerned academic unit.

## **B. CONDUCT**

### **6. Appointment of Paper-setters/Moderators/Examiners**

The concerned academic unit shall draw up panels of paper-setters, moderators and examiners for each course (in accordance with the provisions of Statute) and submit them through academic unit to the Vice-Chancellor who shall appoint the paper-setters, moderators and examiners from such panels for a period of three years. Provided that only those persons who have atleast five years of teaching/academic experience at College/University level shall be eligible for inclusion in the panel.

### **7. Conduct Procedure**

- (1) The term-and examinations shall ordinarily be conducted twice a year in each course for each programme on such dates in the months of July and January 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 term-end 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 the limits of the time notified.
- (3) The University may allow a candidate to change the examination centre provided he/she applies atleast 30 days before the commencement of the examination on the prescribed form.
- (4) The conduct of examination shall be in accordance with the regulations framed by the University for the purpose.

## 8. Rates of Remuneration

- (1) The remuneration to be paid to paper-setters, moderators, examiners and evaluators of student assignments, answer scripts, projects etc. shall be as fixed by the Academic Planning Board from time to time.
- (2) The remuneration to be paid to various categories of persons appointed for the conduct of examinations shall be as prescribed by the Academic Planning Board from time to time.