

2.5.6 Formative Assessment procedure at DDE

The institute has developed a scheme of examination for each of the courses offered in distance mode. The same is prepared and approved by the Board of Studies and Academic Council of each department / subject.

The Standard Operating Procedure for Continuous Internal evaluation followed by the DDE is as follows:

1. Students are provided with SLM after admission
2. They are expected to study the SLM extensively
3. At the end of the each unit in the SLM questions have been provided for self preparation of answers by the learner
4. The unit end self-assessment questions comprise of short-answer-question, multiple choice question (MCQs) and Essay-type questions which the learner is expected to solve/answer on their own and at their own pace.
5. In case the learner faces any problem in terms of inability to understand any particular question or the nature of answers to a particular question then the learner can contact the DDE Learner Support Centre and seek assistance of the concerned faculty to address his/her doubts.
6. The learner has to then prepare and submit the assignment by post/by hand to the DDE for assessment and evaluation as per schedule provided in the academic calendar.
7. The evaluation of assignment is than done by faculty in the DDE or the respective department of JVBI.
8. Each assignment is evaluated for **30 marks**.
9. The marks received in the award list are then entered in the software/computer by DDE and submitted to the examination section.



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