

POLICY ON EVALUATION METHODOLOGY

(A) Standard Operating Procedure for Continuous Internal Evaluation

1. Learners 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.

(B) Standard Operating Procedure for Annual Examination

1. Annual examinations are held at the end of the academic session in the months of April-May.
2. The Time table for conduct of Annual examination is announced in the month of December and published in the Institute's website.
3. The admit cards are uploaded on Institute's website which can be downloaded.
4. The learner then appears in the Annual Examination as per the scheduled date and time.
5. The Board of studies of each department/subject submits a list of examiners to the examination section for appointment of examiner by the Vice Chancellor.
6. The Vice chancellor also appoints the members of the Flying Squad/ Observers, Centre Superintendent, Assistant Centre Superintendent, Invigilators, Tabulators and Checkers along with the committee to deal with Unfair Means Cases (UMC).
7. The Centre Superintendent then prepares a duty chart of invigilation for each day of examination.
8. The Answer sheets with question paper & marking pattern, award list, instruction to examiner, form for examiner's report and remuneration bill etc. are then sent for evaluation to external examiners by the Examination Section of JVBI.
9. The Theory Marks are awarded from 70 marks in each course.
10. The pass marks in each course is 33% and in aggregate 36%.
11. Unfair Means Cases (UMC) along with the report of Centre Superintendent are sent to the examiner separately.
12. The examiner sends the award list with examiner's report and all supporting documents.
13. Award lists received by the Examination Section are then transferred to Tabulation Register and tabulated. Percentages and Ranks are awarded depending upon the total marks scored by each learner - comprising of marks secured in internal assessment, annual examination and practical examination as the case may be.
14. The Division awarded are 60% for First Division, 48% for Second Division & 36% for Third Division. The provision of 2 Grace Marks for passing in course and in for division also.