

# Evaluation Policy



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# **Evaluation Policy**

## **I. PURPOSE**

The policy document on evaluation methodology is an integration of various methodology and practical activities that lead to a process in which the knowledge gained by a student at the end of each semester is evaluated through a well planned examination system wherein a student gets ample scope to reproduce his true knowledge. All such processes that lead to publication of the results are maintained and controlled by the examination unit through a well documented academic and examination calendar.

## **II. OBJECTIVES**

- To coordinate and strengthen the academic atmosphere between the mentor and mentee by solving the nagging problems that come in the way of the academic environment of the students.
- To offer a scope to the faculty and the students to become responsible towards their duty that ultimately leads to excellent outcome of results in the examination.
- To give a scope to the department as well as the examination unit to fulfill their responsibilities as a part of the mission and the vision of the university.
- To evaluate the knowledge level of the students at multiple levels wherein a student learns a lot during its higher levels from the experiences gained at the lower level.

## **III. POLICY COVERAGE**

Assessment is an integral part of the learning process. In this context, the University has adopted a new shape to provide better judgments to its learners and, at the same time, helping teachers and administrators. The formative assessment is done by the university in the form of end term papers/assignments/minor project/dissertation. This policy covers the entire student community.

## **IV INTERNAL ASSESSMENT**

***Internal Assessment through Assignment:*** Internal assessment(assignment) is an academic calendar wise continuous evaluation process of learners for 20% weightage. The assignment question papers in offline (Descriptive) are distributed to the students in the class room.

***Internal Assessment (Offline) procedure:*** The procedure of Internal Assessment (assignment) is descriptive in nature. The descriptive questions are given out to the students inside the class room by the Examination Incharge of the Department who collects the questions from the subject faculties who actually prepare the question papers based on the portion that has been taught to the students.

***Submission of Internal Assignment:*** The student after completing the assignment submit them to the Exam-in-Charge.

***Evaluation of Marks:*** After receiving the assignment of the Learners, the Exam-in-charge sends them to their respective subject faculties for evaluation with assignment award list. The subject faculties evaluate the scripts as per the guideline. During evaluation, the subject faculty has to be very vigilant because he has to show the evaluated answer scripts to the students in the class room so that the students shall learn how to answer the questions in future instances. The Exam-incharge collects the Internal assessment marks and sends them to the Examination Unit of the University for record.

## **V EXTERNAL EXAMINATION:**

***Student Enrolment:*** Soon after admission, the students are enrolled into the examination system through online mode. Once the examination dates are notified, the students go for form fill-up by depositing fees through online mode. However, for documentation, the students do form fill-up in offline mode only when they satisfy the condition of attendance which is 75%. If a student has attendance between 75% and 60%, he should produce a medical certificate to prove that his absence from class room is due to health ground. Students having less than 60% attendance are not eligible to sit for term-end examination.

There are two types of Exam forms which are as follows:

***Main exam form:*** This form is applicable to all the fresh students who have got enrolled through online mode as described above. The student fills the form semester-wise with paper names

and codes explained neatly.

***Back/improvement exam form:*** The student is allowed to give back papers only on those paper/subject in which he/she not yet appeared or failed. However in case of improvement, Student can only fill improvement exam form within a 6 month of his/her main exam and only completely pass student can fill the improvement form.

***Exam Date Sheet:*** One month before the end term examination university provide the date which are sent to all the HOD mails.

***Admit card generation:***The university exam Cell generates the admit cards and sends them to individual departments which are then issued to the students before the onset of examination.

***Exam related notification:*** During the process of end term examination all exam related notifications are sent to all the HOD mails.

***Theory Papers:*** The examination Unit of the University has a foolproof system of evaluation procedure. It maintains cent percent secrecy in collecting and storing the question papers. The question papers are prepared well in advance by the Examination Unit through the question paper setters whose names are approved by the Board of Studies of individual departments. The question papers are not dispatched physically to the departments. Once the Examination Schedule is notified, the question papers are mailed to the department HOD mail just half an hour before the onset of examination. The departments download the question papers and prepare the hard copy as per student strength. Examinations are conducted inside the class rooms fitted with CCTV cameras. The students appear the examination as per the guidelines of the examination and under the strict instructions of the invigilators. Their behavior is not only controlled by regulations but are watched closely through the CCTV cameras. After the Examination is over, the answer scripts are sealed paper-wise and are dispatched to the Examination Unit on the same day. Thereafter, the answer scripts along with evaluation guidelines are sent to the Evaluators. Within a time limit, the evaluators evaluate the scripts and send them back to the Examination Section.

## **VI EXTERNAL/PROJECT WORK/DISSERTATION/PRACTICAL EXAM:**

***Practical Exam:*** Along with exam notification, External practical starts in each department. In this process, first we notify the names of internal and external examiner names which have already been approved by the Hon'ble vice chancellor. In this way, through practical, we evaluate the learners and submit practical award list to exam department.

***Project work/dissertation:*** It enables the learners to apply their conceptual knowledge in a Project work/dissertation situation, to learn the art of conducting a study in a systematic manner and presenting its findings in the form of a rational report.

### **Processing of results**

Now it is the responsibility of the Computer Unit of the Examination Section to process the results. For processing of results, the end-term marks collected from the evaluators as well as the internal marks, project/ dissertation marks dispatched by the departments are considered. After results are processed, the meeting of Board of conduct is held to verify the results. Thereafter, the results are sent to the Vice-Chancellor for approval. After that, the results are notified and mailed to HOD mails. These whole process of conducting examination to Notification of results takes a specified \_\_\_\_\_ days.

***Flying and Observer Team:*** University appoint the flying squad team for each and every exam center. Other than the flying Squad, the University appoints observer to supervise and smooth run the exam. For that purpose, the University appoints faculties of the level of Professor as observer in each and every Center.

## **VII RESEARCH DEGREE PROGRAMME:**

The policy document explains the procedure of evaluation of those scholars who are registered Ph.D. scholars of the University. During their doctoral research work, the Ph.D. scholars are subjected to continuous yearly evaluation through the Research Advisory Committee (RAC) constituted for each Ph.D. scholar. The scholars who are fellowship holders have to submit their monthly progress report to the funding agency fully endorsed by the research supervisor. This procedure is followed until the thesis is submitted for evaluation. Once the thesis is submitted, copies of the same are dispatched to two External Adjudicators whose names are selected by the Vice-Chancellor from a panel of eight adjudicators recommended by the Board of Studies. After the adjudicators' reports are received by the Examination Unit, the Scholar appears the Viva-Voce test again evaluated by a Committee consisting of the aforesaid external adjudicators and the supervisor in question. After the Viva is over, the recommended report is sent to the Vice-Chancellor for approval. Thereafter an award notification appears to the effect that the scholar has got the degree.

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