

**Ordinance on the conduct of examinations and other tests, and the manner in
which the candidates may be assessed or examined by the examiners**

**Ordinance made under Sub-Section (i) of Section 34 of Mata Tripura Sundari Open University,
Tripura Act, 2024.**

A. Evaluation

1. Evaluation of Student Performance

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

- i. The University will follow the credit-based system of evaluation where each credit is equivalent to 30 hours of study. For any certificate level course students are required to earn 16-20 credits, for a diploma course the credit required for successful completion of program is 32-36. For Post Graduate Diploma/Advanced Diploma minimum credits required to be completed will be 48-52, for Bachelor's Degree and Master's Degree the requirement of minimum credits for successful completion of any programme shall be 96-108 Credits and 64-72 Credits respectively.
- ii. For Master's Degree the minimum period required for completion of a programme is two years and maximum period shall be five years. The minimum and maximum period required for completion of Bachelor's Degree Programme shall be three years and six years. PG Diploma can be completed within a minimum period of 18 months and maximum period prescribed is four years for completion of a programme. For a Diploma program, the student will have to pass all the prescribed courses over a minimum period of 1 year to a maximum of 4 years and for a Certificate program the student will have to pass all the prescribed courses over a minimum period of 6 months to a maximum of 2 years.
- iii. The University will follow semester system of examination. Each semester will be of six months duration. The performance of the students will be evaluated after the end of each semester.

2. Methods of evaluation

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

- i. Continuously on the basis of the evaluation of the assignments submitted by him/her, wherever applicable;
- ii. On the basis of semester-end/term-end examination conducted at the end of the minimum duration prescribed for the concerned course/programme;
- iii. Through participation in practical sessions/hands-on training as specified by the programme/course of study. 75% of attendance in practical sessions shall be made compulsory.


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iv. The University may also prescribe for course/programme, wherever appropriate, execution of specific projects whose successful completion shall be taken into account in the overall assessment of performance of students; and

v. Wherever desirable, the University may also prescribe field work, seminars, workshop, or any other techniques/methods for assessment to determine the levels of performance of students pursuing different courses/programmes.

3. Assignments

i. A student pursuing a programme of study shall be required to submit minimum one assignment for each 2-credit course in all programmes, wherever applicable.

ii. The Assignments may be either marked by tutors or counsellors. The instructions to candidates about the nature and type of assignments and the schedule for its submission shall be prescribed in the relevant programme guide and/ or in the course itself.

iii. 25% weightage shall be assigned to assignments in each course.

iv. Minimum pass mark required to clear assignment in each course shall be 40% or P (Pass) Grade in a 10- point scale for the purpose of evaluation.

4. Term end Examination

i. The term end examinations for various courses/programmes will ordinarily be held in the months of June and December every year. 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/programmes has been completed.

ii. Minimum 70-75% weightage shall be assigned to term-end examination in each course in any programme of study offered by the University.

iii. Minimum pass mark required to clear term-end examination in each course shall be 40% or P (Pass) Grade in a 10- point scale for the purpose of evaluation.

iv. Results for the term-end examination shall be declared within one month of the last day of examination.

v. University shall conduct online examination and other tests, as and when required, in the manner as may be laid down by the DEB (Distance Education Bureau) UGC Regulations.

5. Practical Examination:

i. Practical examination shall be conducted by qualified and experienced examiners, having domain knowledge in the relevant course/programme and who are not ordinarily involved in conducting counselling sessions.

ii. Practical examination shall be conducted at the University Campus.

iii. There may be provision for practical component in any course or there may be separate stand-alone courses having practical components only.


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- iv. For the purpose of evaluation there may be separate components for viva-voce and guided/un-guided experiments.
- v. 25% weightage shall be assigned to semester-end/term-end practical examination in each course, wherever applicable.
- vi. Minimum pass mark required to clear practical examination in each course shall be 40% or P (Pass) Grade in a 10- point scale for the purpose of evaluation.
- vii. The examiners for the term-end practical examination shall be appointed by the University out of the database generated by it.

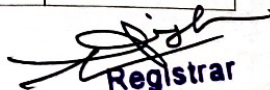
6. Project Work:

- i. Project examiner and supervisor shall be appointed by the University.
- ii. Project work shall commence after the approval of the synopsis for the project.
- iii. Copy of the original synopsis approval letter and originality certificate duly signed by the student and countersigned by the supervisor shall be attached with the final report.
- iv. Evaluation of the project report shall be conducted at the Study Centre.
- v. Last date for submission of project report for the June examination shall be 31st May and for the December term-end examination the last date for submission of project report shall be 30th November.
- vi. For the purpose of evaluation, project work for a four-credit course or more shall have two components: namely, evaluation of project report and conduct of viva-voce.
- vii. 25% weightage shall be assigned to project work, wherever applicable.
- viii. Minimum pass mark required to clear project course shall be 40% or P (Pass) Grade in a 10- point scale for the purpose of evaluation.

B. Scheme of Evaluation

1. The University will follow both marking and grading system of evaluation to assess the performance of the students. Ten-point grading system suggested by the University Grants Commission (UGC) will be implemented by the University. The Letter grade and grade point will be shown as per the following table:

Marks	Grade	Grade Point	GPA	Performance
80 & Above	O	10	10	Outstanding
70 to 79.99	A+	9	9.0 to 9.99	Excellent
60 to 69.99	A	8	8.00 to 8.99	Very Good
55 to 59.99	B+	7	7.0 to 7.99	Good
50 to 54.99	B	6	6.0 to 6.99	About Average
45 to 49.99	C	5	5.0 to 5.99	Average
40 to 44.99	D	4	4.0 to 4.99	Pass
39.99 & Below	F (Fail)	0		Fail


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2. Students are required to secure minimum 40 % in each component of a course and overall, 40% to pass a course/programme.

3. Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) as well as equivalent percentage of aggregate marks and Division/ Class will be reflected in the Grade Card of the students.

4. Computation of SGPA and CGPA shall be as follows:

i. The SGPA 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 student and the sum of the number of credits of all the courses undergone by a student, i.e

$$\text{SGPA (Si)} = \sum (Ci \times Gi) / \sum Ci$$

where C_i is the number of credits of the i^{th} course and G_i is the grade point scored by the student in the i^{th} course.

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.

$$\text{CGPA} = \sum (Ci \times Si) / \sum Ci$$

where S_i is the SGPA of the i^{th} semester and C_i is the total number of credits in that semester.

iii. The SGPA and CGPA shall be rounded off to 2 decimal points and reported in the transcripts.

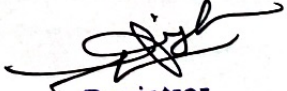
5. Students shall be allowed to avail any number of attempts within the maximum prescribed period to successfully clear/pass any course/programme on payment of fee prescribed by the University from time to time.

C. Conduct of Examination

i. The Term-end Examinations shall ordinarily be conducted twice a year in each course for each programme on such dates in the months of June and December at Study Centres or at such other 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 examination form within the stipulated time prescribed by the University shall be eligible to appear at the term-end examination in the course concerned.

II. Examination shall be directly handled by the University and no part of the assessment shall be outsourced.

iii. Faculty from the University shall be associated to function as invigilators, examination superintendents, as observers etc.


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- iv. The Examination Centre should have adequate seating capacity and amenities including adequate lighting, ventilation, washrooms and clean drinking water facilities.
- v. Basic amenities, as stipulated by the State Government, shall be provided to the persons with disabilities.

D. Appointment of paper setters/Moderators/Examiners

The Directors of Schools shall draw up panels of paper-setters, moderators and examiners for each course and submit the list 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 at least three years of teaching /academic experience shall be eligible for inclusion in the panel.

E. Moderation Boards

(A) Moderation Board for Moderating Question Papers

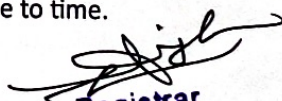
(1) There shall be a moderation Board for moderating the question papers constituted as under for one or more courses for a period of three years:

- (a) Director/Chairman of School concerned (Ex-officio) – Chairperson
- (b) Professor of the Discipline concerned, and if there is no professor, the senior most teacher in the discipline concerned. - Member
- (c) Two experts in the discipline/specialization nominated by the Vice-Chancellor of whom one shall be external and one internal - Member

(2) Functions of the Moderation Board shall be:

- (a) To ensure that question paper is strictly in accordance with the course contents and the instructions, if any
- (b) To remove ambiguity in the language of question, if any
- (c) To moderate the questions so as to give ample opportunities to candidates of varying abilities.
- (d) To ensure proper coverage of course contents and indicate weightage /marks for each question or part/parts thereof; time prescribed and to correct errors, if any

(3) Members of the Moderation Board, other than the teachers of the University, shall be paid such remuneration as may be prescribed by the Board of Management from time to time.


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(B) Moderation Board for Moderating Results

(1) There shall be Moderation Board for Moderating Results constituted as under for a term of three years:

- | | |
|---|------------------|
| (i) Director/Chairman of School concerned | -Chairperson |
| (ii) Controller of Examination | - Member |
| (iii) Two senior teachers from concerned School | - Member |
| (iv) Deputy/Asst. Registrar (Examination) | -Member/Convener |

(2) The functions of the Moderation Board shall be as under:

- (i) The Board shall scrutinize the statistics of results prepared by the Examination Section and moderate the same, if need be, before declaration/publication of results.
- (ii) The Board shall bring to the notice of the Vice-Chancellor lapse or omission on the part of paper setter and /or the examiners, if any, and suggest steps to rectify the same.
- (iii) As a matter of policy, the candidates having shortage of upto 2% marks to pass a course in term-end examination shall be given grace in the course concerned provided by so doing they pass the examination.
- (iv) No grace shall be awarded after declaration/publication of results.
- (v) In the programmes where letter grading system in evaluation of student's performance has been adopted, grade mark upto 0.05-point grade in a five-point scale shall be given in the score of term-end examination to enable the candidate to pass the examination.
- (vi) The recommendations of the Moderation Board shall be placed before the Vice-Chancellor for approval before declaration /publication of the term-end examination results.

F. Examination Committee

1) There shall be an Examination Committee, nominated by the Vice- Chancellor, as under for a term of three years:

- i. Nominee of the Vice Chancellor from amongst the Professors - Chairperson
- ii. Five members of the faculty from amongst the Directors / HoDs / Professors / Associate Professors/Assistant Professors nominated by the Vice Chancellor
- iii. Controller of Examinations - Member Secretary

2) The functions of the Examination Committee shall be as under:

- a) Monitor the conduct of Term-End Examination and Entrance Tests
- b) Ensure timely declaration of results


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- c) Ensure timely receipt and incorporation of assignment awards
- d) Review various statistical reports generated by the Examination Section
- e) Perform such other functions as may be entrusted by the Vice-Chancellor from time to time.

G. Rate of Remuneration

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

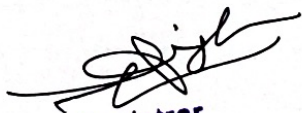
H. Re-Evaluation of Answer Scripts

- (1) There shall be provision for re-evaluation on payment of fee prescribed by Academic Council from time to time.
- (2) Guidelines for re-evaluation shall be prescribed by the Academic Council on the recommendations of the Examination Committee

I. Award of Gold Medal

Student securing the highest percentage of marks in aggregate (not below 60% or B Grade in a 10-point scale) shall be awarded the University Gold Medal in any programme during the Convocation provided she/he has completed all courses in the first attempt within the minimum prescribed period and has not been booked under use of unfair means in any examination.




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