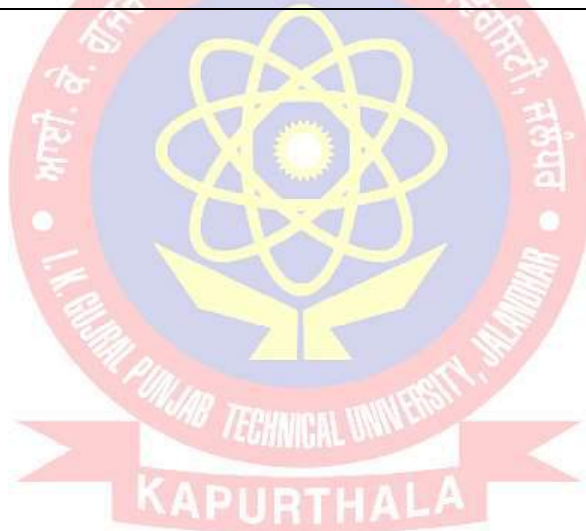


## Department of Open and Distance Learning

S. No.	Documents Attached
1	Description of Formative Assessment Procedure at DDE
2	Screenshot of the Webpage showing Evaluation Policy
3	Regulations Regarding Evaluation at DDE





**Table 16****2.5.5: Formative Assessment procedures at DDE (Description in 500 words)**

The internal assessment of theory subjects of students of Open and Distance Education is based upon assignments submitted by the student from time to time. These assignments are prepared by the faculty of the university. The assignment in general is kept as per the format of the end term examination from the proceeding years. These assignments are based on the content provided to the student and are submitted by them in the middle of the session generally after the conduct of the personal contact program. Students through these assignments are motivated to go through the Self learning material and other content provided to them. The marks obtained in the assignments are directly considered for the internal assessment of the student. Feedback is also given to the students regarding their performance in the assignments. Assignment submitted by the students are evaluated at the study centres.

For practical subjects, the experiments as per the syllabus are given to the student and PCP is also conducted for the same. PCP is conducted at various study centres established by the university and as per the choice of students. Study centres provide full support in terms of infrastructure to the students. Student is required to implement these practical's and prepare a file of the same. These practical's are based on the syllabus and in case the syllabus does not clearly mention the list of the practical's, then a list of practical's are provided to the students by the faculty of study centre. The performance evaluation of the student for practical subjects is based on the file prepared, experiments done and the viva based on the practical file. The internal viva is generally held on the last day of the PCP and it is compulsory for the students to attend the same. Final external practical viva is conducted as per the examination calendar issued by the university along with the end term examinations. There are also Seminars, Viva-voce and Projects. Standard format is provided to the students for preparation of the reports and proper demonstration of the projects is also taken. These courses are also included in the personal contact programs. It is mandatory for the student to submit the project and the project file. The internal assessment is based on the report, viva and demonstration of the project. The assessment is done generally at the end of the semester.

web-link to

<https://www.odl.ptu.ac.in/evaluationpolicy.php>

  
  
Director  
Department of Open & Distance Learning  
I. K. Gujral Punjab Technical University  
Kapurthala





## REGULATIONS REGARDING RE-EVALUATION OF ANSWER BOOKS

A candidate who wishes to seek re-evaluation of his/her answer book(s) may apply for re-evaluation to the PTU, Jalandhar on the prescribed application form accompanied by a fee of Rs. 500/- per answer book for Bachelor/ Post-Graduate level courses alongwith the detailed marks card/ certificate, in original, if issued till the date of applying for re-evaluation.

1. Re-evaluation is permissible in all theory papers.
2. An application for re-evaluation on the prescribed form alongwith requisite fee must reach the University office under registered cover within 21 days from the date of declaration of the result of the particular examination (for this purpose the date printed in the result gazette/ notification shall be taken as the date of declaration). If the University has issued his D.M.C. within this period, it will have to be returned alongwith the Re-evaluation form.
3. Non-availability of form shall not be entertained as a plea for its late submission in any case.
4. No refund of fee shall be admissible. However, in such cases where an application is rejected on account of being time-barred or being inadmissible, 75% of the amount paid will be refunded without asking the candidate to apply for refund of fee.
5. A candidate whose result is declared late may also seek re-evaluation within 21 days from the date of declaration of his/her result.
6. Ignorance of the titles of any paper or option shall not be accepted as a plea for wrong entry in the application.
7. A candidate will be permitted to see his/ her answer-book(s) for identification only on payment of an additional fee of Rs. 200/- per answer book during working hours on a written request made within 30 days from the date of declaration of result of re-evaluation. Candidates has no right, whosoever, to challenge the evaluation.
8. The re-evaluation will be done under the regulations framed by Punjab Technical University from time to time, and the result of re-evaluation will be communicated to the candidate soon after it is declared. The candidate is required to plan his future programme in accordance with his original result already communicated by the University office till it is actually superseded by the result of re-evaluation.
9. The re-evaluation will be done by a second independent examiner. The final result after re-evaluation shall be as follows:

- 9.1(a) " If the difference between the original award and award on re-evaluation is up to 25%, the higher of the two shall be awarded"
- 9.1(b) " If the difference between the original award and the award on re-evaluation is more than 25%, a second evaluator is to be appointed and higher of the two nearest awards shall be awarded."

*Ru*  
Assistant Registrar  
IKG Punjab Technical University  
JALANDHAR

IKG Punjab Technical University

*[Signature]*  
Director

Department of Open & Distance Learning  
Punjab Technical University



Annex - II

- ii. Under very special circumstances, examination forms shall be accepted by the University upto two days before the commencement of examination on payment of late fee of Rs 2000/-
- iii. Examination form shall be accepted upto the evening previous to the date of examination on payment of late fee of Rs 5000/- with the approval of the Vice - Chancellor.

3.3.2 The examination fee for one or more reappear/ repeat papers of any examination shall be the same as for the whole of semester examination. Separate admission forms for papers belonging to different semesters are to be filled by the candidate indicating paper(s) offered for each semester examination.

**3.4 Reappear**

3.4.1 In case of reappear papers candidate shall be required to submit their Examination Forms within 15 days from the date of declaration of the result, or the regular date for submission of examination forms, whichever is later.

**4. Evaluation System**

- 4.1 In a theory paper, the question paper will be set by an examiner appointed by the Vice Chancellor from a panel of examiners, proposed by the Board of Studies of that discipline. A sample question paper of the concerned discipline will be supplied to the paper setter for guidance. The paper setter shall be a teacher from some other University or of the affiliated College/ Institute of the University preferably not teaching that course in that semester.
- 4.2 The answer books will be evaluated by table marking in the University or evaluation centres set up in affiliated colleges / institutes. For each subject, a panel of evaluators will be appointed. The panel of examiners will be constituted by the Board of Studies of the concerned discipline from amongst the teachers of affiliated Colleges of the University preferably teaching that course in that semester.
- 4.3 Practical examination in each practical subject will be conducted jointly by an internal and an external examiner. The internal examiner will be from the College, where examination is being conducted, while the external examiner may be from any of the affiliated Colleges of the University or from outside. The lists of the examiners will be prepared by the Board of Studies of the concerned discipline. The external examiner will be appointed by the Vice Chancellor from the panel of examiners proposed by the board of studies.
- 4.4 In case an examiner for practical examination does not report at the scheduled date, the Principal of the College will make the alternative arrangement from within the College or from outside and intimation of the same will be sent to the University immediately.

**5. Certification**

**5.1 Conditions for Certification**

5.1.1 Every candidate shall be examined in the subjects according to the syllabi and course outlines prescribed from time to time.

*[Handwritten signatures and initials in blue ink]*

Director  
Department of Open & Distance Learning  
J. K. Gujral Punjab Technical University  
Kapurthala  
JALANDHAR



Annexure I

- 5.1.2 Each paper shall be of 100 marks, out of which the candidate shall be examined for 60 marks on the basis of external paper setting & evaluation. Remaining 40 marks in each paper, excluding project report seminars and practicals, shall be assigned to internal assessment. It will be based on performance of the students in house tests, take-home assignments and class participation, etc.
- 5.1.3 To pass in a subject a candidate will be required to obtain a minimum of 40 %marks. However, to become eligible for the award of degree, a student must obtain a minimum of 40 % of the total marks of all the courses prescribed for the 6 semesters.
- 5.1.4 Reappear exams for Odd & Even semesters will be conducted along with all semester examinations. The enrolment / registration number of the candidate for the course will be valid for the maximum period for the completion of the course mentioned in clause 7.1
- 5.1.5 The internal assessment/ sessional will be based on the continuous evaluation of the students, through class tests / mid semester tests, quizzes, seminars, home assignments and class work. A minimum of three class tests / mid semester tests will be held during the semester. Out of which the best two shall be considered for awarding internal assessment marks.
- 5.1.8 The sessional marks will be submitted to the University within fifteen days after the close of classes for the semester.
- 5.1.7 The sessional marks submitted by different Institutions will be moderated by a Moderation Committee appointed by the Vice - Chancellor, if required.
- 5.1.8 There shall be no reappear in the sessional / internal assessment of Theory and Practical subjects. The student will be required to pass separately in internal/ sessional and external securing 40% marks. Students who have left the Institutes and have one/more reappear in their course and they have not completed the maximum time required to complete the degrees are also allowed to give a option for regulations.
- 5.1.9 The students will have to obtain a minimum of 40 % marks in written Theory and external Practical examination separately to pass the subject.
- 5.1.10 At the end of each semester the University will conduct semester examination. A student will be supplied detailed marks card (DMC) indicating the marks obtained in each course passed.
- 5.1.11 The University will publish the final result and the division obtained by each candidate when the candidate has cleared all the papers / subjects of all the six semester examinations, as applicable.

## 5.2 Award of Degree

A student will be awarded degree subject to the following conditions:

- i) must have obtained a total of 40 percent marks at the end of six semesters of study, as applicable.
- ii) has paid all the fees and other charges including fines, if any, due from him to the University and the College.
- iii) has no case of indiscipline pending against him/ her.


*[Handwritten signatures and stamps]*  
Director  
Department of Open & Distance Learning  
J. K. Gujral Punjab Technical University  
Kapurthala

*[Handwritten signature]*  
Assistant Registrar



10. Subject to provision under Regulation - 9, the average score on re-evaluation shall supersede the original score.
11. No further re-assessment shall be allowed after the award(s) by Re-evaluators has / have been received.
12. If as a result of re-evaluation, candidate passes the Examination, and he/she becomes eligible to seek admission to the next higher class within ten working days of the communication of re-evaluation result to him/her, his/her attendance in the higher class shall be counted from the date of his/ her admission.
13. All entries in the application for re-evaluation should be complete and correct in all respects. The office will not be responsible for the delay/ rejection of the case, if the form is not complete in all respects or not accompanied by full fee. No change in the entries once made by the candidate shall be allowed after the receipt of application by the University Office. However, a candidate shall be allowed to apply for deletion/ addition of one or more subject(s)/ paper(s) for which application for re-evaluation has been received before the due date along with requisite fee (for addition of subject(s)/ paper(s)). No refund of such fee shall be admissible.  
  
If a candidate requests for return of the detailed marks card/ certificate sent by him / her alongwith the Re-evaluation form to apply for admission elsewhere, the detailed marks cards certificate shall be returned to the candidate after getting an undertaking that his/ her result for re-evaluation shall be declared only when he/she returns the original detailed marks card/ certificate.  
  
The withdrawal of request for re-evaluation shall be allowed within 15 days of the last date for receipt of application provided that the process of re-evaluation has not been set in motion, i.e. the scripts have not been coded/ assigned fictitious Roll Nos. for re-evaluation.
14. The result of re-evaluation whether favourable or unfavourable, shall be binding on the candidate who applies for re-evaluation.
15. A candidate whose answer-book is not available for re-evaluation due to any reason, may be allowed by the Vice Chancellor either :
  - (i) to re-appear in the same paper at the next examination without payment of examination fee and in that event his / her result shall be determined on the basis of the marks secured by the candidate in the paper in which he / she reappears ;
  - or
  - (ii) to have his fee refunded in full.
16. For clarification of any doubt or for interpretation of regulations, the decision of the Vice - Chancellor shall be final.

**Amendment 1 (Approved in 9<sup>th</sup> Academic Council meeting)**

  
Assistant Registrar  
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**I K Gujral Punjab Technical University**  
**Directorate of Distance Education**

**General guidelines for evaluating assignments of distance learners**

Distance learners' responses to the assignment questions sent to them by the distance teaching institutions form an important instrument of teaching learning at a distance. Communication through assignment questions, responses to these by the learners, and subsequent comments by the distance teacher on those responses minimise this spatial distance between them and increase academic and psychological closeness between the two.

**Types of Assignments and designing assignments**

Generally, two types of assignments are used in distance education system:

- (i) Tutor Evaluated Assignments (TEAs) and
- (ii) Computer Evaluated Assignments (CEAs).

AT PTU, we will be using Tutor Evaluated Assignments (TEAs)

These assignments are marked/evaluated by the distance teacher/tutor. These assignments will comprise a variety of questions such as essay type, short answer type, problem solving exercises etc.

- 1. Essay type: Answer the following in about 1500 words.
- 2. Short answer type: Write short notes of about 250 words each of the following:
- 3. Practical type exercises:

**Assignment Response-** The answer written by the learner with respect to a particular assignment is called assignment response.

**Commenting on Assignment Response-** These comments are the observations of the tutor about an assignment after going through it and these written words should provide academic support to the isolated learner and are also called Tutor Comments.

**Why there is a need of Tutor Comments**

- i) Continuous feedback to sustain and/or increase the motivation of learner.
- ii) Effective and motivating comments on assignment response helps the distance teacher to remove the learner's feeling of isolation, and can also bring him/her closer to the peer group by making him/her see clearly his/her achievement, drawbacks etc. in relation to those of the peers.
- iii) Through written comments the distance teacher can provide guidance, counselling and suggestions to improve the study habits of the learners.

**Steps for writing comments**

- i) Build in your mind, the 'ideal response' to each question in the assignment.
- ii) Then the tutor should go through the assignment response and evaluate its organisational aspects, viz., introduction, body or mid part, ending/conclusion, etc., accuracy of information, content density, logical and critical analysis of concept, clarity in expression, language and so on.