

VISTAS-Assessment and Evaluation for ODL

Method of Assessment and Evaluation for award of Degree

To assess the knowledge gained by the students is the main objective in ODL Academic Programme. VISTAS follows a strict and flawless Examination system. Maintaining uniformity and consistency in assessment are the backbone of any Evaluation system especially in ODL.

The Examination Section of VISTAS is managed by the staff with appropriate qualifications and qualities like self-discipline, accuracy, confidentiality, time consciousness, high degree of integrity in fulfilling the objectives of the system and complete understanding of their duties and responsibilities to achieve the targets.

The Controller of Examinations shall supervise over all functioning of the Examination Section and Evaluation process. The Office of the Controller of Examinations is mainly responsible for conduct of the Examination both Theory and Practical from time to time.

The Assistant Registrar (Examination) shall assist the Controller of Examinations for the entire work of the examinations until publishing the results of the ODL Academic Programmes and follow-up. The ODL Examinations are conducted twice in a Year.

1. Academic Year Batch Students – July/August
2. Calendar Year Batch Students - December/January

The Evaluation of Answer script is done centrally at the VISTAS Head Quarter and the Answer scripts are processed only at the Headquarters.

The whole Examination process is automated and will facilitate to ensure quick and accurate results. It may be noted that, there is no manual intervention anywhere and complete confidentiality is maintained as the VISTAS adopts OMR technology with barcode.

Examination Process

The Examination Process at the VISTAS are:

- Issuing notification with Time table prior to the commencement of End Semester Examinations.
- Obtaining the approved list of Questions Paper Setters, Issuing orders to Examiners to set the questions as per the approved Syllabus.
- Obtaining the Question paper in hard copy and kept with utmost confidentiality.
- Sending question papers for printing. Verification of Question paper by the QP Scrutiny Board.
- Examination registration is open and through online portal, students register for the examinations.

- Approving the student registration as per VISTAS norms.
- Downloading of Hall tickets, by the students will be enabled one week prior to the commencement of the examinations.
- The HODs in the VISTAS are appointed as Chief Superintendent towards conduct of End Semester Examinations.
- The Invigilators are appointed by the Controller of Examinations. The Faculties in the cadre of Assistant Professors/Associate Professors in VISTAS are appointed as Invigilators for every 25 students in an Examination Hall.
- The HODs of VISTAS are nominated as Observers to monitor the Examination related activities.
- Marks are entered in the exam portal developed exclusively for ODL.
- Attendance sheets for the Examinations completed are also received at regular intervals.
- List of Examiners are finalized and the orders are sent to the Examiners for valuation

Post Examination Process

- The OMR Answer booklets received from the Invigilators are sorted out as per Programme wise and Course wise.
- The Answer booklets are physically verified with the attendance sheets received from the Invigilators.
- The OMR answer booklets are bundled as 35 Booklets in each valuation cover and numbers are assigned to each valuation cover.
- Each Evaluator will be issued with two bundles of 70 answer scripts at 35 in each bundle.
- The Evaluators are issued with the relevant question paper along with the Answer key. Evaluators value the answer scripts and enter the marks.
- Passing Board is arranged for award of Grace marks if any (Comprising of one Chairman and two members)
- With the approval of the Competent Authority of the VISTAS, the grace marks (if any) will be applied to the result data.
- The total result data is verified and the result of the following cases will be withheld due to wrong course code, invalid enrollment number, duplicate enrollment number and course code, malpractice and completion of maximum duration.
- Finally the result data is arrived and the result will be declared and hosted in the VISTAS website with the approval of Competent Authorities.

- Consolidated Mark Statements and Provisional Certificates will be printed and dispatched to the Students.

Revaluation Process

- Students are permitted to apply for Revaluation/Retotaling/Photocopy within 15 days from the date of declaration of the results.
- The Examiners from the approved Panel are engaged for the Revaluation of Answer scripts.
- The result of Revaluation/Retotaling/Photocopy is published.

Dealing with Malpractice cases

In the Examination Hall the Student shall be under the disciplinary control of Invigilator and he/she shall obey the instructions of Invigilator. No candidate shall use unfair means or indulge in disorderly conduct or malpractice during or in connection with the examination. The following are the norms for award of punishment in case of Examination Malpractice and Misconduct.

S.No.	Natures of Cases	Punishment
1	Appeal for favourable consideration of mercy	Warn and Regret letter from the Student
2	Using of colour thread or marking any identification with colour pencil.	Warn and Regret letter from the Student
3	Writing Student's Name in any part of the Answer Book (or) writing Register Number other than the required place.	Warn and Regret letter from the Student
4	Letter of appeal coupled with promise if any for consideration	Cancel the Examination taken in the particular paper only
5.	Allurement with money (enclosing currency notes etc.,)	Cancel the whole examination taken in that appearance and debar for next one Examination
6.	Writing of filthy and unwarranted words in the Answer Script	Cancel the Examination taken in the particular paper only.
7.	Taking away the answer scripts from the examination Hall willfully	Cancel the whole examination taken in that appearance and debar from next one examination.
8.	Passing of answer papers or any incriminating materials to another candidate.	Cancel the whole examination taken in the Semester
9.	Using another person to help in Malpractice	Cancel the whole examination taken in that appearance and debar for next two examinations (one year).

10.	“Intention to Copy” possession of any incriminating materials (few pages)	Cancel the examination taken in the particular paper only.
11.	For inserting previously written additional Answer Sheets brought from outside	Cancel the whole examination taken in the Semester and debar the next one examination
12.	Threatening the Invigilator	Cancel the whole examination taken in the appearance and debar the next three years (six examinations)
13.	Cases of Impersonation / Substitution of Main Answer Sheet.	Cancel the whole examination taken in that appearance and debar for the NEXT THREE Semester.
14.	In the case of Tampering in the Spelling, Name /Initial in the Certificates issued by other bodies.	Cancel the Admission
15.	In the case Tampering in the Date of birth in the Certificates issued by other Bodies.	The Student not be permitted to appear for any examination of this University for a period of 2 years from the Date of production of the forged documents
16.	Tampering in the Grade Certificate or any other Certificate issued by VISTAS.	The Tampered Certificate be retained in the VISTAS and duplicate not be given for 5 years from the Date of presentation of documents.
17.	Imposing of Punishment separately for Malpractice in Theory & Practical Examination	In the case of Candidates (UG, PG and all other Examinations) who have passed the practical Examinations, the Disciplinary proceedings cancelling the whole theory examination taken need not include the practical examinations. The same is applicable to those who have indulged in malpractice in practical examination will be exempted from cancelling examinations of theory papers.
18.	Forged Official Communication with regard to correction /re-totalling of marks.	Cancel the Whole examination taken in that appearance and debar for next 2 years.
19.	A candidate who is apprehended more than once with incriminating materials.	Cancel the whole examination taken that appearance and debar for next 2 years

Conduct of Convocation

- Convocations for the purpose of conferring Degree shall be held every year, in the month of October and at such other times as the VISTAS Chancellor may direct.
- Notification will be issued by the VISTAS in the Newspapers and in the VISTAS website for submitting the application for the Convocation.
- Students can register through offline/online for the Convocation by paying the prescribed fee.
- The Registered candidates will be invited for the Convocation. The date, time and venue will be intimated to them. The Convocation invitation will be posted in the VISTAS website and also in Newspaper.
- Students who applied for in-person mode will receive their Degree certificates during the Convocation function. The intimation will be sent in this regard to them, through post.
- The First Rank holders shall receive their Degree Medals & Certificates from the VISTAS Chancellor and the other graduates will get their Degree Certificates from the VISTAS Staff who distribute the Certificates before commencement of the Convocation.
- Students shall take oath administered by the VISTAS Chancellor in the Convocation Hall.

Disbursing of Certificates to the Students indulged in Malpractices

- Issuing memo to the students who were found indulged in Malpractice. On receipts of the reply from the students, the Disciplinary Committee meeting will be convened and the replies received from the students will be placed before the Committee for recommendation.
- Implementing of recommendations of the Malpractice Committee and sending Communications to the students