

### 2.5.1 Process of conduct of Term End Examination

#### Answer:

The University (PSSOU) conducts the Term End Examination (TEE) twice a year since there are two academic sessions (January to December and July to June) to follow and there is TEE during June for the session of July to June and TEE during the month of December for the session of January to December.

To conduct the Term End Examination successfully, The University implements certain steps and arrangements as given below:


#### Pre-arrangement for TEE


1. First, there is a declaration of time table for TEE before 45 days before its initiation.
2. The panel of question paper setters for all courses is attained through Boards of Studies.
3. The panel of question paper setters is approved by the Honorable Vice Chancellor and there after the question papers and sent to the concerned expert from the approved panel and through this process, question papers get prepared for Term End Examination.
4. Final question papers for TEE become ready after the moderation by subject experts.
5. Confidentially-set question papers after the moderation are sent to the printing press.
6. After the declaration of time table for TEE, there is an online arrangement for learners to download the Admit Card and the exam Time-Table.
7. Examination centres are created depending on the number of learners' distance and accessibility to the exam centre and before finalizing the exam centre, the consent from expected exam centre is received.
8. Exam centres for TEEs are issued necessary guidelines and instructions from the university to conduct the exams successfully.

#### Certain Measures for Maintenance of the TEE Ethically

1. Almost every exam centre is placed in Chhattisgarh government colleges (97%) and a few of these centres are placed in reputed non-government colleges (3%).
2. To stop unfair means by examinees, there is a set of strict rules and instructions for invigilators and the Centre Superintendent is allotted for every sessional exam. A flying squad is constituted at the level of each Regional Centre separately, and these squads visit the exam centers without prior notice.
3. If there is any doubt over the exam centre and if it comes under sensitivity, then there is a provision to appoint an Observer to conduct the exams with required standards.
4. Following the University's instructions, examination centres are documented Compulsorily through Videography.

**VERIFIED**

  
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5. Despite all maintenance measures taken to conduct exams ethically, if there is any case of UFM then required process for disciplinary action is taken against the guilty according to rules.
6. If the examinee is handicapped in writing, then they are provided a Writer/Scribe who does not possess the qualification of more than 12<sup>th</sup> standard. They are also provided with 20 additional minutes for finishing the examination.

### **Post-Exam arrangements for TEE**

1. Answer copies are packed as per university instructions and sent to regional centres along with exam materials.
2. The evaluation of answer copies are completed at Regional Centre Level but every regional centre organizes evaluation for the other Regional Centre's answer copies and evaluation is carried out inter-changeably among all 7 RCs under University Headquarters' discretion.
3. The evaluation is carried out through subject experts who have minimum eligibility for this purpose.
4. After the evaluation, all answer copies, foils and counterfoils are collected at the University Headquarters and then foils and counterfoils are entrusted to the concerned agency which is supposed to prepare the result of the exam. The result of exam and mark sheets prepared by the concerned agency are made available and displayed on the university website.
5. The mark sheets are distributed by mailing at learners' addresses and sometimes, these mark sheets are distributed through Learner Support Centres.
6. UFM cases are presented in front of the committee constituted of the University for this purpose and the committee suggests the degree of disciplinary action by which the concerned examinee must be punished.
7. If the examinee is not satisfied with the results, then they may apply for (1) Re-Totaling (2) Reevaluation.

If the learner has not appeared in the scheduled practical exam, then they are allowed to appear at another practical exam centre if there is an application to this effect is made by the learner.

The learners are provided with the facility of ATKT if they are not declared passed in any paper and along with ATKT, they may continue their further classes.

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