



MOTHER TERESA WOMEN'S UNIVERSITY,
KODAIKANAL-624 101
(A State University established in 1984)



**DIRECTORATE OF
DISTANCE EDUCATION**

EXAMINATION AND ASSESSMENT

MOTEHR TERESA WOMEN'S UNIVERSITY, KODAIKANAL

DIRECTORATE OF DISTANCE EDUCATION

Examination Section

I. General Instruction to the Candidates

1. The Examination will be conducted once in every semester including supplementary examinations for all students to evaluate the knowledge gained by the candidates within the duration of their programme.
2. The examination application can be submitted online or can be downloaded from the University website and it should be submitted to “The controller of Examinations, Mother Teresa Women’s University, Kodaikanal” along with online/Demand Draft fee payment details.
3. All fees should be paid through the Mother Teresa Women’s University online portal (or) in the form of SBI Demand Draft only, drawn in favour of “The Registrar, Mother Teresa Women’s University” payable at Kodaikanal.
4. Incomplete applications will not be processed.
5. Examination evaluation pattern comprises of two components- Continuous Internal assessment (CIA) for 25 marks and End Semester Examination (ESE) for 75 marks.
6. Passing minimum for UG is 40% in both CIA and ESE separately.
7. Passing minimum for PG is 50% in both CIA and ESE separately.
8. Conversion of Marks to Grade Points and Letter Grade (Performance in a Course/Paper)

Range of Marks	Grade Points	Letter Grade	Description
90 – 100	9.0 – 10.0	O	Outstanding
80-89	8.0 – 8.9	D+	Excellent
75-79	7.5 – 7.9	D	Distinction
70-74	7.0 – 7.4	A+	Very Good
60-69	6.0 – 6.9	A	Good
50-59	5.0 – 5.9	B	Average
00-49	0.0	U	Re-appear
ABSENT	0.0	AAA	ABSENT

9. If any candidate has any Course Fee dues in II/III years, her results will be withheld, till clearance letter obtained from the Directorate of Distance Education.

II. Instruction to the Candidates during Exam appearance

10. Candidates must satisfy the Chief Superintendent as to their identity. The certificates of identity taken by them must contain their signatures.
11. Any discrepancy in respect of names and initials should be immediately reported to the Chief Superintendent, who will bring the matter to the notice of the Controller of Examinations.
12. Candidates should write on both sides of the answer paper and atleast 20 lines in a page.
13. Answer booklet containing 40 pages will be issued. Additional answer sheets will be given solely as a matter of course.
14. Rs. 500/- will be charged for not bringing the hall ticket to the Examination hall.
15. The Candidates should write only the Register number given to them. Writing the register number of other students will be treated as malpractice by the Students.
16. Students found in possession of incriminating material related to the subject of the examination concerned or found copying from neighbor or inter-changing of answer scripts will result in the cancellation of all papers written in that year.

III. Rules Relating to Malpractice

a. Threatening the hall Superintendent / Examiners

For threatening the invigilator or insubordinate behaviour based on the reports from the Chief Superintendent and Hall Superintendent

Punishment : Cancel the examination of all the subjects registered for that session and debar for two subsequent examinations.

b. Possession of materials relating to the examination and copying

i). Either found in possession of incriminating material related to the subject of the examination concerned or found copying there from or copying from neighbour or inter-changing of answer scripts

Punishment : Cancel the examination taken in the particular semester.

ii) If the malpractice as above is repeated for the second time or more.

Punishment : Cancel the examination of all subjects registered for that session and debar for one subsequent examination to be appeared

iii) For writing some other candidate's register number in the main answer paper.

Punishment : Cancel the examinations taken in all subjects taken during that semester only.

iv) For insertion of pre-written answer papers

Punishment: All subjects of the semester papers cancelled. Debarred for the next two examinations. Permitted to appear for the subsequent examination.

c. Violent behavior in the Examination Hall

For assaulting the invigilator

Punishment: Cancel the examination of all the subjects registered for that session and debar for next four examinations.

d. Impersonation, tampering with hall tickets etc.

Cases of impersonation

Punishment: Cancel the examinations of all the subjects registered for that session and debar for subsequent four examinations. More over, relevant action should be initiated if an outsider is involved.

e. Mass copying

i. In the Single Hall:

Punishment: Cancel the relevant examination taken by the students of that hall. Debar the concerned Hall Superintendent and others involved directly or indirectly from the examination work such as invigilation, Question paper setting, Valuation, etc., for the next six examinations.

ii. In the Entire Centre:

Punishment: Cancel the relevant examination taken by the students of the center. Debar the Hall Superintendents and the Chief Superintendent and others involved directly or indirectly from the examination work such as invigilation, question paper setting, valuation, etc., for the next examinations and cancel the examinations and cancel the examination center for two years (with intimation to DDE).

IV. Scribe Assistance

Visually Challenged candidates are permitted to engage assistants to write the examinations. The remuneration for Scribe Assistant is Rs.250/- per examinations (duration 3½ hours).

V. Instructions to Chief Superintendents

- a. No seal of any kind, particularly seals such as A, B, C, D etc. should be given in the answer sheets without prior approval of Controller of Examinations.
- b. The forenoon session of examinations commences at 10.00 a.m. and the afternoon session commences at 2.00 p.m. Persons not connected to the examination hall should strictly not be allowed inside the exam halls.
- c. The Invigilators should be specifically informed to verify that the candidates should write their Register Number at the appropriate place in the answer script exactly and legibly without overwriting as given in the Hall Ticket.

- d. While leaving the office of the Chief Superintendent before the commencement of the examination, the invigilators should be requested to check the number of question papers and answer books received.
- e. The Invigilators must be given clear instructions that while collecting the answer scripts they have to ensure that answer scripts have been collected from all the candidates and also signed by the Invigilator in the answer books and additional sheets.
- f. Chief Superintendents should ensure that unused question papers and answer books are collected from the Invigilators 30 minutes after the commencement of the examination in each session.
- g. No candidate is permitted to enter the hall after 30 minutes of the commencement of the examination.
- h. There will be one Invigilator for a group of 25 candidates and part thereof.
- i. No person whose dependent is a candidate for the examination should, in any way, be associated with the conduct of the examination.
- j. Seating arrangement should be completed a day before the date of the examinations. Seating arrangement should be convenient. Proper care must be taken that students belonging to the same subject not to be seated together. The hall/room should be kept clean without any paper bits.
- k. Water facility should be made available to the candidates in the examination rooms.
- l. Before opening the Question Paper Packets, **Code Numbers and dates of Examinations** should be verified and signed by the Chief Superintendent.
- m. The Invigilator should be informed that the signature of the candidate should be obtained in the attendance sheet prescribed and the Hall Ticket.
- n. Every candidate should be checked with the photograph pasted on her Hall Ticket.
- o. No candidate should be allowed to write her register number on any other page of her answer script except the first page.
- p. The visually challenged candidate will be given 30 minutes extra time for each paper and for such candidates the scribe may be arranged by the learning centre with the permission from the Controller of Examinations.
- q. If any candidate is found using unfair means in the examination, a report about the same and the incriminating materials, if any, recovered from the candidate should be forwarded to the University addressed by name to the Controller of Examinations along with the statement duly signed by the candidate and countersigned by the Invigilator.
- r. The Chief Superintendent of the Examination should not leave the examination venue till the conclusion of the examination and completion of sealing and safe deposit of the answer scripts, packets and other documents.
- s. All the answer scripts for each subject should be packed separately and care should be taken to arrange the papers inside the packet neatly in the ascending order of the Register Number exactly as indicated in the foil card.

- t. The statement showing the absentees for all the examination held at the Exam Centre, should be sent separately addressed to the Controller of Examinations.
- u. A copy of the question paper should be kept along with the answer scripts. This is mandatory.

VI. Instructions to invigilators

- a. The forenoon session of examination commences at 10.00 a.m. and the afternoon session commences at 2.00 p.m.
- b. The invigilator should reach the hall at 9.45 a.m. / 1.45 p.m
- c. The answer booklets should be distributed at 9.45 a.m. /1.45 p.m. so as to allow the candidates to fill in all the information in the OMR.
- d. The question paper should be distributed to the candidates sharp at 10.00 a.m./ 2.00 p.m. soon after the bell rings.
- e. No candidate will be allowed to enter the room after 10.30 a.m. / 2.30 p.m. If once entered no candidate will be allowed to leave the room before 10.30 a.m. / 2.30 p.m.
- f. The invigilator should ask the candidates to :
 - i) Check that the answer books supplied to them are not defective and if so, to secure another copy from the Invigilator in lieu of the first one.
 - ii) Check the question paper with reference to page numbers, code number/ subject code and title of the paper.
 - iii) Check that the Register Number, as exactly given in the Hall ticket, is written/shaded by the candidate in the appropriate place in the answer booklet and that the digits are written without over-writing.
- g. The candidates should write/shade only the register number given to them. Writing the register number of other students will be treated as malpractice by the students.
- h. In no case should an invigilator receive the answer scripts back from any candidate without verifying the Register number written by the candidate.
- i. The Hall Ticket of each candidate should be checked with her photograph pasted and the signature signed in the attendance sheet.
- j. The discrepancy in the Register Number / Signature of the candidate if detected, it should be informed immediately to the Chief Superintendent.
- k. In case a candidate is found using unfair means in the examination, the matter should be reported to the Chief Superintendent immediately.
- l. No candidate should be allowed to bring electronic gadgets inside the examination hall.
- m. No candidate should be allowed to have tea / refreshment in the examination hall / room.
- n. No candidate should be allowed to write any matter on the question paper.

- o. Only after carefully verifying the Register number, title of the paper, subject code and date written by the candidate, the Invigilator should sign the answer script.
- p. No candidate should be allowed to take the answer script or any other material out of the examination hall / room. The answer script should be collected immediately after the examination is over. Candidates are allowed to leave the examination hall during the last 10 minutes of the examination.
- q. The visually challenged candidate will be given 30 minutes extra time for each paper.
- r. The Invigilators must count the answer scripts and cross check them once again with the attendance of the candidates before leaving the examination hall / room. These must be handed over to the Chief Superintendent after proper checking in her office.
- s. Special care should be taken while entering attendance mark of the candidates in the attendance sheet.

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MOTHER TERESA WOMEN'S UNIVERSITY

Kodaikanal - 624 102



Dr.B.Sheela
Registrar

Date :

13.09.2022

UNDERTAKING

I Dr. B. Sheela, Registrar, Mother Teresa Women's University, Kodaikanal do certify that, the curriculum design of proposed programmes in Directorate of Distance Education have electives of CBCS pattern.

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Registrar
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MOTHER TERESA WOMEN'S UNIV
KODAIKANAL.