

**UNIVERSITY OF DELHI
INTERNAL ASSESSMENT SCHEME**



**UNIVERSITY OF DELHI
2003**

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Academic Council Resolution No. 43 dated 18-07-2003

Executive Council Resolution No. 78 dated 30-09-2003



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ACADEMIC COUNCIL RESOLUTION ON INTERNAL ASSESSMENT

At its meeting held on 18th July 2003, the Academic Council considered the recommendations of the Task Force constituted by the Vice-Chancellor, chaired by Professor S.K. Tandon, to work out the modalities for internal assessment in pursuance of the Executive Council Resolution No. 05 dated 1st May 2003, and resolved as follows:

- (1) (i) That Internal Assessment be made applicable to the students admitted from the academic session 2003-04 onwards (i.e. to begin with for the first year students) in both undergraduate and post-graduate degree courses.
- (ii) That Internal Assessment marks be shown separately in the Marks Sheet issued by the University and these marks be added to the annual/semester examination marks for determining the division of the student.
- (2) That 25% of the maximum marks in each paper in undergraduate courses be assigned for Internal Assessment and the remaining 75% marks for the annual/semester University Examination; that the time duration and other modalities of the annual/semester Examination with respect to this 75% component shall remain as per existing schemes of examination for various undergraduate courses.
 - (i) (a) That 10% weightage be assigned to House Examinations to be conducted by each college preferably in the beginning of the third term or else, towards the end of the second term for all courses where annual examinations are held. That the House Examination be conducted for all subjects in Pass course and B. Sc. (General) and all papers of the Main Subject in Honours courses. [The conduct of the House Examination should be completed in not more than 7 to 8 working days; there should be no gaps in between except Sundays or gazetted holidays].
 - (b) That for courses following the semester examination scheme, the House Examination shall be conducted in each semester. That the House Examination shall be conducted continuously on 5 days beginning the first Monday immediately after the Autumn vacation for the odd semester and the first Monday of March for the even semester.
 - (c) That, ordinarily, before the conduct of the House Examinations, at least two-thirds of the syllabus would be covered in papers taught over the full academic year, and at least one-half of the syllabus would be covered for papers taught over one semester.

- (d) That the duration of each paper in the House Examination shall be the same as the duration in the University Examination. That the maximum marks for each paper of the House Examination shall be 100 or the same as the maximum marks in the corresponding University Examination. The marks obtained shall be subsequently scaled down appropriately carrying fractions wherever they occur.
- (e) That the scripts of the House Examination be shown to the students (who may be allowed to make a photocopy of their own scripts if they so wish) and collected back to be preserved till the result of the University Examination is declared. That the University reserves the right to scrutinize some or all the scripts of any paper in any course in a College during this period. That a copy of the question paper shall be sent to the Examination Branch of the University and a proper record of the question papers of the House Examination shall be maintained by the College.
- (f) That every teacher shall submit a copy of the result of the House Examination in the College office immediately after the scripts have been shown to the students and that he/she shall maintain a record of the marks with him/her.
- (ii) (a) That each student shall be assessed on the basis of written assignments/tutorials as well as on the basis of project reports / term papers / seminars. That 10% weightage shall be for such written assignments, and project reports/presentations/term papers / seminars. In the beginning of the session, every teacher shall provide a list of questions for written assignments/ tutorials and an illustrative list of topics on which students can prepare projects. Each student shall be given at least one written assignment per paper in each term, subject to a minimum of 12 written assignments per year for all the papers taken together.

That the total marks for assignments (one or more) during each term shall be 25 per paper which adds up to 75 marks per paper per annum. 25 marks per paper per annum shall be for projects / term papers / seminars. The average marks obtained for assignments per paper per term shall be considered. The total of the marks obtained for written assignments in the three terms and the marks for projects / term papers / seminars for each paper, which adds to 100, shall then be scaled down appropriately carrying the fractions wherever they occur.

- (b) That where the maximum marks in a paper are less than 100, for example 50 marks, the nature of written assignments/tutorial work shall stand adjusted *pari passu*.
- (c) That the score of written assignments / tutorials shall be submitted to the College office at the end of each term along with the attendance record, and the score for project reports / term papers / seminars shall be submitted at the end of the third term.
- (iii) (a) That 5% weightage be given for regularity in attending lectures and tutorials. That the credit for regularity in each paper, based on attendance, shall be as follows:

More than 67% but less than 70%	-	1 mark
70% or more but less than 75%	-	2 marks
75% or more but less than 80%	-	3 marks
80% or more but less than 85%	-	4 marks
85% and above	-	5 marks

- [Medical certificates shall be excluded while calculating credit towards marks to be awarded for regularity, though such certificates shall continue to be taken into account for the purpose of calculating eligibility to appear for examinations as per the existing provisions of Ordinance VII.2.(9)(a)(ii).]
- (b) That the attendance for each term be compiled by the College administration and displayed on the Notice Board within a week of the end of the first and second terms respectively, and by 28th March for the third term; that each teacher shall maintain a record of the term-wise attendance of each student for lectures and tutorials separately.
- (c) At the end of the third term, the attendance of every student in each paper in lectures and tutorials be summed up, converted into percentage, and marks awarded for Internal Assessment by the teacher.
- (iv) That the marks scored by the candidates in all the three components (i.e. House Examination, written assignments, and attendance) be summed-up, and scaled-down appropriately for papers in which maximum marks are less than 100. The Internal Assessment marks for each paper shall then be rounded-off to the nearest whole number. These Internal Assessment marks shall be communicated to the University before the 7th of April each year as per University Roll Numbers, along with a soft copy.
- (v) That there shall be a Moderation Committee for Internal Assessment in each College, discipline-wise, which shall comprise of the senior most teacher in the department, the teacher-in-charge of the department and the previous teacher-in-charge of the department: provided that if, for any reason, the membership of the Committee falls below 3, the Principal of the college shall nominate suitable members from among the teachers of that department/college to fill the vacancies.
- (3) That, with the introduction of Internal Assessment, the maximum marks for the University Examination in each paper shall stand reduced accordingly. For example:
- for a 100 marks paper, the University Examination shall be of 75 marks.
- for a 75 marks paper, the University Examination shall be of 55 marks.
- for a 50 marks paper, the University Examination shall be of 38 marks.
- for a 33 marks paper, the University Examination shall be of 25 marks.
- (4) That the promotion criteria shall be as per the existing Ordinances for University Examinations, as applicable to respective courses. In addition, the same criteria shall apply to the total of the University Examination and the Internal Assessment, taken together.
- (5) (i) That there shall be a Monitoring Committee for Internal Assessment at the University level consisting of the Dean of Colleges as the Chairperson along with three other Deans, one of whom shall be a member of the Executive Council, and the Controller of Examinations as Member-Secretary. That the Committee shall monitor the receipt of Internal Assessment marks from various colleges and ensure timely compliance. If a College fails to submit the Internal Assessment marks in time, the University shall not declare the result for such a course in that

College. The responsibility for non-declaration of the result of any course in any college in such circumstances will be solely that of the college.

- (ii) That there shall be a Monitoring Committee for Internal Assessment in every College, which shall be chaired by the Principal of the College and will be made up of the Vice-Principal (and in case there is no Vice-Principal, the Bursar), Secretary Staff Council, and two senior faculty members to be nominated by the Principal. This Committee shall be responsible for the entire process of Internal Assessment in the College, including redressal of grievances if any.
- (6)
- (i) That in the case of students who repeat one or more paper(s), or all papers of Part-I or Part II or Part III, the Internal Assessment marks shall be carried forward.
 - (ii) That in the following special cases, in lieu of Internal Assessment, students shall be awarded marks (for the previous years' papers) in the same proportion as the marks obtained in that paper in the University Examination:
 - (a) Students who migrate from other Universities to the University of Delhi in the IInd Year;
 - (b) Students who fail in the Part I Examination of Honours Courses and join Pass/General Courses in the IInd year; and
 - (c) Students who transfer from Ist year Pass / General Courses to Honours Courses in the IInd Year.
 - (iii) Students who migrate from non-formal streams in the University of Delhi (i.e. School of Correspondence Courses and Continuing Education, Non-Collegiate Women's Education Board and External Candidates Cell) to the regular stream and vice versa, shall carry as such the marks obtained in the preceding year(s).
- 7) That tutorials be held regularly for the post-graduate courses of the University by the concerned Department in cooperation with Colleges; that at least 25 per cent marks be assigned for Internal Assessment in each paper of the post-graduate courses. That the Internal Assessment in the post-graduate courses may be based on regularity and attendance; class tests and house examinations; and written assignments, projects/ term papers/ seminars/ field-work. That Departments may assign 5 per cent for regularity and attendance, 10 per cent for class tests and house examinations, 10 per cent for written assignments and projects / term papers / seminars / field-work. That post-graduate courses where the weightage of Internal Assessment is 25 per cent or more may continue with the existing schemes.
- 8) That in the case of a student who is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties, or in the case of a student who is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the institution concerned, or a student who is selected to participate in sports or other activities organized by the Inter-University Board or in national or international fixtures in games and sports approved by the Vice-Chancellor, or a student who is required to represent the University at the Inter-University Youth Festival, or a student who is required to participate in periodical training in the Territorial Army, or a student who is deputed by the College to take part in Inter-College sports, fixtures, debates, seminars, symposia or social

work projects, or a student who is required to represent the College concerned in debates and other extra-curricular activities held in other Universities or such other activities approved by the Vice-Chancellor, the following provision will apply:

- (i) A student in the categories listed above, will have to fulfil the requirement of written assignments and projects/ term papers/ seminars/ field-work with the flexibility, however, that he/she may, if necessary, be allowed additional time for submission of written assignments.
 - (ii) A student in the categories listed above, who is unable to write the House Examination on account of his/her participation in such aforesaid activities, may be assessed by the College through an alternative mode in lieu of the House Examination. This may be done only in exceptional circumstances.
 - (iii) A student in the categories listed above, will get the benefit of attendance for Internal Assessment for the classes missed as per the existing provisions of Ordinance VII.2.(9)(a)(i).
- (9) (i) That the University reserves the right to review, and if necessary moderate the marks in Internal Assessment in any paper / papers in any College / Department.
- (ii) That the respective University Moderation Committees in each subject shall moderate, if necessary, the Internal Assessment marks across Colleges.
- (10) That the scheme for Internal Assessment be followed, for the present, in the regular stream only with exclusions as per the Appendix. This scheme of Internal Assessment shall not be applicable to the School of Correspondence Courses and Continuing Education, Non-Collegiate Women's Education Board and External Candidates Cell.

APPENDIX

LIST OF PROPOSED EXCLUSIONS

1 FACULTIES (ALL COURSES)

- a) Medical Sciences
- b) Technology
- c) Management Studies
- d) Education (except BA Pass in Education)
- e) Law
- f) Ayurvedic & Unani Medicine

2 DEPARTMENTS (ALL COURSES)

- a) Department of Nursing - Faculty of Science
- b) Department of Fine Arts - Faculty of Music
- c) Department of Pharmacy - Faculty of Science
- d) Department of Home Science - Faculty of Science

3 DEGREE COURSES

- a) B.Sc. (H) Bio-Medical Sciences
- b) B.Sc. (H) Physiotherapy
- c) BA (H) Journalism
- d) B.A. (H) in Mass Media & Communications