

Good Practices to be undertaken by the Moderation Committee of every department of the college.

1. The Department Moderation Committee should adhere to the University of Delhi Ordinance VIII E: Internal Assessment, Section 2:2:4
2. The Moderation Committee of every department should comprise of the following members:

Teacher-in-Charge

Previous Teacher-in-Charge

Senior most faculty member of the Department

3. Committee should ensure that there is a fair and just evaluation.
4. The Committee should make every effort to ensure that the IA marks are not exceedingly high or very low. If there are some glaring differences, the Moderation Committee should discuss the same with the concerned faculty colleague and if required the mentor and the student.

The IQAC of the college is of the view that the student community should be informed about the essential practices of Internal Assessment at the beginning of every academic session. The following suggestions may enable the students to get information about the process of IA.

1. Students should be informed at the beginning of the semester that for theory papers, the IA marks have a 25% contribution to the overall grade. The component wise break up of marks should be made available to all the students
2. After the work of evaluation the assignments should be returned to the students in a particular time frame worked out within the department, so that students are provided with sufficient scope for improvement.
3. Any queries regarding the evaluation/answers should be discussed with the students. This will ensure greater transparency.
4. Students absent for a particular test/quiz should be given a 'make-up' test/quiz at a mutually convenient date. The case of students who have a low attendance or are not performing well should be brought to the notice of both the Teacher-in-Charge and the faculty mentor. The latter is requested to speak/counsel the student.
5. In order to maintain transparency before finally compiling the IA marks, they should be shown to the students so that any doubts/errors regarding the same are cleared/ rectified.

6. For papers which have a practical component, the internal assessment has a 50% contribution to the overall practical marks. Due to this large component, the marks awarded should be based on the performance of students in every class.
 7. The final list of IA marks of all the Courses taught in the college should first be shared with the Department Moderation Committee and thereafter with the College.
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ORDINANCE VIII-E: Internal Assessment

- 1.1. The scheme for Internal Assessment shall be followed in the regular stream only, with exclusions as per the Appendix (at Page 6), and shall be 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. This scheme of Internal Assessment shall not be applicable to the School of Correspondence Course and Continuing Education, Non-Collegiate Women's Education Board and Non-Formal Education Cell (formerly External Candidates Cell). The specific Ordinances pertaining to schemes of examinations of various courses shall stand amended, mutatis mutandis, to the extent of internal assessment as laid down in this Ordinance, subject to exclusions referred to above.
- 1.2. Internal Assessment marks shall be shown separately in the Marks Sheet issued by the University and these marks shall be added to the annual/semester examination marks for determining the division of the student.
2. 25% of the maximum marks in each paper in undergraduate courses shall be assigned for Internal Assessment and the remaining 75% marks for the annual/semester University Examination; 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.
 - 2.1.1. There shall be 10% weightage assigned to House Examinations to be conducted by each college, for all subjects in Pass course and B.Sc. (General) and all papers of the main Subject in Honours courses.
 - 2.1.2. The duration of each paper in the House Examination shall be the same as the duration in the University Examination. 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.

2.1.3. The University reserves the right to scrutinize some or all the scripts of any paper in any course in a College during the period of retention of papers, Which duration shall be till declaration of results by the University, a copy of the question paper shall be sent to the Examination Branch of the University and the College shall maintain a proper record of the question papers of the House Examination.

2.2.1. Each student shall be assessed on the basis of written assignments/tutorials as well as on the basis of project reports/term papers/seminars. There shall be 10% weightage for such written assignment; and project reports/presentations/term papers/seminars. Each student shall be given at least one written assignment per paper in each term, subject to a maximum of 12 written assignments per year for all the papers taken together.

2.2.2. 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*.

2.2.3. There shall be 5% weightage for regularity in attending lectures and tutorials, and 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).]

2.2.4. 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. With the introduction of Internal Assessment, the maximum marks for the University Examination in each paper shall stand reduced accordingly.
4. 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.
- 5.1 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. 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 the college in such circumstances will be solely that of the college.
- 5.2 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.
- 6.1. 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.

- 6.2. 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 :
 - 6.2.1. Students who migrate from other Universities to the University of Delhi in the IInd Year;
 - 6.2.2. Students who fail in the Part I Examination of Honours Courses and join Pass/General Courses in the IInd year; and
 - 6.2.3. Students who transfer from 1st year Pass/General Courses to Honours Courses in the 2nd year.
- 6.3. 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 Non-Formal Education Cell, formerly External Candidates Cell) to the Regular stream and vice versa, shall carry as such the marks obtained in the preceding year(s).
7. Tutorials shall be held regularly for the post-graduate courses of the University by the concerned Department in cooperation with Colleges; and at least 25% marks shall be assigned for Internal Assessment in each paper of the post-graduate courses. The Internal Assessment in the post-graduate courses may be based on regularity and attendance; class tests and house examination; and written assignments, projects/term papers/seminars/fieldwork. Post-graduate courses where the weightage of Internal Assessment is 25 per cent or more, Departments may continue with the existing schemes.
8. 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 :

- 8.1. 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.
- 8.2 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.
- 8.3 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).
- 9.1. The University reserves the right to review, and if necessary moderate the marks in Internal Assessment in any paper/papers in any College/Department.
- 9.2. The respective University Moderation Committees in each subject shall moderate, if necessary, the Internal Assessment marks across Colleges.

Appendix to Ordinance VIII-E

List of Exclusions

1. Faculties (All courses)
 - a. Medical Sciences
 - b. Technology
 - c. Management Studies
 - d. Education (except B.A. Pass in Education)
 - e. Law
 - f. Ayurvedic & Unani Medicine

2. Departments (All Courses)
 - a. Department of Nursing - Faculty of Sciences
 - 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. B.A.(H) Journalism
 - d. B.A. (H) Mass Media & Communications.