

## **SUPPORTING DOCUMENTS FOR 2.5.1**

### **2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode**

#### **University of Delhi procedure for Internal Assessment**

<b>S.No.</b>	<b>Description</b>	<b>Page no.</b>
1.	University of Delhi guidelines for Internal Assessment	2-15
2.	University of Delhi Guidelines for conducting Internal Assessment during online teaching- learning	16-17

## 1. University of Delhi guidelines for Internal Assessment



### UNIVERSITY OF DELHI

Ref. No. Council-I/ 2011/  
Delhi the 5<sup>th</sup> September, 2011

The Principal,  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub: Guidelines with respect to Internal Assessment, Attendance Requirements and Promotion Rules for under-graduate courses under the semester scheme.**

Dear Sir/Madam,

In continuation of the University Notification No.C-II/Ord./2010 dated 14<sup>th</sup> June, 2010 (copy enclosed), please find enclosed guidelines on the above subject.

Yours faithfully,

Rus  
5.9.11

REGISTRAR

Encl: As above

## **GUIDELINES FOR UNDER-GRADUATE COURSES IN SEMESTER MODE**

### **INTERNAL ASSESSMENT**

Internal Assessment shall carry 25% weightage and End Semester Examination 75% weightage

The distribution of Internal Assessment marks shall be as follows:

	<b><u>Weightage</u></b>
• Attendance (Lectures including Interactive Periods and Tutorials)	5%
• Written assignments / tutorials /project reports /seminars	10%
• Class Test(s) /Quiz(s)	10%

### **PASS PERCENTAGE & PROMOTION CRITERIA**

1. The minimum marks required to pass any paper in a semester shall be 40% in theory and 40% in Practical, wherever applicable. The student must secure 40% in the End Semester Examination and 40% in the total of End Semester Examination & Internal Assessment of the paper for both theory & practical separately.
2. A student shall be eligible for promotion from 1st year to 2nd year of the course provided she/he has passed 50% papers of I and II Semester taken together.
3. Similarly, a student (irrespective of Part I results) shall be eligible for promotion from 2nd year to 3rd year of the course provided she/he has passed 50% papers of III and IV Semesters taken together.
4. Students who do not fulfill the promotion criteria (b) & (c) above shall be declared fail in the Part concerned. However, they shall have the option to retain the marks in the papers in which they have secured Pass marks as per Clause (a) above.
5. A student who has to reappear in a paper prescribed for Semester I/III/ V may do so only in the Semester examinations to be held in

November/December. A student who has to reappear in a paper prescribed for Semester II/IV/VI may do so only in the examination to be held in April/May.

#### **REAPPEARANCE IN PASSED PAPERS**

1. A student may reappear in any theory paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student reappearing in a paper prescribed for Semester I examination, may do so along with subsequent Semester III examination and not along with papers for Semester V).
2. A candidate who has cleared the papers of Part III (V & VI Semesters) may reappear in any paper of V or VI Semester only once, at the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period.  
(Note: The candidate of this category will not be allowed to join any postgraduate courses)
3. In the case of reappearance in a paper, the result will be prepared on the basis of candidate's current performance in the examination.
4. In the case of a candidate, who opts to re-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to reappear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.
5. Reappearance in Practical examinations shall not be allowed.
6. A student who reappears in a paper shall carry forward the internal assessment marks, originally awarded.

### **DIVISION CRITERIA**

A student who passes all the papers prescribed for Semester I to Semester VI examinations would be eligible for the degree. Such a student shall be categorized on the basis of the Combined result of Semester I to Semester VI examinations as follows:-

60% or more	First Division
50% or more but less than 60%	Second Division
40% or more but less than 50%	Third Division

*Provided that the Courses regulated by different regulatory bodies like Medical Council of India, AICTE etc. will be governed by the regulations prescribed by their respective regulatory bodies from time to time.*

### **SUPPLEMENTARY EXAMINATIONS**

There shall be no supplementary examinations for any Undergraduate Courses in semester mode.

### **SPAN PERIOD**

The span period to complete the course shall be six years from the year of admission in the 1<sup>st</sup> Semester.

### **FAILED STUDENTS**

Failed students shall appear in the examination as per rules prescribed for ex-students.

### **ATTENDANCE REQUIREMENTS**

As per amended Ordinance VII (2) (notified on 14<sup>th</sup> June, 2010)



UNIVERSITY OF DELHI

**MOST URGENT**

No.C-II/Ord./2010

Delhi, the 14<sup>th</sup> June, 2010

**NOTIFICATION**

The following amendments to Ordinances of the University approved by the Vice-Chancellor under the emergency powers vested in him under Statute 11(G)(4) of the Statutes of the University are notified for information and necessary action:

(1) **Existing Ordinance II Clause 3.**

Provided that all provisional admissions to the post-graduate courses shall be finalized by the Standing Committees concerned not later than **15<sup>th</sup> October** of the year in which admissions are sought. Provisional admissions not finalized by the aforesaid date shall automatically be annulled.

**Amended Ordinance II Clause 3.**

Provided that all provisional admissions to the post-graduate courses shall be finalized by the Standing Committees concerned not later than **31<sup>st</sup> August** of the year in which admissions are sought. Provisional admissions not finalized by the aforesaid date shall automatically be annulled.

(2) **Existing Ordinance VII Clause 2(2).**

2(2). The required conditions shall not be deemed to have been satisfied in respect of the following degrees unless the candidate has attended not less than two-thirds of lectures (including interactive periods) and practicals, separately, delivered in his College or the University, as the case may be, for the course of study **in each academic year** :

X X                      X X                      X X                      X X                      X X

**Amended Ordinance VII Clause 2(2).**

2(2). The required conditions shall not be deemed to have been satisfied in respect of the following degrees unless the candidate has attended not less than two-thirds of lectures and practicals, separately, delivered in his College or the University, as the case may be, for the course of study **in each academic year or academic semester, as the case may be**:

X X                      X X                      X X                      X X                      X X

**(3) Existing Ordinance VIII, Clause 1.**

**Ord. VIII. Examinations, when held, etc.**

1. The Annual Examinations for all Degrees, Diplomas, Certificates of the University shall be held once a year, in the Spring, unless otherwise provided for in any other Ordinance or Appendix thereto or at such other times during the year as may be fixed by the Academic Council in each case:

Provided that a Supplementary examination, in addition to the annual examination, shall be held in the following courses, in the period noted against each:

B.A. (Pass) – Final Year  
B.A. (Vocational Studies) –Final Year  
B.Com. (Pass) –Final Year  
B.Sc. (General) –Final Year  
B.Sc. (Home Science) –III Year  
Diploma in Pharmacy -In the month of June, July every year.

The examinations for Master of Business Administration Course shall be held as under:

M.B.A. Part I: Group A - At the end of the Second Term of the first academic year of the Course.

M.B.A. Part I : Group B - At the end of the Third Term of the first academic year of the Course.

M.B.A. Part II : At the end of the Third Term of the second academic year of the Course.

The examination will commence from the dates as may be fixed by the Academic Council from time to time.

**Amended Ordinance VIII, Clause 1.**

**Ord. VIII. Examinations, when held, etc.**

**1(a).** The Annual Examinations for all Degrees, Diplomas, Certificates of the University shall be held once a year, in the Spring, unless otherwise provided for in any other Ordinance or Appendix thereto or at such other times during the year as may be fixed by the Academic Council in each case:

Provided that a Supplementary examination, in addition to the annual examination, shall be held in the following courses, in the period noted against each:

B.A. (Pass)/B.A. – Final Year  
B.A. (Vocational Studies) –Final Year  
B.Com. (Pass)/B.Com. –Final Year

B.Sc. (General)/B.Sc. –Final Year  
 B.Sc. (Home Science) –Final Year  
 Diploma in Pharmacy -In the month of June, July every year.

The examinations for Master of Business Administration Course shall be held as under:

M.B.A. Part I: Group A - At the end of the Second Term of the first academic year of the Course.

M.B.A. Part I : Group B - At the end of the Third Term of the first academic year of the Course.

M.B.A. Part II : At the end of the Third Term of the second academic year of the Course.

The examination will commence from the dates as may be fixed by the Academic Council from time to time.

1(b). Examinations for the courses covered under the semester scheme shall be held at the end of each semester in accordance with the academic calendar prescribed by the Academic Council from time to time. Unless otherwise provided specifically in any other Ordinance, there will be no supplementary examination for any of the semester examinations.

x x            x x                    x x                    x x                    x x

**(4) Existing Ordinance VIII Clause 2.**

2. Subject to the provisions of sub-clause (1) above, no person shall be admitted as a candidate for the examinations noted below after the lapse of period specified against each examination:

x x            x x                    x x                    x x                    x x

**Amended Ordinance VIII Clause 2 (Addition).**

2. Subject to the provisions of sub-clause (1) above, no person shall be admitted as a candidate for the examinations noted below after the lapse of period specified against each examination

x x            x x                    x x                    x x                    x x



Provided that for all the three year under-graduate courses under the Semester Scheme, the span period to complete the course will be six years from the year of admission in the First Semester.

(5) Existing Ordinance VIII, Clause 4(a)

4(a). Provided that in case of B.Sc. (Genl.) and B.Sc. (Hons.) (Main/Subsidiary Subject) and M.Sc. Examination candidates who have already secured the minimum pass marks in the practical paper/s and/or Dissertation/Project Report/Field Work at a previous examination shall not be allowed to reappear in the Practical Paper/s and/or Dissertation/Project Report/ Field Work Report, as the case may be.

Amended Ordinance VIII, Clause 4(a)

4(a). Provided that in case of all under-graduate and post-graduate examinations candidates who have already secured the minimum pass marks in the practical paper/s and/or Dissertation/ Project Report/Field Work at a previous examination shall not be allowed to reappear in the Practical Paper/s and/or Dissertation/Project Report/Field Work Report, as the case may be.

**6. Ordinance VIII- E: Internal Assessment**

(a) Existing Clause 2(i)(a)

(1).	x	x		x	x		x	x		x	x		x	x
(2).	x	x		x	x		x	x		x	x		x	x

2(i)(a). 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.

x	x		x	x		x	x		x	x		x	x
---	---	--	---	---	--	---	---	--	---	---	--	---	---

Amended Clause 2(i)(a)

(1).	x	x		x	x		x	x		x	x		x	x
(2).	x	x		x	x		x	x		x	x		x	x

2(i)(a). For the Annual Examination Scheme, there shall be 10% weightage assigned to House Examinations to be conducted by each college, for all subjects in B.A, B.Com. and B.Sc. courses and all papers of the Main Subject in Honours courses. For the Semester Examination Scheme, there shall be 10% weightage assigned to Class Test(s)/Quiz(s) to be conducted by each college, for all subjects in B.A, B.Com. and B.Sc. courses and all papers of the Main Subject in Honours courses.

x	x		x	x		x	x		x	x		x	x
---	---	--	---	---	--	---	---	--	---	---	--	---	---

(b) Existing Clause 2 (iii)

2(iii) 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.

x x            x x            x x            x x            x x

Amended Clause 2(iii)

2(iii) There shall be 5% weightage for regularity in attending lectures (including interactive periods) and tutorials, and the credit for regularity in each paper, based on attendance, shall be as follows.

x x            x x            x x            x x            x x

(c) Existing Clause 6(i)

6(i). 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.

x x            x x            x x            x x

Amended Clause 6(i)

6(i). In the case of students who repeat one or more paper(s), or all papers of any Part or Semester, the Internal Assessment marks shall be carried forward.

X            x            x            x            x            x

(d) Existing Clause 6(ii)(a)

6(ii)(a). Students who migrate from other Universities to the University of Delhi in the II<sup>nd</sup> Year.

x x            x x            x x            x x            x x

Amended Clause 6(ii)(a)

6(ii)(a). Students who migrate from other Universities to the University of Delhi in the 2<sup>nd</sup> Year/Third Semester.

x x            x x            x x            x x            x x

**(e) Existing Clause 8(ii)**

**8(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.

**Amended Clause 8(ii)**

**8(ii).** A student in the categories listed above, who is unable to write the House Examination /Class Test(s)/Quiz(s) on account of his/her participation in such aforesaid activities, may be assessed by the College through an alternative mode. This may be done only in exceptional circumstances.

**(7) Existing Ordinance IX**

**Ord. IX. Classification of Results**

1 to 6.    x    x                    x    x                    x    x                    x    x                    x    x

**Amended Ordinance IX (Addition)**

**Ordinance IX. Classification of Results**

1 to 6.    x    x                    x    x                    x    x                    x    x                    x    x

**7. Promotion Rules for All the Under-Graduate Courses under the Semester Scheme.**

**7(1) Pass Percentage & Promotion Criteria**

- (a) The minimum marks required to pass any paper in a semester shall be 40% in theory and 40% in Practical, wherever applicable. The student must secure 40% in the End Semester Examination and 40% in the total of End Semester Examination & Internal Assessment of the paper for both theory & practical separately.
- (b) A student shall be eligible for promotion from 1st year to 2nd year of the course provided she/he has passed 50% papers of I and II Semester taken together.
- (c) Similarly, a student (irrespective of Part I results) shall be eligible for promotion from 2nd year to 3rd year of the course provided she/he has passed 50% papers of III and IV Semesters taken together.
- (d) Students who do not fulfill the promotion criteria (b) & (c) above shall be declared fail in the Part concerned. However, they shall have the option to retain the marks in the papers in which they have secured Pass marks as per Clause (a) above.

- (e) A student who has to reappear in a paper prescribed for Semester I/III/ V may do so only in the Semester examinations to be held in November/December. A student who has to reappear in a paper prescribed for Semester II/IV/VI may do so only in the examination to be held in April/May.

7(2) **Reappearance in passed papers:**

- (a) A student may reappear in any theory paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper/s concerned. This can be done in the immediate subsequent semester examination only (for example, a student reappearing in a paper prescribed for Semester I examination, may do so along with subsequent Semester III examination and not along with papers for Semester V).
- (b) A candidate who has cleared the papers of Part III (V & VI Semesters) may reappear in any paper of V or VI Semester only once, at the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period.  
(Note: The candidate of this category will not be allowed to join any postgraduate courses)
- (c) In the case of reappearance in a paper, the result will be prepared on the basis of candidate's current performance in the examination.
- (d) In the case of a candidate, who opts to re-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to re-appear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.
- (e) Reappearance in Practical examinations shall not be allowed.
- (f) A student who reappears in a paper shall carry forward the internal assessment marks, originally awarded.

7(3) **Division Criteria:**

A student who passes all the papers prescribed for Semester I to Semester VI examinations would be eligible for the degree. Such a student shall be categorized on the basis of the combined result of Semester I to Semester VI examinations as follows:-

60% or more	First Division
50% or more but less than 60%	Second Division
40% or more but less than 50%	Third Division



**8. Promotion Rules for All the Post-Graduate (M.A., M.Sc. and M.Com) Courses under the Semester Scheme.**

**8(1) Pass Percentage & Promotion Criteria**

- (a) The minimum marks required to pass any paper in a semester shall be 40% in theory and 40% in Practical, wherever applicable. The student must secure 40% in the End Semester Examination and 40% in the total of End Semester Examination & Internal Assessment of the paper for both theory & practical separately.
- (b) No student will be detained in I or III Semester on the basis of his/her performance in I or III Semester examination; i.e. the student will be promoted automatically from I to II and III to IV Semester.
- (c) A student shall be eligible for promotion from 1st year to 2nd year of the course provided he/she has passed 50% papers of I and II Semester taken together. However, he/she will have to clear the remaining paper/s while studying in the 2nd year of the programme.
- (d) Students who do not fulfill the promotion criteria (c) above shall be declared fail in the Part concerned. However, they shall have the option to retain the marks in the papers in which they have secured Pass marks as per Clause (a) above.
- (e) A student who has to reappear in a paper prescribed for Semester I/III may do so only in the odd Semester examinations to be held in November/December. A student who has to reappear in a paper prescribed for Semester II/IV may do so only in the even Semester examinations to be held in April/May.

**8(2) Reappearance in passed papers:**

- (a) A student may reappear in any theory paper prescribed for a semester, on foregoing in writing her/his previous performance in the paper/s concerned. This can be done once only in the immediate subsequent semester examination only (for example, a student reappearing in a paper prescribed for Semester I examination, may do so along with the immediate next Semester III examinations only).
- (b) A candidate who has cleared the papers of Part II (III & IV Semesters) may reappear in any paper of III or IV Semester only once, at the immediate subsequent examination on foregoing in writing her/his previous performance in the paper/s concerned, within the prescribed span period.

(Note: The candidate of this category will not be eligible to join any higher course of study)



- (c) In the case of reappearance in a paper, the result will be prepared on the basis of candidate's current performance in the examination.
- (d) In the case of a candidate, who opts to re-appear in any paper/s under the aforesaid provisions, on surrendering her/his earlier performance but fails to re-appear in the paper/s concerned, the marks previously secured by the candidate in the paper/s in which she/he has failed to re-appear shall be taken into account while determining her/his result of the examination held currently.
- (e) Reappearance in Practical examinations, dissertation, project and field work shall not be allowed.
- (f) A student who reappears in a paper shall carry forward the internal assessment marks, originally awarded.

8(3) **Division Criteria:**

A student who passes all the papers prescribed for Semester I & II examinations would be eligible for the degree. Such a student shall be categorized on the basis of the combined result of Semester I & II Semesters examinations as follows:-

60% or more	First Division
50% or more but less than 60%	Second Division
40% or more but less than 50%	Third Division

9. In the case of the post-graduate courses other than M.A., M.Sc. and M.Com. the Promotion Rules prescribed under the respective Ordinances shall be applicable.

  
Deputy Registrar (Council)

UNIVERSITY OF DELHI,  
Delhi-110007.  
Most Urgent

No. C-II/Ord./2011/  
Delhi, the 10<sup>th</sup> February, 2011

NOTIFICATION

In Partial Modification of the office Notification No. C-II/Ord./2010 dated 14<sup>th</sup> June 2010, it is notified that the Vice-Chancellor, under Statute 11(G)(4) of the Statutes of the University has approved the addition of the following proviso at the end of amendment to Ordinance IX(7) (3) and IX(8)(3) relating to the promotion rules for Semester based Under-graduate and Post-graduate courses, respectively of the University.

7(1) to (2) x

7(3) Division Criteria:

A student who passes all the papers prescribed for Semester I to Semester VI examinations would be eligible for the degree. Such a student shall be categorized on the basis of the combined result of Semester I to Semester VI examinations as follows:

60% or more	First Division
50% or more but less than 60%	Second Division
40% or more but less than 50%	Third Division

*Provided that the Courses regulated by different regulatory bodies like Medical Council of India, AICTE etc. will be governed by the regulations prescribed by their respective regulatory bodies from time to time.*

8(1) to (2) x

8(3) Division Criteria:

A student who passes all the papers prescribed for Semester I to Semester IV examinations would be eligible for the degree. Such a student shall be categorized on the basis of the combined result of Semester I to IV Semesters examinations as follows:

60% or more	First Division
50% or more but less than 60%	Second Division
40% or more but less than 50%	Third Division

*Provided that the Courses regulated by different regulatory bodies like Medical Council of India, AICTE etc. will be governed by the regulations prescribed by their respective regulatory bodies from time to time.*

*Rns*  
10.2.11  
REGISTRAR  
*S.*

## 2. University of Delhi Guidelines for conducting Internal Assessment during online teaching- learning



**UNIVERSITY OF DELHI**

**दिल्ली विश्वविद्यालय**

Ref. No. Dean(Exams)/2020/3216  
Dated 31.10.2020

To,  
Dean/Head/Principal  
Director SOL/NCWEB

**Subject: Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field work for the Academic session 2020-21**

Sir/Madam,

The following procedure shall be followed for conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field work which are required for completion before the conduct of Semester Theory Examinations December 2020.

1. **Internal Assessment:** Instead of the three existing components of Internal Assessment viz. Class Tests, Tutorial Test and Attendance, only one component defined i.e. internal assignments may be carried out for the current semester for this examination, except SOL as a special measure due to Covid pandemic. Internal Assessment of the students should also be carried out using IT tools. Teacher should give the assignment to the students in prescribed format via e-mail/Google classroom etc. The student should submit the solved assignment to the teacher via e-mail in a defined time. The top of the Assignment must have Program name, Semester, Title of Paper and Name of the Student. After evaluation, respective teacher will submit the result of the same to the o/o the Principal of the college and to the o/o the Head of the Department in the case of the PG. Those who have already completed the process of internal assessment in the continuous form or as per existing rule in this regard are required to submit the same to the o/o the Principal of the respective college.
2. Examination of Practical Courses may be defined for UG and PG Courses separately as follows:

**For UG Courses:-** Based on practical syllabus, the teacher will give the assignment to the student. The Students would submit the solved assignment to the concerned teacher via e-mail/the online teaching platform recommended by the teacher in a stipulated time period. The name of Program Semester, title of practical paper and name of the student should be mentioned at the top of the answer sheet by the student before submission.



## UNIVERSITY OF DELHI

### दिल्ली विश्वविद्यालय

Those who have done similar exercises during the conduct of online practical classes may use the assessment of practicals for a particular paper.

**For PG Courses:-** The evaluation of Practical Examination wherever applicable, will be in the 100% continuous evaluation mode as per approved syllabus.

3. **Practical and Viva Voce, Oral (Moot Courts) Examinations** (Wherever applicable): All such Examinations shall be conducted through Skype or other online teaching platform/meeting apps used by the teacher.
4. **Conduct of Internship/Apprenticeship for all semester/Term/Year:** Following measures in the view of COVID-19 shall be undertaken by all concerned as required for the completion of degrees in professional/technical courses etc (wherever applicable).
  - a) Students shall be allowed to take up online internship/activities including activities that can be carried out digitally or otherwise from home.
  - b) They can be engaged as interns in ongoing projects.
  - c) The date for start can be delayed.
  - d) The period of internship can be reduced clubbing with assignments etc.
5. Evaluation of Dissertations of UG/PG programs (wherever applicable) is to be conducted based on written assignments. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/e-mails or other IT tools within a defined time period.
6. In the present scenario, appropriate measure has to be adopted to facilitate the UG/PG students pursuing Projects/Dissertation. Accordingly review-based/secondary data based projects or software driven projects shall be accepted by the Faculty/Department/College instead of laboratory based experiments or experiments or field/survey based assignments to these students.

All are requested to adhere to the above suggested guidelines to complete the above activities in time. Further, if the above activities have already been completed by your Faculty/Department/College/Teaching Centre, you are requested to immediately send the requisite data to the Examination Branch as per existing practice.

You may contact at Telephone No. 011-27662832 and send any query by e-mail to [edpcellexam@gmail.com](mailto:edpcellexam@gmail.com) for any further clarification. The above activities should be completed latest by 20.11.2020.

  
Dean (Examinations)