



विवेकानन्द कॉलेज
VIVEKANANDA COLLEGE

(दिल्ली विश्वविद्यालय)
(UNIVERSITY OF DELHI)

विवेक विहार, दिल्ली-110095
VIVEK VIHAR, DELHI-110095

GRADE 'A' ACCREDITED By NAAC

VIVEKANANDA COLLEGE

UNIVERSITY OF DELHI

SUPPORTING DOCUMENTS FOR 2.5.1

S.No.	Title	Page No	Proof Link
1.	Internal Assessment Schedule--- a) Notice for faculty members b) Guidelines for practical examination c) Notice for distribution of IA marks	2-4	Proofs
2.	Examination Committee--- a) Notice Regarding IA from examination branch b) Addition to ordinance VIII	5-10	Proofs
3.	Modes of Internal and External Examination--- a) IA schedule for Sem-IV & Sem VI b) IA schedule for Sem- II c) Examination and IA Committee report	11- 14	Proofs

VIVEKANANDA COLLEGE
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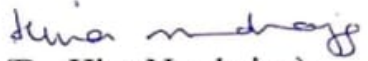

Date : 01.05.2023

NOTICE

All faculty members are requested to submit the following :

1. Attendance record of the students of Sem-IV & Sem-VI latest by 04.05.2023 in the College office.
2. Internal Assessment of the students of Sem-IV & Sem-VI latest by 09.05.2023 in the College office.

Faculty members are also requested to please **inform the students about their attendance and Internal Assessment Marks** before submitting the IA sheets to Admin Department and ensure that the entries filled by them in the Internal Assessment Proforma are correct. No change can be entertained after feeding the data in the Software.


(Dr. Hina Nandrajog)
Offg. Principal


For Information :

1. Inform the faculty members through email.
2. Office file.



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

Ref. No. Dean (Exam) / 2023 / 206

Dated:- 07.02.2023

NOTIFICATION

This is reference to the NEP-UGCF-2022 Examination to held during February / March-2023.
The following guidelines have to be cared for NEP UGC practical examination wherever applicable.

1. While maintaining the continuous evaluation policy, 50% of the evaluation of practical related to DSC (Discipline Specific Core), DSE (Discipline Specific Elective) and GE (General Elective) is to be done through End Semester Examination with one internal and one external examiner.
2. The internal and external examiner will be appointed by the respective Committee of Courses of the different Departments of the University.
3. 25% Marks of the evaluation should be distributed on Continuous Assessment of the semester.
4. The remaining 25% of the marks the evaluation should be distributed on the basis of viva-voce during the End Semester Term Practical Exam.
5. The minimum number of experiments / programs / exercises to be performed in the practical of a paper will be decided by the respective Committee of Courses of the Department to maintain uniformity and minimum standard.
6. The number of experiments / programs / exercises by each student must be recorded on the award list by the internal examiner/s.
7. Marks and duration for the End Semester Practical Exams will be as follow:-

Total Credits	Credit for Practical	Duration of Practical Exam	Practical Marks			Total
			CA	End Semester Practical	Viva-Voce	
4	1	3 hours	10	20	10	40
4	2	5 hours	20	40	20	80
4	3	To be decided by the respective department	30	60	30	120
4	4	To be decided by the respective department	40	80	40	160

O.S.D. (EXAMINATIONS)

DEAN (EXAMINATIONS)

दिल्ली विश्वविद्यालय, मुख्य परिसर, दिल्ली-110007 (भारत) दूरभाष : 27667725/27001000; वेबसाइट : www.du.ac.in
University of Delhi, Main Campus, Delhi-110007 (India) Tel. : 27667725/27001000; Website : www.du.ac.in

VIVEKANANDA COLLEGE
VIVEK VIHAR : DELHI-110095

DATE : 04.07.2022



NOTICE

A letter has been received from University of Delhi on 29.06.2022 regarding conduct of Internal Assessment & Practical, Viva-voce, projects etc. for the students of Sem-II of the academic session 2021-2022. (copy of letter enclosed).

According to this letter, the distribution of Internal Assessment marks shall be as follows :

- | | |
|--|---------------|
| 1. Attendance (lectures including interactive periods and tutorials) | 5% weightage |
| 2. Written assignments/tutorials/project Reports /seminars | 10% weightage |
| 3. Class test(s) | 10% weightage |

All the students of even semester i.e. sem-II of UG/PG courses are hereby informed that they are required to ensure regular attendance in offline classes as well as submit their written assignments and class tests according to the above letter.


(Dr. Hina Nandrajog)
Offg. Principal


Copy to :

1. College Website
2. Inform Sem-II students through CRs whatsapp group.
3. Office file.



UNIVERSITY OF DELHI
Examination Branch

Ref. No. Exam VII/Conduct/2021-2022/341
Dated 29.06.2022

To
The Dean/Head/Principal

Subject: Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field Work for the Even Semester students of Academic session 2021-2022.

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 Even Semester Theory Examinations May/June- 2022.

- 1. Internal Assessment:** Internal Assessment shall carry 25% weightage and End Semester Examination 75% weightage.

The distribution of Internal Assessment marks shall be as follows:

	Weightage
• Attendance (Lectures including Interactive Periods And tutorials)	5%
• Written Assignments/tutorials/project reports/ seminars	10%
• Class Test(s)/Quiz(s)	10%

- 2. Examination of Practical Courses for UG courses is as follows:**

For UG Courses:- Based on Practical syllabus, the practical for the Under Graduate shall be conducted in the Physical Mode by strictly adhering to Covid-19 guidelines issued by DDMA, MHA, MOHFW and UGC.

- 3. Practical and Viva Voce, Oral (Moot Courts) Examinations** (wherever applicable): All such Examinations shall be conducted in the Physical Mode by strictly adhering to Covid-19 guidelines issued by DDMA, MHA, MOHFW and UGC.

- 4. Conduct of Internship/Apprenticeship for all semesters** (wherever applicable): All such Internship/Apprenticeship shall be conducted in the Physical Mode by strictly adhering to Covid-19 guidelines issued by DDMA, MHA, MOHFW and UGC.



UNIVERSITY OF DELHI
Examination Branch

:2:

5. Evaluation of Dissertations UG programs (wherever applicable) is to be conducted in physical mode as per the existing rule in this regard.
6. The UG students pursuing Project/Dissertation based on the laboratory experiments or experiments or field/survey based assignments is to be conducted in physical mode as per the existing rule in this regard.

O.S.D.(Examinations)

Dean (Examinations)

UNIVERSITY OF DELHI

CNC-II/093/1(22)/2022-23/
10th February, 2023

NOTIFICATION

Addition to Ordinance VIII

[EC Resolution No. 60-1/ (60-1-13) dated 03.02.2023]

Following addition be made to the Ordinance VIII (VIII-F) of the Ordinances of the University:

Add the Following:

Assessment pattern of Courses based on Under Graduate Curriculum Framework – 2022 to be implemented from the Academic Year 2022-2023.

1. The assessment pattern that shall be adopted for the purpose of assessment of courses that have been approved by the Competent Authorities under the UGCF 2022 shall be as follows:
 - (a) In any course where 01 credit is attributed to 'Tutorial', an objective assessment process has to be developed as a credit earned by a student in a course will eventually lead to its deposition in the Academic Bank of Credit of such student. Therefore, it is imperative that each credit earned by a student is adequately assessed and recorded accordingly.
 - (b) In view of the above, the components of Tutorial have been listed so that at least some of these activities (listed at point no. 3 below) may be picked up by a student, in consultation with the teacher, as per rules devised for this purpose. The activities conducted shall be assessed through continuous assessment.
 - (i) Some of the activities that may be done as component of tutorials are as follows:
 - Literature review
 - Book review
 - Movie review
 - Project activity (group)
 - Research cum presentation
 - Creative Writing/Paper writing
 - Group discussion
 - Problem Solving exercises

- Any creative production (may be done in a group)
- Innovative Project
- Any other scholastic work related to application of conceptual understanding of the subject.

(ii) Further, out of forty marks allocated for Continuous Assessment of tutorial, five marks shall be for attendance, which shall be distributed as follows:

- | | | |
|----|--|-----------|
| a. | More than 67% attendance but less than 70% attendance | - 1 mark |
| b. | More than 70% attendance but less than 75% attendance | - 2 marks |
| c. | More than 75% attendance but less than 80 % attendance | - 3 marks |
| d. | More than 80% attendance but less than 85% attendance | - 4 marks |
| e. | More than 85 % attendance | - 5 marks |

There shall **not** be marks for attendance in Continuous Assessments for practical.

2. (i) Internal Assessment (IA) shall consist of marks secured in class tests, assignments/ presentations and attendance. For instance, for an Internal Assessment of 25 marks, Class tests shall comprise of 10 marks, Assignments/Presentations shall comprise of 10 marks and attendance shall be for 5 marks. Similarly, for IA of 30 marks, 6 marks shall be for attendance, 12 marks for class test and 12 marks for Assignments/Presentations.

(ii) Six marks for attendance shall be distributed as follows:

- | | | |
|-----|--|-------------|
| (a) | More than 67% attendance but less than 70% attendance | - 1.2 mark |
| (b) | More than 70% attendance but less than 75% attendance | - 2.4 marks |
| (c) | More than 75% attendance but less than 80 % attendance | - 3.6 marks |
| (d) | More than 80% attendance but less than 85% attendance | - 4.8 marks |
| (e) | More than 85 % attendance | - 6.0 marks |

3. (i) To make Internal Assessment and Continuous Assessment fair and reasonable, it is necessary to strengthen the Monitoring Committee for Internal Assessment in every College, constituted as per clause 5 (ii) of Ordinance VIII-E of the Ordinances of the University. This Committee shall be responsible for the entire process of Internal Assessment in the College, including redressal of grievances, if any. The same Committee shall also look into the process of Continuous Assessment and redress grievances, if any.

(ii) A student who is discontent with the decision taken by the Monitoring Committee for Internal Assessment of the College, with respect to the grievance submitted by him/her relating to Internal Assessment/Continuous Assessment, may file an appeal before an appellate body consisting of the Principal of the College, the Teacher-in-charge of the department/senior faculty member, the concerned teacher

who has assessed the aggrieved student and shall be chaired by the Nominee of Dean of Colleges or Director South Delhi Campus, under whose jurisdiction the concerned College falls.

4. The theory examination and internal assessment shall be a cumulative assessment of the teaching-learning done in the theory as well as tutorial classes.
5. The assessment pattern for courses of different credit distributions is provided in **Table – 1**.
6. Practical marks for courses of total four credits, shall comprise of
 - (i) continuous evaluation (25%),
 - (ii) end term practical examination (50%) and
 - (iii) viva-voce (25%).

Practical marks for courses of total two credits shall comprise of

- (i) continuous evaluation (50%),
 - (ii) end term practical /written exam (25%) and
 - (iii) viva-voce (25%)
7. The variance of the total marks in various combinations of LTP structure shall be aligned with the help of “weighted average” calculated through an appropriately devised formula for conversion of marks to grades.
 8. “The attendance requirement for continuous mode of assessment shall be as per Ordinance VII of the Ordinances of the University”.
 9. To enable students to improve their grades, the following may be adopted:

Grade obtained in the course/paper	Grade obtained in Theory	Grade obtained in Practical/ Tutorial	Re-register	Course of action to improve the Grade
F	Not Satisfied*	Satisfied	No	To appear in end term theory exam of that course/paper for Essential Repeat
More than F	Not Satisfied*	Satisfied	No	To appear in end term theory exam of that course/paper for improvement
More than F	Not Satisfied (IA marks satisfied)	Satisfied	No	To appear in end term theory exam of that course/paper for improvement
More than F	Not Satisfied including IA	Satisfied	Yes	To attend the course and appear for IA and end term theory examination for improvement
More than F	Satisfied	Not Satisfied*	Yes	To attend the course and appear in both theory and practical examinations, along with their CA and IA for improvement.

F	Satisfied	Not Satisfied*	Yes	To attend the course and appear in both theory and practical examinations, along with their CA and IA for Essential Repeat.
F	Not Satisfied*	Not Satisfied*	Yes	Attend the course and appear in both theory and practical examinations, along with their CA and IA for Essential Repeat.

*Not satisfied indicates Grade below the passing marks prescribed for theory/practical.

10. The final percentage of marks (%) for the students graduating from 2022-2023 shall be calculated as Grand CGPA (Cumulative Grade Point Average) multiplied by a factor of 10.

TABLE-1

Total Credits	L	T	P	End term Theory Exam marks	Internal Assessment (IA) marks	Total of theory exam and IA	Duration of theory exam	Tutorial	Practical marks					Grand Total marks
									CA	CA	End term practical/ written exam	Viva-voce	Total	
4	3	1	0	90	30	120	3 hours	40	0	0	0	0	160	
4	3	0	1	90	30	120	3 hours	0	10	20	10	40	160	
4	0	0	4	0	0	0	NA	0	40	80#	40	160	160	
4	1	0	3	30	10	40	1 hour	0	30	60	30	120	160	
4	2	0	2	60	20	80	2 hours	0	20	40	20	80	160	
2	1	0	1	30	10	40	1 hour	0	10	20**	10	40	80	
2	0	0	2	0	0	0	NA	0	20	40**	20	80	80	
2	2	0	0	60	20	80	2 hours	0	0	0	0	0	80	

#In case there is no end term Practical examination for any 4 credit course, which has only Practical component, this mark shall be added to Continuous Assessment of the Practical and the total of the CA for Practical shall be 120.

****In case of courses of two credits which have practical component, either there shall be end term Practical Examination or end term written examination.**

CA - Continuous Assessment
IA - Internal Assessment

Yves C. pte
REGISTRAR

Regarding submit the Internal Assessment Marks for Sem-IV & Sem-VI

 Inbox



Administration De... 20/05/2022



to Salma, Shubhashri, Vinay, ...

All the Faculty Members (who taught 2nd & 3rd yr students) are requested to collect the blank proforma of IA for Sem-IV & Sem-VI from Mrs. Priyanka in Admin Office and submit the same duly filled with IA marks latest by 26th May, 2022.

Please ignore if already submit the same.

Thanks & Regards
Admin Department
Vivekananda College
University of Delhi



Administration Dep... 13/08/2022



to Salma, Shubhashri, Vinay, ...

Dear all,

All the concerned faculty members (who taught Semester-II students for 2021-22) are requested to find the **Internal Assessment** Award Sheets of Semester-II students. A hard copy of the same is also found from Mr. R.S. Negi in the Admin office.

You are requested to submit the I.A. to Mr. R.S. Negi in admin office latest by 16.08.2022.

Thanks & Regards
Admin Department
Vivekananda College
University of Delhi



IA Award S...2022).xlsx



Examination Committee Report

The college has set up an examination committee for the smooth functioning of conducting exams. It includes both teaching and non-teaching staff. The university conducts the examination in physical mode. The committee follows the guidelines issued by University of Delhi for conducting the examination.

Report for Internal Assessment

The college follows the guidelines issued by University of Delhi for conducting the Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral, Apprenticeship, Internship and Field work.

Link On The University Website Describing The Internal Assessment Rules

<https://exam.du.ac.in/IA.html>