

ANNEXURE-I

REGULATIONS RELATING TO THE AWARD OF INTERNAL ASSESSMENT IN THEORY PAPERS OF B.A./B.SC./B.COM./BBA/BCA/HONOURS COURSES.

1. A) B.A./B.Sc./B.Com./BBA/BCA/Honours Course Examinations.

20 marks for theory paper in a subject reserved for internal assessment shall be distributed as under:-

- | | | |
|------|---|----------------------------|
| (i) | Class Test | : 10 marks |
| (ii) | Two Written Assignments/
project reports | : 10 marks (05 marks each) |

B) In the case of Indian Music 10 marks for theory paper in a subject has been reserved for Internal Assessment. The distribution of marks shall be as under:-

- | | | |
|------|--------------------|------------|
| (i) | Class Test | : 07 marks |
| (ii) | Written Assignment | : 03 marks |

Other conditions:

- The test shall be conducted for 50 students at one time. In case the number of students is beyond 50, the test shall be conducted in more than one sitting.
- The test shall be based on 5 short answer questions.
- The test shall be conducted on the dates to be notified by the Principal of the College.
- The test copies of the students getting beyond 75% of marks shall be evaluated by another teacher teaching the same subject. In case there is only one teacher in a College, then the teacher shall him/herself justify and explain the reasons for giving marks beyond 75% to the Principal. Ordinarily, the three members Committee will take decision in such cases:-

- Principal
- Head of the Department concerned
- Teacher concerned.

2. Internal assessment shall be made by a Board comprising -

- The teacher incharge of the class;
- The Head of the Department concerned; and
- The Principal of the College

- In all calculations marks shall be calculated correct upto the 1st place of decimal provided that in the total marks to be awarded to a candidate in a paper/subject out of the maximum marks allotted for internal assessment, fractions less than half a marks shall be disregarded and half and more shall be raised to a whole.
- Record of internal assessment shall be maintained by each College in a bound register according to the proforma given in the Appendix.

5. The Principal of the College shall forward to the Controller of Examinations, the internal assessment in a consolidated form on the award rolls in triplicate before the commencement of the Semester end examination.
6. The record of internal assessment (including answer books) shall remain in the custody of the Principal of the College. ~~It shall be open to inspection by the University for a period not exceeding three months after the date of declaration of result of the Semester end examination.~~
7. The University shall make arrangements for inspection of the internal assessment record of the colleges, before the commencement of Semester examination and in any case before the declaration of result to ensure maintenance of the record in accordance with the University Regulations and regular returns of the assessment being made to the University. In exceptional cases the Vice-Chancellor may authorise holding of an inspection after the declaration of result of an examination. In major colleges where the number of candidates is very large a team of two or more Inspectors shall be appointed to conduct the inspection of record relating to the internal assessment and in other colleges only one Inspector shall be appointed for inspection of internal assessment record in the colleges. The Inspector or a team of Inspectors, as the case may be for this purpose, shall be appointed by the Vice-Chancellor on the recommendations of the Controller of Examinations.
8. In the case of a student who migrates from any other University in accordance with the Statutes in force and is unable to attend/complete course of an examination in a college affiliated to the University, internal assessment shall be calculated on the basis of class work/assignments/tests only as is/are held within the period of his/her attendance.
9. The answer-scripts of the test duly assessed shall be shown to the students on demand and collected back for purpose of record. On the basis of feed-back received from the class test, the teacher shall take remedial measures for bridging the gaps.
10. Any complaint made by a student regarding the marks of an assignment or test should be attended to by the teacher concerned and the Head of the Department. In case a student is not satisfied with the disposal of his/her complaint, shall approach to the Principal of the College to examine his/her complaint. The Principal shall take final decision in the matter.
11. If a candidate is unable to appear in a test or submit a written assignment in time for reasons to be recorded which are considered valid by the Principal of the College, he/she shall be given only one additional chance for evaluation before the submission of internal assessment and commencement of Semester end examination.
12. A candidate, who participates in games, cultural and other co curricular activities as defined below, with the prior approval of the Principal, shall for the purpose of calculating the awards be treated as present on all the working days for his/her absence on such account for a period not exceeding 15 working days in a Semester.
 - i. State representation in International/National/All India Competitions organised by agencies which are recognized by the Board of Sports and Youth Welfare.
 - ii. Participation in the Inter-University Competitions, held under the auspices of a University or any other recognized institution as a member of the University team.
 - iii. Participation in the Inter-College Competitions organised by the University as a member of the teams of participating institutions.
 - iv. Participation in the NCC, NSS and National Integration Sarnitis activities as a member of the recognized Institutions.
 - v. Participation in the Coaching Camps/Rehearsals prior to participation as a member of the State or University team in the National/All India/Inter-University Competitions.

- vi. Participation in the mountaineering/ hiking/ trekking/ skiing/ rock climbing or any other such activity organised under the auspices of the State Government/University.

Participation in any of the above events would not entitle a student to claim any exemption, concession or credit in respect of his/her obligation to appear in the test or do assignments for purposes of Internal Assessment.

APPENDIX (Theory)

College _____

Semester _____ Subject _____

Record of Internal Assessment in Theory papers

1. University Roll No. _____

2. Registration No. _____

3. Name _____

4. College Roll No. _____

5. Marks in Class assessment/Class Test: Marks secured

1st assessment _____

2nd assessment _____

Class Test/s _____

Total _____

6. Total marks secured _____ out of _____

7. Actual marks in assessment for which credit is to be given in the University examination reduced to the base of 20% of the maximum marks reserved for internal assessment.

Certified that all the above entries have been checked and found in order.

Signature of Teacher Incharge of class

Head of the Department concerned

Principal

REGULATIONS RELATING TO INTERNAL ASSESSMENT IN PRACTICAL PAPERS/
PROJECT WORK/FIELD WORK OF B.A./B.Sc./B.Com./BBA/BCA/HONOURS COURSES.

1. 50% of the total marks for the practical paper in a subject reserved for internal assessment shall be distributed as under :-
 - 40% for class assessments and tests; and
 - 10% for regularity of attendance.
2. (a) In case of B.A./B.Sc. total marks reserved for internal assessment shall be distributed as under :-
 - i) 1st assessment on the basis of day-to-day performance in the laboratory/field. : 06 marks
 - ii) 2nd assessment on the basis of day-to-day performance in the laboratory/field. : 06 marks
 - iii) Class test : 08 marks
 - iv) Regularity of Attendance : 05 marks
- (b) In case of Indian Music total marks reserved for internal assessment shall be distributed as under:-
 - i) Class Test : 15 marks
 - ii) Two Written Assignments : 10 marks (05 marks each)
 - iii) Regularity of Attendance : 05 marks
- (c) In case of Psychology total marks reserved for internal assessment shall be distributed as under:-
 - i) Practicals : 10 marks
 - ii) Maintaining Practical file : 05 marks
 - iii) Viva-Voce : 05 marks
 - iii) Regularity of Attendance : 05 marks
- (d) In case of BCA total marks reserved for internal assessment shall be distributed as under:-
 - i) Class Tests (minimum 03) : 30 marks
 - ii) Maintaining Practical file : 10 marks
 - iii) Regularity of Attendance : 10 marks
3. Internal assessment shall be made by a Board comprising -
 - (a) the Principal of the College;
 - (b) the Head of the Department concerned; and
 - (c) the teacher incharge of the class
4. 10% marks for regularity in attendance in practicals shall be awarded according to the following scale :-

Attendance Marks

a) Below 75% of the total number of attendances	Shortage
b) From 75% upto 80% of the total number of attendances	40%
c) Above 80% upto 85% of the total number of attendances	60%
d) Above 85% upto 90% of the total number of attendances	80%
e) Above 90% upto 100% of the total number of attendances	100%

Provided that any candidate, who participates in Inter-College or Inter-University Sports Tournament or N.C.C. Course/Camp may, for the purpose of calculating the award, be treated as present on all working days during the days of his/her absence on such account for a period not exceeding 15 working days in a Semester.

5. In all calculations marks shall be calculated correct upto 1st place of decimal provided that in the total marks to be awarded to a candidate in a paper/subject out of the maximum marks allotted for internal assessment, fractions less than half a mark shall be disregarded and half and more shall be raised to a whole.
6. Record of internal assessment shall be maintained in the prescribed form in duplicate by each College; one copy to be forwarded to the University and another copy to be retained by the College.
7. Note book shall be taken into consideration for internal assessment and viva-voce of each candidate shall be held alongwith the Semester end examination.
8. The Principal of the College concerned shall forward to the Controller of Examinations the internal assessment in a consolidated form on the award rolls in duplicate before the commencement of Semester end examination.
9. The record of internal assessment (including answer books) shall remain in the custody of the Head of the Department or the Principal of the College concerned. It shall be open to inspection by the University for a period not exceeding six months after the date of declaration of result of the Semester end examination.
10. The University shall make arrangements for inspection of the internal assessment record of the colleges, before the commencement of Semester examination and in any case before the declaration of result to ensure maintenance of the record in accordance with the University Regulations and regular returns of the assessment being made to the University. In exceptional cases the Vice-Chancellor may authorise holding of an inspection after the declaration of result of an examination. In major colleges where the number of candidates is very large a team of two or more Inspectors shall be appointed to conduct the inspection of record relating to the internal assessment and in other colleges only one Inspector shall be appointed for inspection of internal assessment record in the colleges. The Inspector or a team of Inspectors, as the case may be for this purpose, shall be appointed by the Vice-Chancellor on the recommendations of the Controller of Examinations.

APPENDIX (Practical)

College _____

Semester _____ Subject _____

Record of Internal Assessment in Practical Papers

1. University Roll No. _____

2. Registration No. _____

3. Name _____

4. College Roll No. _____

5. Marks in Class assessment/Class Test:	Marks secured
1st assessment	_____
2nd assessment	_____
Class Test	_____
Total	_____

6. Attendance in Practicals

i) Total number of practical classes held _____

ii) No. of practical classes attended by the student _____

iii) Percentage of attendance _____

7. Marks awarded to the student for attendance in practicals prescribed by the University _____

8. Total marks secured _____

Certified that all the above entries have been checked and found in order.

Signature of Teacher Incharge of class

Head of the Department concerned

Principal