



P.G.D.A.V. College

University of Delhi

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Supporting document

for

Annual Quality Assurance Report, 2023-24
Criteria 2.5.1

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

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Guidelines of the University of Delhi regarding assessment pattern

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

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Available on:

<https://www.du.ac.in/uploads/new-web/notifications-2021/15022023-Notification%20-%20Amendment%20to%20Ordinances%20VIII%20passed%20by%20Executive%20Council.pdf>

- 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	
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 Gupta

REGISTRAR

Internal assessment conducted through Google classroom

Classroom > Victorian Literature (2023)

Student Name	Score	Submission Type
Aanchal English	10	Drive file
Abhilash Gupta	8	IMG_20231130_2346...
ADITI MISHRA eng22	10	ansh rathore.12992.pdf
ANCHAL CHAUHAN eng22	10	Not turned in
Ansh Raj eng22	10	DSC 8 IA.pdf
ANSH RATHORE eng22	10	2 attachments
Anushka sharma eng22	10	Internal Assessment ...
Arya eng22	8	Bhawna eng22
		Chirag eng22
		Debasish meher eng22

12-mark assignment collected and evaluated on Google Classroom

Notice for scheduling Internal Assessment for Semester I, III and V

P.G.D.A.V. COLLEGE

NOTICE

Internal Assessment, Sem-I, III & V (December, 2023)

Colleagues taking **Semester-I, III & V** are requested to kindly take the blank proformas from the Dealing Assistants in the office and submit the filled proformas to Ms. Divya Bharti in the Computer Lab (Room No. 12). Proformas will be available from **01.12.2023 (Friday)** and **last date** to submit the filled proformas is **09.12.2023 (Saturday)**.

Colleagues are requested to add the details (*names & roll nos.*) of any student on rolls with them but missing in the proforma.

Colleagues are requested to complete all the columns of the proforma of IA marks carefully including the **Column of Total**.

Colleagues, who teach **GE/SEC/AEC/VAC papers**, are requested to submit the IA marks **course-wise** separately.

Please note that as per the communication with the University, it will be very difficult to make any rectification in the IA marks after submission with the examination branch of the University. So the colleagues are requested to incorporate any changes in the IA marks well in time.

Date: 30.11.2023

(M.K. Jha)
IA Committee

Note: Please note that after the last date of submission, the IA has to be forwarded by the Principal before submitting to Ms. Divya Bharti.

Notice for moderation of IA for Semester I, III and V

P.G.D.A.V. COLLEGE

NOTICE

Internal Assessment, Sem-I, III & V (Odd Semester- Dec, 2023)

We have verified (IA marks) all the courses of **Semester-I, III & V** and these courses are available for moderation and correction, if any.

All the colleagues are hereby informed that the last date for **making corrections** in the IA marks is **2nd January, 2024** (Tuesday). All concerned teachers are therefore requested to make changes, if any, in the IA marks of their respective subjects latest by the above mentioned date. Please take note that no changes in the IA marks would be possible thereafter.

All the **moderation committee members** of the respective Department are requested to moderate the courses of your subjects and for B.A. (Prog.) and B.Sc. Math. Sc. as per the practice.

Please complete the moderation work latest by **2nd January, 2024** (Tuesday).

Date: 26.12.2023

(M.K. Jha)
IA Committee

Time: 10:30AM – 03:30PM

(Date: 27th, 28th, 29th, 30th Dec, 2023 and 2nd Jan, 2024)

Notice for scheduling Internal Assessment for Semester II, IV and VI

P.G.D.A.V. COLLEGE

NOTICE

Internal Assessment, Sem-II, IV & VI (May-June, 2024)

Colleagues taking Semester–II, IV & VI are requested to kindly take the blank proformas from the Dealing Assistants in the office and submit the filled proformas to Ms. Divya Bharti in the Computer Lab (Room No. 12). Proformas will be available from **07.05.2024 (Tuesday)** and **last date** to submit the filled proformas is **15.05.2024 (Wednesday)**.

Colleagues are requested to add the details (*names & roll numbers*) of any student on rolls with them but missing in the proforma.

Colleagues are requested to complete all the columns of the proforma of IA marks carefully including the **Column of Total**.

Colleagues, who teach **GE/SEC/AEC/VAC papers**, are requested to submit the IA marks **course-wise** separately.

Please note that as per the communication with the University, it will be very difficult to make any rectification in the IA marks after submission with the examination branch of the University. So the colleagues are requested to incorporate any changes in the IA marks well in time.

Date: 03.05.2024

(M.K. Jha)
IA Committee

CONTINUOUS ASSESSMENT (CA), (May-June, 2024)

Colleagues are requested to collect the blank proformas for CA marks and submit the filled proformas to Ms. Romila Sharma in the office. Proformas for the same will be available from **07.05.2024 (Tuesday)** and **last date** to submit the filled proformas is **15.05.2024 (Wednesday)**.