



Vivekananda College

(University of Delhi)

ACCREDITED BY NAAC WITH 'A+' GRADE

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

Supporting Documents 2.5.1

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A) Notice for faculty members:

VIVEKANANDA COLLEGE
(UNIVERSITY OF DELHI)
VIVEK VIHAR : DELHI-110095

Date : 28.11.2023

NOTICE

All faculty members are requested to submit the following :

1. Attendance record of the students of Sem-I, Sem-III & Sem-V latest by 15.12.2023 in the college admin office.
2. Internal Assessment of the students of Sem-I, Sem-III & Sem-V latest by 15.12.2023 in the college admin office.

Faculty members are requested to collect the blank proforma of Attendance and Internal Assessment from college admin 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.

B) Guidelines for Practical Exam:

विवेकानन्द महाविद्यालय
VIVEKANANDA COLLEGE

(दिल्ली विश्वविद्यालय)

(University of Delhi)

विवेक विहार, दिल्ली - ११००९५

VIVEK VIHAR, DELHI - 110 095

Date : - 29.11.2023

All faculty members are hereby informed that the following dates have been fixed for the internal practical examination of the AEC, SEC & VAC subjects for Sem - I, Sem-III & Sem - V students:

SEC Practical Exam. Sem I & III & V if applicable	-	05.12.2023
AEC Practical Sem- I	-	07.12.2023
AEC Practical Sem- II	-	08.12.2023
VAC Practical Exam Sem - I & III	-	12.12.2023

All concerned faculty members are requested to fix the other external practical examination apart from the above said dates.

You are requested to fill in the details of SEC and VAC Practical (Internal) in the available proforma in Admin Dept.



Dr. Hina Nandrajog
Offg. Principal

C) Notification for Distribution of Marks:

Annexure-80
Item No. 4-1 (4-1-18)

Annexure-1

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/Project/ Activity done as component of the Tutorial 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/Project/ Activity.

(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-incharge 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 Essential for 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 (%) will 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	Vivavoce	Total	
4	3	1	0	90	30	120	3hours	40	0	0	0	0	160
4	3	0	1	90	30	120	3hours	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	1hour	0	30	60	30	120	160
4	2	0	2	60	20	80	2hours	0	20	40	20	80	160
2	1	0	1	30	10	40	1hour	0	20	10**	10	40	80
2	0	0	2	0	0	0	NA	0	40	20**	20	80	80
2	2	0	0	60	20	80	2hours	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

Notification regarding SEC & AEC

UNIVERSITY OF DELHI



ACADEMIC COUNCIL
DATED : 30.11.2023
RESOLUTION NO. - 44

Resolution No. -44

The Council resolved that the proposal for change of Assessment Pattern of practicals for all two credit courses (SEC/ AEC) to continuous assessment be accepted from the start of semester in

January, 2024.

Note : The existing Assessment Pattern of practicals of two credit courses having LTP - 1 0 or 0 0 2 are as follows:

Existing Pattern.

Total Credits				Practical marks			
				CA	End term practical/ written exam	Viva-voce	Total
2		0		20	10	10	40
2	0	0	2	40	20	20	80

Proposed pattern

Total Credits				Continuous Assessment	Total
2	1	0		40	40
2	0	0	2	80	80

However, the matter for implementation of continuous assessment in respect of VAC courses be considered by the committee of the following:-

- (i) Director, South Delhi Campus.
- (ii) Dean, Academic

- (iii) Chairman, VAC
- (iv) OSD Examination.

The Vice Chancellor is authorised to consider and accept the same and report to Academic Council at its next meeting.



Notification regarding VAC:



दिल्ली विश्वविद्यालय UNIVERSITY OF DELHI

No. Acad./VAC Courses/2024/72

Dated 20.02.2024

NOTIFICATION

In accordance with the Academic Council Resolution No. 44 dated 30.11.2023, the assessment pattern of Value Added Courses (VAC) having 1 or 2 credits for practicals for which end term practical examination was applicable, is now converted to continuous assessment in consonance with that of Skill Enhancement Course (SEC) and Ability Enhancement Courses (AEC). The revised Assessment Pattern of Practical of 1 credit or 2 credits VAC courses having LTP -1 0 1 or 0 0 2 are as follows:

Total credits for the VAC	Credits for Practical	Assessment Pattern	Marks Allocated
2	1	Continuous Assessment	40
2	2	Continuous Assessment	80

Handwritten signature
20/2/24
REGISTRAR
↓

Notice regarding IA:

The screenshot shows a Gmail interface with a search bar containing "notice for Internal assessment". The email is from the Administration Department, dated Friday, May 10, 3:40 PM. The subject is "Notice regarding attending the college from 13.05.2024 to 17.05.2024". The body of the email reads: "Dear All, All the faculty members are requested to be present in the college from Monday, 13th May, 2024 to Friday, 17th May, 2024 from 09:30 a.m. to 12:30 p.m. to resolve the problems of students related to their studies and attendance. They are also requested to complete the tasks related to internal assessment, other academic work and committee work." The email concludes with "Thanks & Regards Admin Department Vivekananda College University of Delhi". The interface includes a left sidebar with navigation options like Compose, Mail, Chat, and Meet, and a right sidebar with a profile picture and a "Verify it's you" button.

Notice regarding attending the college from 13.05.2024 to 17.05.2024

Administration Department <admindept@vivekanand.ac.in> Fri, May 10, 3:40 PM

to Vanita, Arpana, Shivanika, Salma, sunil, sujatramtripathi, Deepa, bkbharti, himanshiNagar, vandana, Chander, Veena, meenakshi, Poonam, Radhika, Sushma, Pavan, Rachna, Ranjeeta, 5

Dear All,

All the faculty members are requested to be present in the college from Monday, 13th May, 2024 to Friday, 17th May, 2024 from 09:30 a.m. to 12:30 p.m. to resolve the problems of students related to their studies and attendance. They are also requested to complete the tasks related to **internal assessment**, other academic work and committee work.

Thanks & Regards
Admin Department
Vivekananda College
University of Delhi

Reply Reply all Forward

Examination Committee Report:

Examination Committee Report (2023-24)

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.