



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)
NAAC ACCREDITED "A" GRADE COLLEGE



Supporting documents for criterion 2.5.1

**Mechanism of Internal Assessment is transparent and robust
in terms of frequency and mode**



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Ordinance VIII-E: Internal Assessment

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

► The assessment pattern that shall be adopted for the purpose of assessment of courses that have been approved by the Competent Authorities under the UGC 2022 shall be as follows:

- 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.
- 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

Updated on 20.02.23

- 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:

- More than 67% attendance but less than 70% attendance – 1 mark
- More than 70% attendance but less than 75% attendance – 2 marks
- More than 75% attendance but less than 80% attendance – 3 marks
- More than 80% attendance but less than 85% attendance – 4 marks
- More than 85% attendance – 5 marks

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

*Screenshot of College Prospectus Indicating IA



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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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*Notifications Issued by University

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- (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:

- More than 67% attendance but less than 70% attendance – 1.2 mark
- More than 70% attendance but less than 75% attendance – 2.4 marks
- More than 75% attendance but less than 80 % attendance – 3.6 marks
- More than 80% attendance but less than 85% attendance – 4.8 marks
- More than 85 % attendance – 6.0 marks

53

- (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 VII-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.

- The theory examination and internal assessment shall be a cumulative assessment of the teaching-learning done in the theory as well as tutorial classes.

- The assessment pattern for courses of different credit distributions is provided in Table – 1.

- 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 (25%),
- (ii) end term practical /written exam (50%) and
- (iii) viva-voce (25%)

*Screenshot of College Prospectus Indicating IA



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- 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.
- "The attendance requirement for continuous mode of assessment shall be as per Ordinance VII of the Ordinances of the University".
- 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.



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

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.

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 CA	Practical marks				Grand Total marks
									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



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SHIVAJI COLLEGE

CHECK LIST FOR ACADEMIC INTERNAL AUDIT

Department: Chemistry

Academic Year: 2023- 2024

Semester: ...EVEN (II,IV,VI)

1. Activity	Minutes of Meeting		Documents of Proofs Link/pdf folder/remarks, if any
	Date	Minutes Link/pdf folder	
Curriculum Delivery			
(i). Academic Calendar (for the academic session)	05.10.2023	05.10.2023	Academic Calendar
(ii). Formation of Departmental Committees (internal time table committee, student progression committee/alumni committee, internal moderation committee, and internal documentation committee are mandatory)	05.10.2023 18.01.2024 04.03.2024	05.10.2023 18.01.2024 04.03.2024	Departmental Committees
(iii). Distribution of papers of the subject before session commences	20.12.2023	20.12.2023	Distribution of papers
(iv). Distribution of Time Table Among Departmental Colleagues	18.01.2024 04.03.2024	18.01.2024 04.03.2024	Distribution of Time Table
(v) (a) Proforma of execution of teaching plan of each teacher (b)Teaching methods (teachers may specify the ICT tools used in the teaching proforma)	18.01.2024 04.03.2024	18.01.2024 04.03.2024	Teaching plan
(vi). (a) Formation of mentor groups and list (b)Minutes of meeting of Mentor- mentee meetings (c) Formation and Minutes of Mentor Groups of Paying Guest Students (if any)	18.01.2024 04.03.2024	18.01.2024 04.03.2024 (PG minutes)	Mentor groups and minutes PG minutes
(vii). Was the syllabus covered according to the Initial plan submitted	30.04.2024	30.04.2024	Course Completion (Teaching plan)
(viii). Result analysis of previous exam: to be represented in graph and table	23.10.2024	23.10.2024	Result analysis

***Sample sheet of Academic audit Report**

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Mid-Sem. Progress (proofs to be attached): Class Test/ Assignment / Project / Presentations (Question papers to be uploaded) Steps taken for improvement of poor/non performers Steps taken for advanced learners	30.04.2024	30.04.2024 (Mid sem progress) 30.04.2024 (Advanced learners & Non-performing students)	IA question papers Advanced Learners Non-performing students
Internal Assessment (proofs to be attached):- Report of Moderation Committee Copy of Internal Assessment Marks College Diary No. & Date of Submission	P/2597/24 14.05.2024	14.05.2024	Internal Assessment
Student Progress: Current Students' Achievements: • Awards and scholarships (i) List of awardees in inter-college academic and extracurricular activities (list of students with details: Name, Roll no., Name of the achievement) (ii) Scholarships by govt/non-govt agency (list of students with details: Name, Roll no., Name of the scholarship and awarding agency)	05.10.2023 (Minutes)	05.10.2023 (Student Council)	Student Progress

***Sample sheet of Academic audit Report**

Class test and attendance,

Class test and assignments,

Question paper of Class test,

CA report of Students: <https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202023-24/Criteria%202/2.5/2.5.1>



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A login form centered on a green gradient background. The form is white and contains the Shivaji College logo at the top. Below the logo are two input fields: 'Username' and 'Password'. A link 'Forgot Password?' is located below the password field. A green 'Login' button is positioned below the input fields. At the bottom of the form is an orange 'Home' button.

A screenshot of a faculty dashboard. The top left shows the 'SHIVAJI' logo and a 'MENU' with options: Dashboard, Profile Management, Monthly Attendance, Internal Assessment, and Log out. The main content area is titled 'Dashboard' and shows the user's profile: DR. MANAS KUMAR DHAL, OTHERS - DEPARTMENT OF ZOOLOGY, College ERP Member Since: 22-10-2024, and email manaskdhal@gmail.com. Below the profile are sections for 'Contact' (Phone (Office), Phone (Residence), Communication Address, Permanent Address) and 'Social' (Facebook, Twitter, LinkedIn, Website).

*Sample of SPACE portal Faculty interface

CONTINUED....



The screenshot shows the 'Faculty Master' interface with a sidebar menu on the left containing 'Dashboard', 'Profile Management', 'Monthly Attendance', 'Internal Assessment', and 'Log out'. The main content area is titled 'Create/Update Students List' and includes the following fields: 'Select Year' (2023-2024), 'Select Semester' (Semester II), 'Order By' (College Roll Number), 'Select Section/Group' (Not Applicable), and 'Select Paper Name' (Select Paper Name). A 'Click to Get Students List' button is at the bottom right. The footer reads: 'Copyright © 2024 Shivaji College. Powered by Narayan InfoSoft All rights reserved'.

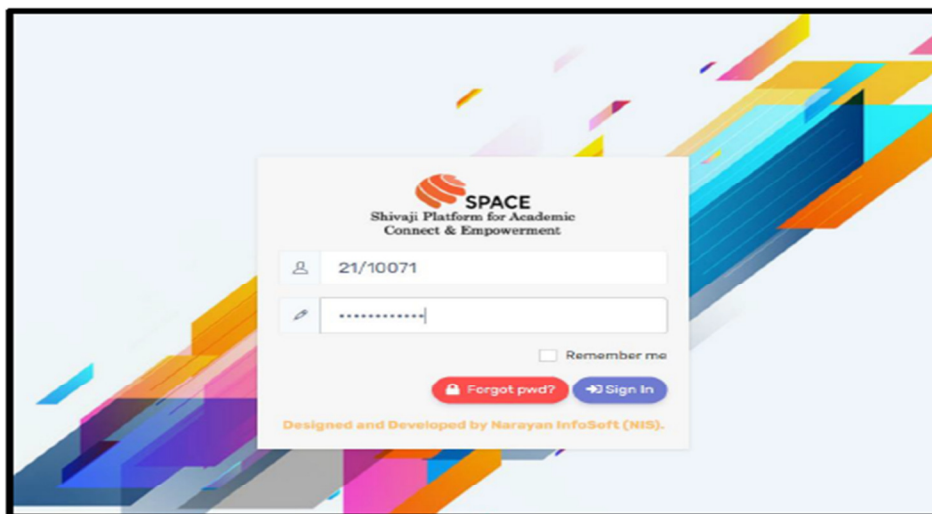
The screenshot shows the 'Faculty Master' interface with a sidebar menu on the left containing 'Dashboard', 'Profile Management', 'Monthly Attendance', 'Internal Assessment', and 'Log out'. The main content area is titled 'Internal Assessment - Report' and includes the following fields: 'Select Year' (2023-2024), 'Select Semester' (Semester II), 'Select Section/Group' (Not Applicable), 'Assessment Type' (Assignment + Class Test), and 'Select Paper Name' (Select Paper Name). A 'Get Internal Assessment Record' button is at the bottom right. The footer reads: 'Copyright © 2024 Shivaji College. Powered by Narayan InfoSoft All rights reserved'.

***Sample of SPACE portal Faculty interface**



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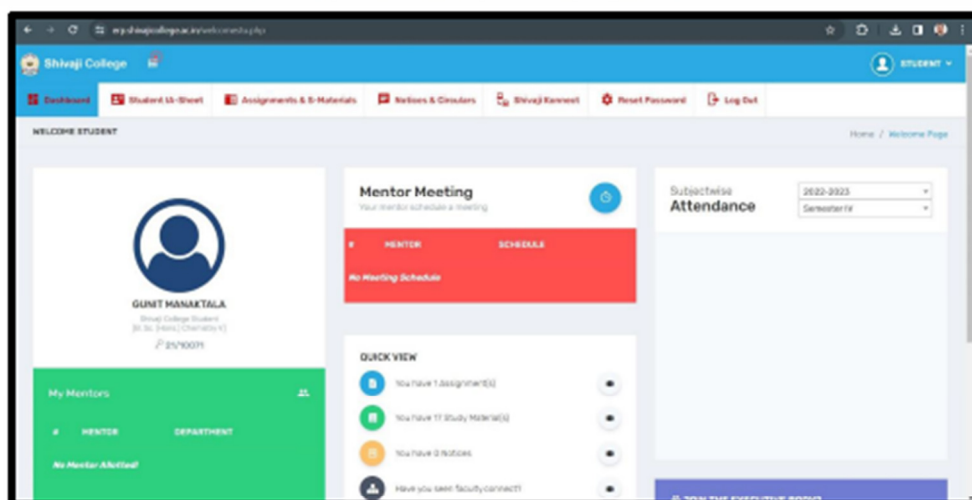
***Sample of SPACE portal student interface**

Step 1: Login using student ID

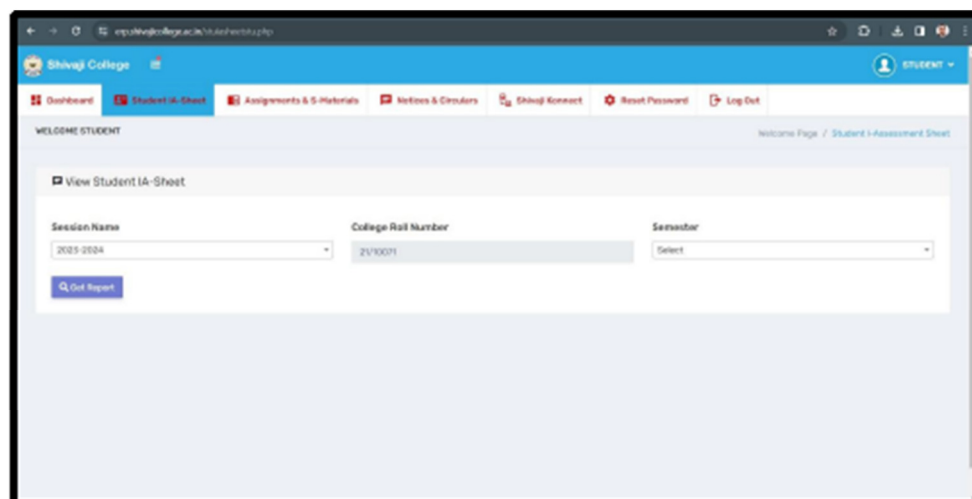
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*Step 2: Scroll down for attendance





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*Step 4: - Enter Academic session and Roll Number and click on Get Report

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Shivaji College

Dashboard Student IA-Sheet Assignments & S-Materials Notices & Circulars Shivaji Connect Reset Password Log Out

Student's Name: GEMIT HANAKTALA Ref No.: 21/190791

ATTENDANCE RECORD

Paper(s)/ Subject(s) Name	Type	Classes Held	Classes Attended	(%)
	Practical	6	2	33.33
	Practical	11	7	63.64
	Theory	42	27	64.29
	Theory	36	22	61.11
	Theory	47	34	72.34
	Theory	48	32	66.67
	Theory	18	12	66.67

INTERNAL ASSESSMENT RECORD

Paper(s)/ Subject(s) Name	Assignment	Class Test	Attendance	Total IA Marks
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Shivaji College

Dashboard Student IA-Sheet Assignments & S-Materials Notices & Circulars Shivaji Connect Reset Password Log Out

INTERNAL ASSESSMENT RECORD

Paper(s)/ Subject(s) Name	Assignment	Class Test	Attendance		Total IA Marks	
	(A)	(B)	Last, BTLA / Hold	(%)	IA BTLA Marks (C)	Total IA Marks (A+B+C)
	8	9	27 / 42	64.29	0	17
	9	10	22 / 36	61.11	0	19
	9	9	34 / 47	72.34	2.4	20
	9.5	6	32 / 48	66.67	0	16
	4	2.5	12 / 18	66.67	0	7

Print IA-Sheet

*Final Report