

As per Ordinance VII. 9 (c) of University of Delhi

The benefit of exclusion of lectures contemplated in categories (NSS, NCC, Sports, Cultural/Co- Curricular activities and Medical Certificates submitted by the students), either separately or jointly, shall in no case exceed 1/3 of the total number of lectures delivered.

Example for calculation of percentage of attendance after giving benefit of participation in above mention categories.

Number of Lectures delivered = 60

Maximum benefit (less than or equal to 1/3 of the total lectures delivered) $\leq 1/3 \times 60 = 20$

Case I

Absent classes (in lieu of above mentioned categories) = 15 < 20 (1/3 of total lectures delivered)

Total attended classes by the student = 60 – 15 = 45

Attendance percentage of the student = $\frac{45}{(60-15)} \times 100 = 100\%$

Case II

Absent classes (in lieu of above mentioned categories) = 25 > 20 (1/3 of total lectures delivered)

Total attended classes by the student = 60 – 25 = 35

Attendance percentage of the student = $\frac{35}{(60-20)} \times 100 = 87.5\%$



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Regarding Internal Assessment

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Tue, Jan 19, 2016 at 3:47 PM

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All teachers-in-charge are requested to submit the details of the papers taught by faculty members of their department by **23rd Jan, 2016**, so that the same can be incorporated in the Internal Assessment Software, for the current semester.

Regarding Internal Assessment:

- All teachers are requested to upload class test and assignment marks in the college website by **5th April, 2016**. This would give the students adequate opportunity to know their marks and resolve any discrepancy with his/her teachers, before the current session ends.
- Teachers need to inform their students that if they need to take advantage of any kind, in lieu of their participation in extracurricular activities (Sports, NCC, NSS, Vayam and other cultural events, etc) as well as for medical issues, they need to inform their respective teachers in the same month, when this activity/ exigency held. No advantage for the same would be given at the last hour.
- The criteria (As per University Norms) for giving benefit of attendance to students is attached herewith.
- All constituents of the Internal Assessment will be the sole responsibility of the concerned teacher.

Regards,

Principal

Q/531/19
24/01/19

Minutes of the Meeting

A meeting of Internal Assessment Committee was held on 24th Jan, 2019 at committee room of Principal's office at 12:15 pm. The following teachers were present:

1. Ms. Iti Dardona Lt. Pander.
2. Dr. Vandana Katoch Valati
3. Dr. Seetendra Aggarwal John
4. Dr. Shilpi Verma Shu
24/1/19
5. Dr. Siterender Singh.

The following issue was discussed.

1. The internal assessment committee decided on the issue of short attendance cases of previous semester I/III/V - 2018 (Jul-Dec) for the future course of action. It is as follows
 - a). Display of short attendance list on the ^{Display} screen _{-digital} and website.
 - b). The list of the same to be mailed to all Teacher-In-charges of various departments of Honours and Programme courses.
 - c). The hard copy of the same shall be provided to the TICs of the various departments of Hon. & Progn. Courses.
 - d). The list of the short attendance cases shall be displayed on the notice boards of the departments.
 - e). The mail has to be sent to all the short attendance cases as per the sample

S. O. P. A. V.
to file
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letter attached.

2. The committee conducted Internal assessment moderation of the all submitted moderated internal assessment sheet in December '2018. The committee will discuss the varied issues related to it ~~with~~ in the TIC's meeting.
3. The committee has decided to get the monthly short attendance list from the various department TIC's for further action in regard to qualify 67% attendance for the issuance of admit card.
4. A notice for the submission of medical certificate alongwith prescription/Bills / Fitness certificate duly verified and forwarded by the TIC's of the department to be issued.
5. The committee proposed to modify the attendance software to view the consolidated attendance of all papers.

Jt-Director.

SRL

Shr
24/1/19

Vhalatr
24/1/19

Minutes of the meeting

A meeting of the internal assessment committee was held on 11/4/2018 in the committee room. The following

teachers were present:

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04/05/18

1. Ms. Iti Dandona, M.Dandona.
2. Dr. SHILPA VERMA Shilpa 11/4/18
3. Jitendra Singh Jitendra 11/04/18
4. Dr. Varun Chakraborty Varun
5. Dr. Jitendra Aggarwal Jitendra
6. Ajaz Khan, Ajaz

The following issues were discussed:-

1. Dates were decided as follows:-

(i) Uploading of attendance for March 2018 by 15/4/2018

(ii) Issue of notice for the students for the submission of medical certificate duly forwarded from the teacher-in-charge of the departments by 16/4/2018 in the office

(iii) Issue of notice to the convenors of NCC, NSS, Sports, Cultural, WDC, co-curricular committees to submit participation attendance by 20/4/2018 in the office.

(iv) Submission of internal assessment (Tests/Projects) assignments, ^{marks} and attendance for the Science

Courses by 23/4/2018 and (Tests/Projects/ assignments marks for Humanities/Commerce by 23/4/2018 and attendance ^{April 2018} by 28/4/2018

(v) Submission of moderated Internal assessment records by all TIC's duly signed ~~by the~~ in the Computer Lab (after making necessary entry in the College Diary) for uploading on the University Software by 03/5/2018 for Humanities/Commerce and Sciences 01/5/2018.

Forwarded To Software (IA)

8/5/18

M. A. 2018
8/5/18

- (vi) Issue of notice for the students to check their internal assessment and to contact teachers for making the corrections in their internal assessment by 02/5/2018.
- (vii) Preparation of a department schedule for uploading internal assessment on the University software starting from 05/5/2018 onwards.
- (viii) Schedule for the signing of the final internal assessment shall be prepared in coherence with the datesheet of the Annual Examination.
- (ix) Committee also decided that signing of B.A (Prog.) / B.Sc Life Sciences / B.Sc Phy. Sciences (both) / B.Com (P) final IA marks shall be given to the coordinators of the above courses.

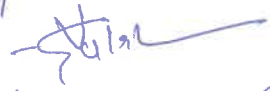

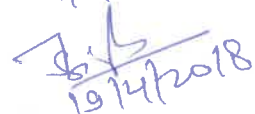
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A meeting of the Internal Assessment Committee was held on 19 April 2018 at 12 noon in Committee Room.

The following were present:

1. Dr. Varun Gulati 
2. Ms. Iti Dandona, Convenor, *in Abs.*
3. Dr. Nisha Yadav 
19/4/18
4. Dr. Jitendra Singh 
19/4/2018
5. Mr. Hemant

The committee sanctioned the remaining medical leave application. They were verified w.r.t medical certificate, prescription and period of sanctioned leave. The list was prepared and submitted to the A.O. Mr. Hemant.

The meetings were conducted earlier, 13th & 16th April, the list was prepared and ^{decided to} forwarded to the TICs of the respective departments for medical attendance along with Ordinance VII 9(c),

in Abs.



A meeting of the internal assessment meet was held on 24/4/18 at 1pm in the committee room. The following teachers were present:

1. Jti Dandona Jk Dandu.
2. Dr. SHILPI VERMA Shu
3. Jitendra Singh ~~Shu~~
24/4/2018
4. Varun Chakraborty ~~Shu~~

The following issues were discussed:

1. The committee discussed the issues involved in the operation of internal assessment portal with Mr. Ashish and Mr. Afroz.
2. It was informed by Mr. Ashish that if issues can be resolved but portal will stop for a day or two.
3. It was decided by the committee that it should be suspended for the next semester as the process of uploading is ongoing.
4. The committee also scrutinized the remaining medical leave applications. They were verified w.r.t medical certificate, prescription and period of sanctioned leave. The list was prepared and submitted to the A.O Mr. Hemant.
5. The date of submission was extended for the medical leave application till 26th April '18.
6. It was decided that final list shall be prepared on the basis of 5th point and forward to the TICs/teachers of the respective departments by 28th Apr '18.

Jk Dandu.

~~Shu~~

Shu

A meeting of the internal assessment committee was held on 4/5/18 at 11.30 am in the staff room. The following teachers were present.

1. Jti Dandona *Jti Dandona*
2. Dr. Shilpi Verma *Shilpi*
3. Jitendra Singh *Jin*
4. Dr. Misha *Misha*
5. ~~Vanna Gulati~~

Jin
04/05/2018

The following issues were discussed:

1. The two special cases of Mr. Sahil Vashisht (B.A. Prog Sem VI) and Vishal (B.A. (Prog) Sem IV) were referred to the committee. These students did not attend the college due to their job obligations. The committee has disapproved these cases on the ground of Ordinance of Delhi University regarding attendance.
2. The committee has distributed their duties amongst the members to be present on the first day of examination i.e. on 5th (eve), 7th (mor, eve) and 8th (mor, eve) April 2018. for the semester (II, IV, VI) respectively.

Jin

Shilpi

