

**Notification of relevant points of Ordinance VII and VIII regarding Students Attendance and Internal Assessment**

**VII (2) (1)** No person shall be deemed to have pursued a regular course of study unless the Principal of the College in the case of candidates for the B.A(Hons.), B.A(Programme), B.Sc(Programme), B.Sc(Hons) and B.Com(Hons) is satisfied that the required conditions in respect of his/her instructions have been fulfilled.

2. (2) The required conditions shall not be deemed to have been satisfied in respect of the following degrees unless the candidate has attended not less than two-thirds of lectures (including tutorials) and practicals separately i.e. 66.66% separately, delivered in the College for the course of study in each semester – **66.66% attendance is compulsory for students to appear in the University of Delhi Semester Examination.**

B.A (Programme) and (Honours)

B.Com (Honours)

B.A(Honours) Music

B.Sc(Programme ) and (Honours)

(9) (i) In the case of a student who is selected as a member of the N.C.C. to participate in the annual N.C.C. Camps or is deputed to undertake Civil Defence work and allied duties or in the case of a student who is enrolled in the National Service Scheme and is deputed to various public assignments by or with the approval of the Head of the institution concerned or a student who is selected to participate in sports or other activities organized by the Inter-University Board or in national or international fixtures in games and sports approved by the Vice-Chancellor or a student who is required to represent the University at the Inter-University Youth Festival, or a student who is required to participate in periodical training in the Territorial Army or a student who is deputed by the College to take part in Inter-College sports or fixtures, debates, seminars, symposia or social work projects or a student who is required to represent the College concerned in debates and other extra-curricular activities held in other Universities or such other activities approved by the Vice-Chancellor for this purpose, in calculating the total number of lectures etc. delivered in the College, for his course of study in each academic year, *the number of lectures etc., in each subject delivered, during the period of absence for that purpose shall not be taken into account.*

(ii) *The Principal of a College* may consider, on the basis of the *Medical Certificates* produced, exceptionally hard cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, *could be excluded for purposes of calculation of attendance of the year* and decide each case on its own merits.

(b) A College shall notify on the notice board the final attendance position of each of its students within three days of the dispersal of the classes in the last session of the academic year. Not later than five days, thereafter, a student may, by an application to the Principal of the college, claim benefit of exclusion of lectures under sub-clause (a) above on grounds to be specified and *accompanied by the relevant documents*. All such applications submitted within time shall be considered and disposed of by the Principal of the College at least 3 days prior to the commencement of the examination, in which the student is intending to appear.

(c) *The benefit of exclusion of lectures contemplated in categories (i) or (ii) of sub-clause (a) above, either separately or jointly, shall in no case exceed 1/3 of the total number of lectures delivered.*

2 A (i) No person shall be deemed to have satisfied the required conditions in respect of his/her instructions, unless in addition to the requirements regarding attendance and other conditions, he/she has appeared and satisfied by his performance the Principal of his College in such tests, written and/oral, as may be held by him/her in his discretion. The Principal of the College shall have, and shall be deemed always to have had, the power to detain a student in the same class in which he/she has been studying or not to send him up for the University Examination, in case he did not appear at the tests aforesaid or his performance was not satisfactory.

(ii) The Principal of a College shall have power to strike off the name of a student who is grossly irregular in attendance in spite of warning, or when the absence of the student is for such a long period that he cannot put in requisite percentage of attendance.

**VIII (E) (i)** The scheme for Internal Assessment shall be applicable to the student admitted from the academic session 2003-04 onwards

(ii) Internal Assessment marks shall be shown separately in the Marks sheet issued by the University and these marks shall be added to the semester examination marks for determining the division of the student.

(2) 25% of the maximum marks in the each paper in undergraduate course shall be assigned for Internal Assessment and the remaining 75% marks for the University Examination. The time duration and other modalities of the semester Examination with respect to this 75 component shall remain as per existing schemes of examination for various undergraduate courses.

The distribution of Internal Assessment marks shall be as follows:

2. (ii)(a) Each student shall be assessed on the basis of written assignment. There shall be 10% weightage for written assignments. Each student shall be given at least one written assignment per paper in each semester.

(b) There shall be 10% weightage for test per paper in each semester.

(iii) There shall be 5% weightage for regularity in attending lectures and tutorials, in each semester and the credit for regularity in each paper, based on attendance, shall be follows:

Less than 67%	-	0 mark
More than 67% but less than 70%	-	1 mark
70% or more but less than 75%	-	2 marks
75% or more but less than 80%	-	3 marks
80% or more but less than 85%	-	4 marks
85% and above	-	5 marks

[Medical certificates shall be excluded while calculating credit towards marks to be awarded for regularity, though such certificates shall continue to be taken into account for the purpose of calculating eligibility to appear for examinations as per the existing provisions of Ordinance VII. 2.9.(a)(ii)]

(iv) There shall be a Moderation Committee for Internal Assessment in each department, discipline-wise, which shall comprise of the senior most teacher in the department, the present teacher-in-charge of the department and the previous teacher-in-charge of the department: provided that if, for any reason, the membership of the Committee falls below 3, the Principal of the College shall nominate suitable members from among the teachers of the department/college to fill the vacancies.

(5) (ii) There shall be a Monitoring Committee for Internal Assessment in every College, which shall be chaired by the Principal of the College and will be made up of the Vice-Principal (and in case there is no Vice-Principal, the Bursar), Secretary Staff Council, and two senior faculty members to be nominated by the Principal. This Committee shall be responsible for the entire process of Internal Assessment in the College, including redressal of grievances, if any.