



रामलाल आनंद कॉलेज

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SOP FOR IA AND CA

Version 1: Dated 25.07.2024

ASSESSMENT PATTERN OF COURSES BASED ON UNDERGRADUATE CURRICULUM FRAMEWORK (UGCF) – 2022 (NEP 2020) IMPLEMENTED FROM THE ACADEMIC YEAR 2022-2023.

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

The revised assessment pattern of VAC/SEC/AECC having practical of 1 credit or 2 credit having LTP- 1 0 1 or 0 0 2 are as follows

Total Credits	L	T	P	Continuous Assessment	Total
2	1	0	1	40	40
2	0	0	2	80	80

1. DSC, DSE, GE COURSES WITH 4 CREDITS (3 LECTURES + 1 TUTORIAL)

Marks Distribution: total 160

IA=30

CA=40

End Semester Theory Examination=90

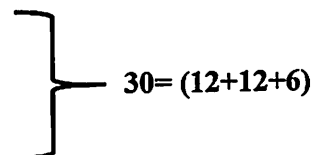
INTERNAL ASSESSMENT

MARKS DISTRIBUTION UNDER IA: 30 DIVIDED AS FOLLOWS:

12 marks- CLASS TEST

12 marks- ASSIGNMENT/PRESENTATION

6 marks- ATTENDANCE



- 2 Set of marks out of 25 each under Test to be uploaded on ERP (higher of the two will be counted towards final IA as CLASS TEST)

- 1 Set of marks out of 25 under Assignment/Presentation/Viva

(note: portal will automatically scale down final marks under each head to 12)

- 6 (Six) marks for attendance of lectures 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

Instructions for announcement/scheduling of IA through ERP Portal:

- Teacher In-charges to prepare/collate Paper-wise calendar of IA and CA for the entire department ensuring that **ASSESSMENT 1(TEST)** per paper is scheduled between week 4-6, **ASSESSMENT 2(TEST)** between week 8-10 and **ASSESSMENT 3(ASSIGNMENT/PRESENTATION)** between week 12-14.
- Announcement for the class test to be made at least one week in advance by the individual faculty.
- Announcement of the deadline for submission of assignment/ Presentation/ Viva with at least two weeks' time to the student.

CONTINUOUS ASSESSMENT

An objective assessment process has to be developed as a credit earned by a student for tutorial 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. For this, the process that will be followed is given as under:

MARKS DISTRIBUTION UNDER CA: 40 DIVIDED AS FOLLOWS:

20 marks- T1/ T2/ T4/ T5/ T9/ T10/ T11

15 marks- T3/ T6/ T7/ T8

5 marks- ATTENDANCE

} 40= (20+15+5)

20 marks- any one of the following to be uploaded on the ERP portal:

- T1 Literature review
- T2 Book review
- T4 Project activity (group)
- T5 Research cum presentation
- T9 Any creative production
- T10 Innovative Project
- T11 Any other scholastic work related to application of conceptual understanding of the subject.

15 marks- any one of the following to be uploaded on the ERP portal:

- T3 Movie review
- T6 Creative Writing/Paper writing
- T7 Group discussion
- T8 Problem Solving exercises

5 marks for attendance of tutorials to 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

2. DSC, DSE, GE COURSES WITH 4 CREDITS (3 LECTURES + 1 PRACTICAL):

Marks Distribution: total 160

IA=30

Practical Assessment=40

End Semester Theory Examination=90

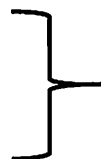
INTERNAL ASSESSMENT

MARKS DISTRIBUTION UNDER IA: 30 DIVIDED AS FOLLOWS:

12 marks- CLASS TEST

12 marks- ASSIGNMENT/PRESENTATION

6 marks- ATTENDANCE



30= (12+12+6)

- 2 Set of marks out of 25 each under Test to be uploaded on ERP (higher of the two will be counted towards final IA as CLASS TEST)

- 1 Set of marks out of 25 under Assignment/Presentation/Viva

(note: portal will automatically scale down final marks under each head to 12)

- 6 (Six) marks for attendance of lectures 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

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PRACTICAL ASSESSMENT:

20 marks- End Semester Practical Examination

10 marks- Viva

10 marks- CA (Marks will be awarded proportionate to the number of practical/activity done by the student in the class. There shall not be marks for attendance in Continuous Assessments for practical)

3. DSC, DSE, GE COURSES WITH 4 CREDITS (0 LECTURES + 4 PRACTICALS):

Marks Distribution: total 160

IA=0
Practical Assessment= 160
End Semester Theory Examination=0
NO Internal Assessment
NO End Semester Theory Examination

PRACTICAL ASSESSMENT:

80# marks- End Semester Practical Examination

40 marks- Viva

40 marks- CA (Marks will be awarded proportionate to the number of practical/activity done by the student in the class. There shall not be marks for attendance in Continuous Assessments for practical)

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.

4. DSC, DSE, GE COURSES WITH 4 CREDITS (1 LECTURE + 3 PRACTICALS):

Marks Distribution: total 160

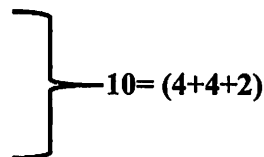
IA=10
Practical Assessment=120
End Semester Theory Examination=30

MARKS DISTRIBUTION UNDER IA: 10 DIVIDED AS FOLLOWS:

4 marks- CLASS TEST

4 marks- ASSIGNMENT/PRESENTATION

2 marks- ATTENDANCE



● 2 Set of marks out of 10 each under Test to be uploaded on ERP (higher of the two scores by the student will be counted towards final IA as CLASS TEST)

● 1 Set of marks out of 10 under Assignment/Presentation/Viva to be uploaded on the portal

(note: portal will automatically scale down final marks under each head to 4)

● 2 (Two) marks for attendance of lectures shall be distributed as follows:

- (a) More than 67% attendance but less than 70% attendance – 0.4 mark
- (b) More than 70% attendance but less than 75% attendance – 0.8 marks
- (c) More than 75% attendance but less than 80 % attendance – 1.2 marks
- (d) More than 80% attendance but less than 85% attendance – 1.6 marks
- (e) More than 85 % attendance – 2.0 marks

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- Announcement for the class test to be made at least one week in advance by the individual faculty.
- Announcement of the deadline for submission of assignment/ Presentation/ Viva with at least two weeks' time to the student.

PRACTICAL ASSESSMENT:

60 marks- End Semester Practical Examination

30 marks- Viva

30 marks- CA (Marks will be awarded proportionate to the number of practical/activity done by the student in the class. There shall not be marks for attendance in Continuous Assessments for practical)

5. DSC, DSE, GE COURSES WITH 4 CREDITS (2 LECTURES + 2 PRACTICALS):

Marks Distribution: total 160

IA=20

End Semester Theory Examination=60

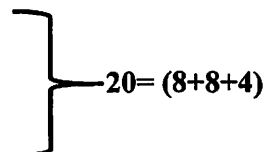
Practical Assessment=80

MARKS DISTRIBUTION UNDER IA: 20 DIVIDED AS FOLLOWS:

8 marks- CLASS TEST

8 marks- ASSIGNMENT/PRESENTATION

4 marks- ATTENDANCE



- 2 Set of marks out of 15 under Class Test to be uploaded on ERP Portal (higher of the two scores by the student will be counted towards final IA as CLASS TEST)
- 1 Set of marks out of 15 under Assignment/Presentation/Viva to be uploaded on the portal

(note: portal will automatically scale down final marks under each head to 8)

- 4 (Four) marks for attendance of lectures shall be distributed as follows:
 - (a) More than 67% attendance but less than 70% attendance – 0.8 mark
 - (b) More than 70% attendance but less than 75% attendance – 1.6 marks
 - (c) More than 75% attendance but less than 80 % attendance – 2.4 marks
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- Announcement of the deadline for submission of assignment/ Presentation/ Viva with at least two weeks' time to the student.

PRACTICAL ASSESSMENT:

40 marks- End Semester Practical Examination

20 marks- Viva-voce

20 marks- CA (Marks will be awarded proportionate to the number of practical/activity done by the student in the class. There shall not be marks for attendance in Continuous Assessments for practical)

6. SEC/ VAC/AEC COURSES WITH 2 CREDITS (1 LECTURE + 1 PRACTICAL)

Marks Distribution: total 80

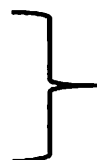
IA=10

End Semester Theory Examination=30

Practical Assessment=40

MARKS DISTRIBUTION UNDER IA: 10 DIVIDED AS FOLLOWS:

4 marks- CLASS TEST



4 marks- ASSIGNMENT/PRESENTATION

10= (4+4+2)

2 marks- ATTENDANCE

- 2 Set of marks out of 10 each under Test to be uploaded on ERP (higher of the two scores by the student will be counted towards final IA as CLASS TEST)
- 1 Set of marks out of 10 under Assignment/Presentation/Viva to be uploaded on the portal

(note: portal will automatically scale down final marks under each head to 4)

- 2 (Two) marks for attendance of lectures shall be distributed as follows:
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Announcement of the deadline for submission of assignment/ Presentation/ Viva with at least two weeks' time to the student.

PRACTICAL ASSESSMENT:

30 marks- Continuous Assessment (Marks will be awarded proportionate to the number of practical/activity done successfully by the student in the class as per stipulated time period. There shall not be marks for attendance in Continuous Assessments for practical)

10 marks- Continuous Assessment in the form of presentation/viva/quiz based on the practical/activity done during the course work

7. SEC/ VAC COURSES WITH 2 CREDITS (0 LECTURE + 2 PRACTICALS)

Marks Distribution: total 80

IA=0

End Semester Theory Examination=0
Practical Assessment=80

PRACTICAL ASSESSMENT:

60 marks- Continuous Assessment (Marks will be awarded proportionate to the number of practical/activity done successfully by the student in the class as per stipulated time period. There shall not be marks for attendance in Continuous Assessments for practical)

20 marks- Continuous Assessment in the form of presentation/viva/quiz based on the practical/activity done during the course work

8. SEC/VAC/AEC COURSES WITH 2 CREDITS (2 LECTURE + 0 TUTORIALS/ PRACTICAL)

Marks Distribution: total 80

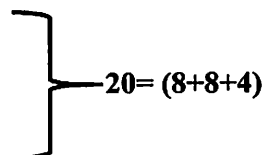
IA=20
End Semester Theory Examination=60
Practical Assessment=0

MARKS DISTRIBUTION UNDER IA: 20 DIVIDED AS FOLLOWS:

8 marks- CLASS TEST

8 marks- ASSIGNMENT/PRESENTATION

4 marks- ATTENDANCE



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IMPORTANT POINTS REGARDING INTERNAL ASSESSMENT (IA)

- 1. Rubrics/ Key of Assessment:** Each Faculty will prepare a key or detailed marking scheme for each assessment to be shared with students after the completion of the assessment and at the time of correction for transparency and objectivity. This needs to be filed along with assessment marks for future reference.
- 2. Deadline for Returning Assignments/ Tests/ Projects/ Practical Files:** All Assignments/Tests/Projects should be returned to the students. In case of **non-collection** of the same by the concerned student within one month from the uploading of marks on the ERP portal, it is to be submitted to the College office for disposal. Practical Files are to be retained for a period of one month after Practical Examination is conducted and similarly disposed of afterwards.
- 3. Timeline for each Assessment:** Students are allowed a period of one week after each assessment for rectification of marks, if any and other grievances.
- 4.** In case the student is still dissatisfied with the marks allotted to him/her, he/she can approach the Teacher in Charge of the concerned department, Chairperson of the Departmental Moderation Committee for resolution within a week.
- 5. Internal Assessment Schedule:** Internal Assessment Monitoring Committee notifies Internal Assessment Schedule for showing final assessment to the students at the end of each semester as per University of Delhi guidelines. Final Internal Assessments vetted by the students are submitted to the University after addressing grievances, if any.


Prof. Rakesh Kumar Gupta
(Principal)