श्री वेंकटेश्वर महाविद्यालय
(दिल्ली विश्वविद्यालय)
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+

Notification

Subject: Guidelines for Conduct of Internal Assessment and Continuous Assessment for Courses under UGCF-2022

There shall be Internal Assessment (IA) and Continuous Assessment (CA) under UGCF-2022. Various activities conducted under the IA & CA respectively are provided in Table- 1

Table-1

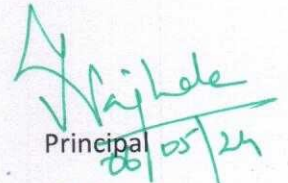| Type of Assessment	Type of Activity
Internal Assessment	Class tests, Assignments/ Presentations
Continuous Assessment (Activities that may be done as component of Tutorials)	Literature review, Book review, Movie review, Project activity (group), Research cum presentation, Creative Writing/Paper writing, 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.

2. Soon after the conduct of any of the components of Internal and Continuous assessment, the Teachers shall assess the same and show to the students the class test answer scripts, assignments, literature review, book review etc. within a week and resolve grievances if any. Delay in showing the marks does not augur well for their learning.

3. The Teachers shall keep the hard copy a) Attendance in Theory, Practical, Tutorial and b) Internal Assessment and Continuous Assessment Records of a particular course/paper till the results are declared by the University and all grievances regarding the same are resolved by the College.

4. In case of any grievance is reported by students w.r.t. Internal and Continuous Assessment Marks after submission IA & CA Marks in SAMARTH portal of University and/or after declaration of the results by the University, the rectification of Internal and Continuous Assessment Marks of students require submission of Original Hard Copy of:

   a) Attendance in Theory, Practical, Tutorial and
   b) Internal Assessment record
   c) Continuous Assessment record

5. The above documents have to be submitted to University Examination Branch in prescribed format with reasons for error, fixation of accountability for errors etc.

6. Our experience suggests that, rectification of IA &CA Marks is a herculean task and errors need to be avoided by all means. This requires careful Internal and Continuous assessment by Teachers and entry of moderated IA & CA Marks by Teachers in SAS portal and further onward entry in SAMARTH portal by Admin. Section.

7. The cooperation of all Teachers is solicited in submission of error free IA & CA records to the University.

D. Brahma Reddy
Convener
Monitoring Committee for IA

Principal 06/05/24

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaula Kuan, New Delhi-110021

To
All Teachers
Admin. Section