



दौलत राम कॉलेज

(दिल्ली विश्वविद्यालय)

Daulat Ram College

(University of Delhi)

NAAC 'A' Accredited

Website: www.dr.du.ac.in

2.5.1: Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

- Daulat Ram College follows **Ordinance VIII** of the University of Delhi (https://www.du.ac.in/uploads/new-web/10062022_University-Calendar-123-321.pdf) to efficiently conduct the Internal Assessment (IA) and the External Assessment of all the offered courses. Amendment to this ordinance was made to seamlessly implement the provisions of NEP 2020 related to higher education.
- As per **Ordinance VIII- E**, **25%** of the maximum marks for **theory papers** in the undergraduate courses are assigned for **Internal Assessment** and the remaining **75%** marks for the **End-term University Examination**. For **practical papers**, **50%** of the maximum marks are assigned for IA and **50%** for end-term exams.
- For **Internal Assessment**, the weightage is as follows:
 - **Class Test** = 10% of total marks
 - **Assignment/Presentations**= 10% of total marks
 - **Attendance**= 5% of total marks
- In each academic session, the Principal of college discusses the results and students performance of every course in departmental meetings.
- The college has a **tradition of Mid-Semester Exams**, which was affected due to Covid 19 pandemic challenges and staggered university calendar. The Mid semester Exams have started again from the academic session 2023.
- The students of the college are informed about the mechanism of their examinations through the University and college website, information booklet, orientation programmes and virtual apps.
- Students submit the assignments/term papers/answers to **reflect critical/analytical thinking** without resorting to **plagiarism**.





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- A **continuous and comprehensive assessment** through activities such as **presentations, group discussions, role play, quizzes, assignments/projects, paper writing, book review, etc.** enables teachers to assess the course outcomes and their suggestions help students to improve their understanding about the subject and overall performance.
- **Attendance** is an integral part of internal assessment. There is 5% weightage for regularity in attending lectures and tutorials and the marks assigned are as follows:
 - 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
- Internal assessment (IA) marks are shown to the students and counter signed by them. To maintain transparency of IA, the marks are uploaded on the college website (<http://dr.du.ac.in/internal-assessment.php>). The students who want to improve their performance or those who missed their Internal Assessment due to medical issues, or some unavoidable circumstances are given a chance to write the retest. **NSO and NCC cadets are exempted from attendance** and their IA is scheduled as per their convenience.
- A **Moderation Committee** at the departmental level is constituted under ordinance VIII consisting of the senior most teacher, present teacher in charge and previous teacher in charge which addresses the grievances (if any) and ensure uniformity in IA marking.
- At college level a **Monitoring Committee** is constituted which consists of the Principal, Vice-Principal, Staff Council Secretary, Bursar, and Teacher Program Committee Convenor for supervising and looking into the aberrations (if any) in the overall assessment by teachers.





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- **Practical examinations and External Theory examinations** for all the courses are conducted at the end of each semester according to the notifications uploaded on the University website:
 - Academic calendar (<https://www.du.ac.in/index.php?page=academic-calendar>)
 - Date sheet (<http://exam.du.ac.in/?Datesheet>)
- The Principal of college being the **ex-officio Superintendent** of all examinations appoints a **Deputy Superintendent** for timely and smooth conduct of these examinations.
- Internal and External examiners for **practical examinations** are appointed by the University. The external examiner evaluates the students on the basis of viva-voce while both the internal and external examiners evaluate the answer scripts. The final marks of practical examinations are uploaded on the Delhi University portal and the answer scripts are sealed and sent to the university on the same day. (Award sheet of practicals. The student information is blind.)
- Practical/IA marks are uploaded on the **e-Samartha portal** by the college administration before external exams. SEC, GE, VAC and AEC are continuously evaluated at the college level and marks uploaded on e-Samartha portal.
- Most of the college teachers are involved in the question paper setting for all the papers at university level. The examinations are held within the college premises and the answer scripts are sealed and submitted to the university by the college administration on the same day.
- The college provides **Scribe** facility for PwBD students and any student recommended by World University Service (WUS) Health Centre.
- All the college teachers are involved in the assessments of the answer scripts after the theory examinations are over at university designated evaluation centers.





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- The results of the external examinations are declared on the university website (<http://exam.du.ac.in/?Results>) from where students can download their mark sheets.
- To ensure the timely redressal of grievances related to the result of external theory exams, the University has provided a grievance redressal link on its website. The students can fill the online form (<https://www.du.ac.in/index.php?page=forms>) and pay the requisite fee. After the college verifies the form (attached with all relevant documents), the students submit it at the university examination branch for **re-checking/re-evaluation of answer script**. The result revised (if any) is again declared on the University website.
- The entire process is therefore time-bound and efficient.

