



# UNIVERSITY OF DELHI

## Examination Branch

Ref. No. Exam VII/Conduct/2021-2022/597  
Dated 29.10.2021

To  
The Dean/Head/Principal  
Director SOL/NCWEB

**Subject: Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field Work for the Academic session 2021-2022.**

Sir/Madam,

**The following procedure shall be followed for** conduct of Internal Assessment (IA,) Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field work which are required for completion before the conduct of Semester Theory Examinations November/December-2021.

- 1. Internal Assessment:** Instead of the three existing components of Internal Assessment viz Class Tests, Tutorial Test and Attendance, only one component defined i.e. internal assignments may be carried out for the current semester for this examination, except SOL as a special measure due to covid pandemic. Internal Assessment of the students should also be carried out using IT tools. Teacher should give the assignment to the students in the prescribed format via email/Google classroom etc. The student should submit the solved assignment to the teacher via email in a defined time. The top of the Assignment must have Program name, Semester, Title of paper and Name of the Student. After evaluation, respective teacher will submit the result of the same to the o/o the Principal of the college and to the o/o of the Head of the Department in the case of PG. Those who have already completed the process of internal assessment in the continuous form or as per existing rule in this regard are required to submit the same to the o/o the Principal of the respective college.
- 2. Examination of Practical Courses may be defined for UG and PG courses separately as follows:**

**For UG Courses:-** Based on Practical syllabus, the teacher will give the assignment to the student. The students would submit the solved assignment to the concerned teacher via email/the online teaching platform recommended by the teacher in a stipulated time period. The name of programme Semester, title of practical paper and name of the student should be mentioned at the top of the answer sheet by the student before submission.

Those who have done similar exercises during the conduct of online practical classes may use the assessment of practicals for a particular paper.



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**For PG Courses:-** The evaluation of Practical Examination wherever applicable, will be in the 100% continuous evaluation mode as per approved syllabus.

3. **Practical and Viva Voce, Oral (Moot Courts) Examinations** (wherever applicable): All such Examinations shall be conducted through Skype or other online teaching platform/meeting apps used by the teacher.
4. **Conduct of Internship/Apprenticeship for all semester/Term/year:** Following measures in the view of COVID-19 shall be undertaken by all concerned as required for the completion of degrees in professional/technical courses etc. (wherever applicable).
  - a) Students shall be allowed to take up online internship/activities including activities that can be carried out digitally or otherwise from home.
  - b) They can be engaged as interns in ongoing projects.
  - c) The date for start can be delayed.
  - d) The period of internship can be reduced clubbing with assignments etc.
5. Evaluation of Dissertations UG/PG programs (wherever applicable) is to be conducted based on written assignments. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/e-mails or other IT tools within a defined time period.
6. In the present scenario, appropriate measure has to be adopted to facilitate the UG/PG students pursuing Project/Dissertation. Accordingly review-based/secondary data based projects or software driven projects shall be accepted by the Faculty/Department/College instead of laboratory based experiments or experiments or field/survey based assignments to these students.

**Note: The above guidelines shall also be applicable for the students who have attended Faculty/Department/College for practicals in physical mode.**

All are requested to adhere to the above suggested guidelines to complete the above activities in time. Further, if the above activities have already been completed by your Faculty/Department/College/Teaching Centre, you are requested to immediately send the requisite data to the Examination Branch as per existing practice.

You may contact at telephone No. 011-27662832 and send any query by e-mail to [edpcell@exam1.du.ac.in](mailto:edpcell@exam1.du.ac.in) for any further clarification. The above activities should be completed latest by 14.12.2021.

  
O.S.D.(Examinations)

  
Dean (Examinations)