



दिल्ली विश्वविद्यालय  
UNIVERSITY OF DELHI

Ref. No. Dean(Exams)/  
Dated 13.05.2020

To  
The Dean/Head/Principal  
Director SOL/NCWEB

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**Subject: Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot courts) Apprenticeship, Internship, Field Work etc. for 2019-20.**

Sir/Madam,

The following procedure shall be followed for conduct of Internal Assessment, Practical, Viva-Voce, Projects, Oral (Moot courts), Apprenticeship, Internship, Field Work which are required for completion before the conduct of End Term Theory Examinations.

- **Internal Assessment:** Instead of the three existing components of Internal Assessment, viz., Class Tests, Tutorial Test and Attendance, only one component i.e. internal assignments will be carried out for the current semester. Internal assessment of the students should also be carried out using IT tools. Teacher should give the assignment to the students in prescribed format via e-mail. The student should submit the solved assignment to the teacher via e-mail in a defined time. The top of the Assignment Sheet 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 the Head of the Department in the case of Post Graduation. 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. Attendance component in IA shall be considered full for the lockdown period and benefit should be granted to all students while calculating IA for each paper as per the distribution of marks.
- **Examination of Practical Courses:** The evaluation of Practical Examination, wherever applicable, will be in the 100% continuous evaluation mode. For Laboratory paper, teacher should give the assignment based on Experiments already performed through e-mail to the students. The student should submit the solved assignment to the teacher via e-mail in a stipulated time period. The name of Program, 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.
- **Practical and Viva voce, Oral (Moot courts) Examinations:** For final and Intermediate semester/Term/Year students of all professional and technical programs, all such practical and viva voce as part of the requirements of the completion of degrees for final semester /Term/Year students should be conducted through Skype or other meeting apps.



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- **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 completion of degrees in professional/ technical course etc. wherever applicable:
  - 1) Students shall be allowed to take up online internship/ activities including activities that can be carried out digitally or otherwise from home.
  - 2) They can be engaged as interns in ongoing projects.
  - 3) The date for start can be delayed.
  - 4) The period of internship can be reduced clubbing with assignments etc.
- Evaluation of Dissertations of UG/PG programs is to be conducted by written assignments based on the work carried out by the students before the lockdown (i.e. March 20, 2020). Such evaluations are to be performed in the form of written assignments by the respective teacher through e-mails within a defined time period.
- In the present scenario, appropriate measure has to be adopted to facilitate the UG/PG students pursuing Projects/Dissertation, accordingly review-based/secondary data based projects or software driven projects shall be accepted by the college/ department instead of laboratory based experiments or field/ survey based assignments to these students.

All are requested to adhere to the above suggested guidelines to complete activities in time. Further, if the above activities have already been completed by your Faculty/Department/ College/Teaching Centre before closure of the University, 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 also send any query by e-mail to [edpcellexam@gmail.com](mailto:edpcellexam@gmail.com) for any further clarification. The above activities should be completed latest by 03.06.2020.

**Sd/-**  
**Dean (Examinations)**