

**INSTITUTE OF HOME ECONOMICS**  
**INTERNAL ASSESSMENT AND ATTENDANCE GUIDELINES 2024**

The Internal Assessment and attendance procedures for all UGCF courses at IHE is as per the guidelines that have been approved by the Competent Authorities under the UGCF 2022. The attendance requirement for continuous mode of assessment is as per Ordinance VII of the Ordinances of the University. All other guidelines have also been formulated in accordance with the Delhi University ordinances.

**INTERNAL ASSESSMENT**

**Theory**

1. The assessment pattern for courses of different credit distributions is provided in **Table – 1**.

**TABLE-1**

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	Total	
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.

2. Internal Assessment (IA) for the Theory component of each course shall consist of marks secured in Class tests, Assignments/ presentations and Attendance.

IA (25 marks): 10 marks Class tests; 10 marks Assignments/Presentations; 5 marks Attendance

IA (30 marks): 12 marks Class test; 12 marks Assignments/Presentations; 6 marks Attendance

3. Marks are given for attendance as a component of the Internal Assessment for all Theory courses as per the distribution below:

**Five marks for Attendance shall 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

**Six marks for Attendance 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

**Practicals**

3. There shall be **no marks for attendance** for practical as the college follows Continuous Assessments for practical. **All students will be marked for each practical in a continuous mode and no marks shall be given for file submission at the end of the semester.**

4. Practical marks for courses of total four credits, shall comprise of
- (i) continuous evaluation (25%),
  - (ii) end term practical examination (50%) and
  - (iii) viva-voce (25%).

Practical marks for courses of total two credits shall comprise of

- (i) continuous evaluation (25%),
- (ii) end term practical /written exam (50%) and
- (iii) viva-voce (25%)

**Tutorials**

5. (a) In any course where 01 credit is attributed to ‘Tutorial’, an objective assessment process has to be developed as a credit earned by a student 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.

(b) In view of the above, the components of Tutorial have been listed so that at least some of these activities (listed at point no. 6 below) may be picked up by a student, in consultation with the teacher, as per rules devised for this purpose. The activities conducted shall be assessed through continuous assessment.

6. (i) Some of the activities that may be done as component of tutorials are as follows:

- 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.

(ii) Further, out of forty marks allocated for Continuous Assessment of tutorial, five marks shall be for attendance, which shall 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

## ATTENDANCE

**Students may please note:**

- **The course-wise attendance of students will be calculated and displayed on the college website and the department notice boards in mid-semester and at the end of each semester.**
- **Students are expected to note the attendance and make-up in case falling short.**
- **Students are responsible for ensuring regular attendance. Any student with less than 66% attendance (all subjects combined) will not be permitted to sit for the exam at the end of the semester.**
- **Those falling short of attendance in a given semester will sign an undertaking regarding making up of attendance in following semester of that academic year as per the details given below in points 7-9.**

7. A candidate for the Semester I/III/V/VII Examination shall not be deemed to have satisfied the required conditions of attendance unless she has attended, *in all the subjects taken together*, not less than two thirds of the lectures/practical/presentations/tutorials required to be attended.

However, if she has less than 66% attendance but more than 40% attendance in all the subjects taken together, of lectures/practical/ presentations/tutorials during the respective semester, she may, at the discretion of the Principal of the College, be allowed to sit for the examination; but such a candidate shall be required to make up the deficiency at lectures and practical, in the next semester of the same academic year.

8. Similarly, a student of the II/IV/VI semester who does not fulfil the required conditions of attendance as above, but has attended in all the subjects taken together, not less than 40 per cent of the lecture/practical/presentation/ tutorials, held during the respective semester, may at the discretion of the Principal of the College, be allowed to appear at the ending examination provided that she makes up the deficiency of the said attendance by combining the attendance of the previous semester in the ensuing semester.

9. If a student of the IV/VI/VIII semester who seeks to exit with a Diploma/Bachelor's degree/ Bachelor's with Honours degree shall be allowed to appear at the IV/VI/VIII Semester Examination, as the case may be, if by combining the attendance of the two/three/four academic years as the case may be, the candidate has put in two-thirds of attendance, in all the subjects taken together, held during the respective years.

## EXTRA-CURRICULAR ACTIVITIES

**Students may please note:**

- **Students who participate in any ECA event need to obtain written permission from the faculty in-charge/Student advisor as well as Director of the college.**
- **The permission as well as a record of the dates of participation must be submitted to the student advisor within a week of the event. Permissions later than that will not be accepted.**
- **Attendance will be given to the student for a maximum of only one third of total number of lectures/practicals/presentation/tutorials delivered.**
- **Consideration for attendance will be provided only for participation in any event outside college and not for practice for the event.**  
*(Details explained in points 10 and 11)*

10. In the case of a student who is selected as a member of the NCC to participate in the annual NCC Camps or is deputed to undertake civil defence work or a student who is selected to participate in sports or other activities organized by the Inter-University board, Youth festivals or in national/international events or a student who is deputed by the College to take part in Inter-College sports, debates, seminars, symposia or social work projects or a student who is required to represent the College in debates and extra-curricular activities held in other Universities or such other activities approved by the Vice-Chancellor. In case of any such events, approval should be obtained from the event in-charge/Student advisor as well as Director of the college.

11. In case of the above, the number of lectures etc., in each subject delivered, during the period of absence and as approved by the Director for the above purpose, shall deemed to have been attended by the student. The benefit of exclusion of lectures, shall in no case exceed 1/3 of the total number of lectures/practicals/presentation/tutorials delivered.

## ABSENCE DUE TO MEDICAL REASONS

**Students may please note:**

- **In case of serious or prolonged illness, if a student misses classes, she should submit a medical certificate signed and stamped by a registered physician clearly indicating the registration number of the physician within one week of joining back to the Student Advisor.**
- **Based on the decision of the principal, the absence period may be relaxed for the calculation of attendance.**  
*(Details as per point 12)*

12. The Principal may consider, on the basis of the Medical Certificates produced, exceptional cases of students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period. For such cases, consideration would be given with a view to determine whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year. Each case would be decided on its own merit.