



**SHAHIED SUKHDEV COLLEGE OF BUSINESS STUDIES
(UNIVERSITY OF DELHI)**

MAY 21, 2020

STUDENT NOTICE
INTERNAL ASSESSMENT

1. As per the directive of the University of Delhi (Refer No Dean/Exam dated 13th May 2020), the attendance component in the Internal Assessment (IA) will be treated as full for the lockdown period and benefit would be granted to all students while calculating IA for each paper as per the distribution of marks.

The actual number of classes/tutes/practicals (deemed to have been held/attended) per paper (Core papers, SEC, DSE, AECC, GE) per week will be calculated for purpose of post lockdown attendance (except in case where paper has been taught by guest faculty)

2. The lockdown period attendance will be combined with the actual attendance of the student as recorded prior to lockdown/mid semester break (ie 6th March 2020).
3. The existing policy of granting waivers to students will be followed i.e. students with combined attendance (pre lockdown and post lockdown) of 66.67% will be entitled to get the benefit of waivers.
4. The University requires that a proof be maintained of all assignments/projects/practicals etc. undertaken for purpose of calculation of internal assessment.

In the light of the above all students are required to maintain a folder containing proof of the assignments/projects/practicals etc.

These may be required to be submitted at any time by the University. In your own interest you are required to maintain the proof till your results are declared.

5. The following timeline will be followed by the college for submission of internal assessment

Faculty to share Internal Assessment (out of 20) with the students and resolve all discrepancy	25/5/20 (latest)
Display of attendance on college website (with waivers)	25/5/20 (5 pm)
Resolving of discrepancy in attendance (with waivers), if any	27/5/20 (5 pm)
Display of attendance (with waivers) after resolving discrepancies	28/5/20 (5 pm)
Display of Internal Assessment (out of 25)	29/5/20
Resolving of discrepancy in internal assessment (out of 25), if any	30/5/20 (5 pm)
Display of Internal Assessment (out of 25) after resolving all discrepancy	1/6/20

NOTE: No request for resolution of any discrepancy will be accepted post the dates mentioned in the timeline above

Internal Assessment Monitoring Committee:

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