



## Attendance Rules

Classes are held for a minimum of 90 or preferably more days in each semester. Classes are arranged on Saturday(s)/Sunday(s) and other holidays also to make up for at least 90 days if it is not otherwise possible to meet the requirement. Each candidate is required to attend a minimum of 75% of the scheduled lectures/ tutorials/ practicals in each subject to become eligible to appear in University Examination for that subject. If a candidate fails to meet the attendance requirements, he/she stands debarred from appearing in the University Examination(s) in that specific subject(s).

## Evaluation System

### Theory

In case of theory subjects, 60% evaluation is external (by the IKG-PTU) and 40% of awards are based on in-house-continuing evaluation. The external evaluation means the End-Semester University Examinations. Internal evaluation is carried out by the subject teacher on the basis of continuous evaluation of the student through class tests, seminars, home assignments and class work/ tutorials including attendance. Two Mid-Semester Tests (MSTs) are conducted by respective

Departments during each semester. Higher Score is considered for the award of Sessional marks. The distribution of internal awards is as under:

- 24 marks are assigned to class tests
- 10 marks are assigned to assignments, tutorial sheets, seminars etc.
- 6 marks are assigned to attendance (75% attendance will get zero marks as it is the eligibility criteria and 100% attendance will fetch all 06 marks)

#### Parents-Teacher meet

- 2<sup>nd</sup> Wednesday of October
- 2<sup>nd</sup> Wednesday of March

### Practicals

In case of Practical, 40% weightage is given to the end Semester University Examination (Viva-Voce Exam) and 60% to the in-house internal evaluation. The End Semester practical is conducted by a board comprising one Internal and one External Examiner.

Internal Viva-Voce examinations are conducted to prepare the students to take the University examinations.

