

(UNIVERSITY OF DELHI) NAAC 'A' Accredited

Lady Shri Ram College for Women

University of Delhi

Supporting Documents for 2.5.1

Mechanism of internal assessment is transparent and robust in terms of frequency and mode

Lajpat Nagar, New Delhi - 110 024 Phone : 91-11-26434459, 45494949 Fax : 91-11-26216951 E-mail: lsrc@lsr.edu.in Website: www.lsr.edu.in



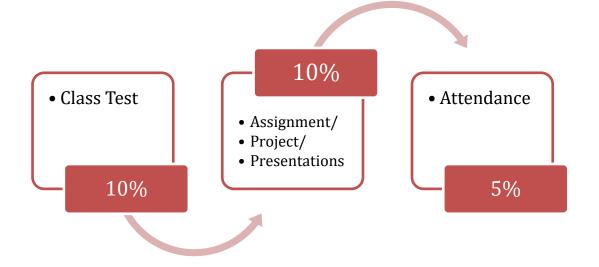
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As a constituent college of the University of Delhi, LSR follows the University rules and norms on Internal Assessment.

Till the outbreak of the pandemic, the University prescribed an evaluation formula for each course of study, as follows:

> 75% assigned for 25% assigned for the University Internal Assessment Examination

The distribution of the 25% marks assigned for internal assessment, was further divided as: 5%



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This formula has been modified since the shift to online classes. Attendance is no longer an aspect of internal assessment. Further, internal assessment is currently based on one test/assignment/project/presentation.

> LADY SHRI RAM COLLEGE FOR WOMEN LAJPAT NAGAR: NEW DELHI

> > November 04, 2020

NOTICE FOR INTERNAL ASSESSMENT

In view of the attached notice received from the University of Delhi, only one assignment is to be uploaded for Semester III / V. It will be of 25 marks.

The last date for uploading the data is 20th November, 2020.

Dr. Suman Sharma Principal



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Although currently, only one assignment per course is needed, more than one assignment is usually taken and the highest marks received across various assignments are considered as the final internal assessment for that course.

Faculty members design assignments in a variety of formats.

MCQs

Presentations

Group projects

Book/movie reviews

Essay writing

- Teachers explain the parameters by which they will grade the assignments
- Students are given adequate time to complete and submit these assignments
- Students are requested to inform their teachers in case they are unable to submit their assignment on the scheduled date. In case required, the teacher determines a fresh date for the submission.



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The College constitutes an Internal Assessment Committee to oversee all matters related to student assessment. Wherever needed, faculty or the Internal assessment committee members moderate the marks obtained by students.

Members of the Internal Assessment Committee

Wembers of the Internal Assessment Committee			
English	Dr. Maitreyee Mandal		
English	Dr. Himanshi		
Mathematics	Dr. Monika Singh		
Sanskrit	Dr. Pankja Ghai		
Psychology	Ms. Pamyaphy		
Economics	Ms. Himani Choudhary		
Economics	Mr. Kapil Dev Yadav		
Statistics	Mr Lalit Kumar		
Commerce	Dr. Sunaina Sardana		
Commerce	Dr. Indu		
Hindi	Dr. Renu Gautam		
History	Dr. Prabha Rani		
Computer Science	Dr. Ritu		
Sociology	Dr. Thuanbina Gangmei		
Political Science	Dr. Anita Bagai		
Political Science	Ms. Bhargavi Charan		
Philosophy	Dr. Lipi Saxena		
B.El.Ed	Dr. Jonaki Ghosh		
B.El.Ed	Ms. Shruti Chopra		



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Physical Education	Dr. Meenakshi Pahuja			
Journalism	Dr. Pushplata			
Link on website: https://lsr.edu.in/important-committees/				

Teachers are encouraged to complete the grading of assignments in a timely manner.

Internal Assessment Notice for uploading of marks > Inbox ×	•	Ø
Principal LSR <principal@lsrcollege.org> Wed, Apr 29, 2020, 12:32 PM to Savita, kusumgupta_lsr, Maninder, Sardana, Jyotsna, Arvind, Smriti, Kalyani, Tripti, Jonaki, deepika, Sujatha, Shruti, Pooja, Sushila, sushila, Divya, Shashi, Jayast Dear faculty members,</principal@lsrcollege.org>	4	:
All teachers are requested to upload the internal assessment marks by Monday, the 18th of May 2020. In case of shared papers the teacher ensure that both are loaded separately.	ers sho	ould
One Class Test Marks (Max.25) One Project Marks (Max.25)		
The TICs should ensure that marks for all the papers are loaded and verified.		
Sincerely,		
Dr. Sunaina Sardana, Dr. Savita Gopal Internal Assessment Committee Lady Shri Ram College for Women Lajpat Nagar, New Delhi – 110024 Tel.:01145494949, 26434459		



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The procedure of internal assessment explained with the help of a flowchart.

The Internal Assessment Committee of the College notifies the Faculty and Students about the Internal Assessment Requirements through a Notice

After discussing and notifying the IA marks to respective students, teachers upload the marks on the LSR Internal Assessment Portal (SmartProf)

Students check their marks on the Portal by logging in with their credentials, as provided by College.

In a stipulated time period they notify their teacher if there is any discrepancy in the marks.

If any discrepancy is noted:

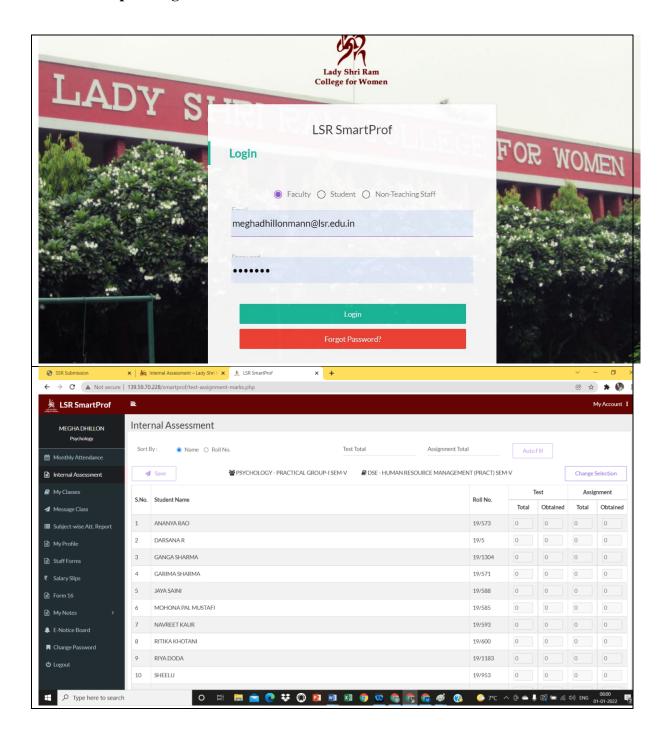
- a) Students contact the concerned teacher or send a list of grievances through the Class Representatives to the teacher highlighting the errors.
- b) The teacher checks the reported grievance and makes the correction in the portal, if needed. Or the teacher requests the officer in the administrative office to make the change.
- c) If the student is dissatisfied she can reach out to the IA committee.

Once all IA records have been verified and checked, the Administrative Offfice of the College forwards the marks to the University of Delhi



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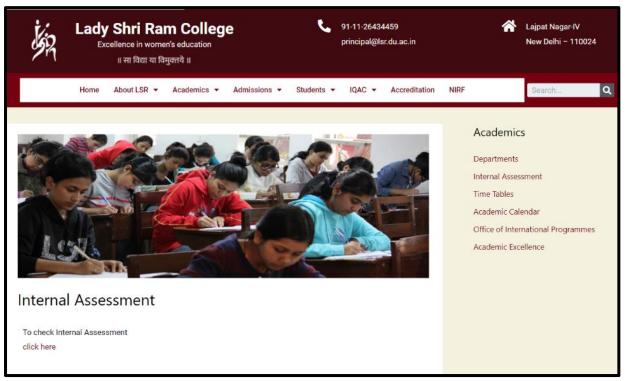
Portal for Uploading Internal Assessment marks.

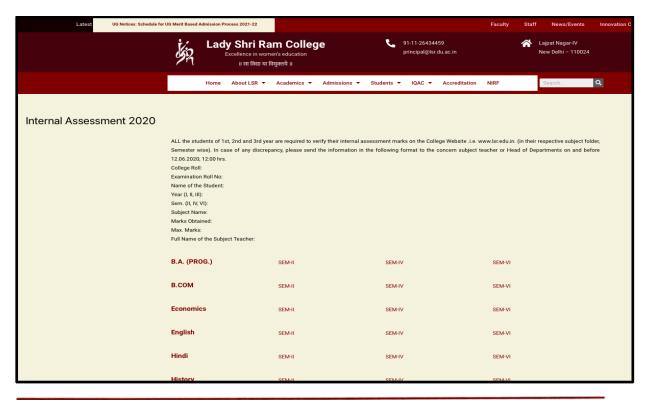




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Link for the Smart Prof Portal is available on the LSR Website.

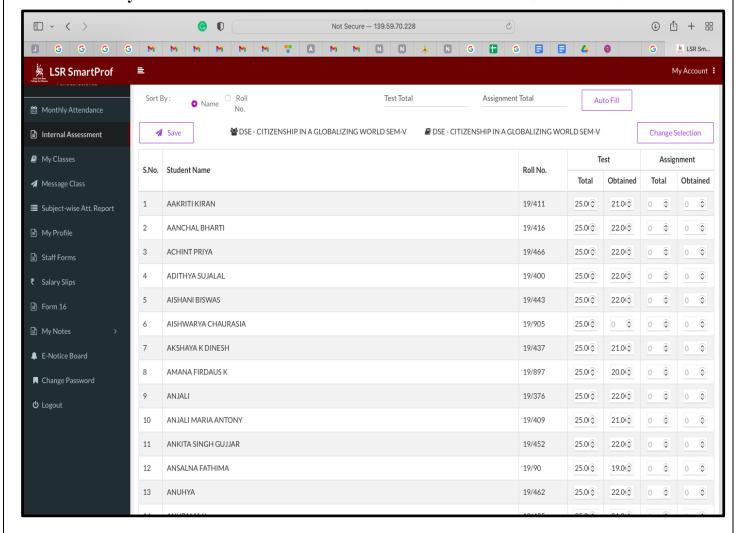






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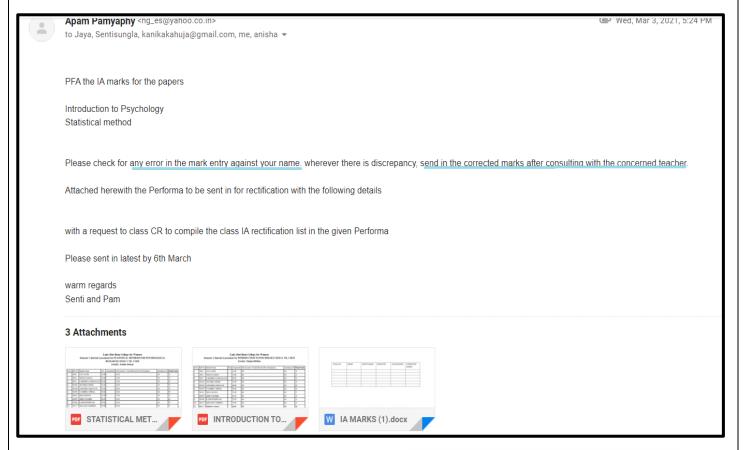
Visibility of marks for each course on the Portal



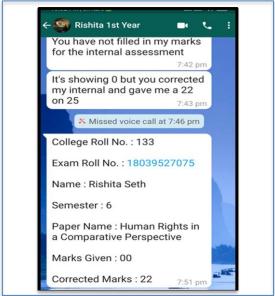


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Students are asked to check their marks.



Discrepancies can be reported to the concerned teacher directly or department assessment in-charge and rectified. Students may also contact their class representatives and send a list of such grievances to the teacher.





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Teachers can make the needed changes in the portal for Internal Assessment or can contact the administrative office to take required action.

