



## NORTH BENGAL ST. XAVIER'S COLLEGE

9<sup>th</sup> December, 2019

### Policy for Internal Assessment (IS)

This is to state that during the meeting of the Principal, Vice-Principals, Dean of Students and Head of Departments held on 9<sup>th</sup> December 2019 at 2.00 pm in the Principal's Ante chamber, the following resolutions were passed regarding the Academic matters of the college that,

- i) During the Odd Semesters (July- December) due to shorter duration, Two Internal Assessments will be conducted; however, in the Even Semesters (January-June), Three Internal Assessment will be conducted wherein best of two will be considered for final marking.
- ii) Unless specified by the university in the syllabus, departments should have the liberty to conduct at least one Internal Assessment which will be Written and the other/rest will be decided by the respective deptts.
- iii) In the total of 10 marks allocated for 2 ISs, the general marking should be from 7- 9 (with only some exceptionally good and deserving students getting full 10 marks while depts may decide to give lower than 7 marks to those who fair very poorly in both tests).
- iv) In attendance, students should be given 2-5 marks in commensurate with the actual attendance in class.
- v) HODs and Class teachers are expected to take initiative to deal with habitual absentees (much before the final count) and send the serious cases to the Vice-Principal (Administration).

Expecting wholehearted cooperation from one and all !

Fr (Dr) Lalit P. Tirkey SJ

Principal

