



**2.5.1**

# **Transparent and Robust Mechanism of Internal Assessment**

**Fourth Cycle NAAC Accreditation**

Submitted



THE NATIONAL ASSESSMENT AND  
ACCREDITATION COUNCIL

**AQAR – 2022-23, Digboi College, Digboi**

## **2.5.1.1 Weightage distribution for Internal Assessment**

## Mode of Assessment/ Assessment Tools (%)

<b>Internal:</b>	<b>20</b>	
Assignment /Presentation/ attendance/ Class room interaction/quiz etc:		10
Written Test for theory and/or Viva Voce for Laboratory:		10
<b>Final (End Semester):</b>	<b>80</b>	
Written Test for theory and/or Laboratory experiments:		80
<b>(Equal weightage to be assigned to each credit)</b>		

## Screenshot of syllabus for UG Programme showing IA weightage

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### Mode of Assessment/ Assessment Tools (%)

<b>In Semester:</b>	<b>40</b>	
Assignment /Presentation/ attendance/ Class room interaction/quiz etc.:		20
Written Test:		20
<b>End Semester:</b>	<b>60</b>	
Written Test:		60
<b>(Equal weightage to be assigned to each credit)</b>		

## Screenshot of syllabus for PG Programme showing IA weightage

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### • Examination, Evaluation & Progression:

- I. **Internal Assessment (IA):** 20% marks in each paper comprising –
  - 0.01: Two sessional tests (5% + 5%)
  - 0.02: Seminar, GD, Assignments, Lab works etc. (5%)
  - 0.03: Attendance in class (5%).

NB: i) A student failing to appear in IA is not eligible to appear in end-semester examinations.  
ii) There is no provision for repeat/betterment in IA.

## Screenshot of Prospectus showing IA weightage

## **2.5.1.2 Academic Calendar**



## ACADEMIC CALENDAR 2022-23 (May 2022- June 2023)

(Recommended by the Academic Board Meeting, Digboi College held on 25.04.2022)

Date(s)	Event(s)
5 <sup>th</sup> -9 <sup>th</sup> May 2022	1 <sup>st</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com.
17 <sup>th</sup> May 2022 (Monday)	Last date of notification of the marks of the 1 <sup>st</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com. in the departmental notice boards
	Counselling for the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com Students and Mid Semester Feedback Assessment
27 <sup>th</sup> -30 <sup>th</sup> May 2022	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion/ Assignment etc.
6 <sup>th</sup> -10 <sup>th</sup> June 2022	2 <sup>nd</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com.
20 <sup>th</sup> June 2022 (Tuesday)	Last date of notification of the marks of the 2 <sup>nd</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com. in the departmental notice boards
	Completion of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester Classes of the B.A./ B.Sc./B.Com Programmes
1 <sup>st</sup> -28 <sup>th</sup> July, 2022	End Sem Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com.
15 <sup>th</sup> July 2022 (Friday)	Observance of 58 <sup>th</sup> College Foundation Day
30 <sup>th</sup> July 2022 (Saturday)	Completion of the Admission Process to the B.A./B.Sc./B.Com. 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester and HS 2 <sup>nd</sup> & 1 <sup>st</sup> Yr ( Arts/Science/ Commerce) Classes
5 <sup>th</sup> -15 <sup>th</sup> August, 2022	End Semester vacation for the Teaching Staff of the Colleges
16 <sup>th</sup> August, 2022	Induction Programme for the HS 1 <sup>st</sup> Yr ( Arts/Science/ Commerce)
17 <sup>th</sup> August, 2022	Induction Programme for the 1 <sup>st</sup> Semester of the B.A./ B.Sc./ B.Com.
18 <sup>th</sup> August, 2022	Commencement of the 3 <sup>rd</sup> /5 <sup>th</sup> Semester Classes of the B.A./ B.Sc./ B.Com.
	Commencement of the HS 2 <sup>nd</sup> Yr ( Arts/Science/ Commerce) classes
22 <sup>nd</sup> August, 2022	Commencement of the 1 <sup>st</sup> Semester Classes of the B.A./ B.Sc./ B.Com.
	Commencement of the HS 1 <sup>st</sup> Yr ( Arts/Science/ Commerce) classes
24 <sup>th</sup> August, 2022	Induction Programme for the 3 <sup>rd</sup> Semester of the B.A./ B.Sc./ B.Com.
	Induction Programme for the HS 2 <sup>nd</sup> Yr ( Arts/Science/ Commerce)
25 <sup>th</sup> August, 2022	Induction Programme for the 5 <sup>th</sup> Semester of the B.Sc. & B.Com.
27 <sup>th</sup> August, 2022	Induction Programme for the 5 <sup>th</sup> Semester of the B.A.
13 <sup>th</sup> September, 2022	Fresher's Social, Felicitation & Award Ceremony
26 <sup>th</sup> -30 <sup>th</sup> September, 2022	1 <sup>st</sup> Sessional Exam of the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semesters classes of the B.A./B.Sc./B.Com.
	1 <sup>st</sup> Unit Test of the HS 1 <sup>st</sup> & 2 <sup>nd</sup> Yr ( Arts/Science/ Commerce) classes
15 <sup>th</sup> October, 2022	Election of Digboi College Student Union
10 <sup>th</sup> - 15 <sup>th</sup> November, 2022	2 <sup>nd</sup> Sessional Exam of the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semesters classes of the B.A./B.Sc./B.Com.
	2 <sup>nd</sup> Unit Test of the HS 1 <sup>st</sup> & 2 <sup>nd</sup> Yr ( Arts/Science/ Commerce) classes
16 <sup>th</sup> November, 2022	Completion of the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semesters classes of the B.A./B.Sc./B.Com.
17 <sup>th</sup> -20 <sup>th</sup> November, 2022	Preparatory Break for the 1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> End Semesters Examinations of the B.A./B.Sc./B.Com.
21 <sup>st</sup> Nov-31 <sup>st</sup> Dec, 2022	1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> End Semester Examinations of the B.A./B.Sc./B.Com.
1 <sup>st</sup> - 16 <sup>th</sup> January, 2023	Winter Semester Vacation
17 <sup>th</sup> January, 2023	Commencement of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester Classes of the B.A./ B.Sc./ B.Com.
	Commencement of the HS 1 <sup>st</sup> & 2 <sup>nd</sup> Yr ( Arts/Science/ Commerce) classes
17 <sup>th</sup> January, 2023 (Monday)	Commencement of Classes of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com.
	Commencement of the HS 1 <sup>st</sup> Yr ( Arts/Science/ Commerce) classes
23 <sup>rd</sup> & 24 <sup>th</sup> January, 2023 (Monday & Tuesday)	NAAC Peer Team Visit for 3 <sup>rd</sup> Cycle of Assessment of Digboi College
26 <sup>th</sup> January, 2023 (Thursday)	Celebration of Republic Day & Saraswati Puja
28 <sup>th</sup> , 29 <sup>th</sup> , 30 <sup>th</sup> January, 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> & 6 <sup>th</sup> February 2023	55 <sup>th</sup> Talent Development Week ( College Week)
20 <sup>th</sup> February-20 <sup>th</sup> March 2023	Final Examination 2023 for HS 2 <sup>nd</sup> Yr
21 <sup>st</sup> February 2023 (Tuesday)	Observance of International Mother Language Day 2023
28 <sup>th</sup> February 2023 (Tuesday)	Observance of National Science Day 2023
4 <sup>th</sup> March 2023 (Saturday)	Completion of the HS 1 <sup>st</sup> Yr ( Arts/Science/ Commerce) classes
8 <sup>th</sup> March 2023 (Monday)	Observance of International Women's Day 2023
13 <sup>th</sup> -17 <sup>th</sup> March 2023	1 <sup>st</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com.
15 <sup>th</sup> -31 <sup>st</sup> March 2023	Annual examination for HS 1 <sup>st</sup> Yr
27 <sup>th</sup> March 2023 (Monday)	Last date of notification of the marks of the 1 <sup>st</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com. in the departmental notice boards
	Counselling for the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com Students and Mid Semester Feedback Assessment
17 <sup>th</sup> April 2023 (Monday)	Commencement of the HS 2 <sup>nd</sup> Yr ( Arts/Science/ Commerce) Classes
18 <sup>th</sup> -20 <sup>th</sup> April 2023	Internal Assessment of the BA/ B.Sc./ B.Com Programmes through Seminar/ Group Discussion/ Assignment etc.
25 <sup>th</sup> -29 <sup>th</sup> April 2023	2 <sup>nd</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com.
5 <sup>th</sup> May, 2023 (Friday)	Last date of notification of the marks of the 2 <sup>nd</sup> Sessional Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com. in the departmental notice boards
	Completion of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semester Classes of the B.A./ B.Sc./B.Com Programmes
10 <sup>th</sup> May-15 <sup>th</sup> June, 2023	End Sem Exam of the 2 <sup>nd</sup> , 4 <sup>th</sup> & 6 <sup>th</sup> Semesters of the B.A./B.Sc./B.Com.

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**Number of Teaching & Working Days and Sundays & Holidays**

(January – June, 2023)

Month	Teaching days (for TDC)	Examination (for TDC)	Events	Sundays & Holidays
<b>January 2023</b>	17,18,19,20,21,23,24,25,27 (= 9 days)	Nil	26,28,29,30 (= 4 days)	16,22,29,31 (= 4 days)
<b>February 2023</b>	4,7,8,9,10,11,13,14,15,16,17, 18, 20,21,22,23,24,25,27,28 (= 20 days)	Nil	1,2,3,6, (= 4 days)	5,12,19,26 (=4 days)
<b>March 2023</b>	1,2,3,4,6,8,9,10,11,18,20,21, 22,23,24,25,27,28,29,30,31 (= 21 days)	13,14,15,16,17 (= 5 days)	Nil	5,7,12,19,26 (=5 days)
<b>April 2023</b>	1,3,4,5,6,8,10,11,12, 17,18,19,20,24 (=14 days)	25,26,27,28,29 (= 5 days)	Nil	2,7,9,13,14,15,16, 21,22,23,30 (= 11 days)
<b>May 2023</b>	2,3,4 (= 3 days)	End Sem Exam (=19 days)	Nil	1,5,7,14,21,28 (=6 days)
<b>June, 2023</b>		End Sem Exam (=13 days)	5 (= 1day)	4,11 (= 2 days)

**Month wise Total Working days & Total Sundays & Holidays**

(January – June, 2023)

<i>Month wise Total days</i>	<b>January 2023</b>	<b>February 2023</b>	<b>March 2023</b>	<b>April 2023</b>	<b>May 2023</b>	<b>June, 2023</b>	<b>Total Days</b>
<b>Total Working days</b>	12 days	24 days	26 days	19 days	25 days	15 days	<b>121 days</b>
<b>Total Teaching days</b>	9 days	20 days	21 days	14 days	3 days	--	<b>67days</b>
<b>Total Sundays &amp; Holidays</b>	4 days	4 days	5 days	11 days	6 days	--	<b>30 days</b>
<b>Vacations</b>	15 days	--	--	--	--	15 days	<b>30 days</b>

**LIST OF HOLIDAYS (January - June 2023)**

<u>Date (Day)</u>	<u>Festival</u>
14 <sup>th</sup> -16 <sup>th</sup> January, 2023 (Saturday—Monday)	Magh Bihu
26 <sup>th</sup> January, 2023 (Thursday)	Republic Day & Saraswati Puja
31 <sup>st</sup> January, 2023 (Tuesday)	Me-dam-Me-Phi
7 <sup>th</sup> March,2023(Tuesday)	Holi, Doljatra (Fakua)
7 <sup>th</sup> April, 2023 (Friday)	Good Friday
13 <sup>th</sup> —16 <sup>th</sup> April, 2022(Thursday—Sunday)	Bohag Bihu
21 <sup>st</sup> April, 2023 (Friday)	Sati Sadhani Divas
22 <sup>nd</sup> April, 2023(Saturday)	Id-Ul-Fitre
1 <sup>st</sup> May, 2023(Monday)	May Day
5 <sup>th</sup> May, 2023(Friday)	Buddha Purnima
29 <sup>th</sup> June, 2023 (Thursday)	Id-Uz-Zuha

  
**Principal**  
 Digboi College, Digboi  
 Principal, Digboi College

## **2.5.1.3 Routines of Sessional Exams**

# Samples of Sessional Exam Routines issued by the College

**DIGBOI COLLEGE, DIGBOI**  
**FIRST SESSIONAL EXAMINATION, SEPTEMBER, 2022**  
**B.A., B.SC., B.COM., 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> SEMESTER CLASS**  
**PROGRAMME**

Date & Day	1 <sup>st</sup> Semester B.A./B.Sc./B.com.		3 <sup>rd</sup> Semester B.A./B.Sc./B.com.		5 <sup>th</sup> Semester B.A./B.Sc./B.com.	
	9.00 A.M. – 10.30 P.M.	11.00 A.M. – 12.30 P.M.	9.00 A.M. – 10.30 P.M.	11.00 A.M. – 12.30 P.M.	9.00 A.M. – 10.30 P.M.	11.00 A.M. – 12.30 P.M.
26.09.2022 (Monday)	Ability Enhancement Subjects AECC1 & AECC2	***	***	Skill Enhancement Subjects SEC1	***	***
27.09.2022 (Tuesday)	***	Arts & Science – C1	Arts & Science -- C5.	***	Arts & Science – C11	***
	***	Commerce – C101	Commerce – C305	***	Commerce – C511	***
28.09.2022 (Wednesday)	***	Arts & Science – C2	Arts & Science – C6	***	Arts & Science – C12	***
	***	Commerce – C102	Commerce – C306	***	Commerce – C512	***
29.09.2022 (Thursday)	***	Arts & Science – GE1	Arts & Science – C7	***	Arts & Science – DSE-1	***
	***	Commerce – GE101	Commerce – C307	***	Commerce – DSE-501	***
30.09.2022 (Friday)	***	***	***	Arts & Science – GE3	Arts & Science – DSE-2	***
	***	***	***	Commerce – GE303	Commerce – DSE-502	***

*[Signature]* 19/9/22

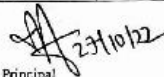
Principal  
Digboi College, Digboi  
**Principal**  
**Digboi College, Digboi**



**DIGBOI COLLEGE, DIGBOI**  
**SECOND SESSIONAL EXAMINATION, NOVEMBER, 2022**  
**B.A., B.SC., B.COM., 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> SEMESTER CLASS**

**PROGRAMME**

Date & Day	1 <sup>st</sup> Semester B.A./B.Sc./B.com.		3 <sup>rd</sup> Semester B.A./B.Sc./B.com.		5 <sup>th</sup> Semester B.A./B.Sc./B.com.	
	11.30 A.M. – 1.00 P.M.	1.30 P.M. – 3.00 P.M.	11.30 A.M. – 1.00 P.M.	1.30 P.M. – 3.00 P.M.	11.30 A.M. – 1.00 P.M.	1.30 P.M. – 3.00 P.M.
<u>10.11.2022</u> (Thursday)	***	Ability Enhancement Subjects AECC1 & AECC2	Arts & Science – C5 Commerce – C305	***	Arts & Science – C5 & C11 Commerce – C511	***
<u>11.11.2022</u> (Friday)	***	Arts & Science – C1 Commerce – C101	Arts & Science – C6 Commerce – C306	***	Arts & Science – C12 Commerce – C512	***
<u>12.11.2022</u> (Saturday)	***	Arts & Science – C2 Commerce – C102	Arts & Science – C7 Commerce – C307	***	Arts & Science – DSE-1 Commerce – DSE-501	***
<u>14.11.2022</u> (Monday)	***	Arts & Science – GE1 Commerce – GE101	Arts & Science – GE3 Commerce – GE303	***	Arts & Science – DSE-2 Commerce – DSE-502	***

  
 Principal  
 Digboi College, Digboi  
 Principal  
 DIGBOI COLLEGE

**DIGBOI COLLEGE::DIGBOI**  
**1<sup>ST</sup> SESSIONAL EXAMINATION, 2023**  
**2<sup>ND</sup>, 4<sup>TH</sup> AND 6<sup>TH</sup> SEMESTER B.A./B.SC./B.COM.**

**PROGRAMME**

Date & Day	9.00 A.M. to 10.30 A.M.	11.30 A.M. to 1.00 P.M.	2.00 P.M. to 3.30 P.M.
	6 <sup>th</sup> Semester	4 <sup>th</sup> Semester	2 <sup>nd</sup> Semester
	B.A./B.Sc./B.Com.	B.A./B.Sc./B.Com.	B.A./B.Sc./B.Com.
13.03.2023 (Monday)	Core Course – 13	Core Course – 8	All Generic Elective
14.03.2023 (Tuesday)	Core Course – 14	Core Course – 9	Core Course – 3
15.03.2023 (Wednesday)	DSE - 3	Core Course – 10	***
16.03.2023 (Thursday)	DSE - 4	All Generic Elective	Core Course – 4

Date : 02.03.2023



Principal,  
Digboi College, Digboi


Principal  
Digboi College, Digboi

DIGBOI COLLEGE::DIGBOI  
2<sup>nd</sup> SESSIONAL EXAMINATION, 2023  
2<sup>nd</sup>, 4<sup>th</sup> AND 6<sup>th</sup> SEMESTER B.A./B.SC./B.COM.

**PROGRAMME**

Date & Day	9.00 A.M. to 10.30 A.M.	11.30 A.M. to 1.00 P.M.	2.00 P.M. to 3.30 P.M.
	6 <sup>th</sup> Semester	4 <sup>th</sup> Semester	2 <sup>nd</sup> Semester
	B.A./B.Sc./B.Com.	B.A./B.Sc./B.Com.	B.A./B.Sc./B.Com.
25.04.2023 (Tuesday)	Core Course – 13	All Generic Elective	All Generic Elective
26.04.2023 (Wednesday)	Core Course – 14	Skill Enhancement Courses (SEC)	***
27.04.2023 (Thursday)	DSE - 3	Core Course – 8	Core Course – 3
28.04.2023 (Friday)	DSE - 4	Core Course – 9	***
29.04.2023 (Saturday)	***	Core Course – 10	Core Course – 4

Date : 11.04.2023

  
Principal,  
Digboi College, Digboi  
Principal  
Digboi College, Digboi

## **2.5.1.4 Notices issued by College Office regarding Internal Assessment**

OFFICE OF THE PRINCIPAL :: DIGBOI COLLEGE, DIGBOI

Memo No. Dig/Col/Notice/2022/139

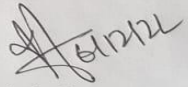
Date :-06.12.2022

**NOTICE**

All the HoDs/Senior Teachers are hereby requested to collect the Marks Foils of Internal Assessment marks of 1<sup>st</sup>, 3<sup>rd</sup> & 5<sup>th</sup> Semester B.A./B.Sc./B.Com. CBCS Examination, 2022 from the office of the Vice-Principal, Digboi College on or before 8<sup>th</sup> December, 2022.

The Internal Assessment Marks of all Examinations (both theory & practical including SEC) to be uploaded and verified by the respective HoDs/Senior Teachers in the Vice-Principal's chamber in assistance with Mr. Poban Kamar, Asstt. Professor, Deptt. of Computer Science & Application as per schedule given below:

Date & Time	1 <sup>st</sup> , 3 <sup>rd</sup> & 5 <sup>th</sup> Semester B.A./B.Sc./B.Com. (both theory & practical including SEC)
14.12.2022 From 10.00 A.M.	Deptt.: 1.Mathematics 2.History 3.Geography 4.Electronics 5.Hindi 6.Nepali
15.12.2022 From 10.00 A.M.	Deptt.: 1.Physics 2.Education 3.Assamese 4.Bengali
16.12.2022 From 10.00 A.M.	Deptt.: 1.Chemistry 2.Economics 3.Philosophy 4.English
17.12.2022 From 10.00 A.M.	Deptt.: 1.Botany 2.Political Science 3.Rural Development 4.Computer Science
19.12.2022 From 10.00 A.M.	Deptt.: 1.Zoology 2.Commerce 3. Library & Information Sc. (SEC) 4. Travel & Tourism Management (SEC)

  
Principal  
Digboi College, Digboi

Principal  
DIGBOI COLLEGE

**OFFICE OF THE PRINCIPAL : DIGBOI COLLEGE : DIGBOI.**

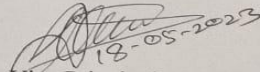
Memo No. Dig/Col/Notice/2023/60

Date :- 18.05.2023

**NOTICE**

All the HoDs of Digboi College are hereby requested to collect the **Internal Assessment marks Foil of B.A., B.Sc. & B.Com. 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> Semester, 2023** from the office of the undersigned on **19.05.2023** and the same to be submitted, verified and uploaded in the Dibrugarh University Portal in assistance with Mr. Poban Kamar, Assistant Professor, Dept. of Computer Science & Application as per the schedule given below:

<b>Date &amp; Day</b>	<b>Subjects</b>
<b>29.05.2023 Monday</b>	Assamese, English, Hindi, Bengali, Commerce, Education & Rural Development
<b>30.05.2023 Tuesday</b>	Physics, Chemistry, Mathematics, Zoology, Botany, Electronics & Computer Science & Appl.
<b>31.05.2023 Wednesday</b>	Political Science, Economics, History, Philosophy, Geography & All SECs.

  
18-05-2023

Vice Principal  
Digboi College, Digboi

**Vice - Principal**  
**Digboi College, Digboi**