

## Procedure of Internal Assessment Marks for CAL-C Courses

1. The procedure for collating the **Internal Assessment (IA)** marks awarded to the students is outlined in the succeeding paragraphs.
2. The student must submit assignments in each subject per semester to the CAL-C Centre. Class Performance & assignment will be considered for grading for IA by CAL-C Centre. The IA will be of 20% marks of the main theory paper, 15% for assignment + 05% marks for class performance.
3. Centre Heads of CAL-C Centres will award marks to the students based on the assignments submitted by them during the respective semester + class performance. The marks would then be tabulated and forwarded in the form of soft copy in a CD, along with the hard copy duly signed, stamped and dated so as to reach our office at the time of submission of semester term examinations record to the **CAL-C Head Office, Chandigarh**.
4. Sending both the soft copy and the hard copy of the assessment as per format below is mandatory. Failure to do so will result in withholding of the results.
5. Mandatory to pass by scoring 40% or above in theory paper i.e. 80 out of 32 is required to pass in each respective subjects of the course.
6. IA marks statement will only be accepted once and subsequent dispatches or amendments will not be accepted.
7. In the event of any difference in IA marks between the hard and soft copy, only the marks in the soft copy will be considered for declaring the results.
8. All the records related to IA i.e. assignment, class tests etc must be maintained at the CAL-C Centre atleast for a period of 1 year after the declaration of the results and the same must be made available to the CAL-C Head Office or its representative as and when demanded.

### INTERNAL ASSESSMENT FORMAT

CAL-C COMPUTER EDUCATION, \_\_\_\_\_

Internal Assessment & Practical Marks List for SESSION: FEB/ AUG Year: 200\_\_

1. Examiners Name: \_\_\_\_\_ 2. Course Code: \_\_\_\_\_  
3. Subject Code: \_\_\_\_ 4. Subject Name: \_\_\_\_\_

Sr No	Registration No.	Name	Paper Code	Assignment 15	Class Performance 05	Total Internal Assessment (IA) Marks 20

Signature of the Examiner: \_\_\_\_\_ Signature of the Center Head (With Seal): \_\_\_\_\_