

RULES, GUIDELINES & REGULATIONS PERTAINING TO EVALUATION

1. HOUSE EXAMINATIONS & MID-TERM EVALUATIONS

- 1.1. The college conducts mandatory Mid-Term House Examinations during each academic semester. Attendance and participation in these internal tests are compulsory for all enrolled students.
- 1.2. Absence from house exams without prior written approval from the Principal will result in a zero mark, directly affecting the final Internal Assessment submission.

2. INTERNAL ASSESSMENT CALCULATION RULES

- 2.1. Internal Assessment (wherever prescribed by Panjab University ordinances) is calculated strictly out of the assigned weightage (typically 10% or 20%) using the following split criteria:
 - a) House Examination Performance: 50% weightage
 - b) Attendance Patterns (Above 75%): 30% weightage
 - c) Assignments, Class Seminars, and Conduct: 20% weightage
- 2.2. The compiled internal assessment logs will be displayed openly on the departmental notice boards for student review before final online transmission to Panjab University.

3. EXAMINATION CONDUCT & UNFAIR MEANS POLICY (UMC)

- 3.1. Students must reach the designated examination hall 15 minutes before the scheduled start time. No entry will be permitted after 30 minutes of commencement.
- 3.2. Possession of mobile phones, smartwatches, or any electronic communication equipment inside the evaluation room is treated as a major offense.
- 3.3. Cases involving cheating, copying, or any Unfair Means (UMC) will be referred immediately to the Institutional Examination Disciplinary Committee for strict punitive actions, up to rustication.