



ISLAMIA COLLEGE OF SCIENCE AND COMMERCE,
SRINAGAR, KASHMIR - 190 002
UGC AUTONOMOUS (NAAC ACCREDITED GRADE-A)

No. ICS/ 1140-45/T-25/02
Dated: 29/6/2022

Sub: Guidelines for Continuous Assessment for Academic year 2022 onwards
Ref: Minutes of meeting of Committee for evolving innovative mechanism of conduct of continuous assessment for students of various streams held on 26-5-2022 and 6-6-2022

Order No: 149
Dated: 29/6/2022

Continuous assessment was introduced in 2020 as an academic excellence measure and it was decided that a series of tests T1 to T6 every fortnight shall be conducted. A visible change in student attendance and academic delivery was marked.

Subsequently to improve upon the assessment system a revisit was necessitated. For the same an internal Committee was formed.

Now in the light of Committee recommendation and in student interest, it is hereby ordered that Continuous Assessment from year 2022 onwards shall be as detailed hereunder:

No. of tests to be conducted for:

Four credit paper	Three credit paper	Two credit paper
04 (T1 - T4)	03 (T1 - T3)	02 (T1 and T3)

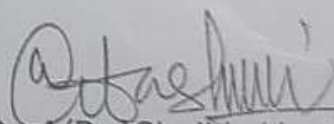
- ✓ Each test will be conducted for each credit (unit) of the course.
- ✓ Each test will be of 15 marks which will be subsequently normalised.
- ✓ 70% attendance is mandatory in a subject. Under no circumstances shall a student with low attendance be allowed to appear in the test unless there is some valid and genuine reason. Under these situations, the student has to provide genuine justification through production of valid documents that too well in advance before the concerned HOD/Dean faculties/Convenor AEC.
- ✓ The concerned teacher should mark the attendance of examinees in a separate attendance sheet in order of their Class roll Numbers. The absentees should be marked with red pen.
- ✓ While uploading the awards on LMS, a teacher should ensure the use of only NUMERIC KEYS while entering marks of students. The rows of award sheet corresponding to the absentees should be left BLANK.

T1-T4 Test series mechanism:

Test	Mode of Test
T-1	Subjective
T-2	Multiple answer type (MCQ based)
T-3	Active learning/ flip mode examination
T-4	Subjective

- ❖ The process of assessment should be carried on in a manner that encourages better student participation and rigorous study.
- ❖ Every reasonable effort should be made to ensure that all continuous assessment work is completed, marked and submitted by following prescribed time-line.
- ❖ Anyone who misses all of the tests shall not be retested during that calendar year, except with prior approval from the undersigned.
- ❖ In case of a student who has failed to appear in a test on a scheduled date, it shall be deemed that the student has dropped the test. However, in case of a student who has requisite attendance but could not take the test on scheduled date due to genuine reasons, such a candidate may appeal to the concerned teacher for a retest. Concerned teacher shall decide about the genuineness of the case and decide to conduct special test to such candidates on the date fixed by the concerned teacher but well before the date of completion of T-4 for the concerned semester. The awards of such cases should be kept by the concerned teacher and uploaded before the time of submission of T4 awards. (A separate window will be provided for this purpose as per the need). Any student failing to appear in T4 till the time limit of T4 award submission shall not be given any retest.
- ❖ No request for a late submission of awards will be accepted.

This is issued subject to approval of College Academic Council.


Prof.(Dr.)Sheikh Ajaz Bashir
Principal