

GOVERNMENT OF MANIPUR
OFFICE OF THE PRINCIPAL
JIRI COLLEGE, JIRIBAM, MANIPUR

OFFICE ORDER

Jiribam, 25/07/2026

Subject: *Guidelines for the Conduct of Internal Assessment under the Four-Year Undergraduate Programme (FYUP) 2026.*

In pursuance of Clauses 25, 26 and 27 of the Admission and Examination Regulations of the Four-Year Undergraduate Programme (FYUP), and in order to ensure transparency, fairness, consistency and uniformity in the conduct of Internal Assessment, the following guidelines shall be followed by all Departments of Jiri College with immediate effect.

1. In-Semester Written Examination (15 Marks):

- 1.1 An In-Semester Written Examination carrying **30 marks** shall be conducted by the College for a duration of **one (1)** hour before the commencement of the End Semester Examination.
- 1.2 The marks obtained by a student in the written examination shall be proportionately converted from 30 marks to 15 marks for the purpose of Internal Assessment.

Illustration:

- $30/30 = 15/15$
- $24/30 = 12/15$
- $15/30 = 7.5/15$

2. Seminar/Presentation/Demonstration (10 Marks):

- 2.1 Every Department shall conduct a Seminar, Presentation, or Demonstration carrying 10 marks for all students enrolled in the respective course(s).
- 2.2 The Seminar / Presentation / Demonstration shall be organised and conducted by the concerned Department in accordance with the academic requirements of the course and the evaluation criteria prescribed by the University/College. Each student shall be allotted a maximum of **ten (10) minutes** for the Seminar/Presentation/Demonstration, followed by an interaction/question-and-answer session, wherever considered necessary by the evaluators.
- 2.3 To ensure impartiality, transparency, and academic quality in the evaluation process, the Principal, Jiri College, shall nominate one External Expert from an allied discipline to participate in the assessment of the Seminar/Presentation/Demonstration for the concerned course or subject.
- 2.4 The faculty member nominated under Clause 2.3 shall be a regular faculty member of Jiri College belonging to the related or allied subjects or discipline, as determined and approved by the Principal, Jiri College.
- 2.5 The evaluation shall be carried out jointly by the Course Teacher and the nominated External Expert. The marks awarded shall be recorded in the prescribed format (Annexure-I) and submitted to the Examination Committee within the stipulated period.

3. Attendance (5 Marks):

Attendance carrying 5 marks shall be awarded strictly in accordance with the attendance norms prescribed by the University and adopted by the College from time to time.

4. Pass Criteria:

The Internal Assessment shall carry a total of 30 marks, distributed as follows:

Component	Marks
In-Semester Written Examination	15
Seminar/Presentation/Demonstration	10
Attendance	5
Total	30

A student shall secure not less than 40% (12 marks out of 30) in the Internal Assessment to qualify in this component or examination.

The End Semester Examination shall carry 70 marks, and a student shall secure not less than 40% (28 marks out of 70) in the End Semester Examination to qualify, subject to the regulations of the University.

5. General Instructions:

- 5.1 All Heads of Departments shall ensure that the Internal Assessment is conducted in a fair, transparent, and time-bound manner.
- 5.2 The schedule for the In-Semester Written Examination and Seminar / Presentation / Demonstration shall be notified well in advance by the concerned Department or by the Examination Committee with the approval of the Principal.
- 5.3 All assessment records, attendance sheets, evaluation rubrics, and mark statements shall be maintained by the concerned Department for verification and audit purposes.
- 5.4 Any matter relating to the conduct of Internal Assessment not specifically covered under this Notification shall be decided by the Principal in accordance with the relevant University regulations.

All Heads of Departments, faculty members, and students are hereby directed to comply with the provisions of this Office Order in letter and spirit.



(Rajkumari Sanachaobi Devi)

Principal

Jiri College, Jiribam, Manipur

Copy to:

1. IQAC, Coordinator.
2. All Heads of Departments.
3. Examination Committee.
4. College Website.

Principal
Jiri College, Jiribam
Manipur

**Table: Consolidated Evaluation Sheet for Seminar / Presentation / Demonstration for Internal Assessment: (10 marks)**

Sl. No.	Name	Roll No.	Subject knowledge and Understanding		Content Organization and Relevance		Presentation Skills & Communication		Final / Average (10 marks)
			Expert (10 m)	Teacher (10 m)	Expert (10 m)	Teacher (10 m)	Expert (10 m)	Teacher (10 m)	
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									
17.									

Course Teacher

Name:
 Department:
 Signature:
 Date:

Expert Details:

Name:
 Department:
 Signature:
 Date: