



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

OFFICE NOTICE

Jiribam, 3rd September 2026

In continuation of the Office Order No. 57/JC/ON/2026 dated 25/07/2026 regarding the Guidelines for the Conduct of Internal Assessment under the Four-Year Undergraduate Programme (FYUP) 2026, it is hereby notified that the Seminar/Presentation for the 1st Semester FYUP 2026 students of Jiri College shall be conducted as per the following schedule.

Sl. No	Date	Course	Time
1	22 September 2026	Major - 1	10:00 AM onwards
2	23 September 2026	Minor – 1	10:00 AM onwards
3	24 September 2026	SEC – 1	10:00 AM onwards
4	25 September 2026	MDC – 1	10:00 AM onwards
5	26 September 2026	AEC – 1	10:00 AM onwards

All students enrolled in the respective courses are required to participate in and present the Seminar/Presentation on the date scheduled for their course.

As the Seminar/Presentation forms an essential component of the Internal Assessment and carries 10 marks out of the prescribed 30 marks of Internal Assessment, failure to participate/present may result in the student not fulfilling the prescribed Internal Assessment requirements.

Students are therefore directed to take the Seminar/Presentation seriously and ensure their presence and participation on the scheduled date. Any matter concerning absence or non-participation shall be dealt with in accordance with the applicable rules and regulations of the University/College.

All Heads of Departments and concerned faculty members are requested to ensure the smooth and timely conduct of the Seminar/Presentation.

(Rajkumari Sanachaobi Devi)

Principal
Jiri College, Jiribam
Principal
Jiri College, Jiribam
Manipur

Copy to:

1. IQAC, Jiri College.
2. All Heads of Departments, Jiri College (for wide circulation among faculty's, students and necessary compliance).
3. Guard file.
4. Notice Board / Website.

INSTRUCTIONS TO STUDENTS

All students are hereby informed to strictly follow the instructions given below:

- 1. Mandatory Participation:** The Seminar / Presentation is a mandatory component of the Internal Assessment and carries **10 marks**. All students enrolled in the respective courses must participate and make their presentation.
- 2. Date and Reporting Time:** Students shall appear for the Seminar/Presentation according to the schedule notified and shall report to the concerned Department before **10:00 AM** on the scheduled date.
- 3. Duration of Presentation:** Each student shall be allotted a **maximum of 10 (ten) minutes** for the Seminar/Presentation. An interaction/question-and-answer session may include wherever considered necessary by the evaluators.
- 4. Preparation of Presentation:** Students shall prepare their Seminar/Presentation according to the academic requirements of the concerned course/subject and the instructions given by the respective Course Teacher/Department.
- 5. Evaluation:** The Seminar/Presentation shall be evaluated jointly by the Course Teacher and the nominated External, as prescribed in the Office Order.

The evaluation shall take into consideration:

- Subject knowledge and understanding;
- Content organization and relevance; and
- Presentation skills and communication.

- 6. Attendance and Punctuality:** Students must be present on the scheduled date and **remain available throughout the Seminar/Presentation** programme of their respective course.
- 7. Absence/Non-Participation:** Participation in the Seminar/Presentation is mandatory for all students. Any student who remains **absent or fails** to make the prescribed presentation shall **not be permitted** to undertake the **examination form fill-up process or appear in the End Semester Examination**. However, in exceptional/special cases involving valid and satisfactory grounds, the Principal may permit the student to complete the Seminar/Presentation or otherwise consider the matter on a case-to-case basis.
- 8. Examination Process:** Since the Seminar/Presentation is a component of the Internal Assessment, students are advised to complete it as prescribed before proceeding with the subsequent examination formalities. The Internal Assessment carries a total of 30 marks, comprising 15 marks for the In-Semester Written Examination, 10 marks for Seminar/Presentation/Demonstration, and 5 marks for Attendance.
- 9. Responsibility of Students:** It shall be the responsibility of every student to:
 - Know the date and schedule of his/her presentation;
 - Prepare the presentation properly;
 - Report to the concerned Department on time;
 - Follow the instructions of the Course Teacher/Evaluators; and
 - Complete the Seminar/Presentation as part of the Internal Assessment.
- 10. General:** Any matter not specifically covered under these instructions shall be dealt with by the Principal/Examination Committee in accordance with the relevant University regulations. The Office Order also directs all concerned to comply with the Internal Assessment provisions in letter and spirit.