

**OFFICE OF THE DEAN OF UNIVERSITY INSTRUCTION
PANJAB UNIVERSITY, CHANDIGARH**

Dated :4.6.2020

Subject: Internal Assessment

Panjab University authorities have taken note of the issues concerning internal assessment. The students have either started with / are continuing with their assignments/ project work / summer training / internship etc. It becomes responsibility of the respective departments / Centres / Institutes, in general, and teachers/Chairpersons, in particular, to assist these students in successful completion of their ongoing assignments etc., so that they do not suffer academically and their internal assessment is submitted to the concerned office of the University on time.

All the Chairpersons / Directors /Coordinators / Faculty members are therefore advised to facilitate all such students towards successful completion of their assignments/project work/summer training/internships etc. relating to the projects already sanctioned by the companies either through "work from home mode" or in projects/assignments assigned under the mentorship of the faculty as "online internship" which can be undertaken from their respective homes. Wherever feasible, it is advised that students may also be engaged in the projects being undertaken by the departments / Centers /Institutes.

In order to facilitate the preparation of Internal Assessment, all Chairpersons/ Directors / Coordinators / Faculty are advised to hold the meetings of their BOS/JAAC, as per the requirement, and take decision regarding the mode of preparing Internal Assessment, in the interest of students, without any delay.

Further, in order to streamline the students' assignments / project work / summer training / internships etc., for the purpose of evaluation, concerned Chairpersons / Directors / Coordinators/Faculty are requested to undertake the above said methods of evaluation at the earliest, so as to get the final result compiled without delay, after due approval of the Board of Studies / JAAC.

Decisions of the respective departments / Centers / Institutes etc. arrived at in BOS / JAAC may be conveyed to the office of DUI and Internal Assessment be submitted to the office of Controller of Examinations as per the schedule released by the said Office.

Dean of University Instruction

Issued/emailed to:

**All Chairpersons/ Directors/Coordinators
Teaching Departments**

