Office of the Principal

Kalaguru Bishnu Rabha Degree College

(Affiliated to Bodoland University and Accredited with 'B' Grade by NAAC)

Orang, Udalguri, B.T.R., Assam, PIN-784114

Ref. No. -KBRDC/FYUGP-IA/50/2026 *Date-08/10/2026*

STANDARD OPERATING PROCEDURE (SOP)

Guidelines for Internal Assessment

It is hereby informed to all concerned that, pursuant to the decisions adopted in the **Academic Council Meeting held on 05/10/2026**, the following guidelines shall be followed for the conduct and evaluation of **Internal Assessment**:

1. Sessional Examination

A **Sessional Examination of 20 marks** shall be conducted in the **first week of November** for each paper, **except SEC, AEC and IDC**.

The marks obtained in the Sessional Examination shall be **scaled down/adjusted to 10 marks** for the purpose of Internal Assessment.

2. Home Assignment

A **Home Assignment carrying 15 marks** shall be conducted for all **Minor and VAC papers**.

The questions/topics for the Home Assignment shall be provided to the students **before the Puja Vacation**, with adequate time for completion and submission.

3. Seminar Paper and Presentation

A **Seminar Paper carrying 15 marks** shall be conducted for all **Major papers**.

Each student shall be required to make **at least one paper presentation in the classroom**, as per the schedule to be notified by the concerned Department.

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4. MCQ Test

An **MCQ-based Class Test carrying 15 marks** shall be conducted in the classroom **on or before 12/10/2026**.

5. Assessment of 15 Marks

For the purpose of awarding **15 marks under Internal Assessment**, the marks obtained under **Home Assignment, Seminar/Paper Presentation, and MCQ Test**, as applicable, shall be considered and averaged accordingly.

6. Overall Distribution of 30 Marks

The **30 marks allotted for Internal Assessment** shall be distributed as follows:

Component	**Marks**
Sessional Examination	10
Average of Home Assignment / Seminar / MCQ Test, as applicable	15
Attendance	05
Total	**30**

7. General Instruction

All concerned Departments, teachers and students are requested to strictly adhere to the above guidelines and schedule for the smooth and effective implementation of the Internal Assessment process.

This SOP shall come into effect for the Internal Assessment process as decided by the Academic Council of K. B. R. Degree College, Orang



(Dr. Dhruba Jyoti Sarmah)
Vice-Principal
K.B.R.D. College

Copy to-
1. Principal, KBRD College for information
2. IQAC, KBRD College for documentation
3. Examination File
4. All the Heads of the Department
5. Notice Board