



Minutes of the Meeting

Date: 4th December 2025

Venue: Online

Agenda: To plan and finalise the guidelines for internal and external assessment of the Research Component for Semester VII

Proceedings:

The following points were discussed:

- As per DU notification, the last date to submit Research Component marks is 15th January 2026.
- The window for Internal and External Assessment for our students will be from 25th December 2025 to 9th January 2026.
- Students must submit three duly signed Monthly Progress Reports by 20th December 2025 to the concerned administrative staff.
- Internal Assessment will be conducted by the SRC of each department in association with Supervisors/ACRs.
 - Presentation duration: 8–10 minutes
 - Marks distribution:
 - Projects & Dissertation: 200 marks
 - Translation Work: 170 marks
- External Assessment will consist of a presentation and viva voce. For External Assessment, TICs, in consultation with Supervisors/ACRs, will arrange the External Examiner. Viva Voce Board will be formed by the TIC. As per DU notification, the board will consist of:
 - One External Subject/Domain Expert
 - Supervisor and Co-supervisor (if any)
 - One member from SRC/RCC (preferably from a different discipline to assess clarity of cross-disciplinary communication)
- The SRC will forward the total marks to the appointed administrative staff for uploading on the portal.
- Evaluation Sheet Template will be prepared and shared.



- A formal email must be sent from the Principal's Office informing students about:
 - Submission of three Progress Reports by 20th December 2025
 - Requirement to prepare an 8–10 minute presentation of their research work
 - The Assessment Window (exact dates to be communicated by the respective TIC)
 - Students who have not contacted their supervisors and have not submitted any reports will not be permitted to appear for Internal and External Assessment.

Members Present

- Dr. Rachna Sethi
- Dr. Sangeeta Dodrajka
- Dr. Navin Dua
- Dr. Ushveen Kaur
- Ms. Jasmit Kaur
- Dr. Vaibhav Puri
- Dr. Tarvinder Kaur
- Dr. Paramjit Kaur