



श्री वेंकटेश्वर महाविद्यालय  
(दिल्ली विश्वविद्यालय)  
Sri Venkateswara College  
(University of Delhi)  
NAAC Grade A+



Monday, 29<sup>th</sup> April, 2024

**Immediate**

**NOTIFICATION**

**Subject: Schedule for Submission of Internal Assessment (IA) and Continuous Assessment (CA) Marks for Semester II, IV, (UGCF 2022) & Semester VI (CBCS-LOCF) of May-June Examinations 2024-reg.**

Sl. No.	Description	Last Date
1	Completion of Internal Assessment (IA) and Continuous Assessment (CA) by Teachers.	Friday 10 <sup>th</sup> May
2	Display of physical Copy of Moderated Internal Assessment (IA), Continuous Assessment (CA) Marks in prescribed format on Department Notice Board.	Saturday 11 <sup>th</sup> May
3	Resolving Student Grievances regarding Moderated Internal Assessment (IA), Continuous Assessment (CA) Marks by concerned Teacher and Department Moderation Committee.	Monday 13 <sup>th</sup> May
4	Obtaining Signature of Students on Physical Copy of Moderated Internal Assessment (IA), Continuous Assessment (CA) Marks by each Teacher after resolving IA & CA grievances.	Tuesday 14 <sup>th</sup> May
5	Entry of Moderated Internal Assessment (IA) and Continuous Assessment (CA) marks in SAS portal ( <a href="https://sas.svc.ac.in/">https://sas.svc.ac.in/</a> ) of College by Teachers.	Wednesday 15 <sup>th</sup> May
6	Submission of Student signed Hard Copy of moderated Internal Assessment (IA) and Continuous Assessment (CA) record by the Teacher (s) concerned to the office of the Section Officer (Administration).	Thursday 16 <sup>th</sup> May
7	Finalization of Internal Assessment (IA) and Continuous Assessment (CA) by College Monitoring Committee for Internal Assessment.	Friday 17 <sup>th</sup> May
8	Uploading of the Internal Assessment (IA) and Continuous Assessment (CA) and Practical Marks data in University portal.  Further, the office of the Section Officer (Administration) shall submit the hard copy of final report of the Internal Assessment Marks to the EDP Cell, (Examination Branch), University of Delhi on or before 5.00 p.m., 20 <sup>th</sup> May, 2024 positively.	on or before 5.00 p.m., Monday 20 <sup>th</sup> May, 2024

In view of the above, all the Teachers/Teacher(s)-in-Charge/Coordinators of the Departments/Programmes are requested 1) to complete the Internal and Continuous Assessment work of their Courses/Department/Programme in time as stated above and 2) Conduct the practical examinations in consultation with the Teachers of the Department from 12<sup>th</sup> to 20<sup>th</sup> May, as per University Academic Calendar revised Notification dated 9<sup>th</sup> November 2023 for AY 2023-2024. Your cooperation is most solicited in accomplishing the task.

D. Brahma Reddy  
Convener  
Monitoring Committee for IA

PRINCIPAL  
29/4/24.