



అరుమల అరుపతి దేవస్థానములు

శ్రీ వేంకటేశ్వర కళాశాల  
శ్రీ వేంకటేశ్వర మహావిద్యాలయ

**SRI VENKATESWARA COLLEGE**  
**(UNIVERSITY OF DELHI)**

**NAAC Grade A+**



Up Dated 2<sup>nd</sup> December, 2024

Internal Assessment Monitoring Committee (IAMC)

**NOTIFICATION**

**Subject: Duties & Responsibilities of Teachers, Department Moderation Committee (DMC), and Internal Assessment Monitoring Committee (IAMC) w.r.t. Internal Assessment & Continuous Assessment of Semester(s) I/III/V held from August 2024 to December 2024.**

**I. The Teachers:**

- 1) Shall identify students who have not submitted the Internal Assessment (class test, assignment) and Continuous Assessment and remind them for immediate submission.
- 2) Shall show the Internal Assessment & Continuous Assessment marks (Excluding Practical Marks) to the students and address their grievances if any.
- 3) Shall submit the Internal Assessment & Continuous Assessment marks list to Department Moderation Committee (DMC) for moderation.
- 4) Shall enter the moderated Internal Assessment & Continuous Assessment marks in the ERP-SAS portal of the College.
- 5) Shall submit the original hard copy Internal Assessment & Continuous Assessment marks list duly signed by the members of DMC to the concerned dealing assistant in Admin. Section.
- 6) Shall not submit the hard copy of IA&CA marks list to dealing assistants without the signature of the members of DMC.

**II. The Department Moderation Committee (DMC):**

- 1) Shall receive the Internal Assessment & Continuous Assessment marks list from the Teachers.
- 2) Shall focus on students who are awarded ZERO marks/ marked ABSENT and ascertain that there's no error on the part of Teachers.
- 3) Shall address the grievances received from the students regarding Internal Assessment & Continuous Assessment in a time bound manner.
- 4) Shall moderate the Internal Assessment & Continuous Assessment marks appropriately.
- 5) Shall append the signature on the moderated Internal Assessment & Continuous Assessment marks list and return it to Teachers.

**III. The Internal Assessment Monitoring Committee (IAMC):**

This Committee shall be responsible for the entire process of Internal Assessment in the College, including redressal of grievances, if any. The same Committee shall also look into the process of Continuous Assessment and redress grievances, if any. The Committee's instructions/guidelines have to be followed by all concerned in letter & spirit to complete the work in a time bound manner. As per clause 5 (ii) of Ordinance VIII-E of the Ordinances of the University of Delhi amended from time to time w.r.t Internal Assessment, the following Monitoring Committee is Constituted.



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श्री वैकटेश्वर महाविद्यालय

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**A. Composition of IAMC**

- i. Prof. V. Ravi- Principal – Chairperson
- ii. Prof. K. Chandramani Singh, Vice Principal (and in case there is no Vice- Principal, the Bursar),
- iii. Mr. D. Brahma Reddy, Secretary of Staff Council as Convenor
- iv. Dr. Mamta Arora
- v. Prof. M.K. Sukla
- vi. Dr. Nandita Narayanasamy
- vii. Prof. Sharda Pasricha

**B. Functions of IAMC**

1. Verification of IA & CA Marks Records

- i. Shall monitor the submission of IA&CA marks record by Teachers to Dealing Assistants as per schedule.
- ii. Shall send gentle reminders to those do not submit in time.
- iii. Shall verify whether Department Moderation Committee (DMC) members have appended their signature on the IA & CA marks record of each course of each Programme submitted by Teachers.

2. Redressal of Student Grievances w.r.t. IA & CA

The IAMC Shall address student grievances, in a time bound manner to ensure that changes in IA & CA marks are entered in SAMARTH PORTAL before the record is printed for Student's signature.

3. Submission of IA & CA Marks Records in SAMARTH/ Examination Branch (by IAMC)

- i. Shall monitor submission of Course wise/ Programme wise IA & CA Marks complete in all respects in SAMARTH PORTAL by Dealing Assistants.
- ii. Shall obtain the print out of the above and get the signature of students on the SAMARTH PORTAL generated record with the help of Teachers during Core exams.
- iii. Shall ensure submission of all the student signed Programme wise IA & CA marks records in Examination Branch in time.



Convenor  
Internal Assessment Monitoring Committee



Principal

ప్రధానాచార్య  
Principal

Copy to: All TiCs, All Teachers, Admin. Section & Staff Room Notice Board

శ్రీ వేంకటేశ్వర మాహావిద్యాలయ  
Sri Venkateswara College  
दिल्ली विश्वविद्यालय / University of Delhi  
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21