



1961 - 2021

**Sri Venkateswara College  
(University of Delhi)**

Ref No: SVC/Admn/2022/P/

22<sup>th</sup> April, 2022

**NOTIFICATION**

**Subject: Conduct of Internal Assessment (IA) Examinations 2022-regarding**

**(I) Schedule of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2021-2022.**

The following schedule for submission of the Internal Assessment Marks for semester IV and VI (2021-22) is being notified for all concerned:

S.No	Description	Last Date
1.	Completion of Assignment/Class Test etc. in the college.	26 <sup>th</sup> April, 2022
2.	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	28 <sup>th</sup> April, 2022
3.	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	30 <sup>th</sup> April, 2022
4.	Submission of Total Internal Assessment Records, in the prescribed format available on the College Website <a href="http://www.svc.ac.in">www.svc.ac.in</a> (Internal Assessment Records May-June, 2022) completed in all the respects by the teacher (s) concerned, duly validated by the students and moderated by the Departmental Moderation Committee to the office of the Section Officer (Administration) or via e-mail to <a href="mailto:principal@svc.ac.in">principal@svc.ac.in</a> for the needful.	2 <sup>nd</sup> May, 2022
5.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	4 <sup>th</sup> & 5 <sup>th</sup> May, 2022
6.	Updating if any the Internal Assessment data online, as per university software, within the stipulated period. Further, the office of the Section Officer (Administration) shall submit the final report (hard copy of the Internal Assessment Marks to the EDP Cell, (Examination Branch), University of Delhi on or before 18 <sup>th</sup> May, 2022 positively.	9 <sup>th</sup> May, 2022

In view of the above, all the teachers-in-charge of the concerned departments are requested to prepare a schedule for practical examinations in consultation with the teachers of the department and inform the students of their courses well in advance under intimation to the principal.

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(II) **DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT (Semester IV and VI Examinations, May-June, 2022)**

The following Departmental Moderation Committee on Internal Assessment is notified for information of all concerned.

S.No.	Department	Departmental Moderation Committee Members
1.	Bio-Chemistry	Dr. Meenakshi Kuhar, Dr. Nimisha Sinha and Dr. Kameshwar Sharma YVR.
2.	Electronics	Dr. Neeru Kumar, Dr. Sunita Jain and Dr. Nutan Joshi.
3.	Physics	Dr. Pratima Vyas, Dr. Narender Kumar and Prof. K. Chandramani Singh.
4.	Botany	Dr. Kalyani Krishna, Dr. Shukla Saluja and Dr. Sunila Khurana.
5.	Zoology	Dr. Anita Verma, Prof. Vartika Mathur and Prof. Om Prakash.
6.	Chemistry	Mr. H.C. Tandon, Prof. Sanjay Kumar and Dr. Vibha Saxena.
7.	Mathematics	Ms. Shakuntala Wadhwa, Dr. Deepti Jain and Prof. Swarn Singh.
8.	Statistics	Prof. Veena Budhreja, Prof. M.K. Shukla and Ms. Pratibha Gaur.
9.	Biological Sciences	Dr. Ravindra Polishetty (Coordinator), Dr. Anita Verma and Dr. Shukla Saluja.
10.	Commerce	Dr. S. Venkata Kumar, Dr. Shruti Mathur and Dr. Mamta Arora.
11.	English	Prof. Ratna Raman, Ms. Rupleena Bose and Mr. Nikhil Yadav.
12.	Hindi	Prof. Richa Mishra, Dr. Mukul Sharma and Dr. Jitendra Veer Kalra.
13.	Sanskrit	Dr. Punita Sharma, Dr. Urvi Agarwal and Dr. Kanwar Singh.
14.	Economics	Dr. M. Padma Suresh, Mr. D. Brahma Reddy and Mr. S. Krishna Kumar.
15.	History	Prof. Nirmal Kumar, Prof. Vandana Joshi and Mr. M. Jeevan.
16.	Political Science	Dr. Namita Pandey, Dr. Jita Mishra and Dr. Arup Singh.
17.	Sociology	Dr. Geeta Jayaram Sodhi, Dr. Abhijit Kundu and Mr. S.C. Mohapatra.
18.	B.A.(Programme)	Dr. R.K. Yadav (Coordinator) and the Teacher-in-Charge of the respective departments.

The above said committee will receive the Internal Assessment from the Faculty Members of the respective departments and complete the moderation work for all the courses/papers as per schedule already announced.

The Grievance, if any, received from the students regarding Internal Assessment (including Assignment Marks, Class Test/presentation and Class Attendance) will be addressed by the Departmental Moderation Committee.

Any change brought to the notice of the committee after 9<sup>th</sup> May, 2022 will be forwarded to the University and the decision of the University shall be final.

**(III) INTERNAL ASSESSMENT MONITORING COMMITTEE (Semester IV and VI Examinations, May-June, 2022)**

The following Monitoring Committee for Internal Assessment has been constituted. The committee shall function with immediate effect, till further orders.

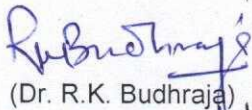
1. Prof C. Sheela Reddy, Principal-Chairperson
2. Dr S. Venkata Kumar (Vice-Principal)
3. Dr R.K. Budhraj (Secretary, Staff Council & Coordinator/Convener)
4. Dr M. Padma Suresh (Senior Faculty Member)
5. Dr Neeru Kumar, Senior Faculty Member.

The above committee shall meet on 04<sup>th</sup> and 5<sup>th</sup> May, 2022 at their convenience.

**(IV) INSTRUCTIONS**

- 1) All the Faculty Members are requested to submit a soft as well as hard copy of Total Internal Assessment Awards in respect of all the students admitted to various undergraduate courses available in the college, in the prescribed formats duly filled in and complete in all aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 02<sup>nd</sup> May, 2022 positively. The above said formats are available on the College Website [www.svc.ac.in](http://www.svc.ac.in) (Internal Assessment Records May/June, 2022).
- 2) The Teachers-in-Charge of the respective departments are requested to consult all the teachers of their departments and ensure that all the students have submitted their assignments. Those students who have not submitted their assignments may be asked to submit the same immediately. Further, the students who fail to submit their assignment(s) within the stipulated period, shall be marked as ABSENT. The following points are to be remembered by the teacher(s) of the respective Paper(s) while submission of Internal Assessment (IA) Marks:
  - a) ABSENT and ZERO are not the same and must be indicated clearly. Further, no entry of Internal Assessment Format should be left blank.
  - b) When a student is ABSENT in a paper, no marks are to be awarded for the same and should be marked as 'AB'.
  - c) It may be noted that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other reason which deemed to be fit, he/she may be given a chance to undertake the Class Test again within a week, on his/her written request to the concerned Teacher or Teachers-in-Charge of the department. Similar chance may be given to the student (s) to submit the Assignment (s) who missed to submit it in time.
- 3) The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Internal Assessment Marks after displaying the same on the College Notice Board/College Website. The faculty member of the subject concerned must ensure that the Internal Assessment marks have been validated by the students of the class. The Teachers-in-Charge of the respective departments should ensure that all the teachers of the department have submitted the Internal Assessment records duly moderated by the Departmental and Central Moderation Committee, to the Administration Section.

- 4) It may be noted that the University reserves the right to scrutinize some or all the Original Records of Answer Scripts and Award List (s) for Assignment (s), Class Test (s) and Semester Examinations (wherever applicable) of any paper in any course in the College. Thus, all faculty members are requested to preserve above mentioned records positively for a period of three years or till the degree is issued by the University whichever is earlier. The college/university may ask for submission of the above documents whenever required.
- 5) All are requested to adhere to the above suggested guidelines to complete the above activities in time. Active cooperation of one and all shall highly be appreciated.



(Dr. R.K. Budhraj)

Convener, Central Monitoring Committee



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Sri Venkateswara College  
(University of Delhi)

Dhaura Kuan, New Delhi-110021



Copy forwarded for information and necessary action to:

- a) Teachers-in-Charge/Coordinators of the respective departments,
- b) Administrative Officer,
- c) Section Officers (Administration & Accounts),
- d) Dealing Assistants (Administration & Accounts),
- e) All concerned, College Notice Board/College Website/File.



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Ref No.: SVC/Admn/2022/P/

22<sup>nd</sup> April, 2022

**NOTIFICATION**

**Subject: Evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System.**

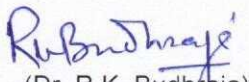
It is notified for information of all concerned that in pursuance to the instructions of the University the evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System (CBCS) shall be undertaken by the respective colleges where they are being taught and the teacher responsible for the conduct of Learning of the AECC and SEC shall be responsible for the evaluation.

Wherever an AECC Paper or SEC Paper is shared amongst more than one teacher, the total scripts shall be divided amongst each teacher in toto i.e. there shall be no question wise shared evaluation by those teachers sharing any AECC or SEC Paper. Further, the concerned teachers are informed that before uploading/submitting the final marks of their respective AECC or SEC Paper on the University portal, are advised to recheck the scripts for any omission in the form of any question not being evaluated or totaling errors, which may lead to the marks being not properly recorded.

It is pertinent to mention here that, the aggrieved student, on account of such wrong recording of marks is not allowed any redressal i.e. revaluation/ rechecking for any these AECC or SEC Paper as per University regulations. Therefore, all the teachers may ensure the correct and proper entry of marks so that the student may not suffer.

In view of the above, all the teachers of the respective department are requested to mail necessary information, to the undersigned for further necessary action.

An active cooperation of one and all shall highly be appreciated.

  
(Dr. R.K. Budhraj)

Convener, Central Monitoring Committee

  
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Ref No: SVC/Admn/2022/P/

22<sup>nd</sup> April, 2022

**NOTIFICATION**

**Subject: Notification regarding Admit Card in respect of Delhi University Semester Examinations May-June, 2022**

This is for information of all the students of Undergraduate and Postgraduate courses appearing for the Semester Examinations to be conducted by the University of Delhi in May-June, 2022. The following instructions are being notified for their compliance:

1. The Admit Card will be available on the Delhi University Website ([www.du.ac.in](http://www.du.ac.in)). Please note that this is a provisional Admit Card, subject to fulfilling all eligibility requirements as prescribed by the college/university. For further details, please visit the Delhi University website regularly for updated information.
2. On receipt of Admit Card please check that the options of the papers mentioned thereupon are same as were filled in the examination form. You shall be permitted to appear only in the papers/subjects that are mentioned on the Admit Card.
3. The students appearing in the Delhi University Semester Examinations are advised to note that the UPC/Paper Code of a particular paper once allotted to them for a particular Semester (odd/even) shall remain the same for appearing in Improvement/Essential Repeat within the specified time period despite any change(s) in the Title of the paper. The Examinees are advised to check their Paper Code before writing their examination regardless of whether the content of the paper appears familiar.
4. Carefully read and follow the instructions for Examination. The candidates must check all particulars carefully.
5. Correction, if any, in the Admit Card, may kindly be brought to the notice of the college via email at [principal@svc.ac.in](mailto:principal@svc.ac.in) minimum 3 working days before the commencement of the examination. Under no circumstances, correction(s) in particulars will be entertained beyond the prescribed span period.
6. For dates and time of examination, please see DATE SHEET uploaded on the University Website ([www.du.ac.in](http://www.du.ac.in)) or college website ([www.svc.ac.in](http://www.svc.ac.in)). Please visit these websites for updates and any notifications regarding the examination schedule.

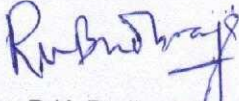
**Disclaimer:**

The college/university is not responsible for any inadvertent error that may have crept in the data being published on the Admit Card/College website. The data published on net are for immediate information to the examinees.

- a) Please ensure that you have attained the minimum percentage of attendance as prescribed by the university in the current semester to be eligible to appear in the forthcoming examinations.
- b) Please ensure that all the particulars on the Admit Card are correct in all the aspects. Discrepancy, if any, may please be brought to the undersigned immediately. No last-minute change (s) shall be permitted or entertained.

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- c) The Question Paper(s) for the Examination has/have been set as per the choice opted by the Examinees. No Question Paper(s) shall be changed during/after the commencement of the examination(s) under any circumstances.



(Dr. R.K. Budhraj)

Convener, Central Monitoring Committee



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(University of Delhi)**

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Ref No: SVC/Admn/2022/P/

22<sup>th</sup> April, 2022

**NOTIFICATION**

**Subject: Notification regarding Delhi University Even Semester Examinations, May-June, 2022**

All the students appearing for the Even semester examination, to be held in May-June, 2022 as per university schedule, are directed to ensure that they fulfil all eligibility criteria (payment of admission fees, examination fees, class promotion etc.) for the same. They are further advised to note the following for information and necessary action:

1. Student obtaining Grade F or AB shall be considered failed in that paper/subject and will be required to reappear in the examination as per examination cycle.
2. Student has to pass the ER subject(s) to become eligible for degree as per examination cycle and span period.
3. The CGPA to percentage conversion is multiply of CGPA by 9.5, as per university rules.
4. The information provided in the marks-sheet will be used for the printing of degree, so students are advised to ensure that all the information provided in the marks-sheet are correct.

**NOTE:**

- a) All the Dealing Assistants of the respective courses are requested to upload the list(s) of all eligible students who failed to submit their examination form and fee within the stipulated period along with their College Roll Numbers, duly signed by the competent authority.
- b) It is pertinent to mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.

(Dr. R.K. Budhraja)

Convener, Central Monitoring Committee

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