



1961 - 2021

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

15th July 2022

Ref No: SVC/Admn/2022/P/

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-II (Part-I) for the academic year 2021-22 is being notified for all concerned:

S.No	Description	Last Date
1.	Completion of Assignment/Class Test etc. in the college.	20 th July 2022
2.	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	26 th July, 2022
3.	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	05 th August 2022
4.	Submission of Total Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (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) for the needful.	08 th August 2022
5.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	09 th and 10 th August 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 th May, 2022 positively.	17 th August 2022

In view of the above, all the teachers-in-charge of the concerned departments are requested to conduct the practical examinations in consultation with the teachers of the department, as per schedule already communicated and inform the students of their courses well in advance under intimation to the principal. Further, University letter dated 29th June, 2022 issued by the Dean (Examinations), already communicated (copy attached) may strictly be followed while processing Internal Assessment and or Practical Marks, as per requirements, within the stipulated period.

Contd. P/2

R.A.B.

(II) **DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT (Semester-II 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 Ravindr Polishetty and Dr. Nimisha Sinha.
2.	Electronics	Dr. Neeru Kumar, Dr. Nutan Joshi and Dr Sunita Jain.
3.	Physics	Dr. Pratima Vyas, Prof Anant Pandey and Dr. Narender Kumar.
4.	Botany	Dr. Sunila Khurana, Dr. Shukla Saluja and Prof Vartika Mathur.
5.	Zoology	Dr. Anita Verma, Prof. Vartika Mathur and Prof. Om Prakash.
6.	Chemistry	Dr Mercy Kutty Jacob, Dr Sharda Pasricha and Prof. Sanjay Kumar.
7.	Mathematics	Ms. Shakuntala Wadhwa, Dr. Deepti Jain and Dr R.K. Budhraj.
8.	Statistics	Prof. Veena Budhraj, Prof. M.K. Shukla and Ms. Pratibha Gaur.
9.	Biological Sciences	Dr. Nandita Narayanasamy (Coordinator), Prof Vartika Mathur and Dr. Sunita Khurana.
10.	Commerce	Dr. S. Venkata Kumar, Mrs Sunita Chhabra and Dr. Mamta Arora.
11.	English	Dr Rina Ramdev, Mr Nikhil Yadav and Ms. Rupleena Bose.
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, Mrs Aruna Rao and Mr. D. Brahma Reddy.
15.	History	Mr M. Jeevan, Prof. Vandana Joshi and Dr Namita Pandey.
16.	Political Science	Dr. Namita Pandey, Dr. Jita Mishra and Dr. Arup Singh.
17.	Sociology	Dr. Geeta Jayaram Sodhi, Prof Nabanipa Bhattacharjee and Dr. Abhijit Kundu.
18.	B.A.(Programme)	Dr. S. Krishna Kumar (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 10th August 2022 will be forwarded to the University and the decision of the University shall be final.

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(III) INTERNAL ASSESSMENT MONITORING COMMITTEE (Semester-II (Part-I) 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 Anunay K. Chaudhary (Bursar)
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 09th and 10th August 2022 at their convenience for the needful.

(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 **08th August 2022** positively. The above said formats are available on the College Website 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.

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- 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



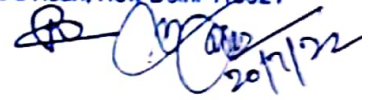
(Dr. R.K. Budhraj)
Convener, Central Monitoring Committee



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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.



UNIVERSITY OF DELHI
Examination Branch

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Ref. No. Exam VII/Conduct/2021-2022/341
Dated 29.06.2022

To
The Dean/Head/Principal

Subject: Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field Work for the Even Semester students of Academic session 2021-2022.

Sir/Madam,

The following procedure shall be followed for conduct of Internal Assessment (IA,) Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field work which are required for completion before the conduct of Even Semester Theory Examinations May/June- 2022.

1. **Internal Assessment:** Internal Assessment shall carry 25% weightage and End Semester Examination 75% weightage.

The distribution of Internal Assessment marks shall be as follows:

	Weightage
• Attendance (Lectures including Interactive Periods And tutorials)	5%
• Written Assignments/tutorials/project reports/ seminars	10%
• Class Test(s)/Quiz(s)	10%

2. **Examination of Practical Courses for UG courses is as follows:**

For UG Courses:- Based on Practical syllabus, the practical for the Under Graduate shall be conducted in the Physical Mode by strictly adhering to Covid-19 guidelines issued by DDMA, MHA, MOHFW and UGC.

3. **Practical and Viva Voce, Oral (Moot Courts) Examinations** (wherever applicable): All such Examinations shall be conducted in the Physical Mode by strictly adhering to Covid-19 guidelines issued by DDMA, MHA, MOHFW and UGC.

4. **Conduct of Internship/Apprenticeship for all semesters** (wherever applicable): All such Internship/Apprenticeship shall be conducted in the Physical Mode by strictly adhering to Covid-19 guidelines issued by DDMA, MHA, MOHFW and UGC.



UNIVERSITY OF DELHI

Examination Branch

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5. Evaluation of Dissertations UG programs (wherever applicable) is to be conducted in physical mode as per the existing rule in this regard.
6. The UG students pursuing Project/Dissertation based on the laboratory experiments or experiments or field/survey based assignments is to be conducted in physical mode as per the existing rule in this regard.

Maya Arora

O.S.D.(Examinations)

[Signature]

Dean (Examinations)

Ref No : SVC/Acs/2022/P/

27th June, 2022

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for Semester-II (Part-I) undergraduate courses for the academic session 2021-2022.

This is for information and necessary action by all concerned that the following guidelines shall be observed:-

1. Every Science Department shall conduct the Practical Examination from 26th July, 2022 to 04th August, 2022 as per university notification dated 09th November, 2021 issued by the Registrar, University of Delhi. Further, all the teachers shall complete the process of practical related assignment/test at the earliest, if not already done, and to submit the award list/s within the stipulated period.
2. The Internal Assessment Marks duly validated by the students and moderated by the Departmental Moderation Committee shall be submitted by the Teacher-in-Charge of the respective departments via email to the Principal (principal@svc.ac.in)
3. The Practical marks shall be submitted by the teachers of the department individually to an email ID dedicated exclusively for the same (svcpractical@svc.ac.in) by the 04th August, 2022 positively.
4. The window for the submission of the test will be 9:00 -5:30 PM. However, it can be extended in case of premeditated situations as long as proof is produced.

In view of the above, all the teachers-in-charge of the concerned departments are requested to prepare a schedule for practical examinations with the consultation of the departmental colleagues and inform the students of their courses well in time under intimation to the Principal. It may further be noted that the practical examination for Generic/General Elective (GE) paper(s) shall be conducted for students admitted to various courses (Semester-II : Part-II) on 29th July, 2022 between 9:30 AM and 5:30 PM. The Teacher-in-Charge/Coordinators of the respective departments shall submit the question paper of the practical examination to the office after the practical examinations are over.

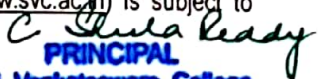
The award list should be emailed to svcpractical@svc.ac.in by the respective teachers within a defined time period. Mr Chanderpal Singh, MTS (Establishment Section) has been requested to make the entry of practical examination on DU portal strictly as per award list received through e-mail within the stimulated period. The concerned teacher shall sign the award list later.

Active cooperation of one and all shall highly be appreciated.

NOTE:-

1. Staff and Students are cautioned that there are several fake circulars and notifications being circulated across social media. They must only refer to the Delhi University (www.du.ac.in) and College Websites (www.svc.ac.in) for all updates and information
2. Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.
3. All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.
4. For clarification, if any, you may email to viceprincipal@svc.ac.in
5. Any addendum/corrigendum shall be posted on the college website only.

Disclaimer :- The information regarding examination as displayed on the College Website (www.svc.ac.in) is subject to correction. Any discrepancy noticed may be reported at principal@svc.ac.in for the needful.


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Dhaura Kuan, New Delhi-110021

Copy forwarded for information and necessary action to :- Dr R.K. Budhreja, Convener/Coordinator, Central Monitoring Committee on Internal Assessment Marks, Teachers-in-Charge/Coordinators of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.



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SRI VENKATESWARA COLLEGE
(University of Delhi)

INTERNAL ASSESSMENT RECORD (Choice Based Credit System :: CBCS)

Academic Year :: 2021-2022 (May-June 2022)

Semester :: II

Name of the Teacher	Name of the Course	Part	Semester	Paper No./ Paper Code	Title of the Paper

S. No.	College Roll No.	Name of the Student	Internal Assessment Marks (25%)			Remarks	Signature of the Student
			Attendance (Lectures including interactive periods & tutorials) (5%)	Written assignment/ tutorials /project reports/ Seminars (10%)	Class test(s) /quiz (s) (10%)		
1							
2							
3							
4							
5							
6							
7							
8							
9							

Note:

1. After evaluation, respective teacher will submit the result of the same duly moderated by the Departmental Moderation Committee to the office of the principal of the college and to the office of the head of the department in case of post-graduation, within the stipulated time
2. You may contact at telephone number 011-2411 2196 and also send any query by email to principal@svc.ac.in for any further clarification

Signature of the Teacher with Date



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

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

15th July, 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.

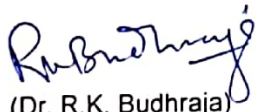
It is notified for information of all concerned that in pursuance to the instructions of the University the evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System (CBCS) shall be undertaken by 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 submit 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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Copy forwarded for information and necessary action to:

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- Administrative Officer.
- Section Officers (Administration & Accounts).
- Dealing Assistants (Administration & Accounts).
- All concerned, College Notice Board/College Website/File.



1961 - 2021

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

Ref No: SVC/Admn/2022/P/

15th July, 2022

NOTIFICATION

Subject: Notification regarding Admit Card in respect of Delhi University Semester Examinations May-June, 2022 to be held in August, 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 to be held in August, 2022, as per schedule. 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). 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, 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) or college website (www.svc.ac.in). Please visit these websites for updates and any notifications regarding the examination schedule.

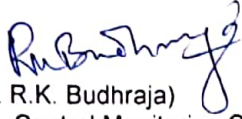
Disclaimer:

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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Dhula Kuan, New Delhi-110021



Copy forwarded for information and necessary action to:

Nodal Officer (Examinations), Teachers-in-Charge/Coordinators of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), P.A. to Principal, Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.



1961 - 2021

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

Ref No: SVC/Admn/2022/P/

15th July, 2022

NOTIFICATION

Subject: Notification regarding Delhi University Even Semester Examinations, May-June, 2022, to be held in August, 2022

All the students appearing for the Even semester examination, to be held in August, 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.

C. Shula Reddy
Principal
PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021.

Copy forwarded for information and necessary action to:

Dr R.K. Budhreja, Convener, Central Monitoring Committee, Nodal Officer (Examinations), Teachers-in-Charge/Coordinators of the respective departments, Administrative Officer, Section Officers (Administration & Accounts),