



1961 - 2021

Sri Venkateswara College
(University of Delhi)

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Prof C. Sheela Reddy
Principal

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Most Urgent/Out Today/-mail/

17th February, 2022

Ref No : SVC/Admn/2022/P/

NOTIFICATION

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

Consequent upon the university letter number Exam VII/Conduct/2021-2022/08 dated 14th February, 2022, issued by the Dean, Examinations, 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 Semester/Theory examinations **March/April-2022:-**

1. **Internal Assessment:** Instead of the three existing components of Internal Assessment viz. Class Tests, Tutorial Test and Attendance, only one component defined i.e. **Internal Assignments** may be carried out for the current semester for this examination, as a special measure due to Covid-19 pandemic. Internal Assessment of the students should also be carried out using IT tools. **Teacher should give the assignment to the students in prescribed format via e-mail/Google classroom etc. The student should submit the solved assignment to the teacher via e-mail in a defined time.** The top of the Assignment must have Program name, Semester, Title of the Paper and Name of the Student. After evaluation, respective teacher will submit the result of the same to the office of the Principal of the college and to the office of the Head of the Department in the case of the PG courses. **Those who have already completed the process of internal assessment in the continuous form or as per existing rule in this regard are required to submit the same in the prescribed format available on the college website (www.svc.ac.in) duly filled in and completed in all the aspects for further necessary action.**

2. **Examinations of Practical Courses may be defined for Undergraduate and Postgraduate Courses separately as follows:-**

For Undergraduate Courses:- - Based on practical syllabus, the teacher will give the assignment to the student. The Students would submit the solved assignment to the concerned teacher via e-mail/the online teaching platform recommended by the teacher in a stipulated time period. The name of Program Semester, title of practical paper and name of the student should be mentioned at the top of the answer sheet by the student before submission. Those who have done similar exercises during the conduct of the online practical classes may use the assessment of practicals for a particular paper.

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C. Sheela Reddy
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(University of Delhi)
Dhaula Kuan, New Delhi-110021

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

For Postgraduate Courses:- The evaluation of Practical Examination wherever applicable, will be in 100% continuation evaluation mode as per the approved syllabus.

3. Practical and Viva Voce, Oral (Moot Courts) Examinations (wherever applicable): All such Examinations shall be conducted through Skype or other online teaching platform/meeting apps used by the teacher.

4. Conduct of Internship/Apprenticeship for all semester/Term/year: Following measures in the view of COVID-19 shall be undertaken by all concerned as required for the completion of degrees in professional/technical courses etc. (wherever applicable).

- Students shall be allowed to take up online internship/activities including activities that can be carried out digitally or otherwise from home.
- They can be engaged as interns in ongoing projects.
- The date for start can be delayed.
- The period of internship can be reduced clubbing with assignments etc.

5. Evaluation of Dissertations UG/PG programs (wherever applicable) is to be conducted based on written assignments. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/e-mails or other IT tools within a defined time period.

6. In the present scenario, appropriate measure has to be adopted to facilitate the UG/PG students pursuing Project/Dissertation. Accordingly review-based/secondary data based projects or software driven projects shall be accepted by the Faculty/Department/College instead of laboratory based experiments or field/survey based assignments to these students.

Note:- The above guideline shall also be applicable for the students who have attended Faculty/Department/College for practicals in physical mode.

S.No	Description	Last Date
01	Completion of Assignment/Class Test etc. in the college.	28 th February, 2022
02	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	04 th March, 2022
03	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	11 th March, 2022
04	Submission of Total Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records March-April, 2022) completed in all the respects by the concerned teacher (s), 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 principal@svc.ac.in for the needful.	14 th March, 2022

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S.No	Description	Last Date
05	Finalization of Internal Assessment marks by the Central Monitoring Committee.	16 th and 17 th March, 2022
6.	The Dealing Assistants of the respective courses will update 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 <u>25th March, 2022 positively.</u>	21 st March, 2022 to 24 th March, 2022.

In view of the above, all the teacher-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-I : Part-I) on Friday, the 02nd March, 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 stipulated period. The concerned teacher shall sign the award list later.

All are requested to adhere to the above suggested guideline to complete the above activities in time. Active cooperation of one and all shall highly be appreciated.

Notes:-

1. All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.
2. For clarification, if any, you may email to principal@svc.ac.in
3. 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.

C. Sudeep
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Copy forwarded for information and necessary action to :- Dr R.K. Budhreja, Convener/Coordinator, Central Monitoring Committee on Internal Assessment Marks, Teacher-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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Ref No : SVC/Admn/2022/P/

Most Urgent/Out Today/-mail/
17th February, 2022

NOTIFICATION

Subject:- Submission of Total Internal Assessment Marks for Odd Semester (Semesters I, Part-I) Examinations, March-April, 2022.

In light of the software not responding as previously planned, all the Teacher-in-Charge/ Coordinators of the respective departments are requested to inform all teachers in their departments to mail the students' Internal Assessment Marks (duly validated by the students) **in the prescribed word format** (sent to you via mail) to them, within the stipulated time.

In the light of the above, all the Teacher-in-Charge/ Coordinators of the respective departments are further requested to then mail the same to the Principal (principal@svc.ac.in) after the marks are duly moderated by the Departmental Moderation Committee for further transmission to the university.

Active cooperation of one and all shall highly be appreciated.

Notes:-

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SUBMISSION OF ASSIGNMENT(S), MARCH-APRIL-2022
(Semester-I (Part-I))

The Teacher-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 yet submitted may be requested to submit the same immediately and IA records of such students should be submitted/uploaded well in time. 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:-

1. ABSENT and ZERO are not the same and must be indicated clearly. Further, no column of Internal Assessment Format should be left blank.
2. When a student has been marked as ABSENT in a paper, no marks are to be awarded for the same.

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 Teacher-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 office of the Section Officer (Administration) within the stipulated period.

Your support and cooperation in submission of timely, accurate and complete information for all students from your department will help us in smooth processing of results in time. All concerned may make a note of the above-mentioned process and adhere to the requirement.

NOTES:-

1. All circulars/guidelines issued by the MHA/UGC/DU with regard to Covid-19 pandemic are to be followed strictly as per requirement.
2. For clarification, if any, you may e-mail to principal@svc.ac.in
3. Any addendum/corrigendum shall be posted on the college website only.

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Notification to the Faculty Members regarding Internal Assessment Marks
(March-April, 2022)

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 the aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 14th March, 2022 positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records March-April, 2022). The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance after displaying on the College Notice Board/College Website. The duly completed and moderated Internal Assessment Marks will be submitted to the Office of the Section Officer (Administration) in a time bound manner.

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.

As already communicated, 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. Accordingly, 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.

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Notification to the Faculty Members regarding Internal Assessment Marks
(March-April, 2022)



It is pertinent of 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.

The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students. For assignment for User ID, Mr Kumar Ashish, Junior Assistant, may be contacted.

NOTES:-

1. All circulars/guidelines issued by the MHA/UGC/DU with regard to Covid-19 pandemic are to be followed strictly as per requirement.
2. For clarification, if any, you may e-mail to principal@svc.ac.in
3. Any addendum/corrigendum shall be posted on the college website only.

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NOTIFICATION

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

This is for information and necessary action by all concerned that the following guidelines, duly recommended by the Teacher-in-charge of the respective departments of the science courses in the online meeting held on the 3rd of May, 2021 (4:30 -5:30PM) chaired by Dr. S. Venkata Kumar, Vice-Principal, shall be observed:-

1. Every Science Department shall conduct the Practical Examination as per the existing schedule. 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 25th March, 2022 positively.**
4. Mock exams taken by teachers can be considered to assign marks to the students as long as they were documented properly.
5. 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.

Active cooperation of one and all shall highly be appreciated.

NOTES:-

1. All circulars/guidelines issued by the MHA/UGC/DU with regard to Covid-19 pandemic are to be followed strictly as per requirement.
2. *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*
3. *Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.*

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Notes:-

1. All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.
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[Signature]

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17th February, 2022

Submission of Internal Assessment Marks
(March-April, 2022)

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 the aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 14th March, 2022 positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records March-April, 2022). The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students.

As already communicated, the University reserves the right to scrutinize some or all the Original Records of Internal Assessment and Semester¹ Examinations (wherever applicable) of any paper in any course in the College. Accordingly, all faculty members are requested to preserve all 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.

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. The user ID for updating the Internal Assessment records of the students is to be used by the concerned faculty member. For assignment for User ID, Mr Kumar Ashish, Junior Assistant, may be contacted.

Notes:-

1. All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.
2. For clarification, if any, you may email to principal@svc.ac.in
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Ref No : SVC/Admn/2022/P/

NOTIFICATION

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

With reference to the University letter number Dean (Exams)/2016/9316 dated 30th September, 2016 on the subject noted above, this is for information and necessary action by all concerned that 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. It is a matter of serious concern and hence, the attention of every teacher is drawn to the disadvantage that may be suffered by a student. The undersigned would be constrained to take necessary action on such teacher involved in the evaluation process.

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

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

NOTES:-

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2. For clarification, if any, you may e-mail to principal@svc.ac.in
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NOTIFICATION (Preservation and Retention of Records)

This is for the information to all the concerned that the University reserves the right to scrutinize some or all the Original Records of Attendance, 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.

In view of the above, 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.

It is pertinent of 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.

Your cooperation is most solicited.

NOTES:-

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Important Notice regarding UPC/Paper Code

All the eligible students who are due appear in the Delhi University Semester Examinations, as per schedule, are requested 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 for their Improvement/Essential Repeat within the specified time period despite any change(s) in the Title of the paper. In other words, the UPC/Paper Code of a particular paper is constant and shall remain the same, as per rules. The Examinees are advised to double check the Paper Code before starting their examination regardless of whether the content of the paper appears familiar.

In view of the above, all the Dealing Assistants of the respective courses are requested to mail the correct question paper(s) to the examinees, as per schedule.

NOTES:-

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