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Prof C. Sheela Reddy  
Principal

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Immediate/Out Today/E-mail/WhatsApp/

Ref No : SVC/Admn/2021/PI/1643

10<sup>th</sup> June, 2021

### Notification

**Subject:- Conduct of Part-Time Foreign Language Course examinations-June 2021**


The procedure for the conduct of examinations for the Part-time courses offered by the Department will be as follows:-

1. The email ID at which the question papers shall be sent on the day of examination for German French and Spanish are [german@svc.ac.in](mailto:german@svc.ac.in), [french@svc.ac.in](mailto:french@svc.ac.in) and [spanish@svc.ac.in](mailto:spanish@svc.ac.in) respectively. They are to be also used by the Dealing Assistant, Foreign Language Courses in the college. Further, the same IDs shall also be used for the purpose of sending and collecting the answer-scripts.
2. Google meet platform can be used by the faculty concerned for conducting the VIVA where the faculty member/s can record the session, as per requirement. The ICT department will create the SVC domain e-mail ids for the concerned faculty member/s.
3. The collected answer-scripts may be sent by the college office, in course-wise folders, at the following email IDs, as per university directives:-

- a) Certificate/Diploma/Advanced Diploma French: [grsfrench2020@gmail.com](mailto:grsfrench2020@gmail.com)
- b) Certificate/Diploma/Advanced Diploma German: [grsgerman2020@gmail.com](mailto:grsgerman2020@gmail.com)
- c) Certificate/Diploma/Advanced Diploma Spanish: [grsspanish2020@gmail.com](mailto:grsspanish2020@gmail.com)
- d) Certificate/Diploma/Advanced Diploma Italian: [grsitalian2020@gmail.com](mailto:grsitalian2020@gmail.com)

4. The scanned files of answer-scripts sent by the students shall be named with their examination roll nos. No file/answer-scripts will be accepted and evaluated if sent through google drive.
5. Course-wise record of students who attempted the examination and record of absentees shall be sent by the college along-with the folders of answer-scripts.
6. The college has created a Grievance Committee comprising Convener, Foreign Language Courses, Administrative Officer, Section Officer (Administration), Dealing Assistant (Foreign Language Courses) and ICT department for dealing with problems related to uploading/downloading and all other question paper related problems. The grievance, if any, may be sent at [languagegrievance@svc.ac.in](mailto:languagegrievance@svc.ac.in) for redressal of the same.
7. Once the answer-scripts have been collected they may be sent to the Department for evaluation.
8. The ICT department will provide a platform to the teachers for conducting and keeping recordings of the oral examination.

**PS:-** Mock Tests may be done prior to the examination to make the students aware of the system, as per notification.

  
Dr Namita Pandey  
Convener, Foreign Language Courses

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Prof C. Sheela Reddy  
Principal  
**Principal**  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021


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**Note:-** The Examination Control Room under the supervision of **Dr Namita Pandey, Convener, Foreign Language Courses** is opened to deal the issues related with the students during the conduct of examinations and to facilitate those students who want to use the facilities of ICT infrastructure of the college especially PWD students for the purpose of downloading questions papers, and sending scanned images of answer sheets after completion of examinations. The students belonging to PWD categories may be dealt carefully as per university guidelines and to arrange the scribes for visually impaired students as per the rule and prior information of such students. The Dealing Assistant of the Foreign Language Courses is requested to provide all necessary support for successful conduct of the examination.

**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](http://www.du.ac.in)) and College Websites ([www.svc.ac.in](http://www.svc.ac.in)) for all updates and information.*
3. *All the students are requested to be up-to-date with the latest/revised date-sheet regarding the examination(s). All concerned are requested to check the College Website ([www.svc.ac.in](http://www.svc.ac.in)) /University website ([www.du.ac.in](http://www.du.ac.in)) regularly.*
4. *Information given only on the University website ([www.du.ac.in](http://www.du.ac.in)) or Sri Venkateswara College ([www.svc.ac.in](http://www.svc.ac.in)) shall be considered official.*
5. For clarification, if any, you may e-mail to [principal@svc.ac.in](mailto:principal@svc.ac.in)
6. Any addendum/corrigendum shall be posted on the college website only.

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

  
Dr Namita Pandey  
Convener, Foreign Language Courses

  
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Principal  
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Copy forwarded for information and necessary action to :- The Department of Germanic and Roance Studies, University of Delhi, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), ICT Department, Caretaker, All concerned, College Notice Board/College Website/File.