



Prof C. Sheela Reddy
Principal

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Ref No : SVC/Admn/2021/P/1660

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19th July, 2021

**Notification regarding submission of Internal Assessment & Practical Marks
Semester-II (Part-I) Examinations May-June, 2021**

**Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts),
Apprenticeship, Internship, and Field Work for the academic session 2020-2021.**

The following procedure shall be followed for conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Fieldwork which are required for completion before the conduct of Semester Theory Examinations-July, 2021.

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. **Teachers should give the assignment to the students in prescribed format via email/Google classroom etc. The student should submit the solved assignment to the teacher via email 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, the 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 online practical classes may use the assessment of the practicals for a particular paper.

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 Sk /pe or other online teaching platform/meeting apps used by the teacher.

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

Semester-II (Part-I) Examination, May-June, 2021

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2020-2021.

4. Evaluation of Dissertations UG/PG programs (wherever applicable) is to be conducted. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/emails or other IT tools within a defined time period.
5. In the present scenario, appropriate measures have 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 instead of laboratory based experiments or field/survey based assignments to these students. All are requested to adhere to the above suggested guidelines to complete the above activities in time. Further, if the above activities have already been completed by your Faculty/Department, you are requested to immediately send the requisite data to the office of the Principal, as per existing practice. You may contact telephone No. 011-24112196 and send any query by e-mail to principal@svc.ac.in for any further clarification. The above activities should be completed latest by **03rd August, 2021** positively.

| S.No. | Description (Semester-I) | Date |
|-------|--|--|
| 1. | Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records May-June, 2021) completed in all the respects by the concerned teacher(s) duly validated by the students to the office of the Section Officer (Administration) or via e-mail to principal@svc.ac.in for the needful. | 28 th July, 2021 |
| 2. | Finalization of Internal Assessment marks by the Central Monitoring Committee. | 29 th and 30 th July, 2021 |
| 3. | 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 within the stipulated period positively . | 03 rd August, 2021 |

Active cooperation of one and all shall highly be appreciated.

NOTES:-

1. For further details, letter issued by the Dean, Examination Branch, University of Delhi under Ref. No. Dean (Exams)/2020-2021/ 722 dated 19th July, 2021, uploaded on the college website, may be viewed.
2. All circulars/guidelines issued by the MHA/UGC/DU with regard to Covid-19 pandemic are to be followed strictly as per requirement.
3. **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**

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

Semester-II (Part-I) Examination, May-June, 2021

NOTES:-

4. Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.
5. For clarification, if any, you may e-mail to principal@svc.ac.in
6. 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. Sheela Reddy
Prof C. Sheela Reddy
Principal

Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Encls :- As above

Copy forwarded for information and necessary action to :- Dr R.K. Budhraj, 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.

SRI VENKATESWARA COLLEGE, DHAULA KUAN, NEW DELHI - 110 021

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

Academic Year :: 2020-2021 (May-June, 2021)

Semester :: II (Part-I)

| | | | |
|---------------------|--------------------|-----------------------|--------------------|
| Name of the Teacher | Name of the Course | Paper No./ Paper Code | Title of the Paper |
| | | | |

| S. No. | College Roll No. | Name of the Student | Internal Assignment(s) Marks | Remarks | Signature of the Student(s) |
|--------|------------------|---------------------|------------------------------|---------|-----------------------------|
| 1. | | | (Out of 25) | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
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| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |

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



Prof C. Sheela Reddy
Principal

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

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19th July, 2021

Ref No : SVC/Admn/2021/P/1660

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 2020-2021.

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 28th July, 2021 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.

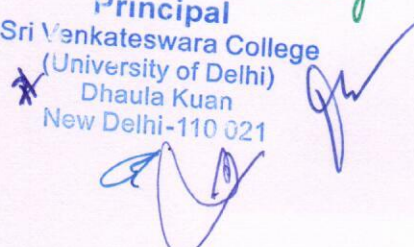
Active cooperation of one and all shall highly be appreciated.

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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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 2020-2021.

Notes:-

4. All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.
5. For clarification, if any, you may email to principal@svc.ac.in
6. 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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Prof C. Sheela Reddy
Principal

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Sri Venkateswara College
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[Handwritten signature]

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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19th July, 2021

Subject:- Notification regarding Conduct of Practical, Viva-voce, Projects, Oral (Moot Courts) Apprenticeship, Internship, File work etc- May-June, 2021 – regarding.

In pursuance of the university notification number Dean (Exams.) 2020-2021/722 dated 19th July, 2021 issued by the Dean (Examinations), University of Delhi, already communicated and uploaded on the college website, the following procedure shall be followed for conduct of Practical. Viva-Voce, Projects. Oral (Moot Courts), Apprenticeship, Internship and Field work which are required for completion before the conduct of Semester Theory Examination-May-June, 2021.

For Undergraduate Courses:- - Based on practical syllabus, the teacher will give the assignment to the student. **It may be noted that all practical and viva voce as part of the requirements of the completion of degrees should be conducted through e-mail or whatsapp, as per university guidelines.** The evaluation of practical examination, wherever applicable, will be 50% continuous evaluation and 50% for assignment mode. The teacher will give the assignment based on experiments already performed through e-mail or whatsapp to the students. The student shall submit the solved assignment to the teacher via e-mail or whatsapp in a stipulated time period. The name of the course, semester, title of practical paper, name of student, along with examination roll number should be mentioned at the top of the answer sheet by the student before the submission.

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-II : Part-I) on Saturday, the 24th July, 2021 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.

You may contact telephone No. 011-24112196 and send any query by e-mail to principal@svc.ac.in for any further clarification. The above activities should be completed within the stipulated period.

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Subject:- Notification regarding Conduct of Practical, Viva-voce, Projects, Oral (Moot Courts) Apprenticeship, Internship, File work etc- May-June, 2021 – regarding.

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*
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**IMPORTANT POINTS REGARDING SUBMISSION OF
INTERNAL ASSESSMENT MARKS MAY-JUNE, 2021**

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/JGC/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*
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19th July, 2021

INTERNAL ASSESSMENT MARKS
Semester-II (Part-I) Examinations, May-June, 2021

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 28th July, 2021 upto 3:00 PM positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records May-June, 2021). 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 Semester 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 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*
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19th July, 2021

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 Internal Assessment 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 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.

Your cooperation is most solicited.

NOTES:-

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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
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E-mail : principal@svc.ac.in

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19th July, 2021

DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT
(Second Semester Examination : May-June, 2021)

As per the Academic Council Resolution dated 18th July, 2003 2 (v) there shall be a Departmental Moderation Committee on Internal Assessment in each College, discipline-wise, which shall comprise of the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department : provided that if, for any reason, the membership of the Committee fails below 3, the Principal of the College shall nominate suitable members from among the teachers of the Department/College to fill the vacancies.

Accordingly, the Departmental Moderation Committees for Internal Assessment have been constituted comprising the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department. The 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 duly completed and moderated Internal Assessment will be submitted to the Office of the Section Officer (Administration) by 28th July, 2021 upto 3:00 PM positively. The Grievance, if any, from the students regarding Internal Assessment will be addressed by the Departmental Moderation Committee.

| S.No. | Department | Departmental Moderation Committee Members |
|-------|---------------------|--|
| 1. | Biochemistry | 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 Dr K. Chandramani Singh. |
| 4. | Botany | Dr Kalyani Krishna, Dr Shukla Saluja and Dr Sunila Khurana. |
| 5. | Zoology | Dr Anita Verma, Dr Vartika Mathur and Dr Om Prakash. |
| 6. | Chemistry | Mr H.C. Tandon, Dr Sanjay Kumar and Dr Vibha Saxena. |
| 7. | Mathematics | Ms Shakuntala Wadhwa, Dr Deepti Jain and Dr Swarn Singh . |
| 8. | Statistics | Dr Veena Budhraj, Dr 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 | Dr Meenakshi Bharat, Ms Rupleena Bose and Mr Nikhil Yadav. |
| 12. | Hindi | Dr 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 | Dr Nirmal Kumar, Dr 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. |

C. Sheela Reddy
Prof C. Sheela Reddy
Principal

Principal
Sri Venkateswara College

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Principal

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19th July, 2021

INTERNAL ASSESSMENT MONITORING COMMITTEE
(First Semester Examination : May-June, 2021)

As per the Academic Council Resolution dated 18th July, 2003 on Internal Assessment, a 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);and
5. Dr J. Lalita, Senior Faculty Member.

A meeting of the Monitoring Committee for Internal Assessment will be held in the committee room, as per schedule given here under:-

| | |
|--|--|
| Finalization of Internal Assessment marks by the Central Monitoring Committee. | 29 th and 30 th July, 2021 At 10:00 AM. |
|--|--|

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.*
4. For clarification, if any, you may e-mail to principal@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.

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

Copy forwarded for information and necessary action to :- Dr R.K. Budhraj, 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.



SRI VENKATESWARA COLLEGE

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021

Prof C. Sheela Reddy
Principal

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Ref No : SVC/Admn/2021/P/1660

Most Urgent/Out Today/E-mail/WhatsApp/
19th July, 2021

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, as already communicated, it may kindly be noted 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.

In view of the above, all the teacher(s) responsible for the same are requested to mail necessary information (like Paper Unique ID, Evaluator ID, Name of the Evaluator, Evaluator's e-mail ID, Evaluator's Mobile Number, Evaluator's Department, Evaluator's Designation and Centre) to the undersigned, soon after the conduct of the AECC/SEC paper, as per university schedule, for further necessary action.

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

NOTES:-

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Principal

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