



E-mail : principal@svc.ac.in

Prof C. Sheela Reddy
Principal

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Most Urgent/Out Today/E-mail/WhatsApp/

Ref No : SVC/Admn/2021/P/1601

03rd March, 2021

DELHI UNIVERSITY FIRST SEMESTER EXAMINATIONS : MARCH, 2021
(Notification regarding Examination Duty Chart)

This notification is based on the Delhi University guidelines and notifications received from Dean (Examinations) with regard to measures to be adopted for conduct of Delhi University First Semester Examinations for all Undergraduate Courses. This approach has been adopted in view of Covid-19 pandemic for Delhi University Semester Examinations to be held by the University of Delhi, **w.e.f. 15th March, 2021**, as per schedule.

In view of the above, all the staff members of the college administration are requested to make themselves available at the place of Duty in the college, **at least 45 minutes before the commencement of the examination**, and extend their fullest cooperation, as per directions/requirements, for the smooth and successful conduct of the Delhi University Even Semester Examinations, March, 2021 being conducted as per university schedule. The following faculty members are requested to extend their fullest cooperation for smooth and successful conduct of the examinations:-

- | | | |
|-----------------------------------|-------------------------------|---------------------------------|
| 1. Dr M.K. Shukla (Nodal Officer) | 2. Mr S. Krishna Kumar | 3. Mr D. Brahma Reddy |
| 4. Mr M. Jeevan | 5. Dr Narender Kumar | 6. Dr Vartika Mathur |
| 7. Dr R.K. Yadav | 8. Dr Ravinder Polisetty; and | 9. Mr Anshul (First Assistant). |

They shall further ensure the availability of question paper(s), on day-to-day basis, as per requirements from the University and successful completion of examination work as per requirements, within the stipulated period. They are expected to be aware of latest rules and policies regarding examinations in order to ensure that all examinations have been conducted as per rules.

Further, all the teachers of respective paper(s)/subject(s) are requested to make themselves available in the college during the conduct of examination for the same to address the grievance, if any, for smooth conduct of the examinations, as per university schedule.

Note:- The Examination Control Room under the supervision of Dr M.K. Shukla, Nodal Officer for examinations (nodalofficerobe@svc.ac.in) is opened to deal the issues related with the students during OBE 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 notification dated 05th December, 2020 and to arrange the scribes for visually impaired students as per the rule and prior information of such students. All the Dealing Assistants of the respective courses are requested to provide all necessary support for successful conduct of the examination.

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
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 03/3/2021
Prof C. Sheela Reddy
Principal

Principal
Sri Venkateswara College
(University of Delhi)

Copy forwarded for information and necessary action to :- Nodal Officer (Examinations), 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.