



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

Ref No: SVC/Admn/2023/RG/

06<sup>th</sup> February, 2023

**NOTIFICATION**

**Subject: Conduct of Internal Assessment (IA) Examinations Semester I (Part I) 2023 – regarding.**

- (I) **Schedule of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2022-2023.**

S.No	Description	Last Date
1.	Display of marks of Assignment/ Class Test/ Attendance etc. on the Departmental Notice-Board.	17 <sup>th</sup> February, 2023
2.	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	21 <sup>st</sup> February, 2023
3.	Submission of Total Internal Assessment Records, in the prescribed format 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.	27 <sup>th</sup> February, 2023
4.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	28 <sup>th</sup> February to 02 <sup>nd</sup> March, 2023
5.	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 06 <sup>th</sup> March, 2023 positively.	03 <sup>rd</sup> March, 2023

Further, all the Teachers-in-charge/ Coordinators of the concerned departments, in consultation with the teachers of the department, are requested to strictly adhere to the above mentioned schedule for the submission of Internal Assessment and/ or Practical Marks.

(II) **DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT (Semester-I Examinations)**

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 Ravindra 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. Shukla Saluja, Dr. Aditi Chhajer and Dr, Pooja Gokhale Sinha.
5.	Zoology	Dr. Anita Verma, Prof. Om Prakash and Dr. Rajendra Phartyal
6.	Chemistry	Dr Mercy Kutty Jacob, Prof. Sharda Pasricha and Prof. Sanjay Kumar.
7.	Mathematics	Ms. Shakuntala Wadhwa, Dr. Deepti Jain and Dr R.K. Budhraja.
8.	Statistics	Prof. Veena Budhraja, Prof. M.K. Shukla and Dr. Dipika
9.	Biological Sciences	Dr. Nandita Narayanasamy (Coordinator), Dr. Anita Verma and Dr. Shukla Saluja
10.	Commerce	Dr. Shruti Mathur, Mrs Sunita Chhabra and Dr. Mamta Arora.
11.	English	Dr Rina Ramdev, Mr Nikhil Yadav and Prof. Meenakshi Bharat
12.	Hindi	Prof. Richa Mishra, Dr. Mukul Sharma and Dr. C.M.S. Rawat
13.	Sanskrit	Dr. Punita Sharma, Dr. Urvi Agarwal and Dr. Kanwar Singh.
14.	Economics	Dr. M. Padma Suresh, Dr. Aruna Rao and Mr. D. Brahma Reddy.
15.	History	Mr M. Jeevan, Prof. Vandana Joshi and Ms. Nuti Namita.

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S.No.	Department	Departmental Moderation Committee Members
16.	Political Science	Dr. Namita Pandey, Dr. Arup Singh and Mr. S.C Mohpatra
17.	Sociology	Dr. Geeta Jayaram Sodhi, Prof Nabanipa Bhattacharjee and Dr. Abhij Kundu.
18.	B.A.(Programme)	Dr. S. Krishna Kumar (Coordinator) and the Teacher-in-Charge of the respective departments.
19.	Life Science	Prof. Om Prakash, Prof. Sharda Pasricha and Dr. Shukla Saluja
20.	Environmental Science	Dr. Robin Suyesh, Dr. Pankaj Kumar and Dr. Richa Mishra (Zoology)
21.	Physical Education	Dr. Narendra Gaur, Prof. Mukti Kant Shukla and Dr. Deepti Jain

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 03<sup>rd</sup> March, 2023 will be forwarded to the University and the decision of the University shall be final.

### (III) INTERNAL ASSESSMENT MONITORING COMMITTEE - Semester-I (Part-I) Examinations.

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.

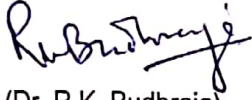
The above committee shall meet between 28<sup>th</sup> February to 02<sup>nd</sup> March, 2023 at 10:30 AM in the committee room for the needful.

### (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 23<sup>th</sup> February, 2023 positively. The above said formats are available on the College Website [www.svc.ac.in](http://www.svc.ac.in)
- 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.

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- 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.
- 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 Mointoring Committee



PRINCIPAL

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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.

प्रधानाचार्य  
**Principal**

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