



Ref No : SVC/Acs/2022/P/

27<sup>th</sup> June, 2022

**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 2021-2022.**

This is for information and necessary action by all concerned that the following guidelines shall be observed:-

1. Every Science Department shall conduct the Practical Examination from 26<sup>th</sup> July, 2022 to 04<sup>th</sup> August, 2022 as per university notification dated 09<sup>th</sup> November, 2021 issued by the Registrar, University of Delhi. 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 04<sup>th</sup> August, 2022 positively.
4. 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.

In view of the above, all the teachers-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-II) on 29<sup>th</sup> July, 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 stimulated period. The concerned teacher shall sign the award list later.

Active cooperation of one and all shall highly be appreciated.

**NOTE:-**

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

*C. Shula Reddy*  
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Dhaura Kuan, New Delhi-110021

Copy forwarded for information and necessary action to :- Dr R.K. Budhraj, Convener/Coordinator, Central Monitoring Committee on Internal Assessment Marks, Teachers-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.