



Prof C. Sheela Reddy  
Principal

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Ref No : SVC/Admn/2021/P/1595/

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

25<sup>th</sup> February, 2021

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

**Ref No : Notification regarding academic calendar to be followed for the First Year Undergraduate and Postgraduate Courses for the academic year 2020-2021 vide notification number Aca./299/Academic Calendar/283 dated 09<sup>th</sup> October, 2020 issued by the Registrar, University of Delhi, Delhi.**

In pursuance of the university notification number Dean (Exams.) 2021/274 dated 19<sup>th</sup> February, 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 Examinations-March, 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-I : Part-I) on Monday, the 08<sup>th</sup> March, 2021 between 9:30 AM and 5:30 PM. The teachers-in-charge 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 [principal@svc.ac.in](mailto:principal@svc.ac.in) by the respective teachers within a defined time period. Mr Chandrapal, 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.

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Sri Venkateswara College

(University of Delhi)

Dhaura Kuan

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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. *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.*
4. For clarification, if any, you may e-mail to [principal@svc.ac.in](mailto: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](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.

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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), Mr Kumar Ashish (for technical supports), All concerned, College Notice Board/College Website/File.