



1961 - 2021

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

Ref No: SVC/Admn/2022/RG/

27th September, 2022

NOTIFICATION

Subject: Conduct of Internal Assessment (IA) Examinations 2022-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.

The following schedule for submission of the Internal Assessment Marks for semester-V (Part-III) for the academic year 2022-23 is being notified for all concerned:

| S.No | Description | Last Date |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| 1. | Completion of Assignment/Class Test etc. in the college. | Between 10 th October and 15 th October, 2022 |
| 2. | Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board. | 26 th October, 2022 |
| 3. | Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee. | 07 th November, 2022 |
| 4. | Submission of Total Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records November-December, 2022) 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. | 11 th November, 2022 |
| 5. | Finalization of Internal Assessment marks by the Central Monitoring Committee. | 16 th to 18 th November, 2022 |
| 6. | 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 18 th November, 2022 positively. | 25 th November, 2022 |

In view of the above, all the teachers-in-charge/Coordinators of the concerned departments are requested to conduct the practical examinations w.e.f. 16th November, 2022 as per university notification dated 22.06.2022, in consultation with the teachers of the department, as per schedule already communicated and inform the students of their courses well in advance under intimation to the principal. For further details, College/ University Notification(s) issued from time to time may strictly be followed while processing Internal Assessment and or Practical Marks, as per requirements, within the stipulated period.

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C. Gulab Singh
Principal
Sri Venkateswara College
(University of Delhi)
Dhaulta Kuan
New Delhi - 110 021

(II) **DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT (Semester-V Examinations, November-December, 2022)**


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 Ravindr 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. Sunila Khurana, Dr. Shukla Saluja and Prof Vartika Mathur. |
| 5. | Zoology | Dr. Anita Verma, Prof. Vartika Mathur and Prof. Om Prakash. |
| 6. | Chemistry | Dr Mercy Kutty Jacob, Dr 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 Ms. Pratibha Gaur. |
| 9. | Biological Sciences | Dr. Nandita Narayanasamy (Coordinator), Prof Vartika Mathur and Dr. Sunila Khurana. |
| 10. | Commerce | Dr. S. Venkata Kumar, Mrs Sunita Chhabra and Dr. Mamta Arora. |
| 11. | English | Dr Rina Ramdev, Mr Nikhil Yadav and Ms. Rupleena Bose. |
| 12. | Hindi | Prof. 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, Mrs Aruna Rao and Mr. D. Brahma Reddy. |
| 15. | History | Mr M. Jeevan, Prof. Vandana Joshi and Dr Namita Pandey. |
| 16. | Political Science | Dr. Namita Pandey, Dr. Jita Mishra and Dr. Arup Singh. |
| 17. | Sociology | Dr. Geeta Jayaram Sodhi, Prof Nabanipa Bhattacharjee and Dr. Abhijit Kundu. |
| 18. | B.A.(Programme) | Dr. S. Krishna Kumar (Coordinator) and the Teacher-in-Charge of the respective departments. |

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 25th November 2022 will be forwarded to the University and the decision of the University shall be final.


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New Delhi-110 021

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(III) **INTERNAL ASSESSMENT MONITORING COMMITTEE (Semester-V (Part-III) Examinations, November-December, 2022)**

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 16th and 19th November, 2022 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 **16th November, 2022** positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records November/December, 2022).
- 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.
- 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.

C. Sheela Reddy
Principal

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- 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.

C. Suresh Reddy
PRINCIPAL
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi - 110 021
[Signature] *[Signature]*

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.