



Sri Venkateswara College

(University of Delhi)

Ref No: SVC/Admn/2022/

25th November, 2022

NOTIFICATION

Subject: Conduct of Internal Assessment (IA) Examinations Semester III (Part II) 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.

S. No	Description	Last Date
1.	Display of marks of Assignment and Class Test on the Departmental Notice-Board.	30 th November, 2022
2.	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	05 th December, 2022
3.	Entry of Total Internal Assessment Records (Attendance/ Assignments/ Class Test) on https://payroll.svc.ac.in and submission of the same 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).	13 th December, 2022
4.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	15 th to 19 th December, 2022
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 within stipulated time.	20 th December, 2022

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.

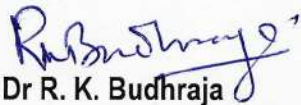
Dr R. K. Budhraj
Convener – Central Monitoring Committee

Prof. C. Sheela Reddy
Principal

GENERAL INSTRUCTIONS

- 1) 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.

- 2) 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.



Dr R. K. Budhraj
Convener – Central Monitoring Committee



Prof. C. Sheela Reddy
Principal

Copy forwarded for information and necessary action to: - Teachers-In-Charge/ Coordinators of the respective departments, Administrative Officer, Section Officer (Administration & Accounts), Dealing Assistants/ Dealing Hands (Administration), All Concerned/ College Notice Board/ College Website / File.