



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

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Ref No : SVC/Admn/2017/P/ 721

08th March, 2017

NOTIFICATION
(Internal Assessment Awards)

All the teachers are requested to adhere to the following schedule submission of Internal Assessment records for Semester II, IV, VI and VIII (Part-I/II/III/IV : May/June, 2017), in the prescribed online format, as required by the University of Delhi. A hard copy of the Internal Assessment Marks duly validated by the students shall be submitted by the office of the Section Officer (Administration) to the University within the stipulated period.

S.No	Description	Last Date
01	Completion of Assignment/Class Test/Attendance etc. in the college.	05 th April, 2017
02	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	12 th April, 2017
03	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	19 th April, 2017
04	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records May/June, 2017) duly filled in and completed in all the respects by the concerned teachers to the office of the Section Officer (Administration).	27 th April, 2017
05	Finalization of Internal Assessment marks by the Central Monitoring Committee.	01 st May, 2017 To 05 th May, 2017
	<p>Thereafter, all the faculty members of the respective departments shall obtain the computer-generated forms as required by the University of Delhi from the Dealing Assistants of their respective courses, in the office of the Section Officer (Administration). The forms duly filled in are to be submitted to the Dealing Assistant(s) who will further update the data online. A final receipt will then be signed and submitted by the concerned teacher(s) for further transmission to the university.</p> <p>The office of the Section Officer (Administration) shall submit the final report (hard copy of the Internal Assessment Marks duly validated by the students to the EDP Cell, (Examination Branch), University of Delhi on or before 17th May, 2017 positively.</p>	08 th May, 2017 To 12 th May, 2017.

Dr R.P. Singh
Convener, Central Monitoring Committee

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Dr P.Hemalatha Reddy
Principal

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