



Tirumala Tirupati Devasthanams
శ్రీ వేంకటేశ్వర కళాశాల
श्री वेंकटेश्वर महाविद्यालय
SRI VENKATESWARA COLLEGE

(University of Delhi)
 NAAC Grade A+



Ref No. SVC/PO/Notice/2025

Date: 13.11.2025

सूचना / NOTICE

Internal Assessment Monitoring Committee (IAMC)

Subject: Submission of Internal Assessment (IA) and Continuous Assessment (CA) Marks Record of Semester IV & Semester VI (UGCF-2022) of Academic Year 2025-2026 (Odd Semester)

The following time lines for various activities involved in submission of the **Internal Assessment (IA) & Continuous Assessment (CA) marks** of Semester I / III / V / VII to Admin. Section is notified.

Sl. No.	Activity	Last Date
1.	Completion of Internal Assessment (IA) & Continuous Assessment (CA) Activities by Teachers.	Wednesday 26-11-2025
2.	Course wise entry of IA & CA Marks in ERP/SAS Portal of the College by Teachers and Show the Internal Assessment (IA) and Continuous Assessment (CA) Marks to students. Note: Students shall be informed by Admin. to verify their IA & CA Marks in ERP/SAS Portal and grievances/ discrepancies if any need to be brought to the knowledge of Teachers for immediate redressal.	Monday 1-12-2025
3.	Resolution of all IA & CA marks related grievances/complaints of the students by the concerned Teacher(s).	Wednesday 03-12-2025
4.	Submission of Printout of uploaded IA & CA marks to the Department Moderation Committee (DMC) by the teachers	Thursday 04-12-2025
5.	Meeting of Department Moderation Committee(s) for Moderation of course wise IA & CA Marks and to resolve Students' Grievances. The DMC Members shall record their decision and append full signature on the IA& CA Marks list of each Course/Paper.	Friday 05-12-2025
6.	Course wise re-entry of moderated IA & CA Marks (if any) in ERP/SAS Portal of the College by Teachers. Note: Re-entry is required only in cases where DMC has moderated and made changes	Saturday 06-12-2025
7.	Submission of original hard copy of moderated IA & CA Marks list by the Teacher (s)/ Teacher-in-charge to Dealing Assistants in the office of the Section Officer (Administration).	Monday 08-12-2025
8.	Course wise verification of Internal Assessment (IA) and Continuous Assessment (CA) by the IAMC.	09-12-2025 to 15-12-2025
9.	Upload and Submission of Internal Assessment (IA), Continuous Assessment (CA) marks in Comprehensive Award Management System (CAMS) Portal.	As per University Schedule
10.	Submission of hard copy of Internal Assessment and Continuous Assessment Marks in Examination Branch by Admin. Section.	As per University Schedule



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- A provision is made now in ERP/SAS portal of the College to enter the practical marks of continuous assessment of SEC, VAC and AEC courses. Therefore, teachers shall enter the continuous assessment of SEC, VAC and AEC courses under the 'Practical' in the ERP Portal. The Internal Assessment Marks of SEC, VAC and AEC courses will also be entered by the teachers under the Internal Assessment component.
- The 'Practical' component (continuous assessment) of SEC, VAC, AEC shall **not** be subject to moderation. The concerned teacher shall submit the hardcopy to the dealing assistants directly after entry on ERP portal.
- Only the Internal Assessment Marks of SEC, VAC, AEC courses will be moderated by the respective Department Moderation Committee.

Shruti Mathur
Convenor

Internal Assessment Monitoring Committee

Hijah
प्राचार्य/ Principal
प्रधानाचार्य
Principal

श्री वेंकटेश्वर महाविद्यालय
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Copy to: All TiCs, All Teachers, Admin. Section, Student Notice Board & Staff Room Notice Board

SRI VENKATESWARA