



SRI VENKATESWARA COLLEGE
(University of Delhi)

Managed by Tirumala Tirupati Devasthanams (TTD)
NAAC Accredited "A" Grade (2016), DBT Star College Status (2016)
NIRF Rank # 14 (2020), NIRF #11(2021)

Benito Juarez Road
Dhaura Kuan, New Delhi -110021
Phone: 91 11-24118590
Fax: 911124118535
Webpage: www.svc.ac.in
Email: principal@svc.ac.in

CRITERIA 2

SUPPORTING DOCUMENT

2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode



Prof C. Sheela Reddy
Principal

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Ref No : SVC/Admn/2021/P/1660

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

19th July, 2021

Notification regarding submission of Internal Assessment & Practical Marks
Semester-II (Part-I) Examinations May-June, 2021

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2020-2021.

The following procedure shall be followed for conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Fieldwork which are required for completion before the conduct of Semester Theory Examinations-July, 2021.

1. **Internal Assessment:** Instead of the three existing components of Internal Assessment viz. Class Tests, Tutorial Test and Attendance, only one component defined i.e. **Internal Assignments** may be carried out for the current semester for this examination, as a special measure due to Covid-19 pandemic. Internal Assessment of the students should also be carried out using IT tools. **Teachers should give the assignment to the students in prescribed format via email/Google classroom etc. The student should submit the solved assignment to the teacher via email in a defined time.** The top of the Assignment must have Program name, Semester, Title of the Paper and Name of the Student. After evaluation, the respective teacher will submit the result of the same to the office of the Principal of the college and to the office of the Head of the Department in the case of the PG courses. **Those who have already completed the process of internal assessment in the continuous form or as per existing rule in this regard are required to submit the same in the prescribed format available on the college website (www.svc.ac.in) duly filled in and completed in all the aspects for further necessary action.**
2. **Examinations of Practical Courses may be defined for Undergraduate and Postgraduate Courses separately as follows:-**

For Undergraduate Courses:- Based on practical syllabus, the teacher will give the assignment to the student. The Students would submit the solved assignment to the concerned teacher via e-mail/the online teaching platform recommended by the teacher in a stipulated time period. The name of Program Semester, title of practical paper and name of the student should be mentioned at the top of the answer sheet by the student before submission. Those who have done similar exercises during the conduct of online practical classes may use the assessment of the practicals for a particular paper.

For Postgraduate Courses:- The evaluation of Practical Examination wherever applicable, will be in 100% continuation evaluation mode as per the approved syllabus.

3. **Practical and Viva Voce, Oral (Moot Courts) Examinations** (wherever applicable): All such Examinations shall be conducted through Sk /pe or other online teaching platform/meeting apps used by the teacher.

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C. Sheela Reddy
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(University of Delhi)
Dhaura Kuan
New Delhi - 110 021

Semester-II (Part-I) Examination, May-June, 2021

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2020-2021.

4. Evaluation of Dissertations UG/PG programs (wherever applicable) is to be conducted. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/emails or other IT tools within a defined time period.
5. In the present scenario, appropriate measures have to be adopted to facilitate the UG/PG students pursuing Project/Dissertation. Accordingly review-based/secondary data based projects or software driven projects shall be accepted by the Faculty/Department instead of laboratory based experiments or field/survey based assignments to these students. All are requested to adhere to the above suggested guidelines to complete the above activities in time. Further, if the above activities have already been completed by your Faculty/Department, you are requested to immediately send the requisite data to the office of the Principal, as per existing practice. You may contact telephone No. 011-24112196 and send any query by e-mail to principal@svc.ac.in for any further clarification. The above activities should be completed latest by **03rd August, 2021** positively.

S.No.	Description (Semester-I)	Date
1.	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records May-June, 2021) completed in all the respects by the concerned teacher(s) duly validated by the students to the office of the Section Officer (Administration) or via e-mail to principal@svc.ac.in for the needful.	28 th July, 2021
2.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	29 th and 30 th July, 2021
3.	The Dealing Assistants of the respective courses will update 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 the stipulated period positively .	03 rd August, 2021

Active cooperation of one and all shall highly be appreciated.

NOTES:-

1. For further details, letter issued by the Dean, Examination Branch, University of Delhi under Ref. No. Dean (Exams)/2020-2021/ 722 dated 19th July, 2021, uploaded on the college website, may be viewed.
2. All circulars/guidelines issued by the MHA/UGC/DU with regard to Covid-19 pandemic are to be followed strictly as per requirement.
3. *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) and College Websites (www.svc.ac.in) for all updates and information*

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C. Shula Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Semester-II (Part-I) Examination, May-June, 2021

NOTES:-

4. Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.
5. For clarification, if any, you may e-mail to principal@svc.ac.in
6. 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) is subject to correction. Any discrepancy noticed may be reported at principal@svc.ac.in for the needful.

Encls :- As above

C. Sheela Reddy
Prof C. Sheela Reddy
Principal
Principal
Sri Venkateswara College
(University of Delhi)
* Dhaura Kuan
New Delhi-110 021

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), All concerned, College Notice Board/College Website/File.

SRI VENKATESWARA COLLEGE, DHAULA KUAN, NEW DELHI - 110 021			
INTERNAL ASSESSMENT RECORD (Choice Based Credit System :: CBCS)			
Academic Year :: 2020-2021 (May-June, 2021)		Semester :: II (Part-I)	
Name of the Teacher	Name of the Course	Paper No./ Paper Code	Title of the Paper

S. No.	College Roll No.	Name of the Student	Internal Assignment(s) Marks	Remarks	Signature of the Student(s)
			(Out of 25)		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Note:

1. After evaluation, respective teacher will submit the result of the same duly moderated by the Departmental Moderation Committee to the office of the principal of the college and to the office of the head of the department in case of post-graduation, within the stipulated time.
2. You may contact at telephone number 011-2411 2196 and also send any query by email to principal@svc.ac.in for any further clarification

Signature of the Teacher with Date



Prof C. Sheela Reddy
Principal

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Ref No : SVC/Admn/2021/P/1660

Most Urgent/Out Today/Email/WhatsApp/

19th July, 2021

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for Semester-II (Part-I) undergraduate courses for the academic session 2020-2021.

This is for information and necessary action by all concerned that the following guidelines, duly recommended by the Teacher-in-charge of the respective departments of the science courses in the online meeting held on the 3rd of May, 2021 (4:30 -5:30PM) chaired by Dr. S. Venkata Kumar, Vice-Principal, shall be observed:-

1. Every Science Department shall conduct the Practical Examination as per the existing schedule. Further, all the teachers shall complete the process of practical related assignment/test at the earliest, if not already done, and to submit the award list/s within the stipulated period.
2. The Internal Assessment Marks duly validated by the students and moderated by the Departmental Moderation Committee shall be submitted by the Teacher-in-Charge of the respective departments via email to the Principal (principal@svc.ac.in)
3. The Practical marks shall be submitted by the teachers of the department individually to an email ID dedicated exclusively for the same (svcpractical@svc.ac.in) by the 28th July, 2021 positively.
4. Mock exams taken by teachers can be considered to assign marks to the students as long as they were documented properly.
5. The window for the submission of the test will be 9:00 -5:30 PM. However, it can be extended in case of premeditated situations as long as proof is produced.

Active cooperation of one and all shall highly be appreciated.

NOTES:-

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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) and College Websites (www.svc.ac.in) for all updates and information*
3. *Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.*

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Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for Semester-II (Part-I) undergraduate courses for the academic session 2020-2021.

Notes:-

4. All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.
5. For clarification, if any, you may email to principal@svc.ac.in
6. Any addendum/corrigendum shall be posted on the college website only.

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Copy forwarded for information and necessary action to :- Dr R.K. Budhreja, 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), All concerned, College Notice Board/College Website/File.



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Ref No : SVC/Admn/2021/P/1660

19th July, 2021

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

In pursuance of the university notification number Dean (Exams.) 2020-2021/722 dated 19th July, 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 Examination-May-June, 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-II : Part-I) on Saturday, the 24th July, 2021 between 9:30 AM and 5:30 PM. The Teacher-in-Charge/Coordinators of the respective departments 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 svcpractical@svc.ac.in by the respective teachers within a defined time period. Mr Chanderpall Singh, 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 stipulated period. The concerned teacher shall sign the award list later.

You may contact telephone No. 011-24112196 and send any query by e-mail to principal@svc.ac.in for any further clarification. The above activities should be completed within the stipulated period.

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Prof C. Sheela Reddy
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Subject:- Notification regarding Conduct of Practical, Viva-voce, Projects, Oral (Moot Courts) Apprenticeship, Internship, File work etc- May-June, 2021 – regarding.

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) and College Websites (www.svc.ac.in) for all updates and information*
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**IMPORTANT POINTS REGARDING SUBMISSION OF
INTERNAL ASSESSMENT MARKS MAY-JUNE, 2021**

The following points are to be remembered by the teacher(s) of the respective Paper(s) while submission of Internal Assessment (IA) Marks:-

1. ABSENT and ZERO are not the same and must be indicated clearly. Further, no column of Internal Assessment Format should be left blank.
2. When a student has been marked as ABSENT in a paper, no marks are to be awarded for the same.

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 Teacher-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 office of the Section Officer (Administration) within the stipulated period.

Your support and cooperation in submission of timely, accurate and complete information for all students from your department will help us in smooth processing of results in time. All concerned may make a note of the above-mentioned process and adhere to the requirement.

NOTES:-

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19th July, 2021

INTERNAL ASSESSMENT MARKS

Semester-II (Part-I) Examinations, May-June, 2021

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 the aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 28th July, 2021 upto 3:00 PM positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records May-June, 2021). The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students.

As already communicated, the University reserves the right to scrutinize some or all the Original Records of Internal Assessment and Semester Examinations (wherever applicable) of any paper in any course in the College. Accordingly, all faculty members are requested to preserve all 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University. The user ID for updating the Internal Assessment records of the students is to be used by the concerned faculty member. For assignment for User ID, Mr Kumar Ashish, Junior Assistant, may be contacted.

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.
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19th July, 2021

NOTIFICATION

(Preservation and Retention of Records)

This is for the information to all the concerned that the University reserves the right to scrutinize some or all the Original Records of Internal Assessment and Semester Examinations (wherever applicable) of any paper in any course in the College.

In view of the above, 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.

It is pertinent to mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.

Your cooperation is most solicited.

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) and College Websites (www.svc.ac.in) for all updates and information
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Ref No : SVC/Admn/2021/P/1660

Most Urgent/Out Today/E-mail/WhatsApp/19th July, 2021**DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT**
(Second Semester Examination : May-June, 2021)

As per the Academic Council Resolution dated 18th July, 2003 2 (v) there shall be a Departmental Moderation Committee on Internal Assessment in each College, discipline-wise, which shall comprise of the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department : provided that if, for any reason, the membership of the Committee fails below 3, the Principal of the College shall nominate suitable members from among the teachers of the Department/College to fill the vacancies.

Accordingly, the Departmental Moderation Committees for Internal Assessment have been constituted comprising the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department. The 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 duly completed and moderated Internal Assessment will be submitted to the Office of the Section Officer (Administration) by 28th July, 2021 upto 3:00 PM positively. The Grievance, if any, from the students regarding Internal Assessment will be addressed by the Departmental Moderation Committee.

S.No.	Department	Departmental Moderation Committee Members
1.	Biochemistry	Dr Meenakshi Kuhar, Dr Nimisha Sinha and Dr Kameshwar Sharma YVR.
2.	Electronics	Dr Neeru Kumar, Dr Sunita Jain and Dr Nutan Joshi.
3.	Physics	Dr Pratima Vyas, Dr Narender Kumar and Dr K. Chandramani Singh.
4.	Botany	Dr Kalyani Krishna, Dr Shukla Saluja and Dr Sunila Khurana.
5.	Zoology	Dr Anita Verma, Dr Vartika Mathur and Dr Om Prakash.
6.	Chemistry	Mr H.C. Tandon, Dr Sanjay Kumar and Dr Vibha Saxena.
7.	Mathematics	Ms Shakuntala Wadhwa, Dr Deepti Jain and Dr Swarn Singh .
8.	Statistics	Dr Veena Budhreja, Dr M.K. Shukla and Ms Pratibha Gaur.
9.	Biological Sciences	Dr Ravindra Polishetty (Coordinator), Dr Anita Verma and Dr Shukla Saluja.
10.	Commerce	Dr S.Venkata Kumar, Dr Shruti Mathur and Dr Mamta Arora.
11.	English	Dr Meenakshi Bharat, Ms Rupleena Bose and Mr Nikhil Yadav.
12.	Hindi	Dr 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, Mr D. Brahma Reddy and Mr S. Krishna Kumar.
15.	History	Dr Nirmal Kumar, Dr Vandana Joshi and Mr M. Jeevan.
16.	Political Science	Dr Namita Pandey, Dr Jita Mishra and Dr Arup Singh.
17.	Sociology	Dr Geeta Jayaram Sodhi, Dr Abhijit Kundu and Mr S.C. Mohapatra.
18.	B.A.(Programme)	Dr R.K. Yadav (Coordinator) and the Teacher-in-Charge of the respective departments.

C. Sheela Reddy
Prof C. Sheela Reddy
Principal

Principal
Sri Venkateswara College
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Ref No : SVC/Admn/2021/P/1660

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19th July, 2021

INTERNAL ASSESSMENT MONITORING COMMITTEE
(First Semester Examination : May-June, 2021)

As per the Academic Council Resolution dated 18th July, 2003 on Internal Assessment, a 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 S. Venkata Kumar (Vice-Principal)
3. Dr R.K. Budhraj (Secretary, Staff Council & Coordinator/Convener)
4. Dr M. Padma Suresh (Senior Faculty Member);and
5. Dr J. Lalita, Senior Faculty Member.

A meeting of the Monitoring Committee for Internal Assessment will be held in the committee room, as per schedule given here under:-

Finalization of Internal Assessment marks by the Central Monitoring Committee.	29 th and 30 th July, 2021 At 10:00 AM.
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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) and College Websites (www.svc.ac.in) for all updates and information*
3. *Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.*
4. For clarification, if any, you may e-mail to 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) is subject to correction. Any discrepancy noticed may be reported at principal@svc.ac.in for the needful.

C. Sheela Reddy
Prof C. Sheela Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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), All concerned, College Notice Board/College Website/File.



SRI VENKATESWARA COLLEGE

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021

Prof C. Sheela Reddy
Principal

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Ref No : SVC/Admn/2021/P/1660

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

19th July, 2021

NOTIFICATION

Subject :- Evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System.

With reference to the University letter number Dean (Exams)/2016/9316 dated 30th September, 2016 on the subject noted above, as already communicated, it may kindly be noted that the evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System (CBCS) shall be undertaken by the respective colleges where they are being taught and the teacher responsible for the conduct of Learning of the AECC and SEC shall be responsible for the evaluation.

In view of the above, all the teacher(s) responsible for the same are requested to mail necessary information (like Paper Unique ID, Evaluator ID, Name of the Evaluator, Evaluator's e-mail ID, Evaluator's Mobile Number, Evaluator's Department, Evaluator's Designation and Centre) to the undersigned, soon after the conduct of the AECC/SEC paper, as per university schedule, for further necessary action.

An active cooperation of one and all shall highly be appreciated.

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) and College Web sites (www.svc.ac.in) for all updates and information*
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C. Sheela Reddy
Prof C. Sheela Reddy
Principal

Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi - 110 021

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), All concerned, College Notice Board/College Website/File.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

SEMESTER EXAMINATION - (DECEMBER-2020)

Date-Sheet of Mock Test for Under Graduate Courses Choice Based Credit System (CBCS) Regular & NCWEB Courses Open Book Examinations (OBE) DECEMBER 2020.

Course		Time of Commencement
--------	--	----------------------

11th December, Friday

All B.Sc. (Hons)	First Phase Mock Test to become aware about the procedures of OBE.	8:00 A.M. to 11:00 A.M.
ALL B.Sc. (Programme) & B.Sc. Pass (Home Science)	First Phase Mock Test to become aware about the procedures of OBE.	8:00 A.M. to 11:00 A.M.
Five Year Integrated Programme in Journalism	First Phase Mock Test to become aware about the procedures of OBE.	8:00 A.M. to 11:00 A.M.

11th December, Friday

All B.A. (Hons)	First Phase Mock Test to become aware about the procedures of OBE.	11:30 AM To 2:30 P.M.
B. Com (Hons)	First Phase Mock Test to become aware about the procedures of OBE.	11:30 AM To 2:30 P.M.
B. Tech Information Technology	First Phase Mock Test to become aware about the procedures of OBE.	11:30 AM To 2:30 P.M.

11th December, Friday

All B.A. (Programme)	First Phase Mock Test to become aware about the procedures of OBE.	3:00 P.M. To 6:00 P.M.
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11th December, Friday

B. Com	First Phase Mock Test to become aware about the procedures of OBE.	3:00 P.M. To 6:00 P.M.
ALL B.A. (Voc.)	First Phase Mock Test to become aware about the procedures of OBE.	3:00 P.M. To 6:00 P.M.

Note:

- This is based on one time measure for academic session 2020-21 in view of the Covid-19 Pandemic. Question papers as given for Mock Test are indicative for practice and based on procedural steps required for appearing in examinations only.
- The duration for examination is two hours only and one hour in addition is permissible for downloading question papers, scanning and uploading of Answer Sheets. The total duration shall be Three (03) hours. However, 05 hours are applicable for students belonging to Divyang (PWD) category.
- Information given only on the University website. i.e. www.du.ac.in shall be considered official.

Delhi, the 09th December, 2020

Dean (Examinations)



दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI

Ref. No. Dean(Exams)/
Dated 13.05.2020

To
The Dean/Head/Principal
Director SOL/NCWEB

Subject: Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot courts) Apprenticeship, Internship, Field Work etc. for 2019-20.

Sir/Madam,

The following procedure shall be followed for conduct of Internal Assessment, Practical, Viva-Voce, Projects, Oral (Moot courts), Apprenticeship, Internship, Field Work which are required for completion before the conduct of End Term Theory Examinations.

- **Internal Assessment:** Instead of the three existing components of Internal Assessment, viz., Class Tests, Tutorial Test and Attendance, only one component i.e. internal assignments will be carried out for the current semester. Internal assessment of the students should also be carried out using IT tools. Teacher should give the assignment to the students in prescribed format via e-mail. The student should submit the solved assignment to the teacher via e-mail in a defined time. The top of the Assignment Sheet must have Program name, Semester, Title of Paper and Name of the Student. After evaluation, respective teacher will submit the result of the same to the o/o the principal of the college and to the o/o the Head of the Department in the case of Post Graduation. Those who have already completed the process of internal assessment in the continuous form or as per existing rule in this regard are required to submit the same to the o/o the principal of the respective college. Attendance component in IA shall be considered full for the lockdown period and benefit should be granted to all students while calculating IA for each paper as per the distribution of marks.
- **Examination of Practical Courses:** The evaluation of Practical Examination, wherever applicable, will be in the 100% continuous evaluation mode. For Laboratory paper, teacher should give the assignment based on Experiments already performed through e-mail to the students. The student should submit the solved assignment to the teacher via e-mail in a stipulated time period. The name of Program, Semester, title of practical paper and name of the student should be mentioned at the top of the answer sheet by the student before submission.
- **Practical and Viva voce, Oral (Moot courts) Examinations:** For final and Intermediate semester/Term/Year students of all professional and technical programs, all such practical and viva voce as part of the requirements of the completion of degrees for final semester /Term/Year students should be conducted through Skype or other meeting apps.



दिल्ली विश्वविद्यालय

UNIVERSITY OF DELHI

:2:

- **Conduct of Internship/Apprenticeship for all Semester/Term/Year:** Following measures in the view of COVID-19 shall be undertaken by all concerned as required for completion of degrees in professional/ technical course etc. wherever applicable:
 - 1) Students shall be allowed to take up online internship/ activities including activities that can be carried out digitally or otherwise from home.
 - 2) They can be engaged as interns in ongoing projects.
 - 3) The date for start can be delayed.
 - 4) The period of internship can be reduced clubbing with assignments etc.
- Evaluation of Dissertations of UG/PG programs is to be conducted by written assignments based on the work carried out by the students before the lockdown (i.e. March 20, 2020). Such evaluations are to be performed in the form of written assignments by the respective teacher through e-mails within a defined time period.
- In the present scenario, appropriate measure has to be adopted to facilitate the UG/PG students pursuing Projects/Dissertation, accordingly review-based/secondary data based projects or software driven projects shall be accepted by the college/ department instead of laboratory based experiments or field/ survey based assignments to these students.

All are requested to adhere to the above suggested guidelines to complete activities in time. Further, if the above activities have already been completed by your Faculty/Department/ College/Teaching Centre before closure of the University, you are requested to immediately send the requisite data to the Examination Branch as per existing practice.

You may contact at Telephone No. 011-27662832 and also send any query by e-mail to edpcellexam@gmail.com for any further clarification. The above activities should be completed latest by 03.06.2020.

Sd/-
Dean (Examinations)



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

MOST URGENT/OUT TODAY/BY HAND

28th August, 2019

Ref No : SVC/Admn/2019/P/1352

**Schedule for Class Test (s)
(2019-2020)**

This is for the information, and necessary action by all the concerned that Class Test(s) as part of Internal Assessment are to be conducted for the students of Semesters I/III/V of undergraduate courses between **14th October, 2019 and 18th October, 2019**, as per university rules.

In view of the above, all the teachers-in-charge of the respective departments are requested to prepare the schedule for the same in consultation with the concerned teacher(s) and conduct the test(s) within the stipulated period. They are also requested to conduct the Class Test for Generic/General Elective (GE) Papers as per following schedule:-

S.No.	Paper	Semester	Date	Timing
1.	GE-I	I	23 rd October, 2019	10:45 AM
2.	GE-III	III	23 rd October, 2019	1:00 PM

Your cooperation is most solicited.

[Signature]

Dr S.Venkata Kumar
Convener, Central Monitoring Committee

[Signature]

Dr P.Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

[Signature]

Copy to :- Teacher-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

[Signature]

Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



NOTIFICATION

(Schedule regarding Internal Assessment Marks)

All the teachers are requested to adhere to the following schedule submission of Internal Assessment records for Semester I/III/V (Part-I/II/III : November/December, 2019), 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	Date
01.	Commencement of submission of Assignment(s) etc. by the students to the respective departments.	18th September, 2019
02.	Last date for completion/submission of Assignment(s) etc.	25th October, 2019
03.	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board for information to the students and validation.	01st November, 2019 To 11th November, 2019
04.	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	14th November, 2019
05.	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records November/December, 2019) duly filled in and complete in all the respects by the concerned teachers to the office of the Section Officer (Administration).	16th November, 2019
06.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	22nd November, 2019 To 29th November, 2019
	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. 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 18th December, 2019 positively.	06th December, 2019

Contd Page...2/...

Dr S. Venkata Kumar
Dr S. Venkata Kumar
Convener, Central Monitoring Committee

Dr P. Hemalatha Reddy
Principal
Sri Venkateswara College
(University of Delhi)
New Delhi-110021

It is pertinent to mention here that as per university rules vide University of Delhi Ordinance VIII (E) 2 (b) and (c) on Internal Assessment Scheme, calculation of the attendance of every student in each paper (lectures and tutorials), conversion into percentage, and marks awarded for Internal Assessment is to be done by the teacher.

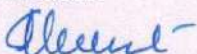
It may be noted that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other reason which deems fit, he/she may be given a chance to 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.

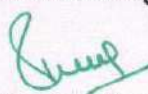
The Conveners of the ECA/Sports/NSS/Placement Cell are requested to forward the details of participation of the students in the events (Course and College Roll Number-wise) and their related achievements by 16th November, 2019 upto 3:00 PM positively, in the prescribed format to the Teacher-in-Charge of the respective department for further necessary action. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to Fine Arts Committee namely Debating Society, Dramatics, Leonci Society, Verbam Etc. etc.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance 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 Teacher-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 office of the Section Officer (Administration) within the stipulated period.

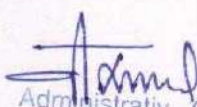
This may kindly be treated as most urgent. Active cooperation of one and all in this regard is most solicited.


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

3

Ref No : SVC/Admn/2019/P/ 1352

MOST URGENT/OUT TODAY/BY HAND

28th August, 2019

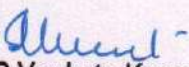
**Notification to the Faculty Members regarding Internal Assessment Marks
(November/December : 2019-2020)**

This is for the information, and necessary action by all the concerned 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 deems fit, he/she may be given a chance to undertake the Class Test within the scheduled date, on his/her written request to the concerned Teacher or Teachers-in-Charge of the department, as per university rules. Similar chance may be given to the student (s) to submit the Assignment (s) who missed to submit it in time. Accordingly, the Class Test (s) as part of Internal Assessment shall be conducted for the students admitted to various undergraduate courses, as per schedule. Accordingly, all the teachers-in-charge of the respective departments are requested to do the needful for the same in consultation with the concerned teachers within the stipulated period.

It is pertinent to mention here that a student in the categories as mentioned above, who is unable to write the class test(s) on account of his/her participation in such aforesaid activities, may be assessed through an alternative mode (like Presentation/Project etc.) in lieu of the Class Test(s).

Further, the respective departments, at the first stage, shall redress the grievance pertaining to the Internal Assessment Marks and hence all the teachers-in-charge of the respective departments are requested that they act with empathy and clear the grievances of students promptly accordingly.

An active cooperation of one and all shall highly be appreciated.


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr P. Hemalatha Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
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Dhaura Kuan, New Delhi-110021



INTERNAL ASSESSMENT MARKS
(I/III/V Semester Examinations : November/December, 2019)

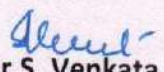
All the Faculty Members are requested to submit a soft as well as hard copy of Total Internal Assessment Awards in respect of all the students admitted to various undergraduate courses available in the college, in the prescribed formats duly filled in and complete in all the aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 14th November, 2019 upto 3:00 PM positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records November/December, 2019). The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance after displaying on the College Notice Board/College Website. The duly completed and moderated Internal Assessment Marks will be submitted to the Office of the Section Officer (Administration) on or before 16th November, 2019 upto 3:00 PM positively.

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.

As already communicated, 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. Accordingly, 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.

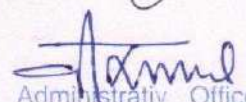
It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr P. Hemalatha Reddy
Principal

Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



INTERNAL ASSESSMENT :: STUDENTS PARTICIPATION RECORD (2019-2020)
(I/III/V Semester Examinations : November/December, 2019)

The Conveners of the ECA/Sports/NSS/Placement Cell are requested to submit the details of participation of the students in the events (**Strictly Course and College Roll Number-wise**) and their related achievements in the prescribed proforma by **16th November, 2019 upto 3:00 PM** positively. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to Fine Arts Committee namely Debating Society, Dramatics Society, Leonci Society, Verbam Etc. etc. The above said format is available on the College Website www.svc.ac.in or with the office of the Section Officer (Administration).

The weightage of attendance under the categories mentioned above will be considered by the Internal Assessment Monitoring Committee as per university rules.

Dr S. Venkata Kumar
Convener, Central Monitoring Committee

Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Conveners of Fine Arts/Sports/NSS/Placement Cell/Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



(6)

Sri Venkateswara College
(University of Delhi)

Ref No : SVC/Admn/2019/P/1352

28th August, 2019

NOTIFICATION

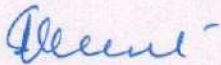
(I/III/V Semester Examinations : November/December, 2019)

The weightage of attendance for the students participated in Sports/Extra Curricular Activities/NSS/ Students Union/Placement Cell during the academic session 2019-2020, may be given as below, as per previous practice:-

1. Sports/ECA:-

- A. The students who participated in International/National/Inter-University/Inter-College level events, 17% will be added to their attendance score.
- B. For students who participated in the regular practice/meeting (s) at the college level, 10% will be added to their attendance score.

- 2. NSS/Placement Cell/Students Union :-** For students who participated in NSS/placement/Students Union activities, the weightage of attendance (%) will be given equal to the number of days of participation subject to the maximum upto 17% as per college policy.



Dr S. Venkata Kumar
Convener, Central Monitoring Committee



Dr P. Hemalatha Reddy
Principal

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Sri Venkateswara College
(University of Delhi)

7

R Ref No : SVC/Admn/2019/P/ 1352

28th August, 2019

NOTIFICATION
(Preservation and Retention of Records)

This is for the information to all the concerned 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.

In view of the above, 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.

Your cooperation is most solicited.

Dr S. Venkata Kumar
Convener, Central Monitoring Committee

Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

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Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

8

Ref No : SVC/Admn/2019/P/ 1352

28th August, 2019

NOTIFICATION

Subject :- Evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System.

With reference to the University letter number Dean (Exams)/2016/9316 dated 30th September, 2016 on the subject noted above, as already communicated, it may kindly be noted that the evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System (CBCS) shall be undertaken by the respective colleges where they are being taught and the teacher responsible for the conduct of Learning of the AECC and SEC shall be responsible for the evaluation.

This is for information and necessary action of all the concerned teacher(s) of the respective department(s).

Dr S. Venkata Kumar
Convener, Central Monitoring Committee

Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

MOST URGENT/OUT TODAY/BY HAND

28th August, 2019

Ref No : SVC/Admn/2019/P/1352

**Schedule for Class Test (s)
(2019-2020)**

This is for the information, and necessary action by all the concerned that Class Test(s) as part of Internal Assessment are to be conducted for the students of Semesters I/III/V of undergraduate courses between **14th October, 2019 and 18th October, 2019**, as per university rules.

In view of the above, all the teachers-in-charge of the respective departments are requested to prepare the schedule for the same in consultation with the concerned teacher(s) and conduct the test(s) within the stipulated period. They are also requested to conduct the Class Test for Generic/General Elective (GE) Papers as per following schedule:-

S.No.	Paper	Semester	Date	Timing
1.	GE-I	I	23 rd October, 2019	10:45 AM
2.	GE-III	III	23 rd October, 2019	1:00 PM

Your cooperation is most solicited.

[Signature]

Dr S.Venkata Kumar
Convener, Central Monitoring Committee

[Signature]

Dr P.Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

[Signature]

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[Signature]

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Dhaura Kuan, New Delhi-110021



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

Ref No : SVC/Admn/2019/P/ 1106

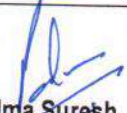
4th February, 2019

NOTIFICATION
(Internal Assessment Awards)

All the teachers are requested to adhere to the following schedule submission of Internal Assessment records for Semester II, IV and VI (Part-I/II/III : May/June, 2019), 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.	10 th April, 2019
02	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	12 th April, 2019 To 22 nd April, 2019
03	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	26 th April, 2019
04	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records May/June, 2019) duly filled in and completed in all the respects by the concerned teachers to the office of the Section Officer (Administration).	29 th April, 2019
05	Finalization of Internal Assessment marks by the Central Monitoring Committee.	06 th May, 2019 To 10 th May, 2019
	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. 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 <u>31st May, 2019</u> positively.	10 th May, 2019 To 25 th May, 2019.

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Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R. P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021



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

Ref No : SVC/Admn/2019/P/ 1106

Page --- 2/---

4th February, 2019

It is pertinent to mention here that as per university rules vide University of Delhi Ordinance VIII (E) 2 (b) and (c) on Internal Assessment Scheme, calculation of the attendance of every student in each paper (lectures and tutorials), conversion into percentage, and marks awarded for Internal Assessment is to be done by the teacher.

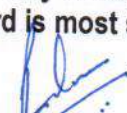
It may be noted that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other reason which deems fit, he/she may be given a chance to 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.

The Conveners of the ECA/Sports/NSS/Placement Cell are requested to forward the details of participation of the students in the events (Course and College Roll Number-wise) and their related achievements by 29th April, 2019 upto 3:00 PM positively, in the prescribed format to the Teacher-in-Charge of the respective department for further necessary action. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to Fine Arts Committee namely Debating Society, Dramatics, Leonci Society, Verbam Etc. etc.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance 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 Teacher-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 office of the Section Officer (Administration) within the stipulated period.

This may kindly be treated as most urgent. Active cooperation of one and all in this regard is most solicited.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R P Singh
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110021

Copy to :- Teacher-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



③

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

Ref No : SVC/Admn/2019/P/

4th February, 2019

**Notification regarding Class Test (s)
(2018-2019)**

This is for the information, and necessary action by all the concerned that Class Test (s) as part of Internal Assessment are to be conducted for the students admitted to various undergraduate courses for Semesters II & IV between 11th March, 2019 and 15th March, 2019, as per university rules.

In view of the above, all the teachers-in-charge of the respective departments are requested to prepare the schedule for the same in consultation with the concerned teachers and conduct the test(s) within the stipulated period. They are also requested to conduct the Class Test for Generic/General Elective (GE) Papers as per following schedule:-

S.No.	Paper	Semester	Date	Timing
1.	GE-II	II	11.03.2019	10:45 AM
2.	GE-IV	IV	11.03.2019	1:00 PM

Your cooperation is most solicited.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R. P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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(University of Delhi)
Dhaura Kuan, New Delhi-110021



(4)

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

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

**INTERNAL ASSESSMENT MARKS
(II/IV/VI Semester Examinations : May/June, 2019)**

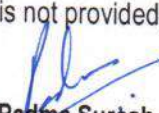
All the Faculty Members are requested to submit a soft as well as hard copy of Total Internal Assessment Awards in respect of all the students admitted to various undergraduate courses available in the college, in the prescribed formats duly filled in and complete in all the aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 29th April, 2019 upto 3:00 PM positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records May/June, 2019). The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance after displaying on the College Notice Board/College Website. The duly completed and moderated Internal Assessment Marks will be submitted to the Office of the Section Officer (Administration) on or before 29th April, 2019 upto 3:00 PM positively.

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.

As already communicated, 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. Accordingly, 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.


Dr M. Padma Surèsh
Convener, Central Monitoring Committee


Dr R P Singh
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan,
New Delhi-110021

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Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



5

Sri Venkateswara College
(University of Delhi)

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

INTERNAL ASSESSMENT :: STUDENTS PARTICIPATION RECORD (2018-2019)
(II/IV/VI Semester Examinations : May/June, 2019)

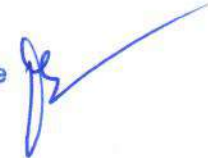
The Conveners of the ECA/Sports/NSS/Placement Cell are requested to submit the details of participation of the students in the events **(Strictly Course and College Roll Number-wise)** and their related achievements in the prescribed proforma by **29th April, 2019 upto 3:00 PM** positively. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to Fine Arts Committee namely Debating Society, Dramatics Society, Leonci Society, Verbam Etc. etc. The above said format is available on the College Website www.svc.ac.in or with the office of the Section Officer (Administration).

The weightage of attendance under the categories mentioned above will be considered by the Internal Assessment Monitoring Committee as per university rules.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R P Singh
Acting Principal

Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021



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(University of Delhi)
Dhaura Kuan, New Delhi-110021





(6)

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

Ref No : SVC/Admn/2019/P/

4th February, 2019

NOTIFICATION

The weightage of attendance for the students participated in Sports/Extra Curricular Activities/NSS/ Students Union/Placement Cell during the academic session 2018-2019, may be given as below, as per previous practice:-

1. **Sports/ECA:-**

- A. The students who participated in International/National/Inter-University/Inter-College level events, 17% will be added to their attendance score.
- B. For students who participated in the regular practice/meeting (s) at the college level, 10% will be added to their attendance score.

2. **NSS/Placement Cell/Students Union :-** For students who participated in NSS/placement/Students Union activities, the weightage of attendance (%) will be given equal to the number of days of participation subject to the maximum upto 17% as per college policy.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R. P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
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New Delhi-110 021

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(University of Delhi)
Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

7

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

NOTIFICATION
(Preservation and Retention of Records)

This is for the information to all the concerned 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.

In view of the above, 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with **documentary proof** in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.

Your cooperation is most solicited.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R. P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



Sri Venkateswara College (University of Delhi)

8

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT (II/IV/VI Semester Examinations : May/June, 2019)

As per the Academic Council Resolution dated 18th July, 2003 2 (v) there shall be a Departmental Moderation Committee on Internal Assessment in each College, discipline-wise, which shall comprise of the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department : provided that if, for any reason, the membership of the Committee fails below 3, the Principal of the College shall nominate suitable members from among the teachers of the Department/College to fill the vacancies.

Accordingly, the Departmental Moderation Committees for Internal Assessment have been constituted comprising the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department. The 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 duly completed and moderated Internal Assessment will be submitted to the Office of the Section Officer (Administration) on or before 29th April, 2019 upto 3:00 PM positively. The Grievance, if any, 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 after 29th April, 2019 will be forwarded to the University and the decision of the University shall be final.

S.No.	Department	Departmental Moderation Committee Members
1.	Bio-Chemistry	Dr Meenakshi Kuhar, Dr Shalini Sen and Dr Nitika Kaushal.
2.	Electronics	Dr Neeru Kumar, Dr Sunita Jain and Dr Nutan Joshi.
3.	Physics	Dr Renu Jain, Dr Pratima Vyas and Dr Anant Pandey.
4.	Botany	Dr Kalyani Krishna, Dr Sunila Khurana and Dr Shukla Saluja.
5.	Zoology	Dr Anita Verma, Dr Vartika Mathur and Dr Om Prakash.
6.	Chemistry	Dr R.P.Singh, Mr H.C. Tandon and Dr Sanjay Kumar.
7.	Mathematics	Ms Shakuntala Wadhwa, Dr R.K. Budhraj and Dr Mainak Mukherjee.
8.	Statistics	Ms Raj Kumari, Dr M.V.R. Prasada Rao and Dr Mukti Kant Shukla.
9.	Biological Sciences	Dr Anita Verma, Dr Meenakshi Kuhar and Dr Kameshwar Sharma YVR
10.	Commerce	Dr S.Venkata Kumar, Ms Sunita Chhabra and Dr Mamta Arora.
11.	English	Dr A.N.Anwer, Dr Ratna Raman and Dr Rina Ramdev.
12.	Hindi	Dr Pushplata Bhatt, Dr R.K. Yadav and Dr Arvind Kumar Meena.
13.	Sanskrit	Dr Punita Sharma, Dr Kanwar Singh and Dr Urvi Agarwal.
14.	Telugu & Tamil	Dr E.Muralidhara Rao, Dr S.Vivekananthan and Dr S.Seenivasan.
15.	Economics	Dr M.Padma Suresh, Dr V.A. Ramaraju and Mr S.Krishna Kumar.
16.	History	Dr Nirmal Kumar, Dr Neeraj Sahay and Dr Vandana Joshi.
17.	Political Science	Dr Lalita Jain, Dr Namita Pandey and Dr Jita Mishra.
18.	Sociology	Dr Geeta Jayaram Sodhi, Mr S.C. Mohapatra and Dr Nabanipa Bhattacharjee.
19.	B.A.(Programme)	Dr R.K. Yadav (Coordinator) and Teachers-in-Charge of the respective Departments.

Dr M. Padma Suresh
Convener, Central Monitoring Committee

Dr R P Singh
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110021

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(University of Delhi)
Dhaura Kuan, New Delhi-110021



(9)

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

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

INTERNAL ASSESSMENT MONITORING COMMITTEE
(II/IV/VI Semester Examinations : May/June, 2019)

As per the Academic Council Resolution dated 18th July, 2003 on Internal Assessment, a Monitoring Committee for Internal Assessment has been reconstituted. The committee shall function with immediate effect, till further orders.

1. Dr P.Hemalatha Reddy (Principal & Chairperson)
2. Dr A.K. Chaudhary (Bursar)
3. Dr R.P. Singh (Secretary, Staff Council)
4. Dr M. Padma Suresh (Senior Faculty Member and Convener): and
5. Mr S.C. Mohapatra (Senior Faculty Member).

A meeting of the Monitoring Committee for Internal Assessment will be held in the committee room, as per schedule given here under:-

Finalization of Internal Assessment marks by the Central Monitoring Committee.	06 th May, 2019 To 10 th May, 2019 Timing : 10:00 AM
--	--


Dr R P Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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(10)

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

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

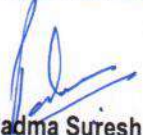
MOST URGENT/OUT TODAY/BY HAND

Subject :- Evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System.

Please refer to the University letter number Dean (Exams)/2016/9316 dated 30th September, 2016 (copy enclosed) on the subject noted above, as already communicated.

In view of the above, it may kindly be noted that the evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System (CBCS) shall be undertaken by the respective colleges where they are being taught and the teacher responsible for the conduct of Learning of the AECC and SEC shall be responsible for the evaluation.

This may kindly be treated as **MOST URGENT**. Your cooperation is most solicited.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R P Singh
Acting Principal
Acting Principal
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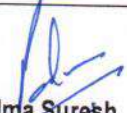
4th February, 2019

NOTIFICATION
(Internal Assessment Awards)

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S.No	Description	Last Date
01	Completion of Assignment/Class Test/Attendance etc. in the college.	10 th April, 2019
02	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	12 th April, 2019 To 22 nd April, 2019
03	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	26 th April, 2019
04	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records May/June, 2019) duly filled in and completed in all the respects by the concerned teachers to the office of the Section Officer (Administration).	29 th April, 2019
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	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. 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 <u>31st May, 2019</u> positively.	10 th May, 2019 To 25 th May, 2019.

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Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R. P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
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New Delhi-110 021



②

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

Ref No : SVC/Admn/2019/P/ 1106

Page --- 2/---

4th February, 2019

It is pertinent to mention here that as per university rules vide University of Delhi Ordinance VIII (E) 2 (b) and (c) on Internal Assessment Scheme, calculation of the attendance of every student in each paper (lectures and tutorials), conversion into percentage, and marks awarded for Internal Assessment is to be done by the teacher.

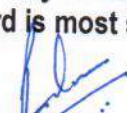
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The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance after displaying the same on the 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 Teacher-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 office of the Section Officer (Administration) within the stipulated period.

This may kindly be treated as most urgent. Active cooperation of one and all in this regard is most solicited.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R P Singh
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110021

Copy to :- Teacher-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



3

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

Ref No : SVC/Admn/2019/P/

4th February, 2019

**Notification regarding Class Test (s)
(2018-2019)**

This is for the information, and necessary action by all the concerned that Class Test (s) as part of Internal Assessment are to be conducted for the students admitted to various undergraduate courses for Semesters II & IV between 11th March, 2019 and 15th March, 2019, as per university rules.

In view of the above, all the teachers-in-charge of the respective departments are requested to prepare the schedule for the same in consultation with the concerned teachers and conduct the test(s) within the stipulated period. They are also requested to conduct the Class Test for Generic/General Elective (GE) Papers as per following schedule:-

S.No.	Paper	Semester	Date	Timing
1.	GE-II	II	11.03.2019	10:45 AM
2.	GE-IV	IV	11.03.2019	1:00 PM

Your cooperation is most solicited.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R. P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



(4)

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

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

**INTERNAL ASSESSMENT MARKS
(II/IV/VI Semester Examinations : May/June, 2019)**

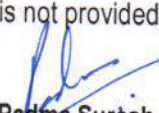
All the Faculty Members are requested to submit a soft as well as hard copy of Total Internal Assessment Awards in respect of all the students admitted to various undergraduate courses available in the college, in the prescribed formats duly filled in and complete in all the aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 29th April, 2019 upto 3:00 PM positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records May/June, 2019). The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance after displaying on the College Notice Board/College Website. The duly completed and moderated Internal Assessment Marks will be submitted to the Office of the Section Officer (Administration) on or before 29th April, 2019 upto 3:00 PM positively.

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.

As already communicated, 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. Accordingly, 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.


Dr M. Padma Surèsh
Convener, Central Monitoring Committee


Dr R P Singh
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan,
New Delhi-110021

Copy to :- Teacher-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



5

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

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

**INTERNAL ASSESSMENT :: STUDENTS PARTICIPATION RECORD (2018-2019)
(II/IV/VI Semester Examinations : May/June, 2019)**

The Conveners of the ECA/Sports/NSS/Placement Cell are requested to submit the details of participation of the students in the events **(Strictly Course and College Roll Number-wise)** and their related achievements in the prescribed proforma by **29th April, 2019 upto 3:00 PM** positively. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to Fine Arts Committee namely Debating Society, Dramatics Society, Leonci Society, Verbam Etc. etc. The above said format is available on the College Website www.svc.ac.in or with the office of the Section Officer (Administration).

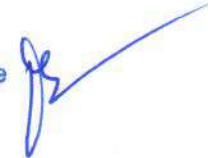
The weightage of attendance under the categories mentioned above will be considered by the Internal Assessment Monitoring Committee as per university rules.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R P Singh
Acting Principal

Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021





Copy to :- Teacher-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021







6

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

Ref No : SVC/Admn/2019/P/

4th February, 2019

NOTIFICATION

The weightage of attendance for the students participated in Sports/Extra Curricular Activities/NSS/ Students Union/Placement Cell during the academic session 2018-2019, may be given as below, as per previous practice:-

1. **Sports/ECA:-**

- A. The students who participated in International/National/Inter-University/Inter-College level events, 17% will be added to their attendance score.
- B. For students who participated in the regular practice/meeting (s) at the college level, 10% will be added to their attendance score.

2. **NSS/Placement Cell/Students Union :-** For students who participated in NSS/placement/Students Union activities, the weightage of attendance (%) will be given equal to the number of days of participation subject to the maximum upto 17% as per college policy.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R. P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

7

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

NOTIFICATION
(Preservation and Retention of Records)

This is for the information to all the concerned 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.

In view of the above, 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with **documentary proof** in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.

Your cooperation is most solicited.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R. P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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(University of Delhi)
Dhaura Kuan, New Delhi-110021



Sri Venkateswara College (University of Delhi)

8

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT (II/IV/VI Semester Examinations : May/June, 2019)

As per the Academic Council Resolution dated 18th July, 2003 2 (v) there shall be a Departmental Moderation Committee on Internal Assessment in each College, discipline-wise, which shall comprise of the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department : provided that if, for any reason, the membership of the Committee fails below 3, the Principal of the College shall nominate suitable members from among the teachers of the Department/College to fill the vacancies.

Accordingly, the Departmental Moderation Committees for Internal Assessment have been constituted comprising the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department. The 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 duly completed and moderated Internal Assessment will be submitted to the Office of the Section Officer (Administration) on or before 29th April, 2019 upto 3:00 PM positively. The Grievance, if any, 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 after 29th April, 2019 will be forwarded to the University and the decision of the University shall be final.

S.No.	Department	Departmental Moderation Committee Members
1.	Bio-Chemistry	Dr Meenakshi Kuhar, Dr Shalini Sen and Dr Nitika Kaushal.
2.	Electronics	Dr Neeru Kumar, Dr Sunita Jain and Dr Nutan Joshi.
3.	Physics	Dr Renu Jain, Dr Pratima Vyas and Dr Anant Pandey.
4.	Botany	Dr Kalyani Krishna, Dr Sunila Khurana and Dr Shukla Saluja.
5.	Zoology	Dr Anita Verma, Dr Vartika Mathur and Dr Om Prakash.
6.	Chemistry	Dr R.P.Singh, Mr H.C. Tandon and Dr Sanjay Kumar.
7.	Mathematics	Ms Shakuntala Wadhwa, Dr R.K. Budhraj and Dr Mainak Mukherjee.
8.	Statistics	Ms Raj Kumari, Dr M.V.R. Prasada Rao and Dr Mukti Kant Shukla.
9.	Biological Sciences	Dr Anita Verma, Dr Meenakshi Kuhar and Dr Kameshwar Sharma YVR
10.	Commerce	Dr S.Venkata Kumar, Ms Sunita Chhabra and Dr Mamta Arora.
11.	English	Dr A.N.Anwer, Dr Ratna Raman and Dr Rina Ramdev.
12.	Hindi	Dr Pushplata Bhatt, Dr R.K. Yadav and Dr Arvind Kumar Meena.
13.	Sanskrit	Dr Punita Sharma, Dr Kanwar Singh and Dr Urvi Agarwal.
14.	Telugu & Tamil	Dr E.Muralidhara Rao, Dr S.Vivekananthan and Dr S.Seenivasan.
15.	Economics	Dr M.Padma Suresh, Dr V.A. Ramaraju and Mr S.Krishna Kumar.
16.	History	Dr Nirmal Kumar, Dr Neeraj Sahay and Dr Vandana Joshi.
17.	Political Science	Dr Lalita Jain, Dr Namita Pandey and Dr Jita Mishra.
18.	Sociology	Dr Geeta Jayaram Sodhi, Mr S.C. Mohapatra and Dr Nabanipa Bhattacharjee.
19.	B.A.(Programme)	Dr R.K. Yadav (Coordinator) and Teachers-in-Charge of the respective Departments.

Dr M. Padma Suresh
Convener, Central Monitoring Committee

Dr R P Singh
Acting Principal

Sri Venkateswara College
(University of Delhi)
Dhula Kuan
New Delhi-110021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

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Sri Venkateswara College
(University of Delhi)
Dhula Kuan, New Delhi-110021



(9)

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

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

INTERNAL ASSESSMENT MONITORING COMMITTEE
(II/IV/VI Semester Examinations : May/June, 2019)

As per the Academic Council Resolution dated 18th July, 2003 on Internal Assessment, a Monitoring Committee for Internal Assessment has been reconstituted. The committee shall function with immediate effect, till further orders.

1. Dr P.Hemalatha Reddy (Principal & Chairperson)
2. Dr A.K. Chaudhary (Bursar)
3. Dr R.P. Singh (Secretary, Staff Council)
4. Dr M. Padma Suresh (Senior Faculty Member and Convener): and
5. Mr S.C. Mohapatra (Senior Faculty Member).

A meeting of the Monitoring Committee for Internal Assessment will be held in the committee room, as per schedule given here under:-

Finalization of Internal Assessment marks by the Central Monitoring Committee.	06 th May, 2019 To 10 th May, 2019 Timing : 10:00 AM
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Dr R P Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
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New Delhi-110 021

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Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

(10)

Ref No : SVC/Admn/2019/P/ 1106

4th February, 2019

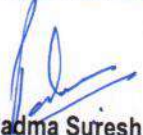
MOST URGENT/OUT TODAY/BY HAND

Subject :- Evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System.

Please refer to the University letter number Dean (Exams)/2016/9316 dated 30th September, 2016 (copy enclosed) on the subject noted above, as already communicated.

In view of the above, it may kindly be noted that the evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System (CBCS) shall be undertaken by the respective colleges where they are being taught and the teacher responsible for the conduct of Learning of the AECC and SEC shall be responsible for the evaluation.

This may kindly be treated as MOST URGENT. Your cooperation is most solicited.


Dr M. Padma Suresh
Convener, Central Monitoring Committee


Dr R P Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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Administrative Officer
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(University of Delhi)
Dhaura Kuan, New Delhi-110021



NOTIFICATION
(Schedule regarding Internal Assessment Marks)

All the teachers are requested to adhere to the following schedule submission of Internal Assessment records for Semester I/II/III/V (Part-I/II/III : November/December, 2018), 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	Date
01.	Commencement of submission of Assignment(s) etc. in the college.	19 th September, 2018
02.	Last date for completion/submission of Assignment(s) etc. in the college.	31 st October, 2018
03.	Display of marks of Assignment(s)/Class Test(s) etc. on the Departmental Notice-Board.	05 th November, 2018
04.	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	14 th November, 2018
05.	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records November/December, 2018) duly filled in and complete in all the respects by the concerned teachers to the office of the Section Officer (Administration).	15 th November, 2018
06.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	22 nd November, 2018 To 28 th November, 2018 07 th December, 2018
	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. 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 <u>15th December, 2018</u> positively.	

Alenu -
Dr S. Venkata Kumar
Convener, Central Monitoring Committee

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[Signature]
Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

[Signature]

[Signature]

It is pertinent to mention here that as per university rules vide University of Delhi Ordinance VIII (E) 2 (b) and (c) on Internal Assessment Scheme, calculation of the attendance of every student in each paper (lectures and tutorials), conversion into percentage, and marks awarded for Internal Assessment is to be done by the teacher.

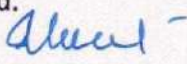
It may be noted that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other reason which deems fit, he/she may be given a chance to 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.

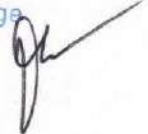
The Conveners of the ECA/Sports/NSS/Placement Cell are requested to forward the details of participation of the students in the events (Course and College Roll Number-wise) and their related achievements by 15th November, 2018 upto 3:00 PM positively, in the prescribed format to the Teacher-in-Charge of the respective department for further necessary action. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to ECA namely Debating Society, Dramatics, Verbam Etc. etc.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance after displaying the same on the College Notice Board/College Website.

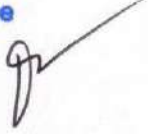
The faculty member of the subject concerned must ensure that the Internal Assessment marks have been validated by the students of the class. The Teacher-in-Charge of the respective departments should ensure that all the teachers of the department have submitted the Internal Assessment records duly moderated by the Departmental and Central Moderation Committee, to the office of the Section Officer (Administration) within the stipulated period.

This may kindly be treated as most urgent. Active cooperation of one and all in this regard is most solicited.


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr P. Hemalatha Reddy
Principal
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021


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Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021




**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

3

Ref No : SVC/Admn/2018/P/ 989

MOST URGENT/OUT TODAY/BY HAND
11th September, 2018

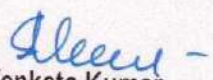
**Notification to the Faculty Members regarding Internal Assessment Marks
(November/December : 2018-2019)**

This is for the information, and necessary action by all the concerned 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 deems fit, he/she may be given a chance to undertake the Class Test within the scheduled date, on his/her written request to the concerned Teacher or Teachers-in-Charge of the department, as per university rules. Similar chance may be given to the student (s) to submit the Assignment (s) who missed to submit it in time. Accordingly, the Class Test (s) as part of Internal Assessment shall be conducted for the students admitted to various undergraduate courses, as per schedule. Accordingly, all the teachers-in-charge of the respective departments are requested to do the needful for the same in consultation with the concerned teachers within the stipulated period.

It is pertinent to mention here that a student in the categories as mentioned above, who is unable to write the class test(s) on account of his/her participation in such aforesaid activities, may be assessed through an alternative mode (like Presentation/Project etc.) in lieu of the Class Test(s).

Further, the respective departments, at the first stage, shall redress the grievance pertaining to the Internal Assessment Marks and hence all the teachers-in-charge of the respective departments are requested that they act with empathy and clear the grievances of students promptly accordingly.

An active cooperation of one and all shall highly be appreciated.


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr P. Hemalatha Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi - 110 021

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Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi - 110 021



INTERNAL ASSESSMENT MARKS
(I/III/V Semester Examinations : November/December, 2018)

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 the aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 14th November, 2018 upto 3:00 PM positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records November/December, 2018). The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students.

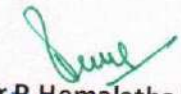
The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance after displaying on the College Notice Board/College Website. The duly completed and moderated Internal Assessment Marks will be submitted to the Office of the Section Officer (Administration) on or before 15th November, 2018 upto 3:00 PM positively.

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.

As already communicated, 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. Accordingly, 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr B. Hemalatha Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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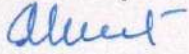
Ref No : SVC/Admn/2018/P/ 989

11th September, 2018

INTERNAL ASSESSMENT :: STUDENTS PARTICIPATION RECORD (2018-2019)
(II/IV/VI/VIII Semester Examinations : November/December, 2018)

The Conveners of the ECA/Sports/NSS/Placement Cell are requested to submit the details of participation of the students in the events (Course and College Roll Number-wise) and their related achievements in the prescribed proforma by **15th November, 2018 upto 3:00 PM** positively. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to ECA namely Debating Society, Dramatics Society, Leonci Society, Verbam Etc. etc. The above said format is available on the College Website www.svc.ac.in or with the office of the Section Officer (Administration).

The weightage of attendance under the categories mentioned above will be considered by the Internal Assessment Monitoring Committee as per university rules.



Dr S. Venkata Kumar
Convener, Central Monitoring Committee



Dr P. Hemalatha Reddy
Principal

Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Conveners of Fine Arts/Sports/NSS/Placement Cell/Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021



Sri Venkateswara College
(University of Delhi)

6

Ref No : SVC/Admn/2018/P/ 989

11th September, 2018

NOTIFICATION

(I/III/V Semester Examinations : November/December, 2018)

The weightage of attendance for the students participated in Sports/Extra Curricular Activities/Placement Cell during the academic session 2018-2019, may be given as below, as per previous practice:-

Sports/ECA

1. The students who participated in International/National/Inter-University/Inter-College level events, 17% will be added to their attendance score.
2. For students who participated in the regular practice/meeting (s) at the college level, 10% will be added to their attendance score.

Placement Cell :- For students who participated in placement activities, the weightage of attendance (%) will be given equal to the number of days of participation subject to the maximum upto 17% as per college policy.

[Signature]

Dr S. Venkata Kumar
Convener, Central Monitoring Committee

[Signature]

Dr P.Hemalatha Reddy
Principal
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

[Signature]
Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021



Sri Venkateswara College
(University of Delhi)

7

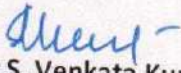
Ref No : SVC/Admn/2018/P/ 789

11th September, 2018

NOTIFICATION
(Internal Assessment Awards)

This is for the information, and necessary action by all the concerned 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 deems 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, as per university rules. Similar chance may be given to the student (s) to submit the Assignment (s) who missed to submit it in time. Accordingly, the Class Test (s) as part of Internal Assessment shall be conducted for the students admitted to various undergraduate courses on or before 22nd October, 2018 To 27th October, 2018.

In view of the above, all the teachers-in-charge of the respective departments are requested to prepare the schedule for the same in consultation with the concerned teachers and conduct the test(s) within the stipulated period.


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr P. Hemalatha Reddy
Principal
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
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Sri Venkateswara College
(University of Delhi)

8

Ref No : SVC/Admn/2018/P/989

11th September, 2018

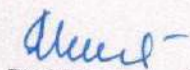
NOTIFICATION
(Preservation and Retention of Records)

This is for the information to all the concerned 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.

In view of the above, 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.

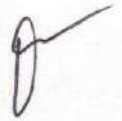
Your cooperation is most solicited.



Dr S. Venkata Kumar
Convener, Central Monitoring Committee



Dr P. Hemalatha Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021



Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


Administrative Officer
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Sri Venkateswara College
(University of Delhi)

9

Ref No : SVC/Admn/2018/P/989

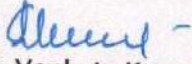
11th September, 2018

NOTIFICATION

Subject :- Evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System.

With reference to the University letter number Dean (Exams)/2016/9316 dated 30th September, 2016 on the subject noted above, as already communicated, it may kindly be noted that the evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System (CBCS) shall be undertaken by the respective colleges where they are being taught and the teacher responsible for the conduct of Learning of the AECC and SEC shall be responsible for the evaluation.

This is for information and necessary action of all the concerned teacher(s) of the respective department(s).


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr P. Hemalatha Reddy
Principal **Principal**
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.


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Ref No : SVC/Admn/2018/P/ 989

11th September, 2018

DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT
(I/III/V Semester Examinations : November/December, 2018)

As per the Academic Council Resolution dated 18th July, 2003 2 (v) there shall be a Departmental Moderation Committee on Internal Assessment in each College, discipline-wise, which shall comprise of the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department : provided that if, for any reason, the membership of the Committee falls below 3, the Principal of the College shall nominate suitable members from among the teachers of the Department/College to fill the vacancies.

Accordingly, the Departmental Moderation Committees for Internal Assessment have been constituted comprising the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department. The 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 duly completed and moderated Internal Assessment will be submitted to the Office of the Section Officer (Administration) on or before 15th November, 2018 upto 3:00 PM positively. The Grievance, if any, 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 after 15th November, 2018 will be forwarded to the University and the decision of the University shall be final.

S.No.	Department	Departmental Moderation Committee Members
1.	Bio-Chemistry	Dr Meenakshi Kuhar, Dr Shalini Sen and Dr Nitika Kaushal.
2.	Electronics	Dr Neeru Kumar, Dr Sunita Jain and Dr Nutan Joshi.
3.	Physics	Dr Renu Jain, Dr Pratima Vyas and Dr Anant Pandey.
4.	Botany	Dr Kalyani Krishna, Dr Sunila Khurana and Dr Shukla Saluja.
5.	Zoology	Dr Anita Verma, Dr Vartika Mathur and Dr Om Prakash.
6.	Chemistry	Dr R.P.Singh, Mr H.C. Tandon and Dr Sanjay Kumar.
7.	Mathematics	Ms Shakuntala Wadhwa, Dr R.K. Budhraj and Dr Mainak Mukherjee.
8.	Statistics	Ms Raj Kumari, Dr M.V.R. Prasada Rao and Dr Mukti Kant Shukla.
9.	Biological Sciences	Dr Anita Verma, Dr Meenakshi Kuhar and Dr Kameshwar Sharma YVR
10.	Commerce	Dr S.Venkata Kumar, Ms Sunita Chhabra and Dr Mamta Arora.
11.	English	Dr A.N.Anwer, Dr Ratna Raman and Dr Rina Ramdev.
12.	Hindi	Dr Pushplata Bhatt, Dr R.K. Yadav and Dr Arvind Kumar Meena.
13.	Sanskrit	Dr Punita Sharma, Dr Kanwar Singh and Dr Urvi Agarwal.
14.	Telugu & Tamil	Dr E.Muralidhara Rao, Dr S.Vivekananthan and Dr S.Seenivasan.
15.	Economics	Dr M.Padma Suresh, Dr V.A. Ramaraju and Mr S.Krishna Kumar.
16.	History	Dr Nirmal Kumar, Dr Neeraj Sahay and Dr Vandana Joshi.
17.	Political Science	Dr Lalita Jain, Dr Namita Pandey and Dr Jita Mishra.
18.	Sociology	Dr Geeta Jayaram Sodhi, Mr S.C. Mohapatra and Dr Nabanipa Bhattacharjee.
19.	B.A.(Programme)	Dr R.K. Yadav (Coordinator) and Teachers-in-Charge of the respective Departments.

Dr S.Venkata Kumar
Dr S.Venkata Kumar
Coordinator/Convener, Central Monitoring Committee

Dr P.Hemalatha Reddy
Dr P.Hemalatha Reddy
Principal-Chairperson
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Copy to :- Teacher-in-Charge/Admission-In-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

Administrative Officer
Administrative Officer
Sri Venkateswara College
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New Delhi-110 021



(11)

Sri Venkateswara College
(University of Delhi)

Ref No : SVC/Admn/2018/P/989

11th September, 2018

INTERNAL ASSESSMENT MONITORING COMMITTEE
(I/III/V Semester Examinations : November/December, 2018)

As per the Academic Council Resolution dated 18th July, 2003 on Internal Assessment, a Monitoring Committee for Internal Assessment has been constituted. The committee shall function with immediate effect, till further orders.

1. Dr P.Hemalatha Reddy (Principal & Chairperson)
2. Dr S.Venkata Kumar (Bursar & Convener)
3. Dr R.P. Singh (Secretary, Staff Council)
4. Dr Padma Suresh (Senior Faculty Member): and
5. Mr S.C. Mohapatra (Senior Faculty Member).


Dr P.Hemalatha Reddy
Principal Chairperson
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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Administrative Officer
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New Delhi-110 021



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

①

Ref No : SVC/Admn/2018/P/ 901

23rd February, 2018

**Notification regarding Class Test (s)
(2017-2018)**

This is for the information, and necessary action by all the concerned that Class Test (s) as part of Internal Assessment are to be conducted for the students admitted to various undergraduate courses between 19th March, 2018 and 23rd March, 2018, as per rules.

In view of the above, all the teachers-in-charge of the respective departments are requested to prepare the schedule for the same in consultation with the concerned teachers and conduct the test(s) within the stipulated period.

Your cooperation is most solicited.

S. Venkata Kumar

Dr S.Venkata Kumar
Convener, Central Monitoring Committee

P. Hemalatha Reddy

Dr P.Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action:-

1. Teachers-in-Charge/All Faculty Members of the respective departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Muidgal, Mr Arun Sharma and Mr Pankaj Bhati, Dealing Assistants/Hands (Administration).
5. Mr Kumar Ashish, Junior Assistant for IT supports links.
6. All Concerned/Staff Notice Board /College Website/File.

Administrative Officer

Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

To update

Ref No : SVC/Admn/2018/P/ 901

23rd February, 2018

NOTIFICATION
(Internal Assessment Awards)

All the teachers are requested to adhere to the following schedule submission of Internal Assessment records for Semester II, IV and VI (Part-I/II/III : May/June, 2018), 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.	04 th April, 2018
02	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	12 th April, 2018 To 19 th April, 2018
03	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	20 th April, 2018
04	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records May/June, 2018) duly filled in and completed in all the respects by the concerned teachers to the office of the Section Officer (Administration).	27 th April, 2018
05	Finalization of Internal Assessment marks by the Central Monitoring Committee.	01 st May, 2018 To 04 th May, 2018
	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. 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 <u>31st May, 2018</u> positively.	07 th May, 2018 To 16 th May, 2018.

Shree-
Dr S.Venkata Kumar
Convener, Central Monitoring Committee

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Shree
Dr P.Hemalatha Reddy
Principal
PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Q *Q* *Q* *Q*

It is pertinent to mention here that as per university rules vide University of Delhi Ordinance VIII (E) 2 (b) and (c) on Internal Assessment Scheme, calculation of the attendance of every student in each paper (lectures and tutorials), conversion into percentage, and marks awarded for Internal Assessment is to be done by the teacher.

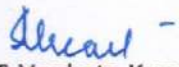
It may be noted that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other reason which deems fit, he/she may be given a chance to 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.

The Conveners of the ECA/Sports/NSS/Placement Cell are requested to forward the details of participation of the students in the events (Course and College Roll Number-wise) and their related achievements by 27th April, 2018 upto 3:00 PM positively, in the prescribed format to the Teacher-in-Charge of the respective department for further necessary action. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to ECA namely Debating Society, Dramatics, Verbam Etc. etc.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance 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 Teacher-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 office of the Section Officer (Administration) within the stipulated period.

This may kindly be treated as most urgent. Active cooperation of one and all in this regard is most solicited.


Dr S. Venkata Kumar
Convener, Central Monitoring Committee


Dr P. Hemalatha Reddy
Principal
PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action:-

1. Teachers-in-Charge/All Faculty Members of the respective departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mujdgal, Mr Arun Sharma and Mr Pankaj Bhati, Dealing Assistants/Hands (Administration).
5. Mr Kumar Ashish, Junior Assistant for IT supports links.
6. All Concerned/Staff Notice Board /College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



INTERNAL ASSESSMENT MARKS
(II/IV/VI Semester Examinations : May/June, 2018)

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 the aspects to the Teachers-in-Charge/Departmental Moderation Committee of the respective departments by 23rd April, 2018 upto 3:00 PM positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records May/June, 2018). The user ID for updating the students' attendance shall also be used for the Internal Assessment records of the students.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance after displaying on the College Notice Board/College Website. The duly completed and moderated Internal Assessment Marks will be submitted to the Office of the Section Officer (Administration) on or before 27th April, 2018 upto 3:00 PM positively.

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.

As already communicated, 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. Accordingly, 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.

It is pertinent of mention here that any grievance raised by the student /stakeholder has to be addressed by the college with documentary proof in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.

S. Venkata Kumar

Dr S.Venkata Kumar
Convener, Central Monitoring Committee

P. Hemalatha Reddy
Dr P.Hemalatha Reddy
Principal

PRINCIPAL
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5. Mr Kumar Ashish, Junior Assistant for IT supports links.
6. All Concerned/Staff Notice Board /College Website/File.

A. M. Sharma
Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



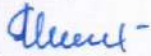
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23rd February, 2018

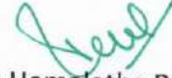
INTERNAL ASSESSMENT :: STUDENTS PARTICIPATION RECORD (2017-2018)
(II/IV/VI/VIII Semester Examinations : May/June, 2018)

The Conveners of the ECA/Sports/NSS/Placement Cell are requested to submit the details of participation of the students in the events **(Strictly Course and College Roll Number-wise)** and their related achievements in the prescribed proforma by **27th April, 2018 upto 3:00 PM** positively. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to ECA namely Debating Society, Dramatics, Verbam Etc. etc. The above said format is available on the College Website www.svc.ac.in or with the office of the Section Officer (Administration).

The weightage of attendance under the categories mentioned above will be considered by the Internal Assessment Monitoring Committee as per university rules.



Dr S. Venkata Kumar
Convener, Central Monitoring Committee



Dr P. Hemalatha Reddy
Principal

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Sri Venkateswara College
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Administrative Officer
Sri Venkateswara College
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Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

⑥

Ref No : SVC/Admn/2018/P/ 901

23rd February, 2018

NOTIFICATION

The Central Monitoring Committee for Internal Assessment has decided that the weightage of attendance for the students participated in Sports/Extra Curricular Activities/Placement Cell during the academic session 2017-2018, may be given as below, as per previous practice:-

Sports/ECA

1. The students who participated in International/National/Inter-University/Inter-College level events, 17% will be added to their attendance score.
2. For students who participated in the regular practice/meeting (s) at the college level, 10% will be added to their attendance score.

Placement Cell

For students who participated in placement activities, the weightage of attendance (%) will be given equal to the number of days of participation subject to the maximum upto 17% as per college policy.

S. Venkata Kumar

Dr S.Venkata Kumar
Convener, Central Monitoring Committee

P. Hemalatha Reddy

Dr P.Hemalatha Reddy
Principal

PRINCIPAL
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Administrative Officer

Administrative Officer
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Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

7

Ref No : SVC/Admn/2018/P/ 901

23rd February, 2018

NOTIFICATION
(Preservation and Retention of Records)

This is for the information to all the concerned 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.

In view of the above, 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.

It is pertinent to mention here that any grievance raised by the student /stakeholder has to be addressed by the college with **documentary proof** in this regard. In case appropriate documentary proof is not provided, the request will be automatically rejected by the University.

Your cooperation is most solicited.

Dr S. Venkata Kumar
Convener, Central Monitoring Committee

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Dhaura Kuan, New Delhi-110021

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5. Teachers-in-Charge/All Faculty Members of the respective departments.
6. Mr Virendra Kumar, Administrative Officer.
7. Mr Pawan Kumar Pandey, Section Officer (Administration).
8. Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mujdgal, Mr Arun Sharma and Mr Pankaj Bhati, Dealing Assistants/Hands (Administration).
9. Mr Kumar Ashish, Junior Assistant for IT supports links.
10. All Concerned/Staff Notice Board /College Website/File.

Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

⑧

Ref No : SVC/Admn/2018/P/ 901

MOST URGENT/OUT TODAY/BY HAND
23rd February, 2018

Subject :- Evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System.

Please refer to the University letter number Dean (Exams)/2016/9316 dated 30th September, 2016 (copy enclosed) on the subject noted above, as already communicated.

In view of the above, it may kindly be noted that the evaluation of Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Courses (SEC) for the Undergraduate Courses under the Choice Based Credit System (CBCS) shall be undertaken by the respective colleges where they are being taught and the teacher responsible for the conduct of Learning of the AECC and SEC shall be responsible for the evaluation.

This may kindly be treated as MOST URGENT. Your cooperation is most solicited.

S. Venkata Kumar

Dr S.Venkata Kumar
Convener, Central Monitoring Committee

P. Hemalatha Reddy

Dr P.Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

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Administrative Officer

Administrative Officer
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Dhaura Kuan, New Delhi-110021



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

Ref No : SVC/Admn/2016/P/ 696

10th February, 2017

**Notification regarding Class Test (s)
(2016-2017)**

This is for the information, and necessary action by all the concerned that Class Test (s) as part of Internal Assessment are to be conducted for the students admitted to various undergraduate courses between 20th March, 2017 and 25th March, 2017, as per rules.

In view of the above, all the teachers-in-charge of the respective departments are requested to prepare the schedule for the same in consultation with the concerned teachers and conduct the test(s) within the stipulated period.

Your cooperation is most solicited.

Dr R.P. Singh
Convener, Central Monitoring Committee

Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

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- Mr Virendra Kumar, Administrative Officer.
- Mr Pawan Kumar Pandey, Section Officer (Administration).
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Dhaura Kuan, New Delhi-110021



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

①

Ref No : SVC/Admn/2016/P/ 612 (i)

05th October, 2016

NOTIFICATION
(Internal Assessment Awards)

All the teachers are requested to adhere to the following schedule submission of Internal Assessment records for Semester I, III and V (November/December, 2016), 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.	01 st November, 2016
02	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	07 th November, 2016
03	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	11 th November, 2016
04	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records November/December 2016) duly filled in and completed in all the respects by the concerned teachers to the office of the Section Officer (Administration).	12 th November, 2016
05	Finalization of Internal Assessment marks by the Central Monitoring Committee.	15 th November, 2016 To 18 th November, 2016.
	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.	21 st November, 2016 To 23 rd November, 2016.

Dr R.P. Singh
Convener, Central Monitoring Committee

Contd Page...2/...

Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

SVC- 612 (i)
05.10.2016

is pertinent to mention here that as per university rules vide University of Delhi Ordinance VIII (E) 2 (b) and (c) on Internal Assessment Scheme, calculation of the attendance of every student in each paper (lectures and tutorials), conversion into percentage, and marks awarded for Internal Assessment is to be done by the teacher.

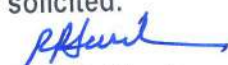
It may be noted that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other reason which deems fit, he/she may be given a chance to 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.

The Conveners of the ECA/Sports/NSS/Placement Cell are requested to forward the details of participation of the students in the events (Course and College Roll Number-wise) and their related achievements by 07th November, 016 upto 3:00 PM positively, in the prescribed format to the Teacher-in-Charge of the respective department for further necessary action. The Fine Arts Convener is requested to collect the participation details/achievement records from the In-Charges of the societies related to ECA namely Debating Society, Dramatics, Verbam Etc. etc.

The Departmental Moderation Committee will complete the compilation of Internal Assessment marks and address the grievances of students regarding Class Tests, Assignment/Presentation/Project Work and Class Attendance 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 Teacher-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 office of the Section Officer (Administration) within the stipulated period.

This may kindly be treated as most urgent. Active cooperation of one and all in this regard is most solicited.



Dr R.P. Singh

Convener, Central Monitoring Committee



Dr P. Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action:-

- Teachers-in-Charge/All Faculty Members of the respective departments.
- Mr Virendra Kumar, Administrative Officer.
- Mr Pawan Kumar Pandey, Section Officer (Administration).
- Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mujdgal, Mr Pankaj Bhati and Mr Narendra Bhardwaj, Dealing Assistants/Hands (Administration).
- Mr Kumar Ashish, Junior Assistant for IT supports links.
- All Concerned/Staff Notice Board /College Website/File.



Administrative Officer
Sri Venkateswara College
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Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

3

Ref No : SVC/Admn/2016/P/

05th October, 2016

NOTIFICATION

The Central Monitoring Committee for Internal Assessment has decided that the weightage of attendance for the students participated in Sports/Extra Curricular Activities/Placement Cell during the academic session 2016-2017, may be given as below, as per previous practice:-

Sports/ECA

1. The students who participated in International/National/Inter-University/Inter-College level events, 17% will be added to their attendance score.
2. For students who participated in the regular practice/meeting (s) at the college level, 10% will be added to their attendance score.

Placement Cell

For students who participated in placement activities, the weightage of attendance (%) will be given equal to the number of days of participation subject to the maximum upto 17% as per college policy.

Dr R.P. Singh
Convener, Central Monitoring Committee

Dr P. Hemalatha Reddy
Principal
PRINCIPAL

Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

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Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



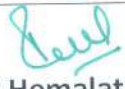
DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT
(II/IV/VI Semester Examinations : November/December, 2016)

As per the Academic Council Resolution dated 18th July, 2003 2 (v) there shall be a Departmental Moderation Committee on Internal Assessment in each College, discipline-wise, which shall comprise of the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department : provided that if, for any reason, the membership of the Committee fails below 3, the Principal of the College shall nominate suitable members from among the teachers of the Department/College to fill the vacancies.

Accordingly, the Departmental Moderation Committees for Internal Assessment have been constituted comprising the Senior Most Teacher in the Department, the Teacher-in-Charge of the Department and the previous Teacher-in-Charge of the Department. The 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, 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 after the scheduled date, will be forwarded to the University and the decision of the University shall be final.

S.No	Department	Departmental Moderation Committee Members
1.	Bio-Chemistry	Dr Meenakshi Kuhar, Dr Nandita Narayanasamy and Dr Anju Kaicker.
2.	Electronics	Dr Neeru Kumar, Dr J.Lalita and Dr Sunita Jain.
3.	Physics	Dr Renu Jain, Dr K.Chandramani Singh and Dr A.K.Choudhary.
4.	Botany	Dr Aarati Saxena, Dr Shukla Saluja and Dr G.Poornachandra Rao.
5.	Zoology	Ms Ramaa Sinha, Dr V.V.S.N.Rao and Dr P.S.Dhanaraj.
6.	Chemistry	Dr R.P.Singh, Dr Sharda Pasricha and Dr Sanjay Kumar.
7.	Mathematics	Dr Ranjana Mehta, Ms Shakuntala Wadhwa and Dr Swarn Singh.
8.	Statistics	Dr Archana Bansal, Dr Mukti Kant Shukla and Dr Veena Budhraj.
9.	Biological Sciences	Dr Meenakshi Kuhar, Dr G.P.C. Rao and Dr P.S.Dhanaraj.
10.	Commerce	Dr Sarvesh Kumar, Dr Mamta Arora and Dr Shruti Mathur.
11.	English	Dr A.N.Anwer, Dr Meenakshi Bharat and Dr Ratna Raman.
12.	Hindi	Dr Richa Mishra, Dr Arun Kumar Bhardwaj and Dr Punam Sood.
13.	Sanskrit	Dr Punita Sharma, Dr Urvi and Dr Kanwar Singh.
14.	Tamil	Dr S.Vivekananthan and Dr S.Seenivasan.
15.	Telugu	Dr E.Muralidhara Rao.
16.	Economics	Dr V.A.Ramaraju, Mr S.Krishna Kumar and Mr D.Brahma Reddy.
17.	History	Dr Nirmal Kumar, Mr M.Jeevan and Dr Neeraj Sahay.
18.	Political Science	Dr Lalita Jain, Dr Arup Singh and Dr Namita Pandey.
19.	Sociology	Dr Geeta Jayaram Sodhi, Dr Abhijit Kundu and Mr S.C. Mohapatra.
20.	B.A.(Programme)	Dr Namita Pandey & Dr R.K.Yadav (Conveners) and Teachers-in-Charge of the respective Departments.


Dr R.P. Singh
Convener, Central Monitoring Committee


Dr P.Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action :-

1. Teacher-in-Charge of the respective departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. All Concerned/Staff Notice Board /College Website/File.


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Dhaura Kuan, New Delhi-110021



Sri Venkateswara College
(University of Delhi)

5

Ref No : SVC/Admn/2016/P/

05th October, 2016

INTERNAL ASSESSMENT MONITORING COMMITTEE
(II/IV/VI Semester Examinations : November/December, 2016)

As per the Academic Council Resolution dated 18th July, 2003 on Internal Assessment, a Monitoring Committee for Internal Assessment has been constituted.

1. Dr P.Hemalatha Reddy (Principal-Chairperson)
2. Ms Sunita Chhabra (Bursar)
3. Mr S.C. Mohapatra (Secretary, Staff Council)
4. Dr R.P. Singh (Senior Faculty Member & Convener, Central Monitoring Committee)
5. Dr E.Muralidhara Rao (Senior Faculty Member)

Dr P.Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
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Dhaura Kuan, New Delhi-110021

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3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mudgal, Mr Pankaj Bhati and Mr Narendra Bhardwaj, Dealing Assistants (Administration).
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6

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

Ref No : SVC/Admn/2016/P/

05th October, 2016

INTERNAL ASSESSMENT MONITORING COMMITTEE
(II/IV/VI Semester Examinations : November/December, 2016)

A meeting of Monitoring Committee for Internal Assessment shall be held at 10:30 AM in the committee room, as per details given here under:-

Description	Last Date
Central Monitoring Committee meeting for Internal Assessment moderation.	15 th November, 2016 To 18 th November, 2016.

The following committee members are requested to attend the same and do the needful within the stipulated period:-

1. Dr P. Hemalatha Reddy(Principal-Chairperson)
2. Ms Sunita Chhabra (Bursar)
3. Mr S.C. Mohapatra (Secretary, Staff Council)
4. Dr R.P. Singh (Senior Faculty Member & Convener, Central Monitoring Committee)
5. Dr E.Muralidhara Rao (Senior Faculty Member)

Your cooperation is most solicited.

Dr P.Hemalatha Reddy
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action :-

1. All the members of the monitoring committee for internal assessment.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mudgal, Mr Pankaj Bhati and Mr Narendra Bhardwaj, Dealing Assistants (Administration).
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Administrative Officer
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Dhaura Kuan, New Delhi-110021

NOTIFICATION

All the teachers are requested to submit the Original Evaluated Answer Scripts for Class Tests & Assignments for I/III/V Semester to the office of the Section Officer (Administration) on or before 30th November, 2016.

Further, Mr J.P.Mishra, Senior Assistant (Administration) is required to receive the evaluated Answer Scripts for Class Tests & Assignments. After verifying it, he is also required to send it to Caretaker for storage. Proper receipt may please be taken and issued for the same.

Non-submission/Non-availability of evaluated Answer Scripts for Class Tests and Assignments for any student may please be indicated clearly and communicated to the student concerned through the teacher related to the subject/paper.

It is pertinent to mention here that the original copy of Assignments/Answer Scripts may be required to be submitted by the College to the University at any stage.



Dr R.P. Singh
Convener, I.A Central Monitoring Committee



Dr P.Hemalatha Reddy
Principal

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DETAILS OF ORIGINAL ANSWER SCRIPTS FOR ASSIGNMENTS/CLASS TESTS
(To be pasted on the envelope for storage)

- | | | |
|--|----|------------|
| • Name of the Teacher | :: | |
| • Name of the Department | :: | |
| • Name of the Course | :: | |
| • Semester | :: | |
| • Academic Year | :: | |
| • Title of the Paper | :: | |
| • Paper Code | :: | |
| • Assignment/Class Test Answer Scripts | :: | |
| • Total Number of Answer Scripts | :: | |
| • College Roll No | :: | From |

TO.....

- Details of missing Answer Scripts for Assignment/Class Test

[illegible]