



SRI VENKATESWARA COLLEGE

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021



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Prof C. Sheela Reddy
Principal

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Ref No : SVC/Admn/2021/P/1564

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19th February, 2021

Notification regarding Semester-I Examinations March, 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.

In pursuance of the university notification number Dean (Exams.) 2021/274 dated 19th February, 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 Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field work which are required for completion before the conduct of Semester Theory Examinations-March, 2021.

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. **Teacher should give the assignment to the students in prescribed format via e-mail/Google classroom etc. The student should submit the solved assignment to the teacher via e-mail 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, 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.**

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.

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

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Notification regarding Semester-I Examinations March, 2021

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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 March, 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.	26 th February, 2021
2.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	01 st & 02 nd March, 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.	05 th March, 2021

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. For clarification, if any, you may e-mail to principal@svc.ac.in
3. 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.

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SRI VENKATESWARA COLLEGE, DHAULA KUAN, NEW DELHI - 110 021

INTERNAL ASSESSMENT RECORD (Choice Based Credit System :: CBCS)

Academic Year :: 2020-2021 (March, 2021)

Semester :: I (Part-I)

Name of the Teacher	Name of the Course	Part	Semester	Paper No./ Paper Code	Title of the Paper

S. No.	College Roll No.	Name of the Student	Internal Assignment(s) Marks (Out of 25)	Remarks	Signature of the Student(s)
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



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19th February, 2021

**IMPORTANT POINTS REGARDING SUBMISSION OF
INTERNAL ASSESSMENT MARKS**

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:-

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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3. Any addendum/corrigendum shall be posted on the college website only.

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19th February, 2021

INTERNAL ASSESSMENT MARKS
(First Semester Examinations : March, 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 26th February, 2021 upto 3:00 PM positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records March, 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.

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19th February, 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 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.

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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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.

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Most Urgent/Out Today/E-mail/WhatsApp/19th February, 2021**DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT****(III/V Semester Examinations : March, 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) 26th February, 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.	Bio-Chemistry	Dr Meenakshi Kuhar, Dr Kameshwar Sarma YVR and Dr Nitika Kaushal.
2.	Electronics	Dr Neeru Kumar, Dr Nutan Joshi and Dr Sunita Jain.
3.	Physics	Dr Renu Jain, Dr K. Chandramani Singh and Dr Pratima Vyas.
4.	Botany	Dr Kalyani Krishna, Dr G.P.C. Rao and Dr Sunila Khurana.
5.	Zoology	Dr Anita Verma, Dr Om Prakash and Dr Vartika Mathur.
6.	Chemistry	Mr H.C. Tandon, Dr Vibha Saxena and Dr Mercy Kutty Jacob.
7.	Mathematics	Ms Shakuntala Wadhwa, Dr Swarn Singh and Dr Mainak Mukherjee.
8.	Statistics	Dr Veena Budhraj, Dr Mukti Kant Shukla and Ms Pratibha Gaur.
9.	Biological Sciences	Dr Anita Verma (Coordinator), Dr G.P.C. Rao and Dr Kameshwar Sharma YVR.
10.	Commerce	Dr S.Venkata Kumar, Dr Mamta Arora and Dr Shruti Mathur.
11.	English	Dr Meenakshi Bharat, Dr Rina Ramdev and Mr Nikhil Yadav.
12.	Hindi	Dr Pushplata Bhatt, Dr Jitendra Veer Kalra and Dr Lata.
13.	Sanskrit	Dr Punita Sharma, Dr Kanwar Singh and Dr Urvi Agarwal.
14.	Economics	Dr M.Padma Suresh, Mr S.Krishna Kumar and Ms Aruna Rao.
15.	History	Dr Nirmal Kumar, Mr M. Jeevan and Dr Vandana Joshi.
16.	Political Science	Dr Namita Pandey, Dr Jita Mishra and Dr Arup Singh.
17.	Sociology	Dr Geeta Jayaram Sodhi, Mr S.C. Mohapatra and Dr Padma Priyadarshini.
18.	B.A.(Programme)	Dr Neeraj Sahay (Coordinator) and Teachers-in-Charge of the respective Departments.

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INTERNAL ASSESSMENT MONITORING COMMITTEE
(III/V Semester Examinations : March, 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. Budhreja (Secretary, Staff Council & Coordinator/Convener)
4. Dr Kalyani Krishna (Senior Faculty Member); and
5. Dr M. Padma Suresh (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.	01 st & 02 nd March, 2021 at 10:00 AM.
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