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No. SVC/All Committee/PAC/101

Date: 20.12.2024

## स्चना/ NOTICE

Subject: Submission of Internal Assessment (IA), Continuous Assessment (CA) and Practical Marks Record of Semester I (UGCF-2022) of Academic Year 2024-2025

The following schedule for submission of the Internal Assessment (IA), Continuous Assessment (CA) & Practical Marks of Semester I (Parts-I) for the academic year 2024-2025 is notified to Teachers and all concerned:

SI. No.	Activity	Last Date
1.	Completion of Internal Assessment (IA) & Continuous Assessment (CA) Activities by Teachers.	01.01.2025
2.	Show the Internal Assessment (IA) and Continuous Assessment (CA) Marks to students.	02.01.2025
3.	Resolution of all IA & CA marks related grievances/complaints of the students by the concerned Teacher(s).	02.01.2025
4.	Course wise entry of IA & CA Marks in ERP/SAS Portal of the College by Teachers and take print out and submit to DMC.	03.01.2025
5.	Meeting of Department Moderation Committee(s) for Moderation of course wise IA & CA Marks and to resolve Students' Grievances.  The DMC Members shall append full signature on the IA& CA Marks list.	04.01.2025
6.	Course wise entry of moderated IA & CA Marks in ERP/SAS Portal of the College by Teachers.	04.01.2025
7.	Submission of original hard copy of moderated IA & CA Marks list by the Teacher (s) to Dealing Assistants In the office of the Section Officer (Administration).	06.01.2025
8.	Course wise verification of Internal Assessment (IA) and Continuous Assessment (CA) by the IAMC.	07.01.2025 08.01.2025
9.	Uploading of the Internal Assessment (IA), Continuous Assessment (CA) marks in SAMARTH Portal.	09.01.2025 to 10.01.2025
10.	Obtaining signature of Students on SAMARTH Portal generated IA & CA Marks record.	13.01.2025 to 17.01.2025
11.	Submission of hard copy of Internal Assessment and Continuous Assessment Marks in Examination Branch by Admin. Section.	As per date notified by the University

The practical marks (including practical marks in Continuous Assessment wherever applicable) of DSC, DSE, GE, SEC, VAC and AEC are not to be shown to students and not to be entered in ERP portal. The Teachers shall enter the Marks in MS Excel' (Format is already emailed) and email to Mr. Chander Pal Singh in Establishment Section. The hard copy too shall be submitted to Mr. Chander Pal Singh. Both soft copy and hard copy to be submitted by 06.01 2024.

Convenor

Internal Assessment Monitoring Committee

Principal प्रधानाचार्य Principal श्री वेंकटेश्वर महाविद्यालय Sri Venkateswara College

Copy to: All TiCs, All Teachers, Admin. Section, Student Notice Board & Staff Room Notice Board / University of Delhi धीला कुआ, नई दिल्ली / Dhaula Kuan, New Delhi-2