



Ref. No. DU/Exam/DDC/2025/71

24-04-2025

All Heads of the Departments,  
Directors of the Centres,  
Principals of Colleges,  
University of Delhi  
Delhi/New Delhi

**Subject: Submission of IA/TU/PR Awards on Samarth Portal - Strict Adherence to Schedule-reg.**

Madam/Sir,

It is hereby informed that **all Internal Assessment (IA), Tutorial (TU), Practical (PR) awards for the May-June 2025 session must be uploaded on the Samarth Portal.** Further, hard copies of the awards duly signed by the concerned Examiners in original must be forwarded to the Examination Branch, North Campus through the Heads/Directors/Principals, as per the following schedule.

**Schedule for IA/TU Awards Submission**

Semester	Last date of dispersal of classes	Last Date for College Online Awards Submission	Last Date for Hard Copy Submission to the Examination Wing
UG-Semester-II	25.05.2025	26.05.2025	01.06.2025
UG-Semester-IV/VI PG-Semester-II/IV	30.04.2025	01.05.2025	07.05.2025

2 To further enhance compliance, we may also inform the College/Department/Centre the following :

- The original hard copy (printouts) of IA/TU marks must be submitted to the Examination Branch along with a certificate duly signed by the members of the Internal Assessment Monitoring Committee (IAMC) of the College/Department/Centre.
- Detailed checking and appropriate moderation of IA/TU marks must be conducted before submission to ensure accuracy and prevent errors.
- The Hardcopies of Practical (PR) Awards in Original must be submitted in Result Section at Room No. 205, North Campus within the three days after completion of all practical examinations.
- Separate envelopes for each UPC shall be made and superscribed by the information of UPC Code, Title, Range of Roll Nos, Number of paper sheets.
- Separate envelop for IA, TU and PR needs to be made.
- The Covering letter of all the awards shall have details of the UPC and Number Awards.

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3 In this regard, it is submitted that the hardcopy awards for IA/TU shall be submitted in the following format:

S. No.	Student Name	University Exam Roll No.	Course Name	Sem.	Paper Code	Marks	Uploaded online (Yes/No)
1.							

4 Please take note of the following important instructions:

- The portal shall automatically cease to accept awards after the prescribed last date.
- No awards shall be accepted through any mode after the last date of submission.
- The sole responsibility of timely submission lies with the respective Examiner, Principal, and Head of the Department.
- Any technical issues related to award submission must be reported only via email to samarthawards@exam1.du.ac.in, No other mode of communication shall be entertained.
- Your cooperation is solicited to ensure timely and accurate processing of results.

  
Controller of Examinations