



## **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](http://www.svc.ac.in)***

***Email: [principal@svc.ac.in](mailto:principal@svc.ac.in)***

### **CRITERIA 2**

#### **SUPPORTING DOCUMENT**

**2.5.2 Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient**

**DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT**  
(III/V Semester Examinations : November/December, 2020)

As per the Academic Council Resolution dated 18<sup>th</sup> 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) or e-mail to [principal@svc.ac.in](mailto:principal@svc.ac.in) on or before 28<sup>th</sup> November, 2020 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 28<sup>th</sup> November, 2020 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 Kameshwar Sharma YVR and Dr Nitika Kaushal.
2.	Electronics	Dr Neeru Kumar, Dr J. Lalita 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 Budhreja, 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	Ms Sunita Chhabra, Dr Mamta Arora and Dr Shruti Mathur.
11.	English	Dr Meenakshi Bharat, Mr Nikhil Yadav and Dr Rina Ramdev.
12.	Hindi	Dr Pushplata Bhatt, Dr Jitender Vir Kalra and Ms 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.

**Note:-**

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. The information displayed on the College Website ([www.svc.ac.in](http://www.svc.ac.in)) is subject to correction. Any discrepancy noticed may be reported to the Principal at [principal@svc.ac.in](mailto:principal@svc.ac.in) for the needful.

  
**Dr S. Venkata Kumar**  
 Principal  
 Sri Venkateswara College  
 (University of Delhi)  
 Dhaua Kuar

Copy to :- Dr R.K. Budhreja, Convener/Coordinator, Central Monitoring Committee on Internal Assessment Marks, 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.





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

(12)

Ref No : SVC/Admn/2020/P/1547

25 September, 2020

**INTERNAL ASSESSMENT MONITORING COMMITTEE**  
**(III/V Semester Examinations : November/December, 2020)**

As per the Academic Council Resolution dated 18<sup>th</sup> 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 S. Venkata Kumar (Ag. Principal & Chairperson)
2. Dr A.K. Chaudhary (Bursar)
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.	02 <sup>nd</sup> December, 2020 To 07 <sup>th</sup> December, 2020  Timing : 10:00 AM
--	--

**Note:-**

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. The information displayed on the College Website ([www.svc.ac.in](http://www.svc.ac.in)) is subject to correction. Any discrepancy noticed may be reported to the Principal at [principal@svc.ac.in](mailto:principal@svc.ac.in) for the needful.

  
Dr S. Venkata Kumar  
Ag. Principal  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021

Copy to :- Dr R.K. Budhreja, Convener/Coordinator, Central Monitoring Committee on Internal Assessment Marks, 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.



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

Most Urgent/Out Today/e-mail/WhatsApp/  
07<sup>th</sup> December, 2020

Ref No : SVC/Admn/2020/P/0203


**INTERNAL ASSESSMENT MONITORING COMMITTEE**  
(III/V Semester Examinations : November/December, 2020)

This is for information and necessary action by all concerned that the meeting of the Monitoring Committee for Internal Assessment scheduled for 08<sup>th</sup> December, 2020 has been postponed. The same will now be held on Wednesday, the 09<sup>th</sup> December, 2020 at 11:00 AM in the committee room to finalize the Internal Assessments Marks. The following committee members are requested to attend the same:-

1. Dr S. Venkata Kumar (Ag. Principal & Chairperson)
2. Dr A.K. Chaudhary (Bursar)
3. Dr R.K. Budhraj (Secretary, Staff Council & Coordinator/Convener)
4. Dr Kalyani Krishna (Senior Faculty Member); and
5. Dr M. Padma Suresh (Senior Faculty Member).

**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](mailto:principal@svc.ac.in)
3. Any addendum/corrigendum shall be posted on the college website only.

  
Dr S. Venkata Kumar  
Ag. Principal-Chairperson  
Principal  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021

Copy to :- Teacher-in-Charge 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)

Ref No : SVC/Admn/2020/PI-214

18<sup>th</sup> December, 2020

## Internal Assessment Management System Even Semester Examinations, December, 2020

### CERTIFICATE

This is to certify that the data provided in the soft copy and hard copy format was displayed on the College Website ([www.svc.ac.in](http://www.svc.ac.in)) / Student Administration System Software (in-house software designed by the college) from 02<sup>nd</sup> November, 2020 to 18<sup>th</sup> November, 2020 for information to the students and validation. All representations received from the students have been implemented and the data is completed in all respects and has been duly checked by us.

### INTERNAL ASSESSMENT MONITORING COMMITTEE OF THE COLLEGE

S.No.	Name	Designation	Contact Number	Signature
1.	Dr S.Venkata Kumar	Ag. Principal & Chairman	011-2411 8535	<i>[Signature]</i>
2.	Dr A.K. Chaudhary	Bursar	96546 46534	<i>[Signature]</i>
3.	Dr R.K. Budhraj	Secretary, Staff Council & Coordinator/Convener	98183 34344	<i>[Signature]</i>
4.	Dr Kalyani Krishna	Senior Faculty Member	98106 37363	Attended online meeting
5.	Dr M. Padma Suresh	Senior Faculty Member	96503 83314	<i>[Signature]</i>

This is to certify that the enclosed Internal Assessment has been duly verified to be the complete and final by the Internal Assessment Monitoring Committee.

**Note :-** Although utmost care has been taken while preparing Internal Assessment Data, there may be some corrections/modifications. The University is requested to look into the matter as and when required accordingly.

Name of the Co-coordinator/Convener of the Committee

:: Dr R.K. Budhraj

Contact Number

:: 98183 34344

Signature

::

*[Signature]*

Name of the Ag. Principal

:: Dr S.Venkata Kumar

Telephone Number

:: 011-2411 8535 & 011-2411 8590

Signature

::

*[Signature]*  
Principal  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kun  
New Delhi-110 021

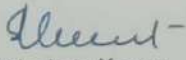


**DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT**  
**(I/III/V Semester Examinations : November/December, 2019)**

As per the Academic Council Resolution dated 18<sup>th</sup> 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 16<sup>th</sup> November, 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 16<sup>th</sup> November, 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 Nitika Kaushal and Dr Vandana Malhotra.
2.	Electronics	Dr Neeru Kumar, Dr Nutan Joshi and Dr J. Lalita.
3.	Physics	Dr Renu Jain, Dr Pratima Vyas and Dr A.K. Chaudhary.
4.	Botany	Dr Kalyani Krishna, Dr Sunila Khurana and Dr G.P.C. Rao.
5.	Zoology	Dr Anita Verma, Dr Vartika Mathur and Dr Om Prakash.
6.	Chemistry	Dr R.P.Singh, Mr H.C. Tandon and Dr Mercy Kutty Jacob.
7.	Mathematics	Ms Shakuntala Wadhwa, Dr Mainak Mukherjee and Ms Pratibha Gaur.
8.	Statistics	Dr M.V.R. Prasada Rao, Dr Veena Budhraj and Dr Mukti Kant Shukla.
9.	Biological Sciences	Dr Kalyani Krishna (Coordinator), Dr Anita Verma and Dr Kameshwar Sharma YVR
10.	Commerce	Dr S.Venkata Kumar, Ms Sunita Chhabra and Dr Shruti Mathur.
11.	English	Dr Meenakshi Bharat, Dr Rina Ramdev and Mr Nikhil Yadav.
12.	Hindi	Dr Pushplata Bhatt, Dr Arvind Kumar Meena and Ms 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 Namita Pandey (Coordinator) and Teachers-in-Charge of the respective Departments.

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

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





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

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

28<sup>th</sup> August, 2019

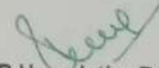
**INTERNAL ASSESSMENT MONITORING COMMITTEE**  
**(I/III/V Semester Examinations : November/December, 2019)**

As per the Academic Council Resolution dated 18<sup>th</sup> 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 A.K. Chaudhary (Bursar)
3. Dr S. Venkata Kumar (Secretary, Staff Council & Coordinator/Convener)
4. Dr M.V.R. Prasada Rao (Senior Faculty Member); and
5. Ms Aruna Rao (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:-

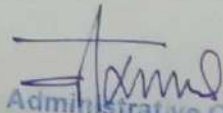
Finalization of Internal Assessment marks by the Central Monitoring Committee.	20 <sup>th</sup> November, 2019 To 27 <sup>th</sup> November, 2019  Timing : 10:00 AM
--	--

  
Dr P.Hemalatha Reddy  
Principal-Chairperson

PRINCIPAL

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



శ్రీ వేంకటేశ్వర కళాశాల  
Sri Venkateswara College

(University of Delhi)

NAAC 'A' Accredited, DBT Star Status

Benito Juarez Road, Dhaula Kuan, New Delhi-110021

Ph.: 011-24112196, 24118590, Telefax : 011-24118535

principal@svc.ac.in

Dr. P. Hemalatha Reddy  
Principal

**Urgent/Out Today/By Hand**  
24<sup>th</sup> May, 2019

Ref No : SVC/Admn/2019/P/ 1243

The Officer-in-Charge  
Room No 203  
EDP Cell (New Examination Building)  
University of Delhi  
DELHI-110 007

Subject:- Online Submission of Internal Assessment Marks for the Under-Graduate Semester Examinations (II/IV/VI Semester) , May, 2019-regarding.

Dear Sir/Madam,

I am enclosing herewith Internal Assessment Marks along with Internal Assessment Management Certificate for Under-Graduate Semester Examinations, May, 2019 (Hard Copy) of the College students duly filled in and signed as per requirements, for your kind information and further necessary action.

It is pertinent to mention here that necessary information regarding Internal Assessment Marks has already been uploaded online (electronically) on the University Website as per available software within the stipulated time.

I request you to kindly acknowledge the receipt.

Thanking you,

Yours sincerely,

PRINCIPAL

**Principal**

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

Encls:- As above





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

**Urgent/Out Today/By Hand**

Ref No : SVC/Admn/2019/P/ **1243**

08<sup>th</sup> May, 2019

**Internal Assessment Management System**  
**Semester Examinations, May/June, 2019**

**CERTIFICATE**

This is to certify that the data provided in the soft copy and hard copy format was displayed on the College Website ([www.svc.ac.in](http://www.svc.ac.in)) / Notice Board from 12<sup>th</sup> April, 2019 To 22<sup>nd</sup> April, 2019 for information to the students and validation. All representations received from the students have been implemented and the data is completed in all respects and has been duly checked by us.

**INTERNAL ASSESSMENT MONITORING COMMITTEE OF THE COLLEGE**

S.No.	Name	Designation	Contact Number	Signature
1.	Dr P.Hemalatha Reddy	Principal & Chairperson	011-2411 8535	
2.	Dr A.K. Chaudhary	Bursar	96546 46534	
3.	Dr R.P. Singh	Secretary, Staff Council	98717 23904	
4.	Dr V.A. Ramaraju	Senior Faculty Member & Coordinator/Convener	98683 45600	
5.	Mr S.C. Mohapatra	Senior Faculty Member	98114 11081	

This is to certify that the enclosed Internal Assessment has been duly verified to be the complete and final by the Internal Assessment Monitoring Committee.

**Note :-** Although utmost care has been taken while preparing Internal Assessment Data, there may be some corrections/modifications. The University is requested to look into the matter as and when required accordingly.

Name of the Co-coordinator/Convener of the Committee

:: Dr V.A. Ramaraju

Contact Number

:: 98683 45600

Signature

::

Name of the Principal

:: Dr P.Hemalatha Reddy

Telephone Number

:: 011-2411 8590

Signature

::

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



Sri Venkateswara College  
(University of Delhi)

Urgent/Out Today/By Hand

Ref No : SVC/Admn/2019/P/1243

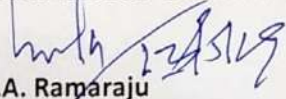
08<sup>th</sup> May, 2019

**Internal Assessment Marks for II/IV/VI Semesters**  
**(May, 2019)**

All students of II/IV/VI Semesters (Part-I/II/III) of Undergraduate Courses for the academic year 2018-2019, available in the college, are required to contact the office of the Section Officer (Administration) on or before 24<sup>th</sup> May, 2019 by 4:00 PM positively to affix their signature as a token of confirmation that Internal Assessment Marks have been verified by them. No representation from the students will be entertained thereafter.

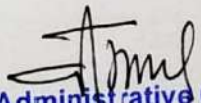
The students who fail to sign their Internal Assessment Marks within the stipulated time, may note that the Internal Assessment Marks allotted to them by the concerned teacher (s) will be treated as final marks and it shall be assumed that no error (s) persist (s).

The grievance, if any, from the students regarding Internal Assessment will be addressed by the Departmental Moderation Committee.

  
Dr V.A. Ramaraju  
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 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-110 021





**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 <sup>th</sup> September, 2018
02.	Last date for completion/submission of Assignment(s) etc. in the college.	31 <sup>st</sup> October, 2018
03.	Display of marks of Assignment(s)/Class Test(s) etc. on the Departmental Notice-Board.	05 <sup>th</sup> November, 2018
04.	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	14 <sup>th</sup> November, 2018
05.	Submission of Internal Assessment Records, in the prescribed format available on the College Website <a href="http://www.svc.ac.in">www.svc.ac.in</a> (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 <sup>th</sup> November, 2018
06.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	22 <sup>nd</sup> November, 2018 To 28 <sup>th</sup> November, 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 15 <sup>th</sup> December, 2018 positively.	07 <sup>th</sup> December, 2018

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

Contd Page...2/...

*[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.

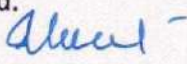
It may be noted that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other reason which deems fit, he/she may be given a chance to 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 15<sup>th</sup> 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  


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-110 021  






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

3

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

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

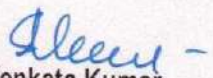
**Notification to the Faculty Members regarding Internal Assessment Marks  
(November/December : 2018-2019)**

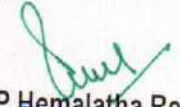
This is for the information, and necessary action by all the concerned that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other 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

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 - 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 14<sup>th</sup> November, 2018 upto 3:00 PM positively. The above said formats are available on the College Website [www.svc.ac.in](http://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 15<sup>th</sup> 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

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-110 021





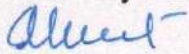
Ref No : SVC/Admn/2018/P/ 989

11<sup>th</sup> 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 **15<sup>th</sup> 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](http://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

11<sup>th</sup> 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

11<sup>th</sup> 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 22<sup>nd</sup> October, 2018 To 27<sup>th</sup> 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  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021





Sri Venkateswara College  
(University of Delhi)

8

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

11<sup>th</sup> 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  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021





Sri Venkateswara College  
(University of Delhi)

9

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

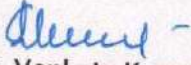
11<sup>th</sup> September, 2018


**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 30<sup>th</sup> 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.

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





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

11<sup>th</sup> September, 2018

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

As per the Academic Council Resolution dated 18<sup>th</sup> 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 15<sup>th</sup> 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 15<sup>th</sup> 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  
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  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021





(11)

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


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

11<sup>th</sup> September, 2018


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

As per the Academic Council Resolution dated 18<sup>th</sup> 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

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-110 021





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

Ref No : SVC/Admn/2018/P/ 919

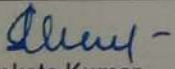
18<sup>th</sup> April, 2018

**DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT**  
**(II/IV/VI Semester Examinations : May/June, 2018)**

As per the Academic Council Resolution dated 18<sup>th</sup> 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 27<sup>th</sup> April, 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 27<sup>th</sup> April, 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 Nandita Narayanasamy.
2.	Electronics	Dr Neeru Kumar, Dr Sunita Jain and Dr J.Lalita.
3.	Physics	Dr Renu Jain, Dr Anant Pandey and B.V.G. Rao.
4.	Botany	Dr Aarati Saxena, Dr Kalyani Krishna 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 Sharda Pasricha.
7.	Mathematics	Ms Shakuntala Wadhwa, Dr R.K. Budh Raja 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 Aarati Saxena 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 Arun Kumar Bhardwaj.
13.	Sanskrit	Dr Punita Sharma, Dr Kanwar Singh and Dr Urvi Agarwal.
14.	Tamil	Dr E.Muralidhara Rao, Dr S.Vivekananthan and Dr S.Seenivasan.
15.	Telugu	Dr E.Muralidhara Rao, Dr S.Vivekananthan and Dr S.Seenivasan.
16.	Economics	Dr M.Padma Suresh, Ms Shailaja S. Thakur and Mr S.Krishna Kumar.
17.	History	Dr Nirmal Kumar, Dr Neeraj Sahay and Mr M.Jeevan.
18.	Political Science	Dr Lalita Jain, Dr Namita Pandey and Dr Jita Mishra.
19.	Sociology	Dr Geeta Jayaram Sodhi, Dr Nabanipa Bhattacharjee and Dr Abhijit Kundu.
20.	B.A.(Programme)	Dr R.K. Yadav (Coordinator) and Teachers-in-Charge of the respective Departments.

  
Dr S.Venkata Kumar  
Convener, Central Monitoring Committee

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

Copy to:- Administrative Officer/Section Officer (Administration)/Dealing Assistants/Hands (Administration & Accounts)/ All Concerned/Staff Notice Board /College Website/File.





Sri Venkateswara College  
(University of Delhi)

Ref No : SVC/Admn/2018/P/ 921

18<sup>th</sup> April, 2018

**INTERNAL ASSESSMENT MONITORING COMMITTEE**  
**(II/IV/VI Semester Examinations : May/June, 2018)**

As per the Academic Council Resolution dated 18<sup>th</sup> July, 2003 on Internal Assessment, a Monitoring Committee for Internal Assessment has been constituted for even semester of academic year 2017-2018:-

1. Dr R.P. Singh (Principal & Chairman)
2. Dr S.Venkata Kumar (Bursar & Convener)
3. Dr B.V.G. Rao (Senior Faculty Member)
4. Mr S.C. Mohapatra (Senior Faculty Member)

Dr R.P. Singh  
Acting Principal  
PRINCIPAL

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

Copy to:- Administrative Officer/Section Officer (Administration)/Dealing Assistants/Hands (Administration & Accounts)/ All Concerned/Staff Notice Board /College Website/File.

- Sri. P.K. Pandey, for file Dr 18/4/2018





శ్రీ వేంకటేశ్వర కళాశాల

**Sri Venkateswara College**

(University of Delhi)

Dr. P. Hemalatha Reddy  
Principal

Benito Juarez Road, Dhaula Kuan, New Delhi-110021  
Ph.: 011-24112196, 24118590, Telefax : 011-24118535  
principal@svc.ac.in

Ref No : SVC/Admn/2017/PI/ 778

17<sup>th</sup> May, 2017

The Officer-in-Charge  
Room No 203  
EDP Cell (New Examination Building)  
University of Delhi  
**DELHI-110 007**

**Subject:- Online Submission of Internal Assessment Marks for the Under-Graduate Semester Examinations (II/IV/VI/VIII Semester) , May/June, 2017-regarding.**

Dear Sir/Madam,

With reference to the university letter number Dean. (Exams.)/2017/187 dated 03<sup>rd</sup>/04<sup>th</sup> April, 2017, on the subject noted above, I am enclosing herewith Internal Assessment Marks along with Internal Assessment Management Certificate for Under-Graduate Semester Examinations, May/June, 2017 (Hard Copy) of the College students duly filled in and signed as per requirements, for your kind information and further necessary action.

It is pertinent to mention here that necessary information regarding Internal Assessment Marks has already been uploaded online (electronically) on the University Website as per available software within the stipulated time. I request you to kindly acknowledge the receipt.

Thanking you,

Yours sincerely,

**PRINCIPAL**

PRINCIPAL

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

**Encls:- As above**





# Sri Venkateswara College (University of Delhi)

Ref No : SVC/Admn/2017/PI/ 778

17<sup>th</sup> May, 2017

## Internal Assessment Management System Semester Examinations, May/June, 2017

### C E R T I F I C A T E

This is to certify that the data provided in the soft copy and hard copy format was displayed on the College Website/Notice Board from 05<sup>th</sup> May, 2017 To- 16<sup>th</sup> May, 2017 for information to the students and validation. All representations received from the students have been implemented and the data is completed in all respects and has been duly checked by us.

### INTERNAL ASSESSMENT MONITORING COMMITTEE OF THE COLLEGE

S.No.	Name	Designation	Contact Number	Signature
1.	Dr P.Hemalatha Reddy	Principal	011-2411 8535	
2.	Ms Sunita Chhabra	Bursar	98182 95526	
3.	Dr R.P.Singh	Secretary, Staff Council	98717 23904	
4.	Dr S.Venkata Kumar	Senior Faculty Member & Coordinator/Convener	98719 59817	
5.	Dr B.V.G. Rao	Senior Faculty Member	99584 49244	

This is to certify that the enclosed Internal Assessment has been duly verified to be the complete and final by the Internal Assessment Monitoring Committee.

**Note :-** Although utmost care has been taken while preparing Internal Assessment Data, there may be some corrections/modifications. The University is requested to look into the matter as and when required accordingly.

Name of the Co-coordinator/Convener of the Committee

:: Dr S.Venkata Kumar

Contact Number

:: 98719 59817

Signature

::

Name of the Principal

:: Dr P.Hemalatha Reddy

Telephone Number

:: 011-2411 8590

Signature

::

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





SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)

①

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

05<sup>th</sup> 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 <sup>st</sup> November, 2016
02	Display of marks of Assignment/Class Test/Attendance etc. on the Departmental Notice-Board.	07 <sup>th</sup> November, 2016
03	Resolution of all Internal Assessment related complaints of the students by the Departmental Moderation Committee.	11 <sup>th</sup> November, 2016
04	Submission of Internal Assessment Records, in the prescribed format available on the College Website <a href="http://www.svc.ac.in">www.svc.ac.in</a> ( <b>Internal Assessment Records November/December 2016</b> ) duly filled in and completed in all the respects by the concerned teachers to the office of the Section Officer (Administration).	12 <sup>th</sup> November, 2016
05	Finalization of Internal Assessment marks by the Central Monitoring Committee.	15 <sup>th</sup> November, 2016 To 18 <sup>th</sup> 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 <sup>st</sup> November, 2016 To 23 <sup>rd</sup> November, 2016.

Dr R.P. Singh  
Convener, Central Monitoring Committee

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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.

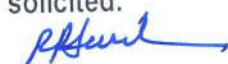
It may be noted that if a student could not appear for the Class Test held on the scheduled date due to some valid reason (s) such as Medical/Marriage in the family/Natural Calamities/Family Tragedy/Clash with major Entrance Examination/Any other reason which deems fit, he/she may be given a chance to 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 07<sup>th</sup> 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  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021





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

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05<sup>th</sup> 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  
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Sri Venkateswara College  
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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 Pankaj Bhati and Mr Narendra Bhardwaj, Dealing Assistants/Hands (Administration).
5. Mr Kumar Ashish, Junior Assistant for IT supports links.
6. All Concerned/Staff Notice Board /College Website/File.

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Sri Venkateswara College  
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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 18<sup>th</sup> 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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05<sup>th</sup> October, 2016

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

As per the Academic Council Resolution dated 18<sup>th</sup> 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  
(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. 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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**Sri Venkateswara College  
(University of Delhi)**

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05<sup>th</sup> 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 <sup>th</sup> November, 2016 To 18 <sup>th</sup> 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).
5. All Concerned/Staff Notice Board /College Website/File.

Administrative Officer  
Sri Venkateswara College  
(University of Delhi)  
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 30<sup>th</sup> 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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- Mr Pawan Kumar Pandey, Section Officer (Administration).
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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]