



Prof C. Sheela Reddy
Principal

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Ref No : SVC/Admn/2021/P/

02nd June, 2021

DELHI UNIVERSITY SIXTH SEMESTER EXAMINATIONS : June, 2021
(Notification regarding Open Book Examination (OBE) Duty Chart)

This notification is based on the Delhi University guidelines and notifications received from Dean (Examinations) with regard to measures to be adopted for conduct of Delhi University First Semester Examinations for all Undergraduate Courses. This approach has been adopted in view of Covid-19 pandemic for Delhi University Semester Examinations to be held by the University of Delhi, **w.e.f. 07th June-2021**, as per schedule.

In view of the above, all the staff members of the **college administration are requested to make themselves available on telephone and other means of communications at all times, during examination, and extend their fullest cooperation, as per directions/requirements**, for the smooth and successful conduct of the Delhi University Even Semester Examinations, June-2021 being conducted as per university schedule. The following faculty members are requested to extend their fullest cooperation for smooth and successful conduct of the examinations:-

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|--|-----------------------|------------------------|
| 1. Dr Nandita Narayanasamy (Nodal Officer) | 2. Dr M.K. Shukla | 3. Mr S. Krishna Kumar |
| 4. Dr Narender Kumar | 5. Mr D. Brahma Reddy | 6. Mr M. Jeevan; and |
| 7. Mr Anshul (First Assistant). | | |

They shall further ensure the availability of question paper(s), on day-to-day basis, as per requirements from the University and successful completion of examination work as per requirements, within the stipulated period. They are expected to be aware of latest rules and policies regarding examinations in order to ensure that all examinations have been conducted as per rules.

Further, all the teachers of respective paper(s)/subject(s) are requested to make themselves available on telephone and other means of communications at all times, during the conduct of examination to address the grievance, if any, for smooth conduct of the examinations, as per university schedule.

Note:- The Examination Control Room under the supervision of Dr Nandita Narayanasamy, Nodal Officer for examinations (nodalofficerobe@svc.ac.in) is opened to deal the issues related with the students during OBE and to facilitate those students who want to use the facilities of ICT infrastructure of the college especially PWD students for the purpose of downloading questions papers, and sending scanned images of answer sheets after completion of examinations. The students belonging to PWD categories may be dealt carefully as per notification dated 05th December, 2020 and to arrange the scribes for visually impaired students as per the rule and prior information of such students. All the Dealing Assistants of the respective courses are requested to provide all necessary support for successful conduct of the examination.

NOTES:-

1. All circulars/guidelines issued by the MHA/UGC/DU with regard to Covid-19 pandemic are to be followed strictly as per requirement.
2. *Staff and Students are cautioned that there are several fake circulars and notifications being circulated across social media. They must only refer to the Delhi University (www.du.ac.in) and College Websites (www.svc.ac.in) for all updates and information*
3. *Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.*
4. For clarification, if any, you may e-mail to principal@svc.ac.in
5. Any addendum/corrigendum shall be posted on the college website only.

Disclaimer :- The information regarding examination as displayed on the College Website (www.svc.ac.in) is subject to correction. Any discrepancy noticed may be reported at principal@svc.ac.in for the needful.

Sd
Prof C. Sheela Reddy
Principal

Copy forwarded for information and necessary action to :- Vice-Principal, Nodal Officer (Examinations), Teacher-in-Charge/Coordinators of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), Caretaker, All concerned, College Notice Board/College Website/File.