



**SRI VENKATESWARA COLLEGE**

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021



Prof C. Sheela Reddy  
Principal

E-mail : [principal@svc.ac.in](mailto:principal@svc.ac.in)

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Ref No : SVC/Admn/2021/P/

30th April, 2021

### **Notification regarding Semester-IV/VI Examinations May/June, 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.**

The following procedure shall be followed for conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Fieldwork which are required for completion before the conduct of Semester Theory Examinations-May/June, 2021.

1. **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. **Teachers should give the assignment to the students in prescribed format via email/Google classroom etc. The student should submit the solved assignment to the teacher via email 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, the 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](http://www.svc.ac.in)) duly filled in and completed in all the aspects for further necessary action.**
2. **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. Those who have done similar exercises during the conduct of online practical classes may use the assessment of the practicals for a particular paper.

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

3. **Practical and Viva Voce, Oral (Moot Courts)** Examinations (wherever applicable): All such Examinations shall be conducted through Skype or other online teaching platform/meeting apps used by the teacher.
4. Evaluation of Dissertations UG/PG programs (wherever applicable) is to be conducted. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/emails or other IT tools within a defined time period.

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## **Notification regarding Semester-IV/VI Examinations May/June- 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.**

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5. In the present scenario, appropriate measures have to be adopted to facilitate the UG/PG students pursuing Project/Dissertation. Accordingly review-based/secondary data based projects or software driven projects shall be accepted by the Faculty/Department instead of laboratory based experiments or field/survey based assignments to these students. All are requested to adhere to the above suggested guidelines to complete the above activities in time.

Further, if the above activities have already been completed by your Faculty/Department, you are requested to immediately send the requisite data to the office of the Principal, as per existing practice.

You may contact telephone No. 011-24112196 and send any query by e-mail to [principal@svc.ac.in](mailto:principal@svc.ac.in) for any further clarification. The above activities should be completed latest by 10.05.2021 positively.

S.No.	Description (Semester-IV/VI)	Date
1.	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 May/June, 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 <a href="mailto:principal@svc.ac.in">principal@svc.ac.in</a> for the needful.	4th May 2021, 2021
2.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	5th to 7th May, 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.	10th May, 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. *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](http://www.du.ac.in)) and College Websites ([www.svc.ac.in](http://www.svc.ac.in)) for all updates and information*
3. *Information given only on the University website ([www.du.ac.in](http://www.du.ac.in)) or Sri Venkateswara College ([www.svc.ac.in](http://www.svc.ac.in)) shall be considered official.*
4. **For further details, please check Delhi University notification vide reference number Dean(Exams)/2020-2021/528, dated 30th April 2021, issued by the Dean (Examination).**
5. For clarification, if any, you may email to [principal@svc.ac.in](mailto:principal@svc.ac.in)
6. 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](http://www.svc.ac.in)) is subject to correction. Any discrepancy noticed may be reported at [principal@svc.ac.in](mailto:principal@svc.ac.in) for the needful.

Prof C. Sheela Reddy  
Principal

Copy forwarded for information and necessary action to :- Dr R.K. Budhraj, Convener/Coordinator, Central Monitoring Committee on Internal Assessment Marks, Teacher-in-Charge/Coordinators of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

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30th April, 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:-**

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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](http://www.du.ac.in)) and College Websites ([www.svc.ac.in](http://www.svc.ac.in)) for all updates and information*
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30th April, 2021

**INTERNAL ASSESSMENT MARKS**  
**(IV/VI Semester Examinations : May/June, 2021)**

All the Faculty Members are requested to submit a soft 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 4th May, 2021 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 May/June, 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.

**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](http://www.du.ac.in)) and College Websites ([www.svc.ac.in](http://www.svc.ac.in)) for all updates and information*
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30th April, 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.
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](http://www.du.ac.in)) and College Websites ([www.svc.ac.in](http://www.svc.ac.in)) for all updates and information*
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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 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.

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.

### **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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**DEPARTMENTAL MODERATION COMMITTEE ON INTERNAL ASSESSMENT**  
**(IV/VI Semester Examinations : May/June, 2021)**

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) 4<sup>th</sup> May, 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.	Biochemistry	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 Sunila Khurana, and Dr Shukla Saluja.
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 Shukla Saluja 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.

Prof C. Sheela Reddy  
Principal

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## **INTERNAL ASSESSMENT MONITORING COMMITTEE** **(IV/VI Semester Examinations : May/June, 2021)**

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. 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 M. Padma Suresh (Senior Faculty Member); and
5. Dr J. Lalita (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.	5th to 7th May, 2021 at 10:00 AM.
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### **NOTES:-**

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30th April, 2021

**DELHI UNIVERSITY FOURTH/SIXTH SEMESTER EXAMINATIONS, MAY/JUNE, 2021**  
**(Notification regarding Issue of Admit Card)**

This is for information to the students of final year Undergraduate and Postgraduate Courses available in the college, fulfilling all the eligibility criteria to appear at the Semester Examinations of the University of Delhi to be held in **May/June, 2021**, as per university schedule, and necessary action of all concerned. The following steps may be followed for successful completion of the same:-

1. The Admit Card will be available on the Delhi University Website ([www.du.ac.in](http://www.du.ac.in)). Please note that this is a provisional Admit Card, subject to fulfilling all eligibility requirements as prescribed by the college/university.
2. **Please ensure that the choice of examination papers opted for in the Examination Form, and the choice mentioned in the Admit Card is the same. You shall be permitted to appear only in the papers/subjects that are specified in the Admit Card.**
3. Carefully read and follow the instructions for Examination. The candidate must check all particulars carefully.
4. **Correction, if any, in the Admit Card, may kindly be brought to the notice of the Principal via email at [principal@svc.ac.in](mailto:principal@svc.ac.in) minimum 3 working days before the commencement of the examination. Under no circumstances, correction(s) in particulars will be entertained beyond the prescribed span period.**
5. For dates and time of examination, please see DATE SHEET uploaded on the University Website ([www.du.ac.in](http://www.du.ac.in)) or college website ([www.svc.ac.in](http://www.svc.ac.in)). Please ensure that you check these websites for regular updates and notifications regarding the examination schedule.

**Disclaimer:- The college/university is not responsible for any inadvertent error that may have crept in the data being published on the Admit Card/College website. The data published on net are for immediate information to the examinees.**

**NOTES:-**

1. The Question Paper(s) for the Examination has/have been set as per the choice opted by the Examinees. No Question Paper(s) shall be changed during/after the commencement of the examination(s) under any circumstances.
2. 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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Principal

**DELHI UNIVERSITY FOURTH/SIXTH SEMESTER EXAMINATIONS, MAY/JUNE, 2021**  
(Notification regarding Issue of Admit Card)

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3. *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](http://www.du.ac.in)) and College Websites ([www.svc.ac.in](http://www.svc.ac.in)) for all updates and information*
4. *Information given only on the University website ([www.du.ac.in](http://www.du.ac.in)) or Sri Venkateswara College ([www.svc.ac.in](http://www.svc.ac.in)) shall be considered official.*
5. For clarification, if any, you may e-mail to [principal@svc.ac.in](mailto:principal@svc.ac.in)
6. 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](http://www.svc.ac.in)) is subject to correction. Any discrepancy noticed may be reported at [principal@svc.ac.in](mailto:principal@svc.ac.in) for the needful.

Prof C. Sheela Reddy  
Principal

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