



1961 - 2021

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

**Prof C. Sheela Reddy
Principal**

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

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Fax : 011-2411 8535

Most Urgent/Out Today/-mail/
01st November, 2021

Ref No : SVC/Admn/2021/P/1731

NOTIFICATION

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2021-2022.

Consequent upon the university letter number Exam VII/Conduct/2021-2022/597 dated 29th October, 2021, issued by the Dean, Examinations, the following procedure shall be followed for conduct of Internal Assessment (IA), Practical, **Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work** which are required for completion before the conduct of Semester/Theory examinations **November/December-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. **Teacher should give the assignment to the students in prescribed format via e-mail/Google classroom etc. The student should submit the solved assignment to the teacher via e-mail 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, 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) 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 the online practical classes may use the assessment of practicals for a particular paper.

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C. Sheela Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2021-2022.

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. Conduct of Internship/Apprenticeship for all semester/Term/year: Following measures in the view of COVID-19 shall be undertaken by all concerned as required for the completion of degrees in professional/technical courses etc. (wherever applicable).

- Students shall be allowed to take up online internship/activities including activities that can be carried out digitally or otherwise from home.
- They can be engaged as interns in ongoing projects.
- The date for start can be delayed.
- The period of internship can be reduced clubbing with assignments etc.

5. Evaluation of Dissertations UG/PG programs (wherever applicable) is to be conducted based on written assignments. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/e-mails or other IT tools within a defined time period.

6. In the present scenario, appropriate measure has 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/College instead of laboratory based experiments or field/survey based assignments to these students.

Note:- The above guideline shall also be applicable for the students who have attended Faculty/Department/College for practicals in physical mode.

S.No.	Description	Date
1.	Submission of Internal Assessment Records, in the prescribed format available on the College Website www.svc.ac.in (Internal Assessment Records November/December, 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 principal@svc.ac.in for the needful.	30 th November, 2021
2.	Finalization of Internal Assessment marks by the Central Monitoring Committee.	01 st December, 2021 to 03 rd December, 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 on or before <u>14th December, 2021</u> positively.	14 th December, 2021

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C. Shula Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2021-2022.

In view of the above, all the teacher-in-charge of the concerned departments are requested to prepare a schedule for practical examinations with the consultation of the departmental colleagues and inform the students of their courses well in time under intimation to the Principal.

It may further be noted that the practical examination for Generic/General Elective (GE) paper(s) shall be conducted for students admitted to various courses (Semester-III : Part-II) on Friday, the 19th November, 2021 between 9:30 AM and 5:30 PM. The Teacher-in-Charge/Coordinators of the respective departments shall submit the question paper of the practical examination to the office after the practical examinations are over.

The award list should be emailed to svcpractical@svc.ac.in by the respective teachers within a defined time period. Mr Chanderpall Singh, MTS (Establishment Section) has been requested to make the entry of practical examination on DU portal strictly as per award list received through e-mail within the stipulated period. The concerned teacher shall sign the award list later.

All are requested to adhere to the above suggested guideline to complete the above activities in time. Further, if the above activities have already been completed by your Faculty/Department/College/ Teaching Centre, you are requested to immediately send the requisite data to the Examination Branch as per existing practice.

You may contact at telephone No. 011-2411 2196 and send any query by e-mail to principal@svc.ac.in for any clarification. Active cooperation of one and all shall highly be appreciated.

Notes:-

1. All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.
2. For clarification, if any, you may email to principal@svc.ac.in
3. 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.

C. Sheela Reddy
Prof C. Sheela Reddy
Principal

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

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.



UNIVERSITY OF DELHI

Examination Branch

Ref. No. Exam VII/Conduct/2021-2022/597
Dated 29.10.2021

To
The Dean/Head/Principal
Director SOL/NCWEB

Subject: Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field Work for the Academic session 2021-2022.

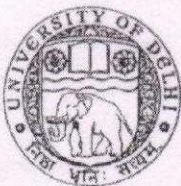
Sir/Madam,

The following procedure shall be followed for conduct of Internal Assessment (IA,) Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship and Field work which are required for completion before the conduct of Semester Theory Examinations November/December-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, except SOL as a special measure due to covid pandemic. Internal Assessment of the students should also be carried out using IT tools. Teacher should give the assignment to the students in the 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 paper and Name of the Student. After evaluation, respective teacher will submit the result of the same to the o/o the Principal of the college and to the o/o of the Head of the Department in the case of PG. 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 to the o/o the Principal of the respective college.
- 2. Examination of Practical Courses may be defined for UG and PG courses separately as follows:**

For UG 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 email/the online teaching platform recommended by the teacher in a stipulated time period. The name of programme 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 practicals for a particular paper.



UNIVERSITY OF DELHI

Examination Branch


For PG Courses:- The evaluation of Practical Examination wherever applicable, will be in the 100% continuous evaluation mode as per 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. **Conduct of Internship/Apprenticeship for all semester/Term/year:** Following measures in the view of COVID-19 shall be undertaken by all concerned as required for the completion of degrees in professional/technical courses etc. (wherever applicable).
 - a) Students shall be allowed to take up online internship/activities including activities that can be carried out digitally or otherwise from home.
 - b) They can be engaged as interns in ongoing projects.
 - c) The date for start can be delayed.
 - d) The period of internship can be reduced clubbing with assignments etc.
5. Evaluation of Dissertations UG/PG programs (wherever applicable) is to be conducted based on written assignments. Such evaluations are to be performed in the form of written assignments by the respective teacher through online teaching platforms/e-mails or other IT tools within a defined time period.
6. In the present scenario, appropriate measure has 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/College instead of laboratory based experiments or experiments or field/survey based assignments to these students.

Note: The above guidelines shall also be applicable for the students who have attended Faculty/Department/College for practicals in physical mode.

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/College/Teaching Centre, you are requested to immediately send the requisite data to the Examination Branch as per existing practice.

You may contact at telephone No. 011-27662832 and send any query by e-mail to edpcell@exam1.du.ac.in for any further clarification. The above activities should be completed latest by 14.12.2021.


O.S.D.(Examinations)


Dean (Examinations)

SRI VENKATESWARA COLLEGE, DHAULA KUAN, NEW DELHI - 110 021

INTERNAL ASSESSMENT RECORD (Choice Based Credit System :: CBCS)

Academic Year :: 2021-2022 (November/December, 2021)

Semester :: III/V

Name of the Teacher	Name of the Course	Part	Semester	Paper No./ Paper Code	Title of the Paper

S. No.	College Roll No.	Name of the Student	Internal Assignment(s) Marks	Remarks	Signature of the Student(s)
			(Out of 25)		
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					

Note:

- After evaluation, respective teacher will submit the result of the same duly moderated by the Departmental Moderation Committee to the office of the principal of the college and to the office of the head of the department in case of post-graduation, within the stipulated time.
- You may contact at telephone number 011-2411 2196 and also send any query by email to principal@svc.ac.in for any further clarification

Signature of the Teacher with Date





Sri Venkateswara College
(University of Delhi)

Prof C. Sheela Reddy
Principal

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Fax : 011-2411 8535

Ref No : SVC/Admn/2021/P/1731

Most Urgent/Out Today/-mail/

01st November, 2021

NOTIFICATION

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2021-2022.

This is for information and necessary action by all concerned that the following guidelines, duly recommended by the Teacher-in-charge of the respective departments of the science courses in the online meeting held on the 3rd of May, 2021 (4:30 -5:30PM) chaired by Dr. S. Venkata Kumar, Vice-Principal, shall be observed:-

1. Every Science Department shall conduct the Practical Examination as per the existing schedule. Further, all the teachers shall complete the process of practical related assignment/test at the earliest, if not already done, and to submit the award list/s within the stipulated period.
2. The Internal Assessment Marks duly validated by the students and moderated by the Departmental Moderation Committee shall be submitted by the Teacher-in-Charge of the respective departments via email to the Principal (principal@svc.ac.in)
3. **The Practical marks shall be submitted by the teachers of the department individually to an email ID dedicated exclusively for the same (svcpactical@svc.ac.in) by the 30th November, 2021 positively.**
4. Mock exams taken by teachers can be considered to assign marks to the students as long as they were documented properly.
5. The window for the submission of the test will be 9:00 -5:30 PM. However, it can be extended in case of premeditated situations as long as proof is produced.

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) 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.*

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Principal
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New Delhi-110 021

Subject:- Conduct of Internal Assessment (IA), Practical, Viva-Voce, Projects, Oral (Moot Courts), Apprenticeship, Internship, and Field Work for the academic session 2021-2022.

Notes:-

1. All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.
2. For clarification, if any, you may email to principal@svc.ac.in
3. Any addendum/corrigendum shall be posted on the college website only.

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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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Ref No : SVC/Admn/2021/P/1731

Most Urgent/Out Today/-mail/

01st November, 2021

**Submission of Internal Assessment Marks
(November-December, 2021)**

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 30th November, 2021 positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records November-December, 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 to 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 students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.*
2. For clarification, if any, you may email to principal@svc.ac.in
3. Any addendum/corrigendum shall be posted on the college website only.

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Ref No : SVC/Admn/2021/P/1731

**Most Urgent/Out Today/-mail/
01st November, 2021**

**Notification to the Faculty Members regarding Internal Assessment Marks
(November/December, 2021)**

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 30th November, 2021 positively. The above said formats are available on the College Website www.svc.ac.in (Internal Assessment Records November/December, 2021). 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 30th November, 2021 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.

Contd Page...2/...

C. Sheela Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Notification to the Faculty Members regarding Internal Assessment Marks
(November/December, 2021)

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 students' attendance shall also be used for the Internal Assessment records of the students. 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. For clarification, if any, you may e-mail to principal@svc.ac.in
3. Any addendum/corrigendum shall be posted on the college website only.


Principal
Sri Venkateswara College
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Copy forwarded for information and necessary action to :- Dr R. K. Budhraj, 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.



1961 - 2021

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Ref No : SVC/Admn/2021/P/1731

Most Urgent/Out Today/-mail/

01st November, 2021

Notification

This is for information and necessary action by all 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. Similar chance may be given to the student (s) to submit the Assignment (s) who missed to submit it in time.

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.

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.

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
3. Any addendum/corrigendum shall be posted on the college website only.

C. Sheela Reddy
Principal
Sri Venkateswara College
(University of Delhi)

Copy forwarded for information and necessary action to :- Dr R. K. Budhraj, 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.



1961 - 2021

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01st November, 2021

Ref No : SVC/Admn/2021/P/1731

SUBMISSION OF ASSIGNMENT(S), NOVEMBER/DECEMBER-2021
(Semesters III/IV (Parts-II/III))

The Teacher-in-Charge of the respective departments are requested to consult all the teachers of their departments and ensure that all the students have submitted their assignments. Those students who have not yet submitted may be requested to submit the same immediately and IA records of such students should be submitted/uploaded well in time. Further, the students who fail to submit their assignment(s) within the stipulated period, shall be marked as ABSENT. 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:-

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
3. Any addendum/corrigendum shall be posted on the college website only.

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14

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Ref No : SVC/Admn/2021/P/1731

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 Attendance, 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.

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
3. Any addendum/corrigendum shall be posted on the college website only.

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