



शिवाजी कॉलेज

(दिल्ली विश्वविद्यालय)

Shivaji College

(University of Delhi)

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Supporting Documents for Criterion 2.5.2

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



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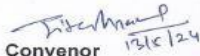


शिवाजी कॉलेज/ SHIVAJI COLLEGE
(दिल्ली विश्वविद्यालय)/ (University of Delhi)
राजा गार्डन, रिंग रोड, नई दिल्ली – 110027
Raja Garden, Ring Road, New Delhi – 110027

Date: 13.05.2024

NOTICE

It is hereby informed that the students of Semesters II, IV & VI should verify/ check their Internal Assessment Marks/ Attendance on the **SPACE Portal** i.e., (www.erp.shivajicollege.ac.in) and contact their concerned teachers for making any correction therein, if required till 15th May 2024.


Convenor 13/5/24
Internal Assessment Committee


Principal 13/5/24

Sample sheet of information regarding IA as displayed on College Website



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Shivaji College Mail - Regarding Internal Assessment May/June - 2024



Priyanka Ojha <priyankaojha@shivaji.du.ac.in>

Regarding Internal Assessment May/June - 2024

PRINCIPAL, SHIVAJI COLLEGE <principal@shivaji.du.ac.in>

Fri, May 3, 2024 at 5:25 PM

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<https://mail.google.com/mail/u/2/?ik=a816d2e5c7&view=pt&search=all&permmsgid=msg-f:1798032401884245245&simpl=msg-f:1798032401884245245>

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Shivaji College Mail - Regarding Internal Assessment May/June - 2024

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NOTICE

This is to inform that the college has received a letter from OSD Examinations, University of Delhi (**copy attached**) regarding submission of Internal Assessment Marks for Undergraduate Examinations (NEP and CBCS-LOCF) May/June-2024.

In this context, all faculty members are hereby requested to note the following:

1. All teachers are requested to **upload the Internal Assessment (Attendance, Class Test, Assignment Marks, etc.) by May 11th, 2024 on the SPACE Portal**. This would give the students adequate time to know their Internal Assessment and resolve any discrepancy with his/her concerned teacher.
2. Teachers-in-charge should ensure the following:
 - (a) **As per University's directions, faculty members must get the signatures of the students on the Internal Assessment Marks of his/her paper (with University Examination Roll No.) as uploaded on the SPACE Portal.**
 - (b) **The moderated Internal Assessment records along with the minutes of the moderation meeting are to be submitted to the College Office by May 14th, 2024 for further uploading on the University Software.**
3. As per Ordinance VII of University of Delhi, please note the following:
 - (i) Teachers are requested to give benefit of attendance (**as per Ordinance VII (b) of University of Delhi**) to those students who participated in NCC Camps/ NSS Workshops/ Sports Events/ Extra Curricular Activities (where the student has represented the college) duly forwarded by the concerned Convenor/Coordinator of the society.
 - (ii) Teachers are also requested to give medical benefit (**as per Ordinance VII (c) of University of Delhi**) to those students who had fallen seriously ill or had met with an accident during the year disabling them from attending classes for a certain period, with a view to determining whether the lectures etc. delivered during the said period, or a part thereof, could be excluded for purposes of calculation of attendance of the year and decide each case on its own merits. **The benefit of exclusion of lectures contemplated in category (c)**



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above, shall in no case exceed 1/3 of the total number of lectures/practicals/presentations/tutorials. The application for the medical benefit should be forwarded by the Teacher-in-charge of the respective department.

- Teachers are requested to inform/ circulate the information regarding Point No. 3 to their students.
- The schedule for uploading to the University software shall be notified soon.

In case of any query regarding SPACE Portal, please contact Mr. Afroz in the College Office.

Regards

Dr. Jeetendra Aggarwal
Convenor,
Internal Assessment Committee

2 attachments



Letter Reg. Online Submission of I.A. and Hard Copies for Exam. MJ2024.pdf
922K



As per Ordinance VII (c).pdf
126K



शिवजी कॉलेज

(दिल्ली विश्वविद्यालय)

Shivaji College

(University of Delhi)

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Regarding Internal Assessment & Continuous Assessment May/June-2024

PRINCIPAL, SHIVAJI COLLEGE <principal@shivaji.du.ac.in>

Mon, May 20, 2024 at 7:50 PM

To: jayita thakur <jayita@shivaji.du.ac.in>, Renu Baweja <renubaweja@shivaji.du.ac.in>, Sunita Singh <sunitasingh@shivaji.du.ac.in>, abhijeetmishra@shivaji.du.ac.in, Usha Yadav <usha@shivaji.du.ac.in>, Shwetambri Arora <shwetambri@shivaji.du.ac.in>, Anuradha Mal <anuradha21mai@gmail.com>, PRATIMA SARDAR <pratimasardar07@gmail.com>, Vijay Kumar <vijaycemde@yahoo.co.in>, prabha venkat <prabha.udsc@gmail.com>, Smita Tripathi <sm.trip@gmail.com>, Kiran Bamel <kbamel@yahoo.in>, Misha Yadav <dmishadu@gmail.com>, SEEMA TALWAR <seematalwar2014@gmail.com>, Anurag Maurya <anurag@shivaji.du.ac.in>, pawankumar@shivaji.du.ac.in, "Dr. Gunjan Sirohi" <gunjansirohi@shivaji.du.ac.in>, Priyanka Ojha <priyankaogha@shivaji.du.ac.in>, Anil Aggarwal <anilkrishan.aggarwal1729@gmail.com>, Prasanta Sahu <sahup67@gmail.com>, rajnikanojia <rajnikanojia@yahoo.co.in>, bhaskar kandpal <bhaskar.kandpal@gmail.com>, neena khanna <neena18khanna@gmail.com>, Sehra Mk <mksehra@gmail.com>, vandana katoch <vandanakatoch2@gmail.com>, nandgopalgiri@shivaji.du.ac.in, rahul singhal <rahulsinghalchem@gmail.com>, Richa Arora <richaarora@shivaji.du.ac.in>, rangnathravi@shivaji.du.ac.in, Sunil Yadav <sunil@shivaji.du.ac.in>, priyanka kumari <priyanka.dhaka1985@gmail.com>, Dr Yogesh Kumar <yogeshkumar@shivaji.du.ac.in>, "Dr. Priti Kumari" <pratikumari@shivaji.du.ac.in>, "Dr. Reeta chaudhary" <chaudhary.reeta90@gmail.com>, "Dr. Reeta Reeta" <dr.reeta@shivaji.du.ac.in>, Tamanna Hooda <tamanna@shivaji.du.ac.in>, Tamanna Hooda <tamannahooda20@gmail.com>, Deepesh Singh <deepesh@shivaji.du.ac.in>, Dr Seema Seema <dr.seema@shivaji.du.ac.in>, Suman Kharbada <sumankharbada@shivaji.du.ac.in>, Rabi Narayan Samantara <rabisamantara@gmail.com>, Rajesh Kumar <rajesh.commerce@yahoo.co.in>, Ramesh Malik <rameshmalik29@gmail.com>, Rajinder Singh <rajindersingh.du@rediffmail.com>, chaudhary kiran <kchaudhary1@gmail.com>, vanitha@shivaji.du.ac.in, monika@shivaji.du.ac.in, Chhavi sharma <chhavisharma@shivaji.du.ac.in>, Saumya Singh <saumyasinghdse@gmail.com>, manisha dimple <dimple.manisha15@gmail.com>, harmanpreet@shivaji.du.ac.in, neetu dhayal <neetudhayaldse@gmail.com>, lambaumesingh@gmail.com, Manisha <manisha.1056@gmail.com>, sunil kumar <suneel.k8@gmail.com>, yogitanegi1991@gmail.com, Sonika Sharma <sharma.sonika17393@gmail.com>, RAKESH YADAV <prof.rakesh.yadav@gmail.com>, Preeti Sharma <reachtopreeti66@gmail.com>, Abha Vasal <abha@shivaji.du.ac.in>, yogesh@shivaji.du.ac.in, "K. 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<https://mail.google.com/mail/u/2/?ik=a816d2e5c7&view=pt&search=all&permmsgid=msg-f:1799581681970484955&simpl=msg-f:1799581681970484955>

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12/3/24, 9:28 PM

Shivaji College Mail - Regarding Internal Assessment & Continuous Assessment May/June-2024

<bhartibaniwal9@gmail.com>, Mamta Singh <mamtasingh@shivaji.du.ac.in>, ssgaur@shivaji.du.ac.in, "Dr. Neeti Goel" <neetigoel@shivaji.du.ac.in>, Nidhi Tyagi <nidhityagi@shivaji.du.ac.in>, neeru@shivaji.du.ac.in, neetuverma@shivaji.du.ac.in, Parth Kasana <parthkasana08@gmail.com>, shobha physics <shobhaphysics7@gmail.com>, Ravindra Singh <ravindrasingh@shivaji.du.ac.in>, nihalkumar@shivaji.du.ac.in, surendrakumar@shivaji.du.ac.in, ANIL AWASIYA <anil.awasiya@gmail.com>, "Dr. L. Thansanga" <sanga.physics@shivaji.du.ac.in>, Mail center <bishnusai@yahoo.co.uk>, alkamudgal@shivaji.du.ac.in, himmatsingh@shivaji.du.ac.in, Mohan Kumar <mohankumar3555@gmail.com>, dharasingh@shivaji.du.ac.in, Tayenjam Priyokumar Singh <priyokumartayenjam@gmail.com>, ravi jaitam <ravijaitamhendra@gmail.com>, kushikskashik5@gmail.com, rahulmishra@shivaji.du.ac.in, amitkumar@shivaji.du.ac.in, Rajneesh Sharma <dr.rajneesh1012@gmail.com>, Meghraj Meena <meghrajmeena204@gmail.com>, SUKHRAM ARYA <sukhram.sanskrit@gmail.com>, lnagendra978@gmail.com, reenakumarisk3@gmail.com, vikrant@shivaji.du.ac.in, sunita gupta <sg26sunita@gmail.com>, Deepika yadav <dy_277@yahoo.com>, Nimita Kant <nimita@shivaji.du.ac.in>, Manish Sachdeva <mksachdeva@gmail.com>, aeshna nigam <aeshna.nigam@gmail.com>, ankita dua1987@gmail.com, nidhigarg@shivaji.du.ac.in, manasdhali@shivaji.du.ac.in, "Dr. Jitendra Kr. Chaudhary" <jitendrakr@gmail.com>, Rakesh Roshan <rakesh.biotech85@gmail.com>, samyadas@shivaji.du.ac.in, tsewang namgial <tsewangladakh0@gmail.com>, Devender Singh <devendersinghmeena2003@gmail.com>, Urvasi Sahitya Shivaji College <urvasisahitya@gmail.com>, prasidhi raj <prasidhiraj.2008@gmail.com>, rajkuman@shivaji.du.ac.in

Dear Colleagues,

A meeting of the Internal Assessment Monitoring Committee of the college was held on 20th May, 2024. The committee analyzed the Continuous Assessment (CA) and Internal Assessment (IA) of IInd, IVth and VIth Semesters of Academic Session 2023-24 to be uploaded on the university portal. Faculty members are requested to note the following:

- Teachers In-charge are required to maintain and provide the record of those students who have been
 - awarded less than 16 marks (40%) in Continuous Assessment (i.e. fail in CA), or
 - awarded **zero marks** in Internal Assessment
- Please make a list of students mentioning clear reasons (absenteeism, performance etc.) for such awarding of marks. Each department will provide this list to the office.
- For such cases, comparison with other papers might be undertaken to crosscheck and ensure moderation/ correctness of the marks, if required. The data of all the papers of a student can be accessed through the SPACE portal. **In case, there is any correction of marks, the same may be reported to the Office by 21.05.2024 till 12:00 noon.**
- The details of papers of IInd and IVth semesters alongwith number of students in view of 1(a) and (b) is attached herewith.

Regards

Internal Assessment Monitoring Committee

Reports.xlsx
19K

<https://mail.google.com/mail/u/2/?ik=a816d2e5c7&view=pt&search=all&permmsgid=msg-f:1799581681970484955&simpl=msg-f:1799581681970484955>

2/2

Sample sheet of Teacher oriented notification issued by IA committee

For remaining notifications - <https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202023-24/Criteria%202/2.5/2.5.2/Teacher%20oriented%20email%20issued%20by%20IA%20committee.pdf>

रिंग रोड, राजा गार्डन, नई दिल्ली-110027 / Ring Road, Raja Garden, New Delhi – 110027 • ऑफिस/Off.: 011-25155551
टेलीफैक्स/Telefax: 011-25116644 • ई-मेल/Email: shivajicollege.ac@gmail.com • वेब/Website: www.shivajicollege.ac.in



शिवाजी कॉलेज
(दिल्ली विश्वविद्यालय)
Shivaji College
(University of Delhi)

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Fwd: Non-submission of Assignments and tests (Life Science IV sem)

Seema Talwar <seematalwar@shivaji.du.ac.in>
To: Priyanka Ojha <priyankaojha@shivaji.du.ac.in>

Wed, Dec 4, 2024 at 9:16 PM

----- Forwarded message -----

From: Seema Talwar <seematalwar@shivaji.du.ac.in>
Date: Fri, 3 May, 2024, 14:08
Subject: Non-submission of Assignments and tests (Life Science IV sem)
To: Rahul Kulashri <rahulkulashri13@gmail.com>, Vishu Dube <vdube8055@gmail.com>
Cc: <shivajicollege.ac@gmail.com>, Seema Talwar <seematalwar@shivaji.du.ac.in>

With due respect, this is to inform, that after so many repetitive reminders through Whats app messages and calls the following students of Life Science IV sem (Sec B) have not submitted their assignments as well as have not given their test and retest held on 19th April, 29th April and 1st May 2024 for the DSC paper "Ecology and Evolution" (UPC: 2162512401).

It is the last reminder for these students to be present on 8th May for their retest and submit their assignments.

Pooja Yadav (22/23056)

Rahul Kulashree (22/23061)

Yours sincerely,

Dr. Seema Talwar
Assistant Professor
Department of Botany
Shivaji College

Sample sheet of Student oriented IA notification emailed by Teachers



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The following members were present:

1. Dr. Jaagidee Thakur (convenor) *JT*
2. Dr. Sumita Singh *Sumita*
3. Dr. Usha Yadav *Usha*
4. Prof. Sushila Mehta (Shift Convener, scrutiny) *Sushila*

During the meeting, the following was discussed:

1. A status update of IA/Tut/Prac was taken regarding uploading of marks. The committee was informed by office personnel that the uploading of IA of Semester V has been completed on the University portal. The uploading of Semester I and II will be completed by January 27, 2023.
2. It was decided by the committee that the uploaded marks of respective teachers will be crosschecked by the teachers before final uploading on the university portal. For this purpose, a google drive link will be generated by the concerned office personnel and shared with all the faculty members for viewing.

Jan Usha Sumita

Sample sheet of Internal Assessment committee

For remaining minutes- <https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202023-24/Criteria%202/2.5/2.5.2/Moderation%20Committee%20minutes%2023-24.pdf>



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P/10520/23

15/12/23

Department of Biochemistry

Minutes of the Moderation Committee

A meeting of the moderation committee of the Department of Biochemistry to moderate the marks of SEM I, III & V was held on December 15, 2023 at 3.00 pm in the staffroom. The following faculty members were present:

Dr. Renu Baweja (Past TIC)

Dr. Sunita Singh (Present TIC)

Dr. Usha Yadav

Renu
15/12/23
Sunita
15/12/2023
Usha
15/12/2023

Moderation of the following papers was done during the meeting:

SEMESTER V Papers

- Advanced Cell Biology (DSE - UPC: 32497906)
- Microbiology (DSE - UPC: 32497909)
- Gene Expression and Regulation (DSC - UPC: 32491502)
- Concepts in Genetics (DSC - UPC: 32491501)

SEMESTER III Papers

- Metabolism of Lipids (DSC - UPC: 2492012301)
- Bioenergetics (DSC - UPC: 2492012302)
- Membrane Biology (DSC - UPC: 2492012303)

SEMESTER I Papers

- Proteins (DSC - UPC: 2492011102)
- Biomolecules (DSC - UPC: 2492011101)
- Biochemical Techniques (DSC - UPC: 2492011103)

The Internal Assessment of the students in the above mentioned papers was discussed and the following changes were made:

SEM III: Bioenergetics

Roll Number: 22071553015

Name: Vasundhara Raju

Instead of 7 its 8

SEM III: Membrane Biology

Roll Number: 22071553021

Q *1* *2* *3* *4* *5* *6* *7* *8* *9* *10* *11* *12* *13* *14* *15* *16* *17* *18* *19* *20* *21* *22* *23* *24* *25* *26* *27* *28* *29* *30* *31* *32* *33* *34* *35* *36* *37* *38* *39* *40* *41* *42* *43* *44* *45* *46* *47* *48* *49* *50* *51* *52* *53* *54* *55* *56* *57* *58* *59* *60* *61* *62* *63* *64* *65* *66* *67* *68* *69* *70* *71* *72* *73* *74* *75* *76* *77* *78* *79* *80* *81* *82* *83* *84* *85* *86* *87* *88* *89* *90* *91* *92* *93* *94* *95* *96* *97* *98* *99* *100*

1 *2* *3* *4* *5* *6* *7* *8* *9* *10* *11* *12* *13* *14* *15* *16* *17* *18* *19* *20* *21* *22* *23* *24* *25* *26* *27* *28* *29* *30* *31* *32* *33* *34* *35* *36* *37* *38* *39* *40* *41* *42* *43* *44* *45* *46* *47* *48* *49* *50* *51* *52* *53* *54* *55* *56* *57* *58* *59* *60* *61* *62* *63* *64* *65* *66* *67* *68* *69* *70* *71* *72* *73* *74* *75* *76* *77* *78* *79* *80* *81* *82* *83* *84* *85* *86* *87* *88* *89* *90* *91* *92* *93* *94* *95* *96* *97* *98* *99* *100*



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Minutes of the Meeting

Date: 14 December 2023

A meeting of the faculty of Zoology was held today in the department staff room at 10:30am.

The following Members were present in the meeting:

1. Dr. Sunita Gupta (TIC) *Sunita*
2. डॉ. दीपिका यादव *Deepika Yadav*
3. मिनीता कान्त *Minikanta*
4. मनीष कुमार सचदेवा *Msachdeva*
5. डॉ. निधि कुमार चौधरी *Nidhi*
6. डॉ. अंकिता दुआ *Ankita*
7. डॉ. नील सिंह *Neel*
8. डॉ. निधि मर्मा *Nidhi*
9. डॉ. कुलश्रेष्ठा ठाकुर *Kulshrestha*
10. शर्किता शर्मा *Sharkita*
11. डॉ. मेघाली भारती *Meghali*

AGENDA :

Moderation of Internal Assessment Marks

Moderation Committee Members:

- * Dr. Sunita Gupta (TIC 2023-24) *Sunita*
- * Mr. Manish Kumar Sachdeva (TIC 2022-23) *Msachdeva*
- * Dr. Deepika Yadav (TIC 2024-25) *Deepika Yadav*

It was unanimously decided in the meeting that 1 or 2 grace marks will be added to the internal assessment of the student who have submitted both the test and assignment. However, no grace marks will be given to those students who have not submitted either of the two.

Sunita
Prof. Sunita Gupta

Teacher-in-charge

Department of Zoology

Shivaji College

Delhi University

Ankita
Sunita
Deepika Yadav
Msachdeva
Nidhi
Sharkita
Meghali



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Minutes of the Meeting of Department of Business Economics
A meeting of the Department of Business Economics was held on 21/12/23 at 12 noon in Department Room to discuss the moderation of Internal Assessment of Semesters I, III and IV. The Internal Assessment was moderated in the presence of the following faculty members:

1. Dr Suman Kharbanda (TIC)
2. Ms Unnathi Sahitja
3. Ekta Singh

The following moderations were done:-

1. Semester I

<u>Micro Economics I</u>	<u>Accounting for Managers</u>
23/2001 Aagam Jain +1	23/2035 Manoj Kumar +1
23/2002 Aanya Gupta +1	23/2090 Chirag Agarwal +1
2. Semester III

<u>Micro Economics II</u>	<u>Corporate Finance</u>
22/2009 Aniket Kumar +1	22/2033 MD Kaif +2
22/2010 Anirudh Dubey +1	22/2047 Samar Ardens +1
3. Semester IV

<u>Organizational Behaviour</u>	<u>Quantitative Techniques for Mgt.</u>
21/2111 Aabhaas Kochhar +1	21/2117 Sameer +1
21/2113 Arjun Bhatia +1	21/2172 Suraj Kr +1

Sample Sheet of Department Moderation Minutes

For remaining Minutes: <https://www.shivajicollege.ac.in/files/NAAC-SSR/AQAR%202023-24/Criteria%202/2.5/2.5.2/Departmental%20Moderation%20minutes%2023-24.pdf>