



# **P.G.D.A.V. College**

**University of Delhi**

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**Supporting document**

for

**Annual Quality Assurance Report, 2023-24**

**Criteria 2.5.2**

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

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# Notice for scheduling Internal Assessment for Semester I, III and V

P.G.D.A.V. COLLEGE

NOTICE

## Internal Assessment, Sem-I, III & V (December, 2023)

Colleagues taking **Semester-I, III & V** are requested to kindly take the blank proformas from the Dealing Assistants in the office and submit the filled proformas to Ms. Divya Bharti in the Computer Lab (Room No. 12). Proformas will be available from **01.12.2023 (Friday)** and **last date** to submit the filled proformas is **09.12.2023 (Saturday)**.

Colleagues are requested to add the details (*names & roll nos.*) of any student on rolls with them but missing in the proforma.

Colleagues are requested to complete all the columns of the proforma of IA marks carefully including the **Column of Total**.

Colleagues, who teach **GE/SEC/AEC/VAC papers**, are requested to submit the IA marks **course-wise** separately.

*Please note that as per the communication with the University, it will be very difficult to make any rectification in the IA marks after submission with the examination branch of the University. So the colleagues are requested to incorporate any changes in the IA marks well in time.*

Date: 30.11.2023

(M.K. Jha)  
IA Committee

**Note:** Please note that after the last date of submission, the IA has to be forwarded by the Principal before submitting to Ms. Divya Bharti.

# Notice for moderation of IA for Semester I, III and V

P.G.D.A.V. COLLEGE

NOTICE

## Internal Assessment, Sem-I, III & V (Odd Semester- Dec, 2023)

We have verified (IA marks) all the courses of **Semester-I, III & V** and these courses are available for moderation and correction, if any.

All the colleagues are hereby informed that the last date for **making corrections** in the IA marks is **2<sup>nd</sup> January, 2024** (Tuesday). All concerned teachers are therefore requested to make changes, if any, in the IA marks of their respective subjects latest by the above mentioned date. Please take note that no changes in the IA marks would be possible thereafter.

All the **moderation committee members** of the respective Department are requested to moderate the courses of your subjects and for B.A. (Prog.) and B.Sc. Math. Sc. as per the practice.

Please complete the moderation work latest by **2<sup>nd</sup> January, 2024** (Tuesday).

Date: 26.12.2023

(M.K. Jha)  
IA Committee

**Time:** 10:30AM – 03:30PM

**(Date:** 27<sup>th</sup>, 28<sup>th</sup>, 29<sup>th</sup>, 30<sup>th</sup> Dec, 2023 and 2<sup>nd</sup> Jan, 2024)

# Semester II, IV and VI

P.G.D.A.V. COLLEGE

NOTICE

## Internal Assessment, Sem-II, IV & VI (May-June, 2024)

Colleagues taking **Semester-II, IV & VI** are requested to kindly take the blank proformas from the Dealing Assistants in the office and submit the filled proformas to Ms. Divya Bharti in the Computer Lab (Room No. 12). Proformas will be available from **07.05.2024 (Tuesday)** and **last date** to submit the filled proformas is **15.05.2024 (Wednesday)**.

Colleagues are requested to add the details (*names & roll numbers*) of any student on rolls with them but missing in the proforma.

Colleagues are requested to complete all the columns of the proforma of IA marks carefully including the **Column of Total**.

Colleagues, who teach **GE/SEC/AEC/VAC papers**, are requested to submit the IA marks **course-wise** separately.

*Please note that as per the communication with the University, it will be very difficult to make any rectification in the IA marks after submission with the examination branch of the University. So the colleagues are requested to incorporate any changes in the IA marks well in time.*

Date: 03.05.2024

(M.K. Jha)  
IA Committee

## CONTINUOUS ASSESSMENT (CA), (May-June, 2024)

Colleagues are requested to collect the blank proformas for CA marks and submit the filled proformas to Ms. Romila Sharma in the office. Proformas for the same will be available from **07.05.2024 (Tuesday)** and **last date** to submit the filled proformas is **15.05.2024 (Wednesday)**.

# Internal Assessment College Website Link

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## Internal Assessment

Home > Students' Zone > Internal Assessment

### Students' Zone

- Placements & Internship
- Scholarships
- Attendance
- Diversity and Inclusion and Support
- Societies
- Alumni
- Anti Ragging
- Sports
- ECA

### Internal Assessment

Periodical tests and assignments are compulsory, as they are a part of Internal Assessment scores, as stipulated by the University. The breakup of the Internal Assessment is as follows:

- Written Assignment/Tutorials/Project Reports/Test Papers/Seminars-10%
- Class Test/Quiz-10%
- Attendance (For details, see University rules)-5%

#### 2nd Semester

S.No	Title	Link
1	BA(P)_SemII	
2	BCOM(H)_SemII	
3	BCOM(P)_SemII	

<https://www.pgdaycollege.in/student-corner/ia>