



जानकी देवी मेमोरियल कॉलेज  
**JANKI DEVI MEMORIAL COLLEGE**

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060  
Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरभाष/Tel. : 40676630, ई-मेल/E-mail : [jdmcollege@hotmail.com](mailto:jdmcollege@hotmail.com), वेबसाइट/Website : <http://jdm.du.ac.in>

आइ एस ओ 21001 : 2018 व आइ एस ओ 9001 : 2015 प्रमाणित एवं NAAC प्रत्यायित A+ महाविद्यालय  
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# Janki Devi Memorial College (University of Delhi)

## Supporting Documents for 2.5.2

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



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**Supporting Documents for 2.5.2**

2024-2025

1) Academic Calendar for 2024-2025 for all semesters, for students under NEP

(a) Under Graduate Academic Calendar 2024-2024 for the first year students



**दिल्ली विश्वविद्यालय**  
**UNIVERSITY OF DELHI**

Acad.I/299/Academic Calendar/359

Dated 02.08.2024

**NOTIFICATION**

The Academic Calendar to be followed for the first year of Undergraduate Courses for the academic session 2024-25, is hereby notified for necessary compliance by all concerned:

<b>Semester I</b>	
Classes Begin	29 <sup>th</sup> August, 2024 (Thursday)
Mid Semester Break	27 <sup>th</sup> October, 2024 (Sunday) to 3 <sup>rd</sup> November, 2024 (Sunday)
Classes began after Mid Semester Break	4 <sup>th</sup> November, 2024 (Monday)
Dispersal of classes, preparation leave and practical examination begin	24 <sup>th</sup> December, 2024 (Tuesday)
Theory examinations begin	6 <sup>th</sup> January, 2025 (Monday)
Winter Break	25 <sup>th</sup> January, 2025 (Saturday)
<b>Semester II</b>	
Classes begin	27 <sup>th</sup> January, 2025 (Monday)
Mid Semester Break	9 <sup>th</sup> March, 2025 (Sunday) to 16 <sup>th</sup> March, 2025 (Sunday)
Classes begin after Mid semester break	17 <sup>th</sup> March, 2025 (Monday)
Dispersal of classes, preparation leave and practical examination begin	25 <sup>th</sup> May, 2025 (Sunday)
Theory Examination Begin	7 <sup>th</sup> June, 2025, (Saturday)
Summer Vacation	29 <sup>th</sup> June, 2025 (Sunday) to 20 <sup>th</sup> July, 2025 (Sunday)

*Handwritten Signature*  
REGISTRAR



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**UNIVERSITY OF DELHI**

Acad.I/299/Academic Calendar/318

Dated 09.07.2024

**NOTIFICATION**

The Academic Calendar to be followed for the III<sup>rd</sup>, IV<sup>th</sup>, V<sup>th</sup>, & VI<sup>th</sup>, semester of the Undergraduate Programmes for the academic session 2024-25, is hereby notified for necessary compliance by all concerned:

<b>Semester III/V</b>	
Classes Begin	1 <sup>st</sup> August, 2024 (Thursday)
Mid Semester Break	27 <sup>th</sup> October, 2024 (Sunday) to 3 <sup>rd</sup> November, 2024 (Sunday)
Classes began after Mid Semester Break	4 <sup>th</sup> November, 2024 (Monday)
Dispersal of classes, preparation leave and practical examination begin	28 <sup>th</sup> November, 2024 (Thursday)
Theory examinations begin	10 <sup>th</sup> December, 2024 (Tuesday)
Winter Break	29 <sup>th</sup> December, 2024(Sunday)to 1 <sup>st</sup> January, 2025 (Wednesday)
<b>Semester IV/VI</b>	
Classes begin	2 <sup>nd</sup> January, 2025 (Thursday)
Mid Semester Break	9 <sup>th</sup> March, 2025 (Sunday) to 16 <sup>th</sup> March, 2025 (Sunday)
Classes begin after Mid semester break	17 <sup>th</sup> March, 2025 (Monday)
Dispersal of classes, preparation leave and practical examination begin	30 <sup>th</sup> April, 2025 (Wednesday)
Theory Examination Begin	13 <sup>th</sup> May, 2025 (Tuesday)
Summer Vacation	1 <sup>st</sup> June, 2025 (Sunday) to 20 <sup>th</sup> July, 2025 (Sunday)

In order to give effect to the above mentioned Academic Calendar for the Academic Session 2024-25, summer vacation notified in the existing Academic Calendar for the Undergraduate Programmes for the academic session 2023-24 has been extended from 22<sup>nd</sup> July, 2024 to 31<sup>st</sup> July, 2024.

*Abhishek*  
5/7/24  
REGISTRAR



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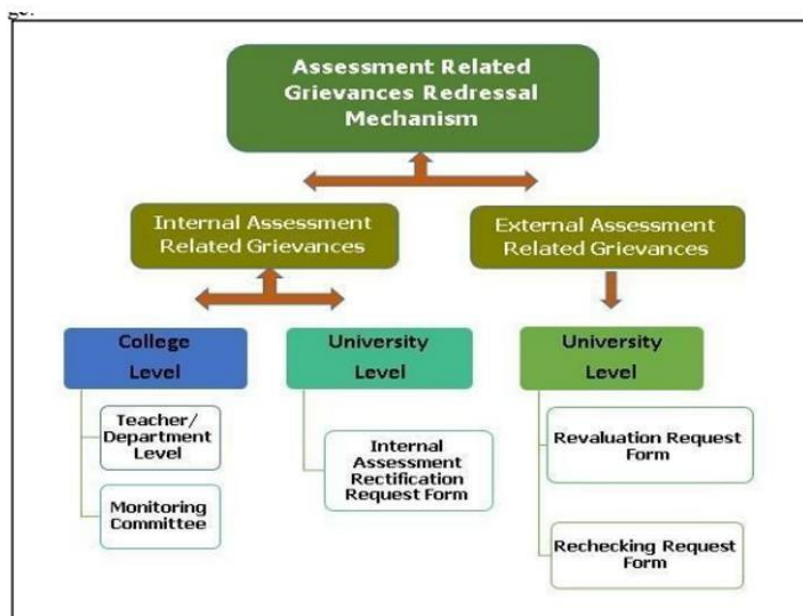
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## 2) Assessment Related Grievance Redressal Mechanism

### 2.1) Pictorial Representation of Assessment Related Grievance Redressal Mechanism







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## 2.2) University Notification



**दिल्ली विश्वविद्यालय**  
**UNIVERSITY OF DELHI**

Ref. No. /Dean (Exams.)/2023

July 20, 2023

The Principal,

.....  
.....  
.....

**Sub: Internal Assessment Marks**

Dear Sir/Madam,

This is regarding students' bodies approaching the University and raising concerns about the issue of students receiving zero marks in their internal assessments, and they have requested a thorough investigation by the university.

I would like to emphasize that the university shares the concerns expressed by the students. It is essential to uphold the principles of fairness and transparency in the evaluation process, and any discrepancies or shortcomings must be addressed promptly. In light of this, I would like to draw your attention to the provisions outlined in Ordinance VII E, as well as the university letters dated 21st November 2012 and 16th November 2011, which highlight the necessary steps to be followed. According to these provisions, it is mandatory for colleges to display the awards for internal assessments on the notice board. Moreover, these awards must be signed by all the students concerned. Additionally, every college is required to establish a Monitoring Committee for Internal Assessment, responsible for overseeing the entire process, including the resolution of any grievances that may arise. Furthermore, a Soft Copy/Hard copy of the internal assessment, duly signed by the students, must be submitted to the University Examination Wing.

दिल्ली विश्वविद्यालय, मुख्य परिसर, दिल्ली-110007 (भारत) दूरभाष : 27667725/27001000; वेबसाइट : www.du.ac.in  
University of Delhi, Main Campus, Delhi-110007 (India) Tel : 27667725/27001000; Website : www.du.ac.in



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It is crucial to recognize that failure on the part of the college to submit the internal assessment marks within the stipulated time will result in the non-declaration of results for the respective course. In such instances, the responsibility for the non-declaration of results lies solely with the college. This provision is in place to ensure that colleges adhere to the established guidelines and meet their obligations.

To address concerns related to rectification of internal assessment marks, the university had previously communicated the procedure to be followed. An I.A Rectification request form, as per the notified procedure, should be submitted to the University Examination Branch after the declaration of results. However, requests received after the commencement of the next semester examination will not be entertained by the university.

Considering the gravity of the situation and the concerns raised by the students reaching the university, it is imperative that the aforementioned points are reiterated and emphasized once again. The colleges are required to strictly adhere to the provisions outlined in the relevant ordinance, rules, and guidelines that have been notified from time to time. Laxity or negligence on the part of colleges leads to the accumulation of student grievances in the Examination Wing, a situation that could have been avoided had the colleges exercised the necessary caution and followed the prescribed guidelines.

Therefore, I kindly request your immediate attention to this matter. It is essential to conduct an internal investigation within your college to identify any lapses in the process and rectify them accordingly. The university administration expects the colleges to take prompt action



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in resolving this issue and ensuring that future assessments are conducted in a fair and transparent manner.

Dean (Examination)





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- 3) Notice for Faculty Members informing them the last date to upload the Internal Assessment Marks on the college portal for students of NEP



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सन्दर्भ सं./Ref.No: JDM/2025-26/Notices/

दिनांक/Dated:19-05-2025

**NOTICE**

**INTERNAL ASSESSMENT, CONTINUOUS ASSESSMENT (TUTORIAL) AND PRACTICAL MARKS OF SEMESTER-2 STUDENTS**

All faculty members are requested to note the **TIMELINE** as given below to upload the Internal Assessment and Continuous Assessment (TUTORIAL) marks of Semester IV and VI students on the college portal <https://jdmcollege.co.in/Login.aspx>:

विवरण/Description	अंतिम तिथि/Last Date
Uploading of <b>Attendance, IA and CA (Tutorial) marks</b> on the College Portal by all teachers	26.05.2025
Submission of Hard Copies (Printouts) of Statement of Internal Assessment and Tutorial marks by the Teachers of the papers (signed by the students) taught by them to the Administrative Office.  It is the responsibility of the teachers to get the statement of IA and Tutorial marks signed by the students of the papers taught by them.  NOTE: Printouts can be taken from the College Portal after submission of Internal Assessment/Tutorial Marks. Computer Lab 2 and 3 will be available for taking the printouts.	30.05.2025 Upto 5 pm
Last date for uploading of <b>PRACTICAL Marks</b> of EVS/VAC/SEC/DSC/DSE on the College Portal. Submission of <b>HARD COPIES</b> of EVS/SEC/VAC Papers (PRACTICAL COMPONENT) (DULY SIGNED by the teacher concerned)	06.06.2025 Upto 5 pm
Marks of IA and CA (Tut) will be uploaded on the University Portal by the Administrative Office on the University Samarth Portal (Kindly note that no change in IA and TU will be allowed after 28.05.2025)	29.05.2025

\* Kindly ensure that the moderation of each paper should be done by the Moderation Committee at the departmental level and document the same with the signature of all members of the Committee.

Internal Assessment Monitoring Committee



*Swati Pal*

Prof Swati Pal  
Principal



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- 4) Notice for Students informing them about upload of IA marks on the college portal for students of NEP



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सन्दर्भ सं./Ref.No: JDM/2024-25/Notices/

दिनांक/Dated:24-01-2025

**NOTICE**

**INTERNAL ASSESSMENT MARKS AND  
CONTINUOUS ASSESSMENT MARKS FOR SEMESTER-1**

All faculty members are requested to note the following **TIMELINE** for uploading the , Continuous Assessment and Practical Marks on the college portal <https://jdmcollege.co.in/Login.aspx>:

विवरण/Description	अंतिम तिथि/Last Date
Uploading of the IA and CA (Tutorial) marks on the College Portal by the teachers of Sem-1	30.01.2025
Uploading of CA (Practical) marks of VAC, AEC & SEC papers and marks of Practical Examinations of Sem-1	30.01.2025
Display of IA and CA (Tutorial) marks on the College Portal: <a href="https://jdmcollege.co.in/Login.aspx">https://jdmcollege.co.in/Login.aspx</a> <b>Students may raise query/ resolve discrepancies with the teacher concerned, if any and must confirm/verify internal and continuous assessment marks on the portal itself.</b>	31.01.2025 to 03.02.2025

Please note:

- Teachers should refer to Table 1 attached for reference for calculation of IA and CA. It is also available in the Attendance Register.
- Regarding the Continuous Assessment (CA), please note that CA (Tutorial and Practical) marks are to be uploaded on the college Attendance-cum-IA Portal both for theory and practical based papers.
- For a 4 credit paper 3L + 1T, teachers will enter CA (tutorial) out of 35 marks and not out of 40 as 5 marks are for tutorial attendance.
- Teachers should ensure that the tutorial attendance must be entered separately on the portal.
- Students can raise query/ resolve discrepancies with the teacher concerned, if any and must confirm/ verify internal / continuous assessment marks on the portal itself.

*Swati Pal*

Prof Swati Pal  
Principal

Internal Assessment Monitoring Committee





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- 5) List of Committee members- Moderation Committee, Monitoring Committee and College Grievance Redressal Committee



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Ref.: JDM/2024-25/Notices/

Dated: 07-Oct-2024

**NOTIFICATION**

The committees regarding the moderation and monitoring of the Internal Assessment and Grievance Redressal for the Academic Session 2024-25 are notified as follows:

***Moderation Committee***

Present and Previous Teachers-in-charge of department  
One senior faculty of the department

***Monitoring Committee***

**Chairperson – Prof Swati Pal, Principal**

**Convenor – Prof. Sandhya Garg**

**Bursar – Mrs. N. Muralidhar**

**Secretary, Staff Council – Dr. Purna Arora**

Dr. Payal Nagpal – Coordinator, IQAC

Dr. Shilpa Choudhary - Economics

Mrs. Anshu Suri – Commerce

Dr. Abha Jain – Phy. Edu.

***Students' Grievance Redressal Committee***

Prof. Swati Pal, Principal-Chairperson

Dr. Ruby Bhardwaj

Dr. Tara Sheemar

Prof. Payal Nagpal

Ms. Pouriangthanliu

*Swati Pal*



PROF SWATI PAL  
PRINCIPAL





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### 6) Screenshots of JDMC Internal Assessment Portal (Faculty Members & Students)

#### For Faculty

The screenshot shows the faculty login interface. The header includes the college logo and name. The main menu has options: Home, Master Details, Attendance, Internal Assessment, Other Details, and Logout. A note states: "(To logout first goto home page then click on logout button) - || - (Hindi Translation)".

**Internal Assessment  
(Faculty Wise Class Test, Assignment Marks Entry)**

College Name: Janki Devi Memorial College  
Exam Type: CBCS  
Course Name: SO4- (CBCS) B.COM (HONS.)  
Faculty Code & Name: FO21- Bhawna Pal  
Part & Sem: III- VI  
Paper Name: 22411601- AUDITING AND CORPORATE GOVERNANCE  
Type of IA: Theory IA  
Max Marks of IA : 25- (Database Value)  
Section: C  
IA Filling Type: General Paper (selected) / Common Paper  
Sorting Type: COLL\_ ROLLNO (selected)  
Search Student: [button]  
Make Read Only Class Test [button] Make Read Only Assignment [button]

Fill Marks of Class Test and Assignment  
(Please Check Max Marks of Class Test and Assignment Before Filling)

Max Marks of Class Test : [input field]

#### For Students

The screenshot shows the student login interface. The header includes the college logo and name. The main menu has options: Home, Admission, Student Work, Mentor Details, Important Links, and Logout.

**Student Internal Assessment Details**

College: 031 Janki Devi Memorial College  
College Rollno: 22/522  
Exam Rollno: 22031504081  
Name: Ishika Kaushik  
Exam Type: CBCS\_NEP  
Course: 22504 (NEP) B.COM. (HONS.)  
Part: I  
Semester: II

Paper opted by the student

Sr No.	COLL_ROLLNO	ROLLNO	PAPER_ID	PAPER_NAME	Max IA	Final IA Marks	Max TU	TU (C/A)	TU (AMC)	Mod.	Final TU Marks	Details
1	22/522	22031504081	2034001236	TRAVEL WRITINGS	30	12	40	17	0		17	Details
2	22/522	22031504081	2051001302	HINDI OPCHARIK LEXHAN - HINDI B	20	17						Details
3	22/522	22031504081	2130000001	YOGA IN PRACTICE	0	0	0		0			Details
4	22/522	22031504081	2412001201	CORPORATE ACCOUNTING	30	21	40	33	3		36	Details
5	22/522	22031504081	2412001202	COMPANY LAW	30	24	40	32	5		37	Details
6	22/522	22031504081	2412001203	HUMAN RESOURCE MANAGEMENT	30	25	40	26	0		26	Details
7	22/522	22031504081	6947000019	THE ART OF BEING HAPPY	10	9						Details

Details of IA Marks  
Details of TU



**जानकी देवी मेमोरियल कॉलेज**  
**JANKI DEVI MEMORIAL COLLEGE**

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

सर गंगा राम अस्पताल मार्ग, नई दिल्ली-110060  
Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरभाष/Tel. : 40676630, ई-मेल/E-mail : jdmcollege@hotmail.com, वेबसाइट/Website : <http://jdm.du.ac.in>

आई एस ओ 21001 : 2018 व आई एस ओ 9001 : 2015 प्रमाणित एवं NAAC प्रत्यायित A+ महाविद्यालय  
An ISO 21001 : 2018 and ISO 9001 : 2015 Certified and NAAC Accredited 'A+' College

7) Screenshot of Grievance Redressal Form

The screenshot displays the 'Student Grievance Form' interface. At the top, a navigation bar includes 'University of Delhi', 'JDMC Website', and 'Student Grievance Redressal System'. The form is divided into two main sections: 'Personal Details' and 'Present Address' / 'Permanent Address'.

**Personal Details Section:**

- Full Name \***: Text input field with placeholder 'Enter Full Name'.
- E-mail ID \***: Text input field with placeholder 'Enter your active Email-ID'.
- Gender \***: Dropdown menu with 'Select' as the current selection.
- Mobile No. \***: Text input field with placeholder 'Enter your 10 di'.
- Enrolment Number \***: Text input field with placeholder 'Enter your Enrolment Number'.
- Department \***: Dropdown menu with '---select---' as the current selection.
- Course \***: Dropdown menu with '---select---' as the current selection.

**Address Section:**

- Present Address**: Text input field with placeholder 'Enter Address'.
- Permanent Address**: Text input field with placeholder 'Enter Address'.