



जानकी देवी मेमोरियल कॉलेज
JANKI DEVI MEMORIAL COLLEGE

(दिल्ली विश्वविद्यालय)/(University Of Delhi)

शर गंगा राम अस्पताल मार्ग, नई दिल्ली 110060

Sir Ganga Ram Hospital Marg, New Delhi-110060

दूरध्वा/Tel : 49876830, ई-मेल/E-mail : jdmcollege@hotmail.com, वेबसाइट/Website : <http://jdm.du.ac.in>

आइ एस औ 21001 : 2018 व आइ एस औ 9001 : 2015 प्रमाणित एवं NAAC प्रत्याखित A+ महाविद्यालय
An ISO 21001 : 2018 and ISO 9001 : 2015 Certified and NAAC Accredited 'A+' College

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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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:

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

[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 IIIrd, IVth, Vth, &VIth, semester of the Undergraduate Programmes for the academic session 2024-25, is hereby notified for necessary compliance by all concerned:

Semester III/V	
Classes Begin	1 st August, 2024 (Thursday)
Mid Semester Break	27 th October, 2024 (Sunday) to 3 rd November, 2024 (Sunday)
Classes began after Mid Semester Break	4 th November, 2024 (Monday)
Dispersal of classes, preparation leave and practical examination begin	28 th November, 2024 (Thursday)
Theory examinations begin	10 th December, 2024 (Tuesday)
Winter Break	29 th December, 2024 (Sunday) to 1 st January, 2025 (Wednesday)
Semester IV/VI	
Classes begin	2 nd January, 2025 (Thursday)
Mid Semester Break	9 th March, 2025 (Sunday) to 16 th March, 2025 (Sunday)
Classes begin after Mid semester break	17 th March, 2025 (Monday)
Dispersal of classes, preparation leave and practical examination begin	30 th April, 2025 (Wednesday)
Theory Examination Begin	13 th May, 2025 (Tuesday)
Summer Vacation	1 st June, 2025 (Sunday) to 20 th 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 22nd July, 2024 to 31st July, 2024.

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Neetu
5/7/24
REGISTRAR



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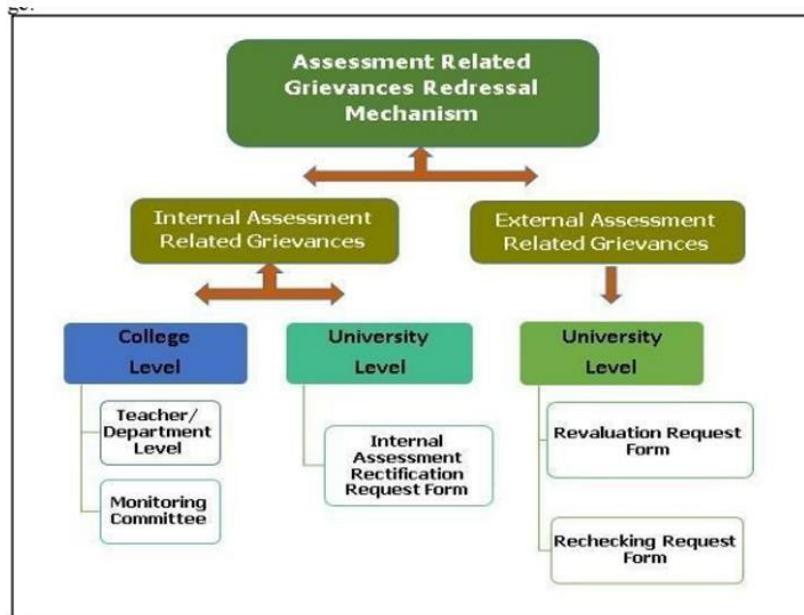
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2) Assessment Related Grievance Redressal Mechanism

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, मुमा परिसर, दिल्ली-110007 (भारत) दूरध्वा : 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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UNIVERSITY OF DELHI

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 Attendance, IA and CA (Tutorial) marks 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.	30.05.2025 Upto 5 pm
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.	
Last date for uploading of PRACTICAL Marks of EVS/VAC/SEC/DSC/DSE on the College Portal. Submission of HARD COPIES 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.

Swati Pal

Prof Swati Pal
Principal

Internal Assessment Monitoring Committee





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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: https://jdmcollege.co.in/Login.aspx	31.01.2025 to 03.02.2025

Please note:

1. Teachers should refer to Table 1 attached for reference for calculation of IA and CA. It is also available in the Attendance Register.
2. 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.
3. 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.
4. Teachers should ensure that the tutorial attendance must be entered separately on the portal.
5. 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. Prerna 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

Janki Devi Memorial College
University of Delhi
(Exam Session: May-June 2022)

Home Master Details Attendance Internal Assessment Other Details Logout

(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: 504-II (CBCS) B.COM (HONS.)
Faculty Code & Name: F021-II Bhawna Pal
Part & Sem: III-II VI
Paper Name: 22411601-II AUDITING AND CORPORATE GOVERNANCE
Type of IA: Theory IA
Section: C
IA Filling Type: General Paper
Sorting Type: COLL_ROLLNO
Search Student

Max Marks of IA : 25-(Database Value)
C
General Paper Common Paper
COLL_ROLLNO
Make Read Only Class Test Make Read Only Assignment

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

Max Marks of Class Test :

For Students

Janki Devi Memorial College
Semester Examination (Semester Examination May-June 2023)

Home Admission Student Work Mentor Details Important Links Logout

Student Internal Assessment Details

College: Janki Devi Memorial College
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 (A/M)	Mod.	Final TU Marks	Details
1	22/522	22031504081	2034081236	TRAVEL WRITINGS	30	12	40	17	0		17	Details
2	22/522	22031504081	2051081382	HINDI OPCHARK LEKHAN - HINDI B	20	17						Details
3	22/522	22031504081	21766900971	YOGA IN PRACTICE	0	0	0		0			Details
4	22/522	22031504081	2412081231	CORPORATE ACCOUNTING	30	21	40	33	3		36	Details
5	22/522	22031504081	2412081232	COMPANY LAW	30	24	40	32	5		37	Details
6	22/522	22031504081	2412081233	HUMAN RESOURCE MANAGEMENT	30	25	40	26	0		26	Details
7	22/522	22031504081	6947660019	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)

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

7) Screenshot of Grievance Redressal Form

The screenshot shows the 'Student Grievance Form' on the JDMC Website. The form is divided into three main sections: Personal Details, Present Address, and Permanent Address. Each section contains various input fields for the user to fill in. The 'Personal Details' section includes fields for Full Name, E-mail ID, Gender, Mobile No., Enrolment Number, Department, Course, and Address. The 'Present Address' and 'Permanent Address' sections each have an 'Address' field for the user to enter their respective addresses.