



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

Ref No : SVC/Admn/2019/P/

21st August, 2019

Notification regarding payment of admission fee

This is for the information, and necessary action by all the concerned that the provisional admission lists for admission to various **Foreign Language Courses : Certificate Course in Mandarin (Chinese) Language, Diploma Course In German, French & Spanish Languages and One Year Certificate Course in Tourism & Travel Management** course available during the current academic year 2019-2020, in the college, displayed on the College Website/Notice Board, **are purely provisional and subject to further detailed verification and confirmation by the Competent Authority.**

IMPORTANT STEPS FOR ADMISSION

1. If your name appears in the provisional list, please contact the office of the Section Officer (Administration) on all working days between 9:30 AM and 12:30 PM along with all necessary documents, from 26th August, 2019 To 30th August, 2019 positively.
2. The candidates shall be interviewed at the time of admission to **One Year Certificate Course in Mandarin (Chinese) Language and One Year Certificate Course in Tourism & Travel Management.**
3. Please fill the Admission Form (Green in Color) as provided by the office of the Section Officer (Administration) correctly as per **Class X Certificate/marks sheet.** Please ensure that no columns are left blank. After admission formality is completed, obtain the Provisional Admission Receipt.
4. It is pertinent to mention here that the candidate may be admitted to a Diploma Course available in the college after passing one year of the Certificate Course in that particular language subject to the enrollment of a minimum of 20 students in the course.
5. It may be noted that the admission process shall be considered complete only after the payment of the admission fee subject to detailed verification of the authenticity of the certificates/documents by the Competent Authority.
6. Please pay the admission fee by **02nd September, 2019 upto 3:00 PM** positively.

Course Fee :-

1. Foreign Language Course (Part-Time) Fee : Rs 17,000/- (excluding University Examination Fee) PA.
2. One Year Certificate Course in TTM Fee : Rs 25,000/- (Rupees Twenty Five Thousand Only) PA payable in two installments. Rs 15, 600/- (i.e. Rs 15,000/- as an Admission Fee, Rs 500/- as an Examination Fee and Rs 100/- as on Identity Card Fee; Total Rs 15,600/- only) as a First installment of admission fee is to be paid accordingly.
3. **In case of withdrawal of admission, fees will be refunded as per rules.**

Mode of Payment:- The admission fee can be paid by Credit Card/Debit Card/Net Banking/Demand Draft issued by any Scheduled/Nationalized Bank, drawn in favour of "The Principal, Sri Venkateswara College" payable at Delhi. Please do not wait until the last day for the submission. **Please complete the process well in time.** For details, kindly visit the college website www.svc.ac.in

For clarification, if any, the office of the Section Officer (Administration) may be contacted on all working days between 9:30 AM and 12:30 PM.

Namita
Dr Namita Pandey
Coordinator, Foreign Languages

N. Lalita
Dr N. Lalitavener
Coordinator, Admissions
Sri Venkateswara College
(University of Delhi)
Dhaulta Kuan, New Delhi-110 021

Jeeva
Dr P. Hemalatha Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaulta Kuan
New Delhi-110 021

Amma
Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaulta Kuan
New Delhi-110 021

Copy forwarded for information and necessary action to:- Teacher-in-Charge/ Admission-in-charge of the respective departments, Administrative Officer/ Section Officers (Administration & Accounts)/ Dealing Assistants (Administration & Accounts)/ All concerned/ College Notice Board/ College Website/ File