



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

Ref No : SVC/Admn/2019/P/

10th August, 2019

**Notification regarding payment of admission fee
(Foreign Language Courses :: Part-Time)**

This is for the information, and necessary action by all the concerned within the stipulated period that the merit list (s) for admission to various Foreign Language Courses (i.e. Certificate Course in German, French & Spanish Languages available during the current academic year 2019-2020, in the college, displayed on the College Website/Notice Board is/are purely provisional and subject to further detailed verification and confirmation by the Competent Authority.

IMPORTANT STEPS FOR ADMISSION

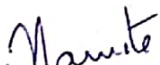
1. If you qualify the merit, please contact the office of the Section Officer (Administration) on all working days between 9:30 AM and 12:30 PM along with all necessary documents by 23rd August, 2019 positively.
2. Please fill the Admission Form (Green in Color) as provided by the office of the Section 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.
3. Please pay the admission fee by 26th August, 2019 upto 3:00 PM positively.
4. 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.
5. Please note that all admissions are purely provisional and subject to further detailed verification and confirmation by the competent authority.

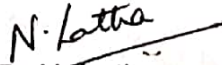
Course Fee :- The total amount payable annually at the time of admission to Foreign Language Courses is as follows:-

1. Foreign Language Course (German, French, and Spanish :: Part-Time) : Rs 17,000/-(excluding University Examination Fee) PA.
2. 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.


Dr Namita Pandey
Coordinator, Foreign Languages


Dr N. Latha
Convener, Admissions


Dr P. Hemalatha Reddy
PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

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.



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

Ref No : SVC/Admn/2019/P/1248

24th July, 2019

LIST OF CERTIFICATES/DOCUMENTS REQUIRED AT THE TIME OF ADMISSION
(Postgraduate/Professional Courses)

List of Certificates/Documents:- The applicants shall be required to produce the following certificates/documents with two sets of self-attested photocopies at the time of admission in the college: -

1. Admit card of Entrance Exam, if admission is through entrance mode and Admission form generated by logging on to dash board using their registered email id and password. This is applicable only for admission to Postgraduate courses.
2. Class XII Marks-Sheet.
3. Class X Certificate (Mark-sheet or certificate) indicating date of birth and Parents' names (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on the corresponding reservation certificates; similarly their parents' names must match in both sets of certificates).
4. Consolidated marks sheet and Degree Certificate of qualifying examination on the basis of which the candidate is seeking admission. Marks sheets of all semesters and provisional certificate may be submitted and accepted in those cases only where degree is not issued by their university, subject to producing proof thereof.
5. SC/ST/OBC/EWS/CW/KM Certificate (in the name of the Applicant) issued by the competent authority. (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates).
6. OBC (Non-Creamy Layer) Certificate (in the name of the Applicant) issued by the competent authority on or after **01st April, 2019**, and wherein the caste is in the OBC central list issued by <http://ncbc.nic.in>. (The name of the applicant claiming reservation under OBC (Non-Creamy Layer) must match with the applicant's name as it appears on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates).
7. EWS Certificate from competent authority certifying the applicant can claim reservation under this category. (The names of applicants claiming reservation under this category must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates).
8. Income Certificate issued by the Competent Authority from SC/ST applicants for reimbursement of Admission and Tuition Fee testifying that their parents are not Income Tax Payees.
9. Four Copies of Passport Size Recent Photographs (without Signature or Stamp). The name of the Candidate should be written behind the photographs.
10. One identity proof issued by the Competent Authority as notified by Government of India.
11. Mandatory Anti Ragging Self-Certification (Both from candidate and Parent/Guardian as per the prescribed proforma duly signed. The same may be downloaded from the college website (www.svc.ac.in)).

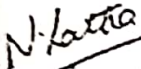
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N. Latha
Dr N.Latha
Convener, Admission Committee
Convener
Admission Committee
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110 021

R.P. Singh
Dr R.P. Singh
Acting Principal
Acting Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

12. Identity Card Format duly filled in and completed in all the aspects. The same may be downloaded from the college website (www.svc.ac.in).
13. Self-attested copy of Passport & VISA (for Foreign Candidates).

Important Notes :- The College will accept self-attested copies of documents / papers provided by the candidates admitted provisionally to various Undergraduate/Postgraduate/Professional/Vocational courses available in the college. It is made clear that if any false attestation / falsified records are detected, the candidate will be debarred from attending any course in the college for next five years and in addition, a criminal case under relevant sections of IPC (viz. 470,471,474 etc.) will be instituted against him/her, as per university rules. No request for non-production of any document/certificate at the time of admission shall be considered under any circumstances. Further, the uploaded original documents will need to be presented in the colleges at the time of admission. If any false attestation / falsified records are detected, the applicant will be debarred from the University and / or its colleges and penal action will be taken against the applicant.



Dr N.Latha

Convener, Admission Committee
Convener

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