



## **SRI VENKATESWARA COLLEGE**

### **University of Delhi**

*NAAC Accredited "A" Grade (2016), DBT Star College Status (2016)*

*NIRF Rank # 14 (2020), NIRF #11(2021)*

**Benito Juarez Road**  
**Dhaura Kuan, New Delhi -110021**  
**Phone: 91 11-24118590**  
**Fax: 911124118535**  
**Webpage: [www.svc.ac.in](http://www.svc.ac.in)**  
**Email: [principal@svc.ac.in](mailto:principal@svc.ac.in)**

## **Criteria 5**

### **SUPPORTING DOCUMENT**

**5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases**

#### **5.1.5-3 Constitution of various Committees/Cell**

1	Admission Grievance Committees
2	SC/ST Cell
3	Reservation Cell
4	Liaison officers



SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)

08<sup>th</sup> June, 2016

Ref No : SVC/Admn/2016/P/

SVC 516  
13/06/16

**Admission Grievance Committee**

**Grievance, if any, on Admission, please contact any one of the following Members of the Committee in the College Library (Faculty Reading Room) on all working days between 9:00 AM and 1:00 PM.**

S.No.	Name of the Staff	Position	Contact No
1.	Dr A.K.Chaudhary	Convenor	96546 46534
2.	Dr Lalita Jain	Member	98101 59697
3.	Dr Padma Priyadarshni	Member	011-2674 1422
4.	Dr R.K. Yadav	Member	98716 00448
5.	Ms Lata	Member	99995 62635
6.	Dr Nitika Kaushal	Member	98103 02719
7.	Dr Shefali Shukla	Member	98734 12988

The committee is requested to function from 27<sup>th</sup> June, 2016, till admissions are over.

*Svk*

Dr S.Venkata Kumar  
Convenor, Admission Committee

*HP*

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

Copy forwarded for information and necessary action to :-

1. Teacher-in-Charge/Admission-in-Charge of the respective departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Madan Lal Gautam, In-Charge, Accounts Section.
5. Mr J.P.Mishra, Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mudgal, Mr Pankaj Bhati and Mr Narendra Bhardwaj, Dealing Assistants/Dealing Hands (Administration).
6. All Concerned/College Notice Board/College Website/File.

*HP*

PRINCIPAL  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021





श्री वेङ्कटेश्वर कलाशाला

Sri Venkateswara College

(University of Delhi)

Benito Juarez Road, Dhaula Kuan, New Delhi-110021

Ph.: 011-24112196, 24118590, Telefax : 011-24118535

principal@svc.ac.in

Dr. P. Hemalatha Reddy.

Principal

Ref No : SVC/Admn/2017/P/

10<sup>th</sup> March, 2017

**OFFICE ORDER**

**Subject :- Constitution of Admission Grievance Committee (2017-2018) in the College-regarding.**

This is for information of all the concerned that in view of the university e-mail dated 08<sup>th</sup> March, 2017, on the subject noted above, received from the OSD (Admission) University of Delhi, an **Admission Grievance Committee** comprising the following staff members is constituted with immediate effect to register and address the complaints/grievances of student (s), which would work closely with the principal of the College to resolve such complaints in a time bound manner:-

S.No	Name of the Staff	Position & E-mail ID	Telephone No
1.	Dr P. Hemalatha Reddy	Principal principal@svc.ac.in	011-24112196/ 011-24118590
2.	Dr Mercy Kutti Jacob	Convener, Admission Grievance Committee & Associate Professor, Chemistry Department mercyjacob456@yahoo.in	98912 28737
3.	Dr Shukla Saluja	Member, Admission Grievance Committee & Assistant Professor, Botany Department lasaluja@gmail.com	98683 17746
4.	Dr Nitika Kaushal	Member, Admission Grievance Committee Assistant Professor, Bio-Chemistry Department nitikakaushal3@gmail.com	98103 02719
5.	Ms K.Srilakshmi	Member, Admission Grievance Committee & Technical Assistant, Physics Department	98689 12816

Dr P.Hemalatha Reddy

Principal

Sri Venkateswara College  
(University of Delhi)

Dhaula Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action:-

1. Dr Mercy Jacob, Convener, Admission Grievance Committee & Associate Professor, Department of Chemistry.
2. Dr Shukla Saluja, Member, Admission Grievance Committee & Assistant Professor, Department of Botany.
3. Dr Nitika Kaushal, Member, Admission Grievance Committee & Assistant Professor, Department of Bio-Chemistry.
4. Ms K.Srilakshmi, Member, Admission Grievance Committee & Technical Assistant, Department of Physics.
5. Mr Virendra Kumar, Administrative Officer.
6. Mr Pawan Kumar Pandey, Section Officer (Administration).
7. All Concerned/College Notice Board (Staff & Students)/College Website/File.

PRINCIPAL

Sri Venkateswara College  
(University of Delhi)

Dhaula Kuan, New Delhi-110021



SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)


Ref No : SVC/Admn/2018/P/ 948

06th June, 2018

Admission Grievance Committee

Grievance, if any, on Admission, please contact any one of the following Members of the Committee in the College Library (Faculty Reading Room) on all working days between 9:00 AM and 1:30 PM. The committee is requested to function w.e.f. 19<sup>th</sup> June, 2018, as per university schedule, till admissions are over.

S.No	Name of the Staff	Position & E-mail ID	Telephone No
1.	Dr P. Hemalatha Reddy	Principal principal@svc.ac.in	011-24112196/ 011-24118590
2.	Dr V.A.Rama Raju	Convener, Admission Grievance Committee & Associate Professor, Economics Department varamaraju56@gmail.com	9868345600
3.	Dr N.Latha	Member, Admission Grievance Committee & Associate Professor, Bio-Chemistry Department lata@bic-svc.ac.in	9891900122
4.	Dr Meenakshi Kuhar	Member, Admission Grievance Committee & Associate Professor, Bio-Chemistry Department mkuhar@rediffmail.com	9818278545
5.	Mr Madan Lal Gautam	Member, Admission Grievance Committee & Section Officer (Accounts) mlgautam@svc.ac.in	9971352701
6.	Mr N.Vasudeva Sastry	Member, Admission Grievance Committee & Laboratory Assistant, Zoology Department vasudevasastry1963@yahoo.co.in	93111 06745

  
Dr S.Venkata Kumar  
Convener, Admission Committee

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

Copy 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.

  
Administrative Officer  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021





SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)

Ref No : SVC/Admn/2019/P/ 1262

Admission Grievance Committee

21st June, 2019

Grievance, if any, on Admission, please contact any one of the following Members of the Committee in the College Library (Faculty Reading Room) on all working days between 9:00 AM and 1:00 PM. The committee is requested to function w.e.f. 20<sup>th</sup> June, 2019, as per university schedule, till admissions are over.

S.No	Name of the Staff	Staff Member & E-mail ID	Telephone No
1.	Dr P. Hemalatha Reddy	Principal principal@svc.ac.in	011-24112196/ 011-24118590
2.	Dr N.Latha	Convener, Admission Committee & Nodal Officer admission2019@svc.ac.in	98919 00122
3.	Dr Meenakshi Kuhar	Convener, Admission Grievance Committee mkuhar@rediffmail.com	98182 78545
4.	Dr Anju Kaicker	Member, Admission Grievance Committee	98108 87011
5.	Mr S.Krishna Kumar	Member, Admission Grievance Committee	99683 70150
6.	Ms Pratibha Gaur	Member, Admission Grievance Committee	98116 73527
7.	Dr Shefali Shukla	Member, Admission Grievance Committee	98734 12988
8.	Ms N. Kalithasamal	Member, Admission Grievance Committee	99112 23484
9.	Dr Richa Mishra	Member, Admission Grievance Committee	99680 97288
10.	Mr Pawan Kumar Pandey	Member, Admission Grievance Committee	98118 18655
11.	Ms K.Sreelakshmi	Member, Admission Grievance Committee	98689 12816
12.	Mr Babu Lal	Member, Admission Grievance Committee	99114 45787

*N. Latha*

Dr N.Latha  
Convener, Admission Committee

*Hemalatha Reddy*

Dr P Hemalatha Reddy  
Principal

**Principal**  
Sri Venkateswara College  
(University of Delhi)  
Dhaura 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.





**SRI VENKATESWARA COLLEGE**  
(University of Delhi)

SVC 465  
16/3/16

Ref No : SVC/Admn/2016/P/

16<sup>th</sup> March, 2016

**OFFICE ORDER**

**Subject :- Constitution of SC/ST Cell in the College-regarding.**

This is for information of all the concerned that in view of the university letter number CB.II/Misc./73 dated 11<sup>th</sup> March, 2016 received from the Assistant Registrar (Colleges), University of Delhi, a **SC/ST Cell** headed by the Liaison Officer, comprising the following staff members is constituted with immediate effect to register and address the complaints/grievances of SC/ST employee (s)/student (s), which would work closely with the principal of the College to resolve such complaints in a time bound manner:-

S.No	Name of the Staff	Position & E-mail ID	Telephone No
1.	Dr P. Hemalatha Reddy	Principal principal@svc.ac.in	011-24112196/ 011-24118590
2.	Dr S.Seenivasan	Liaison Officer & Associate Professor, Tamil Department svc.seenivasan.delhi@gmail.com	9911223484
3.	Mr Virendra Kumar	Administrative Officer adminofficer@svc.ac.in	011-24118535
4.	Mr N.N. Kujur	Assistant Professor, Mathematics Department nnk1739@rediffmail.com	9868284208
5.	Dr Om Prakash	Assistant Professor, Zoology Department omprakash_fishbio@rediffmail.com	9811896615
6.	Dr Nitika Kaushal	Assistant Professor, Bio-Chemistry Department nitikakaushal3@gmail.com	9810302719
7.	Ms P.Padmawathi	Laboratory Assistant ppadmawati@yahoo.co.in	9711777474

  
Dr P.Hemalatha Reddy  
Principal

PRINCIPAL  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action:-

1. Mr Virendra Kumar, Administrative Officer.
2. Mr Pawan Kumar Pandey, Section Officer (Administration).
3. Mr Madan Lal Gautam, In-Charge (Accounts Branch).
4. All Concerned/College Notice Board (Staff & Students)/College Website/File.

  
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Ph.: 011-24112196, 24118590, Telefax : 011-24118535  
principal@svc.ac.in

Dr. P. Hemalatha Reddy  
Principal

Ref No : SVC/Admn/2017/P/ 121-232

18th January, 2017

**NOTIFICATION**  
**(Constitution of Reservation Cell)**

This is for the information of all the concerned that in view of the university letter number CB-III/20/PC/Roster/427 dated 15<sup>th</sup> November, 2016, received from the Assistant Registrar (Colleges), University of Delhi, a reservation cell under the direct control of the Liaison Officer, comprising the following staff members is constituted with immediate effect in term of Office Memorandum Number 41034/4/2014-Estt.(Res)-Vol-II dated 20<sup>th</sup> October, 2016, received from the Deputy Secretary to the Government of India and as per DoPT O.M. No. 43011/153/2010-Estt. (Res.) dated 04<sup>th</sup> January, 2013.

1. Dr S.Vivekananthan, Associate Professor, Department of Tamil and Liaison Officer for Other Backward Classes.
2. Dr S.Seenivasan, Associate Professor, Department of Tamil and Liaison Officer for Scheduled Castes, Scheduled Tribes and Persons with Disabilities.
3. Dr Kanwar Singh, Assistant Professor, Department of Sanskrit.
4. Dr Sarika Yadav, Assistant Professor, Department of Bio-Chemistry.

The members of the reservation cell will assist the Liaison Officers, as per requirements, in discharging of their duties effectively.

Dr P.Hemalatha Reddy  
Principal

PRINCIPAL

Sri Venkateswara College  
(University of Delhi)  
Dhaula Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action:-

1. Dr S.Vivekananthan, Associate Professor, Department of Tamil and Liaison Officer for Other Backward Classes.
2. Dr S.Seenivasan, Associate Professor, Department of Tamil and Liaison Officer for Scheduled Castes, Scheduled Tribes and Persons with Disabilities.
3. Dr Kanwar Singh, Assistant Professor, Department of Sanskrit.
4. Dr Sarika Yadav, Assistant Professor, Department of Bio-Chemistry.
5. Mr Virendra Kumar, Administrative Officer.
6. Mr Pawan Kumar Pandey, Section Officer (Administration).
7. Mr Madan Lal Gautam, In-Charge (Accounts Branch).
8. Mr Rakesh Bansal and Mr Anendar Kumr Manjhi, Dealing Assistants/Hands (Administration).
9. All Concerned/College Notice Board (Staff & Students)/College Website/File.

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Dhaula Kuan, New Delhi-110021





శ్రీ వేంకటేశ్వర కళాశాల

**Sri Venkateswara College**

(University of Delhi)

Benito Juarez Road, Dhaula Kuan, New Delhi-110021  
Ph.: 011-24112196, 24118590, Telefax : 011-24118535  
principal@svc.ac.in

Dr. P. Hemalatha Reddy  
Principal


Ref No : SVC/Admn/2017/P/ 121-230

18<sup>th</sup> January, 2017

## **NOTIFICATION**

This is for the information of all the concerned that Dr S.Seenivasan, Associate Professor in the Department of Tamil, has been nominated as Liaison Officer in respect of matters relating to the representation of the Scheduled Castes, Scheduled Tribes and Persons with Disabilities, with immediate effect, till further orders, in term of Office Memorandum Number 41034/4/2014-Estt.(Res)-Vol-II dated 20<sup>th</sup> October, 2016, received from the Deputy Secretary to the Government of India and as per DoPT O.M. No. 43011/153/2010-Estt. (Res.) dated 04<sup>th</sup> January, 2013.

In view of the above, Dr S.Seenivasan is requested to monitor/inspect the reservation registers/rosters maintained by the College as per the instructions of DoPT with a view to ensure proper implementation of the reservation orders. In case of any clarification/assistance, the same may be sought from DoPT.

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

Copy forwarded to the following for information and necessary action:-

1. Dr S.Seenivasan, Associate Professor, Department of Tamil and Liaison Officer.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Madan Lal Gautam, In-Charge (Accounts Branch).
5. Mr Rakesh Bansal and Mr Anendar Kumr Manjhi, Dealing Assistants/Hands (Administration).
6. All Concerned/College Notice Board (Staff & Students)/College Website/File.

  
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SRI VENKATESWARA COLLEGE: DHAULA KUAN: NEW DELHI – 110 021

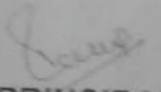
Ref. SVC/00/2019

24.06.2019

OFFICE ORDER

Dr. Mukti Kant Shukla, Associate Professor in the Department of Statistics is required to undertake duties and responsibilities of Liaison Officer in respect of matters relating to representation of Other Backward Class (OBC).

2. This shall come in to force with immediate effect.
3. All concerned are to note accordingly.

  
PRINCIPAL

**Distribution:**

1. Dr. Mukti Kant Shukla
2. Bursar
3. Administrative Officer
4. S.O. Accounts
5. S.O. Admin
6. P.A. to Principal
7. Office Copy

140-486



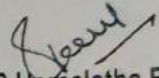
SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)

Most Urgent/Out Today/By Hand/e-mail  
29<sup>th</sup> January, 2020

Ref No : SVC/Admn/2020/P/

NOTIFICATION

This is for the information to all concerned that Dr Kanwar Singh, Assistant Professor, Department of Sanskrit, has been appointed as a Nodal Officer, PwD, with immediate effect, till further orders.

  
Dr P. Hemalatha Reddy  
Principal

Principal  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Wardens (Girls & Boys Hostels), Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

प्राल्त किया  
कुंवा सिंह  
29/01/2020





SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)

Ref No : SVC/Admn/2020/P/ 182

Most Urgent/Out Today/By Hand/e-mail  
05<sup>th</sup> October, 2020

### NOTIFICATION

This is for the information, and necessary action by all concerned that Dr Namita Pandey, Associate Professor, Department of Political Science, has been appointed as a Liaison Officer, in respect of matters relating to representation of Economically Weaker Sections (EWSs), with immediate effect, till further orders.

In view of the above, Dr Namita Pandey is requested to undertake the duties and responsibilities for the same and monitor/inspect the reservation registers/rosters maintained by the College as per the instructions of DoPT with a view to ensure proper implementation of the reservation orders. In case of any clarification/assistance, the same may be sought from DoPT.

Dr S. Venkata Kumar  
Ag, Principal

**Principal**

Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi - 110 021

To,

**Dr Namita Pandey**  
Associate Professor  
Department of Political Science  
Sri Venkateswara College  
New Delhi-21

Copy forwarded for information and necessary action to :- Teacher-in-Charge of the respective departments, Wardens (Girls & Boys Hostels), 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/2020/P/ 183

Most Urgent/Out Today/By Hand/e-mail  
05<sup>th</sup> October, 2020

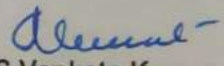
**NOTIFICATION**

This is for the information, and necessary action by all concerned that Dr S. Vivekananthan, Associate Professor, Department of Tamil, has been appointed as a Liaison Officer, in respect of matters relating to representation of Other Backward Class (OBC), with immediate effect, till further orders.

In view of the above, Dr S.Vivekananthan is requested to undertake the duties and responsibilities for the same and monitor/inspect the reservation registers/rosters maintained by the College as per the instructions of DoPT with a view to ensure proper implementation of the reservation orders. In case of any clarification/assistance, the same may be sought from DoPT.

To,

**Dr S.Vivenknanthan**  
Associate Professor  
Department of Tamil,  
Sri Venkateswara College  
**New Delhi-21**

  
Dr S.Venkata Kumar  
Ag, Principal  
**Principal**  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021

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





श्री वेंकटेश्वर कलाशाला

**Sri Venkateswara College**

(University of Delhi)

NAAC 'A' Accredited, DBT Star Status

Benito Juarez Road, Dhaula Kuan, New Delhi-110021

Ph.: 011-24112196, 24118590, Telefax : 011-24118535

principal@svc.ac.in

**Most Urgent/Out Today/By Hand/e-mail**

22<sup>nd</sup> March, 2021

Prof. C. Sheela Reddy  
Principal

Ref No : SVC/Admn/2021/1621P/

**NOTIFICATION**

This is for the information, and necessary action by all concerned that Mr M. Jeevan, Assistant Professor, Department of History, has been appointed as a Liaison Officer, in respect of matters relating to representation of Scheduled Caste/Scheduled Tribe (SC/ST), with immediate effect, till further orders.

In view of the above, Mr M. Jeevan is requested to undertake the duties and responsibilities for the same and monitor/inspect the reservation registers/rosters maintained by the College as per the instructions of DoPT with a view to ensure proper implementation of the reservation orders. In case of any clarification/assistance, the same may be sought from DoPT.

To,

**Mr M. Jeevan**  
Assistant Professor  
Department of History  
Sri Venkateswara College  
**New Delhi-21**

*C. Sheela Reddy*  
**Principal**

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

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