



**SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)**

Ref No : SVC/Admn/2021/P/1706

Ugent/Out Today/By Hand/e-mail  
28<sup>th</sup> September, 2021

**STAFF NOTICE**  
**(Admission Committee Meeting)**

The **Delhi University** has already announced the **Schedule for Admissions** of the Candidates to various Under-Graduate Courses available in the College. **As per Schedule and Guidelines announced by the University of Delhi for the academic year 2021-2022, the notification of the First Cut-Off Admission List by the College has to be displayed.**

In the light of the above, the Admission Committee Meeting is convened on 30<sup>th</sup> September, 2021 at 11.00 AM in the New Seminar Hall.

All the Members of the **Central Admission Committee, Teachers-in-Charge/Coordinators** of the respective **Departments** or his/her nominee; **Convener of Admission Grievances Committee, Admission Helpdesk Committee** are requested to make it convenient to attend the same.

**AGENDA :-TO DECIDE THE FIRST CUT-OFF ADMISSION LIST.**

You are requested to conduct the admissions during the admission process as per university schedule and guidelines. You may also seek help from your department colleague (s) to assist with admission related tasks, such as calculations, documents verification, etc., as per the requirement. In case if it is not possible for you to attend admission duties, you may nominate a permanent faculty member to do the needful. You are also requested to include a summary of your calculations/considerations of the effective percentage as per effective percentage calculation sheet being attached herewith, for each candidate. This analysis summary must include the following:-

1. Subjects included
2. Aggregate percentage of Best of Four Subjects (BFS)
3. Deductions as per guidelines
4. Effective percentage

The **Teachers-in-Charge** of the respective **Departments** are requested to please note that **only one person (either Teacher-in-Charge or the Nominee)** is authorized to be In-Charge of the Admissions of a particular Course till the Admissions are over in the respective Department/Course.

Your cooperation is most solicited.

*C. Shula Reddy*  
**Principal**  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021

Copy forwarded for information and necessary action to:- Prof Sanjay Kumar, Convener, Admission Committee, 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/File.



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**Effective Percentage Calculation Sheet**

The Teacher/Admission-in-Charge is requested to include a summary of the calculations/considerations of the effective percentage **for each candidate**. This analysis summary must include the following:-

1. Name of the Candidate : \_\_\_\_\_
2. Father's name : \_\_\_\_\_
3. University Registration Number : \_\_\_\_\_
4. College Roll Number : \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Category : \_\_\_\_\_
7. Course of Study : \_\_\_\_\_
8. Discipline Subjects Combinations (Applicable for B.A. (Programme) course only)  
: \_\_\_\_\_
9. **Aggregate percentage of Best of Four Subjects included for (BFS/BTS) as per requirement:-**  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
10. Deductions as per guidelines : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
11. Effective percentage : \_\_\_\_\_
12. Date : \_\_\_\_\_

**Signature of the Teacher/Admission-in-Charge**

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**MOST URGENT/OUT TODAY/BY HAND**

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28<sup>th</sup> September, 2021

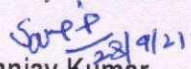
**ONLINE ADMISSION DUTY CHART**

The admission to the following Undergraduate and Postgraduate Courses for the academic year 2021-2022 will be done as per university schedule. The following Staff Members are requested to perform the online admission duty as per requirements with immediate effect:-

S. No.	Course	Admission-in-Charge	e-mail ID
1.	B.A. (Programme)	Dr R.K. Yadav	baprog@svc.ac.in
2.	B.A. (Hons) English	Ms Rupleena Bose	english@svc.ac.in
3.	B.A. (Hons) Hindi	Dr Richa Mishra	hindi@svc.ac.in
4.	B.A. (Hons) Sanskrit	Dr Punita Sharma	sanskrit@svc.ac.in
5.	B.A. (Hons) Economics	Mr D. Brahma Reddy	economics@svc.ac.in
6.	B.A. (Hons) History	Dr Vandana Joshi	history@svc.ac.in
7.	B.A. (H) Political Science	Dr Jita Mishra	politicalscience@svc.ac.in
8.	B.A. (Hons) Sociology	Dr Abhijit Kundu	sociology@svc.ac.in
9.	B.Com	Dr Pooja Jain	commerce@svc.ac.in
10.	B.Com (Hons)	Dr Shruti Mathur	commerce@svc.ac.in
11.	B.Sc (Prog) Life Sciences	Dr Sharda Pasricha	lifescience@svc.ac.in
12.	B.Sc (H) Bio-Chemistry	Dr Nimisha Sinha	biochemistry@svc.ac.in
13.	B.Sc (H) Biological Sciences	Dr Ravindra Polishetty	biologicalscience@svc.ac.in
14.	B.Sc (H) Botany	Dr Shukla Saluja	botany@svc.ac.in
15.	B.Sc (H) Chemistry	Dr Shefali Shukla	chemistry@svc.ac.in
16.	B.Sc (H) Physics	Dr Narender Kumar	physics@svc.ac.in
17.	B.Sc (H) Electronics	Dr Sunita Jain	electronics@svc.ac.in
18.	B.Sc (H) Mathematics	Dr Deepti Jain	mathematics@svc.ac.in
19.	B.Sc (H) Statistics	Dr Veena Budhraj	statistics@svc.ac.in
20.	B.Sc (H) Zoology	Dr Anita Verma	zoology@svc.ac.in

**Note:-**

1. For clarification, if any, the office of the Section Officer (Administration) may be contacted.
2. The staff members are requested to check their e-mail, WhatsApp, College & Delhi University websites ([www.svc.ac.in](http://www.svc.ac.in) & [www.du.ac.in](http://www.du.ac.in)) etc. regularly for day-to-day updates.
3. All circulars/guidelines issued by the MHA/UGC/Delhi University with regard to Covid-19 pandemic are to be followed strictly, as per requirement.
4. For clarification, if any, you may e-mail to [admission@svc.ac.in](mailto:admission@svc.ac.in)
5. Any addendum/corrigendum shall be posted on the college website only.

  
 Prof Sanjay Kumar  
 Convener, Admission Committee

  
 Prof C. Sheela Reddy  
 Principal

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