



1961 - 2021

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

Prof C. Sheela Reddy
Principal

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Ref No : SVC/Admn/2021/P/1716

11th October, 2021

**Guidelines regarding admission
(2021-2022)**

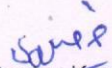
All the Teacher/Admission-in-charge, Coordinators and Faculty Members who have been assigned the admission duties are requested to note that:-

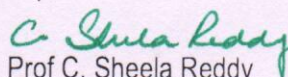
1. The teachers of each department who have done admissions during **First cut off admission list** will continue to assist till the admissions are over. Please do not involve any other teacher without prior permission of the competent authority.
2. Teacher processing the online application should write his/her name in the "**College Internal Remarks Column**" of the online application.
3. Please inform all the candidates to write their names, course to which admission is sought and application number in subject column of their e-mail as sent by the candidates, as already communicated. It has been observed that it is not being followed properly.
4. All the Teacher/Admission-in-charge/Coordinators of the respective departments are further requested to maintain the proper records of the pending documents of each candidate prominently. It must be indicated clearly in the admission register as already supplied to all the departments.

NOTE:-

1. The staff members are requested to check their e-mail, WhatsApp, College & Delhi University websites (www.svc.ac.in & www.du.ac.in) etc. regularly for day-to-day updates.
2. For clarification, if any, you may e-mail to admission@svc.ac.in
3. Any addendum/corrigendum shall be posted on the college website only.

Disclaimer:- The information regarding admission as displayed on the College Website (www.svc.ac.in) is subject to correction. Any discrepancy noticed may be reported at principal@svc.ac.in for the needful.


Prof Sanjay Kumar
Convener, Admission Committee


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

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