**Ref. No.: SVC/Admn./2023/**                                    **27th September, 2023**

## NOTIFICATION

It is for information to all concerned that the students who have taken admission in 2023 are required to produce the following documents in originals, with two sets of self-attested photocopies of the same, which they had submitted at the time of admission on DU admission portal:-

1. National Testing Agency (NTA) Registration Form (UG/ M.A./ M.Sc.)
2. National Testing Agency (NTA) Admit Card (UG/ M.A./ M.Sc.)
3. National Testing Agency (NTA) Score Card (UG/ M.A./ M.Sc.)
4. DU- Common Seat Allocation System (CSAS) 2023 – Admission Registration Form (UG/ M.A./ M.Sc.)
5. DU- Common Seat Allocation System (CSAS) 2023 – Seat Allotment Letter (UG/ M.A./ M.Sc.)
6. DU- Common Seat Allocation System (CSAS) 2023 – Admission Fee Slip (UG/ M.A./ M.Sc.)
7. Class X Marks-Sheet (UG/ M.A./ M.Sc.)
   a. Downloaded from digilocker. (UG/ M.A./ M.Sc.)
   b. Original Marks-Sheet issued by the Board (UG/ M.A./ M.Sc.)
8. Class XII Marks-Sheet, Provisional & Character Certificate (UG/ M.A./ M.Sc.)
   a. Downloaded from digilocker. (UG/ M.A./ M.Sc.)
   b. Original Marks-Sheet issued by the Board (UG/ M.A./ M.Sc.)
   c. Admit Card (UG/ M.A./ M.Sc.)
9. SC/ ST/ PwBD/ EWS/ CW/ KM/ ECA/ Sports Certificate (in the name of the Applicant) issued by the competent authority. (UG/ M.A./ M.Sc.)
10. OBC (Non-Creamy Layer) Certificate (in the name of the Applicant) as in central list (current year). (UG/ M.A./ M.Sc.)
11. Mandatory Hindi Passing Self-Certification from candidate as per the prescribed proforma duly signed. The same may be downloaded from the college website (www.svc.ac.in). (UG)
12. Photocopy of Aadhar Card (Student & Parent)
13. Two copies of Passport Size recent Photographs (without signature or stamp). The name & DU Form Number of the applicant should be written behind the photographs. (UG/ M.A./ M.Sc.)
14. Self-attested copy of Passport & VISA (for Foreign Candidates). (UG/ M.A./ M.Sc.)
15. Mandatory Anti Ragging Self-Certification may be downloaded from the (https://antiragging.in/) (UG/ M.A./ M.Sc.)
16. Student Identity Card Form as per the prescribed proforma duly signed. The same may be downloaded from the college website (www.svc.ac.in).(M.A./ M.Sc.)
17. Those students who have submitted undertaking at the time of admission are required to submit the updated documents, immediately. (UG/ M.A./ M.Sc.)

**All the submitted documents must be self-attested with the date of submission mentioned on it and it should be in order strictly as mentioned above.**

**Prof. Sanjay Kumar**
**Convener, Admission Committee**

Prof. K. Chandramani Singh
Ag. Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

**Following is the document Verification Schedule:**
Time between 09.30 AM to 12.30 PM

| Name of the Courses | Date of Verification | Counter No. | Name of Dealing Assistant |
|---|---|---|---|
| B.A. (Hons.) English | 29-09-2023, 03-10-2023 & 04-10-2023 | 1 | Ms. N. Uma Devi |
| B.A. (Hons.) Hindi | 29-09-2023, 03-10-2023 & 04-10-2023 | | |
| B.A. (Hons.) Political Science | 05-10-2023 to 06-10-2023 & 09-10-2023 | | |
| B.A. (Hons.) Sociology | 10-10-2023 & 12-10-2023 | | |
| B.A. (Hons.) Economics | 13-10-2023 & 16-10-2023 to 17-10-2023 | | |
| B.A. (Hons.) History | 18-10-2023 to 20-10-2023 | | |
| B.A. (Hons.) Sanskrit | 23-10-2023 & 25-10-2023 | | |
| B.Sc. (Hons.) Botany | 29-09-2023 & 03-10-2023 | 2 | Mr. Rajiv Goel |
| B.Sc. (Hons.) Bio-Chemistry | 29-09-2023 & 03-10-2023 | | |
| B.Sc. (Hons.) Chemistry | 04-10-2023 to 06-10-2023 | | |
| B.Sc. (Hons.) Electronics | 09-10-2023 & 11-10-2023 | | |
| B.Sc. (Hons.) Zoology | 12-10-2023 to 13-10-2023 & 16-10-2023 | | |
| B.Sc. (Hons.) Physics | 17-10-2023 & 19-10-2023 | | |
| B.Sc. (Hons.) Statistics | 29-09-2023, 03-10-2023 & 04-10-2023 | 4 | Mr. Pankaj Bhati |
| B.Sc. (Hons.) Biological Science | 29-09-2023, 03-10-2023 & 04-10-2023 | | |
| B.Sc. (Prog.) Life Sciences | 04-10-2023 to 06-10-2023 & 09-10-2023 | | |
| B. A. (Programme) | 10-10-2023, 11-10-2023 to 13-10-2023 & 16-10-2023 | | |
| B.Sc. (Hons.) Mathematics | 29-09-2023, 03-10-2023 & 04-10-2023 | 6 | Ms. Alisa Rebecca Minj |
| B.Com. (Hons.) | 04-10-2023 to 06-10-2023 & 09-10-2023 to 10-10-2023 | | |
| B.Com. (Programme) | 11-10-2023 to 13-10-2023 & 16-10-2023 to 17-10-2023 | | |
| M. A/ M. Sc. | 04-10-2023, 05-10-2023 & 06-10-2023 | 3 | Mr J. P. Mishra |

**IMPORTANT NOTES: -**

1) 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 9viz. 470,471,474 etc.) will be instituted against him/her, as per university rules. However, original Certificates will be returned to the candidate only, after verification as per schedule mentioned above. No request for non-production of any documents/certificate at the time of admission shall be considered under any circumstances.

2) Instead of forensic verification, digilocker certification is valid and acceptable. Also if, caste certificate can be verified online from official site then it is acceptable on behalf of forensic verification.

**Prof. Sanjay Kumar**
**Convener, Admission Committee**

**Prof. K. Chandramani Singh**
**Ag. Principal**
Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
धौला कुआं, नई दिल्ली / Dhaula Kuan, New Delhi-21

**Copy forwarded for information and necessary action to: -**
Teacher-In-Charge/Admission-in-charge of the respective departments, Administrative Officer, Section Officer (Administration), Section Officer Accounts Section, Mr. J. P. Mishra, Mr. Rajiv Goel, Ms. Alisa Rebecca Minj, Ms. N.Uma Devi, Mr. Pankaj Bhati Dealing Assistants & All Concerned/College Notice Board/College Website / File.