



Ref No : SVC/Acs/2023/P/4956

5th October, 2023

Notification regarding admission to Foreign Language Courses (i.e. Diploma Course in German, French. & Spanish) Part-Time for the academic year 2023-2024

This is for the information, and necessary action by all the concerned a few seats are vacant for admission to various **Foreign Language Courses** (i.e. **Diploma Course in German, French. & Spanish**) available during the current academic year 2023-2024, in the college.

Eligibility Criteria For Diploma Course in Foreign Language

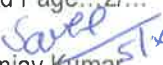
Candidates who have passed the Certificate Examination of the University of Delhi in a language or an examination recognized as equivalent thereto are eligible to apply for admission to the Diploma Course in that language. Admissions will be made strictly in order of merit of the respective certificate course examination. Candidates who have obtained their Certificate in the language from any other institution OR one year or more before the year of admission shall be required to submit the certificate/degree for the same.

The interested candidate may contact Mr Anshul, Dealing Assistant (Foreign Language Courses) along with all necessary documents on all working days between 9:30 AM and 4:00 PM upto 13th October, 2023 for the needful. The candidates may be admitted as per merit on first cum first served basis subject to availability of seats and fulfilling all eligibility criteria, as notified, within the stipulated period.

List of Certificates/Documents:- The applicants shall be required to submit the following documents along with the preliminary admission form: -

1. Class X Certificate (Marks-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 with the certificates).
2. Class XII Marks-Sheet.
3. A copy of statement of marks of passing one year certificate course in concerned language.
4. SC/ST/OBC/EWS/CW/KM/PwBD 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/PwBD must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match with the certificates).
5. 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.
6. Transfer Certificate from school / college as well as Migration Certificate from Board /University are required from those candidates who have passed senior secondary exam from outside Delhi
7. A recent Photograph (without Signature or Stamp) and signature as per requirement
8. 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))
9. One identity proof issued by competent authority as notified by Government of India.


Dr Namita Pandey
Convener, Foreign-
Language & TTM Courses

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Prof Sanjay Kumar
Convener, Admissions


Prof K. Chandramani Singh
Acting Principal
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Sri Venkateswara College
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New Delhi-110 021

10. OBC (Non-Creamy Layer) Certificate (in the name of the Applicant) issued by the competent authority, 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). Income certificate for the financial year 2022-2023, dated on or after 31st March, 2023, as stipulated, will be required. The format of the OBC certificate is as per the DOPT certificate issued in 2014.
11. EWS Certificate (Appendix V) 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). Income certificate for the financial year 2022-2023, dated on or after 31st March, 2023, as stipulated, will be required.
12. Self-attested copy of Passport & VISA (for Foreign Candidates).

IMPORTANT STEPS FOR ADMISSION

1. Please contact **Mr Anshul, Junior Assistant (Establishment Branch)** on all working days between 9:30 AM and 4:00 PM (excluding lunch session from along with all necessary documents by **13th October, 2023 positively**.
2. Please fill the Admission Form 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 **16th October, 2023** 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.
6. Please note that the classes for Foreign Language Diploma in (German, French and Spanish) courses for the academic year 2023-2024, will be held **with effect from 17th October, 2023 onwards** in the College Campus, as per Time-Table already uploaded on the college website.


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 of Application Fee:- The admission fee may be paid by Credit Card/Debit Card/Net Banking/Wallet/UPI within the stipulated time. 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

It is pertinent to mention here that the language course(s) will be offered subject to the enrollment of a minimum of 15 candidates in the course. For clarification, if any, Mr Anshul, Junior Assistant (Administration) may be contacted via e-mail (anshul@svc.ac.in)


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Copy forwarded for information and necessary action to the Teachers/Admission-in-Charge of the respective departments, Section Officers (Accounts & Administration), Principal's Office, Dealing Assistants (Accounts, Administration & Establishment), All concerned, College Notice Board, College Website; and File.