



श्री वेंकटेश्वर महाविद्यालय  
दिल्ली विश्वविद्यालय



**SRI VENKATESWARA COLLEGE**  
**UNIVERSITY OF DELHI**

संदर्भ संख्या / Ref.No. SVC/Notice/2025

दिनांक / Dated 17.02.2025

**सूचना / NOTICE**  
**SEMESTER II/IV/VI**  
**(EVEN SEMESTER OF ACADEMIC YEAR 2024-25)**

**NOTIFICATION FOR CHANGE OF GE/SEC/VAC COURSES**

The college has received several requests from semester II/IV/VI students to change GE/VAC/SEC course allocated to them in the first/second phase. It is, therefore, decided to provide a change window to semesters II/IV/VI students of all college undergraduate courses. The students, may now change any of the GE/VAC/SEC courses allocated to them on the ERP portal between 18.02.2025 and 25.02.2025 by obtaining NOC from the teachers of both the existing and the desirous course.

**NOTE FOR STUDENTS:**

1. The students must not change to a course they are not eligible for. **Students must ensure their eligibility** before obtaining the NOC.
2. The selected paper **should not have more than 30% similarity** to any paper studied/ to be studied by the student.
3. The students must **not change** to a GE/SEC/VAC paper they have **studied in previous semesters**.
4. If the student does not satisfy any of the points 1 to 3 and is allotted the GE/SEC/VAC paper, he /she shall be responsible for any issues arising.
5. **There is a difference in NOC formats for SEC, VAC, and GE.** Students must apply in the specified format (link below) depending on which course (GE/ SEC/ VAC) they wish to change.
6. Students must fill in all the details in the NOC. Incomplete submissions will be rejected.
7. Students must **attach a hard copy of the marksheet of the last even semester, the admit card of the previous odd semester, and NOC for submission.** NOC will be rejected without these documents.
8. **GE/ SEC/ VAC Change NOC requests will only be considered in the format (links below). Any application / NOC filled out by the student in any other format is not authorized by the competent authority and will not be considered.**
9. After obtaining the NOC from the concerned teachers, the students may keep a scanned copy with them as proof.
10. **Students must submit the duly filled and signed NOC along with documents mentioned in point 5. to their course Dealing Assistant in the office by 5 pm on 25th February 2025.**
11. No changes will be entertained after 25<sup>th</sup> February 2025.

**LINKS FOR NOC FORMAT**

S. No.	Course Type	Link to download the NOC form
1	GE	<a href="https://www.svc.ac.in/SVC_MAIN/DownloadCenter/Student/NOC_for_Change_of_GE_DSE_Feb2025.pdf">https://www.svc.ac.in/SVC_MAIN/DownloadCenter/Student/NOC_for_Change_of_GE_DSE_Feb2025.pdf</a>



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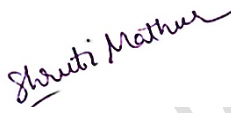
2.	VAC	<a href="#">Link for NOC Format for VAC Change</a>
3.	SEC	<a href="#">Link for NOC Format for SEC Change</a>


**NOTE FOR TEACHERS:**

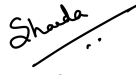
1. The teachers should check whether they can accommodate additional students within the existing resources before giving them NOC.
2. The teachers shall keep a note of the students and make necessary changes in their class list.

**Note for SO Admin and Dealing Assistants:**

1. The dealing assistants concerned shall accept the students' NOC in the specified formats from 18<sup>th</sup> to 25<sup>th</sup> February 2025.
2. They must check that the NOC being submitted by the student is duly filled for all details and that a hard of mark sheet of the previous even semester as well as the admit card of the previous odd semester is attached with the NOC
3. They shall separate the NOCs of GE, SEC, and VAC and submit the hardcopy of the NOCs to the concerned Nodal Officer on 28th February 2025 for allotment.
4. The dealing assistants shall update the change on the ERP portal after allotment and signature of the Nodal Officers.

  
Dr Shruti Mathur  
Nodal Officer, SEC

  
Dr Deepti Jain  
Nodal Officer, VAC

  
Prof. Sharda Pasricha  
Nodal Officer, GE/DSE

  
Prof. V. Ravi  
प्रधानाचार्य  
Principal  
श्री वेंकटेश्वर महाविद्यालय  
Sri Venkateswara College  
दिल्ली विश्वविद्यालय / University of Delhi  
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21