



Prof C. Sheela Reddy
Principal

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Most Urgent/Out Today/E-mail/WhatsApp/

Ref No : SVC/Admn/2021/P/1607/

11th March, 2021

NOTIFICATION

The students may contact the office of the Section Officer (Administration) for the issue of Character Certificate/Statement of Marks/Provisional Certificate/Identity Card/Degree/Certificate(s)/College Leaving Certificate/Verification & Attestation of Certificates/Documents etc. between 9:30 AM and 1:00 PM on all working days (i.e. excluding Saturday/Sunday/any other government holiday(s)), at the concerned Counter only, ensuring that all supporting/necessary documents have been submitted along with the application. The required Certificate(s)/Document(s) may be collected within the stipulated period.

In case of emergency, the Section Officer (Administration) may be contacted along with a written representation and valid proof of the ground on the basis of which immediate action is to be initiated by the Administration, within the stipulated period. If the grievance is still unattended, Administrative Officer/Principal may be contacted for redressal of the same.

All concerned are requested to adhere to the above schedule for smooth functioning of the Department/Section.

Yours cooperation is most solicited.

NOTES:-

1. Particulars of the student given in the form should correspond with those appearing in the Statement issued to him/her from time to time. The application and all certificates/documents must be signed by student and in no case by someone else on his/her behalf.
2. Minimum 07 (Seven) Working Days (excluding Saturday/Sunday and any other Gazetted Holiday) will be required to issue the necessary Certificate subject to a maximum of 4 (Four) working days from the date of submission of application. The delivery will be made in person to the candidate or to his nominee, authorized in writing, at the Office of the Section Officer (Administration) during working hours. A valid Photo ID of both the candidate and the nominee is mandatory. If required by post, the student shall enclose a self-addressed envelope with requisite postal charges in addition to the fee indicated above.
3. Staff and Students are cautioned that there are several fake circulars and notifications being circulated across social media. They must only refer to the Delhi University (www.du.ac.in) and College Websites (www.svc.ac.in) for all updates and information
4. Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.
5. For clarification, if any, you may e-mail to principal@svc.ac.in. Any addendum/corrigendum shall be posted on the college website only.

Disclaimer :- The information 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.

C. Sheela Reddy

Prof C. Sheela Reddy

Principal

Principal

Sri Venkateswara College

(University of Delhi)

Dhaura Kuan

New Delhi-110 021

Copy forwarded for information and necessary action to :- Teacher-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.