



1961 - 2021

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

E-mail : principal@svc.ac.in

**Prof C. Sheela Reddy
Principal**

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20th October, 2021

Ref No : SVC/Admn/2021/P/1719

Notification regarding issuance of Letter of Recommendation (LOR)

This is for information and necessary action by all concerned that the **Letter of Recommendation (LOR)** is signed and recommended by the teachers of the respective departments on the college letter head. The LOR can be provided by any teacher to help their students, as per requirement.

Accordingly, the concerned teachers are requested to visit the college for completing all necessary formalities with regard to issuance of the same i.e. typing, stamping, signing, sealing etc. and to hand over or post the same as preferred by the students in due course of time.

Please note that the Principal does not issue an LOR, unless the student was taught by her.

In view of the above, all the teachers are requested to inform their students and coordinate with them while issuing the LOR, as per requirement.

Further, students may take note that they should mail alongwith all necessary documents to their concerned teacher/s and call them for issuance of Letter of Recommendation (LOR), as and when required, and accordingly fix a time with them for the needful. They may also communicate their preferred mode of delivery of the LOR and coordinate with the respective teachers accordingly.

Active cooperation of one and all shall highly be appreciated.

NOTE:-

1. All circulars/guidelines issued by the MHA/UGC/Delhi University with regard to Covid-19 pandemic are to be followed strictly, as per requirement.
2. 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.
3. Any addendum/corrigendum shall be posted on the college website only.

Disclaimer:- The information 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
Principal
Sri Venkateswara College
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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.