



E-mail : [principal@svc.ac.in](mailto:principal@svc.ac.in)

Prof C. Sheela Reddy  
Principal

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Ref No : SVC/Admn/2021/ P/1611

12<sup>th</sup> March, 2021

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

**Notification to students regarding verification and  
issuance of various certificate (s)/document(s)**

This is for information and necessary action by all concerned that the college students may contact the Dealing Assistants of the respective courses offline or online via e-mail/WhatsApp, well in advance, regarding issuance of various certificate (s) like Bonafide & Character/ Appearance in the examination/College Leaving/Transfer etc. and or any other document, during Covid-19 pandemic, as per directives and guidelines received from time to time. The supporting attested/self-attested certificates/documents are also required to be attached for verification and subsequent course of timely action.

**It may please be ensured that the necessary certificates/ documents as specified above have been e-mailed to the concerned official only, as per details given here under; failing which the request shall not be entertained and the college shall not be held responsible for any loss due to wrong communication as made by the student/stakeholder.** The college administration is fully committed and dedicated to help the students promptly online via e-mail/WhatsApp within the stipulated period.

If needed, the student concerned shall also be required to contact the college administration in person along with all necessary documents for the needful. All the requirements mentioned in the notices pertaining to issue of documents and certificates apply under all circumstances. Please note that this notice addresses only the details of the concerned officials and the protocol to be followed when contacting them. Details of the concerned officials are as follows:-

1. e-mail & WhatsApp number for undergraduate Arts (English, Hindi, Sanskrit, Economics, History, Political Science and Sociology) courses : [nide323@svc.ac.in](mailto:nide323@svc.ac.in) vide WhatsApp number 8882447784 (Ms Nidhi, Dealing Assistant).
2. e-mail & WhatsApp number for undergraduate Commerce (B.Com, B.Com (Hons) and B.Sc (Hons) Mathematics) courses : [narendra@svc.ac.in](mailto:narendra@svc.ac.in) vide WhatsApp number 99538 77024 (Mr URR Narendra, Dealing Assistant).
3. e-mail & WhatsApp number for undergraduate Science (Bio-Chemistry, Botany, Chemistry, Electronics, Physics and Zoology) courses : [rgoel@svc.ac.in](mailto:rgoel@svc.ac.in) vide WhatsApp number 08076714875 (Mr Rajiv Goel, Dealing Assistant).
4. e-mail & WhatsApp number for undergraduate Programme (B.A. (Prog), Life Sciences, Biological sciences and Statistics) courses : [arun@svc.ac.in](mailto:arun@svc.ac.in) vide WhatsApp number 87002 91882 (Mr Arun Sharma, Dealing Assistant).

Contd Page....2/...

*C. Sheela Reddy*  
Principal

Sri Venkateswara College  
(University of Delhi)  
Dhaulta Kuan  
New Delhi-110 021





**Notification to students regarding verification and  
issuance of various certificate (s)/document(s)**

Page....2/...

5. e-mail & WhatsApp number for all Foreign Language and PG Diploma in Bio-Chemical Technology courses : [anshul@svc.ac.in](mailto:anshul@svc.ac.in) vide WhatsApp number 097593 94566 (Mr Anshul, Dealing Assistant); and

6. e-mail & WhatsApp number for all PG Courses and all kinds of Awards/Medals/Prizes/Fee Concession & Financial Aid/Scholarships/Railway Concession/ Assignment of University Enrolment Number etc : [jpm@svc.ac.in](mailto:jpm@svc.ac.in) vide WhatsApp number 092687 20945 ( Mr J.P. Mishra, Dealing Assistant).

It may kindly be noted that the 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. **The requisite certificate may be collected after a week of submission of online request subject to detailed verification and fulfilling all other eligibility criteria/requirement for the same. In case of any urgency, the student may submit an application stating the urgency and a valid proof to verify the same along with necessary documents. In such cases, the certificate, in question, may be collected within three days of submitting the application.**

Minimum 03 (Three) Working Days (excluding Saturday/Sunday and any other Gazetted Holiday) will be required to issue the necessary Certificate subject to a maximum of 7 (Seven) 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. **Please note that the certificates/documents can be issued on time only if all the particulars and details submitted are in order.**

**If and only if the issue is not resolved by the respective dealing assistant, students may contact the higher authorities ([soadmin@svc.ac.in](mailto:soadmin@svc.ac.in) : Section Officer (Administration)/ [admnofficer@svc.ac.in](mailto:admnofficer@svc.ac.in) : Administrative Officer/principal@svc.ac.in : Principal) in the college for further necessary action.**

It may be ensured that the successful completion of the assigned duty/work within the stipulated period is top priority. All students/stakeholders must be informed properly via e-mail/WhatsApp about the exact time of delivery of the requisite service keeping in mind the urgency of the case. All emergency cases (RTI, Court & others) must be attended carefully and vigilantly on priority.

All concerned are requested to adhere to the above schedule for smooth functioning of the Department/Section. Active cooperation of one and all shall highly be appreciated.

**Note:-**

1. The College will accept self-attested copies of documents / papers provided by the college students for verification. It is made clear that if any false attestation / falsified/ misleading 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 (viz. 470,471,474 etc.) will be instituted against him/her, as per university rules.
2. The staff members are requested to check their e-mail, WhatsApp, College & Delhi University websites ([www.svc.ac.in](http://www.svc.ac.in) & [www.du.ac.in](http://www.du.ac.in)) etc. regularly for day-to-day updates.

Contd Page....3/...

*C. Shukla Reddy*  
**Principal**  
Sri Vankateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021






**Notification to students regarding verification and  
issuance of various certificate (s)/document(s)**

Page....3/...

3. All circulars/guidelines issued by the MHA/UGC/Delhi University with regard to Covid-19 pandemic are to be followed strictly, as per requirement.
4. For clarification, if any, you may e-mail to [principal@svc.ac.in](mailto:principal@svc.ac.in)
5. **Any addendum/corrigendum shall be posted on the college website only.**

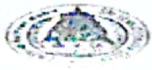
**Disclaimer :-** The information as displayed on the College Website ([www.svc.ac.in](http://www.svc.ac.in)) is subject to correction. Any discrepancy noticed may be reported at [principal@svc.ac.in](mailto:principal@svc.ac.in) for the needful.

*C. Shula Reddy*  
**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), All Concerned/College Notice Board (Staff & Students)/  
College Website/File.





Prof C. Sheela Reddy  
Principal

E-mail : [principal@svc.ac.in](mailto: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/

11<sup>th</sup> 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. Active cooperation of one and all shall highly be appreciated.

**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 03 (Three) Working Days (excluding Saturday/Sunday and any other Gazetted Holiday) will be required to issue the necessary Certificate subject to a maximum of 7 (Seven) 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](http://www.du.ac.in)) and College Websites ([www.svc.ac.in](http://www.svc.ac.in)) for all updates and information*
4. *Information given only on the University website ([www.du.ac.in](http://www.du.ac.in)) or Sri Venkateswara College ([www.svc.ac.in](http://www.svc.ac.in)) shall be considered official.*
5. For clarification, if any, you may e-mail to [principal@svc.ac.in](mailto: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](http://www.svc.ac.in)) is subject to correction. Any discrepancy noticed may be reported at [principal@svc.ac.in](mailto:principal@svc.ac.in) for the needful.

*C. Sheela Reddy*  
**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.