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Prof C. Sheela Reddy
Principal

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Ref No : SVC/Admn/2021/ P/1620

22nd March, 2021

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

**Procedure For Issue Of Official Transcript/
Verification of Education Certificate (s)/Document (s)**

It is notified for the information of all concerned that the following **procedure for issue of Official Transcript/Verification of Education Certificate (s)/Document (s)** shall be followed with immediate effect, which is subject to any change on account of modification/clarification/any inadvertent error/discrepancy:-

S.No.	Particulars	Summary																											
1.	Application Form available at	<p>1. www.svc.ac.in</p> <p>2. Procedure for Issue of Official Transcript/Verification of Education Certificate (s)/Document (s).</p>																											
2.	Certificates/Documents (self-attested) required	<p>1. Photocopies of all the Marks Sheets.</p> <p>2. Copy of the Syllabus (in case of Official Transcript).</p> <p>All the candidates are required to submit a Soft Copy of the duly filled in Application Form and Official Transcript uploaded on the College Website along with above mentioned Certificates/Documents via mail to soadmin@svc.ac.in for further necessary action.</p>																											
3.	Fee Structure (exclusive of Postal Charges)	Official Transcripts																											
		<table border="1"> <thead> <tr> <th></th> <th>If applied from within India</th> <th>If applied from abroad</th> </tr> </thead> <tbody> <tr> <td>Upto 6 (Six) Years</td> <td>Rs 1000/- (Rupees One Thousand)</td> <td>US\$ 100*</td> </tr> <tr> <td>More than 6 (Six) Years</td> <td>Rs 1500/- (Rupees One Thousand and Five Hundred)</td> <td>US\$ 150*</td> </tr> <tr> <td>Additional Copies</td> <td>Rs 100/- each (Rupees Hundred)</td> <td>US\$ 10* each</td> </tr> <tr> <td></td> <td align="center" colspan="2">• (Including postal charges)</td> </tr> <tr> <td></td> <td align="center" colspan="2"><u>Verification of Education Certificate (s)/Document (s)</u></td> </tr> <tr> <td></td> <th>If applied from within India</th> <th>If applied from abroad</th> </tr> <tr> <td>Upto 6 (Six) Years</td> <td>Rs 500/- (Rupees Five Hundred)</td> <td>US\$ 50</td> </tr> <tr> <td>More than 6 (Six) Years</td> <td>Rs 1000/- (Rupees One Thousand)</td> <td>US\$ 100</td> </tr> </tbody> </table>		If applied from within India	If applied from abroad	Upto 6 (Six) Years	Rs 1000/- (Rupees One Thousand)	US\$ 100*	More than 6 (Six) Years	Rs 1500/- (Rupees One Thousand and Five Hundred)	US\$ 150*	Additional Copies	Rs 100/- each (Rupees Hundred)	US\$ 10* each		• (Including postal charges)			<u>Verification of Education Certificate (s)/Document (s)</u>			If applied from within India	If applied from abroad	Upto 6 (Six) Years	Rs 500/- (Rupees Five Hundred)	US\$ 50	More than 6 (Six) Years	Rs 1000/- (Rupees One Thousand)	US\$ 100
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		<p>Fee can be paid by Cash/Credit Card/Debit Card/Demand Draft (in favor of "The Principal, Sri Venkateswara College, New Delhi" payable at Delhi.</p> <p>For cash payment, the candidate shall contact the Cashier (Accounts) to collect the Fee Payment Challan on all working days between 9:30 AM and 12:30 PM.</p>																											

C. Sheela Reddy
PRINCIPAL

Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi - 110021

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S.No.	Particulars	Summary
		<p>The Fee Payment Challan duly filled in and signed along with requisite fee shall be deposited to the Andhra Bank, Sri Venkateswara College South Campus Branch, New Delhi-21. A copy of Fee Payment Receipt shall be submitted to the Office of the Section Officer (Administration).</p> <p><u>Please ensure while making payment (online/offline mode) that all necessary certificates/documents (i.e. Self-attested copy of Statement of Marks : semester-wise/year-wise, Provisional Certificate issued by the college and Degree) have been mailed/submitted. Ensuring that the correct amount (Fee and Postal Charges) is paid is the candidate's sole responsibility.</u></p> <p>Insufficient fee payment shall lead to a fine of Rs 200/- (Two Hundred) only along with the difference in amount. Kindly note that a processing fee shall be charged as per bank rules for online mode of payment. The fee once paid shall not be refunded under any circumstances.</p>
4.	Timings	Between 9:30 AM and 3:00 PM (Excluding Lunch Hours).
5.	Time Taken	Certificate will be issued within 10 days (Two Weeks or so) excluding Saturday/Sunday and any other Gazetted Holiday.
6.	To be Submitted at the	Office of the Section Officer (Administration) Sri Venkateswara College (University of Delhi) Benito Juarez Road Dhaura Kuan New Delhi-110 021

Note :-

- All Public Dealings are made on all working days between 9:30 AM and 12:30 PM.**
- Particulars of the student given in the form should correspond with those appearing in the certificate 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.
- It may please be noted that the additional copy charges are applicable only in case the copies are requested at the time of original Transcript and not at a later stage.
- The number of years shall be calculated from the last examination passed.**
- Minimum 10 (Ten) Working Days (excluding Saturday/Sunday and any other Gazetted Holiday) will be required to issue the Official Transcript/Official Verification Certificate subject to a maximum of 15 (Fifteen) working days from the date of submission of application with prescribed fee. 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.**
- Candidates shall send all Marks Sheets/Certificates/Documents, copy of syllabus, application form and Official Transcript duly filled in and signed via e-mail only to the above mentioned e-mail ID for further necessary action.

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7. Please note that the additional copy charges are applicable only in case the copies are requested at the time of Original Official Transcript and not at a later stage.
8. The College reserves the right to revise, amend, update, or delete any part of the procedure without giving any prior notice. Any change so made shall be updated on the College Website. Applicants are responsible for regularly checking the website for any updates.
9. Any addendum/corrigendum shall be posted on the college website only. All concerned are requested to check the College Website (www.svc.ac.in) regularly.
10. For clarification, if any, the office of the Section Officer (Administration) may be contacted on all working days between 9:30 AM and 12:30 PM.

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. Shula Ladd
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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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.



SRI VENKATESWARA COLLEGE UNIVERSITY OF DELHI

Application Form for Issue of Official Transcript/Verification of Education Certificate (s)/Document (s)

Note:- PLEASE READ INSTRUCTIONS GIVEN CAREFULLY BEFORE APPLYING.

1. Name of Candidate (In Block Letters) _____
2. Father's Name : _____
3. Mother's Name : _____
4. College Roll Number : _____
5. University Enrolment Number : _____

6. Particulars of Examinations Appeared/Passed. Please attach self-attested copies of all the marks sheets and or Provisional Certificate issued by the college.

Examination	Year of Passing	Annual/ Semester	Examination Roll No.	Result	Marks Obtained	Division

7. Subjects/Papers offered (Mention Paper No. & Title of the Papers/Subjects in the case of Official Transcript (s). Please attach an additional sheet, if required.

Part/ Semester	Paper No /Paper Code	Title of the Paper



8. Postal Residence Address: _____

9. Number of additional copies of Official Transcript required _____

10. Have you applied for transcript earlier, if so, please mention the Reference Number & Date

11. Write (in block letters) the name (s) with full addresses of the University for which Official transcript (s) are to be addressed:-

1. _____

2. _____

3. _____

4. _____

12. Telephone (Mobile): _____

Residence: _____

Declaration by the Applicant :-

I....., hereby declare that all the information furnished by me are true, complete and correct in all the respects. I shall be liable for any disciplinary /legal action to be initiated by the college, in case the information/certificate (s)/document (s) submitted by me for issue of Official Transcript (s) is/are found to be forged/unauthentic/fake which include/includes certificate relating to Education/SC/ST/OBC/ECA/Sports/Physically Disabled/Armed Forces/Foreign National etc.

INSTRUCTIONS TO THE CANDIDATES :- Please go to College Website i.e. www.svc.ac.in and follow the procedure for issue of Official Transcript/Verification of Certificate(s)/document(s) for the needful..

Mode of Payment of Fee:- The requisite fee can be paid by Credit Card/Debit Card/Net Banking/Wallet/UPI. A copy of fee payment receipt shall be required to be submitted for further necessary action.

(Signature of the applicant with Date)

Remarks of the Dealing Assistant (Administration) ::

Remarks of the Dealing Assistant (Accounts) ::