



శ్రీ వేంకటేశ్వర కళాశాల  
Sri Venkateswara College  
(University of Delhi)  
NAAC 'A' Accredited

Prof. C. Sheela Reddy  
Principal

Ref No : SVC/Acs/2022/P/ 0699

20<sup>th</sup> July, 2022

**OFFICE ORDER**

In pursuance of the letter number SDC/Aca/2016/7451 dated 15<sup>th</sup> March, 2016 received from the Assistant Registrar (Academic), University of Delhi South Campus, New Delhi, it is notified for the information of all the concerned that the Administrative Officer of the college has been authorized to sign the all types of routine Certificate(s)/Document(s)/Paper(s) of behalf of the Principal, with immediate effect, till further orders, to be issued to the college students (both Regular/Ex-Students), as per details given here under, as per requirements, within the stipulated period:-

1. Bonafide Certificate cum Character Certificate;
2. Authorized Signatory for availing Concession/Facility from DTC/Haryana Roadways/Indian Airlines and Indian Railways;
3. University Enrolment Forms & Examination Forms for Regular/Ex-Students of the college.
4. Admission Tickets/Admit Cards to be issued to all eligible candidates who are due to appear at the Semester Examinations as per university schedule.
5. Re-checking /Re-Valuation Format submitted by the College Students;
6. Provisional cum Character Certificate;
7. College Leaving Certificate and Official Transcripts, as per requirements;
8. Forms for issue of Provisional/Migration Certificate by the University of Delhi;
9. Forms for issue of Duplicate Statement of Marks/Degree by the University of Delhi;
10. Correspondence/Official Communication (s) on academic and administrative matters to various Institutions/Organizations, as per requirements, from time to time.
11. Authorized Signatory for all types of Certificates/Documents/Papers/Scholarship Forms etc, as per requirements, as directed by the Principal.

*C. Sheela Reddy*  
PRINCIPAL  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021

Copy to :- The Registrar, University of Delhi, Dean (Examinations), Joint Registrar (Academic Branch), Assistant Registrar (College Branch), Joint Registrar, University of Delhi South Campus, Deputy Registrar, University of Delhi South Campus, Teachers-in-Charge/Coordinators of the respective departments, Administrative Officer, Section Officers (Accounts & Administration), Dealing Assistants/Hands (Accounts, Administration & Establishment), All concerned, Notice Board, College Website; and File.

*Proud History.....Promising Future*

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