

**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

Ref No : SVC/Admn/2021/P/1706

Ugent/Out Today/By Hand/e-mail
28th September, 2021

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

DUTY CHART

The admission to the following Undergraduate and Postgraduate Courses for the academic year 2021-2022 will be done as per university schedule. The following Staff Members are requested to report the Section Officer (Administration) and perform the admission duty as per requirements with immediate effect, till further orders:-

S.No.	Duties & Responsibilities	Staff deputed
1.	B.A. (Hons) English, Hindi, Sanskrit, Economics, History, Political Science and Sociology courses.	Ms Nidhi
2.	B.Sc (Hons) Bio-Chemistry, Chemistry, Botany, Electronics, Physics and Zoology courses.	Mr Rajiv Goel
3.	Commerce and Mathematics Courses.	Mr U.R.R. Narendra
4.	B.A. (Programme), B.Sc (Programme) Life Sciences, B.Sc (Hons) Biological Sciences and B.Sc (Hons) Statistics courses.	Mr Arun Sharma
5.	All Postgraduate Courses available in the college.	Mr J.P. Mishra
6.	All Foreign Language Courses (Part-Time)	Mr Anshul
7.	ICT Supports Links/Services including Scanning of documents as per requirement.	Mr Naveen Chaudhary, Mr Kumar Ashish and all the staff members of the ICT Department.
8.	Preparation and Issue of Identity Cards to College Students.	Mr Chandrapal Singh. (To issue the College Identity Card to all the college students by 30 th November, 2021 positively).
9.	Preparation of list(s)/report(s) as per eligibility criteria (Course-wise & Merit wise (in descending order) for admission under Delhi University Ward Quota within the stipulated period.	Mr U.R.R. Narendra (Teaching Staff Ward Quota); and Mr Arun Sharma (Non-Teaching Staff Ward Quota)
Note:- Assignment of University Enrolment Numbers to all eligible students admitted to various undergraduate, postgraduate and professional/vocational courses available in the college as per university guidelines.		All the Dealing Assistants/Hands of the respective courses shall do the needful on priority basis.

SJK
Prof Sanjay Kumar
Convener, Admission Committee

C Sheela Reddy
Prof C. Sheela Reddy
Principal
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Copy to :- Teacher-in-Charge/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.