



SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)

Ref No : SVC/Admn/2021/P/1707

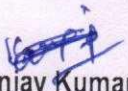
29<sup>th</sup> September, 2021


**LIST OF CERTIFICATES/DOCUMENTS REQUIRED AT THE TIME OF ADMISSION**  
**(Postgraduate/Professional Courses)**

**List of Certificates/Documents:-** The applicants shall be required to produce the following certificates/documents of self-attested photocopies at the time of admission in the college: -

1. Admit card of Entrance Exam, if admission is through entrance mode and Admission form generated by logging on to dash board using their registered email id and password. This is applicable only for admission to Postgraduate courses.
2. Class XII Marks-Sheet.
3. Class X Certificate (Mark-sheet or certificate) indicating date of birth and Parents' names (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on the corresponding reservation certificates; similarly their parents' names must match in both sets of certificates).
4. Consolidated marks-sheet and Degree Certificate of qualifying examination on the basis of which the candidate is seeking admission. Marks sheets of all semesters and provisional certificate may be submitted and accepted in those cases only where degree is not issued by their university, subject to producing proof thereof.
5. Migration Certificate is required from those candidates who have passed graduation examination from outside Delhi University.
6. SC/ST/OBC/EWS/CW/KM Certificate (in the name of the Applicant) issued by the competent authority. (The names of applicants claiming reservation under SC/ST/OBC/EWS/CW/KM must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates).
7. OBC (Non-Creamy Layer) Certificate (in the name of the Applicant) issued by the competent authority, and wherein the caste is in the OBC central list issued by <http://ncbc.nic.in>. (The name of the applicant claiming reservation under OBC (Non-Creamy Layer) must match with the applicant's name as it appears on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates). Income certificate for the financial year 2020-2021, dated on or after **31<sup>st</sup> March, 2021**, as stipulated, will be required. The format of the OBC certificate is as per the DOPT certificate issued in 2014.
8. EWS Certificate from competent authority certifying the applicant can claim reservation under this category. (The names of applicants claiming reservation under this category must match with the names that appear on their corresponding School Board qualifying certificates; similarly their parents' names must match in both sets of certificates). Income certificate for the financial year 2020-2021, dated on or after **31<sup>st</sup> March, 2021**, as stipulated, will be required.
9. Income Certificate issued by the Competent Authority from SC/ST applicants for reimbursement of Admission and Tuition Fee testifying that their parents are not Income Tax Payees.
10. One identity proof issued by the Competent Authority as notified by Government of India.
11. Mandatory Anti Ragging Self-Certification (Both from candidate and Parent/Guardian as per the prescribed proforma duly signed. The same may be downloaded from the college website ([www.svc.ac.in](http://www.svc.ac.in))).

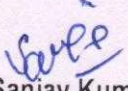
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Prof Sanjay Kumar  
Convener, Admission Committee

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

12. Identity Card Format duly filled in and completed in all the aspects. The same may be downloaded from the college website ([www.svc.ac.in](http://www.svc.ac.in)).
13. Self-attested copy of Passport & VISA (for Foreign Candidates).

**Important Notes :-** The College will accept self-attested copies of documents / papers provided by the candidates admitted provisionally to various Undergraduate/Postgraduate/Professional/Vocational courses available in the college. It is made clear that if any false attestation / falsified 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. No request for non-production of any document/certificate at the time of admission shall be considered under any circumstances. Further, the uploaded original documents will need to be presented in the colleges at the time of admission. If any false attestation / falsified records are detected, the applicant will be debarred from the University and / or its colleges and penal action will be taken against the applicant.

  
Prof Sanjay Kumar  
Convener, Admission Committee

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

Copy forwarded for information and necessary action to:- Teacher-in-Charge/ Admission-in-Charge of the respective departments, Administrative Officer/ Section Officers (Administration & Accounts)/ Dealing Assistants (Administration & Accounts)/ All concerned/ College Notice Board/ College Website/ File.