



Sri Venkateswara College
(University of Delhi)

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

29th September, 2021

PROCEDURE FOR ADMISSION AND CERTIFICATE VERIFICATION
(2021-2022)

Admission to all Undergraduate Courses are granted as per Delhi University guidelines, rules, regulations and schedule enforced from time to time. The details of admission guidelines, rules and regulations are incorporated there in the University Information Bulletin of the respective academic year.

Procedure For Admission And Certificate Verification:- The cut-off percentage is determined by the College Admission Committee with the participation of the Teacher-in-charge/Admission-in-Charge of the respective departments, as per the schedule notified by the University of Delhi. Further, the cut-off details are transmitted, both electronically and in person to the Registrar and the Dean, Students Welfare, University of Delhi for uploading the same to the DU Website and for wide publicity in print media. During the process of cut-off, it would not be permissible to prepare a wait list of candidates seeking admission.

Further, the Admission Form duly filled in and completed in all the respects along with the necessary documents **DULY VERIFIED AND SCRUTINISED online** by members of the respective committees, such as EWS/OBC/SC/ST/PWD/KM/AF, etc.

Upon declaration of a Cut-Off list, the applicants will log in to their Dashboards and choose one course and one college in which they wish to claim admission.

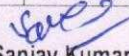
- a) The college would be allowed to filter the applicant list as per their cut-off list. This would help in removing the spurious list of applicants.
- b) Details of the candidates will appear on the Dashboard of the college Course-wise.
- c) Course in-charge/ Teacher in-charge to verify the minimum qualifications/eligibility, cut-off requirement and certificates uploaded by the applicants.
- d) Convenor, Admission Committee to check and Recommend/Not-Recommend the cases for admission.
- e) Principal to finally Approve/Decline the admission for cases recommended by the Convenor.
- f) For all Declined/Pending cases, remarks will have to be made citing the reason for the same. These remarks will reflect on the Dashboard of the applicants.
- g) The list of Approved/ Declined cases to be uploaded by the college on their respective website on a daily basis.
- h) All cases within a cut-off will have to be closed before the declaration of the next cut-off.

Online verification of documents

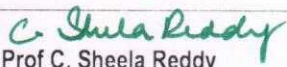
The College shall verify the documents uploaded by the applicant for eligibility and meeting the required Cut – Off, as per university guidelines.

- a) The uploaded documents will be verified online by the college in due course of time. The Teacher/Admission-in-Charge/Coordinators of the respective departments/courses shall send the category certificate to the dedicated e-mail ids, as per details given here under for verification on priority basis in a time bound manner for the needful.

S.No.	Details of activities	e-mail IDs
1.	Verification of Certificates/Documents in respect of OBC, Armed Forces; and Kashmiri Migrants candidates.	obcverification@svc.ac.in
2.	Verification of Certificates/Documents in respect of Economically Weaker Sections (EWSs) candidates.	ewsverification@svc.ac.in
3.	Verification of SC/ST Certificates/Documents	scstverification@svc.ac.in
4.	PWD Candidates Counseling) : Special Categories Admission Enabling Committee (Verification of PWD certificates)	pwdverification@svc.ac.in


Prof Sanjay Kumar
Convener, Admission Committee

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

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(2021-2022)

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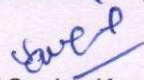
- b) In case of lack of necessary document(s)/ difficulty in reading the document(s)/ and such, the candidate to be contacted on email/phone so that the same may be provided by him/her to the college directly for quick action. Please note, in case the applicant has studied from C.B.S.E. Board and his/her marks-sheet is not uploaded for whatever reasons, the college shall access the marks-sheet directly from the CBSE portal/Digilocker, as past practice.
- c) The College shall set up procedures for contacting such candidates. The list of such candidates to be uploaded on the College website on daily basis.
- d) In case the candidate does not respond within the stipulated time, or where documents remain insufficient even after sending reminders, the admission may be declined citing reason.
- e) No application to be left undecided. It has to be either Approved or Declined before declaring the next cutoff.
- f) The applicant to be communicated the status of the application on their dashboard.
- g) Those approved will pay the fee and receive a confirmation of their admission.

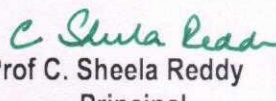
After that, the candidates are permitted to pay the admission fee and other dues within the stipulated period. Later, all the certificates, subsequent to provisional admissions are verified through the respective issuing authority. **Hence, all the provisional admissions are confirmed post a positive reply from the appropriate authority.**

It may be noted that if the authenticity of the certificate(s)/document(s) has been established (either through online or forensic mode), no further verification is required. Failing the authenticity of the verification will warrant initiation of further verification and/ or appropriate disciplinary action.

It is pertinent to mention here that all admissions are purely provisional and subject to further detailed verification and confirmation by the Competent Authority. Please note that the candidates will be eligible for the award of degree only after confirmation of originality of their education and or caste/tribe/pwd certificate(s) from the Issuing Authority and successful completion of the course of study, if otherwise eligible. Further, in case any information, as furnished in the Admission and or Examination Form, is/are found to be false or incorrect at any time (during or after the completion of the course), this shall entail automatic cancellation of their admission for examination, if granted, cancellation of degree, if awarded, besides rendering them liable to such action as the College/University may deem fit.

Note:- 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.


Prof Sanjay Kumar
Convener, Admission Committee


Prof C. Sheela Reddy
Principal

Principal
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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.