



Ref No : SVC/Admn/2015/P/

07th January, 2015

SUBMISSION OF EXAMINATION FORMS & FEES (II, IV & VI SEMESTERS)
(UNDER-GRADUATE, POST-GRADUATE & PROFESSIONAL COURSES)

FOR UNDERGRADUATE COURSES :- The College has decided to introduce "Online Examination Fee Payment Facility" to the college students admitted to Undergraduate courses available in the college with immediate effect. All the students of Second Semester, Fourth Semester and Sixth Semesters (Undergraduate Courses) for the academic year 2014-2015 are directed to fill the online Examination Form and pay the Fee from 16th January, 2015 To 31st January, 2015. The following steps may be followed for successful completion of the same:-

1. Go to College Website i.e. www.svc.ac.in.
2. Click on the 'Student Administration' link and select the 'login' tab.
3. Login ID : College Roll Number and Password : 1234.
4. Please change the password immediately before filling in the particulars for security reasons.

FOR POSTGRADUATE & PROFESSIONAL COURSES :- The students of all Post Graduate Courses including One Year Post Graduate Diploma in Bio-Chemical & Molecular Technology will pay the Examination Fee manually. They are directed to download the Examination Form from the college website (www.svc.ac.in). The Examination Form duly filled in and signed should be submitted to the office of the Section Officer (Administration) for verification on all working days between 9:30 AM and 12:30 PM on or before 31st January, 2015. After verification, students are required to pay the Examination fees within the stipulated time in Andhra Bank, Sri Venkateswara College South Campus Branch, New Delhi, obtaining the Fee Payment Challan from the Accounts Section, within the stipulated time.

Mode of Payment :- University Examination Fee can be paid by Credit Card/Debit Card/Net Banking. Please do not wait until the last day for the submission. Please complete the process well in time.

IMPORTANT NOTES

1. The Undergraduate students are requested to access the college website (www.svc.ac.in) for further details. The Examination Forms along with Examination Fee are to be submitted online and the registration commences from 00:00 hrs of 16th January, 2015 and closes by 23:59 Hours of 31st January, 2015.

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For website
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