



Dr. P. Hemalatha Reddy
Principal

श्री वेङ्कटेश्वर कलाशाला

Sri Venkateswara College

(University of Delhi)

Benito Juarez Road, Dhaula Kuan, New Delhi-110021

Ph.: 011-24112196, 24118590, Telefax : 011-24118535

principal@svc.ac.in

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MOST URGENT/OUT TODAY/BY HAND

21st March, 2016

OFFICE ORDER

In view of the proposed NAAC visit to the college on **4th, 5th, and 6th April 2016**, all the staff members working with the office of the Section Officer (Administration) are directed to keep the official records of the **last Five Years** (i.e., from 2011-2012 to 2015-2016) intact keeping in mind the Self Study Report (SSR) uploaded on the college website, to present before the NAAC committee as per details given here under:-

1. **Self Study Report (SSR)** :- Please go through the Self Study Report (SSR) uploaded on the college website and provide documentary evidences concerning to your duty/section/department. Deep study of the SSR is must.
2. **DUTIES AND RESPONSIBILITIES:-** The Dealing Assistant (Administration) being the sole custodian of official records must perform his/her duty honestly and sincerely as per the duty chart circulated. Strict compliance of the same within the stipulated period is most solicited. Every staff is expected to be well versed of his duty.
3. **ADMISSIONS:-**
 - a) Delhi University Information Bulletin.
 - b) College Prospectus.
 - c) Admission files including all circulars and notifications issued by the University of Delhi/Sri Venkateswara College
 - d) Maintenance of students data- Number of admissions, withdrawals, and students on rolls data must be according to the Course, Year, Gender and category.
 - d) Students Data Course-Wise, Year-Wise and Gender-Wise (**General/SC/ST/OBC/PWD/Sports/ECA/FS/KM etc**) as per SSR and after the SSR.
 - e) MOU for Exchange Programme.
 - f) Nominal rolls.
4. **ENROLLMENT:** -Proper maintenance of enrollment files and records course wise and year wise.
5. **Documents containing the current list of academic programmes, duration and fee structure alongwith Institutional Annual Calendar.**
6. **Approval of the regulatory bodies for the programmes run by the Institution.**
7. Teachers Evaluation Sheet : Students Feed back data in online and manual form as well.
8. **EXAMINATIONS:-**
 - a) Internal Assessment Marks Records of last **five years duly signed by the students**, Policies, Rules, Formats, etc.
 - b) Rule for issue of Admit Card.
 - c) Examination result pass percentage of results along with Year, Course, Category, and Gender-wise,
 - d) Teachers evaluation : Details of Students Feedback.
 - e) Proper maintenance of Marks Sheets, Provisional Certificates and Degree & Degree Issuing Registers including Certificates/Diploma (whichever applicable) are to be done.

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