



**Sri Venkateswara College
(University of Delhi)**

Ref No : SVC/Admn/2016/P/

03rd August, 2016

**Notification regarding payment of admission fee
(Foreign Language Courses :: Part-Time)**

This is for the information, and necessary action by all the concerned within the stipulated period that the merit list (s) for admission to various **Foreign Language Courses** (i.e. Certificate Course in German, French & Spanish Languages available during the current academic year 2016-2017, in the college, displayed on the College Website/Notice Board **is/are purely provisional and subject to further detailed verification and confirmation by the Competent Authority.**


IMPORTANT STEPS FOR ADMISSION

1. If you qualify the merit list, please contact the office of the Section Officer (Administration) on all working days between 9:30 AM and 12:30 PM by **19th August, 2016** positively.
2. Submit Original Certificates + One Set of Attested or Self Attested Photocopies of all necessary original Certificates/documents + 3 passport size plain photographs + Student Identity Card Form. Please download the Identity Card Form from the College Website (www.svc.ac.in) >> Download Center >> Select Category (Student) and submit the same duly filled and completed in all the respect to the office of the Section Officer (Administration).
3. Please fill the University Enrolment Form (Green in Color), if applicable, as provided by the office of the Section Officer (Administration) correctly as per Class X Certificate/marks sheet. Please ensure that no columns are left blank. **You must sign on the photograph and space provided in the University Enrolment Form.** After admission formality is completed, obtain the Admission Slip.
4. Please pay the admission fee by **19th August, 2016** positively.
5. Please submit necessary information on the college portal soon after payment of admission fee to update the admission. The candidates may access the college website (www.svc.ac.in) for the needful.
6. It may be noted that the admission process shall be considered complete only after the payment of the admission fee subject to detailed verification of the authenticity of the certificates/documents.

CERTIFICATES/DOCUMENTS (ORIGINAL AND ATTESTED OR SELF ATTESTED COPIES) REQUIRED AT THE TIME OF ADMISSION IN THE COLLEGE:-

1. Class X Board Examination Certificate.
2. Class X Marks-Sheet.
3. Class XII Marks-Sheet.
4. Class XII Provisional Certificate/ Original Certificate.
5. Graduation / Post-Graduation Degree.
6. Transfer Certificate from School/College as well as Migration Certificate from Board/University are required from those candidates who have passed Senior Secondary Examination from outside Delhi.


Dr Nirmal Kumar
Coordinator, Foreign Languages

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Dr S. Venkata Kumar
Convener, Admissions


Dr P. S. Dhanaraj
Officiating Principal
PRINCIPAL
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