



Sri Venkateswara College  
(University of Delhi)

SVC 577  
30/8/16

Ref No : SVC/Admn/2016/P/

29<sup>th</sup> August, 2016

**NOTIFICATION**

**(I/III/V Semester, 2016)**

All the students of First Year, Second Year and Final Year of the college are required to **attend their classes regularly, as per room allotted and time-table uploaded on the college website.** **66.6% attendance is compulsory for the students to appear at the University of Delhi Semester Examinations** to be held in November/December, 2016.

**Further, all the faculty members of the respective departments are requested to take classes in accordance with the room allotted as per time-table.**

In view of the above, if a class is not held regularly, the Teacher/Teacher-in-Charge of the concerned department may be contacted. If the grievance is still not addressed, the Principal may be contacted with written representation.

  
Dr P.S. Dhanaraj  
Acting Principal  
PRINCIPAL  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021

Copy forwarded to the following for information and necessary action :-

1. All Teacher-in-Charge/Faculty Members of the respective departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Rajiv Goel, Mr URR Narendra, Mr Durgesh Mudgal, Mr Pankaj Bhati and Mr Narendra Bhardwaj, Dealing Assistants/Hands (Administration).
5. Mr Kumar Ashish, Junior Assistant (IT supports).
6. All Concerned/Staff Notice Board/College Website/File.

  
Administrative Officer  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021