



Sri Venkateswara College  
(University of Delhi)

SVC 576  
30/8/16

Ref No : SVC/Admn/2016/P/

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

**Schedule for return of Original Certificates**

This is for the information to all the concerned that the Original Certificates/Documents will be returned to the candidates from **12<sup>th</sup> September, 2016 To 31<sup>st</sup> October, 2016**, on all working days, between 9:30 AM and 12:30 PM, after submission of the Admission Fee Receipt. **Please Collect the original certificates within the stipulated period.**

The candidate shall ensure before leaving the Counter that the Certificates/Documents received by him/her is/are complete in all the respects. **The college shall not be held responsible for any loss of the Certificates/Documents and no claim will be considered under any circumstances there after.**

For clarification, if any, the office of the Section Officer (Administration) may be contacted on all working days between 9:30 AM and 12:30 PM.

Dr S. Venkata Kumar  
Convener, Admission Committee

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

Copy forwarded for information and necessary action to:-

1. Teacher-in-Charge/Admission-in-Charge of the respective departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Madan Lal Gautam, In-Charge, Accounts Section.
5. Mr J.P. Mishra, Mr Rajiv Goel, Mr Sudesh Kumar, Mr URR Narendra, Mr Durgesh Mudgal, Mr Pankaj Bhati and Mr Narendra Bhardwaj, Dealing Assistants/Dealing Hands (Administration).
6. All Concerned/College Notice Board/College Website/File.

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