



**SRI VENKATESWARA COLLEGE  
(UNIVERSITY OF DELHI)**

Ref No : SVC/Admn/2017/P/ 724

24<sup>th</sup> March, 2017

**COLLEGE ANNUAL DAY FUNCTION, 2016**  
**(Online Registration by the Prize Winners)**


The College Annual Day Function will be held on **21<sup>st</sup> April, 2017** at 10:30 AM in the College Campus. The Management, Staff and Students invite all the Prize Winners, as per list uploaded on the college website [www.svc.ac.in](http://www.svc.ac.in) to attend the function along with their Parents/ Guardians and receive the Award/Merit Certificate.


**Online Registration for Annual Day Function:-** The online registration shall be done **From 03<sup>rd</sup> April, 2017 To 15<sup>th</sup> April, 2017**. Please do not wait until the last day for the submission. Please complete the process well in time. Only those candidates who complete the online registration within the stipulated period shall be permitted to attend the College Annual Day Function. The following steps may be followed for successful completion of the same:-

- Go to College Website i.e. [www.svc.ac.in](http://www.svc.ac.in)
- Click on the 'Student Administration' link and follow the guidelines.
- Submit the necessary particulars electronically within the stipulated time.

Further, the candidate who fails to register within the stipulated period, may collect the Award/Medal/Merit Certificate, a day after the Annual Day Function. In case, it is not possible for them to collect the Award/Medal/Merit Certificates in person, they may authorize any person with their consent to receive the same on their behalf.

**Note :-** Any addendum/corrigendum shall be posted on the college website only.

  
**H.C. Tandon**  
**Staff Advisor (Students)**

  
**Dr P.Hemalatha Reddy**  
**Principal**  
PRINCIPAL  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan, New Delhi-110021

Copy forwarded for information and necessary action to -

1. Conveners/Coordinators/Teacher-in-Charge of respective Committees/Associations/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 M.L.N.Murty, Mr Rajiv Goel, Mr Sudesh Kumar, Mr Kumar Ashish, Mr URR Narendra, Mr Durgesh Mudgal, Mr Narendra Bhardwaj and Mr Pankaj Bhati, 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

**The Principal**  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021

**Subject: College Annual Day Function, 2017: Online registration by the prize winners - regarding.**

Respected madam,

I am extremely grateful to your kind self for inviting me to attend the College Annual Day Function to be held as per schedule in the college campus. I accept your kind invitation. My particulars are furnished as under:-

1. Name of the candidate ::
2. Date of birth ::
3. Course of study ::
4. Mobile number ::
5. E-mail ID ::

I request you to kindly permit me to attend the same and receive the Award/Medal/Merit Certificate(s).

Thanking you madam and with kind regards,

Yours faithfully,

Name & signature of the candidate

