



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

Ref No : SVC/Admn/2017/P/ 792

14th June, 2017

ADMISSION WITHDRAWAL PROCESS

This is for the information, and necessary action by all the concerned that the candidates who wish to withdraw their admission from the college may submit the online request for the withdrawal of Admission/Refund of Caution/Security Deposit. The following steps may be followed for successful completion of the same:-

Without Admission Fee Payment:-

1. Go to URL : www.svc.ac.in
2. Click on "Download Center" Link.
3. Select Category "Student".
4. Click on "Admission Withdrawal Form" Link and take printout of the Admission Withdrawal Form.
5. Fill the Withdrawal Application Form.
6. Go to the Office of the Section Officer (Administration) and submit it to the concerned staff.
7. Take Receipt from the concerned staff and collect your Original Certificates under proper receipt.

With Admission Fee Payment:-

1. Go to : www.du.ac.in
2. Click on "Registered Student" button.
3. Login with your credentials.
4. Follow the withdrawal procedure.
5. Take Print Out of Withdrawal Receipt.
6. Go to URL : www.svc.ac.in. Click on "Download Center" Link. Select Category "Student". Click on "Admission Withdrawal Form" Link and take printout of the Admission Withdrawal Form and fill it (in duplicate) properly.
7. Go to the Office of the Section Officer (Administration) and submit the withdrawal receipt to the concerned staff.
8. Collect your Original Certificates under proper receipt.

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 further details, 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
Convenor, Admission Committee



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



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