



Sri Venkateswara College
(University of Delhi)

URGENT/OUT TODAY/BY HAND

Ref No : SVC/Admn/2018/P/915


23rd March, 2018

NOTIFICATION

In view of the college notification number SVC/Admn/2018/P/876 dated 01st January, 2018, all the faculty members are requested to upload online the monthly attendance of students for the months of January, February and March, 2018, (even mode semesters for the academic year 2017-2018) on the Student Administration System Software by 31st March, 2018 positively.

Notes:-

- I. The faculty members are further requested to maintain proper records of monthly attendance and produce the hard copies of the same as and when required.
- II. All teachers are also requested to submit online the Total Internal Assessment Records, duly filled in and completed in all the respects, as per format available on the college website (www.svc.ac.in) or with the office of the Section Officer (Administration), as provided by the University of Delhi, within the stipulated period.
- III. For clarification, if any, the office of the Section Officer (Administration) may be contacted.

Dr Abhijit Kundu 
Convener, Attendance Screening Committee


Dr P. Hemalatha Reddy
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 Arun Sharma and Mr Pankaj Bhati, 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