



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

Ref No : SVC/Admn/2018/P/1011(a)

Most Urgent/Out Today/By Hand/  
12<sup>th</sup> November, 2018

**Notification to students regarding Medical Leave**

In view of the college notification number SVC/Admn/2018/P/954 dated 11<sup>th</sup> July, 2018 regarding submission of Medical and Fitness Certificate, this is for the information, and necessary action by all the concerned that the application for leave of absence due to sickness/hospitalization must be supported by a Medical and Fitness Certificate from a recognized Medical Practitioner, which should reach the Principal within a week of rejoining the college upon the expiry of leave. Medical and fitness Certificates received thereafter shall not be entertained, as already notified.

In view of the above, the student who could not submit the Medical and Fitness Certificate in due course of time, may submit the same on or before 16<sup>th</sup> November, 2018 positively for further necessary action. No further request for the same shall be considered under any circumstances beyond the prescribed date.

It is pertinent to mention here that the Medical certificates shall be excluded while calculating credit towards internal assessment marks to be awarded for attendance, though such certificates shall continue to be taken into account for the purpose of calculating eligibility to appear for examinations as per the existing provisions of Ordinance VII.2.9.(a)(ii) .

  
Dr P.Hemalatha Reddy  
Principal  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021

Copy to :- Teacher-in-Charge/Admission-in-Charge of the respective departments, Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Notice Board/College Website/File.

  
Administrative Officer  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi-110 021