



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

Urgent/Out Today/By Hand/
12th November, 2018

Ref No : SVC/Admn/2018/P/ 1010(9)

Procedure for Assignment of University Enrolment Number

This is for the information, and necessary action by all the concerned that the following **Procedure for assignment of University Enrolment Number** to the students enrolled in any Graduation/Post-Graduation/Professional/Vocational/Foreign Language Course(s), available in the college, shall be followed:-

1. The college student who has previously enrolled in (or are currently pursuing) a course from a college in Delhi University shall communicate the University Enrolment Number to the office of the Section Officer (Administration) at the time of their admission/migration in the college. The University Enrolment Number may be taken from degree provided by the University of Delhi, if successfully completed the course or the parent college.
2. The student who has never been enrolled in a course in Delhi University shall be provided the Enrolment Number from the office of the Section Officer (Administration) through the University. The office of the Section Officer (Administration) shall send all the details of these students to the University for further necessary communication and action within the stipulated period.

For clarification, if any, Mr J.P. Mishra, Dealing Assistant with the office of the Section Officer (Administration) may be contacted on all working days (except Saturdays/Sundays and any other Gazetted Holiday(s)) between 9:30 AM and 12:30 PM. Any addendum/corrigendum shall be posted on the college website only.

Active cooperation of all concerned is most solicited.

Dr S.Venkata Kumar
Convener, Admissions

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
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