



Dated:

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

SUBJECT :- CHANGE OF COURSE / SUBJECT – REGARDING

Respected Madam,

I wish to inform you that I am a student of _____
First Year. My College Roll Number is _____. The Aggregate
percentage of marks in best four Subjects (including English) / PCM / PC &
Biology & Biotechnology / PCM & Biology & Biotechnology / PCCS & Biology &
Biotechnology is _____ .
I shall be highly grateful if you could kindly permit me to change my Course /
Subject from _____ to _____.

Thanking you,

Yours faithfully,

**SIGNATURE
NAME (IN BLOCK LETTERS)**

1. No objection
(Department of _____)
2. No objection
(Department of _____)

FOR OFFICE USE ONLY

The Course / Subject to which the student concerned seeks the Change and Cut-off Percentage of that Course / Subject is _____
.He / She is eligible / not eligible for Change of Course / Subject.

**Dealing
Assistant**

**Section Officer
(Administration)**

**Convenor
(Admissions)**

Principal