



తిరుమల తిరుపతి దేవస్థానములు

శ్రీ వేంకటేశ్వర మహావిద్యాలయ  
శ్రీ వేంకటేశ్వర కళాశాల  
**SRI VENKATESWARA COLLEGE**  
**(UNIVERSITY OF DELHI)**



సందర్భ సంఖ్య / Ref.No. SVC/Notice/2024

దినాంక / Dated 28.10.2024

**సూచనా / NOTICE**

**SEMESTER I**

**(ODD SEMESTER OF ACADEMIC YEAR 2024-25)**

**NOTIFICATION FOR CHANGE / FRESH ALLOTMENT OF GE/SEC/VAC COURSES**

The college has received several requests from students of Semester I who wish to change GE /SEC/VAC allocated to them in the first/second phase. It is therefore decided to provide a window to semesters I students to change these undergraduate courses of the college. The students may now change any of the GE/SEC/VAC course allocated to them on the ERP portal, between 26.10.2024 to 08.11.2024 by obtaining NOC from the teachers of both the existing as well as the desirous course.

Further, it has been observed that some students have still not filled the Course Allocation form for GE/ SEC/VAC Courses. Such students may also apply for the desired course through the process listed in the notice.

**Note for Students who wish to change the GE/SEC/VAC Course:**

1. NOC format may be downloaded from the college website. The links for the same are given below.  
[NOC for Change of GE/DSE/SEC/VAC Format](#)
2. The students must not change to a course for which they are not eligible. Students must ensure their eligibility before obtaining the NOC.
3. The selected paper should not be like any paper studied/ to be studied by the student.
4. After obtaining the signatures from concerned teachers on NOC, the students may keep a copy with themselves as proof and handover the signed copy to the Teacher taking the desirous course.
5. No changes will be entertained after 8<sup>th</sup> November, 2024.

**Note for Students who have not filled the CAF for GE/SEC/VAC Course and have not been allotted any paper:**

All the students who have not filled the CAF in phase 1 and 2 and have not yet been allotted a GE/SEC/ VAC paper may also apply for a desired course by obtaining NOC from the teacher teaching the desired course. In the existing course details, they must fill NA. The rest of the procedure remains the same as listed above for change.

**Note for Teachers:**

1. The teachers should check whether they can accommodate additional students within the existing resources, before giving them NOC.
2. The teacher must check that the student fulfills the eligibility/ prerequisites for the paper.



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श्री वेंकटेश्वर महाविद्यालय

శ్రీ వేంకటేశ్వర కళాశాల

**SRI VENKATESWARA COLLEGE**

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3. The teachers shall keep the duly signed NOC form and submit all such copies on **8th November 2024** to dealing assistant in office.
4. While submitting all the signed NOCs, a faculty is required to sign on the top of the bunch and indicate the number of NOCs submitted in the office by him/her.

**Note for SO Admin:**

1. The concerned dealing assistants shall prepare the list of students in the excel format which has been sent on the mail.
2. The final compiled data shall be emailed to GE/VAC/SEC coordinator for further action by 11<sup>th</sup> November 2024.

S. No.	Course Type	Coordinator/ Nodal Officer	Email of the Coordinator
1	GE/DSE	Prof Sharda Pasricha	<a href="mailto:gecommittee@svc.ac.in">gecommittee@svc.ac.in</a>
2	SEC	Dr Shruti Mathur	<a href="mailto:secnodalofficer@svc.ac.in">secnodalofficer@svc.ac.in</a>
3	VAC	Dr Deepti Jain	<a href="mailto:vacnodalofficer@svc.ac.in">vacnodalofficer@svc.ac.in</a>

All students must note that the allocation will be considered final only after the same is reflected on their ERP Portal. The GE/DSE/SEC/VAC Nodal officers will scrutinize the changed lists and reserve the right to reject the application on valid grounds at any point of time.

**Prof. Sharda Pasricha**

Convenor  
GE Committee

**Dr. Shruti Mathur**

Nodal Officer  
SEC Committee

**Dr. Deepti Jain**

Nodal Officer  
VAC, Committee

**Principal**

प्रधानाचार्य  
**Principal**

श्री वेंकटेश्वर महाविद्यालय  
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Copy forwarded for further necessary action to all faculty members, Administration, College website and master file.