



श्री वेंकटेश्वर महाविद्यालय
SRI VENKATESWARA COLLEGE
(दिल्ली विश्वविद्यालय)
UNIVERSITY OF DELHI



प्रोफेसर वज्जला रवि
प्राचार्य
Prof Vajala Ravi
Principal

Ref No : SVC/AO/2026/P/100

4th August, 2026

Notification regarding payment of admission fee
(Foreign Language Courses :: Part-Time)

This is for the information, and necessary action by all the concerned within the stipulated period that the merit list (s) for admission to various **Foreign Language Courses** (i.e. Certificate and Diploma Course in German, French & Spanish Courses) available during the current academic year 2026-2027, in the college, displayed on the College Website/Notice Board **is/are purely provisional and subject to further detailed verification and confirmation by the Competent Authority.**

IMPORTANT STEPS FOR ADMISSION

1. If you qualify the merit, please contact the office of the Section Officer (Administration) at Counter Number 6, on all working days between 9:30 AM and 4:00 PM (excluding lunch session) along with all necessary documents from **5th August, 2026 To 7th August, 2026** (excluding Saturday & Sunday) positively.
2. Please fill the Admission Form as provided by the office of the Section Officer (Administration) correctly as per Class X Certificate/marks sheet. Please ensure that no columns are left blank. After admission formality is completed, obtain the Provisional Admission Receipt.
3. **Please pay the requisite admission fee by 17th August, 2026 upto 3:00 PM positively.**
4. It may be noted that the admission process shall be considered complete only after the payment of the admission fee subject to detailed verification of the authenticity of the certificates/documents.
5. Please note that all admissions are purely provisional and subject to further detailed verification and confirmation by the competent authority.
6. **It is pertinent to mention here that the classes for Foreign Language (German, French and Spanish) courses for the academic year 2026-2027, will be held w.e.f. 19th August, 2026 onwards in the College Campus. The Time-Table for the same will be uploaded on the college website shortly.**

Course Fee:- The total amount payable annually at the time of admission to Foreign Language Courses is as follows:-

1. Foreign Language Course (German, French, and Spanish :: Part-Time) : Rs 17,000/- (excluding University Examination Fee) PA.
2. In case of withdrawal of admission, fees will be refunded, as per rules.

Mode of Payment of Application Fee:- The admission fee may be paid by Credit Card/Debit Card/Net Banking/Wallet/UPI within the stipulated time. Please do not wait until the last day for the submission. Please complete the process well in time. For details, kindly visit the college website www.svc.ac.in

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प्राचार्य
Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21


LIST OF CERTIFICATES/DOCUMENTS REQUIRED

The applicants shall be required to submit the following documents along with the admission form: -

1. Class X Certificate in the name of candidate, indicating date of birth and Parents' name.
2. Class XII Certificate in the name of candidate. The name of the candidate must match with the certificates/documents.
3. SC/ST/OBC-NCL/EWS/Minority/CW/KM/PwBD Certificate (in the name of the Candidate) duly issued by the Competent Authority.
4. OBC - Non-Creamy Layer Certificate (in the name of the Candidate) duly issued by the Competent Authority. The caste should be in the OBC central list issued by <http://ncbc.nic.in>. Income certificate must be issued after 31st March, 2026.
5. EWS Certificate (in the name of the Candidate) issued from Competent Authority certifying the Candidate can claim reservation under this category. The certificate must be issued after 31st March, 2026.
6. Children/Widows of Personnel of the Armed Forces category: Educational Concession Certificate (ECC) certificate (in the name of the candidate) in the prescribed format wherein the Priority is clearly mentioned.
7. Persons with Benchmark Disability certificate (in the name of the candidate) issued by a recognized Government Hospital, bearing duly attested photograph of the candidate.
8. Supernumerary quotas such as Extra Curricular Activities (ECA), Sports, any other: Relevant certificate/s should be in the name of the candidate.
9. Three Photograph (without Signature or Stamp) and signature as per requirement on the online preliminary admission form.
10. Mandatory Anti Ragging Self-Certification (Both from candidate and Parent/Guardian as per the prescribed proforma duly signed).
11. One identity proof issued by competent authority as notified by Government of India.
12. A copy of Passport & VISA (for Foreign Candidates).

The name of the Candidate claiming reservation must match with the Candidate's name as it appears on their corresponding School Board qualifying certificates. Similarly, the parents' names must also match in the certificates. No undertaking, on behalf of incomplete/invalid/non-availability of the document/certificate will be accepted at the time of admission in the college.

NOTE:-

1. Applicants shall be responsible for the quality and authenticity of documents submitted by them at the time of admission in the college. Applicants will be responsible for production of documents as sought.
2. All concerned are requested to check their e-mail, WhatsApp, College & Delhi University websites (www.svc.ac.in & www.du.ac.in) etc. regularly for day-to-day updates.
3. Any addendum/corrigendum shall be posted on the college website only.

It is pertinent to mention here that the language course will be offered subject to the enrollment of a minimum of 15 candidates in the course. For clarification, if any, Mr Anshul Junior Assistant (Establishment Section) may be contacted via email (anshul@svc.ac.in)

Principal

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Sri Venkateswara College**

धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21

Copy forwarded for information and necessary action to the Teacher-in-Charge/ Admission-in-Charge of the respective departments, Section Officers (Accounts & Administration), Dealing Assistants (Accounts, Administration & Establishment), Principal's Office, All concerned, College Notice Board, College Website; and File.

04/08/26

प्रशासनिक अधिकारी

Administrative Officer

**श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College**

दिल्ली विश्वविद्यालय / University of Delhi

धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21