




PROCEDURE FOR ISSUE OF PROVISIONAL CERTIFICATE

It is notified for the information of all concerned that the following **procedure for issue of Provisional Certificate shall be followed with immediate effect**, which is subject to any change on account of modification/clarification/any inadvertent error/discrepancy:-

S.No.	Particulars	Summary
1.	College Website	www.svc.ac.in
2.	Requirement of Documents via e-mail	<ol style="list-style-type: none">1. Online application along with the Final Year Statement of Marks duly signed by the candidate.2. Class X marks-sheet cum certificate issued by the concerned board, duly signed by the candidate; and3. Online generated receipt of Teachers Evaluation Sheet; and4. No Dues Certificate duly signed by the respective departments.
3.	Important Steps for issue of Provisional Certificate	<p>The candidates who are due to complete their respective Graduation/Post-Graduation/Professional/Vocational Courses may submit the online proforma along with the Final Year Statement of Marks duly signed via mail to principal@svc.ac.in and copy to adminofficer@svc.ac.in and soadmin@svc.ac.in, soon after the declaration of their result to obtain the Provisional Certificate which may be collected after a week of submission of application.</p> <p><u>In case of any urgency, the candidates may send an e-mail stating the urgency and a valid proof to verify the same along with their self-attested Statement of Marks. In such cases, the provisional certificate may be collected within three days of submitting the application.</u></p>
4.	Time Taken	<ol style="list-style-type: none">5. Normally, the Provisional Certificate will be issued within 07 days (One Week or so) excluding Saturday/Sunday and any other Gazetted Holiday.6. In case of emergency, the same may be collected within three days of submitting the application along with the necessary document.
5.	To be collected at the (On all working days between 9:30 AM and 12:30 PM).	Office of the Section Officer (Administration) Sri Venkateswara College (University of Delhi) Benito Juarez Road Dhaura Kuan New Delhi-110 021

Important Notes :-

1. Particulars of the student given in the form should correspond with those appearing in the Statement issued to him/her from time to time. The application and all certificates/documents must be signed by student and in no case by someone else on his/her behalf.
2. All the candidates are required to fill the "**Teacher Evaluation Sheet**" online, available on the college website. The candidates should submit the necessary information for a minimum of two papers in which they have appeared at the Semester Examinations.
3. Please ensure that "No Dues Certificate" duly signed by the respective department(s) have already been submitted before applying for Provisional Certificate.
4. **Minimum 07 (Seven) Working Days (excluding Saturday/Sunday and any other Gazetted Holiday) will be required to issue the Provisional Certificate subject to a maximum of 10 (Ten) working days from the date of submission of application. The delivery will be made in person to the candidate or to his nominee, authorized in writing, at the Office of the Section Officer (Administration) during working hours. A valid Photo ID of both the candidate and the nominee is mandatory.** If required by post, the student shall enclose a self-addressed envelope with requisite postal charges in addition to the fee indicated above.
5. Candidates shall upload an online application along with a copy of final year statement of marks duly filled in and signed via e-mail only to the above mentioned e-mail ID for further necessary action.
6. **The College reserves the right to revise, amend, update, or delete any part of the procedure without giving any prior notice. Any change so made shall be updated on the College Website. Applicants are responsible for regularly checking the website for any updates.**
7. The candidates shall ensure before leaving the Counter that the Certificates/Documents received by him/her is/are complete in all the respects. The college shall not be held responsible for any loss of the Certificates/Documents and no claim will be considered under any circumstances thereafter.
8. **Any addendum/corrigendum shall be posted on the college website only. All concerned are requested to check the College Website (www.svc.ac.in) regularly.**
9. All concerned may make a note of the above-mentioned process and adhere to the requirement.


Dr S.Venkata Kumar
 Ag. Principal
Principal
 Sri Venkateswara College
 (University of Delhi)
 Dhaula Kuan
 New Delhi-110 021

Copy to:- Teacher-in-Charge of the respective departments/Administrative Officer/Section Officers (Administration and Accounts)/P.A. to Principal/Librarian/Dealing Assistants/Hands (Administration & Accounts)/ICT Department/ All Concerned/Staff Notice Board /College Website/File.



SRI VENKATESWARA COLLEGE

UNIVERSITY OF DELHI

**Application Form for Issue of Provisional Certificate
After successful completion of the course.**

Notes:-

- A. Please read instructions given carefully before applying.
- B. All the candidates are required to fill the **"Teacher Evaluation Sheet"** online, available on the college website. The candidates should submit the necessary information for a minimum of two papers in which they have appeared at the Semester Examinations.
- C. The candidates shall ensure before leaving the Counter that the Certificates/Documents received by him/her is/are complete in all the respects. The college shall not be held responsible for any loss of the Certificates/Documents and no claim will be considered under any circumstances thereafter.

1. Name of Candidate (In Block Letters) _____

2. Father's Name : _____

3. Mother's Name : _____

4. Course of Study : _____

5. College Roll Number : _____ Aadhar Card Number _____

6. University Enrolment Number : _____

7. Particulars of last Examinations Appeared/Passed. Please attach self-attested copies of all the marks sheets issued by the University of Delhi.

Examination	Year of Passing	Annual/ Semester	Examination Roll No.	Result	Details of Marks	Division

8. Name of Higher Education Admitted to - (PG Diploma/ M.Sc/MA/MBA/M.Phil/Integrated PhD /any other): _____

9. Name of the Institute pursuing/pursued (Indian/Foreign): _____

10. Year of Admission to Higher Education (PG/ Diploma/Int. PhD/other courses): _____

11. If working, name of the employee: _____

12. If working, Designation: _____

13. If working, salary drawn: _____

14. Competitive Exams qualified if any (NET, Civil Services, SLET, any other): _____

15. Year of qualifying competitive examination: _____

16. Postal Residence Address: _____

17. Telephone (Mobile): _____ Residence: _____

18. email : _____

Important Notes:-

- 1. Please tick whichever is applicable.
- 2. Withdrawal of Admission / Refund of Caution/Security Deposit form is required to be filled in Duplicate.
- 3. Attach "No Dues Certificate".
- 4. Fee refund will be only through Bank transfer. Please provide the following mandatory details for further necessary action:-

- a) Name of the Account holder :: _____
- b) Account Number :: _____
- c) Bank Name & Branch :: _____
- d) I.F.S.C CODE :: _____
- e) M.I.C.R Code :: _____

Declaration by the Applicant :-

I....., hereby declare **that all the information furnished by me are true, complete and correct in all the respects.** I shall be liable for any disciplinary /legal action to be initiated by the college, in case the information/certificate (s)/document (s) submitted by me for issue of Provisional Certificate is/are found to be forged/unauthentic/fake which include/includes certificate relating to Education/SC/ST/OBC/ECA/Sports/Physically Disabled/Armed Forces/Foreign National etc.

(Signature of the applicant with Date)