



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

Ref No : SVC/Admn/2020/ P/1542

21 September, 2020
Most Urgent/Out Today/e-mail/ WhatsApp

Notification regarding process related to No Dues Certificate

This is for information and necessary action to all concerned that No Dues Certificate is a mandatory requirement for the College Leaving/Transfer Certificate in case of:-

1. Withdrawal of admission (regardless of the completion of a semester/course)
2. For migration to another college
3. Receipt of Provisional Certificate, after successful completion of the course.

In view of the above, the students who wish to receive the College Leaving/Transfer Certificate and or Provisional Certificate, shall submit, virtually or physically, the No Dues Form duly filled in and completed in all the aspects to the office of the Section Officer (Administration) for the needful. The online No Dues form shall be available under **Download Center** on the college website (www.svc.ac.in). It can also be collected physically from office. For the offline process, an authorized representative can collect/submit the form on behalf of the student. The students/their representatives must carry a proper ID issued by competent authorities as notified by Government of India.

Please note that students must clear all applicable dues:-

1. Laboratory charges as imposed; and/or
2. The fine or charges imposed by the library.

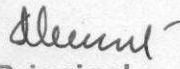
All books issued must be returned or compensated for by the students. Those who are unable to come personally to return library books, they may send it by post/courier. On receipt of the same, the students shall be informed through proper acknowledgement. Please note that postal loss/damage of books in any form shall be borne by the students only.

3. Clearance from departmental book bank and ICT, if any.

Students may contact the Accounts department for the total applicable dues amount. The respective departments may be contacted for clarification, if any.

Students can also opt to pay the requisite amount/fee online or offline via challan. If the student opts to pay the fee online, upon submission of the requisite form, the Accounts Section will send an e-mail/SMS/WhatsApp with a payment link for collecting due amount from the respective defaulters. After collecting the requisite amount, the Accounts Section will send the final list of students (College Roll Number-Wise & Course-Wise) with No Applicable Dues to all the respective departments for further necessary action within the stipulated period.

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Ag. Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

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All Teachers-in-Charge of the respective departments, Librarian, Director of Physical Education, Convener, ICT department, and Cashier (Accounts), whichever applicable, are requested to adhere to the following steps for the needful:-

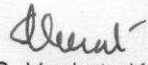
Step 1:- To depute a staff on rotation basis to verify and certify the dues status on the No Dues Form, as submitted by the students.

Step 2:- Prepare the list of defaulting students who are yet to pay applicable fee/charges. The list should mention the Name of the students, Course Name, College Roll Number and total amount payable. It can be sent via mail to principal@svc.ac.in, soaccounts@svc.ac.in and soadmin@svc.ac.in with subject as "Defaulting Students' List for the current academic year" on a case basis, as per requirement, within the stipulated period.

Note: -

1. All circulars/guidelines issued by the MHA/UGC/DU with regard to COVID-19 pandemic are to be followed strictly as per requirement.
2. For clarification, if any, principal@svc.ac.in may be contacted via mail.

Active cooperation of one and all is most solicited.


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

Copy forwarded (Through e-mail/WhatsApp/website) to the following for information and necessary action:-

Teacher-in-Charge of the respective departments, Librarian, DPE, Administrative Officer, Section Officers (Administration & Accounts), P.A. to Principal, Dealing Assistants/Hands, Mr Kumar Ashish, ICT Department, All concerned, College Website; and File.