



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

Ref No : SVC/Admn/2020/P/1551

07th October, 2020

**Procedure for issuance of various Certificate(s)/Document(s)
from the College/University**

It is notified for the information of all concerned that the following procedure for issue of Bonafide cum Character Certificate/Delhi University Examination appearance and Result awaiting Certificate/College Leaving Certificate and Attestation of Certificate(s)/Document(s) etc. shall be followed with immediate effect. This may be 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	
A)	For Bonafide cum Character Certificate	a. Online/offline application along with a copy of admission fee payment receipt. b. Class X marksheet cum certificate issued by the respective board (self-attested copy)
B)	For issuance of duplicate ID card	a. Online/offline application along with a copy of admission fee payment receipt. b. Duly filled in proforma completed in all aspects c. Class X marksheet cum certificate issued by the respective board (self-attested copy) d. Copy of the FIR e. Fee payment receipt for issue of duplicate ID
C)	For issuance of certificate stating that the student appeared in the Delhi University and is awaiting result	a) An offline endorsement from the examination branch of the college or an online acknowledgement receipt from the university shall be required for a certificate stating that the candidate has appeared in all the papers of the Delhi University Semester Examinations and that his/her result is awaited. b) Admission fee payment receipt of the current course/year c) Class X marksheet cum certificate issued by the respective board (self-attested copy)
D)	No Backlog Certificate	a) Online/offline application along with a copy of admission fee payment receipt of the current course/year b) Statement of Marks (self-attested) of all previous semesters/years c) Class X marks sheet cum certificate issued by the respective board (self-attested copy)
E)	For issuance of College Leaving Certificate	a. Online/offline application along with No Dues Certificate duly signed by the respective department. b. Admission fee payment receipt of the current course/year c. No dues certificate duly signed by the respective department(s) d. Class X marksheet cum certificate issued by the respective board (self-attested copy)
F)	For issuance of Provisional Certificate	Please refer to the college website for the procedure regarding issuance of provisional certificate.

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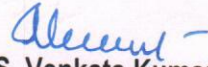
Dr. S. Venkata Kumar
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
Ag. Principal

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S.No.	Particulars	Summary
G)	For issuance of Degree	<p>The candidates after successful completion of a particular course shall be eligible for the award of Degree after the convocation of the University of Delhi, to be held as per university schedule. The Degree for the same shall be issued to them by the college soon after its receipt from the university. The following certificates/documents are required for the needful:-</p> <p>a) Statement of Marks of final year passing Undergraduate/Postgraduate course examination; and</p> <p>b) One identity proof issued by competent authority as notified by Government of India.</p> <p>In case, it is not possible for them to collect the Degree in person, they may authorize any person with their consent to receive the same on their behalf. 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.</p>
H)	For issuance of duplicate Marks Sheet/Duplicate Degree	Please refer to the Delhi University website (www.du.ac.in) for the procedure regarding issuance of duplicate Marks Sheet/Duplicate degree.
I)	For issuance of Official Transcript(s)	Please refer to the college/university website for the procedure regarding issuance of Official Transcript(s) as per requirement.
3.	For issuance of Bonafide cum Character Certificate/Certificate to confirm appearance in Delhi University Examination and result awaited/College Leaving Certificate, etc.	<p>The college student may submit the online/offline proforma along with necessary document duly signed via mail to principal@svc.ac.in, as per requirement.</p> <p>In case of any urgency, the candidate may submit an application stating the urgency and a valid proof to verify the same along with necessary document(s). In such cases, the required certificate may be collected/e-mailed within three days of submitting the application.</p>
4.	Attestation of Certificate(s)/Document (s)	The Certificate(s)/Document(s), in question, alongwith the necessary documents/proof in support of particulars provided shall be required to be submitted to the Office of the Section Officer (Administration) via email or in person on all working days during the working hours for the needful.

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

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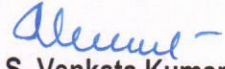
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S.No.	Particulars	Summary
5.	Time Taken	1. Normally, the required Certificate will be issued within 07 days excluding Saturday/Sunday and any other Gazetted Holidays. 2. In case of emergency, the same may be collected within three days of submitting the application along with the necessary document.
6.	To be collected from (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. **Offline collection of the certificate 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.
3. Please note that College Leaving Certificate is issued only to facilitate the admission to Delhi University or its Colleges/Departments/Institutes. For admission beyond the Delhi University, the migration certificate is required for which academic branch of the University of Delhi south Campus may be contacted.
4. Candidates shall upload an online application along with all necessary documents duly filled in and signed via e-mail only to the above mentioned e-mail ID for further necessary action.
5. **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. 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.**
6. 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.
7. All concerned may make a note of the above-mentioned process and adhere to the requirement.

Disclaimer:- The information displayed on the college website (www.svc.ac.in) is subject to correction. Any discrepancy noticed may be reported at principal@svc.ac.in for the needful.


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 Sri Venkateswara College
 (University of Delhi)
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 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.