

**SRI VENKATESWARA COLLEGE**

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021

**Prof C. Sheela Reddy**
PrincipalE-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Ref No : SVC/Admn/2021/P/

Most Urgent/Out Today/Email/WhatsApp
30th April, 2021**Notification**

This is for information and necessary action by all concerned that Dr. Nandita Narayanasamy, Associate Professor, Department of Biochemistry, has been appointed as the Nodal Officer to deal with Open Book Examination (OBE) matters and to monitor the answer scripts received via email, with immediate effect.

She shall also act as the Nodal Officer in the college to deal with discrepancies, grievances of students related to the results of the Open Book Examination. Her contact details are furnished below:

1. Phone Number: 011-24118590
2. Fax Number: 011-24118535
3. Mobile Number: 9810400139
- 4: Email Address: nodalofficerobe@svc.ac.in

In view of the above, all the students of undergraduate and postgraduate course examinations are requested to send their queries at the designated email ID and WhatsApp number for effective and timely response.

Please note that queries sent on any other email ID or WhatsApp number may lead to unnecessary delay in response or there may be no response.

Active cooperation of one and all shall highly be appreciated.

Notes:-

1. All the staff members and students are requested to check their email, WhatsApp, college and DU websites (www.svc.ac.in | www.du.ac.in) etc regularly for day-to-day updates.
2. Students and staff members are requested not to fall prey to any rumors and exclusively follow the notices and guidelines available on the college and/or University website.
3. All circulars/guidelines issued by the MHA/UGC/Delhi University with regard to Covid-19 Pandemic are to be followed strictly, as per requirement.
4. **Any addendum/corrigendum shall be posted on the college website only. All concerned are requested to check the College Website regularly.**
5. 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.

Sd
Prof C. Sheela Reddy
Principal

Copy forwarded for information and necessary action to the Dean (examination, University of Delhi), Teacher-in-Charge/Coordinators of the respective departments/ Administrative Officer, Section Officers (Administration & Accounts), PA to Principal/Mr. Anshul, First Assistant (Examination)/All Concerned/College Notice Board (Staff & Students)/College Website/File.