

**SRI VENKATESWARA COLLEGE**

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021



Prof C. Sheela Reddy
Principal

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Ref No : SVC/Admn/2021/P/

Most Urgent/Out Today/Email/WhatsApp/

16th May, 2021

Revised Office Order

In pursuance of the University order number: Estab.II(i)/330/COVID-19/M/2021/ dated 16th May 2021 and text communication received by the Registrar, University of Delhi, and in continuation to the college office order number: SVC/Pers/2021/1 dated 16th May 2021, this is for information to all concerned that online classes/sessions shall resume with effect from Monday, 17th May 2021. Further, fifty percent staff attendance is mandatory as per the roster.

The Reporting Officer/Teacher-in-Charge/Coordinator of the respective department shall prepare a roster for calling the staff working under their supervision for smooth functioning of their concerned sections/units. The non-teaching staff working from home must remain available via phone and other electronic means of communication during all office hours. They should be able to come to the office if called for any essential activity/work/roster. The essential services, like the Security Services, shall attend their duty as usual. The college premises will be sanitised thoroughly from time to time.

Active cooperation of one and all is highly appreciated.

NOTES:-

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. *Staff and Students are cautioned that there are several fake circulars and notifications being circulated across social media. They must only refer to the Delhi University (www.du.ac.in) and College Websites (www.svc.ac.in) for all updates and information*
3. *Information given only on the University website (www.du.ac.in) or Sri Venkateswara College (www.svc.ac.in) shall be considered official.*
4. *All students and staff members are requested to check their email/whatsApp/college and DU websites regularly for day to day updates.*
5. For clarification, if any, you may email to principal@svc.ac.in
6. Any addendum/corrigendum shall be posted on the college website only.

Disclaimer:- The information as 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 :- Teacher-in-charge/Coordinators of the respective departments, Wardens (Hostels), Administrative Officer, Section Officers (Administration & Accounts), Dealing Assistants (Administration & Accounts), All concerned, College Website and File.