



తిరుమల తిరుపతి దేవస్థానములు
శ్రీ వేంకటేశ్వర కళాశాల
श्री वेंकटेश्वर महाविद्यालय
SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)
NAAC Grade A+



Ref. No. SVC/SPO/Notice/SEC/2026/2

Date: 29-01-2026

NOTIFICATION FOR CHANGE in SEC PAPER

The college has received several requests from students who wish to change the SEC allocated to them in the first/second phase. It is therefore decided to provide a window to the students of semesters II, IV and VI to change their SEC paper. The students may now change their SEC paper allocated to them on the ERP portal, between 29.01.2026 and 05.02.2026, after obtaining NOC from the teachers of both the existing and the desired course.

Note for Students who wish to change the SEC Course:

1. NOC format is attached to this notice and can also be downloaded from the college website.
2. The students must not change to a course for which they are not eligible and where seats are already full. Students must ensure their eligibility before obtaining the NOC.
3. The selected paper should not be similar to any paper already studied/ to be studied by the student.
4. After obtaining the signatures from concerned teachers on NOC, the students may keep a copy with themselves as proof and handover the signed copy to the concerned dealing assistant.
5. No changes will be entertained after 5th February, 2026.
6. Duly filled and signed NOC must be submitted to the concerned dealing assistants.

Note for Teachers:

1. The teachers should check whether they can accommodate additional students within the existing resources before giving them NOC.
2. The teacher must check that the student fulfils the eligibility/ prerequisites for the paper.
3. The teachers shall keep a copy of the duly signed NOC form for their records.

Dr. Rakhi Narang
Skill Enhancement Courses Committee

Prof. V. Ravi Convener,
Principal

प्राचार्य
Principal
श्री वेंकटेश्वर महाविद्यालय
Sri Venkateswara College
धौला कुआँ, नई दिल्ली / Dhaula Kuan, New Delhi-21



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Note: To be filled by the student and submitted to the concerned Dealing Assistant. Teachers concerned may note the Student details to update their list. Student may keep a scanned copy of the signed NOC for record.)

Name of Student:

Date of Change Request:.....

Course Name/Semester:

College Roll No:

Mobile Number:.....

Did you pass Class XII with Science?	YES	/	NO
Do you have Basic Knowledge of MS Excel?	YES	/	NO
Do you have a working Knowledge of the Hindi and English language?	YES	/	NO
Have you done any basic course in Python?	YES	/	NO
Have you passed the SEC: "Digital Marketing" in any previous semester?	YES	/	NO
Have you done a "Basic course in Statistics"?	YES	/	NO
Have you passed the SEC: "IT Skills and Data Analysis I" in any previous semester?	YES	/	NO

Details of the Currently allotted SEC

Title of allotted SEC: Section of SEC Allotted.....

Name of the Department Offering the current SEC:

Name of the Teacher teaching the current SEC:

Signature of the Current SEC Teacher:

Details of the desired SEC to be Opted on Change

Title of desired SEC:

Name of the Department Offering the desired SEC:

Name of the Teacher teaching the desired SEC:

Section Being taught.....

Signature of the SEC Teacher of the desired SEC course:

STUDENT DECLARATION:

I undertake that I have seen the syllabus of the desired SEC being opted after the change. I have not studied the SEC in any previous semester. I fulfil the eligibility/ prerequisites for the said paper. The paper has less than 30% similarity to any DSC/DSE/GE/SEC/VAC paper that has been or will be taken by me as part of the curriculum.

In case of an issue arising due to the above-mentioned points, I will be responsible for the same.

Signature of the Student :

Note: 1. Any NOC submitted earlier in a different format was not authorized and will not be accepted.

2. It is compulsory to fill all fields of this NOC. Incomplete NOC will not be accepted/considered by the SEC Committee

3. Attach a copy of the Marksheet of last semester or admit card of previous semester (in case result is not declared) with the NOC.