



Dated:

The Principal  
Sri Venkateswara College  
(University of Delhi)  
Dhaura Kuan  
New Delhi – 110 021

**SUBJECT :- CHANGE OF COURSE / SUBJECT – REGARDING**

Respected Madam,

I wish to inform you that I am a student of \_\_\_\_\_  
First Year. My College Roll Number is \_\_\_\_\_. The Aggregate  
percentage of marks in best four Subjects (including English) / PCM / PC &  
Biology & Biotechnology / PCM & Biology & Biotechnology / PCCS & Biology &  
Biotechnology is \_\_\_\_\_ .  
I shall be highly grateful if you could kindly permit me to change my Course /  
Subject from \_\_\_\_\_ to \_\_\_\_\_.

Thanking you,

Yours faithfully,

**SIGNATURE  
NAME (IN BLOCK LETTERS)**

1. No objection  
(Department of \_\_\_\_\_ )
2. No objection  
(Department of \_\_\_\_\_ )

**FOR OFFICE USE ONLY**

The Course / Subject to which the student concerned seeks the Change and Cut-off Percentage of that Course / Subject is \_\_\_\_\_  
.He / She is eligible / not eligible for Change of Course / Subject.

**Dealing  
Assistant**

**Section Officer  
(Administration)**

**Convenor  
(Admissions)**

**Principal**