



SRI VENKATESWARA COLLEGE

(University of Delhi)

Dhaura Kuan, New Delhi - 110 021

Prof C. Sheela Reddy
Principal

E-mail : principal@svc.ac.in

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Most Urgent/Out Today/e-mail/WhatsApp/

28th July, 2021

Ref No : SVC/Admn/2021/P/1671

STAFF NOTICE **(Reminder)**

Dear Colleagues,

With reference to the college notification number SVC/Admn/2021/P/1583 dated 17th February, 2021, all the teachers who are associated with research work, published Research or General articles in journals or Magazines; attended conference(s)/seminar(s)/symposia/Workshop(s) etc. during the academic year 2020-2021 are requested to submit the particulars in the prescribed proforma, duly filled in and signed, to the under signed on or before 05th August, 2021 positively.

The Information is required for presentation of Faculty activities at the College Annual Day Function to be held in the College Premises as per schedule to be announced shortly.

I shall appreciate if you could submit the information, either in the prescribed proforma duly filled in and signed, to the Principal within the stipulated period or email to principal@svc.ac.in Forms may be downloaded from the College Website (www.svc.ac.in).

Active cooperation of one and all shall highly be appreciated.

Note:-

1. The staff members are requested to check their e-mail, WhatsApp, College & Delhi University websites (www.svc.ac.in & www.du.ac.in) etc. regularly for day-to-day updates.
2. All circulars/guidelines issued by the MHA/UGC/Delhi University with regard to Covid-19 pandemic are to be followed strictly, as per requirement.
3. For clarification, if any, you may e-mail to principal@svc.ac.in
4. **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.

Encls:- As above.

C. Sheela Reddy
Principal
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan
New Delhi-110 021

Copy forwarded for information and necessary action to :- Staff Advisor (Students), Teacher/Admission-in-Charge of the respective departments/ Administrative Officer, Section Officers (Administration & Accounts), All Concerned/College Notice Board (Staff & Students)/ College Website/College Twitter Handle/File.



SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)

Ref No : SVC/Admn/P/

Date :.....

ANNUAL REPORT OF THE TEACHER FOR
THE ACADEMIC YEAR.....

All the Teachers are requested to submit the information to the Principal for presentation of Faculty Activities in the College Annual Report well in time.

1. Name of the Teacher ::
2. Designation ::
3. Department ::
4. **Academic Record** (Additional Qualification (s) acquired, if any) ::
5. **Research Scheme(s) obtained, if any**
(Major/Minor) ::
 - a) Title of the Project ::
 - b) Source of Funds/agency and amount sanctioned ::
6. Conference(s)/Seminar(s)/Symposia/
Work Shop(s) attended during the current
academic session. ::
 - a) National
(Give details) ::
 - b) International
(Give details) ::

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7. Give the details of papers presented ::
8. Research Papers/Articles published
(in Chronological Order) ::
 - a) Title of the Paper/Journal etc. ::
 - b) Year ::
9. Book(s) published/edited, if any
(Title of Book(s) etc.) ::
10. Awards/Prizes/Distinctions, if any ::

Note :- Please use separate sheet, if required.

Name and Signature of the Teacher
(with date)

Important Note :- Please submit the particulars in the prescribed proforma, duly filled in and signed, to the Principal, Sri Venkateswara College, Dhoola Kuan, New Delhi-110 021 or E-mail to principal@svc.ac.in or admnofficer@svc.ac.in within the stipulated period.