



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

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

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

28th July, 2021

STAFF NOTICE
(Reminder)

Dear Colleagues,

With reference to the college notification number SVC/Admn/2021/P/1583 dated 17th February, 2021, all the Conveners/Coordinators and Teachers-in-Charge of the Committee/Association/Department are again requested to submit the Annual report (2020-2021) of activities of their concerned association/Society/Department etc. to the under signed on or before 05th August, 2021 positively to enable the college to incorporate their activities report in the College Annual Report.

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 ASSOCIATION/DEPARTMENT/
COMMITTEE FOR THE ACADEMIC YEAR.....**

Please submit the information for presentation of Faculty Activities in the College Annual Report well in time.

1. Name of the Association ::
2. Name of the Coordinator / Convener ::
3. Activities conducted during the Year ::
 - a) Inauguration held on
 - b) Chief Guest details
4. Seminar(s)/Lecture(s)held, if any, with Date(s) ::
Details of Speakers/Topics (Name,
Designation & Institution) ::
5. Competitions held
 - a) Inter-College/Intra-College (in the College/
in other Colleges/Prizes won ::

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