प्रोफेसर वज्झला रवि
प्राचार्य

Prof Vajala Ravi
Principal

19th February, 2025

Ref No : SVC/Acs/2025/P/9810

STAFF NOTICE

Dear Colleagues,

The College Annual Day Function is likely to be held in the <u>second week of April, 2025</u> in the College Campus. All Conveners/Coordinators and Teachers-in-Charge of the Committee/Association/Department are requested to submit the Annual report (2024-2025) of activities of their concerned association/Society/Department etc. to the under signed on or before <u>14th March, 2025 positively</u> 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 <u>principal@svc.ac.in</u> Forms may be downloaded from the College Website (<u>www.svc.ac.in</u>) .

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 (<u>www.svc.ac.in</u> & <u>www.du.ac.in</u>) etc. regularly for day-to-day updates.
2. For clarification, if any, you may e-mail to <u>principal@svc.ac.in</u>
3. **Any addendum/corrigendum shall be posted on the college website only.**

<u>Disclaimer:-</u> The information as displayed on the College Website (<u>www.svc.ac.in</u>) is subject to correction. Any discrepancy noticed may be reported at <u>principal@svc.ac.in</u> for the needful.

Encls:- As above.

Prof Anant Pandey
Staff Advisor (Students)

Prof Vajala Ravi
Principal

PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaula Kuan, New Delhi-110021

Copy forwarded for information and necessary action to the Teacher-in-Charge/Coordinators of the respective departments, Administrative Officer, Section Officers (Accounts & Administration), Principal's Office, Dealing Assistants (Accounts, Administration & Establishment), Hostel, Library, All concerned, College Notice Board, College Website; and File.