



Prof C. Sheela Reddy  
Principal

E-mail : [principal@svc.ac.in](mailto:principal@svc.ac.in)

Off. : 011 - 2411 2196

Off. : 011 - 2411 8590

Fax : 011-2411 8535

Ref No : SVC/Admn/2021/P/1583

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

17<sup>th</sup> February, 2021

**STAFF NOTICE**

Dear Colleagues,

The College Annual Day Function is likely to be held in the second week of March, 2021 in the College Campus. 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 03<sup>rd</sup> March, 2021.

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](mailto:principal@svc.ac.in) Forms may be downloaded from the College Website ([www.svc.ac.in](http://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](http://www.svc.ac.in) & [www.du.ac.in](http://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](mailto: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](http://www.svc.ac.in)) is subject to correction. Any discrepancy noticed may be reported at [principal@svc.ac.in](mailto:principal@svc.ac.in) for the needful.

**Encls:-** As above.

Dr Nirmal Kumar  
Staff Advisor (Students)

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

Copy forwarded for information and necessary action to :- 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, Dhaura Kuan, New Delhi-110 021 or E-mail to [principal@svc.ac.in](mailto:principal@svc.ac.in) or [admnofficer@svc.ac.in](mailto:admnofficer@svc.ac.in) within the stipulated period.**



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**STAFF NOTICE**

Dear Colleagues,

The College Annual Day Function is likely to be held in the second week of March, 2021 in the College Campus. All Conveners/Coordinators and Teachers-in-Charge of the Committee/Association/Department are requested to submit the Annual report (2020-2021) of activities of their concerned association/Society/Department etc. to the under signed on or before 03<sup>rd</sup> March, 2021 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](mailto:principal@svc.ac.in) Forms may be downloaded from the College Website ([www.svc.ac.in](http://www.svc.ac.in)).

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Dr Nirmal Kumar  
Staff Advisor (Students)

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Principal

Principal  
Sri Venkateswara College  
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**SRI VENKATESWARA COLLEGE**  
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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 ::

Contd Page....2/....

Name of the student	Name of the Competition	Held at	Prize
1.			
2.			
3.			
4.			
5.			
6.	Details of students in-charge (President/Secretary etc)	..	
7.	Any other information	..	
	Please use separate sheet, if required	..	

- 1.
- 2.
- 3.
- 4.
- 5.

6. Details of students in-charge  
(President/Secretary etc) ..
7. Any other information ..
- Please use separate sheet, if required ..

**Name and Signature of the Teacher-in-Charge/  
Convener/Coordinator (with Date)**

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