



**SRI VENKATESWARA COLLEGE
(UNIVERSITY OF DELHI)**

Ref No : SVC/Admn/2017/P/ 724

24th March, 2017

STAFF NOTICE

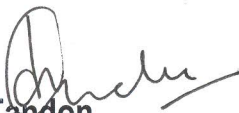
Dear Colleagues,


The College Annual Day Function will be held on 21st April, 2017 at 10:30 AM in the College Campus.

All Conveners/Coordinators and Teachers-in-Charge of the Committee/Association/Department are requested to submit the Annual report (2016-2017) of activities of their concerned association/Society/Department etc to the under signed on or before 07th April, 2017 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 on or before 07th April, 2017 or send the particulars to the e-mail address : principal@svc.ac.in or adminofficer@svc.ac.in or pkpandey@svc.ac.in . Forms are available in the Staff Room and may also be downloaded from the College Website (www.svc.ac.in)

Your co-operation is most solicited.


H.C.Tandon
Staff Advisor (Students)


Dr P.Hemalatha Reddy
Principal
PRINCIPAL
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021

Copy forwarded for information and necessary action to -

1. Conveners/Coordinators/Teacher-in-Charge of respective Committees/Associations/Departments.
2. Mr Virendra Kumar, Administrative Officer.
3. Mr Pawan Kumar Pandey, Section Officer (Administration).
4. Mr Madan Lal Gautam, In-Charge, Accounts Section.
5. Mr J.P.Mishra, Mr M.L.N.Murty, Mr Rajiv Goel, Mr Sudesh Kumar, Mr Kumar Ashish, Mr URR Narendra, Mr Durgesh Mudgal, Mr Narendra Bhardwaj and Mr Pankaj Bhati, Dealing Assistants/Dealing Hands (Administration).
6. All Concerned/College Notice Board/College Website/File.


Administrative Officer
Sri Venkateswara College
(University of Delhi)
Dhaura Kuan, New Delhi-110021



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(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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