



SRI VENKATESHWARA COLLEGE
(UNIVERSITY OF DELHI)

FORMAT FOR THE ANNUAL REPORT
(Academic Year ::.....)

1. Name of the college
2. Major activities and achievements during the period **(up to 150 words)**.
3. New Course introduced.
4. Student with distinctions **(up to 10)**.
 - a) Academics
 - b) Sports and extra curricular activities at the University/Inter University/Regional/National level
5. Special grants/projects **(up to 5)**.
 - a) Awarded to the college
 - b) Awarded to individual teachers
6. Library Development.
 - a) Total Budget:
 - b) Number of books and journals added
 - c) Internet facilities upgraded
7. Additions of Permanent faculty.
8. Appointment of faculty members to paid higher post outside the institution.
9. Honours received by faculty members at the international/national level.
10. Conferences, national/international organized by the Department **(up to 5)** (Do not mention popular talks.)

Title	Date	Coordinator	Total budget	Sponsor
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11. Participation of faculty in (Do not mention refresher 7 orientation courses/local seminars).
 - a) International conferences held abroad, with topic, place & dates.
 - b) Conferences held in India with topic, place dates.

12. Publication. Format must conform to the latest of The Chicago Manual of Style Online. (<http://www.chicagomanualofstyle.org/home.html>). **List** publications alphabetically by surname of the teachers. Do not include popular articles, newspaper articles, or book-reviews.
 - a) Books.
 - b) Research articles in books or scholarly journals.