

With the Annual College Convocation scheduled on 17 February 2018, I request that the following information, from **December 2016-till date**, be collected from the faculty members, compiled at the department level and forwarded, **through email latest by friday dated 21 January 2018**, to the undersigned for preparing the Annual College Report. Please put “NOT APPLICABLE” if no respective information is to be submitted. Please keep a check on any sort of duplicacy/exclusion of the information before submission.

1. No. Of faculty members who completed Ph.D. since December 2016 with details

Sr. No.	Name of faculty member	Title of the thesis	University

2. No. Of faculty members pursuing Ph.D.

3. Awards and recognition earned by faculty members with the details

Sr. No.	Name of faculty member	Title of the award	Awarding agency	Financial benefit (if applicable)

4. Books/patents by the faculty members with the details

Sr. No.	Name of faculty member	Title of the book/patent	Publisher

5. Papers presented in International Conferences with details

Sr. No.	Name of faculty member	Title of the paper	Title of the conference	Venue	Dates

6. Total number of Papers published (till date and since December 2016 separately)

	Till date	Since December 2016
International Journals:		
National Journals:		
Conference Proceedings:		

7. Grants received for projects with details

Sr. No.	Name of faculty member	Title of the project	Funding agency	Amount

8. Invited/Guest Lectures delivered by faculty members with details

Sr. No.	Name of faculty member	Title of the	Venue	Dates

		program		

9. Conferences/FDPs/Workshops etc organized in the department

Sr. No.	Name of co-ordinator	Title of the program	Funding Agency	Amount

10. Activities by the Professional Societies/Clubs in the department with complete details

11. Achievements by the Students in National/International Events with complete details

Sr. No.	Name of student	Title of the event	Venue	Dates	Achievement

12. Any other activity organized by the department (with details)

Sr. No.	Name of co-ordinator	Title of the program	Funding Agency	Amount

13. **Examination Section:** University Merit position holders and college toppers of all courses and semesters

14. **Guru Gobind Singh Study Circle:** Details of all activities

Please prepare a summary of the activities to be included in the report and the details be provided in the tabular format.

Activities	Dates

15. **Sports Department:** Details of all the activities and achievements

Please prepare a summary of the activities to be included in the report and the details be provided in the tabular format.

Sr. No.	Name of student/team	Title of the event	Venue	Dates	Achievement

16. **Training and Placement Cell:** Details of all the activities and achievements

Please prepare a summary of the activities to be included in the report and the details be provided in the tabular format.

Activities/Achievements	Dates

17. **Student Affairs:** Details of all the activities and achievements

Please prepare a summary of the activities to be included in the report and the details be

provided in the tabular format.

Sr. No.	Name of student/team	Title of the event	Venue	Dates	Achievement

Kindly submit, any other authentic information to be included in the report, to the respective Head of Department, so that it is included and forwarded in time.