

**PROFORMA FOR ANNUAL REPORT
(Period 1st July, 2015 to 30th June, 2016)**

(Items 1 & 2 will be filled by the Head of Institute/Department/Principal, Item 3 to be collated by the Head of Institute/Department/Principal of the College after collecting information from the Faculty and Item 4 to be filled in consultation with IQAC of the College.)

1. Institution/Department/College Information:-

- (a) Name of the Institute/Deptt./College:
- (b) Telephone No. :
- (c) Mobile No. :
- (d) Fax No. :
- (e) E-mail address:
- (f) NAAC Accreditation Status:

2. Student Status:

i) Student Statistics (Add more rows if needed):

Class	Boys				Girls				G. Total	Pass %
	Genl.	S.C.	S.T.	OBC	Genl.	S.C.	S.T.	OBC		

- ii) Distinction achieved by students in academics, if any:
- iii) Distinctions achieved by students in co-curricular activities such as;
 - a) Cultural Activities:
 - b) Rover Rangers/NSS/NCC/Adventure Sports:
 - c) Sports:

3. Special Contributions of the Faculty Members:

- a. Paper presented in the International/National level Seminars, Symposia & Conferences in India & Abroad :-
- b. Research Papers & Books Published:-
- c. Research guided (M.Phil & Ph.D):-
- d. Orientation Courses/Referesher Courses Attended:-
- e. Important Ongoing Research Projects:-
- f. Achievements during the year (such as Invited Lectures, Session Chaired, e-resources prepared):
- g. Publications:
- h. Patents:
- i. R & D Income and Expenditure:
- j. Consultancy:

4. Steps taken by the Institute/Department/ College/ to improve the quality of Education with regard to following quality parameters of NAAC for the College:-

- i. Curricular Aspects:
- ii. Teaching – Learning & Evaluation:
- iii. Research, Consultancy & Extension:
- iv. Infrastructure and Learning Resources:
- v. Student Support and Progression:
- vi. Governance and Leadership:
- vii. Innovative Practices:

Note: The information for Annual Report should be in brief upto the point and must not exceed more than four pages

Most Urgent/Time Bound
Personal Attention
Vidhan Sabha Matter

Himachal Pradesh University, Shimla-5
Public Relations Office

No. 1-28/03-HPU/PRO: -

Dated: -07.09.2016

To

1. All the Chairmen/Chairpersons
H.P. University Teaching Departments,
Summer Hill, Shimla-5.
2. All the Directors/ Principals
Govt./Pvt. Colleges/Sanskrit Colleges/
Institutions/Centers, affiliated to/maintained
by the H.P. University, Shimla-5

Subject: - Annual Report of the University for the **Year-2015-16**
supply of Information (**from 1.7.2015 to 30.06.2016**).

Sir/Madam,

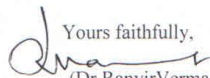
The Academic Session-2015-2016 (**1.7.2015 to 30.06.2016**) is over and now the University is working on the preparation of the Annual Report and bring it out well in time, so that it could be placed before the State Legislative Assembly as per the requirement of Section-37 of the University Act.

You are, therefore, requested to send the requisite information strictly as per the improvised proforma attached herewith so as to reach in the Office of the undersigned latest by **24.09.2016 (24th September, 2016)** positively. The report should be sent duly computed/typed on the basis of the enclosed proforma and every columns of the proforma must be answered in detail. Please send a **C.D.** alongwith a hard-copy of the same. It will be appreciated if the information is supplied in Hindi language also. The report duly typed in **Microsoft Office Word (MS Word)** may also be sent on **E.mail: prohpu@gmail.com** and scanned copy of the report will not be entertained.

Kindly attach the matter your personal attention and ensure that needful be done by the requisite date so that we could be able to stand by our commitment to bring the Annual Report out well in time.

(NB: - Printed copy of College/Institutions Annual Report/Annual Prize Distribution function will be rejected straightway).

Encl/Proforma.

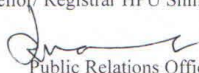
Yours faithfully,

(Dr. Ranvir Verma
Public Relations Officer
H.P. University, Shimla.

Dated: - 05.09.2016

Endst.No.Even

Copy to:-

1. The Director, Higher Education Govt. of H.P. Shimla for kind information.
2. The Dean of Studies, H.P. University, Shimla-5 for kind information.
3. The S.P.S. to Vice-Chancellor/ Pro-Vice-Chancellor/ Registrar HPU Shimla for kind information.


Public Relations Officer.