



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR 16-C, DWARKA, NEW DELHI-110078

'Academic Affairs'

E-mail:ipu.daa@gmail.com

Ref.No.GGSIPU/DAA-Annual Report/2012-13/940

Dated: 25.10.2013

URGENT

CIRCULAR

Subject: - Annual Report for the Period 2012-13

This has reference to our earlier Circular No. *GGSIPU/DAA-Annual Report/2012-13/922* Dated: 14.10.2013 regarding activity of achievements, pertaining to your School/Department, which could be incorporated in this report for the period 1st April 2012 to 31st March 2013. **But till date the office of undersigned did not receive any communication from your School/Department/Branch.**

For standardising the information some of the guiding parameters are enclosed. However, Deans/Principal may feel free to appropriately modify the parameters to project their achievements.

It will be appreciated, if the achievements are quantified and presented with the help of graphs and charts, which may depict the performance of the School/Department in precious manner.

The information **(both Hard copy and Soft copy)** may be forwarded to the office of the undersigned latest by **01st November 2013.**

Prof. H.C.Rai
Director, Academic Affairs

Copy to the following alongwith the appropriate tentative Proforma:-

- i. All Deans of University School of Studies
- ii. Controller of Finance
- iii. Controller of Examinations
- iv. Principal, Indira Gandhi Institute of Technology
- v. Chief Engineer, University Works Division
- vi. Director, Development
- vii. Director Student's Welfare – with a request to inform about the cultural and co-curriculum activities organized in year 2012-13.
- viii. Director, Research & Consultancy
- ix. Director, Indraprastha Colloquium, Editor, U-Focus
- x. Director, CDMS
- xi. Joint Registrar (Academic)
- xii. Joint Registrar (Affiliation)
- xiii. Joint Registrar (Coordination)
- xiv. Joint Registrar (Planning & Policy)
- xv. Publication Relations Officer, to make available a media coverage about activities of University along with the copies of polished material during 2012-13.
- xvi. OSD to Vice Chancellor for information
- xvii. PS to Registrar for information