

**Most Urgent/Time Bound**  
**Personal Attention**  
**Vidhan Sabha Matter**

Himachal Pradesh University, Shimla-5  
Public Relations Office

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

Dated: -05.07.2017

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-2016-17  
supply of Information (from 1.7.2016 to 30.06.2017).

Sir/Madam,

The Academic Session- 2016-2017 (1.7.2016 to 30.06.2017) 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 Assemble as per the requirement of Section-37 of the University Act.

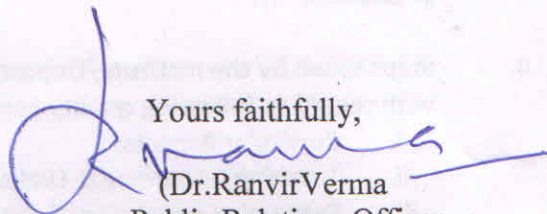
You are, therefore, requested to send the requisite information strictly as per the improvised proforma attached herewith so as to reach the Office of the undersigned latest by **10.08.2017 (10th August, 2017)** positively. The report should be sent duly computed/typed on the basis of the enclosed proforma 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 may also be sent on **E.mail: prohpu@gmail.com.**

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.

Endst.No.Even

Dated: - 05.07.2017

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.

**PROFORMA FOR ANNUAL REPORT  
(Period 1<sup>st</sup> July, 2016 to 30<sup>th</sup> June, 2017)**

(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**