



PONDICHERRY UNIVERSITY

(A Central University established under an Act of Parliament 1985)

Directorate of Studies, Educational Innovation and Rural Reconstruction

R. Venkataraman Nagar,
Kalapet,
Puducherry – 605 014.

PU/Dir. (S) /2014-2015/975

20/01/2015

CIRCULAR

To,

**All the DEANS / HODs / Centre Heads / Coordinators / All Principal
of Community College / Librarian**

Sub: University Newsletter - Volume-8, Issue-2 for the Period of July 2014 to
December 2014 – Particulars called for – Reg.

The Next issue of our Newsletter (Volume - 8, Issue - 2) is under preparation, for which the information/details regarding the activities held in your School/Department/Centre/College during the period from **July 2014 to December 2014**, may be sent both in Soft and Hard copies in the proper format **to the O/o the Director, SEI& RR on or before 30.01.2015**. The softcopy of the same should be send either in CD format or to the E-Mail Id: **punewsletterinfo@gmail.com**

The information/details should be in the form of brief write-up (1 Paragraph) which should explain every activity held in your School/Department/Centre, with a relevant photograph showing the event conducted. All information / details provided should be in the form consecutive paragraph and should not be in the form of table. All information should be forwarded through proper channel only.

In case, your Department has no activity to report, you may at least send a "Nil Report".

The Format to be followed is attached herewith.

Seeking full cooperation from all of you in this regard.


DIRECTOR (i/c)
(SEI & RR)

Copy to:

1. The *Deputy* Registrar, Vice-Chancellor Secretariat - for kind information of the Vice-Chancellor

Format to be followed while forwarding the particulars

I. IMPORTANT DEPARTMENTAL EVENTS

(Should provide Photograph showing the event, Name of the event, date, venue, etc., & a brief write up explaining the event)

II. SEMINARS AND CONFERENCES

(Should provide Photograph showing the event, Name of the event, date, venue, etc., & a brief write up explaining the Seminar/Conference etc.,)

III. PAPERS PRESENTED AND LECTURES DELIVERED BY FACULTY

(Should provide the *Title of the Paper presented/Lecture Delivered, Name of the Seminar/Conference/Workshop/Symposium etc., Name of the Organisation/Institution, Place of presentation, Date & Year etc.,*)

IV. INVITED SPEAKERS / GUEST LECTURES

(Should provide the Name of Resource Person, Designation, Organization, Topic of the Lecture, Date & Year)

V. VISIT ABROAD

(Should provide the Name of the Faculty, Department, Visited Place, Purpose of the Visit, Period, Date & Year)

VI. HONOURS/AWARDS/NOMINATIONS

(Should provide the Name of the Faculty, Details of Honour/Award, Name of the Conferrer, conferred on Date, month & year)

VII. STUDENTS ACTIVITIES

VIII. STUDENTS PLACEMENT