



# PONDICHERRY UNIVERSITY

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

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PU/Dir(S)/NL/2014-15/1164

16<sup>th</sup> March, 2015

**MOST URGENT**

**FINAL REMINDER**

**Sir/Madam,**

**Sub:** University Newsletter Volume - 8, Issue - 2 - Details about  
Your School/Department/Centre /College - Activities -  
Yet to be Received - Reg.

**Ref:** (i) Our E-Mail dated Wed, Jan 21, 2015 at 11:54 AM  
(ii) Circular PU/Dir. (S)/2014-15/975 dated 20-01-2015

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I would like to invite your kind attention on the above mentioned subject and requesting you to send the details of your School/Department/Centre/College Activities **for the Period of July 2014 to December 2014** in the prescribed format both in Soft and Hard Copy **on or before 20-03-2015.**

You may send the Soft Copy to [punewsletterinfo@gmail.com](mailto:punewsletterinfo@gmail.com) for quicker action.


In case, your Department has no activity to report, you may at least send a "NIL REPORT" in this regard.

Kindly expedite and send the details, as we have to consolidate the same and submit a draft copy for publication to our Hon'ble Vice-Chancellor.

If your Department had already sent the details, kindly ignore this Reminder Letter.

Thanking you,

Yours sincerely,

  
**(V. INDUMATHI)**  
Director (i/c)

**Copy to:**

- 1) **The Assistant Registrar**, Vice-Chancellor's Secretariat - for kind information of the Vice - Chancellor.
- 2) **The Assistant Registrar**, Registrar's Secretariat - for kind information of the Registrar.



# **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**