

REQUEST FOR INFORMATION FROM INSTITUTIONS UNDER MAHATMA
GANDHI UNIVERSITY

The Director/ Principal/HoD
Institutions Under Mahatma Gandhi University

Sub: Request for annual report pertaining to your institution for inclusion in the Annual Report 2008 of MGU

1. At the out set let me clarify that this communication is meant only for those institutions which have not provided the necessary inputs for the ANNUAL REPORT 2008 (January 1 to December 31) of the MG University. Kindly ignore this request if you have already sent the inforamtion.
2. The format for filing of the Annual Report is being forwarded along with this.For the benefit of those are unable to down load the same can go to the MG U web site www.mguniversity.edu , where you can find the same in the home page link" ANNUAL REPORT 2008 Format ". Alternatively there is no change in the format and you can use the same format as that of the previous Report.
3. Th Annual Report of the University is a very important document which will go to the government as well as UGC, besieds it getting published on-line.
4. It is requested to submit the Report of your institution in Word Format (through e-mail to promgu@gmail.com) and a hard copy address to the PRO, MG University, PD Hills, Kottayam 686560 for the filing purpose.
5. Reports received till 3.00 pm of 16.3.2008 will only be be considered for inclusion.

Regards

G.Sreekumar
Public Relations Officer

1.Name & Address of the College :

(E-Mail Address)

2.Name of the Principal :

3.Courses added or discontinued, if any during 2008 :

4.Library :

Books

Journals

Periodicals

5. Articles/Posters/Books Published by the Teachers during January 2008 to December 2008 with date of publication and the title of the publication. :

6.Details of Seminars / Workshops / Symposium etc. conducted by the College :

7. Details of Seminars / Workshops / Symposium etc. attended by the teachers :

8.Details of teachers who are recognized as research guides.(Give the name of the teacher and no. of research scholars) :

9.Co-curricular Activities of students :

10.National Service Scheme (A brief report) :

11.National Cadet Corps (A brief report) :

12.Sports & Games (A brief report) :

13. Projects undertaken by the Departments from Science & Technology/IHRD Ministry/ Defense Establishment/ISRO/Private Sector etc.:

14.Whether the college is accredited by NAAC : Yes / No

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If Yes, give the details :

15. Whether the college comes under of the UGC Act.

16. Major achievements, if any :

Signature of the Principal

N.B. The information shall be submitted strictly as per the prescribed proforma and it shall pertain to the period from 1st January 2008 to 31st December 2008. Additional sheets may be used. If possible, the information may be supplied in a floppy disk.