

# झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND, RANCHI  
(संसदीय अधिनियम के तहत 2009 में स्थापित केन्द्रीय विश्वविद्यालय)

## कुलसचिव कार्यालय (हिन्दी कक्ष) /Office of the Registrar (Hindi Cell)


सं.- झा.के.वि./हि.क./वार्षिक प्रतिवेदन/2015-16/ 78

दिनांक: 30/05/2016

### सूचना / NOTICE

वर्ष 2015-16 का वार्षिक प्रतिवेदन तैयार किया जाना है। अतः समस्त स्कूल के डीन, केन्द्रों के विभागाध्यक्ष/समन्वयक प्रशासन के सभी विभागों / अनुभागों एवं पुस्तकालयध्यक्ष से आग्रह है कि वार्षिक प्रतिवेदन में प्रकाशन के लिए आवश्यक सामग्री (हिन्दी तथा अंग्रेजी दोनों में) एवं चित्र दिनांक 13 जून, 2016 तक संलग्न प्रोफार्मा के अनुरूप सॉफ्ट वा हार्ड कापी कुलसचिव कार्यालय में भिजवाने का कष्ट करें।


The work for preparing the Annual Report for the year 2015-16 is to be initiated. Hence, all the Deans of Schools, All Sections / Departments of Administration and Library are hereby requested to kindly send the **relevant material (both in Hindi & English) and Photographs** for publication in the Annual Report in accordance to the enclosed **PROFORMA** both in **Soft and Hard Copy to the Office of Registrar by 13<sup>th</sup> June, 2016.**

  
30/5/16  
कुलसचिव / REGISTRAR

प्रतिलिपि: सूचना एवं आवश्यक कार्रवाई हेतु /

Copy for information and necessary action to :-

1. कुलपति के निजी सचिव / PS to VC
2. कुलसचिव के निजी सचिव /PS to Registrar
3. वित्त अधिकारी के निजी सचिव / PS to Finance Officer
4. परीक्षा नियंत्रक / Controller of Examination
5. समस्त डीन/विभागाध्यक्ष/समन्वयक / All Deans/Heads/Coordinators
6. डीन, छात्र कल्याण / Dean, Students Welfare
7. उप-कुलसचिव (संपदा प्रभारी) / Dy. Registrar (I/c Estate)
8. उप-कुलसचिव (परीक्षा प्रभारी) / Dy. Registrar (I/c Exam)
9. मुख्य कुलानुशासक / Chief Proctor
10. सहायक पुस्तकालयाध्यक्ष / Asst. Librarian
11. सहायक कुलसचिव - I/II/III / Asst. Registrar- I/II/III
12. सिस्टम एनालिस्ट / System Analyst – वेबसाइट में अपलोड करने के लिए
13. खेलकूद प्रभारी / I/c Sports
14. संबंधित फाइल / Concerned File
15. गार्ड फाइल / Guard File

  
30/5/16  
कुलसचिव / REGISTRAR

**PROFORMA FOR ANNUAL REPORT**

(MATERIAL SHOULD BE PROVIDED FOR THE PERIOD FROM 01.04.2015 TO 31.03.2016)

**Name of the Centre:**

**Mission Statement:**

**About the Centre:**

**Academic Programmes:**

(viz. Integrated/Master/Diploma/Certificate courses)

**Regular Faculty:**

Example – <Dr./Mr./Ms./Mrs.>, <name of the degree including name of the university/institutions from passed>, <designation>

**Guest Faculty (if any):**

**Centre Head / Coordinator:**

**Admission:**

**Batch:-2015 (Course wise)**

Sl. No.	State	Total	Male	Female	Gen	OBC	SC	ST	PH
1									
2									
3									
<b>TOTAL</b>									

**Award/Accolades/Prize/Fellowship received (if any):**

*(Kindly give the complete details including date and name of agency etc.)*

**Research Project received (if any):**

*(Kindly give the complete details including date and name of agency etc.)*

**Consultancy received (if any):**

*(Kindly give the complete details including date and name of agency etc.)*

**Activities:**

**Centre**

(viz. Organizing National/International Seminars/Conferences//Lecture/Talk any other event worth mentioning) *(Kindly give the complete details including date etc.)*

**Faculty**

(viz. participation in National/International Seminars, organizing Seminars/Lecture/Talk) *(Kindly give the complete details including date etc.)*

**Student**

(Including participation in state/national/international sports/yoga/other competitions and award, if any, won) *(Kindly give the complete details including date etc.)*

**Publications:**

<name of authors in order of contribution>, <year>, <title of paper>, <name of the journal in which the paper is published/accepted/communicated>, < vol./page no. of the journal>

**Note: The material should be prepared in 'Times New Roman' font with font size 12.**