



**MOST URGENT**

**BERHAMPUR UNIVERSITY  
BHANJA BIHAR: BERHAMPUR-760007(GANJAM) ODISHA.**

No. 197 (1507) / Acad-II (S&S)/BU/19  
From:

Date 7/1/19

The Registrar,  
Berhampur University  
To

The Principals,  
All affiliated Colleges under Berhampur University.

**Sub: Supply of information for preparation of Annual Report 2018**

Madam/Sir

I am to inform you that the University Office has to prepare the Annual Report of Berhampur University for the calendar year 2018 for presentation before the ensuing Meeting of the Senate of the University. Information is required from your College/Institution for the period from 01.01.2018 to 31.12.2018.

Hence you are requested to supply the necessary information in the prescribed format (enclosed) along with soft copy by speed post so as to reach the undersigned by 31. 01. 2019 positively.

The soft copy of the above may please be sent through email "deputyregistrarbu@gmail.com. latest by 31.01.2019.

This may be treated as MOST URGENT

Yours faithfully,

Encl: Prescribed format.

Memo No. 198 (32) / Acad-II (S&S)/BU/19

Date 7/1/19

*[Signature]*  
Registrar 7-1-19.

Copy to:

1. The Secretary to the Vice-Chancellor Berhampur University for kind information.
2. The P. A. to the Registrar Berhampur University for kind information.
3. Dr. S.N. Tripathy, Web Administrator, University Web site, Dept. of Computer Science, Berhampur University with a request to upload the prescribed format with enclosures in the University Website for wider information of all concerned.

*[Signature]*  
Registrar 7-1-19.



8. Seminars/Conferences/Workshops Organised by the College During the year 20

Date	Title of the Seminar/Conference/Workshop	No. of Participants.
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9. Seminars/Conferences/Workshops/Refresher Courses Attended by the Teaching Staff during the year 20

10. Research Activities of the Teachers during the year 20  
(Give Details). (Ph. D./M. Phil/and Research Projects)

11. Students Achievements during the year 20

(a) Academic :

Name of the Students	Achievement (Mention rank, Medal and examination)
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(b) Sports and Games :

Name of the student	Achievement (Mention rank, Medal and event)
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12. Total No. of Books and Journals in the Library :

(a) Books :

(b) Journals :