

Govt. of National Capital Territory of Delhi
Maulana Azad Medical College
2-Bahadur Shah Zafar Marg, New Delhi-110002
(Academic Section)

No.F.403(192)/2019/MC(Aca)/168

Dated: 03/01/20

Circular

Subject: Publication of College Annual Report-2019

The compilation of the College Annual Day Report for the year 2019 has to be completed prior to the Annual Day, **which is scheduled to be held on 26.02.2020**. In order to keep the uniformity in the compilation, **a proforma has been devised and enclosed**.

It is requested that the information pertaining to the period from 01.01.2019 to 31.12.2019 may be compiled strictly as per the information asked for. Correct spellings, suggested size of papers, pattern font, capital/ small/ bold letters for the each item may also be ensured. The information asked for may be mailed at aartis_mahajan@yahoo.co.in and mamcregistrar@gmail.com. Further a soft copy each of photograph in respect of the superannuated Faculty Member during the above period, HOD and any function of the Department worth publication may also be mailed. A hard copy of the information may also be furnished in the Academic Branch, MAMC **latest by 04.01.2019 positively**.

The issue being time bound may be given top priority.

(Dr. Sushil Kumar)
Dean

Dated:-

No.F.403(192)/2019/MC(Aca)/

1. Medical Director, GIPMER.
2. Medical Director, LNH.
3. The Head of the Department,

MAM College/ LNH Hospital / GIPMER/MAIDS, New Delhi

4. Dr. Aarti Sood Mahajan, Dir. Prof.(Physiology)/ Convener Annual Report Committee.
5. In-charge, Lan & Server with the directions to inform all concerned through their respective Email and upload the circular on the College Website.

(Dr. Sushil Kumar)
Dean

PROFORMA FOR ANNUAL REPORT-2019

Information Report for the period From 01.01.2019 to 31.12.2019

Name of the Department:

1. Name of the Head of the Department

S.No.	Name of the Faculty	Designation

2. Members who have left during the period:

S.No.	Name of the Faculty	Designation	Reason for leaving the job

3. Additions to the Faculty during the period:

S.No.	Name of the Faculty	Designation	Whether newly joined /promotion

4. Research Scheme

- (a) On going project
- (b) Details of thesis completed during current year

5. Trainees from other agencies:

S.No.	Name of the trainees	Sponsoring agency	Period of Training

6. Training course/Conferences/Workshops organized:

A Symposium on _____ was held on _____ with Dr. _____ in the Chair/ or as Convener.

7. Publications during the period:

(Please attach reprints, if available, otherwise please cite complete reference) failing which it shall not be possible to include in the report).

8. Books/ Chapters /Contributed:

- (a) Dr. _____ has contributed a chapter in the Text Book on _____ edited by Dr. _____ of Publisher. Ed. _____ (Year of Publication)
- (b) A Text Book of _____ (for under-graduates) has been written by Dr. _____ and published.

9. Conferences/Workshops/Symposiums attended:

_____ Annual Conference of the Association of _____ India, Calcutta was attended by: -
_____, _____

10. Visitors:

- a) Dr. _____ of _____ (Country) visited the Deptt and delivered a talk on _____ (date).

11. Significant Events (Honors to Faculty):

All honors (at National/International level) received by faculty members to be mentioned at one place.

Dr. _____ has received award/given oration chaired session/delivered guest lecture etc at _____ in the month _____.

12. Fellowship:

Fellowship was awarded by _____ and availed by Dr. _____

_____ of _____ for _____ month of _____

13. Representation on expert Committee/Bodies:-

Dr. _____ was nominated by the _____ (agency) as expert/advisor to _____

14. Health Services to the Community:

Health centre activities/camps/drives/national programme etc.

15. Lab Data:-

- Name of the Lab
- Name and no of the test perform
- Percentage of growth compared to last year.

16. New Facilities added:

17. Any other worth mentioning information.

Signature & Seal of HOD