



Satyawati College सत्यवती कॉलेज

ASHOK VIHAR, PHASE-III, DELHI-110052
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March 14, 2018

Dear Colleagues,

You are requested to kindly give a brief write-up on your academic and other achievements during the academic year 2017-18 for inclusion in Annual Report of the College.

All Teachers-in-charges of all departments and Conveners of College Societies/Committees are also requested to submit reports of their department/committee/society for Annual Report of the College.

The write-up and reports must reach to the undersigned latest by 26.03.2018.

This may please be treated as most urgent.

Regards,

Dr. Manjula Dass
Officiating Principal

Copy to:

1. To all teachers through email
2. Staff Notice Board
3. College website