



MAHARAJA AGRASEN COLLEGE

UNIVERSITY OF DELHI
VASUNDHARA ENCLAVE DELHI-110096



November 30, 2023

Office Order **Submission of Records for College Archives Repository**

It is hereby informed that the College Library, in association with the Archives and Repository Committee is in the process of updating the college archives (**Dharohar**) with records of the academic session 2023-24.

All teachers-in-charge, conveners of committees and organisers of events are hereby directed to submit material pertaining to the activities of their concerned Department/Committee for the academic year 2023-24 in the following format:

- (i) Event brochure/poster
- (ii) Only 2-4 geo-tagged pictures with captions including the date of the event
- (iii) Brief report of the event in about 100-120 words only.

The soft copies of the above material are required to be sent by email to the following i.d: archives@mac.du.ac.in by **December 11, 2023**.

Hard copies of printed brochures/flyers/conference abstracts/department newsletters or magazines/ cuttings of newspaper coverage, etc., are to be submitted directly to the library. The same may also be sent in the PDF format by e-mail or given on pen-drive.



Prof. Sanjeev Kumar Tiwari
Principal (Offg.)

Copy to: Teachers-In-Charges
Committees Conveners
College Website
File Concerned

Principal (Offg.)
Maharaja Agrasen College
University Of Delhi
Vasundhara Enclave, Delhi-96