



**OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL - 506 009**

PROF. M.V. Ranga Rao
I/C_REGISTRAR

No. /B3/KU/2014

Date: -11-2014

KAKATIYA UNIVERSITY

Sub: ANNUAL REPORT - 2013-2014 - Collection of Data -
Regarding.



Sir/ Madam,

Kindly arrange to send the information pertaining to your office with regard to the Annual Report 2013-2014 (1st April 2013 to 31st March 2014) and also the photographs of the important events/occasions occurred in your office during the said period for inclusion in the Annual Report.

Further, I also request to furnish the information on the following as mentioned below:

- i) Brief Report, set up, aims and major achievements
- ii) Measures taken to improve the effectiveness of the office.
- iii) Milestones in the office from the inception in chronology order
- iv) Activities carried out.
- v) Infrastructure facilities available.
- vi) A few Photographs on the important events of your institution
- vii) Further projections.

Please see that the information should be sent to the Deputy Registrar, Academic, Kakatiya University, Warangal by **30th December, 2014** in order to finalize the Annual Report and for placing it before the Executive Council and the Academic Senate for approval.

This may be treated as **Most Urgent.**

Yours faithfully,

REGISTRAR

Copy to:

- 1) The Secretary to Vice-Chancellor/ P.A. to Registrar, KU
- 2) The I/c Director, Net working's Website, KU for necessary action
- 3) The S.F.

