



OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL - 506 009

PROF. K.SAYULU
REGISTRAR

No. /B3/KU/2012

Date: -10-2012

The Heads of Departments
KAKATIYA UNIVERSITY

Sub: ANNUAL REPORT - 2011-2012 - Collection of Data -
Regarding.

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Sir/ Madam,

I am sending herewith the proforma pertaining to the ANNUAL REPORT - 2011-2012 with a request to furnish the information of your department. The report should contain the following events of your department in addition to the prescribed format **for the period from 1st APRIL, 2011 to 31st MARCH, 2012.**

1. Brief Report, set up, aims and major achievements.
2. Measures taken to improve the effectiveness of the office
3. Milestones in the Department from the inception in chronology order
4. Activities carried out
5. Infrastructure facilities available
6. Achievements of the students including results, rank holders, Gold Medalists, Research Fellowships and Placements etc.,
7. A few photographs on the important events in the department
8. Future projections of the Department

Please see that the filled-in proforma in **hard & soft copy (CD)** should be sent to the Joint Registrar, Academic, Kakatiya University, Warangal by **15th December, 2012** in order to finalize the Annual Report and for placing it before the Executive Council and the Academic Senate for approval.

The same format is also available in the University web-site www.kuwarangal.com.

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

Yours faithfully,

Encl: (as stated above)

REGISTRAR

Copy to:

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