



No 1804/B1/KU/2025

Date: 31-12-2025

To

MOST URGENT / REMINDER

All the Deans of faculties,  
All the Principals of University Constituent Colleges,  
All the Heads of the Departments  
All the Administrative Officers  
KAKATIYA UNIVERSITY

Sub: ANNUAL REPORT - 2024-2025 - Collection of Data - Regarding.  
Ref: This Office Lr.No. 1520 to 1523/B1/KU/2025. Dt. 27/11/2025.

~|~

Sir/ Madam,

I draw your attention to the letter under reference cited wherein you were requested to furnish the information pertaining to your Office/Department/College /Faculty in the format sent for Annual Report of Kakatiya University 2024-2025 by 31<sup>st</sup> December, 2025.

But so far the information sought from your office has not been received by this office. Hence, you are once again requested to send the information **immediately** so as to enable this office to incorporate the information in the Annual Report 2024-2025 to be submitted to the Academic Senate scheduled to be held in the month March, 2025.

This may please be treated as MOST URGENT

Yours faithfully,

  
REGISTRAR

Copy to:

- 1) The Dean, Academic Audit Cell, KU
- 2) The Chairman & Members of the Editorial Board for Annual Report, KU
- 3) The Secretary to Vice-Chancellor/ P.A. to Registrar, KU
- 4) The S.F.
- 5) The Secretary to Vice-Chancellor, KU
- 6) The S.F.