



OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL – 506 009

PROF. B. VENKATRAMREDDY
REGISTRAR

No. 32/B3/KU/2021

Date: 27-11-2021

The Principals of University and Affiliated Colleges
Offering English at UG level
Kakatiya University

Sub: DEPARTMENTAL CONFERENCE- Departmental Conference of English on 02nd
December, 2021 at 11.00 a.m. – Intimation Sent- Regarding

Ref: 1. Lr. No. 341/ENG/KU/2021/ HOD, dated 11/11/2021

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Sir/ Madam,

I am to inform you that the Departmental conference of English will be held on (Thursday) 02nd December, 2021 at 11.00 a.m. in the Department of English, University College, Kakatiya University, Warangal to discuss the following agenda without any financial commitment on the part of the University:

1. Discussions on UG Syllabus and model question papers.
2. Any other matter with the permission of the chair.

As such, you are requested to depute one senior teacher of English Department of your college to attend the conference.

The TA and DA to the out-station participants of Affiliated Colleges shall be paid from the 20% of Registration Fee kept at the disposal of their respective colleges for the academic activities.

Yours faithfully,

REGISTRAR

Copy to:

1. The Dean, Academic Audit, KU
2. The Dean, CDC, KU
3. The Principal, University College, KU
4. The Head, Department of English, Ku
5. The Chairperson, Board of Studies in English
6. The finance Officer, KU
7. The Dy. Registrar (Accounts/ Audit), KU
8. The Public Relation Officer, KU with a request to release a press note in this matter.
9. The Secretary to Vice-Chancellor, KU.
10. The SF.
11. The Director Website, KU