



OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY
WARANGAL - 506 009

PROF. M.V.Ranga Rao
I/C REGISTRAR

No. /B3/KU/2014

Date: - 01-2014

The Heads of Departments
KAKATIYA UNIVERSITY

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



Sir/ Madam,

I am sending herewith the proforma pertaining to the ANNUAL REPORT - 2013-2014 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, 2013 to 31st MARCH, 2014.**

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 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.

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 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.

C) Assistant Professors

S.No.	Name	Qualifications/Univ.	Specialisation

7. Students Enrolment : No. of students admitted to Programmes

Courses offered	Total (M+F)	Male					Female				
		OC	BC	SC	ST	Total	OC	BC	SC	ST	Total
PG											
M.Phil											
Ph.D.											
Any Other											

8. Degrees & Diplomas awarded : Research Degrees

Course	Sex	No. of candidates awarded				
		OC	BC	SC	ST	Total
PG	M					
	F					
M.Phil	M					
	F					
Ph. D.	M					
	F					
Any Other	M					
	F					

9. Details of the courses for which the syllabus was revised

S. No.	Name of the Course

10. Research Activities of the Department

Sl. No.	Name of the Supervisor	No. of students currently working	
		Within the University	Outside the University

11. Books/Research Publications in International/National Journals

Name of the Teacher	Title of the Books / Article	Details of Publication

12. Seminars/Conferences/Work-shops etc. organised

Name of the Seminar/ Conference/Work-shop	Date	No. of papers presented	No. of participants		Source of funding
			KU	Other Institutions	

13. Faculty participation in Seminars/Conferences/Workshops etc.

Name of the Teacher	Seminar /Conf./ Work-shop attended	National / International	Duration		Venue
			From	To	

14. Research Projects ongoing/completed

Name of the Investigator	Title of the Project	Duration	Funding Agency

15. Awards/Honours conferred

Name of the Teacher	Award/Honour

16. Students' achievements

Name of the student	Achievement/Award/Honour

17. Visits on Academic Assignments

Name of the Teacher	Place	Purpose	Duration

18. Visitors of National and International repute to the Department

Name of the Visitor	Country	Institution	Purpose of visit

19. Extension Programmes: (Including TV/AIR Programmes)

Name of the Teacher	Nature of Interaction	Place of Interaction	Duration

20. Popular Lectures by Faculty

Name of the Teacher	Subject/theme	Institutions where the lecture is delivered

21. Organisation of Exhibitions/Programmes of Public interest

Name of the Teacher	Subject/theme	Name of the Exhibition/Programme

22. No. of Research Design Seminars/Pre-Submission Seminars presented

Research Design Seminars	Pre-Submission Seminars	Total

23. Cultural activities/Excursions/Visits to Industry/Field/Institutions:

S.No.	Place	Name of Institution visited

24.	New buildings/Modernisation of Labs/Seminars Halls etc. and efforts made For beautification of the campus in terms of Developing greenery and maintaining cleanliness	:	
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25.	No. of Departmental Research Committees meetings held on	:	
26.	Milestones in the History of the Department from the inception in Chronology order	:	
27.	Significant events of the Year	:	
28.	Future Projections/Plans of the Department	:	
29.	Any other important information	:	

Date: _____

Signature of the Head & Seal

INSTRUCTIONS

1. The information called for is pertaining to **the academic year 2013-2014** i.e. **from 1st April 2013 to 31st March 2014**. The data prescribed in the format along with soft copy (C.D enclosed) should be sent to the Office of the Deputy Registrar, Academic Branch, KU, well before **30th December, 2014**, failing which, the data pertaining to that particular College will not be included in the Annual Report and the matter would be intimated to the Executive Council and the Academic Senate, accordingly.
2. If the format is not sufficient for filling any information, please get it typed on a separate full-scape size paper (in the prescribed format).
3. The Abbreviations used are: T- Total; M- Male; F- Female; SC- Scheduled Caste; ST- Scheduled Tribes; BC-Backward Classes; OC-Other Castes; TM - Telugu Medium; EM- English Medium.