



No. 918 /E2/KU/2018

Date: 26-06-2018

To

The Secretary/Correspondent/Principals of  
Affiliated Colleges of UG (NP) Courses under the jurisdiction of  
KAKATIYA UNIVERSITY

Sir/Madam,

Sub: MEETING - Meeting of the Secretary/Correspondent/Principals of Affiliated Colleges  
- Intimation - Reg.

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I am to inform you that a meeting of Secretary/Correspondent/Principals of Affiliated  
Colleges of UG (NP) Courses to be held on Thursday, the 28<sup>th</sup> June 2018 at 3.00 p.m. in the  
Senate Hall of Administrative Building, Kakatiya University Campus, Warangal.

The following is the Agenda:

- 1) Submission of Internal & Practical marks in time
- 2) Submission of Nominal Rolls in the stipulated time without late
- 3) Collection of Short/Long memos from the Examination Branch
- 4) Installation of CC Cameras in the Halls of Examination Centre
- 5) Verification of Application forms for eligibility to appear for the examination
- 6) Smooth conduct of Examinations
- 7) Verification of Certificates before issuing to the Students.
- 8) Any other matter with permission of the Chair

All the Secretary/Correspondent/ Principals of Affiliated Colleges of UG (NP) Courses are  
accordingly requested to make it convenient to attend the meeting without fail.

The out-station Principals of affiliated colleges may claim their TA & DA, as per rules from the  
20% of Registration Fee kept at their disposal.

NOTE: The Principals are requested not to depute any clerical staff or any other  
faculty members for the meeting. Only Secretary/Correspondent Principals/Director  
or Administration officer of the college has to attend the meeting.

Thanks and regards,

**CONTROLLER OF EXAMINATIONS**

**Copy to:-**

- 1) The Development Officer, KU with a request to instruct the concerned to arrange Public  
address Systems at the Senate Hall, Administrative Building on the said date.
- 2) The Public Relations Officer, KU with a request to issue necessary Press Note in all the  
local and regional papers published and/or circulated within the jurisdiction of  
Kakatiya University
- 3) The Secretary to Vice-Chancellor, KU
- 4) The P.A. to Registrar, KUK
- 5) The S.F.