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*Director*

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Date: 5-2-2016

**To**

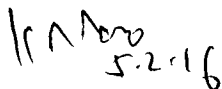
**All the Heads/Directors of the Univ. Teaching Departments/Centres  
All the Principals of the University Constituent Colleges  
Faculty In charge, University Guest House  
All Deputy Registrars/In charges of various Non-Teaching Departments/Units  
The University Engineer**

**Sir/Madam,**

May I remind you of my earlier letters which is also available on University website (uniraj.ac.in) in this regard. With impending visit of NAAC in a fortnight time, updating information assumes importance. In order to update the information of the respective departments/centres, I request you to send the information to be included either in word or pdf file format along with the photographs updating information as well as providing details/achievements preferably in PDF not exceeding 300 KB size file may be submitted to (info.uniraj@gmail.com). Further, I would like to request you and your colleagues to update their correspondence address/phone numbers/e-mail address and also provide photos for uploading on the website. Please ignore this letter, if already, information had been provided to infonet centre.

Thanking you,

Yours truly,

  
(K.V.R. Rao)

**Encl.: Relevant papers**

**Copy forwarded to**

- 1. The Registrar**
- 2. Comptroller and Financial Adviser**
- 3. P.S. to Vice-Chancellor**

**Please provide the following details for putting on the individual departmental websites:**

1. Brief profile of the Department not more than 500 words
2. Courses offered
3. List of current P.G. students
4. List of research scholars, PDF....
5. Research thrust areas
6. Photos of departmental events not more than 5
7. Activities: i) Sports and cultural activities ii) Seminars/conferences organized

Please submit the above details latest by 13<sup>th</sup> February, 2016 for inclusion on the website.