

**JAWAHARLAL NEHRU TECHNOLOGICAL UNIVERSITY ANANTAPUR  
ANANTAPUR – 515 002 (A.P) INDIA**

**Prof. V. Sankar**  
M.Tech., Ph.D  
**REGISTRAR I/c**



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Date:08-04-2011

To  
The Principals of all Affiliated Colleges.

Sir,

This is to inform you that all regular communications from the college to the University have to be made by the Principal only and not by any other staff of the college. The Correspondence from any officer/staff of the affiliated colleges other than the Principal will not be entertained.

Further, the Principals are instructed to send the communications neatly typed on their official letter-heads with the name of the Principal clearly mentioned in the letter head.

In this connection, you are requested to send the following information.

<b>College Code:</b>		
<b>Name of the College &amp; Address:</b>		
<b>Name of the Principal</b>	<b>Ratification Status Ratified / Not Ratified</b>	<b>Specimen Signature</b>
		1. 2. 3.

Yours faithfully,

  
REGISTRAR i/c

Copy to the Chairman/Secretary.