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(Approved by AICTE, New Delhi || Affiliated to JNTUK, Kakinada || 9001:2008 Certified Institute)

## Recognized under Section 2(f) of the UGC Act, 1956 || Accredited by NAAC with 'A' Grade (3.10/4.00)

SONTYAM, ANANDAPURAM, Visakhapatnam-531173

NSRIT/CIR/staff/2017-18/084

## **CIRCULAR**

All Head of the Departments are requested to attend meeting on 05-01-2018 (Friday) at

3.00 P.M. in Board Room, Block-III our Hon'ble Secretary Sir will discuss the following.

- 1. Review on Syllabus Coverage
- 2. Review on Student Attendance
- 3. Review on Results
- 4. Activities of NSRIT, Technology Business Incubation Centre (TBI)
- 5. Review on Fee dues
- 6. Any other matters

# for Sl.No. 1 & 2 – Dean Academics has to furnish the details.

All HODs are instructed to attend the meeting without fail.

## PRINCIPAL

## Copy to:

- **1. Secretary :** for kind information
- 2. Correspondent : for information
- 3. Vice Principal Academics // Asst. Principal Admin : for information
- 4. All HODs CE//EEE//ME//ECE//CSE//S&H//MBA & Vice Principal II Shift Poly
- 5. A.O: for information



Date: 04.01.2018