## NADIMPALLI SATYANARAYANA RAJU INSTITUTE OF TECHNOLOGY



Date: 18.01.2018

(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/2017-18/087

## **CIRCULAR**

All Head of the Departments are requested to attend meeting **on 19-01-2018** (**Friday**) **at 3.00 P.M**. in Board Room, Block-III our General Secretary Sir will discuss the following.

- 1. Review on II B.Tech I Sem Result Analysis
- 2. Review on Student Attendance & any improvements
- 3. Back log subjects action taken by faculty
- 4. Regular class work on time commencement & on time leaving
- 5. Syllabus Coverage Proposed date of completion Revision on tough subjects.
- 6. MID Examinations Evaluation Result Analysis
- 7. British Council classes Allotment of periods per week
- 8. Labs no. of experiments completed, recorded and Signed by giving grade (A,B,C,D etc )
- 9. Review on Admissions
- 10. Revision of timings after I Mid examinations
- 11. Review on PRAVEGA 2K18 Poly Fest
- 12. Any other matters

All HODs are instructed to attend the meeting without fail.

**PRINCIPAL** 

## Copy to:

- **1. General 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