



NSRIT/CIR/staff/2023-24/57

Date: 06.05.2024

CIRCULAR

Atten : Summer Vacation for Faculty 2023-24- Regd.

It is proposed to declare the Summer Vacation as per eligibility (given under) to all the staff members. Vacation will be granted to the staff who will continue service in the next academic year. The staff can avail their summer vacation between 13.05.2024 to 09-06-2024

Eligibility Criteria :

Sl.No	Service in NSRIT (till 30/04/2024)	Vacation Eligibility (Teaching)	Conversion to EL in case of Non Availing of vacation
1	>2 year	2 weeks	7days
2	(1 to 2years)	1 week	3 days
3	<1 year	4 days	2 days

All the Head of the departments are requested to keep in view / get completed the following tasks before recommending vacation.

- Stock verification
- All the staff member requested to be prepared to come to the college with in the short notice if required for any exigency.
- Completion of LMS video upload & grading and to be certified by HOD for the course taught during the A.Y 2023-2024.
- Completion of the final draft of Cl,C2 and C3 of NBA (HOD's of CSE, ECE,EEE & Mech).

It is also requested to ensure the subject allotment to faculty and preparation of the Time Table for I semester during 2024-2025 is completed. **Approved Time tables are to be handed over to the office of COE by 08.05.2024.**

Teaching staff will inform their intention in writing for availing the vacation through HOD duly furnishing their vacation address, email id, and Cell Nos, over which they will be surely available. On return from vacation they shall give joining report on the date they report for duty. Both the reports shall be submitted through their respective Heads of departments.

Vacation can be availed for maximum 2 weeks (depending on eligibility) in 2 spells any spell not less than 1 week.

Irrespective of vacation any official duty (NBA, FFC, Examination, Admissions etc.,) upon requirement need to attend.

HOD's are requested to ensure that 50% of the faculty should be available in the department during the vacation period based on the priority of work related to admission and NBA.

NOTE: Non-Teaching staff will be credited with EL depending on their eligibility as per policy.

- Copy to: a) The Chairman/Secretary/Treasurer for kind information
 b) The Director for kind information
 c) All Academic Heads with a request to inform the Faculty and Students
 d) File

Sprandz
PRINCIPAL

Estd.2008

NSRIT

**NADIMPALLI SATYANARAYANA RAJU
INSTITUTE OF TECHNOLOGY
AUTONOMOUS**



(Approved by AICTE, New Delhi || Affiliated to JNTU-GV,AP || An ISO 9001,ISO 14001 & ISO 45001 Certified Institution)

Recognised under Section 2 (f) & 12B of the UGC Act,1956 || Accredited by NAAC with 'A' Grade (3.10/4.00)

■ B.Tech ■ M.Tech ■ MBA ■ Diploma ■ url:www.nsr.it.edu.in ■ Email:office@nsrit.edu.in

SUMMER VACATION:: DEPARTMENT OF _____

Sl. No	Name of The Staff	Week-1 [13/05 to 19/05]	Week-2 [20/05 to 26/05]	Week-3 [27/05 to 02/06]	Week-4 03/06 to09/06	Signature
01						
02						
03						
04						
05						

Signature of HOD



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SONTYAK, Pendurthi - Anandapuram Highway, Visakhapatnam - 531173, Ph: 9899824167, 8099464546, www.nsr.it.edu.in

No: NSRIT/CIRCULAR /2023-24/60

Date: 11.05.2024











**CIRCULAR
STOCK VERIFICATION**

The following faculty are nominated to verify the stock of **Sports and Gym**. Mr. Ch. Dilleswara Rao, Asst. Prof., Physical Education is requested to coordinate with the following faculty and complete the stock verification on or before 17.05.2024.

- 1) Mr. K. Ramanaji, ECE Department
- 2) Mr. P. Mahesh, EEE Department


Principal

- Copy to:
- a) The Chairman/Secretary/Treasurer for kind information
 - b) The Director for kind information
 - c) All Academic Heads
 - d) Concerned faculty members
 - e) File

CE	EEE	ME	ECE	CSE	AI&ML	DS	S&H	MBA	EXAM CELL
									

DIPLOMA	ADMIN OFFICE	LIB	TPO
			



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No: NSRIT/CIRCULAR /2023-24/61

Date: 11.05.2024

CIRCULAR

This is to inform all the 1st B.Tech II Semester students that summer vacation commences from 13.05.2024 to 25.05.2024 and college reopens on 27.05.2024 i.e. Monday. All are requested to utilize this summer vacation fruitful by preparing for upcoming semester examinations by taking proper health care in this summer.

S. Prasad
Principal

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 - c) All Academic Heads with a request to inform the faculty and staff
 - d) File

CE	EEE	ME	ECE	CSE	AI&ML	DS	S&H	MBA	EXAM CELL	IQAC	MANAGEMENT OFFICE
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

DIPLOMA	ADMIN OFFICE	LIB	TPO	HOSTEL	TRANSPORT	CANTEEN
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

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No: NSRIT/CIRCULAR /2023-24/62

Date: 14.05.2024

CIRCULAR

The institution will work from 09:00 AM to 03:40 PM from 14.05.2024 to 15.06.2024. However, in case of any specific requirement, the required employees need to stay after 03:40 PM.

Sprinda
Principal

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 - b) The Director for kind information
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 - d) File

CE	EEE	ME	ECE	CSE	AI&ML	DS	S&H	MBA	EXAM CELL	IQAC	MANAGEMENT OFFICE
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

DIPLOMA	ADMIN OFFICE	LIB	TPO	HOSTEL	TRANSPORT	CANTEEN
<i>[Signature]</i>	<i>N. Bharan</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

No: NSRIT/CIRCULAR /2023-24/63

Date: 20.05.2024

CIRCULAR
DETAILED STOCK VERIFICATION

This is to inform all the unit heads (Academic) that the Detailed Annual Stock Verification in line with the stock registers is scheduled from 21st May, 2024 to 25th May, 2024. Hence all the unit heads are requested to coordinate with the following members of faculty to close the stock verification.

The following members are requested to

- i) To verify the working condition of all the lab equipment
- ii) To verify the master Lab records

between the above mentioned dates and submit the report to the undersigned.

1) Civil Department & Mechanical Department

- a) Dr. S. Sambhu Prasad, Principal
- b) Dr. V. Krishna, HOD - S&H

3) CSE Department (Including CSM & CSD)

- a) Dr. B. Siva Prasad, HOD - ECE
- b) Dr. V. Ananda Babu, HOD - ME

4) ECE Department

- a) Dr. R.S.R.K.Naidu, HOD-EEE
- b) Dr. R. Srinivas, HOD-CSE

5) EEE Department

- a) Dr. D. Sirisha, Dean - R&D
- b) Dr. A. S. S. Ram Kumar, HOD-CSM

7) Basic Science & Humanities

- a) Dr. D. Sirisha, Dean - R&D
- b) Dr. A. S. S. Ram Kumar, HOD-CSM

S. Sambhu Prasad
 Principal

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 - b) The Director for kind information
 - c) All Academic Heads with a request to inform the Faculty
 - d) File

CE	EEE	ME	ECE	CSE	AI&ML	DS	S&H	MBA	EXAM CELL
<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>

DIPLOMA	ADMIN OFFICE	LIB	TPO
<i>[Signature]</i>	<i>N. Bharath</i>	<i>[Signature]</i>	<i>[Signature]</i>