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NSRIT

**NADIMPALLI SATYANARAYANA RAJU
INSTITUTE OF TECHNOLOGY**



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

SONTYAM, ANANDAPURAM, Visakhapatnam-531173

No: NSRIT/CIRCULAR /2019-20/004

Date: 11-06-2019

CIRCULAR

All the HODs are hereby instructed to maintain activity book in the department and should be updated daily, the works done by Teaching & Non Teaching staff of the department. The book has to be verified by the HOD daily and it should be produced to the Principal on weekly basis.

Y. Vamsidhar

**(Dr.Y.Vamsidhar)
Principal**

**Dr. Y. VAMSIDHAR
PRINCIPAL
N.S. Raju Institute of Technology
Sontyam, Anandapuram, VSP 531173**

Copy to:

- 1. Secretary :** for kind information
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