

**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