

## PALLI SATYANARAYANA RAJU



(Approved by AICTE, New Delhi II Affiliated to JNTU-GV,AP II An ISO 9001,ISO 14001 & ISO 45001 Certified Institution) Recognised under Section 2 (f) & 12B of the UGC Act, 1956 II Accredited by NAAC with 'A' Grade (3.10/4.00) url:www.nsrit.edu.in Email:office@nsrit.edu.in ■ B.Tech ■ M.Tech ■ MBA ■ Diploma

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<br>(Teaching) | Conversion to EL in case of Non Availing of vacation |
|-------|------------------------------------|------------------------------------|--|
| 1     | >2 year                            | 2 weeks                            | 7days  |
| 1     | (1 to 2years)                      | 1 week                             | 3 days   |
|       |                                    | 4 days                             | 2 days   |
| 3     | <1 year                            | 4 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



# INSTITUTE OF TECHNOLOGY AUTONOMOUS



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

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

B.Tech MBA Diploma url:www.nsrit.edu.in Email:office@nsrit.edu.in

SUMMER VACATION:: DEPARTMENT OF \_\_\_\_\_

| SI.<br>No | Name of The Staff | Week-1<br>[13/05 to 19/05] | Week-2<br>[20/05 to 26/05] | Week-3<br>[27/05 to 02/06] | Week-4<br>03/06 to09/06 | Signature |
|-----------|-------------------|----------------------------|----------------------------|----------------------------|-------------------------|-----------|
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| 02        | 4                 |                            |                            |                            |                         |           |
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| 04        |                   |                            |                            |                            |                         |           |
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Signature of HOD





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No: NSRIT/CIRCULAR /2023-24/58

Date: 06.05.2024

#### **CIRCULAR**

All the HoD's and faculty are hereby informed to complete the following activities before availing the vacation.

The following activities are to be completed as per the schedule given in table-1

### Table-1

| S.No. | Work to be done  | Due date   |
|-------|--|------------|
| 1     | Sub allocation for first semester academic year 2024-25      | 07.05.2024 |
| 2     | Time tables for academic year 2024-25 first semester         | 08.05.2024 |
| 3     | Completion of stock verification                             | 09.05.2024 |
| 4     | Completion of all academic records for academic year 2023-24 | 10.05.2024 |

Besides, the following activities are to be completed on or before 15th June, 2024 as indicated in table-2

#### Table-2

| S.No. | Work to be done   | Due date                 |                  |
|-------|---|--------------------------|------------------|
| _1-   | Completion of one Edx course by every faculty   | 31.05.2024               |                  |
| 2     | a. Completion of detailed stock verification regarding working conditions of the equipment / systems (purchased since 2008) | 04.06.2024               |                  |
|       | b. Review by Secretary Sir regarding working conditions of the equipment/systems (purchased from 2008)                      | 06.06.2024<br>08.06.2024 | to               |
| 3     | Conducting of an awareness workshop on OBE for the faculty having less than two years experience in NSRIT                   | June, 2024               | 15 <sup>th</sup> |
| 4     | Conducting of one FDP on latest technology by each department to all the faculty members                                    | June, 2024               | 15 <sup>th</sup> |
| 5     | Completion of academic records for academic year 2022-23  | On or before June, 2024  | 15 <sup>th</sup> |

Shandr Principal

Copy to

a) The Chairman / Secretary / Treasurer for kind information

b) The Director for kind information

c) All Academic / Administrative Heads with a request to inform the faculty and staff

| CE | EEE | ME   | ECE | CSE | AI&ML | DS  | S&H | MBA | EXAM CELL | IQAC |
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No: NSRIT/CIRCULAR /2023-24/59

Date: 11.05.2024

### CIRCULAR

This is to inform all the staff, faculty and students that May 13<sup>th</sup>, 2024 (Monday) is declared as holiday to facilitate the citizens to caste their vote in the General Elections.

Copy to:

a) The Chairman / Secretary / Treasurer for kind information

b) The Director for kind information

c) All Academic / Administrative Heads with a request to inform the faculty and staff

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SONTYAM Products - Anandamuran Highway, Visakhapatnam - 531773, Pb ; 3855624167, 8099464546, www.narit.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

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

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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.

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 staff

d) File

| CE   | EEE | ME | ECE | CSE    | AI&ML | DS   | S&H | MBA | EXAM<br>CELL | IQAC | MANAGEMEÑT<br>OFFICE |
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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.

Copy to:

a) The Chairman / Secretary / Treasurer for kind information

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| CE | EEE | ME  | ECE  | CSE | AI&ML | DS  | S&H | MBA | EXAM<br>CELL | IQAC | MANAGEMENT<br>OFFICE |
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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

Principal

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

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