



# NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR (JHARKHAND) – 831014

(An Institution of National importance under Ministry of HRD, Govt. of India, New Delhi)

Ref. No. NIJSR/REG/CD/2015/2129

Date: 06 / 02 / 2015

A Committee of following persons is constituted to prepare Institute Administrative Manual (Leave rules, code of conduct for the employee of the Institute and File Tracking & Management System for the Institute);

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|---|-----------------|
| 1. Prof. M. K. Agrawal, Head, Department of MME,        | Member          |
| 2. Prof. Shalendra kumar, Registrar (I/c),              | Member          |
| 3. Dr. Anil Chaudhary, Head, CED,                       | Member          |
| 4. Dr. H. L. Yadav, Associate Dean (Adm. & F. W.)       | Member          |
| 5. Dr. D. A. Khan, Associate Dean (Adm. & F. W.)        | Member          |
| 6. Mr. Ram Pravesh Prasad, Assistant Registrar (Estt.), | Convener Member |

The Committee has been requested to complete the task by 15/03/2015.

Registrar (I/C)

Copy to:

1. O. O. Director for favour of kind information.