



राष्ट्रीय प्रौद्योगिकी संस्थान जमशेदपुर
NATIONAL INSTITUTE OF TECHNOLOGY JAMSHEDPUR
Jamshedpur – 831014, Jharkhand, India.
(An Institution of National Importance under MHRD, Govt. of India)

O.O. No. NIT/Acad/ 22 / 2016
12

Date: 13/01/16

REMINDER - 1

All HODs

You are requested to advice faculty members of your department to distribute **Course Handout** among the students and a copy of Course Handout may be sent to Academic Section as well as Library for record on or before **18.01.2016 (Monday)**.

Faculty members are also requested to enter day to day attendance in MIS System.

Dean (Academic)

Copy to :-

1. Director for favour of kind information.
2. All Dean's,
3. All HOD's/HOS's/HOC's,
4. Registrar,
5. Dy Registrar (Accounts),
6. Dy Registrar (Estd.),
7. Assistant Registrar (Estb.),
8. All Wardens through Chief Warden,
9. All Hostels Notice Board,
10. P/I(Website),
for information and needful.