



NIELIT/KMA/01/24/05-ADMN

Dated, 26/04/2016

## NOTICE

It is hereby informed to all the staffs and in-charges of Labs (IT, Hardware, Networking and Electronics) to submit their System/Lab status report with full details of each system/equipment on or before 27-April-2016. The concerned faculty must informed the competent authority for any damage/loss of system components immediately for necessary actions. The faculty will be held responsible for any damage/loss of system components if not reported within 48 hours.

It is mandatory for all faculties to submit the System/Lab status report for each month on or before 5<sup>th</sup> of every month without fail in the prescribed format.


The lab-in-charges are informed not to allow the students to carry bags inside the lab.

This is issued with the approval of the competent authority.

W. Orendro Kumar Singh  
Technical Officer

**Copy to :**

- 1) Director i/c, for kind information.
- 2) All staffs, for necessary action.
- 3) Web Master, for update in website.
- 4) Notice Board.
- 5) Office file.

  
W. Orendro Kumar Singh  
Technical Officer