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 5th 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