



NETAJI SUBHAS INSTITUTE OF TECHNOLOGY

(Affiliated to University of Delhi)

An Autonomous Institution under the Govt. of NCT of Delhi

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Website: www.nsit.ac.in,

F.No. 220(60)/Misc./Acad/2011/NSIT/21

Date : 13/4/17

OFFICE ORDER

All the faculty / TRF / Guest faculty are hereby requested to kindly upload the attendance (theory, practical, tutorial etc.) of the students for the Even Semester of Academic Year 2016-17 on the CIMS website on or before 5:00 PM of 20/04/2017.

The HODs are requested to kindly direct the attendance coordinators to help the Faculty members/ TRF/ Guest Faculty in case there is any problem. Alternatively, they may be directed to explain their problems (if any) at CIMS.

The signed hard copy of the attendance generated after uploading the attendances required to be submitted to the office of the Dean (UGS) by 5 pm of 21.04.2017 positively through the departmental attendance coordinators.

If any Faculty members/ TRF/ Guest Faculty fails to upload the attendance / submit the hard copy then it will be assumed that he/ she has not taken the classes and the following actions may be taken against them:

- i. The Guest Faculty will not be allowed to take classes from next semesters.
- ii. The Fellowship/ Scholarship of the TRF may be stopped.
- iii. A memo will be inserted in the personal file of the Faculty Members, which may affect promotional and other benefits.

(Prof. J Jena)

Dean (UGS)

Copy to :

1. All Deans/ HODs of NSIT: With the request to bring the same into the notice of all concerned Faculty Members/ TRF/ Guest Faculty.
2. Deputy Registrar (Academic)
3. Coordinator, CIMS: With the request to notify through Institute website.
4. AR to Director Office for information please.
5. PS to Registrar, NSIT for information please.

(Prof. J Jena)

Dean (UGS)