

**GANESH INSTITUTE OF ENGINEERING & TECHNOLOGY (POLYTECHNIC)**  
**JAGANNATH PRASAD, ANDHARUA, BHUBANESWAR**

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Notice No : GIET (P)/ 285 /21

Date: 20 / 12 /2021

It is hereby intimated to all the HODs and faculty members concerned that they should submit their daily academic report properly in every day and weekly academic report on Friday to the undersigned. The concern branch HODs are responsible to submit the mentioned report after due verification.

It also intimated to all the HODs and faculty members concern that they have to strictly manage their proctorial system for smooth running of academic, they also arrange their less attendance student's parents meeting, and the schedule of parents meeting is submitted to the Proctor In-charge on or before 30.12.2021 positively. Proctor In-charge discusses with the undersigned regarding parents meeting and carried out accordingly.

  
20/12/2021  
Principal

Memo No.: GIET(P)/ 286 /2021, Date: 20.12.21

Copy to Chairman, Secretary for kind information and P.R.O, All HoDs for necessary action.

  
20/12/2021  
Principal