

SILIGURI INSTITUTE OF TECHNOLOGY



OFFICE OF THE PRINCIPAL

OFFICE DIRECTIVE

Date: 08.01.2024

Ref. No. Admin/2024/Off. Dir/01

The Aim of the directive are:

- (i) To avoid the compliance of tasks on last date.
- (ii) To avoid any punitive action taken by the affiliating University as per the AICTE APH 2024-2026

This is to inform to all concerned that in view of smooth functioning of the university related tasks in regard to students' affair now onwards the following officials/nodal persons will be responsible for compiling / finalizing / seeking approval / uploading / verification in regard to all regular & backlog students' semester registration, enrollment, examination form release one day before the deadline for compliance advised by the University.

The entire above mentioned process will be executed in two different Tiers. On the Tier - I the institute's Officer - Admin & College Affairs will do the necessary compliance followed by the Tier-II with checks and balances for final verification shall be done by the Officer on Special Duty - Examinations in support with the Head of the Department concerned across all branches.

The above mentioned assignments with the directives are being issued with immediate effect and till further notification.

(Signature)
08.01.24

Dr. Mithun Chakraborty
Principal
Siliguri Institute of Technology

(Signature) 8/1/24 - HOD(CSE) & HOD(AIR ML)

(Signature) 8/1/24 - HOD(CIT)

(Signature) 8/1/24 - HOD(DESH)

(Signature) - 8/1/24 (CCE)

(Signature) - 08/01/24 (EE)

(Signature) - 08/01/24 (ECE)

(Signature) 08/10/24 (MBA)

08/01/24
Officer - Admin & College Affairs

(Signature) (MCA)
08.01.2024

(Signature) (OD-Exam)

(Signature) (HMS)