

SILIGURI INSTITUTE OF TECHNOLOGY



OFFICE OF THE PRINCIPAL

OFFICE DIRECTIVE

Date: 02.09.2024

Ref. No. Admin/2024/Off. Dir/05

To maintain Safety & Security against Theft and Burglary

As per the mandate of Safety & Security of the unit all the faculty, Staff members & students are informed that in case of theft and burglary of any of their belongings during the office hours in the campus the following procedure have to be followed.

- i) Immediate reporting of the theft and burglary to the respective In-charges (Dept./Admin/Academic Coordinator/Security) in writing with detailed substantiations.
- ii) Based on the reporting the In-charge is directed to form a team and do the necessary investigation with all credentials and submit a report to the HOI within next 72 hours.
- iii) Based on the report and recommendation strict action along with punishment may be initiated against the individual in case of in-house involvement.
- iv) For outside involvement FIR may be lodged from the Admin to the nearby Police Station.

W. Chakraborty
02.09.24

Dr. Mithun Chakraborty
Principal
Siliguri Institute of Technology