

**SILIGURI INSTITUTE OF TECHNOLOGY**

**OFFICE OF THE PRINCIPAL**

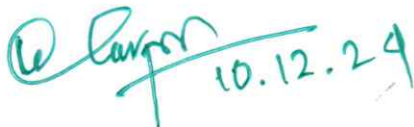
**OFFICE DIRECTIVE**

Date: 10.12.2024

Ref. No. Admin/2024/Off. Dir/07

As per the minimum requirement criteria specified by MAKAUT to release of end semester examination forms for individual students, all the Head of the Department are directed to check and monitor whether the marks for all the CAs of all students of all semester across all subjects offered have been recorded in the data capturing process issued by MAKAUT time to time and must ensure minimum two CA marks recording is done for the individual students in this regard.

OIC - Examinations is requested to devise a method to capture the responses from individual HODs in this regard in every semester.

 10.12.24

**Dr. Mithun Chakraborty**  
**Principal**  
**Siliguri Institute of Technology**

CC:

1. Administrator
2. OIC Examinations - Mr. J. B. Basu
3. Dr. Manas Saha, Academic Coordinator (119)
4. Dr. Debajyoti Misra, IQAC Coordinator