

DIRECTOR'S SECRETARIAT

NOTICE : 35/2016

STUDENTS' INTERACTION WITH JT DIRECTOR

1. As informed earlier and displayed on the board, timings for students to meet Jt Director are between **4 P.M and 5 P.M** on all working days.
2. Students will not loiter around the Main Office, offices of Director/Jt Director during class hours. **Students, who have urgent work with Director/Joint Director during class hrs, will come through HOD/ Counselor/Class Teacher.**
3. Any student who needs any form, certificate etc. to be signed, will hand over these to the attendant of Main Office before class hours/during tea break and collect those back immediately after class hours.
4. Students will not be allowed to be absent from class for meeting Jt Director.
5. For information and strict compliance.

File No : AIT/0075/Notice/Adm

Date : 19 Jul 2016


(KE Vijayan)
Colonel (Retd)
Joint Director
For Director

Distribution: -

Director }
Principal }

U.
19/7
For info please.

For perusal, before dispatch, pl.

Dei ✓


19/7/16

HOD, E&TC
HOD, ASGE
HOD, Mech
HOD, Computer
HOD, IT
Rector BH
Warden OBH
Warden GH
Warden NBH-I
Warden NBH-II

Display on notice boards for info of students

Website I/C