

Dumkal Institute of Engineering & Technology

P.O. Basantapur, Dt. Murshidabad, Pin-742406

(Approved by AICTE & affiliated to MAKAUT, West Bengal)



Memo No: DIET/P/49-B/2021

Date: 03-05-2021

NOTICE

In prolongation of the earlier notification, Memo No: DIET/P/49-A/2021, dated, 23.04.2021 on the issue of COVID-19, the undersigned has discussed with the Management and it has been decided that the College including all Hostel of DIET **except Admission Section, Account Section and Office** will be continued the status of work from Home from 04.05.2021 to 31.05.2021 on account of preventive measures of COVID-19. The College will follow the Order No. 618-ISS/2M-22/2020, dated 30.04.2021, Government of West Bengal, Nabanna, Howrah. College will be fully closed on 13-05-2021 to 16.05.2021 on account of Eid-ul-Fitr.

It is hereby informed to all faculties and staffs of DIET that they have to perform their daily duty from home from 04.05.2021 to 31-05-2021. **Faculties and staffs are directed to work from home as well perform their duty physically as per attachment duty roster list for maintaining minimum and urgent work of the College till 31.05.2021.** College will remain open on 01-06-2021 as usual if COVID-19 conditions will normal and Government will permit.

Academic Convener, Admission Convener, HODs, Examination Controller, Accountant-in-Charge, OS, PA to Principal are directed to collect work status report like online Class, Admission, Examination related work and other administrative issues from their concerned departmental faculties and staffs on **daily basis and send to the Principal at 5 PM everyday through mail directordiet1@gmail.com.** Those who will not able to report to the undersigned, he/she may be treated as absent for that day. The above decision has been taken by the undersigned with concurrence of the management on account of critical situation of COVID-19.

All HODs are also directed to instruct their student to pay their semester fee dues through online in the following account no before 21.05.2021 and ask them to send deposit slip to the Principal mail id (directordiet1@gmail.com).

Account Name	Bank Name	Account Number.	IFSC Code	Branch	Account Type
Domkal Inst of Engg & Tech	State Bank of India.	11742888603	SBIN0002055	Dumkal Branch.	Savings.

This may be treated as urgent and necessary.

Sd/-
Prof. (Dr.) Md. Headayetullah
Principal, DIET

Copy to:

1. Chairman, BES/ Vice Chairman, BES
2. Registrar, DIET & Vice Principal
3. Academic Convener
4. Admission Convener
5. All HODs, DIET
6. Controller of Examination
7. Account section
8. OS
9. PA to Principal
10. Website

03.05.2021

Prof. (Dr.) Md. Headayetullah
Principal, DIET