

# 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-A/2021

Date: 23-04-2021

## NOTICE

It is hereby informed to all faculties and staffs of DIET that they have to perform their daily duty from home till 03-05-2021.

Faculties and staffs are directed to work from home till 03-05-2021. College will remain open on 04-05-2021 as usual.

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 daily basis and send to the Principal at 5 PM everyday including Thursday and Friday through mail [directordiet1@gmail.com](mailto: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 COVID-19 and Election 2021.

All HODs are also directed to instruct their student to pay their semester fee dues through online and ask them to send deposit slip to the Principal mail id.

This may be treated as urgent and necessary.

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

Copy to:

1. Chairman, BES/ Vice Chairman, BES
2. Registrar/Vice Principal, DIET
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

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