



**INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG -759146**  
**CIRCULAR**

**Date: 11-08-2018**

All the 1<sup>st</sup> Semester Diploma students admitted for the year 2018-19 are directed to register their name in the Institute Bio-Metric Attendance System as per the following schedule. The students are advised to attend the registration along with their Identity Card. The classes will remain suspended on respective dates for respective branches as mentioned below.

**VENUE: EDUSAT CENTRE**

<b>Department</b>	<b>Date</b>	<b>Time (Morning)</b>	<b>Time (Afternoon)</b>
Civil	16.08.17	10.00 AM to 1.00 PM	3.00 PM to 4.30 PM
Electrical	17.08.17	10.00 AM to 1.00 PM	3.00 PM to 4.30 PM
Mechanical	18.08.17	10.00 AM to 1.00 PM	-
Mettallurgy & Elect. & Telec.	20.08.17	10.00 AM to 1.00 PM	3.00 PM to 4.30 PM
Rest	21.08.17	10.00 AM to 1.00 PM	3.00 PM to 4.30 PM

**DIRECTOR**

**Copy To-**

1. All Head of the Departments for information.
2. Sri M. P. Behera Co-coordinator Diploma for information and necessary action.
3. Dr S.Sethi (Ass. Prof. CSEA) with a request to upload in the Institute Website.
4. Sri D. Behera, Administrator BAS for information and necessary action.
4. All notice boards of Institute.
5. Notice Board (a) Agni Bhawan (b) Rohini Bhawan.
7. Examination Superintendent Diploma Stream.



## **Indira Gandhi Institute of Technology, Sarang-759146**

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### **Undertaking by the Diploma Student having Poor Attendance**

I Sri/Kumari \_\_\_\_\_ son/daughter of  
Mr \_\_\_\_\_ a student of \_\_\_\_\_ year Diploma in  
\_\_\_\_\_ department having Institute Roll No \_\_\_\_\_ bearing  
SCTE&VT registration number \_\_\_\_\_ hereby undertake that I will  
attend all the classes regularly and maintain the minimum attendance as per  
SCTE&VT rule henceforth, otherwise I will be debarred from the semester  
examination in future.

I am submitting this undertaking to allow me to appear the current semester  
examination

Signature of the Student

Dt \_\_\_\_\_

Signature of the Parent in presence of the HOD

Mobile No of Parent:

Postal Address of Parents:

**Allowed /Disallowed by the concerned HOD**

Signature of the HOD