SYNERGY INSTITUTE OF ENGINEERING & TECHNOLOGY, DHENKANAL

No.SIET/2020/1788 02.12.2020

**OFFICE ORDER**

Admission for B.Tech & B.Tech(LE) 2020 at college level is scheduled from 03.12.2020 onwards from 10.30 AM to 5.00 PM in the conference hall.

Following faculty and staff members are involved till completion of the admission process.

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| Sl.No. | Name of the staff members | Duty assigned  |
| 1 | Prof. B.D.Pradhan, Asso.Prof. ECE | Verification of documents (without hampering their class works) |
| 2 | Mr. R.K.Mahanta,AP, EE |
| 3 | Mrs. Ipsita Panda, AP, CSE |
| 4 | Ms. Nabanwita Pradhan, AP, CE |
| 5 | Mrs. S.S.Mohapatra, AP, ME |
| 6 | Mr. P.K.Mohapatra, Sr.Asst. Estt.Sec | Record keeping of all documents |
| 7 | Mr. B.Mishra, P.A. | Affidavit with Notary & Issuance of Bonafide certificate to students  |
| 8 | Mr. Biswajit Mohapatra, Acct. Asst. | Collection of fees |
| 9 | Mr. Purna Ch. Samal, Asst. Lib | Issuance of Library Card |
| 10 | Mr. Ashok Pradhan, Attendant | For assisting the admission process |
| 11 | Mr. Jugal Dehury, Attendant  |
| 12 | Mr. Arun Barik, Attendant | For Xerox of all certificates of students. |
| 13 | Ms. Madhusmita Swain, Office Asst. | For tele communication to the students for reporting  |
| 14 | Ms. Sushree Priyanka Pradhan, Office Asst. |
| 15 | Dr. M.P.Dash, Admission Head | Over all incharge of admission process.  |
| 16 | Mr. C.K.Mishra, A.O. | Arrangement of conference hall, Notary Public (the cost of affidavit should not exceed Rs.200/- for 3 affidavits) |

PRINCIPAL

Copy to CMT/all HODs/Persons concerned/SO/Acct.sec/Acd.sec/Estt.sec/Exam sec/MO/ Principal SSE/**Mr. P.K.Behera, Programamer for uploading in college website**