

Shri G S Institute of Technology & Science, Indore

Ref: MD/DIR/2024/90

CIRCULAR

(FIRST B. TECH.)

12 3 APR 2024

Date: 22.04.2024

Happiness lies in patience; so, don't be panic in adverse circumstances. Be in touch with us.....

The students of first year B.Tech. are informed to follow below channel to communicate and raise their academic and other related concerns.


Coordinator in charge	Concerns	code	First contact person	Contact if problem not resolved	I Yr office Clerk (Gen. Enquiry)
Mrs. Jyoti Tiwari, Coordinator, First Year (Mb:9009187187)	Personal problems	PP	Concerned Mentor	HOD First Yr	Mr. Sunil (Mb: 9993355269)
	Quarrels and bullying	QB	Concerned Mentor	HOD First Yr	
	Exam and MSTs	ET	Coordinator in charge	HOD First Yr	
	Classroom and Timetable problems	CT	Coordinator in charge	HOD First Yr	
Shri C. P. Singar , Coordinator, First Year (Mb:9589375501)	Scheme, syllabus, study material	SS	Subject Faculty	Concerned Mentor	Mr. Sunil (Mb: 9993355269)
	Scholarships	SH	Concerned Mentor through section in charge	HOD, concerned	
	Detention	DT	Concerned Mentor through section in charge	Mentor and HOD concerned	
	Fee submission	FH	Coordinator in charge	Concerned Mentor	

Note for Students: Don't forget to register any of your visit against any concerned matter at the log book kept at I Yr office. The HOD, First Yr will weekly monitor the above matters through log book.

To,

1. ALL Deans and HODs
2. Shri C.P. Singare, First Yr Coordinator
3. Mrs. Jyoti Tiwari, First Yr Coordinator
4. All section in charges

cc - To, Director office


DIRECTOR
aj