



HI-TECH INSTITUTE OF TECHNOLOGY, KHURDA

No : 28

Dated : 5th August 2017

NOTICE

The college will remain closed on **7th August 2017 (Monday)** on account of “Jhulana Purnima”. However, essential duties will be carried out.

Principal

C.c – All Notice Boards (Including Hostels), All HODs, Exam Sec, OS, Account Section, Transport in charge, DDO, Security Incharge, Library Sec & Guard file.



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OFFICE ORDER

The following Staff members have been assigned the additional responsibilities besides their normal duties at college hostel with immediate effect:-

Sl. No	Name	Additional Responsibilities
1.	Prof. Tofan Ku. Swain	Hostel Warden
2.	Mr. Sai Prasad Mohanty	Canteen Management
3.	Mr. Ashish Mohapatra	Room Allotment of students
4.	Mr. Kalia Nahak	Medical & Maintenance

It is also intimated that the above staff members are also over all responsible to maintain hostel discipline time to time.

Principal

C.c – Person concerned, Personal file, Hostel Notice board & guard file.

