



Ref. No. :

Date :

Ref No. COE/MAKAUT/Colleges/33/2019-20

Date: 12/05/2020

To
The Director/Principal
All the affiliated Colleges of MAKAUT, WB

Sub: Correspondences from colleges through Principal/Directors

Dear Sir/Madam,

This has observed that communications from the colleges are received from different levels and different persons for various reasons. During direct communication with the Principals/Directors of the colleges it is also understand that in many cases, head of the institution does not has information regarding such letters/requests sent from their college.

During the lockdown period and limited access of office, we are trying our best to keep office of CoE functional for the best interest of the institutions and students.

In this situation, it is advised to send all communication from colleges through the Principal/Director of the institution. Communication from Officer-in-Charge, Examinations would be noted in respect of communications on upcoming end semester examinations only.

One separate "Support" button link is provided to the college/Principal/Director's login to submit communications from the Principals/Directors of the colleges to the office of CoE. Updates/Reply/Action taken report, as applicable, would be communication through the support link. Officer-in-Charge, Examinations would also be given a separate support link for communication with the university regarding conduction of examinations. This would help to track all communications to the university and necessary action in those respects. Otherwise, it is observed that is difficult to handle and take action in a systematic manner when multiple communications are received through email.

All Directors/Principals are therefore requested to advise their office and faculties to convey this message and follow this official communication channel for better output. All communication related to marks submission, evaluation etc should come through the Principal/Director.

All communication sent by the individual faculties or others during last two months which are not resolved, should be submitted afresh through the "Support" link in examination portal from the login of Principal/Director.

Thanking you,

(Dr. Subhashis Datta)
Controller of Examinations