

# GURUNANAK INSTITUTE OF TECHNOLOGY

Approved by A.I.C.T.E., New Delhi  
Affiliated to MAKAUT, West Bengal



## Supporting Document (List of projects and grant details)

Guru Nanak Institute of Technology  
157/F, Nilgunj Road, Panihati  
Kolkata -700114

Ref. Number GNIT/PRIN/R&D/2021/87	Compiled & Checked by: Dean, R&D Sig..... <i>R.K.D.</i> ..... Date .....	Approved by: Principal Sig..... <i>[Signature]</i> ..... Date .....
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Principal  
Guru Nanak Institute of Technology

Copy forwarded for information and necessary action to:-

1. The Principal Accountant General (A&E), Treasury Buildings, Kolkata-700001
2. The Principal Accountant General (Audit), Treasury Buildings, Kolkata-700001
3. The Principal Accountant General (Receipt, Works & Local Bodies Audit), CGO Complex at Salt Lake, Kolkata-700091
4. Sec. Officer, Science & Technology & Biotechnology Dept.
5. Pay & Accounts Officer-III, Calcutta PAO-III
6. PSO.
7. Shri A.K.Kalidaha, SSO.
8. Principal, Guru Nanak Institute of Technology, 157/F, Nilgunj Road, PANihati, Kol-114.
9. Dr. SUPARNA KARMAKAR, Programme Coordinator, Guru Nanak Institute of Technology, 157/F, Nilgunj Road, PANihati, Kol-114.
10. Shri Soumyajit Mukherjee, SSO.      11) Guard File.

  
ASSISTANT SECRETARY

GOVERNMENT OF WEST BENGAL  
Science & Technology and Biotechnology DEPARTMENT

Tel:

Fax:

Date: 13/02/2020

Memo No : 1832 (Sanc.)/STBT-11012(22)/21/2019-ST SEC

Sanction Order for Grant-in-Aid in Cash

Demand No. : 76 Department Code : BS Financial Year : 2019 - 2020

1. Sanctioning Authority: Science & Technology and Biotechnology
2. Recipient of Grant: Guru Nanak Institute of Technology.
3. Category of the recipient of Grant: Grantee Institution
4. Amount Sanctioned: Rs.50000/-  
Rupees Fifty Thousand Only.
5. DDO Code :- CAFSTA003
6. DDO Designation: Sec. Officer, Science & Technology & Biotechnology Dept.
7. Department Code: BS-Science & Technology and Biotechnology
8. Head of Account Code :76-3425-60-200-011-31-02-V
9. Scheme Name : West Bengal State Council of Science & Technology
10. Name of the Treasury/PAO & Accounts office: Pay & Accounts Officer-III, Calcutta PAO-III
11. Type of Grant:- Non-Recurring
12. Utilization Certificate Required or Not: Yes

13. Purpose of Grant : Seminar on Recent State-of-the art of Image processing.

14. Applicable T.R Form No:- TR Form No.31

15. An amount of Rs.50000/-(Rupees Fifty Thousand Only.) is hereby sanctioned for payment of Grant to the recipients as per Sl.No.2 from the Head of Account as stated in Sl.No.8 above against the Budget Provision of the Financial Year 2019 - 2020. The sanctioned amount will be payable through Transfer Credit into the LF/PL/Other Deposit Account/ECS/Cheque, as the case may be following the order issued by Finance Department in this regard.

16. Total released amount is within the Budget Provision of the Financial Year. 2019 - 2020

17. This order issues in exercise of the power delegated under Finance Department Memo. No. 1854-F.B. dated-26.03.2019 & 550-F.B. dated-30.07.2019 with the concurrence of Finance Deptt. vide Gr. F.A. Branch U.O. No. 213-

18. The Principal Accountant General (A&E), West Bengal and Pay & Accounts Officer/Treasury Officer and other concerned are being informed.

19. Remarks: Present release Rs. 50,000/- will be transferred through e-Pradan system to Guru Nanak Institute of Technology. A/C No.-33454713045 (SB), IFSC CODE-sbin0016642, Mobile No.-7003573727.

Sdt

ASSISTANT SECRETARY

Science & Technology and Biotechnology



Phone : 011-26131577 - 78, 80  
011-29581000  
Website : www.aicte-india.org



सत्यमेव जयते

अखिल भारतीय तकनीकी शिक्षा परिषद्

( भारत सरकार का एक सांविधिक निकाय )

( मानव संसाधन विकास मंत्रालय, भारत सरकार )

नेल्सन मंडेला मार्ग, वसंत कुंज, नई दिल्ली-110070

**ALL INDIA COUNCIL FOR TECHNICAL EDUCATION**

(A Statutory Body of the Govt. of India)

(Ministry of Human Resource Development, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070

**Col. B. Venkat**  
**Director (FDC)**  
**E-mail: [director.fdc@aicte-india.org](mailto:director.fdc@aicte-india.org)**  
**Mob. No. 8130255472**

05. Feb. 2021

**Sub:-For information of AICTE approved institutes which have received grants for conducting STTP's/FDP's under AQIS 2019-20.**

Sir,

This is in reference to grants released by AICTE under AQIS 2019-20 for conduct of STTP's/FDPs. It is being observed that due to present circumstances of ongoing pandemic of COVID-19, most of Institutes are facing difficulties in organizing and conducting STTP's. This office has received a number of requests from various institute to allow on line method of conducting STTP/FDP to complete their commitments.

In this regard, it is to inform that all such institutes, which have already received grants for conducting STTP's/FDPs through prevailing contact mode, are **allowed to conduct STTP's through online mode subject to following conditions:**

- (i) The Institute will be allowed to adjust the grants received for STTP at following rates:-

a.	Honorarium for Coordinator	Rs. 5000.00
b.	Honorarium to experts	Rs. 75000.00
c.	Provision for payment to lab attendant engaged during lab practices	Rs. 3000.00
d.	miscellaneous charge	Rs. 10000.00
<b>Total for each STTP's</b>		<b>Rs 93000.00</b>

- (ii) The Institute will conduct more than one STTP's in multiples of Rs. 93000.00 within the total grant received by it and shall return the balance unspent amount to AICTE.

e.g.

if an Institute has received grant for STTP	=Rs 3,00,000.00
Cost of three STTP	3x93000= Rs. 279000.00
<b>Balance</b>	<b>= Rs. 21,000.00</b>

The institute will return the balance unspent amount of Rs.21,000.00 alongwith interest earned on such amounts to AICTE while submitting UC for adjustment of accounts for keeping its eligibility for receiving grants in next AQIS.

- (iii) The institute will conduct all three STTP's as explained above on the same topic which has been approved by AICTE while releasing the grants.
- (iv) Firm dates for each program will be intimated to AICTE beforehand.

On similar lines FDP (02 week program) to be conducted online has the following approval totaling to Rs. 1,86,000.00.

a.	Honorarium for Coordinator	Rs. 5000.00
b.	Honorarium to experts	Rs. 1,68,000.00
c.	Provision for payment to lab attendant engaged during lab practices	Rs. 3000.00
d.	miscellaneous charge	Rs. 10000.00
	<b>Total for each FDPs</b>	<b>Rs 1,86,000.00</b>

The conducting of FDP's (two weeks program) shall be subjected to the similar conditions (i) to (iv) given above for conduct STTP courses, except rates of Honorarium to experts.

You are requested to acknowledge receipt of above guidelines and convey your consent if your institute is ready for conducting the STTP through online format on conditions explained above.

**It is once again reiterated that online conduct of FDP & STTP will be on explicit permission of AICTE.**

This provision is valid only till 30 June 2021

Yours sincerely,

Director (FDC)

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## All India Council for Technical Education

(A Statutory body under Ministry of HRD, Govt. of India)

Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



### STTP- Sanction Letter

Ref. No. 34-66/428/FDC/STTP/Policy-1/2019-20

Date 29 JAN 2021

From

Director,  
Faculty Development Cell,  
AICTE, New Delhi-110070

To

The Drawing and Disbursing Officer,  
All India Council for Technical Education,  
Nelson Mandela Marg,  
Vasant Kunj, New Delhi - 110070

**Sub:** Release of grant for conduct of Short Term Training Programme (STTP) under AQIS 2019-20 during the financial year 2020-21- reg.

Sir,

This is to convey the sanction of the Council for payment of **Rs. 429000 /- (Rupees Four Lakh TwentyNine Thousand Only)** for conduct of Short Term Training Program as per details given below:-

1.	Name and address of the beneficiary University / Institution	GURUNANAK INSTITUTE OF TECHNOLOGY 157/F, NILGUNJ ROAD, PANIHATI, SODEPUR, KOLKATA-700114 West Bengal 700114
2.	Permanent ID of Institute	1-6174801
3.	Institute type	Unaided - Private
4.	Name of Coordinator	Mrs. BAPITA ROY
5.	Amount sanctioned	Rs. 429000/-
6.	Amount to be released	Rs.429000/- Full & final payment
7.	Head of account	<b>601.15(a) Gen. Short Term Training Programme (Plan)</b>
8.	The authorized officer in whose favour Cheque/ Demand Draft/ RTGS is to be made	REGISTRAR / DIRECTOR / PRINCIPAL
9.	Title of the programme	Green IoT for green environment

- The amount of the grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education on the grant-in-aid bill and shall be disbursed to and credited to the Registrar/ Director/Principal of the institute through RTGS.
- This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated, and also being communicated in this letter.
- The Principal of the Institute and the Coordinator of the Program are requested to verify the correctness of the under-mentioned Bank Account / RTGS Details submitted by them alongwith the proposals, in which the grant is being released:

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAATG6799C	STATE BANK OF INDIA	GNCC	180/F, Nilgunj Road, Panihati, Kolkata-700114	Gurunanak Institute of Technology	Saving Account	33454713045	SBIN0016642

#### Instructions/Guidelines to be followed by the University/Institution

##### I. Disbursement of funds to University/Institutions

- The full amount of the grant sanctioned is being released as advance to the University/Institute.
- The amount spent by the institute on the conduct of STTP shall be adjusted on the basis of utilization certificate and detailed expenditure statement submitted by the University/Institution on the prescribed format along with other mandatory documents viz feedback form, copy of proceedings and completion report etc.
- The above said amount of grant shall be refunded back to AICTE if the Letter of Approval (LOA) / Extension of Approval (EOA) is not issued by AICTE to the institute for the academic year 2020-21.

##### II Maintenance of Accounts

- The Institute shall strictly follow the provisions laid down in the scheme document as available on the portal.
- Funds covered by this grant shall be kept separately and would not be mixed up with other funds so as to know the amount of interest accrued on the grant.
- The University/College/Institute shall maintain proper accounts of the expenditure out of the grants, which shall be utilized only on approved items of expenditure.
- The grant is intended to cover items of expenditure connected with the Short Term Training Programme such as Boarding & Lodging to the participants, TA to outstation participants, Honorarium to Course Coordinator, reading material to participants, Honorarium to resource persons, TA/DA to resource persons including two outstations resource persons & working expenses (reprographic services, postage, transport, daily wages, tea/coffee etc.

##### III. Conduct of test and issuance of certificate

A test shall be conducted by Program Monitoring Committee (PMC) at the end of the program and joint certificates shall be issued (by AICTE & conducting institute) to those participants who have attended the program and have scored minimum 60% marks in the test.

##### IV. Submission of Documents by the University/Institutions to AICTE

- The following mandatory relevant documents are required to be submitted by the University/Institution within one month of the completion of the program:-
  - Original Statement of actual expenditure & Utilization Certificate in the prescribed proforma duly signed by the Head of the institution and countersigned by Registrar/Finance Officer/Govt. Auditor. In case of self-financing/private institutions, Statement of actual Expenditure & Utilization Certificate are required to be audited & signed and sealed by a Chartered Accountant endorsing the membership number and complete postal address. Format for the same is available on AICTE web portal.

The University/Institution is not required to submit bills/vouchers/invoices etc for the expenditure incurred out of recurring grants. However, such copies of bills/vouchers/invoices shall be digitized by respective institutions receiving grant and uploaded scanned copies of such bills/vouchers/invoices etc on the portal for availability and view at any point of time.

- (ii) Feedback form in the prescribed proforma.
  - (iii) Copy of the proceedings and completion report.
  - (iv) List of candidates who have successfully completed the program on the basis of the test conducted by Program Monitoring Committee (PMC),
  - (v) Report submitted by Program Monitoring Committee (PMC).
- b. The amount of the grant shall be adjusted on submission of utilization certificate & detailed expenditure statement by University/Institution. On receipt of these documents, the total amount of financial assistance, admissible as per the norms, shall be worked out and grant-in-aid adjusted.

#### V. General instructions

- a. Preferably 10% of the participants may be industry professionals deputed by industry. Further, not more than 2 participants shall be from the host institution/group of institutions.
- b. The grant released/or part thereof, if remains unutilized for any reason after expiry of stipulated time period (for any reasons to include unspent amount, interest, penalty if imposed) shall be refunded back to AICTE in the form of RTGS payable to Member Secretary, AICTE, New Delhi. The bank details of AICTE are as under:-

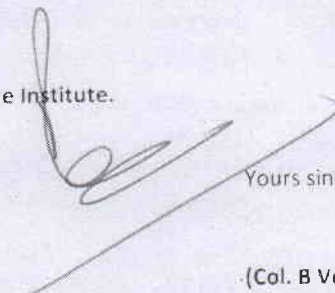
Account No	: 55113199952
Name of the Account Holder	: Member Secretary, AICTE, New Delhi
Bank Name	: State Bank of India
Branch Name	: Shastri Bhawan, New Delhi
IFSC Code	: SBIN0050203

- c. The STTP is a residential program of a duration of six days with minimum 40 participants. The approved STTP shall be conducted within six months from the date of release of funds.
- d. If programme is not conducted within the period of six months of the release of the 100% grant, the released amount, alongwith interest accrued thereon, has to be necessarily returned back to AICTE within a month through RTGS.
- d. The expenditure under the Heads 'Honorarium to Course Coordinator' and 'Honorarium to Resource Persons' shall not exceed 1% & 20% respectively of the total sanctioned grant for the Programme. However, overall expenditure shall not exceed the funds sanctioned for the Programme.
- g. Any extra money required to complete the programme must be borne by the institute from their own resources. But the quality of the activities should not be compromised.
- h. Any unavoidable circumstantial change in the program with respect to name of Project Coordinator, Venue and date for organizing STTP would mandatorily require prior approval of the Council. All such requests should be addressed to AICTE, in advance, recording the specific reasons for proposed changes, failing which the offer for the grant already issued would be treated as automatically withdrawn and the financial assistance released in favour of the beneficiary institution shall be refunded immediately to the Council. Kindly mention the File No. 34-66/428/FDC/STTP/Policy-1/2019-20 in your future correspondence.
- i. **Steering Committee/Project Monitoring Committee (PMC)** is required to be constituted at institutional level. The constitution of the PEC shall be as under:
- (i) Principal/Director/Registrar of the institution (Chairperson).
  - (ii) Coordinator of the program (Member Secretary).

The members of the said PMC shall not be below the rank of Associate Professor. A test shall be conducted by Project Monitoring Committee (PMC) at the end of the program and the certificates shall be issued to those participants who have attended the program and have qualified in the test. The minutes of the meetings, along with PMC report, are to be submitted to the Council at end of the program along with other mandatory documents.

- j. **Gol GFR rules** (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- k. This Sanction Order may be treated as Offer Letter for all purposes.

**NOTE:- Any deviation from the above will invoke serious action against the Institute.**



Yours sincerely,

(Col. B Venkat)  
Director (FDC)

29 JAN 2021

Copy forwarded for information and necessary action to:-

1. **Name and Address of the Coordinator**  
Mrs. BAPITA ROY  
GURUNANAK INSTITUTE OF TECHNOLOGY  
157/F, NILGUNJ ROAD, PANIHATI, SODEPUR, KOLKATA-700114  
West Bengal700114
2. **The Registrar / Director / Principal**  
GURUNANAK INSTITUTE OF TECHNOLOGY  
157/F, NILGUNJ ROAD, PANIHATI, SODEPUR, KOLKATA-700114  
West Bengal700114
3. **Guard File**

Dated- 21<sup>st</sup> June, 2021

F. No.67- 27/IDC/GOC/POLICY-2/2020-21

All India Council for Technical Education  
(A Statutory body under Ministry of HRD, Govt. of India)  
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070 Website: [www.aicte-india.org](http://www.aicte-india.org)



**Grant for Organizing Conference - Sanction Letter**

To

The Drawing and Disbursing Officer  
All India Council for Technical Education  
Nelson Mandela Marg, Vasant Kunj,  
New Delhi-110070

**Subject:** Release of a sum of **Rs. 2,00,000/- (Rupees Two lakh only)** as Grant-in-Aid to conduct Conference under the scheme **Grant for Organizing Conference (GOC)** for the year 2020-21 payable during the current financial year 2021-22-reg.

Sir,

With reference to the proposal submitted by the institute, this is to convey the sanction of the Council for payment of **Rs. 2,00,000/- (Rupees Two lakh only)** to conduct Conference under the scheme **Grant for Organizing Conference (GOC)**, as per details given below:

1.	Name and address of the Beneficiary Institute:	<b>Gurunanak Institute of Technology, 157/F, Nilgunj Road, Panihati, Sodepur, Kolkata, North 24 Parganas-District, West Bengal-700114</b>
2.	Permanent ID of Institute:	<b>1-6174801</b>
3.	Title of Conference:	<b>ICCCN 2021</b>
4.	Mode of Conference:	<b>Onsite Conferences</b>
5.	Level of Conference:	<b>International Level</b>
6.	Name of Coordinator:	<b>Dr. Sunipa Roy</b>
	Name of Co-Coordinator:	<b>Kakali Bandyopadhyay</b>
7.	Grant-in-aid Sanctioned:	<b>Rs. 4,00,000/- (Rupees Four lakh only)</b>
8.	Amount to be released during the year 2020-21 as 1 <sup>st</sup> instalment (50% of grant sanctioned):	<b>Rs. 2,00,000/- (Rupees Two lakh only)</b>
9.	Sanctioned grant-in-aid is debit to:	<b>Major Head 601. 17 (a) Gen (GOC) Plan Head</b>

- The amount of the Grant shall be drawn by the Drawing and Disbursing Officer, All India Council for Technical Education, New Delhi on the Grant-in-aid bill and shall be disbursed to and credited to the account of Registrar/ Director/ Principal of the institute through RTGS.
- This grant-in-aid is being released in conformity with the terms & conditions as well as norms of the scheme as already communicated and also being communicated in this letter.

**The instructions/ guidelines to be followed by college/ institution**

**I. Release of funds**

- a. The Principal/ Director of the institute and the Coordinator of the Conference are hereby requested to verify the correctness of the undermentioned bank account/ RTGS details submitted by them along with the Proposal, against which the grant is being released:

AQIS ID: 1-9291946091

Dated- 21<sup>st</sup> June, 2021

F. No.67- 27/IDC/GOC/POLICY-2/2020-21

Institute PAN No.	Bank Name	Bank Branch Name	Bank Branch Address	Account Holder Name	Account Type	Account Number	IFSC Code
AAATG679 9C	STATE BANK OF INDIA	Guru Nanak College Campus Branch, Panihati	180/F, Nilgunj Road, Panihati, Kolkata - 700114	Gurunanak Institute of Technology	Saving Account	334547130 45	SBIN0016642

In case of any omission the same should be reported to AICTE immediately.

- b. First instalment i.e. 50% of the grant sanctioned is being released as advance to the institute.
- c. 2<sup>nd</sup> instalment will be released on receipt of requisite documents after successful conduct of conference.
- d. This sanction is issued in exercise of the powers delegated to the Council and other terms and condition laid down in the guidelines of the scheme.

## II. Limit of Funding

- a. The grant from AICTE will be **one-third (limited to Rs. 4,00,000/-)** of the total expenditure incurred for organizing the Conference and rest amount i.e. two-third of total expenditure will be managed by institute itself.

## III. Utilization of funds

- a. Funds once released/sanctioned for organizing the particular Conference cannot be utilized for any other programme/ conference.
- b. 10% of the funds sanctioned by AICTE should be utilized for registration fee of participants belonging to SC/ST category.
- c. At least 15% and 25% participation from other states is must for onsite conference and online conference respectively.
- d. Papers from host institution should not be more than 10% of the total papers.
- e. Coordinator will maintain an electronic record of papers, participants, their institution & its location, to ensure that norm of Pan-India participation, overseas participants in International Conferences and papers from local faculty, are adhered to and also shared with AICTE.

## IV. Maintenance of accounts

- a. The institute shall strictly follow the provisions laid down in the scheme document and this sanction letter. All correspondence related to the conference must contain the number of this letter along with year of sanction of the conference failing which correspondence will not be entertained.
- b. The institute shall maintain proper accounts of the expenditure out of the grant and the Council or its nominee shall have the right to check/ verify the account to satisfy that the fund has been utilized for the purpose for it was sanctioned.
- c. Funds covered by this grant shall be kept separately and would not be mixed up with other funds, so as to know the amount of interest accrued on the grant.

## V. Refund of grant to AICTE (by way of a demand draft in favour of Member Secretary, AICTE, New Delhi)

- a. In case the event is cancelled, the fund released should be immediately refunded to AICTE with interest accrued thereon.
- b. The grant shall be refunded to AICTE if the Letter of Approval (LOA) or Extension of Approval is not issued by AICTE to the institute for the academic year 2020-21.

AQIS ID: 1-9291946091

- c. The proposed/ approved Conference shall be conducted within **12** months from the date of receipt of grant. If conference is not conducted within stipulated time period, the released amount, alongwith interest accrued thereon, has to be necessarily returned to AICTE within one month, failing which penalty @ 18% will be levied.
- d. Interest accrued on the grant released, shall be refunded to AICTE.
- e. No payment is permissible against the conference **already conducted**. Institutions are liable to refund the grant if received after the conduct of conference and have no plan of conducting the conference ahead.
- f. As AICTE needs adequate time for depositing the Demand Draft in the bank, the same be immediately dispatched to avoid any lapse of the validity period.

#### **VI. Documents to be uploaded on AICTE Dashboard/ Portal**

##### **On receipt of grant:**

The Acceptance Letter with dates of Conference, within 7 days from the date of receipt of the Sanction Letter duly signed and seal affixed by Coordinator and Head of the Institutions along with permission/clearance of Govt. of India for Organizing Conference.

##### **After conduct of the Conference:**

Institute has to fill up Report on AICTE dashboard/ portal and upload following documents:

- a. Copy of proceedings of conference
- b. Feedback of the participants.
- c. Geotagged photographs (maximum 15) of the conference.

#### **VII. Submission of documents by institute after conduct of conference**

The following documents must be submitted to AICTE within a period of one month, from the date of conduct of Conference:

- a. Utilization Certificate and Statement of Accounts in prescribed format duly audited by the Chartered Accountant in the case of a private institution and by the Finance Officer/Account Officer in respect of government/government- aided institution.
- b. Supporting bills/documents on account of expenses incurred for the purpose duly attested by the Head of the Institute.
- c. Soft copy of final report submitted on portal as mentioned above (in section VI).

#### **VIII. General instructions**

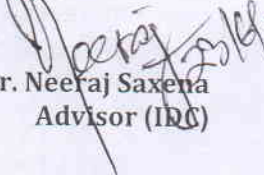
- a. Any change in the programme for holding Conference, change of Coordinator name, Venue and Date should be effected only after prior approval of the Council, failing which the sanction for the grant already issued would be treated as automatically withdrawn.
- b. The assets acquired wholly or substantially of the All India Council for Technical Education's grants shall not be disposed or encumbered or utilized for the purposes other than those for which it was given without proper sanction of the Council and should, at any time the Institution ceased to function, such assets shall revert to the All India Council for Technical Education.
- c. The beneficiary institute will make best efforts to promote the scheme by mentioning the sponsorship/ support from AICTE, carrying the Logo of AICTE in conference and other means.
- d. The grantee Institution shall observe all financial norms and guidelines as prescribed by the AICTE/ Government of India from time to time. GOI GFR rules (@<https://doe.gov.in/order-circular/general-financial-rules2017-0>) should be followed during utilization of grant.
- e. In respect of international conference, additional guidelines at **Annexure-I** have to be followed.
- f. In respect of Online/ e-Conference, additional guidelines at **Annexure-II** have to be followed.

Dated- 21<sup>st</sup> June, 2021

F. No.67- 27/IDC/GOC/POLICY-2/2020-21

g. This Sanction Letter may be treated as Offer Letter for all purposes.

Yours sincerely,

  
Dr. Neeraj Saxena  
Advisor (IRC)

Copy forwarded for information and necessary action to:

**1. Name and Address of the Coordinator**

**Dr. Sunipa Roy**

Gurunanak Institute of Technology,  
157/F, Nilgunj Road, Panihati, Sodepur,  
Kolkata, North 24 Parganas-District,  
West Bengal-700114

**2. The Registrar / Director / Principal**

Gurunanak Institute of Technology,  
157/F, Nilgunj Road, Panihati, Sodepur,  
Kolkata, North 24 Parganas-District,  
West Bengal-700114

**3. Guard File**