



केन्द्रीय प्रौद्योगिकी संस्थान कोकराझार
CENTRAL INSTITUTE OF TECHNOLOGY KOKRAJHAR

Deemed to be University, MoE, Govt. of India
Kokrajhar, Assam-783370

www.cit.ac.in

CITK/Estt./Misc./407/2020/117

Date: 04/06/2021

OFFICE ORDER


A Campus Helpline of the Institute has been created to look after the Complaints/Grievances of the Campus with the following persons of responsibilities.

1. Dr. Rajiba Lochan Hotta, Associate Prof. (Physics), **Co-ordinator**
2. Mr. J.D.H. Basumatary, Asstt. Prof. (HSS), **Member** (To look after Boys' Hostel related matter).
3. Dr. Barnali Bora Patowary, Asstt. (ECE), **Member** (To look after Girls' Hostel related matter).
4. Mr. Phwjakhang Basumatary, AR (Admin), **Member** (To look after maintenance works such as Campus cleaning, Electricity, Water Supply & Sanitization Disposal of Waste/Dustbins and Drainage System and Ambulance Services).
5. Mr. Phungkha Muchahary, (Security Officer), **Member** (To look after institute campus security-related matters).

- The Campus Helpline E-Mail Id: campus.help@cit.ac.in has been created which can be accessed by all the committee members.
- No message can be sent from the helpline e-mail Id without the prior information to the Coordinator.
- Committee members can be contacted through the campus helpline Numbers:
(i) 9101866192; (ii) 8011117096; (iii) 7638005873; (iv) 9502980193.

Note: The helpline committee may be contacted only in case of emergency during the odd hours and in case of the complaints/grievances are not resolved by the existing regular maintenance cell of the institute.

This is issued with the approval of the Director and shall remain in force until further orders.


(Ms. Chaitali Brahma)
Registrar
Central Institute of Technology Kokrajhar
Central Institute of Technology
Kokrajhar

Copy to:

1. The Director, Central Institute of Technology Kokrajhar for favour of information.
2. All the Deans of this Institute for kind information.
3. All Heads of Departments/ Sections/ Cells etc. of this Institute for kind information.
4. All Concerned Persons for kind information.
5. All Assistant Registrars of this Institute for information.
6. The Security Officer, CIT Kokrajhar for information and compliance.
7. The Maintenance Cell of this Institute for information and compliance.
8. Institute website for wide circulation.