



# J. D. BIRLA INSTITUTE

(Affiliated to Jadavpur University)  
Accredited with 'A' grade by NAAC (in 2010)  
**DEPARTMENTS OF SCIENCE, COMMERCE & MANAGEMENT**

6<sup>th</sup> May 2022

## NOTICE

This is to inform all students, teaching and non-teaching staff members that any application addressed to the Principal must be submitted only at the following desks:

HR related applications & order list from staff: EA to the Principal

Other applications from staff: PA to the Principal

Applications from students: Student's Welfare Officer

Principal, J.D. Birla Institute  
Prof. Deepali Singhee, Ph.D

Copy to:

- College Website
- Notice Board
- Dean (Science & Commerce)
- HoD Office
- FSNM Staffroom
- TCFS Staffroom
- ID Staffroom
- HD Staffroom
- Commerce (Old) Staffroom
- Commerce (New) Staffroom
- Male Faculty Staffroom
- Common Staffroom
- Library
- Placement Office
- Examination Office
- Principal's Office - for records