



**Bharath Institute of Higher Education and Research  
(Deemed to be University)**

**Office of the Dean of Engineering,**

**Sree Balaji Institute of Science and Technology (SBIST),**

**7, Works Road, Chromepet, Chennai – 600044**

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SBIST/ADM/REC/2025-26/001

Date: 01 October 2025

**OFFICE ORDER  
COMPLIANCE RECORD  
GENERAL NOTICE BOARD AND DEPARTMENTAL NOTICE BOARDS**

**1. Objective**

To ensure effective communication of academic, administrative, regulatory, and student-related information through properly maintained notice boards, in compliance with AICTE Essential Requirements.

**2. Compliance Statement**

Sree Balaji Institute of Science and Technology (SBIST) confirms that:

1. A Central General Notice Board is installed at a prominent and easily accessible location within the campus.
2. Separate Departmental Notice Boards are available in each academic department.
3. Notice Boards are used for displaying:
  - Academic announcements
  - Examination schedules
  - Circulars and office orders
  - Committee information
  - Student activities and events
  - Regulatory notifications (AICTE, University, etc.)

### **3. Location Details**

#### **Central Notice Board:**

- Located at: Administrative Block / Main Entrance
- Size: Adequate for multiple official communications
- Accessible to: Students, Faculty, Visitors

#### **Departmental Notice Boards:**

- Installed in each department
- Used for departmental circulars and academic updates

### **4. Maintenance and Upkeep**

The Administration Department shall ensure:

- Notices are updated regularly.
- Obsolete notices are removed promptly.
- Display content is neat, legible, and properly dated.
- Official documents displayed bear document numbers where applicable.

Departments shall ensure that:

- Only approved and authorized communications are displayed.
- Sensitive or confidential information is not publicly posted.

### **5. Supporting Evidence Maintained**

The following records are maintained in the compliance file:

- Photographs of Central Notice Board
- Photographs of Departmental Notice Boards
- Sample copies of displayed circulars and notices
- Periodic verification records

### **6. Responsibility**

- Administration Department – Installation and maintenance of Central Notice Board
- Heads of Departments – Maintenance of Departmental Notice Boards
- IQAC – Periodic verification during compliance review

## 7. Compliance Declaration

This document certifies that the institution maintains General and Departmental Notice Boards as per AICTE Essential Infrastructure Requirements to ensure transparency and effective communication.

*J. Indumathi*





**SREE BALAJI**  
**INSTITUTE OF SCIENCE AND TECHNOLOGY**  
 NO.7, WORKS ROAD, CHROME PET, CHENNAI - 600 044  
 (Approved by AICTE, New Delhi)



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