

Birla Institute Of Technology
Mesra, Noida Campus

September 23, 2021

Ref. No. DO/00/21-22/0011


OFFICE ORDER

Committee is formed to look after office time management & implementation of CDA rules of BIT.

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| 1. Mrs. Sadhu Mallika | - | Coordinator |
| 2. Dr. Monika Bisht | - | Member |
| 3. Mrs. Priti Sharma | - | Member |
| 4. Mrs. Sheetal Sehgal | - | Member |
| 5. Mr. Partha Acharya | - | Member |
| 6. Mr. Pavan Chandak | - | Member |
| 7. Mr. Amit Nindrajog | - | Member |
| 8. Mr. Abhishek Mohapatra | - | Member Secretary |

Scope of Work:

1. The above committee will strictly monitor implementation of CDA rules & Office timings of the Institute.
2. In case any grievances by faculty/staff members regarding office time management & implementation of CDA rules, the concerned faculty/staff member should submit in writing to the Coordinator or Member Secretary their grievance. Verbal communication in this regard will not be entertained.
3. The committee should also counsel the late comers and early goes on weekly basis and submit the report to the Director Office.
4. They will also finalize the in and out time report of all the faculty/staff members and the same shall be submitted to Director office on weekly basis to forward the same to the Registrar, BIT, Mesra.


(Dr. S.L. Gupta)

Director