



BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

August 04, 2022

NOTIFICATION

The following staff members are entrusted with the additional responsibilities for proper records and to oversee specified fixed assets of the Institute as mentioned herein under with immediate effect.

1. Mr. Vijendra Bhagat - All Computer Hardware Devices (As per Annexure I)
2. Mr. Bikash Kumar - All Projectors (As per Annexure II)
3. Mr. Randhir Sehdev - All Office equipment including filing cabinet
(As per Annexure III)
4. Mr. Aditya Kumar - All Electrical Equipment (As per Annexure IV)
5. Mr. Badrul Haque - All Furniture (including classrooms)
(As per Annexure V)

In addition to the above, all library book records shall be under supervision of Assistant Librarian.

Mr. Rakesh Singh shall be the overall Coordinator and shall be responsible for entire fixed assets of the Institute. He shall make periodical audit and submit report to the undersigned accordingly.

The list of fixed assets is enclosed herewith (as per Annexures I to Annexure V) for ready reference of all above concerned.

Prof. (Dr.) S L Gupta
Director

Copy forwarded for information to:

- (1) All above concerned
- (2) All member of faculty and staff – through email
- (3) Webmaster for suitably uploading the same on Institute's website