



BIRLA INSTITUTE OF TECHNOLOGY, MESRA

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

OFF-CAMPUS (NOIDA) – 201301 (INDIA)

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Ref: BITN/AR/26-27/13

Date: 23.07.2026

OFFICE ORDER

CAREER GUIDANCE & COUNSELLING CELL

With a view to providing comprehensive career guidance, academic counselling, personal support, and professional development opportunities to students, the Career Guidance & Counselling Cell comprising the following members is hereby constituted for BIT Mesra, Noida Campus:

Director	Chairperson (Ex-officio)
Dr. Arun Mittal (Asst. Professor)- Faculty I/C-T&P (Ex-Officio)	Coordinator & Member Secretary
Dr. Suparna Dutta (Associate Professor, Dept of Mgmt.)	Member
Ms. Rachana Pratik (Asst. Professor, Dept of Mgmt.)	Member
Ms. Sheetal Sehgal (Asst. Professor, Dept. of CS&A)	Member
Mr. Partha Acharya (Asst. Professor, Dept. of A&M)	Member

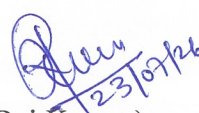
Roles & Responsibilities:

1. Provide career guidance to students regarding higher education, employment opportunities, entrepreneurship, competitive examinations, and emerging career options.
2. Organize career counselling sessions, seminars, workshops, expert lectures, and interaction programmes with industry professionals, alumni, and academicians.
3. Coordinate with the Training & Placement Cell to enhance students' employability and career readiness.
4. Promote awareness regarding mental well-being, stress management, emotional resilience, and work-life balance through appropriate counselling and awareness programmes.
5. Maintain records of counselling sessions, career guidance activities, participation, feedback, and outcomes while ensuring confidentiality.

The Cell shall function in accordance with the policies of the Institute, the guidelines issued by the University Grants Commission (UGC), AICTE, and other applicable statutory authorities from time to time.

This Office Order shall come into effect immediately and shall remain in force until further orders.

By Order of the Director


(Raj Kumar)
Asst. Registrar

Copy to:

- (1) All above concerned
- (2) All Students, Faculty & Staff Members through email
- (3) Office of the Director
- (4) Institute Notice Board
- (5) Dr. Charu Wahi for uploading this Office Order on Institute's website
- (6) Office Files