



BIRLA INSTITUTE OF TECHNOLOGY

(A Deemed to be University u/s 3 of the UGC Act, 1956)
OFF-CAMPUS (NOIDA) – 201301 (INDIA)

Ref. No. BIT-N/DO/OO/2022-23/0028

March 16, 2023

OFFICE ORDER

Subject: Committee of Administrative Staff to Support for admissions 2023

The following staff members are assigned additional responsibilities to support in admission process at least for 2 hours a day for various admission related activities.

1. Mr. Amit Nindrajog
2. Mr. Vikram Krishna Bhatia
3. Ms. Prachi Mahendroo
4. Mr. Randhir Sehdev
5. Mr. Bikas

Role of the committee:

1. Sending emails to prospective candidates
2. Sending WhatsApp messages to prospective candidates.
3. Phone calls to prospective candidates.
4. Coordinating with newspaper agencies for advertisements including obtaining approvals from BIT Mesra. (Media Planning).


(Dr. S.L. Gupta)

Director

CC:

1. To all the above committee members
2. All Faculty & Staff members
3. PA to Director for filing
4. Notice Board