



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/2022-23/0011

July 21, 2022

OFFICE ORDER

The following faculty members are assigned the additional responsibility of Class Coordinators/ Advisors/ Mentors for the MO 22 session with immediate effect.

B.Sc. (A&M):

Semester I	Semester III	Semester V
Dr. Niket Mehta	Mr. Rahul Dora	Mr. Manoj Kumar

BBA:

Semester I	Semester III	Semester V
Mr. Umair Ujala	Dr. Arun Mittal	Ms. Preety Bajaj

BCA:

Semester I	Semester III	Semester V
Dr. Swati Prasad	Ms. Sheetal Sehgal	Mr. Aruna Malik

Responsibilities for Class Coordinators/Advisors/Mentors: -

- Maintain the data of the students for any kind of intimation purpose.
- Schedule and meet regularly with students.
- Assist students in selecting elective courses.
- Provide counselling for students.
- Effectively communicate institute's rules and regulations.
- To adjust classes of faculties who are on leave.
- To meet the undersigned on regular basis

(Dr. S. L. Gupta)
Director

To,
The Above Faculty members
CC:

1. All Academic Staff
2. P.A. to Director – for filing
3. Office Notice Board