



Birla Institute of Technology
Off Campus Noida

August 25, 2021


Circular

Organizing webinars/Guest Lectures/FDP/Short Term Programmes

Following Procedures will be followed with immediate effect:

1. To get the profile of the speaker with photo.
2. Online registration form for the participants - to be prepared by Dr. Charu Wahi.
3. Feedback after the programme
4. Half page/ one page report about the programme conducted
5. Social media coverage is desirable after the programme. For this purpose the report with programme photographs should be sent on the same day to the Coordinator Social Media on arunmittal@bitmesra.ac.in

The above procedure is to be followed and the report to be sent to Ms. Prachi within 2 working days after the programme is over.


(Director)

CC:

1. PA to Director - for filing
2. All Academic Staff
3. Notice Board