



BIRLA INSTITUTE OF TECHNOLOGY

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

Ref. No. DO/OO/21-22/0026

January 11, 2022

OFFICE ORDER

The following Faculty/Staff members are assigned additional responsibilities to support Social Media Group/ Institute in the following activities.

1. Mr. Manoj Kumar – All Fliers/ posters & copies of all advertisement related to admissions of the college/ Institute.
2. Mr. Kiran A. Shetti – All Fliers/ posters etc. related to seminars, webinars, conferences, guest lectures, talks, FDP's, MDP's etc.
3. Mr. Partha Acharya – All fliers/ posters related to placement & training of students and related to various other activities of T& P Department
4. Mr. Obed Horpam Longvah – will prepare press release for all activities of the Institute. Programme/ Event Coordinators will give brief details to Mr. Obed for preparing the press release.

Note: Dr. Niket Mehta is requested to share the design/ format of the fliers/ posters etc. to the above Faculty/ Staff members.


(Dr. S. L. Gupta)
Director

To,
All Concerned persons
CC:

1. P.A. to Director – for filing