



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/2022-23/0012

July 22, 2022

OFFICE ORDER

The following Career guidance cell for PG students is being constituted with immediate effect.

MCA:

- | | | |
|-----------------------|---|-------------|
| 1. Ms. Seema Sharma | - | Coordinator |
| 2. Dr. Charu Wahi | - | Member |
| 3. Ms. Muntaha Ahmad | - | Member |
| 4. Ms. Sheetal Sehgal | - | Member |

MBA:

- | | | |
|-----------------------|---|-------------|
| 1. Ms. Preety Bajaj | - | Coordinator |
| 2. Dr. Monika Bisht | - | Member |
| 3. Ms. Rachna Pratik | - | Member |
| 4. Dr. Abhishek Singh | - | Member |

Role & Responsibilities: -

1. Organizing sessions for career guidance/ job opportunities/ personality development.
2. Conducting Mock exams.
3. Giving guidance for selecting the right job for right skills.
4. Giving guidance for higher education.
5. Giving guidance for startups in collaboration with the Entrepreneur Cell & Placement department

The committee will be meeting the undersigned regularly for discussing the progress made and other related issues.

(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