



# 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/21-22/0021

December 17, 2021

## OFFICE ORDER

### **Officiating Arrangement of Academic Coordinators/ Co coordinators**

The following arrangement has been made with immediate effect in case of the Academic Coordinator is on leave.

1. If Academic Coordinator Management Department is on leave, then Academic Coordinator Computer Science & Engineering Department in addition to his duties will also Officiate as Academic Coordinator Management Department during the period of leave and vice -versa.
2. In case both the Academic Coordinators are on leave then Mrs. Seema Sharma, Assistant Professor will be officiating Coordinator for both the departments.
3. If Coordinator Animation & Multimedia Department is on leave, then Mr. Partha Acharya, Assistant Professor will Officiate as Coordinator Animation & Multimedia Department during the period of leave.

(Dr. S. L. Gupta)  
Director

To,  
All Concerned persons

CC:

1. P.A. to Director – for filing