

## BIRLA INSTITUTE OF TECHNOLOGY

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

October 30, 2023

## OFFICE ORDER

Ms. Rameshwari Pandey, Senior Superintendent is entrusted with the following duties and responsibilities to deal with related works with immediate effect.

- (1) To be responsible to the Assistant Registrar for discharge of duties.
- (2) To perform all kinds of work related to Digital Library Services & library management software.
- (3) To maintain authoritative control of Language Lab / English Lab under supervision of concerned faculty in charge.
- (4) To maintain Departmental Library for MBA and MCA program in consultation with the concerned Academic Course Coordinators.
- (4) To look after UG Labs under supervision/guidance of Academic Course Coordinator CS&E.
- (5) To assist AAO and support Admission Office related to admissions as and when required.
- (6) To maintain records of placement and assisting Training & Placement department in internship and final placement of students.
- (7) To be responsible for the smooth, efficient and timely disposal of cases, letters, reports, and maintain necessary records and ensure that the cases or letters requiring immediate and urgent disposal are dealt with immediately.
- (8) To perform those duties as may be assigned from time to time as per work nature of the post.

(Professor S L Gupta)

Director

## Copy forwarded for information to:

- 1. Ms. Rameshwari Pandey, Senior Superintendent
- 2. Assistant Registrar & All Academic Course Coordinator through email
- 3. All member of faculty / staff through email
- 4. Personnel File Ms. Rameshwari Pandey
- 5. Dr. Charu Wahi for suitably uploading this OO on Institute's website