

MANAV RACHNA UNIVERSITY
Estd. vide Haryana Act no.26 Of 2014
(Formerly Manav Rachna College of Engineering)
Sector 43, Aravali Hills, Faridabad.

F.No. MRU/OM-OO/Vol.III/2019 / 1202

Dated: 08.04.2021

OFFICE ORDER

The Competent Authority is pleased to assign duties and responsibilities of Associate Head, Department of Law to Mr. Ajay Bhatia, Assistant Professor, with immediate effect until further orders. He shall:

1. Supervise the working of program coordinators.
2. Coordinate in sending timely reports as required from the Department.
3. Assist HoD in administration, conduct of the examination, academic activities, execution of the timetable, attendance reporting of the Department.
4. Coordinate with HoD in dealing with matters concerning fee payment and disciplinary issues of the students.
5. Look after the routine work of the office of HoD in his/her absence.
6. Any other matter, as assigned by the Head of the Department.


(Dr. K. Singh)
Registrar

F.No. MRU/OM-OO/Vol.III/2019 / 1202

Dated :08.04.2021

Copy to:

1. PS to VC for kind information to Hon'ble Vice Chancellor.
2. All the Deans & HoDs for kind information
3. DR (Admin) & Dy. Registrar (Acad.)
4. Sports officer cum Manager, Operations
5. Dy. Librarian /Assistant Librarian


(Dr. K. Singh)
Registrar