

# 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.IV/2021**

**Dated: 18.01.2021**

## OFFICE ORDER

In partial modification of the Office Order No. **F.NO MRU/OM-OO/Vol.IV/2021**, dated **17.01.2022** it is hereby ordered that Ms. Mamta Arora, Assistant Professor, CSE shall look after the responsibility of Placement Coordinator only for the departments under Faculty of Engineering and Faculty of Applied Sciences.

Mr. Ajay Bhatia, Assistant Professor, Law shall placement coordinator for the Departments of Law, Management & Commerce and Education & Humanities.

As placement coordinator, Mr. Bhatia shall:

- provide the placement details of the students
- look after the training and placement activities of students
- collect feedback from the companies coming for placement
- arrange training programs for soft skills and for interview facing skills for the students using institutional and external expertise;
- arrange the entrepreneurship workshop.

Rest of the contents of the Office Order dated 17.01.2022 shall remain the same.

**F.NO MRU/OM-OO/Vol.IV/2021**

**Dated: 18.01.2021**

  
(Dr. K. Singh)  
Registrar

Copy to:

1. PS to VP for kind information of the Hon'ble Vice President, MREI
2. PS to VC for kind information of the Hon'ble Vice Chancellor, MRU
3. PVC for the information
4. All the Deans and HODs for kind information
5. Ms. Mamta Arora, Assistant Professor, CSE
6. Mr. Ajay Bhatia, Assistant Professor, Law
7. DR (Academics) & Dy. CoE / Dy. Librarian
8. CF & AO / GM (Purchase, Audit, Inventory)
9. Sports officer cum Manager, Operations

  
(Dr. K. Singh)  
Registrar