

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/2021/1359

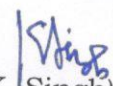
Dated: 03.01.2021

OFFICE ORDER

The Competent Authority is pleased to assign Ms. Chandni Magoo, Assistant Professor, Department of Computer Science and Technology, duties and responsibilities of Associate Head, with immediate effect until further orders.

She shall be responsible to perform the following functions:

- a) Supervise the working of program coordinators.
- b) Coordinate in sending timely reports as required from the Department.
- c) Assist HoD in administration, conduct of the examination, academic activities, execution of the timetable, attendance reporting of the Department.
- d) Coordinate with HoD in dealing with matters concerning fee payment and disciplinary issues of the students.
- e) Look after the routine work of the office of HoD in his/her absence.
- f) Any other matter, as assigned by the Head of the Department.
- g) There shall be no remuneration for this additional responsibility.

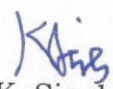

(Dr. K. Singh)
Registrar

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

Dated: 03.01.2021

Copy to:

1. PS to VC kind information of the Hon'ble Vice Chancellor, MRU
2. PVC for kind information
3. All the Deans and HODs for kind information
4. Registrar, MREI
5. CF & AO / GM (Purchase, Audit, Inventory)
6. DR (Admin) & Dy. CoE & HR
7. Dy. Librarian


(Dr. K. Singh)
Registrar