



BUDDHA INSTITUTE OF TECHNOLOGY

DEPARTMENT OF MECHANICAL ENGINEERING

Academic Year 2025-26 (Even Semester)

BIT/ME/HOD/EVEN/2025-26/14

Date: 11-02-2026

NOTICE

Subject: Student Orientation Program

All students of B. Tech – Mechanical Engineering 2nd, 3rd & 4th Year [2025-2026] are hereby informed that an Orientation Program has been scheduled as per the following details:

Event	Details
Program Name	Student Orientation Program
Date	13 February 2026
Time	11:15 AM to 01:05 PM
Venue	Seminar Hall, Block-2
Participants	All (2 nd , 3 rd & 4 th) Year Students (Mandatory)
Purpose	Introduce them to the institution's regulations, academic standards, and resources.

Orientation Program Schedule:

S. No	Topic Covered	Authority / Faculty
1.	Welcome Address	College Director
2.	CEO Video	
3.	HR, Registration, SW, Revenue, Academics	HOD
4.	Placement	Placement Coordinator
5.	Skill Development	Skill Development Coordinator
6.	Research	Research Coordinator
7.	Examination	Examination Coordinator
8.	Facilities	Facility Coordinator
9.	Proctor	Departmental Proctor

Important Instructions:

- Attendance is **mandatory** for all sessions.
- Students must report in **formal dress** and bring necessary documents.

We welcome all students to a new chapter of their academic journey and look forward to their active participation.

Mr. Sharique Hayat

HOD