



COEP Technological University

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Ref No.: COEPTech/ Registrar Off/ Office Order_Telephone Sytem Coordinator / 490

Date: 6th August 2025

OFFICE ORDER

Subject: Assignment of Additional Charge of Coordinator – Central Telephone System to Data Centre Incharge.

In view of the requirement for dedicated oversight of the Central Telephone System of the University for its smooth operation, timely maintenance, and effective coordination with service providers, it has been decided to assign the **additional responsibility of Coordinator, Telephone System of the University to the Data Centre Incharge, with immediate effect.**

The Data Centre Incharge is presently managing the Central Computing Facility of the University. Given that activities related to laying network cables for internet connectivity often involve coordination with service providers responsible for telephone lines within the campus, and considering the operational synergy between both functions, it is administratively efficient to entrust both responsibilities to the same officer.

Accordingly, the Data Centre Incharge is hereby assigned the additional charge of Coordinator, Telephone System of the University, in addition to his/her existing duties, until further orders.

The office order is issued with the consent and approval of Hon. Vice Chancellor and shall come into effect immediately until further orders.

(Registrar)

Copy to:

1. Data Centre Incharge;
2. Coordinator Telephone System;
3. HoD, Computer Science and Engineering
4. Director(s), Dean(s), HoD(s),
5. FAO,
6. T& P Office,
7. PA to VC, Coordinator,
8. Establishment Section for 'p' filing,
9. Accounts Section,
10. Student Section,
11. Hostel, Library,
12. Helpdesk (for uploading on University's website)