



Ref No.: SDIET/PO/Notice/Faculty /2024-25/34

September 3, 2024

**NOTICE**

For the Record Management of the Institute, the following responsibilities have been assigned. The custodian officer is expected to ensure the proper upkeep of the relevant records.

S.N.	Type of Record	Custodian Officer	Present Ex-Officio Person
1.	Financial Data	Accounts Officer	Mr. Ashish Thakral
2.	Students Record	Assistant Registrar	Mr. Puspraj
3.	Outgoing & Incoming Corresponding	Assistant Registrar	Mr. Puspraj
4.	Academic & Research Reports	Convener IQAC	Mr. Shrish Gupta
5.	MOM Record	PA to Principal & Chairman	Ms. Suniti Bhatia

**Note:**

1. In addition, each committee head/convener/coordinator, and Head of Department is required to maintain proper documentation of the activities pertaining to their respective department/committee/cell.
2. They should forward a copy of the relevant document to the respective custodian officer as required.

  
(Dr. Shailendra Kumar)  
Principal, SDIET

**Copy to:**

- The Hon'ble Chairman, for kind information
- The Chief Admin officer, for kind information
- All HoDs, for necessary actions.
- All faculty members, for kind information
- All convener/coordinator of to their respective committee/cell, for necessary actions.
- All Custodian officers, for necessary actions.
- Asstt. Registrar, for kind information
- Accounts Officer, for kind information
- Concerned File