



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR 16C, DWARKA, NEW DELHI

OFFICE OF THE REGISTRAR

No.GGSIPU/Registrar/Misc./2012/140-D

Dated: 13-07-12

OFFICE ORDER

Sub: Allocation of duties and responsibilities for Day Care Committee members.

The following would be the allocation of duties and responsibilities of members of Day Care Committee:-

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| (1) Dr. Meenu Kapoor, Faculty-in-charge and Coordinator | (i) Supervision of working of day care centre in coordination with other members and AR (Estate & Security). |
| (2) Dr. Sahlini Yadava, Member | (i) Overall responsibility of admissions at Day Care Centre.
(ii) Coordination with faculty-in-charge as and when required. |
| (3) Sh. Kapil Sharma, Member | (i) Issues relating to recruitment of manpower and maintenance of Day Care Centre in coordination with AR (Estate & Security). |
| (4) Sh. Gopal Singh, Member | (i) Processing of salary of staff recruited for day care centre.
(ii) Maintenance of stock registers.
(iii) All audit related matters
(iv) Any other financial issues. |


(Dr. Bhaskar P. Joshi)
Registrar

Copy to:

1. All the members above.
2. All Deans, University Schools of Studies
3. Controller of Finance
4. Controller of Examinations
5. All Directors
6. Principal, IGIT
7. Librarian
8. Superintendent Engineer
9. OSD to the Vice Chancellor – for kind information of the Hon'ble Vice Chancellor
10. Incharge (Server Room) – for the uploading the same on the University's website.