

**OFFICE OF THE REGISTRAR**

SU/Reg./Notification/2024/023

May 20, 2024

**Notification**

The Executive Council in its decision taken in the 26<sup>th</sup> meeting held on April 30, 2024 has approved the following:

“In order to provide efficient assistance to students during their exit from the university, including facilitating them in issuance of transcripts, mark sheets, and in getting no dues clearance done, it is decided to form a committee tasked with devising an ERP-based solution to streamline student support services during their exit from the university, as well as, establish a Sharda Student Service Cell. The committee will comprise the following members:

- |  |             |
|--|-------------|
| • Prof. (Dr.) Vinay Kumar Verma, Controller of Examinations- | Chairperson |
| • CA Ajay Kumar Agarwal, Finance Officer                     | - Member    |
| • Dr. Satya Vir Singh, Director, Alumni Affairs              | - Convener  |

The Committee will assign responsibilities, within, for the planning, development, and implementation of the ERP solution and schedule regular progress updates on the implementation of the ERP solution to the Registrar ensuring a timely completion not to exceed three months.

After online automation of the above processes, a ‘Sharda Student Service Cell’ will be established to operate under the guidance of the Controller of Examinations and will be led by an officer not below the rank of Administrative Officer along with two executives.

The successful establishment of the ‘Sharda Student Service Cell’ will significantly enhance the student experience during their transition into alumni status.”

  
(Vivek Kumar Gupta)  
Registrar

To  
All concerned (*for information and necessary action please*)

Copy for kind information:

- Chancellor / Pro Chancellor / CEO
- Vice-Chancellor
- Pro Vice-Chancellor
- Advisor
- Medical Superintendent, Sharda Hospital
- Controller of Examinations/ Finance Officer/ Chief Proctor/ Librarian
- All Directors
- All Administrative Heads of the respective Departments and Schools
- Notification file