



OFFICE OF THE REGISTRAR

SU/Reg./Notification/2023/051

November 1, 2023

Notification

Subject: Change in Leadership for Sharda Skills and Career Services (SSCS)

The responsibility and leadership of Sharda Skills and Career Services (SSCS) is now being entrusted to Mr. Dheeraj Sharma, Director-Sharda Skills, with immediate effect.

Scope of Responsibility:

- Supervising the day-to-day operations of Sharda Skills and Career Services.
- Managing the team and available resources effectively.
- Engaging with clients and stakeholders to ensure their needs are met.
- Maintaining the quality and standards of services.
- Handling financial and budgetary aspects related to Sharda Skills and Career Services.
- Carrying out any other duties or responsibilities associated with this role, as may be assigned from time to time.

Key Points to Note:

- **Transfer of Assets and Documents:** All relevant documents, assets, records, and other pertinent information previously under the purview of the previous manager should be promptly transferred to Mr. Dheeraj Sharma.
- **Cooperation and Support:** All staff members and associated departments to provide their full cooperation and support to Mr. Sharma as he transitions into his new role.
- **Communication:** Any communications or inquiries concerning Sharda Skills and Career Services should now be directed to Mr. Dheeraj Sharma.
- **Expression of Gratitude:** We wish to express our appreciation to Prof. (Dr.) Geeta Durga for her diligent service and dedication in managing CCDC (Career Counselling & Development Centre). We have full confidence in Mr. Sharma's capabilities and experience to continue the legacy of excellence and growth for the department.
- **Feedback and Suggestions:** We encourage staff members and other stakeholders to share any feedback, suggestions, or concerns directly with Mr. Sharma to ensure a smooth transition and ongoing improvement.

This bears the approval of the Competent Authority.


(Vivek Kumar Gupta)
Registrar

To

- Mr. Dheeraj Sharma, Director-Sharda Skills
- Prof. (Dr.) Geeta Durga, Head-International Student Facilitation Cell

Copy for kind information:

- Chancellor / Pro Chancellor / CEO
- Vice-Chancellor
- Pro Vice-Chancellor
- Advisor
- All Deans
- Controller of Examinations/ Finance Officer/ Chief Proctor
- All Directors
- All Administrative Heads of the respective Department and School
- Notification file