



MAHARSHI DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. 25 of 1975)
NAAC Accredited 'A' Grade

NOTIFICATION

The Vice-Chancellor has approved the following recommendations of a Committee, constituted to investigate the pilfering and methodology of maintenance of record and suggesting the adoptable preventive measures, to take necessary action to maintain all the documents/files of sensitive nature :-

- I. Branch Officer/Head of the Department must decide the nature of the file/record depending upon its sensitive nature/confidentiality.
- II. All sensitive/confidential files be sent under cover only.
- III. One Computer system alongwith a large flatbed scanner of good resolution be procured for every branch/department and all record of this nature be scanned and maintained in a portable harddisk(s) even with duplication/Mass storage Medias as well as Official E-mail boxes of the same and keep it under Lock & Key at more than one place. Necessary approval for procuring Computer, Scanner, Software and Portable Harddisk(s) shall be allowed to Offices/departments depending on requirement.

REGISTRAR

Endst. No. EN-1/2015/P-1/ 8877-8900

Dated: 11-6-2015

A copy of the above is forwarded to the following for information and necessary action:-

1. All Deans of Faculties/Heads of Departments/Branch Officers, M.D. University, Rohtak
2. Director, University Computer Centre, M.D. University, Rohtak. He is requested to upload the above instructions on the University website.
3. P.A. to Vice-Chancellor/Registrar/Controller of Examinations (for kind information of the Vice-Chancellor/Registrar/Controller of Examinations), M.D. University, Rohtak.
4. *All dealing Assistant of Estt. Bo. (Non-teaching/Teaching), M.D.U. RTK*


Assistant Registrar (Estt. NT)
for REGISTRAR