



# Delhi Metropolitan Education

Affiliated to GGSIPU, New Delhi & Approved by Bar Council of India

No\_2019\_Dir\_057

7 July 2019

## COORDINATOR [STUDENT SERVICES & ADMINISTRATION]

1. Rimsi Sood will hold the responsibility of Coordinator [**Student Services & Administration**].
2. The Coordinator will be responsible for the following:
  - (i) Student Services
    - (a) Issuing documents (all kinds, after mentor's approval through mail).
    - (b) Maintaining student records (all)
  - (ii) Issuing documents to teaching & non-teaching staff.
  - (iii) Leave Records

*Ravi Kant Swamy*

[Director]