



SEACOM SKILLS UNIVERSITY

Office of the Registrar

Notice No. 45/2024

DATE:- 04/09/2024

This is for the information to all concerned that as resolved in the meeting held on 22.08.2024 in the Board Room of the Academic Building II, SSU against the Notice vide No.: 42 (A)/2024 Dtd.22/08/24, the In-Charge Students' Welfare (ISW) -cum-Watch & Ward, SSU has been entrusted to maintain the inventory of all movable and non movable items of SSU with the active help and support of the personnel as nominated by all Principals and HoDs from their respective Schools / Depts.

The working committee for the execution of the above assignment will be constituted with the above said nominated members duly approved by the Hon'ble Vice Chancellor. As co-ordinated by the ISW-cum-Watch & Ward, SSU, the nominated members will submit / send the Inventory Report (in the generalised format) of their respective schools / depts. duly signed by the Principal /HoD to the ISW-cum-Watch & Ward, SSU time to time.

In view of the above, it is also suggested that the Quarterly Inventory Audit will be done in March, June, September and December in every year and the Quarterly Inventory Audit report will be submitted by the ISW-cum-Watch & Ward, SSU to the Registrar. Mr. Ghosh is also requested to maintain and update the SSU Inventory Register accordingly.

N. S. Ghosh
REGISTRAR 4/9/24

REGISTRAR
SEACOM SKILLS UNIVERSITY
KENDRADANGAL, BIRBHUM-731236