



प्राचार्य का कार्यालय
OFFICE OF THE PRINCIPAL
वर्धमान महावीर मेडिकल कॉलेज एवं सफ़दरजंग अस्पताल
VARDHMAN MAHAVIR MEDICAL COLLEGE & SAFDARJUNG HOSPITAL
नई दिल्ली - 110029

NEW DELHI - 110029
स्वास्थ्य सेवा महानिदेशालय, स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार
गुरु गोबिंद सिंह इंद्रप्रस्थ विश्वविद्यालय, दिल्ली से संबद्ध

Directorate General of Health Services, Ministry of Health & Family Welfare, Govt of India
Affiliated to Guru Gobind Singh Indraprastha University, Delhi

No: 9-1/2020-Misc/Acad.

Dated: 28/08/21

Sub: - Regarding disposal of Academic Records.

A Meeting of Academic council regarding above cited subject was held on 28/01/21. It has been decided by the Committee that:-

1. Digital Records of all the available documents will be prepared till date and in the future.
2. Hard copy of records of MBBS students/Post Graduate students/Non-PG Junior Residents /Senior Residents/Interns/Externs will be maintained for 5 years after completion of their tenure/course/training.
3. Hard copy of records will be disposed off after approval of Competent Authority. It would be ensured that digital/soft copy is properly saved before disposing off hard copy of records.
4. The PG students will be asked to submit soft copy of their thesis after signature of all PG Supervisors, Head of the Department, Principal and Medical Superintendent.
5. The Standard Operation Procedure (SOP) will be formulated to destroy the hard copy of records.
6. The digital records would be preserved permanently of all the documents as e-file.
7. Data operator/technical expert for scanning may be appointed for scanning the files.

The above recommendations are approved by the competent authority.


Dr. GEETIKA KHANNA
Principal, VMMC & SJH

27.8.21