



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर

हमीरपुर (हि.प्र.) – 177 005 (भारत)

(एक राष्ट्रीय महत्व का संस्थान शिक्षा मंत्रालय के तहत)

NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR

HAMIRPUR (H.P.) - 177 005 (INDIA)

(An Institute of National Importance under Ministry of Education)

{Office of DEAN Academic}

OFFICE ORDER


In supersession of all previous orders related to allocation of work and responsibilities in the Academic Branch, the officials of the Academic Branch are hereby assigned the duties and responsibilities, mentioned below their names with immediate effect as ahead:-

Sh. Satish Chander Sharma, Deputy Registrar

- (i) To co-ordinate and monitor all activities of the Academic Branch except where explicitly assigned to other official (i.e. other than Examination, Results, Certification, verification matters) and be responsible for timely disposal of all such matters.
- (ii) To coordinate with Associate Deans (**UG-PG Establishment**), Associate Dean (**Admission & registration**), Coordinator **DASA**, Nodal Officer (**NEP**) and ensure continuous support of academic branch is provided to them by all means.
- (iii) **To foster policy initiatives of MoE or Govt. of India e.g. NEP, accreditation etc. and monitor their implementation and apprising Dean (Academic) in this regard on regular basis.**
- (iv) To ensure that all ordinances are followed in letter and spirit and implemented in various cases of UG/PG/Doctoral and inscript suitable recommendations in accordance with Ordinances/ Senate Decisions on various matters.
- (v) To ensure that all manuals of Ordinances of UG,PG & Doctoral programs and academic curriculums are updated time to time without delay and displayed on Institute web site timely.
- (vi) Over all planning, execution and monitoring of issuance system of Academic section and prepare SOPs for various important tasks like registration, constitution of DEBs, DSSC etc.
- (vii) **Any other official task assigned by Dean (Academic).**

Sh. Sanjay Kumar Jamwal, Assistant Registrar

- (i) To ensure that all support is provided to Associate Dean (E & E), FI (Examination), FI (Result processing) by concerned Superintendent and staff/seats.
- (ii) To ensure **smooth conduction of all Examinations** by proper planning in close coordination with FI (Examination) and supervising that all staff is doing their duty diligently.
- (iii) Monitoring continuously and ensuring uploading of Grades within prescribed time limit by all concerned and communicating the lapses to concerned and apprising Dean Academic on regular basis.
- (iv) **Ensuring Declaration of Results as per academic calendar** in coordination with FI (Result processing) by continuously detecting the lapses if any and apprising Dean Academic on regular basis for further action.
- (v) Documents verification & issuing of certificates.
- (vi) Monitoring and ensuring proper upkeep, maintenance and protection of documents, file etc. of Record room (303) through regular staff of Academic section done by the outsourced staff and issuing necessary instructions in this regard time to time for proper documentation of all its contents within a reasonable time frame.
- (vii) **Any other official task assigned by Dean (Academic)**


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Sh. Pawan Kumar, Superintendent

1. To open, maintain, update and be the custodian of all files/records related to the PG Programmes (including the PFs of Students)
2. To prepare and put up correspondences related to PG students' documents/antecedents verification.
3. To prepare all Statistical Information related to PG programmes and preparation of replies in this regard sought by MHRD/Government Organisations/RTI applicants, etc.
4. Preparation of Meeting Notices/Agenda/Minutes and making necessary arrangements for conducting the Meetings of the Academic Section related to PG matters and to coordinate for conducting the SMPC meetings.
5. All Admissions related work of PG programmes.
6. To prepare the fee structure of PG programmes at the beginning of each semester for semester registration.
7. To prepare Registration list of all PG programmes (1st Semester) under the guidance of Associate Dean (A&R).
8. **Work related to Accreditation of PG programmes.**
9. To process applications of PG students for admission cancellation/refund of excess fee/ Caution Money etc.
10. To **scrutinize the Semester Registration Forms** (2nd semester onwards) of all PG programmes received from the Departments at the beginning of semester and prepare, after due verification of records, the final Registration List of students for all PG programmes for that semester. The soft copy of each of these Registration lists should also be provided via email to the Dealing Assistant of Results Section.
11. To put up cases of Non-Registered students for cancellation of their registration.
12. To assist Faculty Incharge(s) (Examination) in smooth conduct of all Examinations and related activities **and to help, guide and train Mr. Abhishek in the work of examination.**
13. To sign the SGRCs as Superintendent.
14. Any other official task assigned.

Sh. Gulab Singh Thakur, Steno- SG-I

1. To prepare the Migration, Bonafide, Character Certificates and other miscellaneous certificates to be issued to UG/PG/Ph.D. students as per their request(s).
2. Preparation and verification of Transcripts.
3. Checking of SGRCs after its preparation primarily.
4. Monitoring Record room Maintenance and **be responsible** for its proper upkeep and bring it in proper shape in a reasonable time frame under the **supervision of AR (Academic)**.
5. To prepare the Annual academic Calendar in consultation with SBPC/SMPC Chairman and UG/PG Seat under the guidance of AR (Academic) & DR (Academic) and ensure its timely issuance after observing all codal formalities.
6. Any other official task assigned.

Sh. Vinod Kumar, Stenographer- SG-II

1. To prepare the final Results of mid-semester, end-semester and supplementary examinations of all UG, PG and PhD programmes and perform related activities towards timely Result declaration and its uploading on Institute website.
2. To prepare the Tabulation sheets of Results in respect of End Semester and Supplementary Examinations of all UG and PG programmes.
3. To prepare the Gazette notification of End Semester/Supplementary Examination results.
4. To prepare Semester Grade Report Card (SGRC)/Duplicate SGRC/Revised SGRC/Transcripts (through Computer System) /Provisional Degree/Degree Certificates etc. for all UG & PG programmes
5. To verify from records for replying to the correspondences/ documents pertaining to Examinations/Results/Certificates.
6. To provide required information/ data pertaining to results for the preparation of Scroll and other statistical information

pertaining to Results seat, as and when required.

7. To keep a track of work of NAD cell (lodging of academic awards & all statistics) on day to day basis and submit report through e-mail to ANO (NAD) and ensure enhancement in lodging of academic awards on NAD Portal in consultation with **ANO (NAD) & AFI (NAD)**
8. To provide full support to Superintendent (Examination) during Examination under the **supervision of AR (Academic)**.
9. Any other official task assigned.

Sh. Abhishek, Superintendent (Examination)**

Shall learn all the tasks being performed in the Academic Branch with the assistance of respective Dealing Assistants dealing with the work of different Sections of Academic Branch.

Shall perform the following duties of Examination Section **under over all supervision of AR (Academic)**:

1. To prepare the list of Course Coordinators after seeking required information from all the Departments and verifying the same with the Course Structures of various UG/PG programmes.
2. To maintain the updated records of Scheme and Syllabus for all the UG and PG Programmes
3. To collect and process the Supplementary Examination Forms for conducting Supplementary Examinations
4. To prepare the Date Sheet for Mid-semester/End-semester/Supplementary Examinations under the guidance of Associate Dean (Examination & Evaluation) or FI (Examination)
5. To collect all Question Papers timely, required for Mid-semester/End-semester/Supplementary Examinations from the respective Departments/ Faculty members (by making due follow up, if required, for setting/submission of Question Papers) and arrange them properly as per the examination schedule mentioned in the Date sheet.
6. To prepare Examination Duty Chart, in close consultation with **Associate Dean (Examination & Evaluation), FI(Examination) and AR (Academic)** for Faculty and Staff members and submit it for further approval of Competent Authority.
7. To prepare the Attendance Sheet for the students and the Seating Plan for displaying the same at appropriate places.
8. To coordinate with Associate Dean (E&E)/ FIs for conduct of Mid-semester/End-semester/Supplementary Examinations as per the schedule and venue.
9. To ensure the availability of required stationary items, answer sheets, question papers etc., and to look after arrangements for refreshments at the Examination Centre.
10. To put up UMC Cases and Shortage of Attendance cases of all UG and PG programmes timely and arrange for conduct of meetings by proper planning under the **supervision of AR (academic)**
11. To provide Examination related information to Result seat and assist Result seat as and when required, signing of SGRCs as Supdt.
12. Any other official task assigned.

** All help shall be provided by S.K Ratnakar

Sh. Ajit Singh, ASG-I

1. To open, maintain, update and be the custodian of all files/records related to the Ph.D Programmes (including the PFs of Students).
2. To prepare and put up correspondences related to PhD students' documents/antecedents verification.
3. Preparation of all Statistical Information related to PhD programmes and preparation of replies in this regard sought by MHRD/Government Organisations/RTI applicants, etc.
4. To coordinate for conducting the SDPC meetings, preparation of Meeting Notices/Agenda/Minutes and making necessary arrangements for conducting the Meetings of the Academic Section related to Ph.D matters.
5. To perform all Admissions and registration related work of PhD programmes.
6. To prepare the fee structure of PhD programmes at the beginning of each semester.
7. To prepare Registration list of all Ph.D. programmes (1st Semester) under the guidance of **Associate Dean (A&R)**.
8. To **scrutinize the Semester Registration Forms** (2nd semester onwards) of all Ph.D programmes received from the


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Departments at the beginning of semester and prepare, after due verification of records, the final Registration List of students for all Ph.D. programmes for that semester. The soft copy of each of these Registration Lists should also be provided via email to the Dealing Assistant, who processes the Semester Result.

9. To put up cases of Non-Registered students for cancellation of their registration.
10. To assist Dean (Academic) for Ph.D. Thesis evaluation work (of confidential nature) as per time schedule after submission of Ph.D. Thesis.
11. To prepare and to put up records of End-Semester/Course Work/Comprehensive/State-of-Art/Open Seminar/ Grade Cards/ Oral Board notification/ evaluation reports compilation of Ph.D. Research Scholars.
12. Maintenance of Cash Book for payments made to the Paper Setters under Secrecy Fund.
13. To process applications of PhD students for admission cancellation/refund of excess fee/Caution Money etc. and preparing their SGRCs/PDC & Degree certificates.
14. Any other official task assigned.

Mrs. Meera Devi, ASG-II***

1. To open, maintain, update and be the custodian of all files/records related to all the UG Programmes (including the PFs of Students) and all admissions and registration related work of UG programmes.
2. To prepare and put up correspondences related to UG students' documents/antecedents verification.
3. Preparation of all Statistical Information related to UG programmes and preparation of replies in this regard sought by MHRD/Government Organisations/RTI applicants, etc.
4. To process applications of UG students for admission cancellation/ refund of excess fee/ Caution Money/ Change of Branch/ Multiple Entry- Multiple Exit, etc.
5. To process applications for award of Director's Medal and related work.
6. Preparation of Meeting Notices/Agenda/Minutes and making necessary arrangements for conducting the Meetings of the Academic Section related to UG matters and to coordinate for conducting the SBPC meetings.
7. To prepare the fee structure for all UG programmes at the beginning of each semester and to ensure that the same is also updated on the webportal.
8. To prepare Registration list of all UG programmes (1st Semester), under guidance of Associate Dean (A&R) and the soft copy of each of these Registration Lists should also be provided via email to the Dealing Assistant, who processes the Semester Result.
9. To **scrutinize the Semester Registration Forms** (2nd semester onwards) of all UG programmes, under the guidance of Associate Dean (A&R), received from the Departments at the beginning of semester and prepare, after due verification of records, the final Registration List of students for all UG programmes for that semester. The soft copy of each of these Registration lists should also be provided via email to the Dealing Assistant, who processes the Semester Result.
10. To collect the information pertaining to the Open Electives being opted/floated by the students/ Departments and to maintain all relevant files/records in this regard. A copy of Final allocated list should be provided to the Exam and result section. Also to coordinate with Computer Centre for Open Elective Allocation.
11. Work related to Accreditation of UG programmes.
12. Providing proper inputs for Academic Calendar to Shri Gulab Singh Thakur.
13. Checking of SGRCs after its preparation.
14. Any other official task assigned.

*** In case of time bound tasks outsource staff shall provide assistance.

Sh. S. K. Ratnakar, Sr. Assistant

1. Work related to BOG/ SENATE matters and conduct of SENATE meetings i.e., preparation of ATR/Agenda/Minutes thereof and to properly maintain the files/records pertaining to all previous SENATE meetings under the **supervision of DR (Academic)**.


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2. Work related to conduct of Convocation and maintenance of related files including Scrolls, Brochure, Citation, Invitation and to process the cases related to Convocation expenditures.
3. Preparation of Meeting Notices/Agenda/Minutes and making necessary arrangements for conducting SENATE/ CONVOCATION.
4. **To assist Mr. Abhishek in conduct of all examinations and beforehand preparation of examination.**
5. To prepare Quarterly Progress Report on use of Hindi in the Academic Section (Rajbhasha Quarterly Report) for its timely submission.
6. To prepare information sought by the MHRD/ GoI/ RTI/ State Governments, etc. for its timely submission in coordination with the concerned Dealing Assistants.
7. To supervise the preparation of soft copies of all Degrees/Marksheets for the purpose of providing them to the students concerned upon their requests.. The task of preparation of soft copies of all Degrees/Marksheets etc., should be got done from the outsource staff deployed in the NAD cell.
8. To ensure proper upkeep/storage of all degrees /certificates / Marksheets till their timely dispatch and maintenance of relevant records in this regard. Also to attend and process the request application received for providing soft copies of SGRCs/Degree (in case original/ duplicate is not issued) in all possibilities.
9. **To provide assistance to DASA coordinator.**
10. Checking of SGRCs after its preparation.
11. Any other official task assigned.

Ms. Sonia Yadav, Jr. Assistant

1. To perform the Diary and Dispatch work of the Academic Branch and provide secretarial assistance to Dean Academic Office.
2. To assist in work related to issuing of DMC/PDC and dispatch of Degrees/Certificates.
3. To maintain the Attendance Register and Leaves' Record of all the Staff members of Academic Section.
4. Maintain records of all Notifications/Office Orders/Notices and other communications issued from the Office of Director/Registrar/Establishment Section/Accounts Section in the Guard File.
5. Checking of SGRCs after its preparation as and when required as per availability of time.
6. To learn the work related to UG under guidance of respective Dealing Assistant of UG Seat as per availability of time.
7. Any other official task assigned.

Sh. Suresh Chand, Office Attendant SG-I

1. To deliver correspondences of the Academic Section to various Departments/ Sections and Xerox work.
2. To assist in work related to issuing of DMC/PDC and dispatch of Degrees/Certificates.
3. To assist the staff members in Examination and Results and SGRCs processing work.
4. To assist in work related to put required Seals in the SGRCs and issuing of DMC/PDC and dispatch of Degrees/Certificates.
5. To maintain necessary records for preparing replies related to correspondences received/dispatched in Hindi/ Rajbhasha.
6. To timely file various correspondences including Semester Registration Forms/ copy of SGRC etc. to the respective PFs of UG and PG students.
7. To assist the concerned Dealing Assistant in conduct of various meetings of Academic Branch.
8. To assist A.R. D.R. and Dean (Academic) in providing required assistance for various official tasks.
9. Any other official task assigned.

Sh. Balwant, Office Attendant SG-II


1. To deliver correspondences of the Academic Section to various Departments/ Sections and Xerox work.
2. To assist in work related to issuing of DMC/PDC and dispatch of Degrees/Certificates.
3. To assist the staff members in Examination and Results and SGRCs processing work.


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4. To assist in work related to put required Seals in the SGRCs and issuing of DMC/PDC and dispatch of Degrees/Certificates.
5. To maintain necessary records for preparing replies related to correspondences received/dispatched in Hindi/ Rajbhasha.
6. To timely file various correspondences including Semester Registration Forms/ copy of SGRC etc. to the respective PFs of UG and PG students.
7. To assist the concerned Dealing Assistant in conduct of various meetings of Academic Branch.
8. To assist Assistant Registrar, Deputy Registrar and Dean (Academic) in providing required assistance for various official tasks.
9. Any other official task assigned.

The compliance as above is solicited by all the Staff members of the Academic Branch so as to steer the working of the branch in an effective and efficient manner. **DR (Academic) shall ensure that this work allocation order is implemented smoothly with proper formalities wherever required.**

***** In a month two meetings will be called by the DR (Academic) in consultation with AR (Academic) and assessment report will be transmitted to the Dean (Academic) describing the work progress.**

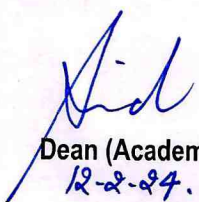

Dean (Academic)

No. NIT/HMR/Acad-21/February-2024/ 1088 - 97

Dated:- 12-2-24

Copy for information/necessary action to:

1. Director, NIT Hamirpur for kind information
2. Registrar, NIT Hamirpur for kind information.
3. All above named Officials/ Officers
4. Associate Dean(A&R)
5. Associate Dean (E&E)
6. All FI (s) concerned
7. ANO(NAD)
8. Coordinator DASA
9. Guard File


Dean (Academic)
12-2-24.



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
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NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

No. NIT/HMR/AB/Misc./2024-

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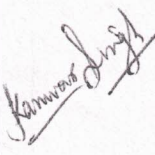


Dated: 16.01.2024

Office Order

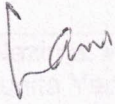
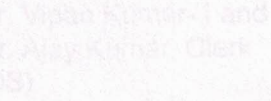
Following work distribution is hereby ordered among the officials of Accounts Section in the interest of Institute work as hereunder:-

| | | |
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| 1. | Mrs. Nazima, ASG-II & Ms. Sunita Yadav, JA <i>Nazima</i> <i>16/01/24</i> <i>Sunita Yadav</i> <i>16/01/24</i> | <ul style="list-style-type: none">➤ Processing of Salary Bills (Regular & contractual Staff) and maintaining associated registers of DA arrears and Annual Increment bills.➤ Processing of LTC advances and leave encashment bills.➤ Calculation of TDS on the basis assessment form and deduction thereof and generation of Form 16 for Regular / Contractual Deputation thereof.➤ Processing of Arrears, Pay fixation and MACP cases and associated bills.➤ Follow up of Institute TDS cases with different Authorities and their disposal.➤ Preparation of quarterly Income Tax return and forwarding the same to CA for uploading.➤ Clearance of No Dues pertaining to salary seat.➤ Processing of Salary Certificate and bank loan cases.➤ Processing of all payments through PFMS/ TSA portal only related to Govt. grant.➤ Any other work assigned by DR(F&A) |
| 2. | Mr. Vipin Kumar- I and Mr. Ajay Kumar, Clerk (OS) <i>Vipin</i> <i>Ajay</i> | <ul style="list-style-type: none">➤ All types of payments from all Accounts i.e. Cash, Cheque, DD, online.➤ All types of Receipts i.e. Cash, Cheque, DD online.➤ Maintenance of Institute vouchers Monthly of all accounts.➤ Forex Transaction of Foreign Experts.➤ Maintenance of All cash Books on daily basis.➤ Monthly Bank reconciliation of all accounts.➤ Collection of student fee and other fees through SBI collect.➤ SBI Collect related matter➤ Online payment of TDS and GST➤ Handling of day to day cash and reconciliation of Cash chest on daily basis.➤ Handling of investments of all accounts and other matters associated with investment.➤ Any other work assigned by DR(F&A). |

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| 3. | <p>Mr. Vipin Kumar- II, Sr. Asstt. & Sh. Kanwar Singh, Supdt.</p>  | <ul style="list-style-type: none"> ➤ Entries of all payment and receipts vouchers pertaining to all accounts in Tally ERP. ➤ Preparation of all monthly accounts and reconciliation of Tally ERP accounts with PFMS account. ➤ Preparation of all annual accounts i.e. Balance Sheet, Receipt and Payment Accounts, Income & Expenditure Accounts and Schedules. ➤ Preparation of all Supporting Ledgers pertaining to Annual Accounts and tally ERP. ➤ Attending the Audit paras of Balance sheet and preparation of relies thereof. ➤ Calculation of liabilities and provisions of Annual Accounts. ➤ Preparation of budget estimate and revised budget estimate. ➤ All correspondence with MoE related to Annual Accounts and expenditure statements. ➤ Compilation of information related to MOU with MoE. ➤ Filing of ITR of Institute and attending objections. ➤ Processing of EMD/ SD bills and maintaining of year wise details. ➤ Processing of all files pertaining to fund availability except Project accounts. ➤ Preparation of supplementary and deposit head accounts monthly. ➤ Any other work assigned by DR(F&A) |
| 4. | <p>Smt. Neenu Sharma, Sr. Asstt.</p>  | <ul style="list-style-type: none"> ➤ Semester wise fee entry of all students (B.Tech, M.Tech, M.Sc Dual Degree, Ph.D). ➤ Processing excess fee cases & entry thereof in related students register. Preparation of Fee Certificate and bills of Refunding of Institute Security of students. ➤ Preparation of GPF, withdrawal, Advance and Final withdrawal of employees. ➤ Preparation of Monthly subscription of GPF and maintaining employee wise registers. ➤ Preparation of Balance sheet of GPF. And NDCPS ➤ Preparation of monthly subscription bills of New Pension Scheme, uploading of contribution files on CRA website. ➤ Work pertaining to registration of employees under NPS and maintenance of NPS subscribers information through CRA website. ➤ Processing of GLIS bill and maintaining of associated registers. ➤ Maintaining Leave record of Regular/ contractual / Part time staff. ➤ Any other work assigned by DR(F&A). |
| 5. | <p>Sh. Suresh Kumar, Jr. Asstt.</p>  | <ul style="list-style-type: none"> ➤ Processing of Pension & retirement benefits bills and maintenance of relevant registers. ➤ Calculation of TDS on the basis assessment form and deduction thereof and generation of Form 16 for Pensioners Staff. ➤ Calculation of TDS on the basis assessment form and deduction thereof and generation of Form 16 for Pensioners. ➤ Processing of Children Education Allowance bills and maintenance of relevant registers. ➤ Processing of Medical bills and maintenance of relevant registers. |

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| | | <ul style="list-style-type: none"> ➤ Processing of TA/ DA /CPDA bills of faculty of staff and experts alongwith maintenance of relevant registers. ➤ Processing of Library and DOC bills and maintaining appropriate registers. ➤ Preparation of quarterly Income Tax return and forwarding the same to CA for uploading. ➤ Processing of pension certificates. ➤ Processing of all payments through PFMS/ TSA portal only related to Govt. grant. ➤ Any other work assigned by DR(F&A) |
| 7. | <p>Sh. Luv Sharma, Sr. Asstt.</p>  | <ul style="list-style-type: none"> ➤ Processing of all bills pertaining to projects and maintenance of individual of project files and register ➤ Processing of Bills of Construction cell ➤ Processing of Students Scholarship bills and maintaining appropriate ledger through Dean (SW) office ➤ Processing of all payment through PFMS/TSA portal only related to Govt. Grant ➤ Any other duty assigned by DR(F&A). |
| 8 | <p>Sh. V.K.Tippan, Sr. Asstt.</p>  | <ul style="list-style-type: none"> ➤ Processing of payment of capital items i.e. Equipment, Furniture and others ➤ Processing of Utility charges, services and other contingent bills ➤ Processing of All advances, adjustment and monthly reconciliation of advances register ➤ Procession of all bills pertaining to interest earned on corpus fund four fund and maintenance of appropriate ledgers ➤ Filling of all Quarterly returns of TDS and Maintaining appropriate record of firms ➤ Processing of Form 16 A to firms related to firms ➤ Filling of TDS of GST return every month through CA ➤ Processing of Imprest bills ➤ Processing of all payment through PFMS/TSA portal only related to Govt. Grant ➤ Processing of bills of Consultancy Work through R&C Office Verification of UC certificate of all projects and processing of Overhead charges ➤ Processing of IPR bills through R&C Office ➤ Processing of Water Charges, Elect. Tel. & Fax, Outsource staff i.e. sanitation , security and Man power Bills ➤ Processing of TDS Cases related to bill seat. ➤ Processing of Audit Para reply related to seat. ➤ Any other work assigned by DR(F&A). |


 Dy. Registrar (F&A),
 NIT, Hamirpur (HP).

CC;

1. PS to the Director / PA to the Registrar for information, please.
2. All the staff of Accounts Section for strict compliance.