



OFFICE ORDER

It is hereby notified for information to all concerned that all proposals relating to participation in and/or organization of academic and professional activities, such as Conferences, Workshops, Faculty Development Programmes (FDPs), Seminars, Patents, etc., shall be processed through the concerned Department/Section/Faculty In-Charge, as per the prescribed procedure. Nonetheless while participation of faculty members in various Institute activities is encouraged, the assignment of roles should be based on genuine functional requirements, relevance of the faculty member's expertise and actual involvement in the activity.

Therefore, in order to comply with the same all the concerned are advised to ensure the following:

- Faculty members may be nominated/assigned roles in an activity only where their involvement is relevant and genuinely required for the successful conduct of the activity.
- The number of persons associated with an activity should be kept commensurate with the actual nature, scale and requirements of the activity.
- The processing, recommendation or forwarding of a proposal of R&D projects, approval shall not be linked, directly or indirectly, with the inclusion of any faculty member/Head in the activity.
- The concerned Head of the Department/Faculty In-Charge/Coordinator or other Competent Authority shall process and forward proposals in **accordance with the prescribed procedure and within a reasonable time**, without making such processing conditional for assignment of any role in the activity.
- All concerned are advised to maintain transparency, fairness and uniformity in the processing of such proposals and in the assignment of roles in academic/professional activities.

Any deviation from the above instructions may be viewed seriously and dealt with as per the applicable Institute rules/guidelines.

By Order

DIRECTOR
NIT HAMIRPUR

No. NIT/HMR/FW/2026/705-720

Dated: 21/09/2026

Copy to:

1. Director for kind information, please.
2. All Deans/HoDs/HoCs for information.
3. FI (CC) for uploading on the Institute website.

REGISTRAR

ASV
18/9/26