



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) – 177 005 (भारत)
[भारत सरकार शिक्षा मंत्रालय के तहत एक राष्ट्रीय महत्व का संस्थान]
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
{An Institute of National Importance under Ministry of Education (Shiksha Mantralaya)}

{Department of Management Studies}

No. NIT/HMR/DoMS/2024/ 594-596

Date: 06/08/2024

OFFICE ORDER

In supersession of all previous orders, the following departmental activities are hereby assigned to the faculty members of Department of Management Studies. This order will come into force with immediate effect.

A. Labs			
Sr.No.	Name of Laboratories	Name of OIC	
1.	Managerial Computational & Simulation Lab	Dr. Sachin Kumar	
2.	Managerial Proficiency Assessment Lab	Dr. Neeraj Dhiman	
B. Other Activities			
Sr.No	Activity	Faculty In charge	Brief Details of Activity
1.	OIC (Alumni Affairs)	Dr. Neeraj Dhiman	Managing Alumni Affairs, Alumni data & coordination with Alumni of Department of Management Studies and Alumni Cell at the Institute level.
2.	OIC (Management Society)	Dr. Shampy Kamboj	To Plan and carry out cultural, social, academic and sports related activities of Society of the Department of Management Studies.
3.	OIC (NIRF/AISHE/ Newsletter & Department Information)	Dr. Richa Joshi	Collection of the departmental information regarding various academic and other activities and send the same to the quarter concerned.
4.	OIC (Examination)	Dr. Richa Joshi	To ensure Quality of Question papers, Conduct of exams, preparation of Exam duty roster, disposal of old answer sheets as per Institute rules.
5.	OIC (Infrastructure)	Dr. Sachin Kumar	Planning of Construction/Alteration/Quality Control/Networking and Maintenance of the DoMS building, furniture, stores etc.
6.	OIC (Library)	Dr. Richa Joshi	Procurement & proper record of books, e-books and journals for the Department & Co-ordinate with Institute Library.
7.	OIC (Accreditation)	Dr. Vivek Tiwari	To upkeep the information required for accreditation of various PG courses of Department of Management Studies.
8.	OIC (Purchase)	Dr. Neeraj Dhiman	Processing the Department & Project purchases as per Institute Rules, write off/ weeding off of unserviceable articles/files/ equipment of labs & stores.
9.	OIC (Time Table)	Dr. Shampy Kamboj	Preparation of Department Time Table and Co-ordinate with FI (Institute Time Table)
10.	OIC (Training & Placement)	Dr. Sachin Kumar	Educational tours, Vocational training & placement of DOMS students, Co-ordination with TPO. Interaction of industry/ outside agencies with Departmental Faculty & students
11.	OIC (Website)	Dr. Shampy Kamboj	To Update Departmental website
12.	Convener DDPC	Dr. Sachin Kumar	As per provision of doctoral ordinance
13.	Convener DMPC	Dr. Vivek Tiwari	As per provision of master ordinance
14.	Convener DBPC	Dr. Richa Joshi	As per provision of bachelor ordinance

Head, DoMS
06/Aug/2024

Copy to: 1. The Director, NIT Hamirpur H.P. for kind information please.

2. Dean (Faculty Welfare) NIT Hamirpur H.P. for kind information please.

3. Above Mentioned faculty members for kind information & necessary action please.

विभागाध्यक्ष
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