



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

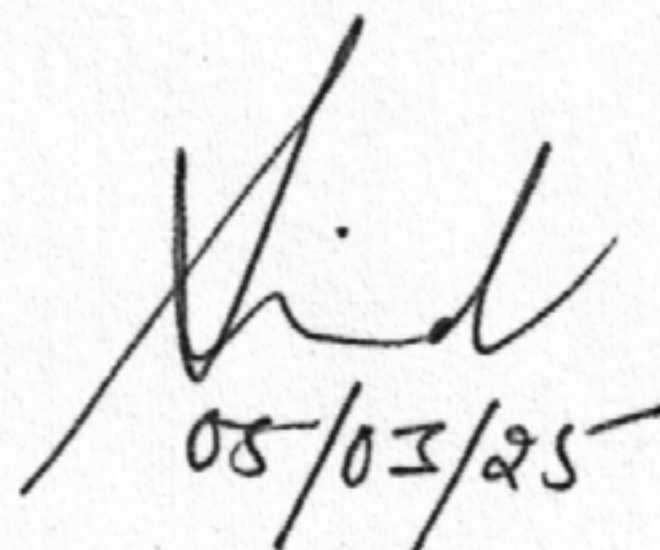
In supersession of all previous orders pertaining to the allocation of work and responsibilities in the Academic Branch, the officials of the Academic Branch are hereby assigned the duties and responsibilities, mentioned below their names with immediate effect as under:-

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, SAMARTH 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. and matters related to Senate meetings and Convocation.
- (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) Overall Supervision of implementation of 'Result processing' part of SAMARTH in coordination with concerned Faculty Incharge.
- (viii) Any other official task assigned by Dean Academic.


08/03/25

Sh. Gulab Singh Thakur, Sr. P.A.

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.
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. To assist AR (Academic) in conduct of all examinations and beforehand preparation of examination.
7. 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.
8. To ensure timely issuing/dispatch of DMC/PDC and Degrees/Certificates to students.
9. 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.
10. To provide support to QIP- coordinator and Nodal Officer- NEP
11. Any other official task assigned.

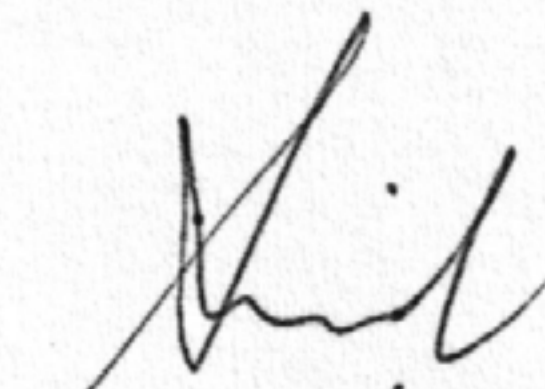
Smt. Pushpa Devi, PA

1. To act as Dealing Assistant of **International Admissions Office** in the Academic Section and to process & maintain all records pertaining to Foreign admissions in the Institute i.e., DASA, ICCR, MEA, Study In India, etc.
2. To maintain all Statistical Information related to UG, PG and PhD programmes and preparation of replies in this regard sought by MOE/Government Organizations/RTI applicants, etc.
3. To prepare Quarterly Progress Report on use of Hindi in the Academic Section (Rajbhasha Quarterly Report) for its timely submission.
4. To prepare information sought by the MOE/ Gol/ RTI/ State Governments, etc. for its timely submission in coordination with the concerned Dealing Assistants.
5. Preparation of Annual Report component pertaining to Academic Section
6. **To provide secretarial assistance to Dean Academic.**
7. Checking of SGRCs after its preparation.
8. To maintain the Attendance Register and Leave Record of all the Staff members of Academic Section.
9. Maintain records of all Notifications/Office Orders/Notices and other communications issued from the Office of Director/Registrar/Establishment Section/Accounts Section etc. in the Guard File.
10. Any other task assigned.

Sh. Abhishek, Superintendent (Examination)

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).


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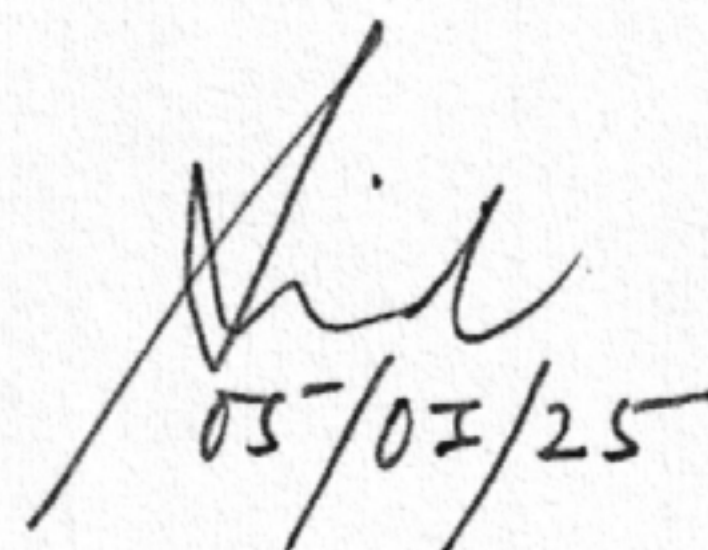
5. To collect all Question Papers timely, required for Mid-semester/End-semester/Supplementary Examinations from the respective Departments/ Faculty members (by making due follow up, if required, for setting/submission of Question Papers) and arrange them properly as per the examination schedule mentioned 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 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 Superintendent.
12. To sign the SGRCs as Superintendent.
13. 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 ensure smooth implementation result processing part of **SAMARTH**.
9. To provide full support to Superintendent (Examination) during Examination under the **supervision of AR (Academic)**.
10. 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 .
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. All work related to the Meetings of the Academic Section related to UG matters and to coordinate for conducting the SBPC meetings.
6. To prepare the fee structure for all UG programmes timely and to ensuring uploading on the webportal.


05/01/25

7. 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.
8. To **scrutinize the Semester Registration Forms** (2nd semester onwards) of all UG programmes, under the guidance of Associate Dean (A&R) & FI (Registration) received from the Departments at the beginning of semester and prepare 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.
9. 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 the Computer Centre for operating the software for mapping of Open Elective subjects and generating the list of allocation of Open Elective Subjects (both for UG 5th and 6th Semesters).
10. Work related to Accreditation of UG programmes.
11. Checking of SGRCs after its preparation.
12. Any other official task assigned.

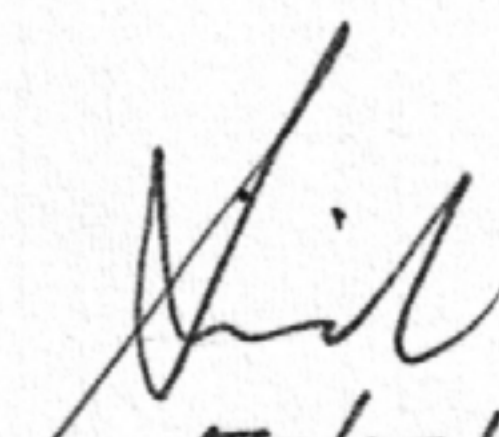
Sh. S. K. Ratnakar, Sr. Assistant and Shri Ajit Kumar (upto 28/03/2025)

1. To process all matters related to PhD programmes.
2. To prepare Registration list of all Ph.D. programmes (1st Semester) and to open, maintain, update and be the custodian of all files/records related to the Ph.D Programmes (including the PFs of Students).
3. To perform all admissions and registration related work of PhD programmes. **(Needful support in dealing with matters of PhD admissions and registrations shall be provided by Shri Lav Sharma, Sr. Assistant).**
4. To **scrutinize the Semester Registration Forms** (2nd semester onwards) of all Ph.D 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 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.
5. To put up cases of Non-Registered PhD students for cancellation of their registration.
6. To prepare and put up correspondences related to PhD students' documents/antecedents verification.
7. Preparation of all Statistical Information related to PhD programmes
8. 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.
9. To prepare the fee structure of PhD programmes at the beginning of each semester.
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 cancellation of admission/refund of excess fee/Caution Money etc. and preparing their SGRCs/PDC & Degree certificates.
14. Any other official task assigned.

(To also provide needful support to Shri Lav Sharma, Sr. Assistant, in dealing with his duties, upon his request.)

Sh. Lav Sharma, Senior 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.
- 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 SCOS/ SENATE/


05/03/25

CONVOCAATION.

- 4) To process applications for award of Director's Medal and related work.
- 5) To prepare Quarterly Progress Report on use of Hindi in the Academic Section (Rajbhasha Quarterly Report) for its timely submission.
- 6) To process miscellaneous matters of the Academic Section.
- 7) To support Shri S.K.Ratnakar, Sr. Assistant in all matters related to PhD Admissions and Semester Registration.
- 8) Checking of SGRCs after its preparation.
- 9) Any other official task assigned.

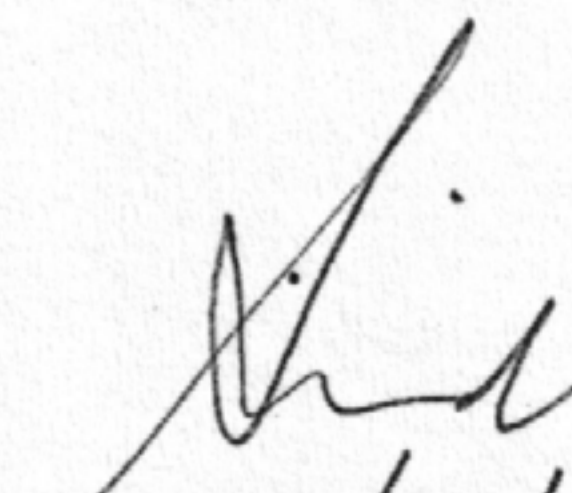
(Shri S.K.Ratnakar, Sr. Assistant shall extend his support in dealing with above matters from Sr. No. 1 to 6.)

Ms. Sonia Yadav, Jr. Assistant and Shri Pawan Kumar Sharma, Superintendent (upto 28/03/2025)

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
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 and Registrations 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 finalise the Registration lists of all PG programmes (1st Semester) as per admissions done through CCMT/CCMN/Self-sponsored/MEA/ICCR/DASA etc.
8. **Work related to Accreditation of PG programmes.**
9. To collect the information pertaining to the 2nd semester 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 2nd semester Open Elective Allocation.
10. To process applications of PG students for admission cancellation/refund of excess fee/ Caution Money etc.
11. 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.
12. To put up cases of Non-Registered students for cancellation of their registration.
13. Any other official task assigned.

Sh. Suresh Chand, Office Attendant SG-I

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


05/03/25

11. 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 perform packing of Degrees etc. and maintain track number
4. To assist the staff members in Examination and Results and SGRCs processing work.
5. To assist in work related to put required Seals in the SGRCs and issuing of DMC/PDC and dispatch of Degrees/Certificates.
6. To maintain necessary records for preparing replies related to correspondences received/dispatched in Hindi/ Rajbhasha.
7. To timely file various correspondences including Semester Registration Forms/ copy of SGRC etc. to the respective PFs of UG and PG students.
8. To assist the concerned Dealing Assistant in conduct of various meetings of Academic Branch.
9. To assist A.R., D.R. and Dean (Academic) in providing required assistance for various official tasks.
10. 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.**

No. NIT/HMR/Acad-21/February-2025/ 1703 - 1723


Dated:-


Dean Academic

05/03/25

Copy for information/necessary action to:

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


Dean Academic

05/03/25